

Pittsburg High School
"Home of the Pirates"

Parent Handbook: A-Z Guide to Pittsburg High School



2011-2012

TABLE OF CONTENTS

Principal's Welcome	page 3
Pittsburg High School Mission and Vision Statement	page 3
Academic Achievers	page 4
Athletics	page 4-5
Attendance	page 6-7
Assessment Dates (2010-2011)	page 8
Bell Schedules	page 9
Calendar—PHS and PUSD	page 10
Campus Clubs	page 10
Career Day	page 10
College Information	Appendix
Complaints (PHS Admin and Counselors)	page 11
Counseling Information	page 12-13
Demographics	page 14
Discipline Chart	Appendix
District Calendar	page 15
Dress Code	page 16
English Learner Advisory Council (ELAC)	page 16
Edline	page 17
Events and Dates 411	page 18
Food Services on Campus	page 18
Finals Schedules	page 19
Graduation	page 20
Graduation Requirements (A-G)	page 21-22
Graduation Ceremony (Class of 2011)	page 23
Homework Policy	page 23
Homework Hotline	page 23
Information Guide (PHS Staff Phone Listings)	page 24
Library Services	page 25
Mastery Center	page 25
On Campus Supervision (OCS)	page 26
Parents Club	page 26
Pacent Reporter (Math Grading)	page 27
Policies and Procedures	page 28
Registration	page 28
School Site Council	page 29
Student Attendance Review Board (SARB)	page 29
Student Services	page 29
Transcripts	page 30
Visitors on Campus	page 30
Volunteers	page 31
Western Association of School and Colleges (WASC)	page 31
Appendix: (PHS School Map)	page 32

PRINCIPAL'S WELCOME

Welcome to the *Home of the Pirates, Pittsburg High School (PHS)*. PHS serves students grades nine through twelve. Our school has a long tradition of excellence in education. PHS had its beginning in 1910. As many of you know we moved into a new building (located on the East Village site) last year; which allows us to serve our diverse student population of approximately 2,600 students. PHS is the only comprehensive high school in our city and we are very proud of the many graduates who have gone on to great achievements in our society.

Pittsburg High School has a strong college preparatory program which includes many honors and advance placement (A.P.) courses. A number of our students advance to post secondary education. Students also have the opportunity to take accelerated classes at Los Medanos College, Cal State East Bay and a number of other local colleges and universities. Last year approximately 100 students were accepted to four-year institutions across the country including Stanford, UC Berkeley, The Citadel, and countless other institutions.

As a comprehensive high school, with 458 graduates last year, PHS also offers courses in art, choral and instrumental music, construction technology, auto technology, drama, as well as advanced placement classes, AVID and PUENTE. In addition, many students are encouraged to take courses offered by the Regional Occupation Program (ROP) including robotics and architectural design.

We encourage all students to become involved in the many co-curricular activities available, such as the boys' and girls' athletic programs, a variety of student clubs, of which we have 35+ to choose from, student government, leadership and our visual performing arts program.

The excellent staff of teachers, counselors, administrators and support personnel at PHS is dedicated to helping students develop and achieve their goals. The administrative and counseling staff maintains open door policies if you experience challenges; have concerns or simply want to talk.

We look forward to another great year!

Sincerely,

Todd Whitmire, Principal Pittsburg High School

PITTSBURG HIGH SCHOOL'S MISSION

The mission of Pittsburg High School is to graduate life long learners who make positive contributions to society while pursuing a career path of their choice.

PITTSBURG HIGH SCHOOL'S VISION

The vision of Pittsburg High School is to be a safe, engaging, cooperative, and respectful academic environment, promoting success for all students.

School Mascot:

Pirate

School Colors: Orange and Black

A

ACADEMIC ACHIEVERS



Academic Achievers is an organization of parents who recognize PHS students for their academic successes. They fundraise money each year and provide students who receive a 3.0 or higher with a luncheon each fall and spring. There are three levels of academic achievers; Merit, Honor Roll, and Academic Excellence. For more information about Academic Achievers, or if you are interested in donating funds to the program or volunteering your time for the luncheons, please contact Nancy Borjon at 427.6354.

ATHLETICS

Pittsburg High School offers a total of 19 Varsity level sports. They are offered during the Fall, Winter and Spring seasons. In addition, many of our sports programs are offered at the freshman and junior varsity level as well.

