

*****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 23, 2020 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

*Debbie Crandell, President
Cristy Dawson, Clerk
John Paff
Brian Swanson
Jon Walton
Adrian Clark, Student Rep*

DATE: Thursday, April 23, 2020

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

LOCATION: 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: Crandell ___ Dawson ___ Paff ___ 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 2019-20 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Matt Bell, 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 2019-20 [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. Begin Superintendent 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 2019-20 [Government Code § 3549.1 (d)]
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2019-20 [Government Code § 3549.1 (d)]
3. Begin Superintendent Evaluation

B. Pledge of Allegiance

IV. COMMUNICATIONS

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

V. 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.

VI. 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 2, 2020 Board Meeting 7
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Certificated Assignment Order #15 12
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #15.
- C. Warrant Schedules No. 618 14
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.
- D. Forest Grove Elementary School Site Handbook 16
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 2020-21 school year.
- E. Robert Down Elementary School Site Handbook 17
Recommendation: (Sean Keller, Robert Down Elementary School Principal) The District Administration recommends the Board review and approve the Robert Down Elementary School site handbook for the 2020-21 school year.
- F. Pacific Grove Middle School Site Handbook 18
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 2020-21 school year.
- G. Pacific Grove High School Site Handbook 19
Recommendation: (Matt Bell, Pacific Grove High School Assistant Principal) The District Administration recommends the Board review and approve the Pacific Grove High School site handbook for the 2020-21 school year.
- H. Pacific Grove Community High School Site Handbook 20
Recommendation: (Matt Bell, Community High School Principal) The District Administration recommends the Board review and approve the Pacific Grove Community High School site handbook for the 2020-21 school year.

- I. Pacific Grove Adult Education Site Handbook 21
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 2020-21 school year.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

VII. ACTION/DISCUSSION

- A. Waiver of Board Policy 6142.4 Community Service Hours for Graduation 22
Recommendation: (Matt Bell, Pacific Grove High School Principal) The District Administration recommends the Board review and approve the request to waive Board Policy 6142.4, the community service requirement of 48 total hours for graduation, for Pacific Grove High School and Community Human Services for graduating seniors in the Class of 2020.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

- B. Approval of Bond Oversight Committee Members 23
Recommendation: (Song Chin-Bendib, Assistant Superintendent for Business Services) The District Administration recommends the Board review and approve the following members to the Bond Oversight Committee as required by Education Code.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

- C. Resolution No. 1048 “Teacher Appreciation Week” and “California Day of the Teacher” 25
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends the Board adopt Resolution No. 1048 proclaiming the week of May 10, 2020 through May 16, 2020 as Teacher Appreciation Week and specifically Wednesday, May 13, 2020 as “California Day of the Teacher” (EC 37222.10)

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

- D. Resolution No. 1049 Classified School Employee Week 27
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends the Board adopt Resolution No. 1049 proclaiming May 17 – 23, 2020 as “Classified School Employee Week.”

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

- E. Resolution No. 1050 to Approve Cal OES 130 – Designation of Applicant’s Agent 29
Recommendation: (Matt Kelly, Director of Maintenance and Transportation) The District Administration recommends the Board review and approve the Resolution No. 1050 to Designate a District Agent for Cal OES for a period of three years.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

- F. Resolution #1051 Certifying to the Board of Supervisors of Monterey County All Proceedings in the March 3, 2020 General Obligation Bond Election 31
Recommendation: (Song Chin-Bendib, Assistant Superintendent for Business Services) The District Administration recommends the Board approve Resolution #1051 certifying to the Board of Supervisors of Monterey County all proceedings in the March 3, 2020, General Obligation Bond Election.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

- G. Resolution #1052 Adopting Bylaws Governing the Measure D Citizens Oversight Committee 34
Recommendation: (Song Chin-Bendib, Assistant Superintendent for Business Services) The District Administration recommends the Board approve Resolution #1052 adopting bylaws governing the Measure D Citizens Oversight Committee (COC).

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

- H. Approval of Memorandum of Understanding with Pacific Grove Teachers Association Regarding School Closures 44
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends that the Board review and approve the Memorandum of Understanding with Pacific Grove Teachers Association Regarding School Closures.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

- I. Approval of Memorandum of Understanding with California School Employees Association Regarding School Closures 49
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends that the Board review and approve the Memorandum of Understanding with California School Employees Association Regarding School Closures.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

- J. Contract for Services with Monterey Peninsula Unified School District Nutrition Services for Spring Break Meals 52
 Recommendation: (Stephanie Lip, District Nutrition Director) The District Administration recommends the Board review and approve the contract for services with Monterey Peninsula Unified School District (MPUSD) to vend breakfasts and lunches to Pacific Grove Unified School District (PGUSD) during the scheduled Spring Break.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

- K. Board Calendar/Future Meetings 55
 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: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

VIII. INFORMATION/DISCUSSION

- A. District Update on Response to COVID-19 59
 The District Administration will update the Board, staff and community on current District response and protocols to COVID-19.

Board Direction: _____

- B. Future Agenda Items 60
 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.

- Board requested transportation review and fees (May 7, 2020)
- A member of the public requested Dual Language Elementary Program (TBD)
- Board requested celebration event for individuals that raised money or donated money for PGUSD (TBD)
- Board requested teacher housing (TBD)
- Board requested review of current District committees (Will be addressed through District Newsletter/Update)
- A member of the public requested SELPA present on Special Education (Fall 2020)
- Board requested utility bills costs (electric and water) by school site (2020-21)

Board Direction: _____

IX. ADJOURNMENT

Next regular Board meeting: May 7, 2020 – District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of April 2, 2020 – District Office

I. OPENED BUSINESS

- A. Called to Order 5:32 p.m.

- B. Roll Call
 - President: Trustee Crandell
 - Clerk: Trustee Dawson
 - Trustees Present: Trustee Paff
Trustee Swanson
Trustee Walton
 - Administration Present: Superintendent Porras
Asst. Superintendent Chin-Bendib
 - Board Recorder: Mandi Ackerman
 - Student Board Member: Adrian Clark- joined 7:15 p.m.

C. Adopted Agenda

Changes to the agenda include pulled Action/Discussion Item F Memorandum of Understanding with Pacific Grove Teachers Association Regarding School Closures. This item will be brought to the next meeting on April 23, 2020 along with the Memorandum of Understanding with the California School Employees Association.

MOTION Paff/Swanson to adopt the agenda as amended.
Public comment: none
Motion CARRIED by roll call vote 4 – 0
Trustee Dawson was unable to vote due to a technology issue

II. CLOSED SESSION

- A. Identified Closed Session Topics
 - 1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2019-20 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Matt Bell, 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 2019-20 [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.

- B. Public comment on Closed Session Topics
None.

- C. Adjourned to Closed Session 5:35 p.m.

III. RECONVENED IN OPEN SESSION

6:31 p.m.

A. Reported action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2019-20 [Government Code § 3549.1 (d)]

The Board received information regarding this item.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2019-20 [Government Code § 3549.1 (d)]

The Board received information regarding this item.

B. Pledge of Allegiance

Led By: Trustee Crandell

IV. COMMUNICATIONS

A. Written Communication

The Board received several emails regarding the Levy of Developer Fees; email regarding staffing; several emails regarding distance learning.

B. Board Member Comments

Trustee Dawson acknowledged the teachers and staff for their extraordinary efforts, said the Board was so thankful.

Trustee Swanson echoed Trustee Dawson, commended everyone; noted it has never been a more challenging time, and that everyone has been remarkable.

Trustee Walton said so many people are doing great things, working so hard and adapting; acknowledged the teachers, food service, technology department, and parents. Trustee Walton also acknowledged Forest Grove Elementary School Principal Buck Roggeman for his mindfulness videos.

C. Superintendent Report

Superintendent Porras said he was so proud of the teachers, classified staff, and administrators for their poise, compassion, and empathy; acknowledged the Special Education team for doing remarkable work; thanked the Board for their support and said he was proud to be part of this team.

Superintendent Porras also asked that the public joining the meeting virtually write “PC” prior to their message in an effort to designate what is public comment for each item.

D. PGUSD Staff Comments (Non Agenda Items)

None.

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

Mike, a parent, thanked Pacific Grove Middle School.

VI. **CONSENT AGENDA**

- A. Minutes of March 19, 2020 Board Meeting
- B. Classified Assignment Order #14

MOTION Dawson/Paff to approve the consent agenda as presented.
Public comment: none
Motion CARRIED by roll call vote 5 – 0

VII. **PUBLIC HEARING/ ACTION/DICUSSION ITEM A**

- A. Public Hearing of Pacific Grove Teachers Association Sunshine List for 2019-20

Open Public Hearing 6:48 p.m. Close Public Hearing 6:51 p.m.

- A. Approval of Pacific Grove Teachers Association Sunshine List for 2019-20

MOTION Paff/Dawson to approve the Pacific Grove Teachers Association Sunshine List for 2019-20.
Public comment: none
Motion CARRIED by roll call vote 5 – 0

VIII. **ACTION/DISCUSSION**

- B. Adoption of the *National Geographic: World Cultures and Geography (2017)* Textbook for 9th Grade Social Studies at Pacific Grove High School

Director of Curriculum and Special Projects Ani Silva answered questions from the Board. The Board discussed this item.

MOTION Crandell/Swanson to adopt the *National Geographic: World Cultures and Geography (2017)* Textbook for 9th Grade Social Studies at Pacific Grove High School.
Public comment: none
Motion CARRIED by roll call vote 5 – 0

- C. Adoption of Resolution No. 1037 on the Levy of Developer Fees

Trustee Paff noted this item was tabled in October in order to return after the March election; the intent on bringing this item back to the Board was to bring it to closure.

The Board agreed not to move forward with this item.

Item failed by no action.

D. Adoption of Resolution No. 1046 Calling for a School Board Election

Superintendent Porras presented information to the Board. The Board discussed and asked questions.

MOTION Dawson/Paff to adopt Resolution No. 1046 Calling for a School Board Election.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

E. Adoption of Resolution No. 1047 E-RATE Authorizing the Contract for Services with AMS.net

MOTION Paff/Swanson to adopt Resolution No. 1047 E-RATE Authorizing the Contract for Services with AMS.net.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

F. Approval of Memorandum of Understanding with Pacific Grove Teachers Association Regarding School Closures

This item was pulled from the agenda. This item will be brought to the next Board meeting on April 23, 2020.

G. Board Calendar/Future Meetings

Trustee Dawson requested the Special Board Meeting on a Saturday in September be moved to September 26, 2020. The Board agreed.

MOTION Crandell/Dawson to approve the Board meeting calendar as amended.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

IX. INFORMATION/DISCUSSION

A. District Update on Response to COVID-19

Superintendent Porras noted the District sends regular updates to families and staff every weekday at 11am and 3pm; spoke about grading, instruction, Spring Break; thanked the food service staff and technology department; discussed graduation possibilities. The Board thanked everyone for their excellent work and shared their views during this difficult and challenging time.

Public comment:

A member of the public asked if there was discussion on how students will transition between grade levels. Superintendent Porras addressed the question.

Teacher Kari Serpa thanked the counselors and aides for their help. Superintendent Porras noted the counselors are available and ready to help.

B. Future Agenda Items

- Board requested transportation review and fees (TBD)
- A member of the public requested Dual Language Elementary Program (TBD)
- Board requested celebration event for individuals that raised money or donated money for PGUSD (TBD)
- Board requested teacher housing (TBD)
- Board requested review of current District committees (Will be addressed through District Newsletter/Update)
- A member of the public requested SELPA present on Special Education (Fall 2020)
- Board requested utility bills costs (electric and water) by school site (2020-21)

The Board thanked the 55 members of the public that joined the meeting virtually as well as Technology Coordinator Jonathan Mejia for his work in streaming the meeting.

X. ADJOURNED

7:40 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

- Consent
- Information/Discussion
- Action/Discussion

SUBJECT: Certificated Assignment Order #15

DATE: April 23, 2020

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #15.

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.

VOLUNTARY TRANSFER:

Theresa McDaniel, FGE, Teacher, 1.0 FTE, voluntary grade level transfer from Kindergarten to Transitional Kindergarten, effective August 3, 2020 and replaces Marissa Alt

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

SUBJECT: Warrant Schedule 618

DATE: Date of Board Meeting

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, 2020 through March 31, 2020.

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. 618

MARCH 2020

WARRANTS - PAYROLL

Certificated	Regular	3/5/2020	\$	-
	Regular	3/10/2020	\$	5,589.01
	Regular	3/13/2020	\$	-
	Regular	3/13/2020	\$	1,674,865.10
<u>Total Certificated</u>			\$	<u>1,680,454.11</u>
Other	Regular	3/5/2020	\$	-
	Regular	3/10/2020	\$	6,901.62
	Regular	3/13/2020	\$	-
	Regular	3/13/2020	\$	20,322.31
<u>Total Other</u>			\$	<u>27,223.93</u>
Classified	Regular	3/5/2020	\$	-
	Regular	3/10/2020	\$	7,592.75
	Regular	3/13/2020	\$	-
	Regular	3/13/2020	\$	651,907.99
<u>Total Classified</u>			\$	<u>659,500.74</u>
<u>TOTAL PAYROLL</u>			\$	<u>2,367,178.78</u>

WARRANTS - ACCOUNTS PAYABLE

Warrants	12543749	through	12543776	3/3/2020	\$	55,569.09
Warrants	12544874	through	12544876	3/10/2020	\$	10,466.08
Warrants	12545704	through	12545771	3/12/2020	\$	109,975.31
Warrants	12546584	through	12546611	3/17/2020	\$	70,025.80
Warrants	12547216	through	12547240	3/19/2020	\$	78,273.88
Warrants	12548868	through	12548893	3/26/2020	\$	44,470.57
<u>TOTAL ACCOUNTS PAYABLE</u>					\$	<u>368,780.73</u>

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

SUBJECT: Forest Grove Elementary School Site Handbook

DATE: April 23, 2020

PERSON(S) RESPONSIBLE: Buck Roggeman, Forest Grove Elementary School Principal

RECOMMENDATION:

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

BACKGROUND:

Changes include:

- The district’s meal charge policy is included in our food service section.
- Our BASRP guidelines have been updated with guidelines for students who have not been picked up.

*School Calendar and Staff Lists will be updated at a later date.

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

SUBJECT: Robert H. Down Elementary School 2020-21 Handbook

DATE: April 23, 2020

PERSON(S) RESPONSIBLE: Sean Keller, Robert H. Down Elementary School Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the 2020-21 Robert H. Down Elementary Handbook.

BACKGROUND:

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

INFORMATION:

Updates to the 2020-21 Robert H. Down Handbook include the following:

- Page 8-9 – Added language per Assistant Superintendent’s memo regarding Before and After School (BASRP) acceptance and dismissal protocols on the occasions where students do not have a bus pass, have missed the bus, or just not yet picked up. PGUSD admin to stay with student(s) after classified employees’ hours are completed.
- Page 16- Added PGUSD Meal Charge Policy per Director Lip’s request.

Some minor adjustments may be made for change in personnel and room locations based on hiring.

FISCAL IMPACT:

None

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

SUBJECT: Pacific Grove Middle School Site Handbook

DATE: April 23, 2020

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 2020-21 school year.

BACKGROUND:

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

INFORMATION:

Changes to this version:

- Re-organized all contents by topic, instead of alphabetically
- New cover letter from Principal Roach
- Added School Safety Information
- Added descriptions of Advisory and CharacterStrong, and the Advisory Bell Schedule
- Updated Food & Nutrition Services information
- Added description of Study Hall
- Updated course names and descriptions (e.g. Science → Integrated Science, Math 7+ → Accelerated Math 7) and added descriptions for new Math Support (6, 7, 8) classes.
- Other changes include: formatting, semantics, and small changes to increase reader’s understanding of school policies and practices.

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

SUBJECT: Pacific Grove High School Site Handbook

DATE: April 23, 2020

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

RECOMMENDATION:

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

BACKGROUND:

Pacific Grove updates its Student Handbook annually for Board Approval. All school rules and regulations along with information regarding SAT/ACT/CAASPP/AP 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 2020-21 Student Handbook include:

- Page 6 – Updated School Directory
- Pages 7-10 - Updated Calendar and Bell Schedules
- Page 23 - Updated Dual Enrollment language for students and parents
- Page 26 - Updated language pertaining to Online Courses
- Page 28 - Updated Testing Calendar
- Page 28-29 - Updates to Summer School information
- Pages 31-33 - Updates to Food Services

FISCAL IMPACT:

Handbooks historically have been provided free of charge through Jostens Yearbook, however, this may not be the case next year.

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

SUBJECT: Pacific Grove Community High School Handbook

DATE: April 23, 2020

PERSON(S) RESPONSIBLE: Matt Bell, Pacific Grove Community High School Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the 2020-2021 Pacific Grove Community High School Handbook.

BACKGROUND:

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

INFORMATION:

Updates to the 2020-2021 PG Community High School Handbook include the following:

- Page 3 – Updated Board Members
- Page 4 – Updated school calendar
- Page 6 – Updated information that students may be required to stay for session II at the discretion of Faculty for academic or disciplinary reasons.
- Page 12 - Added PGUSD Meal Charge Policy per Director Lip’s request.
- Page 16 – Updated cell phone policy to reflect that parents will be contacted.

FISCAL IMPACT:

None

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

SUBJECT: Pacific Grove Adult Education 2020-2021 Staff Handbook

DATE: April 23, 2020

PERSON(S) RESPONSIBLE: Barbara Martinez, Pacific Grove Adult Education Principal

RECOMMENDATION:

The District Administration recommends that the board review and approve the Pacific Grove Adult School Staff Handbook for the 2020-2021 school year.

BACKGROUND:

Each year, the Pacific Grove Adult School reviews and amends the handbook which provides staff information and protocols as it relates to the site.

INFORMATION:

Staff handbooks are provided to staff at the start of their employment at Pacific Grove Adult School. They are also available on the site webpage at www.pgadulthood.org. A hard copy can also be located in the staff room and front office at the adult school.

FISCAL IMPACT:

No Fiscal Impact.

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

SUBJECT: Waiver of Board Policy 6142.4 Community Service Hours for Graduation

DATE: April 23, 2020

PERSON(S) RESPONSIBLE: Matt Bell, Pacific Grove High School Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the request to waive Board Policy 6142.4, the community service requirement of 48 total hours for graduation, for Pacific Grove High School and Community Human Services for graduating seniors in the Class of 2020.

BACKGROUND:

We currently have 5 seniors at Pacific Grove High School not showing the full 48 hours for community service in order to graduate. All seniors have served at least half of the required community service hours required for graduation. We also have 4 seniors at Community High School who are not showing the full 48 hours, either.

INFORMATION:

Given the current situation with the COVID-19 pandemic and guidelines around social distancing, as well as the closure of many non-essential institutions, it is the opinion of the Pacific Grove High School and Community High School administration that we would be negligent in requiring these students to complete their community service hours in order to graduate for this 2020 graduation. In the spirit of the hold-harmless efforts by the Department of Education, businesses, and community, we should waive the requirements for the current Class of 2020 seniors who have not completed the full 48 community service hours required for graduation. This would only apply to this year's graduating seniors from Pacific Grove High School and from Community High School.

FISCAL IMPACT:

None.

- Consent
 Information/Discussion
 Action/Discussion
 Public Hearing

SUBJECT: Approval of Bond Oversight Committee Members

DATE: April 23, 2020

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the following members to the Bond Oversight Committee as required by Education Code.

BACKGROUND:

Measure A was processed as a 55% vote election and passed as such, the District must comply with the provisions of Proposition 39 which requires the Board to appoint an oversight committee composed of at least seven members from the following categories:

- 1.) An Active member of a business organization
- 2.) An active member of a senior citizens organization
- 3.) An active member of a taxpayer's association
- 4.) A parent or guardian of a student enrolled in the District
- 5.) A parent or guardian of a student enrolled in the District and an active member of a District PTA or SSC.
- 6.) Two members of the community at large

All members of the previous Bond Oversight Committee declined to continue to this new committee. There is no formal process stipulated within the Education Code as to how the committee membership is to be developed. However, the District advertised publicly via district and school newsletters, an ad in a local newspaper and the local taxpayer's association.

INFORMATION:

The community members who are being recommended for the Bond Oversight Committee are:

1. **Travis Long:** active member of a business organization located in the district
2. **Stephanie Atigh:** active member in a senior citizen's organization
3. Currently seeking member of Taxpayers Association
4. **Maria Fonferek and Alex Lorca:** active parent of a student enrolled in the district
5. **Elliott Hazen:** active member of a student enrolled in the district and active in the PTA
6. **Laurel Peiffer and Jessica Thompson:** members of the community at large

The duties of the Committee:

1. The Committee shall inform the public concerning the District's expenditures of bond proceeds.
2. The Committee may review quarterly but no less than annually expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for the purposes set forth in the

ballot measure; (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses.

3. The Committee shall present to the Board, in public session, an annual written report which shall include the following: (a) a statement whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and (b) a summary of the Committee's proceedings and activities for the preceding year.

Members of the COC is required to meet at least one time per year, or more frequently as it deems necessary to fulfill its duty. This Committee will be asked to serve a two-year term. A maximum of three consecutive two -year terms is allowed under the law.

Committee is formed in the current fiscal year to review last fiscal year's financial information which has been audited.

The activities of the Committee: Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.

FISCAL IMPACT:

None.

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

SUBJECT: Resolution No. 1048 “Teacher Appreciation Week” and “California Day of the Teacher”

DATE: April 23, 2020

PERSON RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The Administration recommends the Board adopt Resolution No. 1048 proclaiming the week of May 10, 2020 through May 16, 2020 as Teacher Appreciation Week and specifically Wednesday, May 13, 2020 as “California Day of the Teacher” (EC 37222.10)

BACKGROUND AND INFORMATION:

During the early 1970’s, The Association of Mexican-American Educators (AMAE) adopted the Mexican tradition of annually recognizing teachers and began organizing related events throughout the state. In 1985, AMAE sponsored legislation (incorporated in Education Code Section 37222.10) to establish the Day of the Teacher to be observed each year on the second Wednesday in May.

Teachers play an important role in our society fulfilling the responsibility to educate all children. This professional responsibility is appreciated and now in this year of the Covid-19 Pandemic the work of these individuals has risen and is appreciated and honored even more by our district, community and the State.

The State of California has declared the second Wednesday in May as “California Day of the Teacher.” Therefore, we recognize our teachers with a resolution proclaiming May 10, 2020 through May 16, 2020 as Teacher Appreciation Week whereby citizens confirm and support parent teacher partnerships and specifically May 13, 2020 as “California Day of the Teacher.”

