

**Pacific Grove  
Community High School**



**Student / Parent Handbook  
2017-2018**

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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:** <http://pgusd.org/chs>

### **PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION**

John Paff	Board President
Brian Swanson	Board Clerk
Bill Phillips	Board Member
Debbie Crandell	Board Member
TBD	Board Member

### **PACIFIC GROVE UNIFIED SCHOOL DISTRICT ADMINISTRATION**

Ralph Gómez Porras	Superintendent	646-6510
Rick Miller	Assistant Superintendent	646-6509

### **PACIFIC GROVE COMMUNITY HIGH SCHOOL STAFF**

Matt Bell	Principal	<a href="mailto:mbell@pgusd.org">mbell@pgusd.org</a>
Brad Woodyard	Teacher-in-Charge	<a href="mailto:bwoodyard@pgusd.org">bwoodyard@pgusd.org</a>
Kimberley Shurtz	Teacher	<a href="mailto:kshurtz@pgusd.org">kshurtz@pgusd.org</a>
Charlyce Estes	Administrative Asst.	<a href="mailto:cestes@pgusd.org">cestes@pgusd.org</a>

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
2017-2018 (Year 2 of 2 year model)**

	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>Instructional Days</b>	
<b>Aug</b>	7	8	9	10	11	8/7 – New Teacher Orientation	
	14	15	16	17	18	8/8– Teacher Prep. Day (Non Student Day)	
	21	22	23	24	25	8/9– <u>First Day of School</u>	
	28	29	30	31			17
<b>Sept</b>					1		
	H	5	6	7	8	9/4 – Labor Day Holiday	
	11	12	13	14	15	** District Staff Dev Days (2, 3 hr. sessions after school TBD during 1st sem.)	
	18	19	20	21	22		
	25	26	27	28	29		20
<b>Oct</b>	2	3	4	5	6	10/7 Butterfly Parade	
	9	10	11	12	13	10/13– End of 1 <sup>st</sup> Quarter ( 47 days)	
	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	10/16-10/20 ---Fall Break	
	23	24	25	26	27		
	30	31					17
<b>Nov</b>			1	2	3		
	6	7	8	9	H	11/10 – observed Veterans Day Holiday	
	13	14	15	16	17		
	20	21	LH	H	LH	11/22- 24– Thanksgiving Holiday	
	27	28	29	30			18
<b>Dec</b>					1	12/21 – End of 2 <sup>nd</sup> Quarter ( 40 days)	
	4	5	6	7	8	12/21 – End of 1 <sup>st</sup> Semester (87days)	
	11	12	13	14	15		
	18	19	20	21*	LH	12/22- 1/5- Winter Break	
	<del>H</del>	<del>LH</del>	<del>27</del>	<del>28</del>	<del>29</del>		15
<b>Jan</b>	<del>H</del>	<del>LH</del>	<del>3</del>	<del>4</del>	<del>5</del>	12/22- 1/5 - Winter Break	
	8	9	10	11	12	1/8 – Teacher Prep Day(Non Student Day)	
	H	16	17	18	19	1/15– Martin Luther King Holiday	
	22	23	24	25	26		
	29	30	31				16
<b>Feb</b>				1	2		
	5	6	7	8	9		
	12	13	14	<del>15</del>	<del>16</del>	2/15-19– Presidents’ Holiday	
	H	20	21	22	23	2/20 - Staff Development (Non Student Day)	
	26	27	28				16
<b>Mar</b>				1	2		
	5	6	7	8	9		
	12	13	14	15	16	3/16 – End of 3 <sup>rd</sup> Quarter (44 days)	
	19	20	21	22	23		
	26	27	28	29	30		22
<b>Apr</b>	2	3	4	5	6*		
	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	4/9-4/13 - Spring Break	
	16	17	18	19	20		
	23	24	25	26	27		
	30						16
<b>May</b>		1	2	3	4	6/1– End of 4 <sup>th</sup> Quarter (49 days)	
	7	8	9	10	11	6/1– End of 2 <sup>nd</sup> Semester (93 days)	
	14	15	16	17	18		
	21	22	23	24	25		
	H	29	30	31		5/28- Memorial Day	22
<b>June</b>				1 *		6/1– <u>Last Day of School</u>	1
					184 Work Days ~ Current Teachers		
					185 Work Days ~ New Teachers		180

\* minimum day for students

**H** = Holiday      **LH** = Local Holiday

Board Adopted

# **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 9am	Independent work, tutoring; students check in by 9am	Independent work, tutoring; students check in by 9am	Independent work, tutoring; students check in by 9am	Independent work, tutoring; students check in by 9am
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
11:45-12:30pm	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
11am-2:30pm ***	Session II; break @ 1:15pm.	Session II; break @ 1:15pm.	Session II; break @ 1:15pm.	Session II; break @ 1:15pm.	Session II; break @ 1:15pm.