FISCAL IMPACT:

None

Pacific Grove Unified School District
Board of Education

Resolution Number 1048 Proclaiming

**“CALIFORNIA DAY OF THE TEACHER” and
“TEACHER APPRECIATION WEEK”**

WHEREAS, teachers personify our society’s belief that universal public education is key to meeting the challenges of a changing world and the influence of a good teacher continues long after school days are only memories; and

WHEREAS, teachers demonstrate and share their love of learning in the classroom every day and fill many roles: as listeners, explorers, role models, motivators, and mentors; and, by doing so, are partners with parents and the community in inspiring students’ dreams and laying the foundation for them to be good citizens; and

WHEREAS, teachers strive to make every classroom an exciting environment where productive and useful learning can take place and each student is encouraged to grow and develop and where teachers reach out to foster the well-being of each student, regardless of ability, social or economic background, race, or ethnic origin or religion; and

WHEREAS, the Board does applaud the unique and highly specialized skills and dedication required to meet the varied needs of the young people served by the District’s instructional programs and recognize that the quality of all student’s educational experiences depends significantly and vitally upon the quality of their teachers who are entrusted with fulfilling the mission of education to prepare our students for the future; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of Pacific Grove Unified School District that Resolution 1048 be adopted to observe May 10, 2020 through May 16, 2020 as Teacher Appreciation Week and specifically May 13, 2020 as the “CALIFORNIA DAY OF THE TEACHER” by taking time to remember and salute the teachers who mold and educate our children, impact and enrich our lives, and thereby, are critical to the constant transformation of our society.

Passed and Adopted on the Twenty Third Day of April, 2020

Debbie Crandell, President

Cristy Dawson, Clerk

John Paff, Board Member

Brian Swanson, Board Member

Jon Walton, Board Member

Ralph Porras, Superintendent



www.pgusd.org

- Consent
 Information/Discussion
 Action/Discussion
 Public Hearing

SUBJECT: Resolution No. 1049 Classified School Employee Week

DATE: April 23, 2020

PERSON RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The Administration recommends the Board adopt Resolution No. 1049 proclaiming May 17 – 23, 2020 as “Classified School Employee Week.”

INFORMATION AND BACKGROUND:

In 1986, California School Employees Association sponsored state legislation to create Classified School Employee Week. Since then, California public schools has taken one week each May to recognize the outstanding efforts and contributions of its classified school workers.

Classified school employees play crucial roles in education. From the time students board a school bus to the time that they head home at the end of the day, every aspect of their educational experience is impacted by a classified school employee. Classified staff includes school bus drivers, secretaries, clerical staff, food service, instructional assistants, maintenance personnel, custodians, and others. Classified school employees transport students, feed students, teach them vital skills, and ensure that our schools are operating smoothly and safely.

In light of the Covid-19 epidemic this year, we are especially grateful for the work our classified employees are continuing to do, even while many are sheltering in place and assisting to support students, teachers and parents with distance learning. Others are feeding students, disinfecting premises and maintaining grounds and facilities. The infrastructure work of the classified unit continues.

We therefore recognize and honor Classified School Employees by Board Resolution, proclaiming “Classified School Employee Week” May 17-23, 2020.

FISCAL IMPACT:

None

Pacific Grove Unified School District
Board of Education

Resolution Number 1049 Proclaiming

“CLASSIFIED SCHOOL EMPLOYEE WEEK”

WHEREAS, the Legislature of the State of California has declared that May 17-23, 2020 shall be **“CLASSIFIED SCHOOL EMPLOYEE WEEK.”** a time to recognize the many contributions of classified school employees to public education; and

WHEREAS, the education of our youth is imperative to our society, to California, to our nation, our world; and

WHEREAS, our District’s classified school employees are skilled personnel who serve our students and play important roles in the establishment and promotion of a positive instructional environment; and

WHEREAS, our classified staff are dedicated individuals who perform outstanding work and have continued to offer exceptional support for our students, teachers, and administration;

WHEREAS, our classified employees deserve rightful recognition and public celebration for their caring, their deeds, and the incalculable contributions they have made to California’s public education system;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of Pacific Grove Unified School District that **Resolution 1049** be adopted to observe **CLASSIFIED SCHOOL EMPLOYEE WEEK** during the time of May 17-23, 2020 as an opportunity to acknowledge the achievements and contributions of classified school employees in our system of public education.

Passed and Adopted on the twenty third Day of April 2020

Debbie Crandell, President

Cristy Dawson, Clerk

John Paff, Board Member

Brian Swanson, Board Member



www.pgusd.org

Jon Walton, Board Member

Ralph Gomez Porras, Superintendent

- Consent
 Action/Discussion
 Information/Discussion
 Public Hearing

SUBJECT: Resolution No. 1050 to Approve Cal OES 130 – Designation of Applicant’s Agent

DATE: April 23, 2020

PERSON(S) RESPONSIBLE: Matt Kelly, Director of Facilities and Transportation

RECOMMENDATION:

The District Administration recommends the Board review and approve the Resolution No. 1050 to Designate a District Agent for Cal OES for a period of three years.

BACKGROUND:

On March 22, 2020, President Donald Trump approved the Major Disaster Declaration FEMA-4482-DR, California Disaster Declaration (DR-4482) for the California COVID-19 Pandemic. The approval of the DR-4482 authorizes the Federal Emergency Management Agency’s (FEMA) Public Assistance to process reimbursement for emergency protective measures related to COVID-19.

INFORMATION:

To be eligible for reimbursement, local educational agencies (LEAs) must submit a request for public assistance (RPA) through the California Office of Emergency Services (Cal OES) Grants Portal account. As of this writing, the District has submitted a RPA and FEMA has approved eligibility. District staff will be tracking extra costs accrued by COVID-19 as it relates to disinfecting, distance learning, and food service. To receive funds that may be awarded Cal OES requires the Board of Education to pass this resolution. Approval of the resolution will be for the COVID-19 pandemic or any other public assistance related to future Disaster Declarations in the next three years.

FISCAL IMPACT:

There is not a fiscal impact to this resolution.

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Education OF THE Pacific Grove Unified School District
(Governing Body) (Name of Applicant)

THAT Superintendent, OR
(Title of Authorized Agent)

Assistant Superintendent, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Pacific Grove Unified School District, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Pacific Grove Unified School District, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 23rd day of April, 2020

Debbie Crandell, President
(Name and Title of Governing Body Representative)

Cristy Dawson, Clerk
(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Matt Kelly, duly appointed and Director Facilities & Transportation of
(Name) (Title)

Pacific Grove Unified School District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Education of the Pacific Grove Unified School District
(Governing Body) (Name of Applicant)

on the 23rd day of April, 2020.

(Signature)

Director Facilities & Transportation
(Title)

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

SUBJECT: Resolution No. 1051 Certifying to the Board of Supervisors of Monterey County All Proceedings in the March 3, 2020 General Obligation Bond Election

DATE: April 23, 2020

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

RECOMMENDATION:

The District Administration recommends the Board approve Resolution No. 1051 certifying to the Board of Supervisors of Monterey County all proceedings in the March 3, 2020, General Obligation Bond Election.

BACKGROUND:

It is required by law that the Board of Education to certify local election results to the County Board of Supervisors.

INFORMATION:

On March 3, 2020, more than the requisite 55% of voters in the District approved Measure D, authorizing the issuance of \$30 million in general obligation bonds to finance school facilities projects. The District is now required to certify the results of the election and enter the results into the minutes.

FISCAL IMPACT:

None.

RESOLUTION NO. 1051

RESOLUTION OF THE BOARD OF EDUCATION OF THE PACIFIC GROVE UNIFIED SCHOOL DISTRICT CERTIFYING TO THE BOARD OF SUPERVISORS OF MONTEREY COUNTY ALL PROCEEDINGS IN THE MARCH 3, 2020 GENERAL OBLIGATION BOND ELECTION

WHEREAS, on October 3, 2019, the Board of Education of the Pacific Grove Unified School District (the "District") of Monterey County (the "County"), State of California, adopted its Resolution (the "Resolution") ordering an election for general obligation bonds (the "Bond Election") held on March 3, 2020; and

WHEREAS, the Resolution was duly delivered to the Registrar of Voters for the County; and the Clerk of the Board of Supervisors of the County; and

WHEREAS, notice of the Bond Election was duly given; and

WHEREAS, on March 3, 2020, the Bond Election was duly held and conducted for the purpose of voting on the proposition of issuing bonds of the District in the amount of \$30 million, known as Measure D (the "Bond Measure"); and

WHEREAS, the Board of Education of the District has received the Canvass and Statement of results of the election from the County ("Certificate of Election Results"), and it appears from the Certificate of Election Results that more than 55% of the votes cast on the proposition were in favor of issuing the aforementioned bonds.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE PACIFIC GROVE UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. Entry Upon Minutes. In accordance with California Education Code Section 15274, the Board of Education orders that entry be made upon the minutes of this meeting that the Bond Measure has been approved by more than 55% of the votes cast at the Bond Election.

Section 3. Certification to County Board. In accordance with California Education Code Section 15274, the Board of Education hereby certifies to the Board of Supervisors of Monterey County that all proceedings of the District in connection with the Bond Election have been accomplished with respect to the election as recited herein.

Section 4. Delivery of This Resolution. In accordance with California Education Code Section 15242, the Board of Education directs that the Secretary to the Board deliver a copy of this Resolution to the County Superintendent of Schools with a request that the County Superintendent deliver a copy of this Resolution and Certificate of Election Results attached hereto as Exhibit A to the Clerk of the Board Supervisors of the County.

Section 5. Effective Date. This resolution shall take effect on and after its adoption.

The foregoing Resolution was adopted by the Board of Education of the Pacific Grove Unified School District of Monterey County, being the Board authorized by law to make the designations therein contained by the following vote, on April 23, 2020.

Adopted by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

President of the Board of Education

ATTEST:

Secretary to the Board of Education

- Consent
 Information/Discussion
 Action/Discussion
 Public Hearing

SUBJECT: Resolution No. 1052 Adopting Bylaws Governing the Measure D Citizens Oversight Committee

DATE: April 23, 2020

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

RECOMMENDATION:

The District Administration recommends the Board approve Resolution No. 1052 adopting bylaws governing the Measure D Citizens Oversight Committee (COC).

BACKGROUND:

It is required by law for General Obligation Bonds that have been voters approved under Proposition 39, a citizens oversight committee be convened.

INFORMATION:

Pursuant to Proposition 39 and Measure D, the District is required to form a citizens' oversight committee. There are statutory requirements regarding the composition of the committee, the purpose of which is to review and report on the expenditure of bond proceeds. The bylaws available to the Board will govern the committee, which the District intends to have comprised of the existing Measure A committee members.

FISCAL IMPACT:

None.

RESOLUTION NO. 1052**RESOLUTION OF THE BOARD OF EDUCATION OF
THE PACIFIC GROVE UNIFIED SCHOOL DISTRICT
ADOPTING BYLAWS GOVERNING THE
MEASURE D CITIZENS OVERSIGHT COMMITTEE**

WHEREAS, the Pacific Grove Unified School District (the "District") was successful at the election conducted on March 3, 2020 (the "Bond Election") in obtaining authorization from the requisite 55% of District voters to issue up to \$30 million aggregate principal amount of general obligation bonds (the "Bonds") for the purpose of financing the school facilities projects set forth in the measure approved by the voters ("Measure D"); and

WHEREAS, the Bond Election was conducted pursuant to the provisions of Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act, approved by California voters on November 7, 2000 ("Proposition 39"); and

WHEREAS, pursuant to Proposition 39, Measure D and, Section 15278 of the California Education Code, the Board of Education of the District is obligated to establish a citizens' oversight committee (the "Committee") to satisfy the accountability requirements of Proposition 39;

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE PACIFIC GROVE UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. Committee Established. The Committee to oversee expenditures of Measure D bond proceeds is hereby established. The Committee shall be administered pursuant to the Bylaws in the form on file with the Superintendent, which are hereby approved and adopted for the purpose of establishing the Committee.

Section 3. Appointment in 60 Days. Pursuant to Education Code Section 15278, the Board will appoint members to the Committee within 60 days of the date that the Board has entered the election results on its minutes.

Section 4. Effective Date. This resolution shall take effect on and after its adoption.

* * * * *

The foregoing Resolution was adopted by the Board of Education of the Pacific Grove Unified School District of Monterey County, being the Board authorized by law to make the designations therein contained by the following vote, on April 23, 2020.

Adopted by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

President of the Board of Education

ATTEST:

Secretary to the Board of Education

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE
MEASURE D BYLAWS**

Adopted by the Board of Education of the District on April 23, 2020

Section 1. Committee Established. The Pacific Grove Unified School District (the "District") was successful at the election conducted on March 3, 2020 (the "Bond Election") in obtaining authorization from the District's voters to issue up to \$30 million aggregate principal amount of general obligation bonds ("Measure D"). The election was conducted under Proposition 39, chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Proposition 39"). Pursuant to Section 15278 of the California Education Code, the District is now obligated to establish this Citizens' Bond Oversight Committee (the "Committee") in order to satisfy the accountability requirements of Proposition 39. The Board of Education of the Pacific Grove Unified School District (the "Board") hereby establishes the Committee, to be known as the "Citizens' Bond Oversight Committee for Measure D," which shall have the duties and rights set forth in these Bylaws.

Section 2. Purposes. The purposes of the Committee are set forth in Proposition 39, and these Bylaws are specifically made subject to the applicable provisions of Proposition 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California, Government Code Section 54950 *et seq.* (the "Brown Act"), and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Proposition 39, but without expending bond funds on such support.

The proceeds of general obligation bonds issued pursuant to the authority of the Bond Election are hereinafter referred to as "bond proceeds." The Committee shall confine its review of District expenditures specifically to expenditures of bond proceeds generated under Measure D. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications of the Committee to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the consensus view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure D; and (b) no bond proceeds have been used for teacher or administrative salaries or other operating expenses.

3.3 Annual Report. At least one time annually, commencing with the end of the first fiscal year in which any bond proceeds are expended, and continuing through the end of the fiscal year in which bond proceeds have been spent in full, the Committee shall prepare an annual written report, the findings of which shall be summarized by the Chair of the Committee to the Board in public session, which annual written report shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.
- (c) Annual reports shall be posted on the District's website in accordance with Sections 7 and 8 hereto.

3.4 Duties of the Board/Superintendent. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (a) Approval of contracts,
- (b) Approval of change orders,
- (c) Expenditures of bond funds,
- (d) Handling of all legal matters,
- (e) Approval of project prioritization, project plans and schedules,
- (f) Approval of all deferred maintenance plans, and
- (g) Approval of the sale of bonds.

3.5 Measure D Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the oversight of the Committee.
- (b) The establishment of priorities and order of construction for bond projects, which shall be made by the Board in its sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent), which shall be determined by the Board in its sole discretion.
- (e) The selection of independent audit firm(s), performance and financial audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Proposition 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3, the Committee may engage in the activities authorized under Education Code Section 15278 subsection (c), including:

- (a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.
- (b) Inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent.
- (c) Review copies of deferred maintenance plans developed by the District.
- (d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number.

The Committee shall consist of at least 7 members appointed by the Board upon the recommendation of the Superintendent from a list of candidates submitting written applications, and based on criteria established by Proposition 39, to wit:

- 1 member shall be the parent or guardian of a child enrolled in the District.
- 1 member shall be the parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- 1 member shall be active in a business organization representing the business community located in the District.

- 1 member shall be active in a senior citizens' organization.
- 1 member shall be active in a bona-fide taxpayers association.
- 2 members shall be from the community at-large.

Additional members of the community at-large may be appointed at the Board's sole discretion; however, the Board is only required to appoint seven members meeting the above criteria.

5.2 Qualification Standards.

- (a) To be a qualified person, Committee members must be at least 18 years of age.
- (b) As specifically prohibited by Education Code Section 15282, the Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.
- (c) Preference will be given applicants who reside within District boundaries, however, residency within District boundaries is not a necessary qualification.

5.3 Ethics Rules Applicable to Committee: No Conflicts of Interest. The prohibitions contained in Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code (the "Conflicts Laws") apply to members of the Committee. As provided therein, members of the Committee shall not be financially interested in District contracts within the meaning of State law, or engage in any activity for compensation that is in conflict with such member's duties described herein. The Committee is established to inform the public regarding the expenditure of bond proceeds. Committee members are not public officials of a government agency with decision-making authority within the meaning of the Political Reform Act of 1974, and the Committee is not a decision-making authority. By accepting appointment to the Committee, each member agrees to comply with the Committee Ethics Policy attached to these Bylaws, and to complete and file with the District's business official each year the Fair Political Practice Commission Form 700 Statement of Economic Interests.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of 2 years, commencing on the date of the first meeting of the Committee. No member may serve more than 3 consecutive terms. This limitation shall not prevent a former Committee member whose term has expired from serving again following a one-year period from such expiration. In order to stagger the expiration dates of the terms of initial members, at the Committee's first meeting select three members to serve for an initial one (1) year term and the remaining members to serve an initial two (2) year term. To identify members serving initial one-year terms, members will draw lots or take volunteers for the first initial short term.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District shall notify the public through its customary forums that it is accepting applications for Committee members, which may include posting at school sites, advertising in the local newspapers, and/or posting notice on the District's website, as well as the solicitation of local groups for applications; (b) applications shall be made available at the

District office and/or through the District's web site; (c) the Superintendent will review the applications which have been submitted by the stated deadline; and (d) the Superintendent will make recommendations to the Board with respect to appointment. Appointments shall be made by the Board upon approval by majority vote at an open meeting. Appointments shall be recorded in the Board minutes.

5.6 Removal; Vacancy. The Board may remove any Committee member for cause, which includes failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, the seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The District shall make best efforts to fill vacancies within 90 days. Members whose terms have expired may continue to serve on the Committee until their successor has been appointed. In the event the District is unable to appoint members meeting the criteria listed in Section 5.1, the Committee may proceed with one or more vacancies.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board as an individual or, on behalf of the Committee if said member has been authorized to do so by a majority vote of the Committee; and (c) the Committee shall have the right to request and receive only copies of any public records relating to Measure D funded projects.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall meet at least once a year, or more frequently as the Committee deems it necessary to discharge its duty, but no more frequently than quarterly. At the end of each meeting, the Committee shall identify the next approximate meeting date.

6.2 Location. All meetings shall be held within the Pacific Grove Unified School District, located in Monterey County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the Brown Act. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

Section 7. District Support.

7.1 Technical and Administrative Support. As provided by Education Code Section 15280, the District shall provide to the Committee necessary technical and administrative assistance in furtherance of its purposes and to publicize its conclusions. Such support shall include:

- (a) preparation of and posting of public notices and agendas as required by the Brown Act, ensuring that all meetings notices and agendas are provided in the same manner as meetings of the District's Board;

- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation and copies of any documentary meeting materials, such as agendas, minutes and reports;
- (d) providing bond expenditure reports produced by the District for review at each meeting;
- (d) retention of all Committee records and reports; and
- (e) providing public access to Committee meeting minutes and reports on an Internet website maintained by the District.

7.2 **Copies of Bond Audits.** Pursuant to Education Code Section 15286, the District shall submit a copy of its annual bond financial audit and performance audit, prepared each fiscal year, to the Committee at the same time such audits are submitted to the Board, and in any event no later than March 31 of each year. In addition, pursuant to Education Code Section 15280(a)(2), if findings, recommendations or concerns are identified in such audits, within three months of receiving the audits, the District shall provide the Committee with responses to such findings.

7.3 **Staff Support.** A member of the District staff shall attend Committee meetings in order to report on the status of projects and the expenditure of bond proceeds.

Section 8. Reports. The Committee must produce at least one annual report as referenced in Section 3.3. In addition, the Committee may report to the Board from time to time in order to inform the Board on the activities of the Committee. Any such reports shall be in writing and shall summarize the proceedings and activities conducted by the Committee. Such reports shall also be made available on the District's internet web site link to Measure D.

Section 9. Officers. The Superintendent shall appoint the initial Chair for purposes of conducting the first meeting of the Committee. At the first meeting, the Committee shall elect by majority vote of its members a Chair and a Vice-Chair, who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

Section 10. Amendment of Bylaws. These Bylaws may be amended by the Board of Education of the District. Any amendment to these Bylaws shall be approved by a majority vote of the Board.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure D monies.

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Pacific Grove Unified School District.
- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

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

SUBJECT: Approval of Memorandum of Understanding with Pacific Grove Teacher Association
Regarding School Closures

DATE: April 23, 2020

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

RECOMMENDATION:

The Administration recommends that the Board review and approve the Memorandum of Understanding with Pacific Grove Teachers Association (PGTA) regarding school closures.

INFORMATION:

The Memorandum of Understanding sets forth the protocol and terms that the District and Association have agreed upon to govern working conditions for PGTA bargaining unit members due to the COVID-19 public health emergency. The parties recognize that there is a need to close schools ("emergency school closure") and move to an online distance learning program to allow for social distancing as recommended by health officials in order to prevent the spread of illness arising from the COVID-19 during the 2019-2020 school year.

MEMORANDUM OF UNDERSTANDING BETWEEN PACIFIC GROVE UNIFIED SCHOOL DISTRICT AND PACIFIC GROVE TEACHERS ASSOCIATION REGARDING COVID-19 RESPONSE

The Pacific Grove Unified School District ("District") and the Pacific Grove Teachers Association ("Association") enter this Memorandum of Understanding ("MOU") regarding the school closure related to COVID-19.

This Memorandum of Understanding sets forth the protocol and terms that the District and Association have agreed upon to govern working conditions for PGTA bargaining unit members due to the COVID-19 public health emergency.

The Parties recognize there is a need to close schools ("emergency school closure") and move to an online distance learning program to allow for social distancing as recommended by public health officials in order to prevent the spread of illness arising from the COVID-19 during the 2019-2020 school year.

Defining "Distance Learning"

In the light of the fact that the District has called for school closures due to the County's shelter in place order, PGTA members are certain to be impacted in their professional and personal lives. In an effort to alleviate those impacts, the District wishes to allow teachers and students to engage in a unique education delivery model (Distance Learning) that will provide teachers an alternative method of delivering instruction that does not require them to physically report to work and ensure that students are able to continue learning with minimal interruption.

In the interest of implementing Distance Learning, the parties agree to the following:

- I. Both parties recognize distance learning as a model that will require flexibility. In most cases unit members will complete their distance learning responsibilities in two ways:
 - a) providing remote learning opportunities
 - b) prepping for daily remote learning opportunities.