- **REQUIRED CORE TIME:** All students must attend at least **17.5 hours of school per week** (Session I: 9am-12:30pm, or Session II: 11am-2:30pm). All students should plan to work in our organic garden, participate in health and PE classes, and cooperate with other groups, speakers, fieldtrips, or classes, as determined at Individual Learning Plan meetings. Additional hours of instruction are generally available both before and after the required core time.
- **\*M, W:** 9:30-10:30am & 10:45-11:45am: Mondays and Wednesdays will be comprised of guest speakers, art, music, counseling, vocational ed., independent work time, academic support services, enrichment activities, etc., as scheduled by the PGCHS staff and administration.
- **\*\*Fri:** 9:00am-12pm: **All students** attend the AM session on Fridays. 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 12pm on Fridays if all assigned work is completed for the week; if not, students stay until it work is completed, or until 2:30pm. Students who refuse to use class time productively will be given a DOT.
- **\*\*\*Session II:** Session II provides time for online learning, career internships/job shadowing, credit recovery, and credit acceleration. It also allows time for students to meet with teachers regarding college courses and MPC attendance. Session II will also be assigned if regular coursework is not being completed during the AM sessions.

## ATTENDANCE POLICIES

### 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 an 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 of a Justifiable Absence Request form 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, 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 on the Emergency Card may be contacted.** Please list two 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 regard to the student.

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

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

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

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

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## 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 and attend an orientation conference at 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 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 Community High School may return to Pacific Grove High School at the beginning of a semester, only after attending an entire semester at Community High School. 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 by August 30<sup>th</sup> of the current school year to be granted a diploma from 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
<b>TOTAL CREDITS:</b>	<b>200</b>

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

**GRADING POLICY:** At 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.

**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, parent conferences, and a newsletter 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 to receive a 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. 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.

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## **SCHOOL STAFF & SERVICES**

**FOOD SERVICE:** Pacific Grove Community High School has 2 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 so that other students or staff do not take it by accident. 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. Students are always encouraged to bring healthy snacks from home. **Please notify the school office of any food allergies.**

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

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

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

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

**COUNSELING:** Community High School offers group and individual counseling to those students who are experiencing personal problems, family problems, eating disorders, drug or alcohol dependency, etc. The counselor is contracted through Community Human Services. Our students also have the services of academic and career counselors from Pacific Grove High School. Permission slips to participate are required.

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

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

**STUDENT VEHICLES:** Student parking is available on campus. The *only* areas on campus designated for student parking are the parking spaces beyond the dumpster. For safety and security reasons, 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. 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:** PGCHS 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:** Community High School and its grounds are totally **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 or Nonperformance Contract (see Appendix B or 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.

Community High School maintains a positive, supportive environment which insures 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 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 mailed home 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 B)



**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/NONPERFORMANCE CONTRACTS:** (See Appendix B and Appendix C) 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/Nonperformance Contract and the teacher shall personally contact the parents. In the event the teacher is unable to contact a parent, a copy of the Behavior/Nonperformance Contract will be sent home. The Behavior/Nonperformance 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/ Nonperformance Contract. The student will sign the Behavior/Nonperformance 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 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 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/Nonperformance contract. Any of these acts compounded by theft or profiteering will be dealt with more severely.

## **DRUGS/ALCOHOL**

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

- **First Offense:** Notification of parents; notification of legal authorities; a mandatory five-day suspension, and possible 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; a mandatory five-day 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 recommendation for expulsion may be recommended.