The parties agree that this MOU is not intended to change the hours of work for unit members provided in the collective bargaining agreement. The parties also agree that, at times, unit members will need to complete distance learning related work using a flexible schedule that may be outside the regular daily work schedule and is at the unit member's discretion. If a unit member is asked by the District to work beyond their regular contractual hours shall be compensated at the PGTA hourly instructional rate of pay provided in the CBA.

2. Unit members are to be available to administration and parents/guardians, to the extent possible, via work email during their regular contractual hours.
3. The coursework provided to students shall have the intention of promoting continuity of learning while students are not in school. Over the course of the week, the learning activities will include the following:
 - a. enrichment,
 - b. intervention,
 - c. review
 - d. exposure to new material approved by the administration, and
 - e. District-adopted curriculum for the grade level/subject area.

4. Distance learning may include on-line instruction that relies on technology, and it may also include the use of print materials incorporating assignments such as paper learning modules (packets) developed by site grade level teams. In the event that electronic means are unavailable to students, the teacher will contact the site administrator to work towards other means of getting the materials to the student(s). The activities will require attendance, summative assessments, and/or grading as the unit member and site administrator may determine are appropriate.
5. Unit members shall have the option to work from home or on campus during the emergency school closure. Unit members may choose to work on campus after notice and approval of the site administration and will employ social distancing. All unit members are on notice that while the sites have been cleaned and disinfected, they will be disinfected once again prior to the reopening of the schools to students. The district will comply with Cal-OSHA guidelines.
6. Unit member's compensation and benefits shall not be reduced or interrupted in the event of an emergency school closure.
7. The parties agree to meet as needed to address implementing guidance from the California Department of Education as well as the Federal Department of Education in order to provide an equitable and appropriate education for our students with special needs. Special education teachers will work collaboratively with core content teachers to accommodate and support lessons to meet the needs of students as outlined in their IEPs in a digital learning environment. Special education teachers will continue to implement supplemental curriculum as outlined by the student's IEP. Individual accommodations will be provided:
 - a. Special education teachers of students with moderate to severe disabilities will provide continuity of learning through a variety of distance learning resources as appropriate so that special education students have access to the same learning opportunities as other students. Teachers will have the discretion to prioritize the activities within the units based on student need and ability. Resources shall be provided by the District.
 - b. Special education teachers of students with mild to moderate disabilities will provide continuity of learning through a variety of district provided and distance learning resources as appropriate so that special education students have access to the same learning opportunities as other students.
 - c. Related Service Providers (Speech Therapist, Occupational Therapist, Physical Therapist), will contact parents and/or guardians to develop and provide distance learning therapies including on-line therapy, individualized therapy materials, prerecorded or live videos deployed via Google Classroom and Google Hangouts.
 - d. Special education teachers and related service providers will still complete mandated annual IEP meetings, 30 Day meetings, amendments, or parent requested IEP meetings. Teams will convene using a virtual video format or over the phone.
 - e. Attendance, summative assessments, grading and reports will be consistent with any guidelines developed by CDE. Grading shall be determined by the unit member per California Education Code 49066 ("..the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher..") No student shall receive a grade lower than what was in place on the last day school was in session on March 13th, 2020
 - f. Any additional impacts to Special Education teachers' working conditions will be negotiated.
8. For unit members being evaluated in the 2019-2020 school year, it is understood that the assessment of the evaluation plan due on April 30th can be submitted via e-mail to the evaluator. The evaluator may submit a copy of the final evaluation to the unit member via e-mail per the timeline specified in the CBA. If schools remain closed due to the COVID-19 crisis, the evaluator can conduct the final evaluation meeting using an online modality or through phone call. Per the CBA, this meeting shall be

held by June 1st. Unit members shall not be evaluated on any lesson planning, implementation, delivery and/or student assessment. It is understood that teachers may be developing lessons to be delivered via a new modality.

9. Unit members shall not receive disciplinary action that arises from student learning through utilizing distant learning modalities for circumstances that are beyond their control.
10. Unit members who may have been or were exposed to COVID-19 and are required to be quarantined or who self-quarantine while schools in the District are still open shall perform their duties from home. Unit members who are ill from COVID-19 shall be entitled to all leaves available via the CBA, Education Code, state and federal guidelines.
11. Unit members who are unavailable to work remotely due to illness not related to COVID-19 may use any available paid leave reporting through AESOP/Frontline or other applicable leaves consistent with the collective bargaining agreement (CBA).
12. During the distance learning period, unit members who are currently on sick leave may return to work remotely provided they have a note from their doctor clearing them to return to work.
13. Unit members will adhere to professional expectations and responsibilities. Unit members shall be provided at least 24 hours notice to report back to work upon return of students, and will be given one workday as part of the regular work year, to prepare for the return of students. Unit members with unique circumstances will contact site administration and/or human resources.
14. Counselors, librarians, and nurses will support students and teachers during this process.
15. In the event the State of California deems alternative requirements for schools in response to COVID-19, the parties agree to immediately initiate negotiations on the impacts.
16. Unit members shall determine the means and methods of providing distance learning based on the resources available to them and their students' ability to access the District adopted curriculum and distance learning core materials.
17. Unit members shall not be required to make up adjunct or committee assignments missed as a result of the emergency school closure. It will be at the unit member's discretion to continue any work on committees. Duties scheduled during the closure are cancelled and will not be rescheduled. The parties do not consider grade level or department meetings to be adjunct or committee assignments. Those meetings shall continue as scheduled or that schedule is revised by the participants.
18. All grievances pending and the applicable timelines shall be suspended and held in abeyance until normal operations of school resume.
19. Upon the State/County/District determination that schools will reopen, the District shall take reasonable measures to ensure that all school sites are adequately cleaned and sanitized before unit members return for the normal operations of the schools and shall ensure that all sinks (including those located in staff break rooms, all bathrooms, cafeterias/kitchens, classrooms, and janitorial closets) are functioning with hot water (where available) and kept stocked with soap and paper towels. Hand sanitizer shall be provided, if available, for every bathroom, workroom, workstation (for those unit members who do not have a traditional classroom), office, and cafeteria.
20. The Parties understand the COVID-19 pandemic situation is very fluid and mutually agree to review the provisions of the MOU, as necessary.
21. The District and/or Association reserves the right to negotiate any additional impacts of the COVID-19 crisis in the 2019-20 school year.

This MOU shall expire on June 30, 2020, or the reopening of the schools, whichever comes first and shall not be a precedent in the event of a future crisis causing school closure, but may be extended by mutual written

agreement. In the event the COVID-19 crisis extends into the 2020-21 school year, either party may request renegotiation of any part of the MOU.

For the Association:


Shannon


ironic
A President 3/30/2020

McCarty(Elgtromc)

Shannon McCarty, PGTA President

For the District:



Billie Mankey, Director of Human Resources

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

SUBJECT: Approval of Memorandum of Understanding with California School Employees Association Regarding School Closures

DATE: April 23, 2020

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

RECOMMENDATION:

The Administration recommends that the Board review and approve the Memorandum of Understanding with California School Employees Association (CSEA) regarding school closures.

INFORMATION:

The Memorandum of Understanding sets forth the protocol and terms that the District and Association have agreed upon to govern working conditions for CSEA bargaining unit members due to the COVID-19 public health emergency. The parties recognize that there is a need to close schools ("emergency school closure") and move to an online distance learning program to allow for social distancing as recommended by health officials in order to prevent the spread of illness arising from the COVID-19 during the 2019-2020 school year.

ACTION/DISCUSSION I

**MEMORANDUM OF UNDERSTANDING ABOUT
CORONAVIRUS RESPONSE**

This memorandum is agreed between Pacific Grove Unified School District (“District”) and the California School Employees Association and its Chapter 229 (together “CSEA”) (Hereinafter “parties”) concerning the District’s response to the coronavirus (COVID-19) pandemic.

With the implementation of Governor Newsome’s executive orders, including the Stay at Home Order, the District is working diligently to maintain District’s operations, provide meals to students and implement a distance learning plan. CSEA and the District recognize the importance in remaining collaborative, flexible and strategic as we continue to navigate in a rapidly changing environment. CSEA and the District agree to the following between Chapter 229 regarding operational expectation and that during a school closure and Stay at Home Order, reasonable continuity of District operations shall be maintained. To these ends, the Parties agree as follows;

Notification

The District will inform CSEA as soon as practicable should it learn of a confirmed or likely COVID-19 infection of District employees or students.

Safety, Cleaning and Sanitation

The District will train its employees in public health measures, hygiene, and sanitation to help prevent the spread of the virus and will take reasonable measure to ensure that its facilities have the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer). The District and CSEA recognize that there have been severe shortages throughout California of supplies for hygiene and sanitation recommended by Public Health but the District will make all reasonable efforts to make the appropriate supplies. CSEA will cooperate with the District in any necessary public health actions, such as contact tracing of infected individuals. Employees are reminded of their duty to do assigned work absent reasonable fears for their health or safety (that is, to grieve assignments rather than refuse them absent evidence that the assigned task puts their own health or another’s health at risk). All cleaning solutions and sanitizers are EPA registered and meet Cal-OSHA guidelines. It is understood that privacy rights under HIPPA and CMIA shall be maintained and the District shall provide CSEA with notification of any staff testing positive for COVID-19 only in conformance with county health department guidelines and/or mandates.

Workday and Compensation

During a Stay at Home Order, educational institutions are considered essential and designated staff shall be required to report to work. Non-essential classified staff shall remain at home and not come onto campus. Essential classified staff are expected to work on campus unless an option to work from home has been designated by the supervisor. The essential or non-essential status of any employee’s position may change at any time based on the District’s operational need and employees are expected to remain available to return to the work site during work hours when necessary. Unit Members’ compensation and benefits shall not be reduced as a result of the emergency school closure.

Leaves

Employees may use available leaves as outlined below:

- If the employee is sick (non COVID-19) the employee will stay home and take sick leave.

- If the employee chooses to self-quarantine without the direction of a physician or the County Health Department the employee shall take personal necessity leave.
- If the employee is required to quarantine by their primary care physician or the County Health Department, the employee will contact the Human Resources Department and the employee's paid and/or extended leave will NOT be docked during the time of the mandatory quarantine
- Subject to Executive Orders, current law, regulations and guidance, no employee should have accrued leave deducted for taking time needed to comply with a medical professional's recommendations, including to self-quarantine, secure one's own health, or secure the health of one's household during the COVID-19 crisis. Employees with dependent-care needs, who are not absent for health reasons listed above, should not have accrued leave deducted for failing to report unless their employer has offered no cost childcare for the duration of work hours and the employee has declined.

Staff members needing to take leave should contact the Human Resources Department for assistance in determining the Leave most applicable for their situation.

Funding

The District shall submit a "J-13A waiver material decrease request," and/or any other waiver for which the District may be eligible, to the California Department of Education ("CDE") in order to mitigate the loss of ADA funding. In the event the State of California deems alternative requirement for school in response to COVID-19, the parties agree to meet and negotiate the impacts.

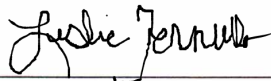
Both the District and CSEA Chapter 229 understand the COVID-19 pandemic situation is very fluid and mutually agree to review the provisions of this agreement, as necessary. This agreement shall expire on June 30, 2020 or at the conclusion of the school closure but may be extended by mutual written agreement.

Dated: _____

By:  _____

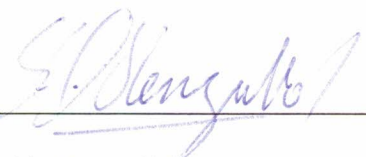
Billie Mankey
Pacific Grove Unified School District

Dated: 4/1/2020

By:  _____

Leslie Ternullo
California School Employees Association
Chapter 229

Dated: 4/1/2020

By:  _____

Buddy Renzullo
California School Employees Association
Labor Relations Representative

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

SUBJECT: Contract for Services with Monterey Peninsula Unified School District Nutrition Services for Spring Break Meals

DATE: April 23, 2020

PERSON(S) RESPONSIBLE: Stephanie Lip, District Nutrition Director

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Monterey Peninsula Unified School District (MPUSD) to vend breakfasts and lunches to Pacific Grove Unified School District (PGUSD) during the scheduled Spring Break.

BACKGROUND:

During school closures due to the COVID-19 pandemic, District Administration decided to continue meal distribution through the calendared Spring Break, without additional hours or increased exposure to food service employees who are not normally scheduled to work during Spring Break. PGUSD worked with MPUSD to purchase 1,875 meals at \$4.00 per breakfast & lunch combination.

INFORMATION:

On April 6 & April 8, MPUSD delivered a total of 1,875 breakfasts and lunches to PGUSD to be distributed by PGUSD staff and administrators to PG community.

FISCAL IMPACT:

A total of \$7,500.00 out of Fund 13 (Cafeteria Fund) for 2019-20 SY. PGUSD will be able to claim these meals for reimbursement from United States Department of Agriculture and the California Department of Education, projected to total \$11,566.87, covering the costs of these meals.

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 Monterey Peninsula Unified School District for services rendered as specified below.

1. Scope of Service:

To provide: a total 1,875 breakfast and lunch meals to PGUSD during Spring Break.

2. Evaluation and/or expected outcome(s)(continue on attached page if needed):

MPUSD will vend 1,875 meals to PGUSD at the cost of \$4.00 per meal totaling \$7,500.00. PGUSD will submit for reimbursement from USDA and CDE totaling \$11,566.87.

3. Length of the Contract:

Service is to be provided on the following date(s):
April 6 – 10, 2020

4. Financial Consideration:

PGUSD will pay MPUSD \$4.00 per meal for 1,875 meals totaling \$7,500.00.

School Funding Source: Click or tap here to enter text.

Account Code: Click or tap here to enter text.

Consultant (Please print) Click or tap here to enter text.

Address 540 Camyon del Rey Blvd. Monterey, CA 93940 Phone: Click or tap here to enter text.

Signed _____ Date Click or tap to enter a date.

Email Click or tap here to enter text.

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.

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

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

SUBJECT: Board Calendar/Future Meetings

DATE: April 23, 2020

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 approves 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, 2019-20 School Year

Jan. 16	Regular Board Meeting ✓ Report on Governor's Budget Proposal ✓ Preliminary Enrollment Projection for 2020-21 ✓ Property Tax Update	Adult School (School Site Visit)
Jan. 23	Regular Board Meeting ✓ School Accountability Report Cards	Community High School (School Site Visit)
Feb. 13	Regular Board Meeting ✓ Budget Development Calendar ✓ Possible Personnel Action Presented as Information ✓ Preliminary Review of Site Master Schedules ✓ Possible Personnel Action (RIF) ✓ Quarterly Facilities Project Updates*	District Office
Mar. 5	Regular Board Meeting ✓ Second Interim Report ✓ Budget Revision #3 ✓ Open House Schedules Reviewed ✓ TRAN Resolution	District Office
Mar. 19	Regular Board Meeting ✓ Budget Projections and Assumptions ✓ Williams/Valenzuela Uniform Complaint Report	District Office
Apr. 2	Regular Board Meeting ✓ Review of Strategic Plan and LCAP (as needed) ✓ Approve 2020-21 Aug.- Dec. Board Meeting Calendar ✓ Quarterly District Safety Update	District Office
April 23	Regular Board Meeting ✓ Review of Site Master Schedules ✓ Review of Strategic Plan and LCAP (as needed) ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Begin Superintendent Evaluation	District Office
May 7	Regular Board Meeting ✓ Continue Superintendent Evaluation ✓ Final Review of Site Master Schedules ✓ Review of Strategic Plan and LCAP (as needed) ✓ Governance Handbook 2020-21	District Office
May TBD <i>*If Needed</i>	Special Board Meeting ✓ Budget Update	District Office
May 21	Regular Board Meeting ✓ Retiree Reception ✓ Review Bell Schedule for 2020-21 ✓ Complete Superintendent's Evaluation ✓ Identify Board Member Representatives for Graduations ✓ Review Facility Use Fee Schedule ✓ Review Governor's Revised Budget ✓ Suspensions/Expulsions Annual Report ✓ Quarterly Facilities Project Updates* ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report	District Office
June 4	Regular Board Meeting ✓ LCAP Public Hearing ✓ 2020-21 Budget Public Hearing	District Office

June 18	<p>Regular Board Meeting</p> <ul style="list-style-type: none"> ✓ Adopt Budget for 2020-21 ✓ Approval of LCAP ✓ Approval of Contracts and Purchase Orders for 2020-21 ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report ✓ Consolidated Application ✓ Review of Facilities Depreciation Schedule 	District Office
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** Quarterly Facilities Projects Update as needed*

Board Meeting Calendar, 2020-21 School Year

Aug. 20	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. 3	Regular Board Meeting ✓ Unaudited Actual Report ✓ Budget Revision #1 ✓ Local Control Accountability Plan Review	Forest Grove (School Site Visit)
Sept. 17	Regular Board Meeting ✓ Williams Uniform Complaint Report	District Office
Sept. 26 <i>*Saturday 9am-12pm</i>	Special Board Meeting ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revised	District Office
Oct. 1	Regular Board Meeting ✓ Superintendent’s Goals ✓ Bus Ridership ✓ Week of the School Administrator	Robert Down (School Site Visit)
Oct. 22	Regular Board Meeting ✓ Quarterly District Safety Update* ✓ Budget Revision #2 on 2020-21 Working Budget (Preliminary First Interim)	District Office
Nov. 12	Regular Board Meeting ✓ PGHS Course Bulletin Information/Discussion	Middle School (School Site Visit)
Nov. 19	Regular Board Meeting ✓ Intent Form Due (to serve as Board President or Vice President) ✓ Review of Special Education Contracts ✓ Quarterly Facilities Project Updates*	High School (School Site Visit)
Dec. 10	Regular Board Meeting ✓ First Interim Report	District Office
Dec. 17	Organizational Meeting ✓ Election of 2020-21 Board President and Clerk ✓ Budget Revision #3 ✓ 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*

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

SUBJECT: District Update on Response to COVID-19

DATE: April 23, 2020

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

INFORMATION:

The District Administration will update the Board, staff and community on current District response and protocols to COVID-19.

- Consent
 Action/Discussion
 Information/Discussion
 Public Hearing

SUBJECT: Future Agenda Items

DATE: April 23, 2020

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 23, 2020 Regular Board Meeting:

- Board requested transportation review and fees (May 7, 2020)
- A member of the public requested Dual Language Elementary Program (TBD)
- Board requested celebration event for individuals that raised money or donated money for PGUSD (TBD)
- Board requested teacher housing (TBD)
- Board requested review of current District committees (Will be addressed through District Newsletter/Update)
- A member of the public requested SELPA present on Special Education (Fall 2020)
- Board requested utility bills costs (electric and water) by school site (2020-21)

APPENDICES

Forest Grove Elementary School Falcons



2020-21

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

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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 2020

Bell Schedule 2020-21

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

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

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 (<i>no school</i>) 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

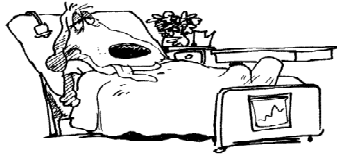
Gates will be unlocked before school for student drop off and locked at 9 a.m. All parents and non-Forest Grove Elementary children should leave campus until gates are reopened at 3:10 p.m. for the final bell dismissal if older siblings are still in school. Families still on campus are asked to play 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

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

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

Students' 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 the student's' fingertips when the students' 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. This testing data is used by the 23 California State University campuses as English and Math placement tools. 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 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 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
Mr. John Paff	Board President	jpaff@pgusd.org
Ms. Christy Dawson	Board Member	cdawson@pgusd.org
Ms. Debbie Crandell	Board Member	dcrandell@pgusd.org
Mr. Brian Swanson	Board Member	bswanson@pgusd.org
Mr. Jon Walton	Board Member	jwalton@pgusd.org



**ROBERT H. DOWN
ELEMENTARY SCHOOL**

**PARENT ★ STUDENT
HANDBOOK**

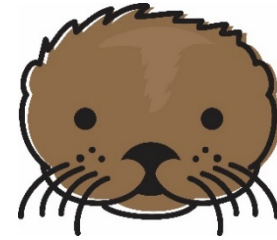
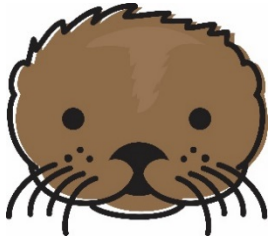
2020-2021

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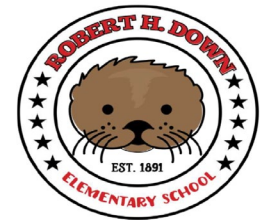
Robert H. Down Elementary Mission Statement



The Mission of Robert Down Elementary School, in partnership with home and community, is to challenge every student to learn the skills, acquire the knowledge, and develop the insight and character that is necessary for a productive and rewarding life through a quality instructional program and a positive, stimulating environment with a clear commitment to the worth of every individual.

At Robert Down School, the staff, students, parents, and community are committed to providing an excellent learning program for all students. As a team, we work together to achieve this goal

Principal's Message



Welcome to the Robert H. Down Elementary Otter Ohana!

Serving Pacific Grove Unified School District students since 1891, Robert H. Down Elementary is proud to continue its mission of fostering each individual student's education and character along with building a sense of community among all students. Our dedicated staff strives to develop students that are appreciated as individuals and challenged to do their best each day.

We believe that children, families, and schools all benefit when we work together. We are grateful for the support of parents and the community. Please take the time to learn more about our exciting programs and how you can make your child's school year even more successful. Do not hesitate to contact me with questions or concerns. —Sean B. Keller, RHD Principal, skeller@pgusd.org

Arrival and Dismissal

Children should not arrive at school before 8:25 A.M. as there is no adult supervision. All students should go home immediately following the dismissal bell if there is no parent/guardian supervision. Students arriving before 8:25 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 8:40 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 note from a doctor 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 at 8:25 A.M. daily for student arrival. All morning intervention students should enter through the front office for their 8:00 A.M. courses. Gates will be locked at 8:45 A.M. after the first bell. The kindergarten gate off Pine Ave. will be unlocked for kindergartners leaving at 2:10 P.M. Kindergarten parents should meet their children by the nearest gate to their student's classroom or enter through the same gate if the teacher prefers the classroom to avoid confusion during kindergarten pick-up. All parents and non-RHD 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. Gates will be re-locked for the afternoon BASRP program at 3:30 P.M. and families still on campus are asked to play on the Jen Hinton Field playground area or an area not designated for BASRP until BASRP moves to its indoor location off Pine Ave. No students should be left unsupervised after school, or they will be checked into the BASRP program if no parent is present. Gates will be unlocked for community use after 4:00 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 RHD safe at all times

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).

Student Attendance/Procedure for Parent to Explain Absences

Please see PGUSD Board Regulation 5113 for its entirety regarding Board attendance policy; a breakdown is provided in this handbook. Each time your child is absent, please call the absence line (646-6663), prior to 8:30 A.M. to explain the absence. Regular and prompt attendance is most 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 office 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 to 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 (MCOE) policy states that a student must be fever- and vomit-free for 24 hours before returning to school.

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 646-6663. 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 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.

Truancy/Truancy Mediation

Robert Down Elementary participates in the Truancy Mediation Program through the Monterey County District Attorney's Office. Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period (truant tardy) during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Superintendent or designee. (Ed Code 48260) After three unexcused/unverified absences/truant tardies, 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.

Tardy Policy

Any students arriving late to class are considered tardy. If a student will be late to school, parents are requested to call the school office prior to 9:30 a.m. to inform the school. Regardless of this call, the tardy will remain unexcused unless it qualifies as a justifiable or excused absence. Students arriving to school more than 30 minutes late or students leaving school early without prior consent (JAR Form) or 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.

Early Dismissal from School

If a parent wishes to have a student dismissed from school early, the parent shall sign the student out of school at the school office prior to leaving. Students are not permitted to leave the building or school grounds without prior approval.

Excused Absences

The State of California considers illness, medical/dental/optometric/chiropractic appointments, and attendance for religious observance/instruction/exercise/or retreat (no more than four hours per semester), the funeral of an immediate family member, accompanying a guardian to a naturalization ceremony, court, or education conference offered

by nonprofit on legislative or judicial process to be excused absences. Please see Board Regulation 5113 for full details and absences requiring prior written notice (Justifiable Absence Request below). Fourteen excused absences 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. After three unexcused/unverified absences, the student is considered truant. Please see "Truancy Mediation" section (Page 5). The Board desires to emphasize the importance of school attendance. Therefore, 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).

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.

- a. The parent/guardian must request approval from the site principal in advance to the absence. 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 is in session must contact the school at least two weeks prior to the absence to ascertain its probable impact on their child's academic ... situation. Justifiable Absence Request (JAR) forms found online at www.robertdown.pgusd.org should be filled out and turned in to the attendance clerk.
- b. 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.
- c. Teacher and Administrative pre-approved student absences for school-sponsored events may be eligible for full credit outside of the allowable days noted in (b) above.
- d. The maximum number of days of allowable credit shall be ten (10) days per school year, except in unusual circumstances.
- e. Make-up work and/or tests may not be provided for unexcused absences in excess of the established limits.

Attendance Codes

I Excused for illness, injury, doctor and dental appointments (no doctor or dental notes on file)	F Family absence was waived/excused by the administration. <u>Justifiable Absence form must be submitted two weeks in advance.</u> A visit to another school. A court appointment that is documented by the court system. Military family leave per BP5113
M Excused for medical or dental reasons with a note from the doctor or dentist	A Unverified – Waiting for parent verification
B Bereavement of immediate family member	E Excessive absence over the 14 day limit for illness without medical or dental notes on file
Q Quarantine, usually for medical reasons	V School sponsored activity or appointment
R Religious holiday	H Home hospital absences
S Suspension	T Tardy--Unexcused up to 30 minutes
L Allowed by parent, but <u>unexcused by the state</u> , 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	X Tardy – Excused Must be validated with written documentation
	C Truancy, or intentional absence by the student over 30 minutes, during any part of the school day, that is not excused

Visitors

For the safety and best interest of all concerned, visitors (including volunteers and parents) must enter the school through the front doors on Pine Avenue and check in with the office before going to classrooms, performances, or the playground. Please make sure to sign in and wear a visitor badge. Upon leaving the school, please sign out in the office and return the visitor badge.

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 Cindy Waznis, our Health Clerk, or District Nurse Katrina Powley (831) 646-6514.

Mental Health Services

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

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

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 that each time the office has to call a classroom with a message, it interrupts instructional time. Make sure that your child has a lunch or has lunch money available on his or her lunch account. Please be certain that after-school plans are made ahead of time and communicated clearly to your child.

Lost and Found

Labels on clothing, lunch boxes, eyeglass cases, etc. help to recover lost articles. The Lost and Found is located outside of the cafeteria near Room 20. All items are donated to a local charity before each major break (October, Thanksgiving, Winter, Presidents, Spring, Summer) and announced two weeks prior in the Daily Bulletin. Please try to help children keep track of their personal belongings.

Before and After School Recreation Program (BASRP)

Before- and after-school care is available from 7:00 A.M. to 6:00 P.M. Call Jill Houston at 646-6548 for more information or email her at jhouston@pgusd.org or visit the web page at <https://robertdown.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

Students' dress and appearance should be compatible with an effective elementary learning environment. Clothes and shoes should allow for free-movement during recess and P.E. We strongly discourage makeup as well as hair dye that is distracting. Hats should not be worn inside the school building. Inappropriate words, sponsors, 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 the student's' fingertips when the students' arms are extended down the side of the body. Dress or appearance that 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.

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. Bicycles and skateboards will be walked on all parts of the school campus, including the sidewalk in front of the school. Bikes should be parked in the provided bicycle racks. Bike locks are strongly recommended. Rollerblades are not allowed on school grounds. Regular shoes must be worn on school grounds. California law currently requires

children to wear helmets while riding bikes, scooters, skateboards, or skates. Parents, please review traffic and safety rules with your children 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.

2. Toys are to remain at home unless the teacher or principal gives special permission. Only classroom equipment and materials will be allowed at school.
3. So that no child feels overlooked, please do not distribute party invitations or thank-you cards 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/>.
4. 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 will be 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.
5. Students are not to bring gum, candy, and soda pop to school.
6. Students should not be picked up at their classroom. Please find a convenient, safe place outside the building to meet your child after school.
7. PLEASE, PLEASE, PLEASE – DO NOT DOUBLE PARK in front of the school to pick up or drop off your child. This is illegal. There are many safe places to park around the side streets and the back of the school that do not increase the congestion in front of the school. For the safety of all children, please park and meet your child in a safe place.
8. Please adhere to the 3-minute parking rule in front of Robert Down School (on Pine Avenue) between 8:20-8:50 A.M. Do not park here if you need to come into the school. This area is strictly a quick drop-off/pick-up zone. Spruce Avenue between 12th and 13th streets is also a quick drop-off/pick up zone all day. There is no parking allowed on the RHD side of the street.
9. Students who ride the bus to school are required to purchase a bus pass through the P.G.U.S.D. 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 who fail to follow the directions of the bus driver may lose the privilege of bus transportation.
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.
12. 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 of 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 have not completed the oral health assessment, please

contact the school office and you will be provided the information needed to complete the process.

13. At the start of each year, parents are asked to complete an emergency card for each of their children. If a child has a condition that could result in an emergency situation during the school day, we make every effort to contact the parent to develop a specific emergency plan and attach a copy to the emergency card. If you believe this applies to your child, and would like to develop a plan, please contact our health clerk at 646-6540.

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. This testing data is used by the 23 California State University campuses as English and Math placement tools. 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). RHD's results have provided opportunities for our school to be eligible for Blue Ribbon recognition at the state and national level. PGUSD administers Interim Formative Assessments (IFAs) three times throughout the year to help students hone their keyboarding and computer-based test-taking skills.

Library Policy

The library is open from 8:30 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 outside the Cafeteria near Room 20.
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, Ms. Tobin, is available before and after school and during prep time. Please call or email the teacher at ptobin@pgusd.org if you wish to schedule an appointment.

Campus Safety and Emergency Guidelines

In the event of a serious emergency:

1. RHD 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 Jen Hinton Field near the PE shed/intermediate playground stairs.

2. Teachers will keep all of their students together until a family member or individual listed on their emergency card arrives to pick up their child.
3. When coming to the school to pick up children after an evacuation to Jen Hinton Field, Kindergarten-2nd grade adults should come with proper ID to the Spruce/13th Street gate, and 3rd-5th grade adults to the Junipero Avenue (field) gate. RHD staff must identify everyone from emergency cards before students are released and will guide students to the proper gate for pick up. Adults should not enter campus through any other entrances due to emergency personnel's need to access the area to investigate the emergency. Do not add yourself to the problem (fire, gas leak, falling debris, etc.). Keep yourself safe in order to bring your student home.
4. 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.
5. Alternative sites for student release will be the PGMS pick-up circle (Kindergarten-2nd grades use the Sinex side and 3rd-5th grades use the Hillcrest side) **OR** the PG Community Center/tennis courts if PGMS is not available.
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.

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. 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 school of origin or enroll in a new school. If this describes your family's living situation or if you are a student not living with a parent or guardian, please contact the principal at Robert Down School or PGUSD Homeless Liaison, Ms. Clare Davies, at the District Office at (831) 646-6523.

Playground Supervision and Guidelines

Our playground will be properly supervised for the safety and welfare of our students. We have some wonderful places for children to play with the following supervision and guidelines to be maintained:

1. Kindergarten will remain on the primary playground for all recesses. Grade 1 will remain on the primary playground for the 10-minute recesses and may play on the intermediate playground during lunch recess. Grade 2 may play on the primary or the intermediate playground, and Grades 3-5 will remain on the intermediate playground.
2. During the 10-minute recess periods (9:55-10:05 and 1:55-2:05), intermediate students are to remain on the blacktop and play-structure areas only. The upper field is open during lunch recess for Grade 1-5 students, but is limited to

3. The recesses are designed to allow children to have a snack, go to the restroom, play, and socialize. During this time, chasing and tag games or other rough activities are not allowed in order to avoid children running into others or receiving injuries through falls. Tag is only allowed on the USA Map on the Intermediate playground. (We have made a special effort to have extra equipment such as balls, jump ropes, etc. available to give the children as many options as possible.)
4. Do not climb the trees, hang on branches, play in puddles/mud, or kick up dirt on the baseball field.
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. No jumping off the playground structure.
8. When using the slide, walk up the stairs and slide down the slide only in a sitting position.
9. Follow all P.E. rules for game playing. No tackling or wrestling.
10. Children are to eat their snacks at the lunch tables before playing. We encourage fruits, vegetables, dairy, lean protein, whole grains, and nutritionally rich foods to give children lasting energy. Please do not send children with soda, gum, or candy, which does not provide the nutrition needed to be the best student possible.
11. Once the snack recess bells ring, all students need to leave the outside food table and play areas. Then use their breathing tool to help with a mindful moment before returning to class: breathe in for 7 seconds, breathe out for 11 seconds, at least twice, waiting to be excused to their class line up or pledge of allegiance circle (primary)
12. Toys are to be left at home unless there is special permission given by the teacher.
13. At the end of the recess, a bell will sound. The children are to immediately stop what they are doing and stand still until released by the teachers on yard duty. The children will be instructed to walk to their class line.
14. There will be no ball playing on the primary grass area before or after school due to the amount of parents and siblings during drop off and pick up.

Off-Limit Play Areas:

- ◆ West side of the main building
- ◆ Outside fenced playground area. Let a supervisor know if a ball goes over the fence.
- ◆ The wooden fence line near the field playground. No students are allowed past this point or any area that is currently too muddy/wet (Mr. Tree/Gate Area/Hill near Junipero).

Lunch and 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 12:05-12:50 for 1st-5th grade students, and from 12:00-12:50 for kindergarten students. Kindergarten, 1st and 2nd grade students eat first until 12:25 then are excused for play time. 3rd-5th graders play first then eat from 12:30-12:50
- ◆ 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, cafeteria, and available to all families through registration and online at <https://foodservice.pgusd.org/application/>.
- ◆ 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..
- ◆ When finished eating, students will clean their area, raise their hand or wait to be directed by noontime duty personnel to be excused and, when excused, will recycle their trash and walk to the play area or class line up, depending on time of lunch. We applaud students who are able to bring a "zero-waste" lunch to school.
- ◆ For more information regarding the cafeteria lunch, please call 646-6521

Additional Guidelines for Students

- ◆ 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 "inside" voices.
- ◆ While eating, remain seated and use appropriate table manners.
- ◆ Students must stay seated in the cafeteria if they chose to eat inside for the duration of their eating time.
- ◆ Students may ask noontime duty to sit inside due to outside weather issues.



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.

Pacific Grove Unified School District Food & Nutrition Services 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 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 “Ottertorium” in a quiet, orderly manner.
- Teachers will direct students to their assigned seating area.
- Parents are to sit in the back of the “Ottertorium,” behind the fifth-grade classes.

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 under the direction of their teacher.

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. Toolbox lessons are taught within grade level homerooms as well as once per week during P.E.



Three-Step Plan for Conflict Management

On the playground, the students are taught to use Rock, Paper, Scissors to keep games moving along, as well as the Three-Step Plan for Conflict Management:

1. *Use Your Words and Courage Tool*

Students are encouraged to tell others what they think and feel by standing up for themselves in a respectful manner.

2. *Breathing and Taking Time Tool/Walk Away*

Students are encouraged to breathe and 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.

3. *Get Some Help*

If students cannot solve the problem, seek adult help. On the playground, find a staff member in the role of Yellow Jacket.

School to Home Communication and Parent Conferences

To assist parents in receiving regular information, the RHD office and principal will send emails and texts to parents via our Illuminate system regarding upcoming events and important announcements. Additionally, *The Otter Times* school newsletter will be sent to every family. Classroom newsletters are sent out on a regular basis from all teachers. 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 conference times, 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

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 should 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 grades 1 and 2, the total homework time is exclusive of required reading time. For Grades 3 through 5, 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.

Weekly activities bags are sent home for kindergarten students. While completing activity bags is optional, 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 a 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 A.M. The absence line is available 24 hours a day at 646-6663.

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, gum, or soda 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.

* In the case of swearing and/or obvious disrespect, the student may be suspended immediately.

** In case of fighting, students will be suspended.

Consequences

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

2nd Occurrence: Teacher speaks with child's parent and informs 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 will 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. 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.).

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

Good Citizen Program
“You Otter Be A Good Citizen”
Otter Club



Effective the first day of school, we establish the Robert Down Good Citizen Otter Club. This is a club established to encourage and recognize appropriate school attitudes and behaviors.

The following criteria are suggested for monthly selection of Otter Club members:

- Students will do their best on assigned work at school and at home.
- Students will be respectful to others; no name-calling, put -owns, teasing, etc.
- Students will show proper respect for all adults.
- Students will not hurt others or engage in activities that might be unsafe.
- Students will not use vulgar or inappropriate language or gestures.
- Students will not fight.
- Students will respect all personal and school property.
- Students will use appropriate table manners when eating.
- Students will be helpful and considerate to others.
- Students will arrive to school on time.

Recognition and Awards

Each month, teachers will select good citizens from their class to participate in the Otter Club and will provide the principal with the names of those students. The principal will make monthly presentations in each classroom, whenever possible, to announce the Otter Club recipients. Those students who have made the club for at least seven months will be invited to a special celebration at the end of the school year.

Caught Being Good

The entire staff of Robert Down School will be on the lookout for students performing acts of kindness during the school day and how students are utilizing their toolbox tools. Students “caught being good” will be given a recognition card and a well-deserved pat on the back. Students may put their cards in the “Caught Being Good” box in the school lobby. At every Random Act of *KIDNESS* assembly, all are acknowledged for their good deeds and 12 students’ names are drawn from the “Otter” box for a special get-together with the principal.

Volunteer Opportunities

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 where 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. Please 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 during school hours or after school and on weekends is an extremely useful and gratifying way to help. For the safety of our students and volunteers, all volunteers are required to complete Live Scan Fingerprinting at the Pacific Grove District Office. Paperwork can be picked up in the Robert Down lobby kiosk or online at pgusd.org. Please call 646-6593 to schedule your appointment. Once clearance has been verified, volunteers will be under the direct supervision of a staff member and will not work alone with students. See below for some suggestions and how you might help.

- ◆ Classroom helpers for a variety of subject areas (reading, writing, spelling, math, art, etc.), listening to children read, working with particular groups or stations as the students rotate, or doing drill and practice with individuals or groups. Parents who can help on a regular basis in this way should contact your teacher to see what is needed.
- ◆ Assist with classroom projects, or work on the bulletin boards or other special needs.
- ◆ Assist with costumes for the Butterfly Parade or drama productions.
- ◆ Participate in P.T.A.
- ◆ Assist in the library.
- ◆ Help on Pride Days, which are held twice a year on a weekend to paint, build, clean, garden, fix, and beautify our school buildings and campus. (Board Policy #7230)
- ◆ Be an art or garden docent.
- ◆ Chaperone a field trip.
- ◆ Assist the office or teacher with clerical work.
- ◆ Sign up to be your classroom PTA liaison.
- ◆ Assist the classroom liaison in special schoolwide projects sponsored by your child's grade-level team.



Guidelines for Robert H. Down School Volunteers and Parents/Guests



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 to:

- Give appropriate praise and motivation.
 - Use tutoring strategies such as: repeat directions to the student, allow the student 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 such as, "Don't act like a baby" or "You should know this."
 - Let children make a mistake and say, "Try that again."
 - When a 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 that the parent or volunteer may not be able to 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. There will be group training at the beginning of each school year. New volunteers should contact the office manager and make an appointment for training since there will be periodic training times available during the school year.
 3. Volunteers and parents should display appropriate behavior in the hallways. We would appreciate the hallways being clear during school time (8:45 A.M. to 3:10 P.M.).
 4. Student behavior is private and is 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. Being respectful toward all students is expected by all volunteers and parents.
 5. Volunteers and guests should wear appropriate professional attire: No tank tops, shorts, revealing necklines, hats (indoors), or inappropriate sayings on clothing. Inappropriate tattoos should be covered. Use professional language. No slang, please.
 6. Do not discipline. 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.
 7. Volunteers and parents should be actively engaged in the activity at hand. Please save conversations for outside of school rather than the back of the classroom. If a phone conversation or text must be answered, please step outside of the classroom/building.
 8. Let the teacher be in charge of the lesson and the expectations. Volunteers should take the teacher's lead and, if there's a question, ask the teacher privately. Classroom protocols are to be followed by everyone.
 9. Younger siblings should not be brought to school during volunteer time in the classroom.

10. 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.
11. All of the rules and regulations that govern staff and students at Robert Down apply equally to volunteers and parents. Being on campus is a privilege, not a right, for parents and volunteers. This privilege can be revoked by the administration.
12. Your classroom teacher may have additional rules that will be given to the parents and volunteers.

Parent Teacher Association - PTA

The PTA is an essential part of the education of all children at Robert Down School. While many PTAs function as a fundraising vehicle, our PTA assists the school in many ways. The Robert Down PTA not only provides volunteer and monetary support to every classroom, it also sponsors family fun and educational nights, the annual family dinner and silent auction, book fairs, campus pride days, Dr. Seuss Day, Teacher Appreciation Week, and many other events that enhance the overall climate of Robert Down School.

The PTA membership drive begins in August, and all families and staff are encouraged to join. To learn more about the PTA, please see your classroom liaison and attend the PTA meetings in the school library. Dates and times of meetings are posted on the signs outside of the school. Additional PTA information will be coming to you via *The Otter Times*, our PTA-sponsored school newsletter. Messages can be left for the PTA by calling 646-6540 x357.

Parent Leadership Opportunities: School Site Council and Safety Committee

The Robert Down School Site Council develops the Single Plan for Student Achievement (SPSA), a plan of action to raise the academic performance of all students, and Safety Plan, a plan created each fall that provides feedback on safety concerns to the staff, along with analyzing parent and student survey results to help with financial decisions. This advisory council made up of RHD staff and parents meets on the third Monday of the month from September through May at 3:30 P.M. in the principal's office. All meetings are open to the public. Please contact any member of the site council for more information.