## HARASSMENT

PGCHS strives to be a safe and comfortable learning environment for all of our students and staff members. Harassment is defined as any type of verbal or physical behavior that a person continues to intentionally exhibit after s/he has clearly been asked to stop. **Harassment and/or bullying will not be tolerated and will result in an immediate Behavior Contract and/or DOT.**

If any student feels s/he is being harassed or bullied, that student (and any student who witnesses it) **should immediately report it to a teacher** or staff member. Harassing behaviors might include any of the following: put downs, insults, or name calling; racial or ethnic jokes; gender-related teasing; sexual advances, gestures, or comments; physical posturing; habitual cussing or use of offensive language; and so on. If we do something offensive once, it was thoughtless. If we do it twice, it's rude. If we do it 3 times intentionally, it is harassment. Please respect and tolerate the differences between us and help to make PGCHS a safe place for every student and staff member.

## SUSPENSION/EXPULSION POLICIES

Suspension from school requires that a student remain under his/her parent's or guardian's custody during regular school hours. **Suspended students are not to be on or near the school campus during the suspension. Students are ineligible to participate as a participant or spectator in any school-related activity during their suspension.** Students may be suspended for any of the infractions listed in the 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:

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

Date		School		Student's Phone Number	
Student's Name: Last		First		Grade	Student ID Birthdate
Suspension From:	Day	Time	Date / /	Suspension Code:	Special Ed Student Yes No
Return:	Day	Time	Date / /	Police Report Pending Filed #	Expulsion Review Recommended Pending

**EDUCATION CODE SECTION 48900**

†a.1. Caused, attempted to cause, or threatened to cause physical injury.

†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. ++

†c. Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol, or intoxicant. ++

†d. Offered, arranged, or negotiated to sell a controlled substance, alcohol or intoxicant and then provided a replica substance. ++

†e. Attempted or committed robbery or extortion.

†f. Attempted or caused damage to school or private property.

†g. Attempted or stole school or private property.

†h. Possessed, or used a tobacco products including electronic cigarettes.

†i. Committed an obscene act or engaged in habitual profanity or vulgarity.

†j. Possessed, offered, arranged, or negotiated to sell drug paraphernalia.

†k. Disrupted school activities or defied school personnel.

†l. Knowingly received stolen school or private property.

†m. Possessed an imitation firearm. ++

†n. Attempted or committed sexual assault or committed a sexual battery. ++

†o. Harassed, threatened, or intimidated a student complainant or witness in a school disciplinary matter.

†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 electronic means

†t. A pupil who aids or abets in the attempted or infliction of physical injury to another.

†.2 Committed sexual harassment. (Gr.4-12)

†.3 Attempted, threatened, caused, or participated in hate violence. (Grades 4-12)

†.4 Created an intimidating or hostile educational environment. (Gr.4-12)

†.7 Made terroristic threats against school officials or property.

**++ Indicates law enforcement MUST be notified**

**MANDATORY RECOMMENDATION FOR EXPULSION**  
(Education Code 48915(c)):

†c. 1. Sale, possession or furnishing a firearm. ++

†c. 2. Brandishing a knife at another person. ++

†c. 3. Selling a controlled substance. ++

†c. 4. Sexual assault or sexual battery. ++

†c. 5. Possession of an explosive. ++

**DISCRETIONARY MANDATORY RECOMMENDATION FOR EXPULSION**  
(Education Code 48915 (a)(1)):

†1.A Causing serious injury to another person, except in self-defense. ++

†1.B Possession of a knife, or other dangerous object of no reasonable use to the pupil. ++

†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. ++

†1.D Robbery or extortion.

†1.E Assault or battery on any school employee. ++

Parent Conference †Held †Requested †Via Phone  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Contact Name: \_\_\_\_\_

Student Conference †Held †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 school campus and may not participate in any school related activity for the duration of the suspension. Supervision is the responsibility of the parent/guardian during the suspension.

By: \_\_\_\_\_  
Principal/Designee

\*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.

# **Pacific Grove Unified School District Policy for Bullying/Cyberbullying**

## **Philosophy**

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 and cyberbullying by students are hereby prohibited.

## **Definition**

For the purposes of this policy, bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally or mentally harming a student
2. Damaging, extorting or taking a student's personal property
3. Placing a student in reasonable fear of physical, emotional or mental harm
4. Placing a student in reasonable fear of damage to or loss of personal property or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

For the purposes of this policy, cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device, and includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation, which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional or mental harm;
3. Placing a student in reasonable fear of damage to or loss of personal property or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

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

## **Implementation**

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.