Appendix

Robert H. Down Bell Schedules

Regular Schedule (1st-5th Grade)		Regular Schedule (Kindergarten)	
8:40	Warning Bell	8:40	Warning Bell
8:45 - 9:55	Instruction	8:45 - 9:35	Instruction
9:55 - 10:05	Morning Recess	9:35 - 9:50	Recess
10:05 - 12:05	Instruction	9:50 - 12:05	Instruction
12:05 - 12:50	Lunch/Recess	12:05 - 12:50	Lunch/Recess
12:50 - 1:55	Instruction	12:50 - 1:40	Instruction
1:55 - 2:05	Afternoon Recess	1:40 - 1:50	Recess
2:05 - 3:10	Instruction	1:50 - 2:10	Instruction
3:10	School Ends	2:10	School Ends



Thursday Schedule (All Students)	
8:40	Warning Bell
8:45 - 9:55	Instruction
9:55 - 10:05	Morning Recess
10:05 - 12:05	Instruction
12:05 - 12:50	Lunch/Recess
12:50 - 1:55	Instruction
1:55	School Ends

Minimum Day Schedule (All Students)	
8:40	Warning Bell
8:45 - 9:55	Instruction
9:55 - 10:05	Morning Recess
10:05 - 12:10	Instruction
12:10	School Ends

Robert H. Down Staff				
Main Office – (831) 646-6540 Fax – (831) 648-8414				
Name	Email	Position	Location	Extension
Sean Keller	skeller@pgusd.org	Principal	Office	(831) 646-6540
Amy Riedel	ariedel@pgusd.org	Office Manager	Office	(831) 646-6540
Kelly Van Houtan	kvanhoutan@pgusd.org	Attendance Clerk	Office	(831) 646-6663
Cindy Waznis	cwaznis@pgusd.org	Health Clerk	Office	303
Erica Chavez	echavez@pgusd.org	Kindergarten	A-2	122
Christina Renteria	crenteria@@pgusd.org	Kindergarten	A-3	123
Julie Kelly	jkelly@pgusd.org	Kindergarten	E-4 A-1	316
Rachel McNickle	rmcnickle@pgusd.org	1 st Grade	E-3	134
Michelle Evans	mevans@pgusd.org	1 st Grade	E-2	133
Jacqueline Perkins	jperkins@pgusd.org	1 st Grade	E-1	132
Christina Luciano	cluciano@pgusd.org	1 st Grade	A-1	121
Page Gilmore	pgilmore@pgusd.org	2 nd Grade	17	117
Denise Johnson	denise.johnson@pgusd.org	2 nd Grade	13	113
Anna Darnell	adarnell@pgusd.org	2 nd Grade	15	115
David Jones	djones@pgusd.org	3 rd Grade	5	105
Stephanie Perlstein	sperlstein@pgusd.org	3 rd Grade	6	106
Kris Stejskal	kstejskal@pgusd.org	3 rd Grade	3	103
Steven Ibrahim	sibrahim@pgusd.org	4 th Grade	8	108
Stefanie Pechan	spechan@pgusd.org	4 th Grade	11	111
TBD	TBD	4 th Grade	10	110
Karen Levy	klevy@pgusd.org	4 th Grade	2	102
Mary Hiserman	mhiserman@pgusd.org	5 th Grade	4	104
Sydney Dacuyan	sdacuyan@pgusd.org	5 th Grade	9	109
Anne Hober	ahober@pgusd.org	5 th Grade	C-2	318
Patty Bloomer	pbloomer@pgusd.org	SDC Moderate/Severe	19	119
Lysa Filcek	lfilcek@pgusd.org	Resource Specialist	7	107
Laura Rivera	lrivera@pgusd.org	Speech Therapist	20	220
Lauren Davis	ldavis@pgusd.org	Resource Specialist	16	116
Maria Miller	mmiller@pgusd.org	ELD	D-4	142
Megan Roach	mroach@pgusd.org	Occupational Therapy	20	220
Peggy Tobin	ptobin@pgusd.org	Physical Education	C-3	319
Jared Masar	jmasar@pgusd.org	Choral Music	C-3	319
Teresa Hruby-Purcell	thruby-purcell@pgusd.org	5 th Instrumental Music	C-3	143
Linda Williams	lwilliams@pgusd.org	Intervention	Loft – 1	138
Jackie Kite	jkite@pgusd.org	Pine Ave. Co-Op	Co-Op	(831) 646-6583
Silvia Gill	sgill@pgusd.org			

Robert H. Down Support Staff				
Main Office - (831) 646-6540 Fax - (831) 648-8414				
Name	Email	Position	Location	Extension
Anne Scanlon	ascanlon@pgusd.org	Librarian	Library	112
Dessie Zanger	dzanger@pgusd.org	Psychologist	Loft - 2	140
Sonda Frudden	sfrudden@pgusd.org	Counselor	Loft - 3	139
Daniel Schwartz	dschwartz@pgusd.org	Computer Tech	C-1	317
Summer Coe	scoe@pgusd.org	Food Service	Cafeteria	131
Sally Jones	sjones@pgusd.org	Food Service	Cafeteria	131
Jill Houston	jhouston@pgusd.org	BASRP Director	D-1	(831) 646-6548
Jennifer Fuqua	jfuqua@pgusd.org	BASRP/Noon Duty	D-1	
Evelyn Franco	efranco@pgusd.org	BASRP afternoons	D-1	
Ryan Rodewald	rrodewald@pgusd.org	BASRP afternoons	D-1	
Tammie Kirmil	tkirmil@pgusd.org	BASRP afternoons	D-1	
Kari Galer	kgaler@pgusd.org	Garden Coordinator	Garden	(831) 646-6540
Edward Overstreet	eoverstreet@pgusd.org	Head Otterstodian		
John Intagliata	jintagliata@pgusd.org	Head Night Custodian		
Danny Mamaclay	dmamaclay@pgusd.org	Night Custodian		
RHD Instructional Aides				
Nargess Akhavi	nakhavi@pgusd.org	Kindergarten	A-3	(831) 646-6540
Norma Barakat	nbarakat@pgusd.org	Kindergarten	E-4	
Caroline Wade	cwade@pgusd.org	Kindergarten	A-2	
Pam Chrislock	pchrislock@pgusd.org	2 nd	16,15,13	
Adrienne Taylor	ataylor@pgusd.org	1 st /3 rd /Noon Duty	Various	
Leslie Horn	lhorn@pgusd.org	2 nd -5 th RSP/Noon Duty	Various	
Melissa Gibson	mgibson@pgusd.org	1 st /2 nd /PE IA	Various	
Joanie Rodewald	jrodewald@pgusd.org	4 th & 5 th RSP/Noon Duty	Various	
Audrey Kitayama	akitayama@pgusd.org	Intervention/4 th & 5 th	Various	
April Gabriel	agabriel@pgusd.org	Academic Integration	19	
Teresa Ramirez-Dewitt	tramirez@pgusd.org	Academic Integration	19	
Andrea Webb	awebb@pgusd.org	Academic Integration	19	
Kyle Villavicencio	kvillavicencio@pgusd.org	Academic Integration	19	
Christina Zantman	kzantman@pgusd.org	Academic Integration	19	
Roberto Dixon	rdixon@pgusd.org	Physical Ed/Noon duty	PE	
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Matthew Binder	Digital Learning Director mbinder@pgusd.org	Matt Kelly	Maintenance/Transportation matt.kelly@pgusd.org	

Pacific Grove Unified School District - 2020-2021							
180 Day School Calendar						Date	Event
	M	T	W	TH	F		
July 2020	27	28	29	30	31	7/31	New Hire Orientation
August 2020	3	4	5	6	7	8/3	Professional Development Day (Non Student Day)
	10	11	12	13	14	8/4	Welcome
	17	18	19	20	21	8/5	Teacher Prep Day (Non Student Day)
	24	25	26	27	28	8/6	First Day of School
	31	1	2	3	4		
Sept 2020	7	8	9	10	11	9/7	Labor Day Holiday
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	1	2	10/3	Butterfly Parade
Oct 2020	5	6	7	8	9	10/9	End of 1st Quarter (46 days)
	12	13	14	15	16	10/12-10-16	Fall Break
	19	20	21	22	23		
	26	27	28	29	30		
	2	3	4	5	6		
Nov 2020	9	10	11	12	13	11/11	Veterans day Holiday
	16	17	18	19	20	11/25	Minimum Day for Students and Classified Staff
	23	24	25	26	27	11/26-11/27	Thanksgiving Holiday
	30	1	2	3	4	12/18	End of 2nd Quarter (42 days)
	7	8	9	10	11	12/18	End of 1st Semester (88 days)
Dec 2020	14	15	16	17	18	12/18	Minimum Day for Students and Classified Staff
	21	22	23	24	25	12/21-1/1	Winter Break
	28	29	30	31	1	12/21-1/1	Winter Break
	4	5	6	7	8	1/4	Teacher Prep Day (Non Student Day)
Jan 2021	11	12	13	14	15		
	18	19	20	21	22	1/18	Martin Luther King Holiday
	25	26	27	28	29		
	1	2	3	4	5		
Feb 2021	8	9	10	11	12		
	15	16	17	18	19	2/15-2/19	Presidents' Holiday
	22	23	24	25	26	2/22	Professional Development Day (Non Student Day)
	1	2	3	4	5		
March 2021	8	9	10	11	12	3/12	End of 3rd Quarter (42 days)
	15	16	17	18	19		
	22	23	24	25	26		
	29	30	31	1	2		
	5	6	7	8	9	4/9	Minimum Day for Students and Classified Staff
April 2021	12	13	14	15	16	4/12-4/16	Spring Break
	19	20	21	22	23		
	26	27	28	29	30		
	3	4	5	6	7		
May 2021	10	11	12	13	14	5/28	End of 4nd Quarter (50 days)
	17	18	19	20	21	5/28	End of 2nd Semester (92 days)
	24	25	26	27	28	5/28	Last Day of School
	31					5/31	Memorial 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	



PGMS

Student-Parent Handbook

2020-2021



A California Distinguished School

Pacific Grove Middle School

835 Forest Avenue
Pacific Grove, California 93950
(831) 646-6568
www.pgmiddle.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 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.

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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, behaviours 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 buildings and grounds are well maintained, the classrooms are conducive to learning, and there is a positive 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 ways that nurture kindness and respect school wide. We care deeply about the education, safety and well being of your student every day.

PGMS students also share the responsibility of school life. They are expected to attend school promptly and regularly, to complete their assignments, and to show respect and kindness to their peers as well as to school personnel. Middle school is 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 or a volunteer.

Working together as a community of staff, parents, and students will help our students be successful at Pacific Grove Middle School. I encourage you to read this handbook together, participate in parent groups, communicate with your students' teachers and encourage your student to make the most of middle school life!

Sincerely yours,

Sean Roach
Principal, PGMS

PGUSD School Calendar
2020-2021

(Coming soon!)

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**

Debbie Crandell.....	President
John Paff>>>>>.....	Member
John Walton.....	Member
Brian Swanson.....	Member
Cristy Dawson.....	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
Mrs. Odell, Office Manager.....	X 300
Mrs. Cochran, Clerk.....	X 305
Ms. 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 8am 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 pass information may be obtained in the PGMS front office. Bus passes will be issued from the PGUSD District Office. 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.

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 Music Boosters: The PGUSD Music Boosters conduct fundraising activities during the school year to defray expenses for instrument repair, music books, travel costs, etc. Information is available from the music department at the middle school.

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. For more details contact PG Pride at the district website, www.pgusd.org

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 program 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 Resources for Parents. 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. The student must then be released to the parent/guardian, or an 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 - *Illuminate*

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 *Illuminate*.

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. The web address is <https://pgusd.illuminatehc.com/login> PGMS will provide more specific details 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 each day.

BrightArrow: BrightArrow 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 all of the events taking place at PGMS. It will be emailed to parents each month through Bright Arrow. It is also available on our school website.

Illuminate: Teachers communicate important information about student performance and grades through *Illuminate* so that parents can remain informed about their child's progress. Parents should check *Illuminate* 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 *Illuminate*. To communicate

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

Google Classroom: Most 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. 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 Illuminate 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 41) 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 Illuminate**. 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 Illuminate. 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 of 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 of 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. 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 2020-2021

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 grader 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.

Spanish 1

Prerequisite: None. Offered 2020-21. Location: PGHS period 1. 8th grade only.

This introductory course uses communicative-based instruction to develop all four basic language skills: listening, speaking, reading and writing. Basic grammatical structures are presented along with vocabulary related to daily life and cultural topics. A variety of authentic language and cultural sources are integrated such as music, food, movies, and magazines. *UC/CSU approved.*

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 in the office. 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 returned to the Assistant Principal 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 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.

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 of 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. PGUSD is fortunate to have established a mutually beneficial partnership with the Pacific Grove Police Department, which brings the services and support of a School Resource Officer (SRO) to PGMS. The SRO is on campus once each week, and as needed throughout the school year.

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 2020-2021

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

2020-2021

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 of 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 School Resource Officer. 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 of 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, putdowns, 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	Activities	Requirements
	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.



2020-2021 PGHS STUDENT HANDBOOK

Board Policy Changes May Alter the Contents of This Handbook: Students and Parents 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: <http://pghigh.pgusd.org>

Name _____

Email _____

Phone # _____

Illuminate Login: _____

Turnitin Login: _____

Password (Hint): _____

Password (Hint): _____

(Ask the library if you forget your Illuminate Login)

Locker # _____

Hall: A B C D E Combination _____ - _____ - _____ (Hint)

(Ask the student store if you forget your combination)

School Administration

TBD, Principal

Shane Steinback, Assistant Principal

District Administration

Dr. Ralph Gomez Porras, *Superintendent*

Song Chin-Bendib, *Assistant Superintendent*

Ani Silva, *Director of Curriculum and Special Projects*

Clare Davies, *Director of Student Services Special Education Coordinator*

Board of Education

Cristy Dawson, *President*

John Paff, *Member*

Brian Swanson, *Clerk*

Debbie Crandell, *Member*

Jon Walton, *Member*

Gabriella Giraldo, *Student Rep*

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



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Welcome to Pacific Grove High School

The staff at Pacific Grove High School would like to welcome you to the 2019-2020 school year. We hope that 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. 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 contents with your family, as you and your parents 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, laudable and not
- Being honest

Cultural awareness by

- Understanding geography
- Holding an open mind to different cultures, religions, political views, and life experiences
- Displaying tolerance to differences in others contrary to their own

Conscientious citizenship by

- Fulfilling civic duties such as registering to vote, choosing a political party 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. dgamecho@pgusd.org)

Administration - A-Wing/Main Office – Main Door

Principal	TBD	273				
Principal's Secretary	Lisa Voorhees	208	AVID 9/10	L-2	Kim Shurtz	303
Assistant Principal	Shane Steinback	274				
Assistant Principal's Secretary	Johanna Biondi	201	Band/Orchestra	MP-1 MP-2	Teresa Hruby	204

Counseling A-Wing/Main Office – Second Door

11 th /12 th Counselor	Kristin Paris	279	Drama	C-2	Katie Selfridge	288
9 th /10 th Counselor	Margaret Rice	278	English	F-1	Nicole Bulich	282
Outreach Counselor	Michelle Cadigan	332	English	E-5	Karinne Gordon	291
College & Career Center	Janet Light	269	English	E-1	Larry Haggquist	289
Guidance Office	TBD	277	English	K-2	Jenna Hall	299
& Registration – Incoming Students			English	B-5	Jessica Grogan	286
Registrar- Transcripts	Johanna Biondi	201	English	L-3	Katie Selfridge	304
School Psychologist	Leslie King	210				
Speech and Language A-Wing	Tara Tullius	301	World Languages	F-2	Kathy Buller	296

Support Staff – A-Wing – Pride Place Door

ASB/CTE Clerk/Athletics	Felicia Afifi	209	World Languages	F-4	Desma Johnson	226
			World Languages	F-3	Margot Noack	225
			World Languages	TBD	Mariel Levi	TBD

Attendance A-Wing/Main Office – Second Door

Attendance Clerk	DiAnna Gamecho	211	Math	E-4	Joe D'Amico	290
			Math	C-1	Sunny Lee	287
Cafeteria	Prep area	206	Math/AP Computers	B-2	Sally Richmond	227
Cafeteria	Linda Lyon	202	Math	I-2	Isaac Rubin	236
Cafeteria	TBD	202	Math	B-1	Travis Selfridge	295
Cafeteria	Maria Taschner	202	Physical Education Gym		Todd Buller	293
			Physical Education Gym		Donna O'Donnell	230

Administration - A-Wing/Main Office – Main Door

Campus Supervisor	Bobby Howell	276	CTE/Culinary	I-1	Jenn Erickson	235
Campus Supervisor	Lori Aiello	276	CTE/ Photo	0-3	Celia Lara	232
Health Clerk	Tammie Kirmil	212	CTE/CSIS	B-4	John Olsen	295
PGUSD Nurse	Katrina Powley	212	CTE/Sports Med.	N-1	Tony Payan	224
PGUSD SRO	Justin Hankes	272				
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 Eberle	219
Custodian	Nina Prasad	238	Science	D-3	Amanda Mello	220
Custodian	Elsa Rugama	238	Science	D-1	Natasha Pignatelli	223
Custodian	Terry Andrew	238	Social Science	K-3	Lauralea Gaona	300

PGHS Library

Librarian	Alex Morrison	240	Social Science	O-2	Justus Grate	231
Media Computer Tech	Jonathan Mejia	294	Social Science	K-1	Chris Morgan	298
Library Assistant	Shirley Ushakoff	240	Social Science	B-3	Dan Powers	284
Collaboration Room		305	Social Science	L-2	Kim Shurtz	303

Teaching Staff

Activities Director	E-1	Larry Haggquist	289	Special Education	O-1	Alyce Avenell	292
Athletic Director	A-Wing	TBD	293	Special Education	L-1	Becky Goldfinch	302
Assistant A.D.	A-Wing	TBD	293	Special Education	L-4	Nick Lackey	233
Art	O-4	Matt Kelly	297	Special Education	K-4	Vivian Bliss	309
				SPED Paraeducator	L-4	Lori Arnaldo	233
				SPED Paraeducator	L-4	Itana Avdalovic	233
				SPED Paraeducator	L-4	Laurie Weddington	233
				SPED Paraeducator	L-4	Natalie Montgomery	233

Pacific Grove Unified School District - 2020-2021						
180 Day School Calendar					Date	Event
	M	T	W	TH	F	
July 2020	27	28	29	30	31	7/31 New Hire Orientation
August 2020	3	4	5	6	7	8/3 Professional Development Day (Non Student Day)
	10	11	12	13	14	8/4 Welcome
	17	18	19	20	21	8/5 Teacher Prep Day (Non Student Day)
	24	25	26	27	28	8/6 First Day of School
	31	1	2	3	4	
Sept 2020	7	8	9	10	11	9/7 Labor Day Holiday
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	1	2	10/3 Butterfly Parade
Oct 2020	5	6	7	8	9	10/9 End of 1st Quarter (46 days)
	12	13	14	15	16	10/12-10-16 Fall Break
	19	20	21	22	23	
	26	27	28	29	30	
	2	3	4	5	6	
Nov 2020	9	10	11	12	13	11/11 Veterans day Holiday
	16	17	18	19	20	11/25 Minimum Day for Students and Classified Staff
	23	24	25	26	27	11/26-11/27 Thanksgiving Holiday
	30	1	2	3	4	12/18 End of 2nd Quarter (42 days)
Dec 2020	7	8	9	10	11	12/18 End of 1st Semester (88 days)
	14	15	16	17	18	12/18 Minimum Day for Students and Classified Staff
	21	22	23	24	25	12/21-1/1 Winter Break
	28	29	30	31	1	12/21-1/1 Winter Break
Jan 2021	4	5	6	7	8	1/4 Teacher Prep Day (Non Student Day)
	11	12	13	14	15	
	18	19	20	21	22	1/18 Martin Luther King Holiday
	25	26	27	28	29	
Feb 2021	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	2/15-2/19 Presidents' Holiday
	22	23	24	25	26	2/22 Professional Development Day (Non Student Day)
March 2021	1	2	3	4	5	
	8	9	10	11	12	3/12 End of 3rd Quarter (42 days)
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31	1	2	
April 2021	5	6	7	8	9	4/9 Minimum Day for Students and Classified Staff
	12	13	14	15	16	4/12-4/16 Spring Break
	19	20	21	22	23	
	26	27	28	29	30	
May 2021	3	4	5	6	7	
	10	11	12	13	14	5/28 End of 4nd Quarter (50 days)
	17	18	19	20	21	5/28 End of 2nd Semester (92 days)
	24	25	26	27	28	5/28 Last Day of School
	31				5/31 Memorial 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 25th <i>"D" Day</i>		Wednesday, May 26th <i>Modified "C" Finals Day</i>		Thursday, May 27th <i>Minimum Finals Day</i>		Friday, May 28th <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 4/19		B DAY 4/20		C DAY 4/21		B DAY 4/22		A DAY 4/23	
Testing (11)	830-1015 105 MINS	TESTING (11)	830-1015 105 MINS	TESTING (11)	830-1015 105 MINS	TESTING (9, 10, 11)	830-1015 105 MINS	TESTING (9, 10, 11)	830-1010 100MINS
BREAK	1015-1030	BREAK	1015-1030	BREAK	1015-1030	BREAK	1015-1030	BREAK	1010-1025
P1	1035-1115 5 (40)	P1	1035-1115 (40)	P1	1035-1115 (40)	P1	1035-1115 (40)	P2	1030-11 (30)
P3	1120-1210 0 (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

Assistant-Principal's Secretary

- Daily Bulletin copies and requests for entries
- Transcripts Free of Charge – Must request official to send to university of choice by June!
- Athletic Forms & Student Accident and Health Insurance Information
- Homework Pick Up
- Facilities Use answers for Facilitron (PGUSD online facilities request system)
- Phone Available for Student Use

Attendance Office

- Re-admit slips and off-campus passes
- Clear Absences via Parent Note or Phone call (646-6590 ex.211)
- Pick up dropped off material from Parents
- Detention and Saturday School Information
- *Lost and Found*

Counseling Office

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

Career Center: Library

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

CTE Clerk: Student Store

- Work Permit
- 3 hours per day, 15 hours per week 14-15 years old
- 4 hours per day, 40 hours per week 16-17 years old
- Increase in hours with CTE Capstone Course
- Turn in Fees For CTE Classes/Skills USA & Catering Team: Photo, Catering, Woodshop-Checks made out to PGHS, or Cash

ASB Clerk: Student Store

- Purchase ASB Card & PE Clothes, dance tickets, and senior activity functions: picnic, breakfast, Disneyland, Sober Grad Night.
- PGHS Spirit and Classroom Items such as pencils, stickers, T-shirts, and more!
- Pay for PSAT, SAT, and ACT testing
- Pick Up School IDs, Pictures, and Dance Pictures

In the 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 and/or teacher signed consent form.
- Pay Fines
- Computer Lab available
- Scanner Available
- Quiet Study tables/room available

ATTENDANCE

The Administration and Staff of Pacific Grove 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 students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

The Governing Board believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 years to 18 years are obligated to send their children to school unless otherwise provided by law (Compulsory Education). The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

Excused Absences

The State of California considers illness, medical appointment and the funeral of an immediate family member to be excused absences. Justifiable personal necessity may be excused with administrator approval – see attendance clerk for form. Seven excused absences (10 for period 1) are allowed per semester. After 7 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 7 absences (10 in a period) that are not excused by a physician's note or documentation from the court will be considered excessive absences. **Early dismissal:** If your student will need to leave school for any reason, please send them to school with a note for the Attendance Office and an Off-Campus Pass will be issued. Remind your student that they will need to stop by the Attendance Office when they return to campus to pick up an Admit Slip. Failure to do so will result in a detention. Excused absences include: illness, funeral or death of any immediate family member, medical/dental appointments (verification required), and court (verification required).

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, (listed in the regulation) as permitted by law, Board policy and administration regulations. (EC 46010, 46010.5, 48205)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law. (Education Code 46014)

Unexcused Absences/Truancy

Unexcused absences are absences that don't qualify according to State Education Code Section 48200. An unexcused absence is one that occurs without permission of the student's parent or legal guardian for reasons other than illness, quarantine, and 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.

- The following Ed. 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. (EC 48913)

- Teachers are encouraged to allow students to make up all work that can be reasonably provided. In such case, 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 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.

Students who are habitual truants or habitually insubordinate or disorderly during attendance at school may be referred to the District Attorney's office or to the county probation department.

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 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 7 classes to graduate.

EXCESSIVE ABSENCES

Any absence accompanied by a note from a physician or documentation from court will not count toward excessive absences. All other absences for any reason do count and once seven absences (10 in any daily class) have accumulated in a semester, all subsequent absences are considered excessive.

In addition, 8th (from PGMS advanced courses)-11th grade students may lose 1st period privileges the following semester/year per administration discretion as long as the student does not require seven classes to graduate.

Contact from Parent/Guardian regarding Absences

A 24-hour answering machine is available for calls at 646-6590, ext. 211. All absences must be cleared by a telephone call or note from the parent or guardian within 72 hours of the absence; however, if parent/guardian does not contact PGHS by 9:30 A.M. the day of the absence, an automated phone call will be sent by 10:00 A.M. to notify that a student is absent from school. Any absence not cleared within 72 hours will be UNEXCUSED and may become a TRUANCY.

Explanation of Student Absences

A. Procedure for Parents to explain Absences:

1. Absence from School

If a student is absent from school, the parent or guardian should call the school that morning to report the absence or the student will be required to bring a note from the parent to the office upon returning to school within two (2) days of return to school.

2. Tardiness to School

If a student will be late to school, parents are requested to call the school office prior to 9:30 a.m. to inform the school. Regardless of this call, the tardy will remain unexcused unless it qualifies as a justifiable or excused absence.

3. Early Dismissal from School

If a parent wishes to have a student dismissed from school early, the parent shall sign the student out of school at the school office prior to leaving. Students are not permitted to leave the building or school grounds without prior approval.

B. The Board of Education treats all students equally regardless of age. Students who are 18 or older are responsible for abiding by all attendance regulations including absences, dismissal, tardiness and class cutting.

C. Failure to account for absences as described above will result in the absence being treated in the same manner as truancies.

Attendance Codes

ATTENDANCE CODES

For clarification of various absences, the following attendance codes are used and can be viewed in ILLUMINATE:

Attendance Codes

ATTENDANCE CODES

For clarification of various absences, the following attendance codes are used and can be viewed in ILLUMINATE:

EXCUSED MARKS	UNEXCUSED MARKS
<p>B Bereavement of immediate family member</p> <p>H Home hospital absences</p> <p>I Excused for illness, injury, medical and dental appointments (No doctor or dental notes on file. Up to 14 days per school year allowed)</p> <p>ISS In School Suspension--On campus</p> <p>M Excused for medical or dental reasons with a note from the doctor or dentist</p> <p>Q Quarantine, usually for medical reasons</p> <p>R Religious instruction--Student must attend the minimum school day. No more than four school days per month. Ed Code 46014</p> <p>SUS Suspension--Off campus</p> <p>V School sponsored activity or appointment</p> <p>W Waiver--Submit a Justifiable Absence Form for court appointment that is documented by the court system, funeral for a person other than student's immediate family, religious holiday or ceremony (no more than four days during a semester), and Military family leave BP5113, Ed Code 48205</p> <p>X Tardy Excused--Must be validated with written documentation by parent or staff</p>	<p>A Unverified--Waiting for teacher or parent verification</p> <p>C Cut--Truancy or intentional absence by the student over 30 minutes during any part of the school day that is not excused. Three of these will result in First Truancy Letter</p> <p>J Justifiable Absence--Parent/Guardian generated by submitting a Justifiable Absence Form to administration <i>two weeks in advance</i> may allow the student to make up work but the absence remains unexcused. Allowable credit may be granted for up to 10 days per school year BP5113</p> <p>T Tardy Unexcused--Up to 30 minutes (such as running late, oversleeping, alarm clock failure, car trouble, traffic jam)</p> <p>T30 Tardy Unexcused--In excess of 30 minutes is an automatic truancy. Three of these will result in First Truancy Letter</p> <p>U Unexcused Absence-- For family necessity or emergency, non-medical/dental appointments, business or vacation travel</p> <p>Y Early Out Unexcused—Student attended part of school day but left early for unexcused reason (Elementary Schools only)</p> <p>NOTE: Students with excessive unexcused absences (25% of the school days in a grading period) may receive a failing grade and may not receive credit for the class(es) BP5113</p>

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.

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.

CLASS WORK/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 class work. If you know that you will be absent, it is recommended that you contact the classroom teacher via email (www.pghigh.pgusd.org/staff-directory, Illuminate, 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.

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. 18) and Truancy (p. 19) policies for loss of extra-curricular participation.

MESSAGES AND DELIVERIES TO STUDENT

Messages and deliveries for students will only be distributed between classes. Classroom interruptions jeopardize student learning. All messages and deliveries must be 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 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.

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. Parents or guardians are responsible for notifying the Attendance Office if another adult is in charge of their student or if they have Hospital Release Forms on file at local hospitals. If a parent signs over legal guardianship, the school cannot contact the parent in regards to the student.

MEDICAL EXCUSES (LONG TERM PE)

For a student to receive a "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 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 that requires the student to miss 6 weeks will receive "NM" (no mark) for that quarter.

PASSES

It is the student's responsibility to obtain a signed pass when he/she is out of class for any reason. Passes require 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.

PERMITS TO LEAVE CAMPUS/PARENT REQUEST TO PICK UP

Students leaving campus prior to the end of their regular school day must have a parent/guardian call (ext. 211) BEFORE being picked up and signing out in person with the Attendance Office – an email is not sufficient for verification. Any student, who leaves the campus without being properly signed out, will be marked truant.

RE-ADMITS

Students need re-admits to clear their absences; they may obtain these before school, during break, and during lunch. When clearing absences, please note that only a parent or guardian can clear an absence. Board Policy 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 and student. Failure to clear absences in a timely manner could result in truancy.

TARDIES

Pacific Grove High School will follow a progressive disciplinary matrix for excessive tardiness. Generally, this policy utilizes the following steps: warnings, after-school detentions, Saturday school, conference with administration, referral to the District Attorney's Office, and/or recommendation for alternative placement. Students who do not attend assigned detentions and/or Sat. Schools will not be allowed to attend/participate in extracurricular activities: dances, athletics, club field trips, etc. per administration discretion.

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 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.

1 st , 2 nd & 3 rd Offense	Student goes to class marked tardy (unexcused). Students will be aware of tardies via Illuminate 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 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 notified via email or phone call. Meeting with Asst. Principal - loss of cell phone for the school day per Admin. discretion -When requested by Admin., Parent/Guardian shadows student to detention.
9 th or 10 th Offense	Saturday School issued for next session. Student given date, time, and location of Sat. School via on-site notification. Student and parent 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 Admin. discretion.
11 th Offense & Beyond	Saturday School issued for next session and Work Duty at Admin. Discretion. Student given date, time, and location of Sat. School via on-site notification. Student and parent notified via email or phone call. Meeting with Asst. Principal - loss of cell phone for the school day per Admin. discretion *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 Admin. Discretion. When requested, Parent/Guardian shadows student to 1 st , 2 nd , and/or 3 rd period to guarantee arrival and informs attendance office that student arrived on time.

Detention is held every other Thursday from 2:50 p.m. to 3:50 p.m. **Sat. 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 s/he has served all detentions and Sat. Schools issued for the semester.**

TRUANCY POLICY

- | | |
|-------------------------------|--|
| 1st Offense | <p>Staff will contact home regarding absence.</p> <ul style="list-style-type: none"> ● If verified truant, then detention assigned for each period missed. ● Parent Contacted ● Counselor/Admin intervention Attendance contract signed at the meeting ● LOSS of off-campus privilege for semester and/or following semester, if applicable. |
| 2nd Offense | <p>Staff will contact home regarding absence.</p> <ul style="list-style-type: none"> ● If verified truant, then student meets with Assistant Principal and a Saturday School assigned. ● Re-establish loss of off-campus privilege for semester and/or following semester, if applicable. ● LOSS of PGHS extra-curricular activity for one day (eg. Dance, Senior Activity, Team match or game, Club event, Representation on Dance/Cheer or Band event) ● Admin will meet with Counseling to determine if 1st period can/should be dropped |
| 3rd Offense | <p>Message sent home</p> <ul style="list-style-type: none"> ● Referral to Assistant Principal – direct contact made by Assistant Principal to the parent – appropriate intervention noted in the discipline file. ● Saturday School assigned ● Continued discipline found in Step 2 ● When requested, parent to shadow student throughout school day to ensure attendance. ● Monterey County D.A. Truancy Abatement Letter #1 generated |
| 4th Offense | <p>Message sent home</p> <ul style="list-style-type: none"> ● Direct contact with parent made by 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, parent to shadow student throughout school day to ensure attendance. ● Saturday school assigned ● Monterey County D.A. Truancy Abatement Letter #2 generated |
| 5th Offense | <p>Message sent home</p> <ul style="list-style-type: none"> ● Mandatory meeting set up with Admin., Counselor, parent, and student. ● When requested, parent to shadow 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/student warned of D.A. notification |

TARDY SWEEP POLICY

Tardy sweeps will be done before school and during each passing period for students who are not getting to class on time. If you are late to class, campus security and administrative staff will stop you, write your name down and assign you a tardy. You will then be sent to class. After-school detentions will be issued on the third consecutive class period tardy. After the third class period tardy, a Saturday School detention will be assigned. Any student failing to show for a Saturday School detention will lose their extracurricular privileges. **Students out of class without a pass will be issued a detention.**

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.

TRUANCY

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. (EC 48260)

Pacific Grove High School will follow a progressive disciplinary matrix for excessive trancies. Generally, this policy utilizes the following steps: teacher warnings, counseling intervention, after-school detentions or Saturday School, attendance contract, parent conference with SART (Student Attendance Review Team), suspension for defiance, referral to the District Attorney's Office and/or recommendation for alternative placement.

Truancy may consist of any absence that has not been cleared within 72 hours by the parent. Class work may not be made up for any truancy. Students who are truant will become ineligible to participate in off-campus privileges.

ACADEMIC POLICIES

The Counseling Office/College and Career Center offers academic and career technical education. Counselors provide orientation inside the classroom each spring 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.

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.

Pacific Grove High School shall graduate and grant a diploma to any pupil who satisfactorily completes the following requirements. All information regarding course selection and course offerings may be found in the course bulletin on the school website: www.pghigh.pgusd.org

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**.

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.

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**

I. **Extracurricular activities** – (optional)

Students may receive a maximum of 10 credits for participating in the following PGHS extra/Co-curricular activities; sports, spirit squad, mock trial, play production, musical, robotics, ASB/Class officer. 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.

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. Guidance Office Phone – (831) 646-6590, ext. 277

ALTERNATIVE EDUCATION PROGRAMS

Alternative Education Programs 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. An Alternative Placement form must be obtained through the student's counselor. Any student who is severely credit deficient may be alternatively placed in Pacific Grove Community High School.

AVID PROGRAM ELIGIBILITY

Advancement Via Individual Determination (AVID) is a college readiness program with an emphasis to guide students with the capability to enroll in a 4-year university after high school. All prospective AVID students must apply and interview before enrolling in an AVID elective course, must take at least one AP course and a math course their 12th grade year (Integrated Math III or higher). AVID students visit CA universities and prep for PSAT/SAT.

CHANGE OF CLASS SCHEDULE

Unacceptable reasons for a class change:

- Period change
- Wants to be in a class with a friend
- Doesn't like the class/or change of mind
- 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 approval. Student initiated schedule changes will be considered only during the first five days of each semester. A parent and teacher signature is also required after the first five days.

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 that 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 Pacific Grove High School 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 that 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 H.S. Guidance Office.

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. 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>

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

A student requesting to drop a course may do so without any entry on his/her transcript or report card if the drop is made at least **one week prior** to the end of quarter 1 (semester 1) or at least **one week prior** to the end of quarter 3 (semester 2). Please refer to the PGHS Calendar for end of quarter dates. Any courses dropped after those deadlines will result in a grade of “F” on the report card and the semester transcript from when the drop was made. This is a strict deadline. Students must consult with their Counselor regarding a drop, and obtain parent and teacher signatures on the PGHS Drop Form. Any student removed from a class can be suspended 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.

GRADES

Report cards are issued four times during the school year. The first progress report (a temporary, preliminary report) is issued after four and one-half weeks of class work. Approximately four weeks later and each nine weeks thereafter, quarter grades are given, with semester grades compiled at the end of the half year and at the close of the spring semester.

- **“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 his 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 his 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.

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. 49) 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.

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 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.

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."

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 should contact the student's Counselor 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 may request a homework packet via the Attendance Office that can be picked up from the Front Office by the parent or a friend of the student 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 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 Illuminate or 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**

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."

NON-GRADUATES

Students not graduating with their class must complete all requirements by August 30 of the current school year to be granted a diploma 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 certificate. In order to receive a diploma, the student has up to two years to attend Adult School and pass all requirements at which time a diploma from Pacific Grove High School will be granted.

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.

PHYSICAL EDUCATION

- **Physical Education Uniform:** Approved PE short and PE shirt must be worn during physical education class. Students may wear the PE clothes available for purchase or red shorts and white t-shirt with PGHS and the student's last name and first initial written on it. All other clothing will be considered as a "non-dress" violation. Students must wear laced athletic shoes with arch supports. Sandals (any open-toed shoe), flat bottoms (i.e. deck/skipper shoes), and slip-on or unlaced shoes (skating shoes) will be considered a "non-dress violation". Jeans (full or short length) may not be worn under PE clothing. Sweat clothing is optional and only red sweats with PGHS and the student's name written on it may be worn on top of the PE uniform. All other sweats will be considered "non-dress" violations.
- **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. The high school physical education requirement for the Pacific Grove Unified School District is two years. Most students fulfill this requirement by their sophomore year. If students do not earn a passing score on the FITNESSGRAM assessment (by scoring five out of six in the healthy fitness zones), they will be required to enroll in a physical education class (grades 11 and 12) until they earn a passing score or graduate. The assessment is given once a year in the spring. The FITNESSGRAM is a comprehensive, research-based, health-related physical fitness battery designed to assist students in establishing lifetime habits of regular physical activity. The FITNESSGRAM uses standards called Healthy Fitness Zones to determine students' fitness levels based on what is optimal for good health. The assessment measures six physical fitness standards that include: aerobic capacity, body composition, abdominal strength, trunk extensor strength, upper body strength and flexibility. Students must pass five of the six standards to earn a passing score. Physical education teachers have been trained in the administration of the assessment and how to engage students in activities that promote fitness and health that enable them to pass this assessment. Additional information on the FITNESSGRAM and Senate Bills 78 and 601 may be found on the California Department of Education's website at cde.ca.gov. In light of SB78, PE teachers will be reviewing the fitness test results to determine if students will need to add a physical education class to their schedule for the following year. Please consult with your counselor just prior to the end of the school year to confirm your schedule for the fall.

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.

SCHOLASTIC ELIGIBILITY REQUIREMENTS

A student must be currently enrolled in at least 25 semester credits of classwork. This may be reduced to 20 semester credits (CIF rule) if approved by the site administrator for students who have accrued excess credits and are on course for graduation.

SEMESTER SCHEDULE:

Freshmen, sophomores and juniors are required to enroll in a minimum of six classes each semester. Freshman and sophomore students must enroll in the following core courses: English, History, Science, Math, and P.E. No early release for freshmen and sophomores.

Only freshmen and sophomores, who are enrolled in 7 classes, will be scheduled into a first period class. All freshmen and sophomores who are enrolled in 6 classes will begin with period 2.

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.

2020-2021 Standardized Test Dates

College Board SAT (anticipated)	ACT	CAASPP – Smarter Balance ELA/Math/Science	AP
August 29 October 3 November 7 December 5 May 8 June 5	September 12 October 24 December 12 February 6 April 17 June 12 July 17	11 th Grade Only April 19 & 20 Math April 21 & 22 English Language Arts (ELA) April 23 Science Make Ups: April 26 - May 30 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 May 5 – 7:30 A.M. Eng. Lit May 7 – 7: 30 A.M. US History
PSAT/National Merit Scholarship Qualifying Test (NMSQT)		Phones/iPods/iPads/technology of any kind are not allowed during testing. 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)
<ul style="list-style-type: none"> ● October 14 or 17 (Alt test day 28) ● Testing held at PGHS ● All 10th grade students participating paid for by PGUSD Board of Education 			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

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 that 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 CA 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.

SUMMER SCHOOL CREDITS and CREDIT RECOVERY

Credits are earned in summer school through the online Edmentum program. Edmentum grades are to be used for Credit Recovery only. They can NOT be used to take a class for original credit (unless specifically authorized by a Counselor as an exceptional circumstance), to improve a grade, or to allow a student to advance in math because s/he did not otherwise qualify to move on.

Edmentum grades will be reflected on the PGHS transcript to show work completed.

A student may take a total of 20 credits (4 semesters) using Edmentum while a student at PGHS, unless otherwise approved by the Counselor as an exceptional circumstance.

Students with an F who repeat courses through Edmentum and earn grades of D- or higher may use their new Edmentum grade to become eligible for sports and/or extra-curricular activities.

TRANSFERS TO/FROM ALTERNATIVE PROGRAMS

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

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.

VALEDICTORIAN/SALUTATORIAN

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

- Grade points shall be determined by the average of grades 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 second semester will be accepted. All transcripts from off campus courses completed prior to second semester must be submitted to PGHS by February 1st.
- The student with the highest average shall be determined to be valedictorian. The student with the second highest average shall be determined to be salutatorian.
- Student candidates for valedictorian and salutatorian must have attended PGHS for at least the two previous, consecutive semesters: Spring semester 2 of junior year and Fall semester 1 of senior year.

STUDENT SERVICES

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 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.

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

You may download a transportation application from the district website at www.pgusd.org or retain one in the Administration Office. Bus routes may change and can be obtained at the District Office.

CALLING STUDENTS FROM CLASS

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.

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

The Board of Trustees, as authorized by Education Code Section 44808.5 and 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.*

COUNSELING

- **Student Study Team (SST):** For those students who are having academic problems or are experiencing other problems outside the classroom. An SST Committee consisting of the Principal or Principal's designee, counselor, teachers, parent or guardian, 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 Assistant Principal or Counselor for additional information at 646-6590 ext. 277.
- **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 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 parents. Contact the SYRC at 899-1105.

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/video bulletin may also be viewed on the school website at <http://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.

DEBTS AND FINES

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

ENROLLMENT

Qualifications for enrollment to Pacific Grove 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 High School.

FOOD 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.

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 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.

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

In compliance with California Education 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 Health or Attendance 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 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 contact, notifying the parent that the student either needs to be picked up or is being sent home. If no parent contact can be made, the student must remain in school. In cases of emergency, paramedics will be called and parent notified as soon as possible. According to district board policy, school staff may not recommend or administer over-the-counter medication to students 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 Attendance Office and should be returned to the Attendance Office. **Parent 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 Health Clerk at 646-6590x212 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:

1. 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. (Education Code §46010.1)

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

INSURANCE

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

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. Education 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. No food or drink is allowed in the library. 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.

LOCKERS

Each student will be assigned a locker – most in a hallway according to their graduating class – after *requesting* one during the beginning of the year Check In/Photo Day; new students will be asked if they would like a locker and assigned one, if available. 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.

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.

PERSONAL PROPERTY

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

PHONES AND MESSAGES

Telephones in the Main Office and in the Attendance Office are available to students **ONLY** outside of class time, 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 646-6590 and press 0 or come to the main administrative office at

Pacific Grove High School. 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 during class and restroom breaks unless teachers provide time to use technology in class. Parents should refrain from texting students during instructional minutes as it is a disruption to their child's education.

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, parent or guardian. To "opt out" of providing information to recruiters, parents need only sign the designated statement to that effect during the online registration each year.

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 office and should be filled out.

SCHEDULING SCHOOL ACTIVITIES – FACILITIES USE

PGUSD is now using an online facility request and rental system, Facilitron. Users may now access the website, facilitron.com/pgusd93950 at anytime to view photos of the high school's facilities and submit requests. Users will be required to create an account and if assistance is needed, please contact Facilitron directly at: support@facilitron.com or call them at 800-272-2962. Please note: If school clubs are interested in using an area of the high school, the advisor must be the requestor. Students will not be allowed to make the requests.

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 that 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 may 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.

STUDENT DROP OFF/PICK UP

Parents may drop a student off or pick them up 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 by the Band room are off limits and are not a drop off/pick up areas. Parents/guardians should not create a hazardous environment for PGHS or Forest Grove students by making U-turns in front of school on Sunset Drive or near the Forest Lodge Road entrance, or drop students off on the opposite side of the street off Sunset Drive in the morning. Please take the time to keep all students, staff, and other drivers safe.

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 to do so. 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.

VISITORS

All visitors to PGHS must check in with the front office and acquire a visitor sticker. Anyone found on campus without valid authorization will be directed to leave campus. Student visitors are not allowed to shadow PGHS students or visit on campus during break or lunch.

WORK PERMITS

Education Code section 12259 states that a permit to work is necessary for all minors 14 through 17 years of age. Applications for work permits are 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.

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 that 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 that your parents no longer have access to your student records. This process requires that you contact your counselor and fill out an 18-year-old rights form. When you complete this form, your parents will be notified and offered the opportunity to provide proof that you remain a dependent for tax purposes. As long as you are claimed as a dependent, your parents may continue to access your student records.

ACTIVITIES

A.S.B.

The Associated Student Body 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. ASB 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 www.pghigh.pgusd.org to view the A.S.B. Constitution)

ASB EXECUTIVE OFFICERS	CLASS OFFICERS	ASB 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 away 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. A strong A.S.B. results in more activities for students. **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 should find a teacher advisor to host meetings, download a Club Charter form, and turn it in to the student store for ASB 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 (p. 50). 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 wants all students to enjoy the evening regardless of their musical taste. In addition, PGHS supports DJs that 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 the rules (inappropriate dancing/touching: twerking, grinding, bending over) will result in disciplinary action up to suspension from school and all future dances per 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).

ELIGIBILITY FOR ACTIVITIES/SPORTS

According to Board Policy Number 6145, in order to participate in **co-curricular and extracurricular** activities (for example, sports, spirit squad, clubs, A.S.B. activities, play productions), a student must fulfill additional requirements: Students must be currently enrolled in at least 25 semester credits. Students must compile a GPA of 2.0 or above (on a scale of 4.0) for all courses attempted during any regular grading period (quarter or semester). Students must receive passing grades (no Fs) for all courses attempted during any regular grading period (quarter or semester). Students must be making satisfactory progress toward graduation in accordance with these standards. Progress and GPAs will be determined by the grades earned at the end of each grading period (quarter or semester). Any student earning an INC must submit coursework and perform a final assessment within 10 school days of a new quarter/semester in order to be eligible (see p. 24). **If a student is not eligible, the period of ineligibility lasts until completion of the following grading period** (quarter or semester). All students shall become eligible or ineligible five school days following the end of each grading period (quarter or semester) **In order to participate or practice in after-school activities/sports, a student must be in attendance a minimum of half of his or her instructional minutes on the day of the activity/sport or the day previous to the activity/sport if the club/team leaves before school is in session or the event is the following day (Saturday).**

BEHAVIORAL ELIGIBILITY REQUIREMENTS FOR STUDENTS IN GRADES 9, 10, 11, 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 extra-curricular 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 p. 45-46.**

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 extra-curricular or co-curricular activities regardless of their academic standing during the entire period the Transfer Student's suspension, expulsion, or suspended expulsion status.

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 ASB sticker are eligible to receive academic block letters and pins. All students are eligible for certificates.