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 bullying or cyberbullying, staff members are expected to immediately

intervene, unless intervention would pose a threat to the staff member's safety. All incidents of bullying or cyberbullying are to be reported to the school principal for investigation.

Any student who feels that he/she is being or has been subjected to bullying or cyberbullying, 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 report incidents of bullying or cyberbullying to the principal immediately and/or contact the district's anonymous, confidential reporting system. A school employee to whom a complaint is made shall report it to the principal or designee immediately. Any student who retaliates against another for reporting bullying or cyberbullying may be subject to disciplinary action as defined in this policy.

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

School staff may receive related professional development, 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.

### **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 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 shall be subject to discipline for off-campus expression, including expression on off-campus Internet web sites, when such expression substantially disrupts the educational program. The superintendent or designee shall document the impact the expression had or could be expected to have on the school program.

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.

### **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 repetitive 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 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**

### **COMMUNITY HIGH SCHOOL HARASSMENT CONTRACT**

Policy Statement: Harassment of any type, sexual or otherwise, is not tolerated. The result of the first substantiated offense is a warning, a referral (DOT), and the imposition of the contract below. The second substantiated offense will result in a three-day suspension and a referral (DOT). The third offense will result in the student being subject to an intervention program and/or possible expulsion.

The following contract shall be imposed after the first referral for harassment. If exonerated, the accused may request that it be expunged.

### **THE CONTRACT**

I \_\_\_\_\_, agree not to harass any other  
(Student's Name)

student at any time on or off campus. I understand that a referral with a possible consequence, if substantiated, has been entered in my file to document this first incident and that copies have been given to my parents and the Pacific Grove Police Department. I have read and understand the Community High School policy above.

My signature is not necessarily an admission. I understand my right to respond and defend against the accusation. However, I readily agree not to harass any other student. Should I eventually be cleared of the accusation, I have the right to ask that the record be expunged.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Administrator's Signature)

Date: \_\_\_\_\_

### **APPENDIX A 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 recommendation for expulsion.

Student Signature/Date \_\_\_\_\_

Parent/Guardian Signature/Date \_\_\_\_\_

Administrator Signature/Date \_\_\_\_\_

Appendix C  
**SAMPLE**

**PACIFIC GROVE COMMUNITY HIGH SCHOOL  
NONPARTICIPATION CONTRACT**

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**TEACHER ACTION -- STEP 1**

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

1<sup>st</sup> Incident \_\_\_\_\_

I have been counseled about the effects of my nonparticipation/disruption of the class and realize that further infractions of the rules may ultimately result in a disciplinary action.

Student Signature: \_\_\_\_\_

---

**TEACHER ACTION -- STEP 2**

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

2<sup>nd</sup> Incident: \_\_\_\_\_

I have been counseled about the effects of my nonparticipation/disruption of the class and realize that further infractions of the rules may ultimately result in a disciplinary action.

Student Signature: \_\_\_\_\_ Parent Contact Date and Time: \_\_\_\_\_

---

**TEACHER ACTION -- STEP 3**

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ DOT# \_\_\_\_\_

3<sup>rd</sup> Incident: \_\_\_\_\_

I have been counseled about the effects of my nonparticipation/disruption of the class and realize that further infractions of the rules may ultimately result in a disciplinary action. **Teacher-Parent-Student Conference may be required.**

Student Signature: \_\_\_\_\_ Parent Contact Date and Time: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

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**ADMINISTRATIVE ACTION -- STEP 4**

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Action: \_\_\_\_\_

4<sup>th</sup> Incident: \_\_\_\_\_

Administrator/Designee - Teacher-Parent-Student Conference Date: \_\_\_\_\_

Consequence/Placement: \_\_\_\_\_

Appendix D  
**SAMPLE**

**Justifiable Absence Request**

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

If you would like the Administration to consider approving 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.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of requested 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

Teacher Approval \_\_\_\_\_

Teacher Approval \_\_\_\_\_

For Office Use Only: Date Received: _____  Number of absences to date: _____ Excused: _____ Unexcused: _____ Family _____ ..... Administrative Decision:  This absence qualifies and work may be made up for full credit _____  This absence does not qualify and teachers are not required to assign work or give credit for missed work. _____
---