Graduation Cords and Stoles for CTE and VAPA Courses

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

ATHLETICS

SEE: ELIGIBILITY FOR ACTIVITIES FOR ATHLETICS ELIGIBILITY AND PARTICIPATION REQUIREMENTS IN ADDITION TO PGHS ELIGIBILITY REQUIREMENTS

ATHLETIC CODE

The CIF Blue Book Rules and Regulations, as well as PGHS Athletic Agreement as stated on the yellow form will govern athletic participation. Athletes will be directly responsible to 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 wishes to do whatever is necessary to make the team successful. Parents and athletes will follow team rules set forth by the coach and this Athletic Code. Parents and Students agree that they will read and abide by the guidelines presented on the yellow form.

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 of 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

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.

California Interscholastic Federation Eligibility Requirements:

All California Interscholastic Federation/Central Coast Section (CIF/CCS) requirements apply to all games including practice, interscholastic scrimmage, league, tournament and play-off games. In order to practice for and compete in interscholastic athletics, a student must be under nineteen (19) years of age before June 15 of the prior school year; meet the attendance requirements; be eligible scholastically (see additional District guidelines below); have met the residence requirements; meet citizenship requirements; not participate in any tryout for a professional or collegiate team; not compete on outside teams during the season of sport; be an amateur; get a physical from a doctor; show proof of medical coverage; abide by specific team rules and regulations; and participation forms. Final clearance to participate is granted from the Athletic Director.

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.

DEDICATION

An athlete must be willing to dedicate himself/herself to the sport of choice. The athlete should be aware that nothing worthwhile is accomplished without hard work and a sincere desire to succeed. The athlete must also realize that he or she must work out of season as well as in season. He or she must also be willing to sacrifice his or her own personal desires for the good of the team.

EQUIPMENT

Athletes are financially responsible for any school-owned equipment that is 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.

GAME BEHAVIOR

If an athlete is ejected from the 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 that 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 they will be allowed to compete again.

LANGUAGE

Everyone associated with PGHS will use language that is socially acceptable. 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 Dept. An athlete must be a valid ASB 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 or 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.

RESPECT

The athlete is to show respect for all coaches, teachers, officials, spectators, school facilities and equipment.

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).

SCHOLASTIC ELIGIBILITY AND GRADES (Revised May 23, 2019)

According to Board Policy Number 6145 all students in grades 9 through 12 must meet the following standards for extra curricular and co-curricular eligibility.

DEFINITIONS

Extra-curricular: Activities not associated with the classroom and that they are 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).

SCHOLASTIC ELIGIBILITY REQUIREMENTS FOR STUDENTS IN GRADES 9-12

A student 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 site administrator for students who have accrued excess credits and are on course for graduation.

A student (including incoming freshmen) must:

- 1. Compile an unweighted GPA of 2.0 or above (on a scale of 4.0) for all courses attempted at the conclusion of the previous grading period (quarter or semester).**
- 2. The student was passing in the equivalent of at least 20 semester credits of work at the completion of the most recent grading period.**
- 3. 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 50, sophomores 110, and juniors 170 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.**
- 4. A student who fails to meet these requirements each grading period is scholastically ineligible to participate in extra-curricular or co-curricular activities. This ineligibility lasts until the completion of the following grading period (quarter or semester). There are no appeals to this policy.**
- 5. All students shall become eligible or ineligible five school days following the end of each grading period (quarter or semester).**
- 6. 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 student's instructional minutes of the day.**

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 extra-curricular 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 extra-curricular or co-curricular activities regardless of their academic standing during the entire period the Transfer Student's suspension, expulsion, or suspended expulsion status.

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 1, 2, 3, and 4 above during the probationary period shall not be allowed to participate in interscholastic athletics the subsequent grading period.

SUMMER SCHOOL CREDITS

Credits earned in summer school may be counted in making up scholastic deficiencies incurred in the grading period (quarter or semester) immediately preceding. A student who compiles a GPA below 2.0 may, if available, take approved courses in summer school and use the grades earned in computing the GPA for the grading period immediately preceding. A student receiving a low or failing grade in a course may, if available, repeat that course in summer school and earn a higher grade.

NOTIFICATION

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 to participate in extracurricular and cocurricular activities (sports, clubs, etc.). Make up work may be completed in summer school or through other means. This must occur prior to the beginning of the new school year for the student athlete to be eligible. Please check with your school counselor for enrollment information.

Students in all grades 9 – 12 must have a 2.0 unweighted GPA in order to participate in extracurricular and cocurricular activities (sports, clubs, etc.). Students transitioning between grades 8 and 9 must meet this standard. Make up work may be completed in summer school or through other means. This must occur prior to the beginning of the new school year for the student athlete to be eligible. Please check with your school counselor for enrollment information.

CLASS STANDING REQUIREMENTS:

9th grade 0 — 50 units / 10th grade 51 — 110 units / 11th grade 111 — 170 units / 12th grade 171 — 230 units

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. 42 - *Quitting A Sport*). **In order to participate or practice in after-school activities/sports, a student must be in attendance a minimum of half of his or her instructional minutes on the day of the activity/sport 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. All athletes and parents 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.

VIOLATIONS OF SCHOOL DISCIPLINE POLICY

Athletes are expected to display behavior in the classroom and on campus that is exemplary and sets an example for all students to follow. Therefore, serious violations of school discipline – fighting, for example – may be considered a violation and puts the student at risk of discipline that could include temporary or immediate termination of athletic participation.

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.

C.I.F. (CALIFORNIA INTERSCHOLASTIC FEDERATION) ELIGIBILITY

A student athlete:

- Must be less than 19 years of age as of September 1 of the new academic year
- Must have reached the ninth grade
- Must participate in no more than four seasons in the same sport after enrolling into the ninth grade
- Must be scholastically eligible
- Must file an Application for Residential Eligibility if you transferred from another school without an inter-district transfer
- Since entering the ninth grade, must not be your ninth semester of attendance
- Must meet citizenship requirements
- Must maintain amateur standing
- Must not have participated in any tryout for a professional team
- Must maintain in your school files an annual physical examination card (Yellow form) certifying that you are physically fit to tryout and/or participate in athletics. Physical must be on approved form by the PGUSD Board of Education
- May 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.
- Questions should be directed to your school coach and/or Athletic Director
- Must complete the Athlete's Code of Ethics

C.I.F. CODE OF ETHICS

As an athlete, I understand that 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 that is 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.

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 school receptionist or athletic department to obtain insurance forms that are necessary. Read through it and decide which policy you would like to purchase. The most recommended and lowest cost plan that 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 anyplace. However, if your athlete is going to play football, extended coverage must

be purchased. The most recommended and lowest cost that 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. Pacific Grove High School Breakers are a member of the Pacific Coast Athletic League and opponents are listed on the CIF-CCS website. 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
Water Polo		

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 that 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. Athlete 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. Athlete 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 athlete is once again eligible.)

THIRD VIOLATION:

1. Conference with athlete, Administrator, Athletic Director, Counselor and parent. Athlete 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.

ALCOHOL/TOBACCO/DRUGS

PGHS ALCOHOL-TOBACCO-DRUGS USE POLICY

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 that all student-athletes are in top physical condition, minimizes potential for injury and further ensures athletic teams are appropriately represented by their student-athletes. We want to hold our student-athletes to a higher standard. *Therefore, the possession or use* of any controlled substance, (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 extra-curricular 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 and/or the Athletic Director 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.
2. Ineligibility from team competition for **three contests** – student may practice with team; however, sale of any substance results in termination from athletics for the remainder of the year, including sales made off campus with info. 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. 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 that is 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.
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 (that is, 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 that a pupil may be suspended or recommended for expulsion for acts which are enumerated in Education Code Section 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 that 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 contact and warning; detention; signed Behavior Nonperformance Contract; parent/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 Education 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.

Behavior/Nonperformance 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 that 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 and inform them that 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, 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, 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(s) 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 and student and will remain in effect until the end of the semester.

- **Saturday School Assigned and loss of open campus and/or extra-curricular 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.)**

BUS PRIVILEGES

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

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 insure suitable control, teachers will utilize a variety of methods for controlling students' behavior. Strategies teachers may use include, but are not limited to, the following:

1. Confer with student and explain the school behavior policy
2. Take away privileges enjoyed by other students
3. Contact the parents/guardians so that concerted action can be taken to mutually correct the inappropriate behavior patterns of the student
4. Give student detention as authorized by state law (Education Code Section 44807.5)
5. Suspend student up to two days from class (Education Code Section 48910) with mandatory
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.

ANTI-BULLYING / CYBERBULLING

Pacific Grove High School staff believes that all students, staff and community have an obligation to promote mutual respect, tolerance, and acceptance. The school will not tolerate behavior that infringes 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.

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, class work, writing, quiz and/or test)
 - Copying during break or lunch – handwritten or taking a picture. **(See p. 58 for definition)**
 - 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 Notification by staff via email
2nd Offense	* Zero on assignment
	* Saturday School
3rd Offense	* “F” for the class
	* Saturday School or Possible Suspension
	* Removal from class (Admin. discretion)

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.

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 manner that is presentable and appropriate. At all times students are asked to be cognizant that 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 will be contacted.

- Shirts/sweatshirts and footwear must be worn at all times.
- Shorts need to have a minimum 4 inch inseam and skirts should be at mid-thigh length – the “finger-tip rule” is not required but is recommended as a quick guide to follow.
- Clothing, jewelry, and personal items, such as backpacks and bookbags with language or images that are vulgar, discriminatory, obscene, libelous, or those that contain threats or promote 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 that is 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 to California Education Code Section 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 not at the waist, oversized pants or belts with extended length being worn down the front of the body, bandannas or “do rags”, and any color/insignias that law enforcement determines as gang-related.

CLOSED CAMPUS

Pacific Grove High School is a closed campus with the exception of the lunch break (see below). 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 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. Repeat offenders will be suspended. 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 in 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, s/he should sign in and understand that 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).**

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: earned at least 2.0 GPA, no Fs and have class standing at the last semester grading period – including community service hours – 24 for juniors and 36 for seniors, 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), and have returned a signed PARENT PERMISSION FORM (available in the Student Store). Students who qualify for the privilege of open campus and return a

signed parent 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 tardies, truancies, and other discipline issues, especially suspension and behavior contracts. **Students must be able to produce their ID card with sticker when leaving and returning to campus.** Campus may be closed to anyone at any time when deemed necessary.

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 incidences, students will be suspended. The incidences are cumulative for the entire school year.

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 that someone fails a breathalyzer test, the student will not be admitted to the event and parents will be summoned. 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.

FAILURE TO ATTEMPT WORK

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

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

ELECTRONIC DEVICES: Cell Phones, iPods, Tablets, Game Consoles, etc.

According to 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 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.)

An electronic signaling or imaging device shall be defined collectively as a cell phone, pager, cellular/digital media player, camera, and/or a personal digital assistant (“PDA”).

Electronic Signaling or Imaging Devices Policy and Regulations 5146:

- An electronic signaling or imaging device shall be defined collectively as a cell phone, pager, 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.

High School:

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 Board policy and administrative regulation (refer to Board Policy and Regulations Number 5146).
- Students are expected to place their phones in the wall hangers or in a bin upon entering a PGHS classroom. Per 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/Sat. School, depending on the number of infractions.
- Due to a sharp increase in the theft of iPods and cell phones, it is recommended that they not be brought to school. 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, then he/she may request to use the phone in the school's central office.

Search of Student's 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.

FOOD / DRINK

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

HORSEPLAY

Horseplay is not allowed at any time on campus. Students are subject to possible suspension. Repeated offenses will result in a three to five day suspension.

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.

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 being notified.

SATURDAY SCHOOL

Saturday School is assigned to students for truancies, 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/Sat. School hours.

SCHOOL PROPERTY

Students are responsible for any school property that 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 - before textbook return at the end of the year.

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.

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.**

- Possession, sale, or being under the influence of illegal drugs or alcohol (EC48900. (c),(d) PC 25608)
- Indecent exposure: exposure of a person, or the private parts thereof, in any public place, or in any place where there are present other persons to be offended or annoyed thereby (EC48900.i; PC 314)
 - Vandalism and/or damage of school property (EC 48900.f; PC 594)
- Assault and/or battery: unlawful attempt, coupled with a present ability to commit a violent injury on the person of another; battery is any willful and unlawful use of force or violence upon the person of another (EC 48915 (1); (1, 5); P 240, 242, 243)

- Repeated incidents of harassment (EC 48900.2, 3 and .4)
 - Brandishing, carrying, or use of any weapon, real or simulated
 - Theft
- Continued pattern of defiance of the authority of school administration/faculty and/or staff (3 offenses)

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.

SUSPENSION

Suspension from school requires that 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 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.** Following are the suspendable offenses as listed under the California Ed Code 48900:

- 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 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 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, 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 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 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.”

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 Illuminate). 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.

TOBACCO

Pacific Grove High School and its grounds are totally **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 Sat. School. If 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. (EC 48900.H)

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.

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 that 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. **(See Academic Dishonesty on p. 49)**

WORK DETAIL

Work detail may be an option available to students in lieu of detention and may be assigned by the Assistant Principal.

VISITORS

Students are not permitted to bring visitors on campus during school hours. Authorized visitors such as scheduled speakers, individuals with appointments in the Administrative Offices, etc. are required to go through the Main Office to check in.

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 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 gym at lunch while there is a staff member or district-cleared volunteer present. Students may not be outside of gym during this time unless going to or from gym area.**

BEHAVIOR GUIDELINES

The following guidelines are a matrix of possible consequences for violation of Ed. Code and school policy.

Pacific Grove High School Behavior Guidelines

EC=Ed. Code PC=Penal Code HSC=Health and Safety Code

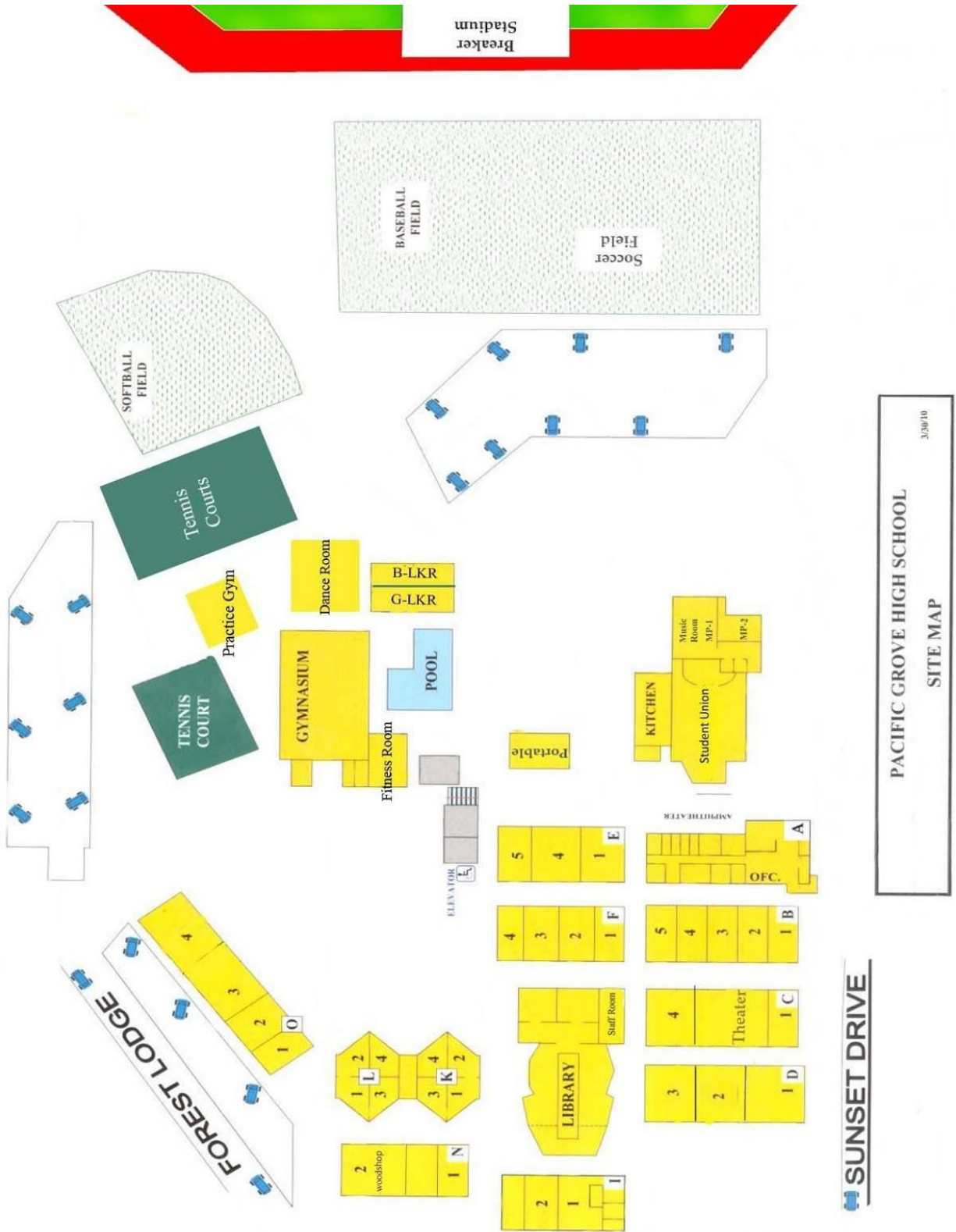
ISSUES	VIOLATIONS	CONSEQUENCES
1. PHYSICAL INJURY & VIOLENCE <i>MUTUAL COMBAT/FIGHTING/ THREATS/ASSAULT</i> EC § 48900 (a1) EC §48900 (s) EC §48900 (t)	(a1) Caused, attempted to cause, or threatened to cause physical injury to another person; fighting/mutual combat. Threats (telephone, written, electronic): 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 phone 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	✓ 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).

	<p>points a laser pointer at another), possession, use of fireworks, firecrackers, snappers, poppers, lighter, matches, razor blades, shocking pens.</p> <p>EC 48915 (c5) Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps.</p> <p>(m) Possessed an imitation (replica) firearm: BB gun, pellet gun, paint gun.</p>	<p>✓ Expulsion Recommendation – EC § 48915 [Mandatory for brandished knife (c2), possession of a firearm (c1), explosives (c5)].</p> <p>✓ Expulsion Recommendation – locking blade or similar knife or other dangerous object regardless of size.</p> <p>✓ 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)</p> <p>✓ 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.</p> <p>- Includes arrangements made during school hours on campus or at school activities via electronic means</p>	<p>✓ Suspension EC § 48900 (d) (j) (p)</p> <p>✓ Police Intervention/Citation/Possible arrest: PC 966 Drug deal</p> <p>✓ 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.</p> <p>Possession or graffiti implements (markers, scribes, liquid or aerosol paint).</p>	<p>Suspension EC § 48900 (f).</p> <p>✓ Restitution to Victim/Community Service.</p> <p>✓ 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</p> <p>✓ Fire Department Intervention PC 451, 452.</p> <p>✓ 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.</p> <p>(l) Knowingly received stolen school property or private property (Possession of stolen goods).</p>	<p>✓ Suspension EC § 48900 (e) (g) (l).</p> <p>✓ Restitution to Victim/Community Service.</p> <p>✓ /Police Intervention PC 211s, 422, 459, 484, 487, 488, 496.</p> <p>✓ 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)</p> <p>✓ Police Citation PC 308 (b).</p> <p>✓ Referral to Smoking Cessation Program.</p> <p>✓ Suspension EC § 48900 (h).</p> <p>✓ 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</p>	<p>✓ Teacher warning; Teacher suspension; Detention or Suspension.</p> <p>✓ Administrative Conference.</p>

	public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures	<ul style="list-style-type: none"> ✓ Suspension Automatic if profanity is directed toward a school official EC § 48900 (i). ✓ Police Intervention. PC415(3), 647
10. PARAPHERNALIA EC § 48900 (j) HSC 11364	(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.	<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) EC § 48900.4	(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); 48900.4 – creating hostile environment. ✓ Expulsion recommendation for repeated violation. ✓ Police Intervention: Resisting or obstructing a police officer - 148
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. WITNESS HARASSMENT OR INTIMIDATION EC § 48900 (o)	(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)	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (o). ✓ Police Intervention, PC 136.1
14. 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.
15. BULLYING EC § 48900 (r)	(r) Engaged in act of bullying. See page 48 for extensive definition. <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 	<ul style="list-style-type: none"> ✓ Detention -- depending on severity ✓ Saturday School – depending on severity ✓ Suspension EC § 48900 (r).

	<ul style="list-style-type: none"> • Causes physical or mental harm 	
16. 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).	<p>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.</p> <p>Possession, use of electronic games, portable music equipment: Radios, iPods, cell phones, “Beats” headphones</p>	<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. Detention ✓ Subsequent violations: Sat. School ✓ Suspension for defiance EC § 48901.5, 48900 (k).
17. SEXUAL HARASSMENT EC § 48900.2 PC 212.5 <i>Grades 4 to 12</i>	<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>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900.2. ✓ Police Intervention PC 243.4. ✓ Expulsion Recommendation.
18. HATE VIOLENCE EC § 48900.3 <i>Grades 4 to 12</i>	<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>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900.3. ✓ Police Intervention PC 422.6 - 422.76, 628.1. ✓ Expulsion Recommendation.
19. HARASSMENT EC § 48900.4	<p>Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students or school employees: Stalking, kidnapping.</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (o) (r), 48900.4. ✓ Referral to Counseling. ✓ Expulsion Recommendation. <p>Possible Police Report for Intimidating a Witness PC136.1</p>
20. TERRORISTIC THREATS EC § 48900.7	<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>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900.7. ✓ Police Intervention PC 422. ✓ Expulsion Recommendation.
21. DRESS CODE EC § 48900 (k)	<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)</p> <p>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> <p>Truant from school or contributed to the truancy of other students.</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>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 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 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 Community High School



Student / Parent Handbook 2020-2021

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PACIFIC GROVE COMMUNITY HIGH SCHOOL

Site Address:

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

Mailing Address:

435 Hillcrest Ave.
Pacific Grove, CA 93950

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

PACIFIC GROVE COMMUNITY HIGH SCHOOL STAFF

Matt Bell	Principal	mbell@pgusd.org
Brad Woodyard	Teacher-in-Charge	bwoodyard@pgusd.org
Sheri Deeter	Teacher	sdeeter@pgusd.org
Desiree Babas	Administrative Asst.	dbabas@pgusd.org

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

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

PACIFIC GROVE UNIFIED SCHOOL DISTRICT ADMINISTRATION

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

PACIFIC GROVE COMMUNITY HIGH SCHOOL Pacific Grove Unified School District - 2020-2021

180 Day School Calendar						Date	Event
	M	T	W	TH	F		
July 2020	27	28	29	30	31	7/31	New Hire Orientation
August 2020	3	4	5	6	7	8/3	Professional Development Day (Non Student Day)
	10	11	12	13	14	8/4	Welcome
	17	18	19	20	21	8/5	Teacher Prep Day (Non Student Day)
	24	25	26	27	28	8/6	First Day of School
	31	1	2	3	4		
Sept 2020	7	8	9	10	11	9/7	Labor Day Holiday
	14	15	16	17	18	9/18	End of Round 1
	21	22	23	24	25		
	28	29	30	1	2	10/3	Butterfly Parade
Oct 2020	5	6	7	8	9	10/9	End of 1st Quarter (46 days)
	12	13	14	15	16	10/12-10-16	Fall Break
	19	20	21	22	23		
	26	27	28	29	30		
Nov 2020	2	3	4	5	6	11/6	End of Round 2
	9	10	11	12	13	11/11	Veterans day Holiday
	16	17	18	19	20	11/25	Minimum Day for Students and Classified Staff
	23	24	25	26	27	11/26-11/27	Thanksgiving Holiday
	30	1	2	3	4	12/18	End of 2nd Quarter (42 days)
Dec 2020	7	8	9	10	11	12/18	End of 1st Semester (88 days) ; End of Round 3
	14	15	16	17	18	12/18	Minimum Day for Students and Classified Staff
	21	22	23	24	25	12/21-1/1	Winter Break
	28	29	30	31	1	12/21-1/1	Winter Break
Jan 2021	4	5	6	7	8	1/4	Teacher Prep Day (Non Student Day)
	11	12	13	14	15		
	18	19	20	21	22	1/18	Martin Luther King Holiday
	25	26	27	28	29		
Feb 2021	1	2	3	4	5		
	8	9	10	11	12	2/12	End of Round 4
	15	16	17	18	19	2/15-2/19	Presidents' Holiday
	22	23	24	25	26	2/22	Professional Development Day (Non Student Day)
March 2021	1	2	3	4	5		
	8	9	10	11	12	3/12	End of 3rd Quarter (42 days)
	15	16	17	18	19		
	22	23	24	25	26		
April 2021	29	30	31	1	2	4/2	End of Round 5
	5	6	7	8	9	4/9	Minimum Day for Students and Classified Staff
	12	13	14	15	16	4/12-4/16	Spring Break
	19	20	21	22	23		
May 2021	26	27	28	29	30		
	3	4	5	6	7	5/26	Graduation
	10	11	12	13	14	5/28	End of 4th Quarter (50 days)
	17	18	19	20	21	5/28	End of 2nd Semester (92 days) ; End of Round 6
	24	25	26	27	28	5/28	Last Day of School
	31				5/31	Memorial 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 COMMUNITY HIGH SCHOOL VISION STATEMENT

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

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



Expected School Wide Learning Results

Pacific Grove Community High School graduates will be:

EDUCATED INDIVIDUALS WHO:

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

CRITICAL THINKERS AND PROBLEM SOLVERS WHO:

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

INDEPENDENT AND COLLABORATIVE WORKERS WHO:

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

RESPONSIBLE CITIZENS WHO:

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

HEALTHY INDIVIDUALS WHO:

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

PACIFIC GROVE COMMUNITY HIGH SCHOOL DAILY CLASS SCHEDULE

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

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

ATTENDANCE POLICY

TARDY POLICY:

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

ABSENCES:

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

EXCUSED ABSENCES:

The State of California considers excused absences as:

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

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

JUSTIFIABLE ABSENCES:

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

Justifiable absences are:

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

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

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

TRUANCY:

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

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

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

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

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

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

ENROLLMENT

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

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

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

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

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

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

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

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

GRADUATION REQUIREMENTS & GRADING POLICY

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

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

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

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

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

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

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

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

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

SCHOOL SERVICES

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

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



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.



Pacific Grove Unified School District Food & Nutrition Services 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 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.

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

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

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

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

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

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*

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

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

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

PACIFIC GROVE HIGH SCHOOL EVENTS

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

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

SCHOOL POLICIES AND EXPECTATIONS

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

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

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

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

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

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

Cell phones may be retrieved from lockers and used outside of the building only during scheduled breaks. Any phone seen out at any other time will be immediately confiscated, and later returned to the student at the end of the school (2:00 pm) or we may require parents to retrieve the cell phone. If phones are habitually problematic, students will receive DOTS, parents will be contacted, may be put on a Behavior Contract, or may be asked not to bring the phone to campus at all for the remainder of the semester or year. This policy is intended to increase student focus on in-class learning and credit recovery, to reduce the likelihood of cyberbullying during the school day, and to decrease the

distractions that social media inevitably brings to our class time. Please support our learning environment by encouraging students to follow our cell phone policy.

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

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

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

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

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

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

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

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

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

Students may not wear clothing or carry items that depict vulgar or obscene language, illegal drugs, marijuana, tobacco, alcohol, pornography or gang-related symbols. Students will be asked to remove or change the article of clothing, or will have the option to be sent home to change or wear a

school-provided article of clothing. This rule also applies to all field trips or other off-campus school events.

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

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

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

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

BEHAVIOR AND DISCIPLINE GUIDELINES

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

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

<https://pghigh.pgusd.org/wp-content/uploads/sites/3/2019/08/Discipline-Matrix-and-Related-Interventions-for-Grades-K-12.pdf>

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

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

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

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

One (1) DOT	Notice is sent to parent and student is handed a copy.
Three (3) DOTS	Teachers meet with the student to discuss the problem.
Five (5) DOTS	Parents are notified and provided with the consequences of continuing difficulties. Student may be placed on a Behavior Contract. (Appendix C)
Six (6) DOTS	Parents are notified. A parent conference/phone conference is held to discuss the student's placement in the program. Students will be required to stay until 2:30pm at least 2 days per week for 6 consecutive weeks with no additional DOTS. At the end of 6 weeks, one DOT will be removed.
Nine (9) DOTS	Parents are notified. A parent conference/phone conference is held to discuss the student's placement in the program. Students will be required to stay until 2:30pm at least 4 days per week for the remainder of the semester, or as determined by the Behavior Contract.

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

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

- Step 1:** As appropriate, the student may receive a DOT and the teacher will counsel the student as to the undesirability of his/her action and inform the student of future consequences. The student will sign a Behavior and the teacher shall personally contact the parents. In the event the teacher is unable to contact a parent, a copy of the Behavior Contract will be sent home. The Behavior Contract will remain in effect until the end of the current school year.
- Step 2:** If behavior is habitual, the student may receive a DOT and the teacher shall personally contact the parents and inform them that the student has reached Step 2 of the Behavior Contract. The student will sign the Behavior Contract. Additional consequences will apply and will be outlined in the contract.

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

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

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

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

NONDISCRIMINATION/HARASSMENT

Philosophy

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

Definitions

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

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

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

Application

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

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

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

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

Investigation

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

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

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

Disciplinary Action/Intervention

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

Documentation

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

Communication of Policy

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

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

SUSPENSION AND EXPULSION/DUE PROCESS

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

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

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

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

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

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

Appropriate Use of Suspension and Expulsion

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

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

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

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

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

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

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

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

Due Process

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

Supervised Suspension Classroom

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

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

Decision Not to Enforce Expulsion Order

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

Maintenance and Monitoring of Outcome Data

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

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

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

Factual explanation of incident(s): _____ **Date:** _____ **Time:** _____

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

Dear Parents/Guardians:

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

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

By: _____ Date _____ Parent/Guardian Signature _____ Date _____

*The principal or designee may suspend a student without a conference if an emergency situation exists. State laws allow the principal to recommend suspension for violations of Education Code section 48900 subdivisions (a), (b), (c), (d), (e), and other subdivisions upon a first offense, if the pupil's presence is deemed to be a danger to persons.

BULLYING/CYBERBULLYING

Philosophy and Application

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

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

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

Reports of Suspected Bullying and Cyberbullying

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

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

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

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

Investigation

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

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

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

Disciplinary Action and Intervention

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

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

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

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

Documentation

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

Communication of Policy

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

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

APPENDIX A
SAMPLE

PACIFIC GROVE COMMUNITY HIGH SCHOOL
INDIVIDUALIZED LEARNING PLAN (ILP)

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

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

GOALS MET FROM PREVIOUS ROUND? YES NO

ROUND: _____ GOALS: _____

COMMENTS: _____

CAREER INTEREST: _____

COMMUNITY SERV: _____

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

COMMENTS: _____

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

DATE LEFT: _____ REASON: _____

APPENDIX B

SAMPLE**Pacific Grove Community High School****Nondiscrimination/Harassment**

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

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

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

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

Warning Date: _____ Incident: _____

1 day suspension Date: _____ Incident: _____

3 day suspension Date: _____ Incident: _____

5 day suspension Date: _____ Incident: _____

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

Student Signature/Date _____

Parent/Guardian Signature/Date _____

Administrator Signature/Date _____

APPENDIX C
SAMPLE
Pacific Grove Community High School

Behavior Contract

Student Name _____ Date _____

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

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

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

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

Warning Date: _____ Incident: _____

1 day suspension Date: _____ Incident: _____

3 day suspension Date: _____ Incident: _____

5 day suspension Date: _____ Incident: _____

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

Student Signature/Date _____

Parent/Guardian Signature/Date _____

Administrator Signature/Date _____

**APPENDIX D
SAMPLE**

Justifiable Absence Request

(PGUSD BP/AR 5113 and PGUSD BP/AR 6154)

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

STEP 1: Parent fills out the information below.

Student Name: _____ Grade: _____

Date (s) of requested absence: _____

What is the activity or reason for the absence?

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

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

Parent Name- Please Print _____ Parent Phone Number _____

Elementary School Teacher Name _____

STEP 2: Please bring to the office.

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

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

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

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

+++

STAFF HANDBOOK



PACIFIC GROVE
ADULT EDUCATION



1025 Lighthouse Avenue, Pacific Grove, CA 93950
831-646-6580 / Fax: 831-646-6578
pgadulthood.com

Pacific Grove Unified School District

Board of Trustees

Debbie Crandell
 Jon Walton
 Brian Swanson
 John Paff
 Cristy Dawson

District Administration

Ralph Gómez Porras, Superintendent
 Song Chin-Bendib, Asst. Superintendent Business Services

Pacific Grove Adult Education

Barbara Martinez, Principal
Eric Saavedra, Coordinator
Michelle Maas, Office Manager
Susan Lozada and Summer Coe, Front Office Clerks
Diane Pegis and Ginny Roggeman, Parent Education Clerks
Marion Heebink, ESL Clerk



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 www.pgadulthood.com where you can access all of our course offerings.

See you around the campus,

Barbara Martinez
Principal

2020 - 2021 Pacific Grove Adult Education

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
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23	24	25	26	27	28	29
30	31					

September 2020						
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27	28	29	30			

October 2020						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
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22	23	24	25	26	27	28
29	30					

December 2020						
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27	28	29	30	31		

January 2021						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

	Breaks
	Holidays (9)
	Local Holidays (5)
	Professional Development (4)
	Minimum Day for Classified Staff
	Welcome Breakfast 8/4 for staff
	First/Last Day of K-12 School

Sessions	
Summer	06/22 - 09/14 11 wks
Fall	09/21 - 12/19 11 wks
Winter	01/04 - 03/20 10 wks
Spring	03/22 - 06/05 10wks

Last Updated: 2/27/2020 3:02 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 PGAE INFORMATION

Enrollment

Students must be 18 or older to enroll at PGAE. No one under 18 may enroll. (Cal Ed. Code 84900)

All students will enroll for classes at the Registration office. We accept cash, check or credit card (Visa or 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 fees vary by department in regard to the number, length, and type of course. See individual departments for more information. Some courses may require additional program or material fees. Fees are non-refundable, unless approved by an administrator.

Refund Policy

It is the intent of PGAE to have a fair and equitable refund policy. The following procedures have been established as part of the policy:

Refunds will be issued for classes or programs cancelled by PGAE.

Refunds must be requested prior to the first class meeting whether attended or not.

No refunds will be issued once classes are in session.

Disclosure of Information

Student information is considered confidential and should be treated as such.

Information is not to be given over the phone.

Visitor's Policy

All visitors should be redirected to the front office to sign in and give the reason for visit.

TEACHER/STAFF INFORMATION

PGAE Calendar

All teachers and staff are given a School/Activities Calendar with District Board meeting dates, holidays, and beginning and ending of departmental programs, test dates, various meetings, etc. Our calendar will also be available online. You will find the "PGAE calendar" in the public folders on your district website. The calendar contains holidays, non-working days, and summer school dates. The calendar is also posted on the PGAE website each month.

Personnel Information

Please keep your immediate supervisor and the Office Clerk Manager (831-646-6580) informed of any changes to your personal address, telephone and emergency information. Each employee must have an up-to-date personal information card on file in the Principal's office.

Absence Procedures

The telephone number for employees to report an absence is **(831) 646-6580**.

You must give the following information:

- Your name and date
- The date and time of your absence
- Reason for absence
- Anticipated length of absence
- Your work site
- Your work schedule of the days of absence

Substitutes Procedure

Procedure for obtaining and then notification of substitutes for our classes:

- Teachers will be responsible to get a substitute for their class (from the qualified, district approved sub list). Since we mostly cover one another this is often simpler for us but should you need names please check with the front office.
- Teacher will then notify the program specialist and clerk in front office as to when they will be absent and who will be subbing. Please include all office staff on the email notification so that they know who is where and when.
- Teacher will fill out absence report with a note attached as to who subbed, the hours covered and submit to Office manager as soon after the absence as possible. This applies to absences that we know about ahead of time as well.

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 and 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

Teachers' mailboxes are located in the staff lounge. You are expected to check your mailbox daily for memos, messages, etc.

Email

Most communication will come to you via Email. You are expected to check your email daily.

Attendance

PGAE attendance is currently tracked online. Every teacher has a login and password to enter the ASAP system on the computer. When the class roster appears, all the 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 can be seated. Names on the waiting lists will be called by office staff to fill the classes. If class size becomes low, see your administrator.

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. If your credential is not valid at the time of teaching you cannot be paid.

Lesson Plans

See your administrator.

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 lockdown, emergency, and schedule information.

Each teacher is responsible for prepared lesson plans in the event of an absence.

Classroom Care

There is limited custodial service in the classrooms. In many cases, you are sharing a classroom with another teacher. Please leave the room clean.

Money Handling

Except for the registration office no staff member or teacher may collect money from students.

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

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.

IMMEDIATE ACTION RESPONSES: THE BIG FIVE

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

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



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



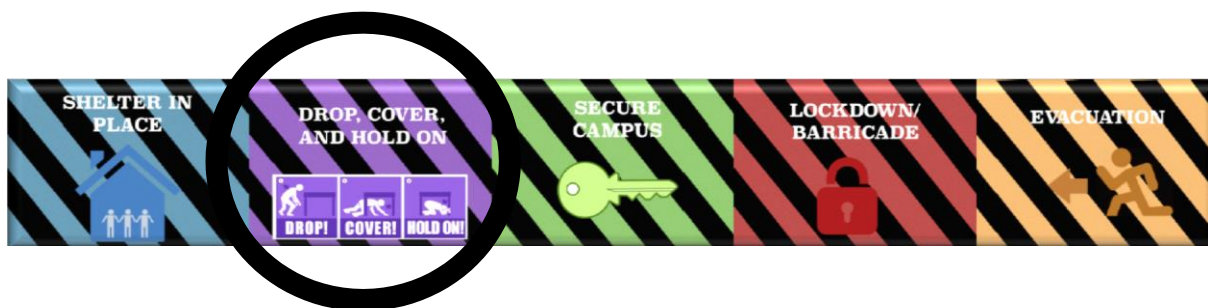
DROP, COVER AND HOLD ON is the immediate action taken during an earthquake to protect students and staff from flying and falling debris. It is an appropriate action for, but is not limited to, the following types of emergencies

- 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



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

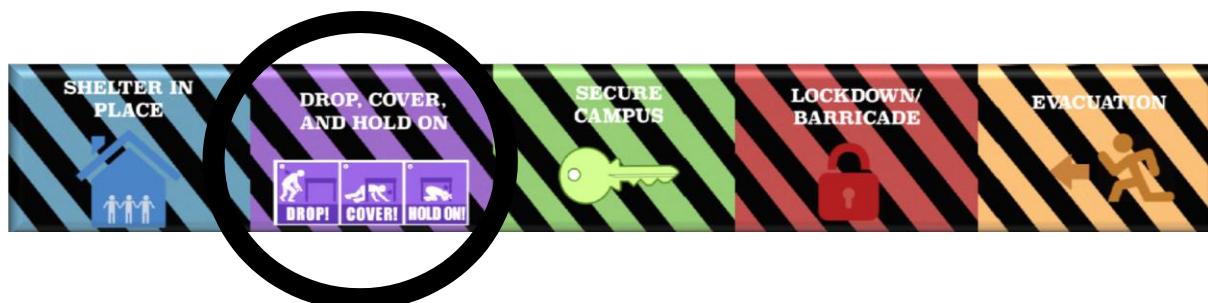
Place head between the knees; cover back of neck with arms and hands



STAFF ACTIONS: OUTSIDE

- 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



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



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



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 safe room 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)



“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

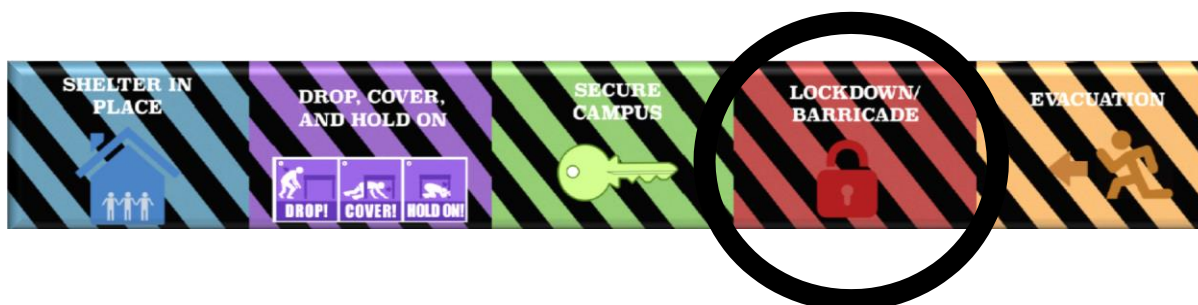
- If confronted by an assailant, as a last resort, consider trying to disrupt or incapacitate through aggressive force or by using items in the environment such as fire extinguishers or chairs
- There are documented instances where aggressive action on the part of the victims resulted in stopping the attacker
- Fighting back is NOT an expectation, merely one option for a last resort response



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)

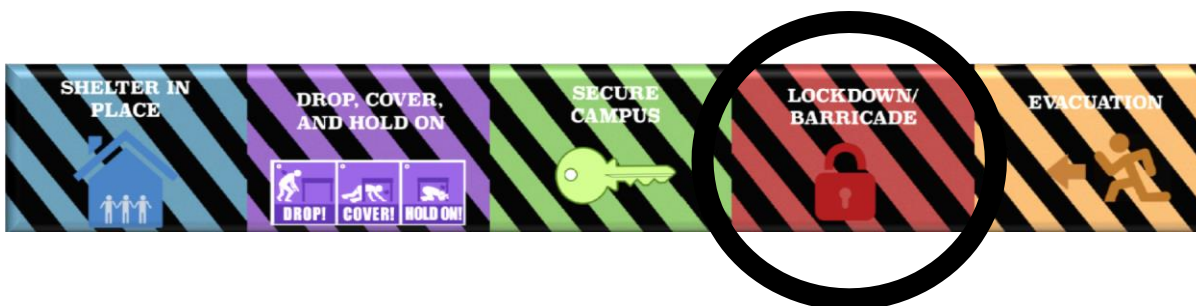
Maintain order in all areas of shelter or assembly and await the arrival of law enforcement. Be ready for lengthy stay of 2-4 hours



STAFF ACTIONS: IF STUDENTS ARE OUT OF CLASS AT THE TIME OF LOCK DOWN / BARRICADE

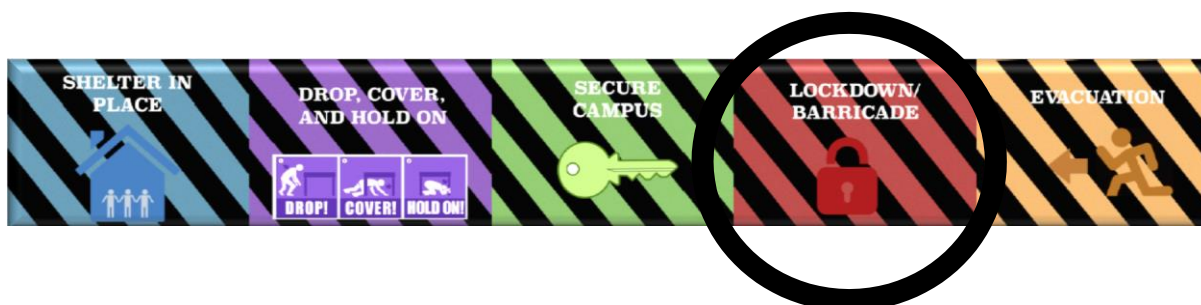
- Move students to nearest available safe building or location, without drawing attention to self or students. If doors are locked, continue to look for a safe area. Consider moving students off-campus if that seems the safest option
- Do **not** chase students that run. Let them go
- Do **not** go into 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



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



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.

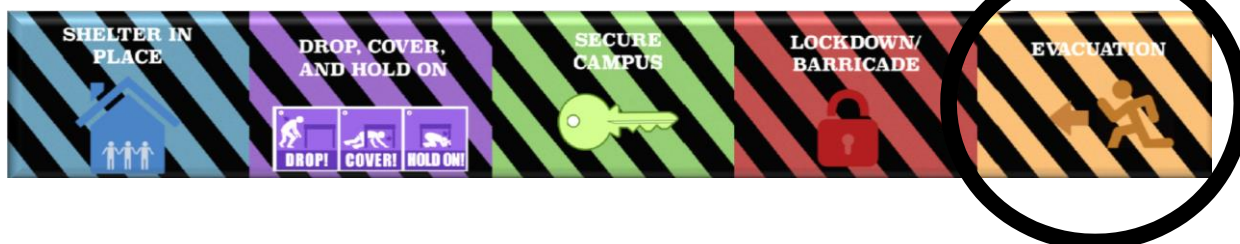
EVACUATION is considered appropriate for, but is not limited to, the following types of emergencies:

- 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



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



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