Fall Sports Official Start Day: Monday, August 15 th	Winter Sports Official Start Day: Monday, November 7 th	Spring Sports Official Start Day: Monday, February 6 th
Cheerleading	Boy's Basketball	Baseball
Cross Country	Girl's Basketball	Boy's Golf
Football	Cheerleading	Softball
Girl's Golf	Boy's Soccer	Swimming
Girl's Tennis	Girl's Soccer	Boy's Tennis
Girl's Volleyball	Boy's Wrestling	Track
	Girl's Wrestling	Boy's Volleyball
Director of Athletics: Al Hurtado	473.2390 x 7517	
Asst. Director of Athletics: Maureen Mattson	473.2390 x 7845	

FREQUENTLY ASKED ATHLETIC QUESTIONS

- **Whom do I contact regarding information about athletic programs at Pittsburg High?**
 - Answer – We have an athletic director, Al Hurtado, and an assistant athletic director, Maureen Mattson, who oversee our athletic program at Pittsburg High School.

They are the authoritative source of information on all of the sports we offer. Mr. Hurtado can be contacted at ahurtado@pittsburg.k12.ca.us and Ms. Mattson can be contacted at mmattson@pittsburg.k12.ca.us. The athletic offices are located on the ground floor of the main campus. (C 105). You can reach the athletic offices at 473.2390 x 7517 or 473.2390 x 7845.

- **What are the academic requirements to participate in athletics at Pittsburg High?**
 - Answer – All students must maintain a 2.0 grade point average in order to participate in sports at PHS. A student may apply for Academic Reinstatement, **once during his/her freshman year should he/she fall below a 2.0 GPA in a quarter and he/she may also apply for probation ONCE during the next three years should he/she earn a GPA below a 2.0 in any quarter. (Note: The student must have a minimum GPA of 1.5 to apply for Reinstatement). In addition, beginning in 2009 students must be within 20 credits of graduation and not be more than two core academic classes behind their grade level. If you have any questions regarding this you may contact the athletic directors or your child's counselor.



** The freshman Academic Reinstatement is a “use it, or lose it” proposition. If a student does not need to use it during his/her freshman year, they will not be allowed to use it in grades 10-12. One probationary period is allowed grades 10-12

- **How does my child go about applying for Academic Reinstatement so that he/she may play sports or participate in school activities?**
 - A student with a GPA below 2.0 may apply for Academic Reinstatement once during his/her freshman year and once during the next three years. Mr. Hurtado, our athletic director, oversees this program and he is located in room C105. Students have approximately 2 weeks after the beginning of each quarter to apply for Academic Reinstatement and must pick up the form from Mr. Hurtado and return it to him within the two week period.

- **What are Dates of Determination?**
 - Dates of Determination are the dates that the school uses to determine eligibility. They are dates set several days past the end of each grading period to allow for grades to be submitted and account for any errors or inaccurate information. These are the official dates the school must submit to the California Interscholastic Federation (CIF) the governing body for high school athletics in California. By these dates each student/athlete must have a 2.0 GPA or have applied for Academic Reinstatement.



- **What does my student need to do to be cleared to participate in athletics at Pittsburg High?**
 - Answer—1. Have a 2.0 or higher. 2. Have a completed physical form on file with the athletics office. 3. Complete an emergency contact form to give to their coach.

ATTENDANCE



REPORTING AN ABSENCE:

- Carol Covarrubias is the attendance clerk and is located in the main office. The attendance line number is 473.2390 x 7513

Please allow 24 hours for us to clear the absence before you call again.

- **Should I call in my child's absence or should I have my child bring a note to the attendance office?**

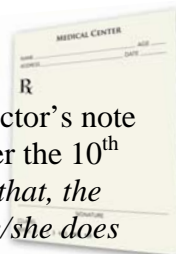
- Answer – It is always best to speak to an adult – calling Carol Covarrubias is the best option. *However, sending a note makes it easier for your child as he/she may present the note to any office staff, who will write him/her an admit/permit to leave.* A note also provides backup documentation for our school when we are audited by the State of California.



To release your child for a medical/family/court appointment: Send a note to school with your child, and he/she can get a permit to leave from any office. Or you can call 473-2390 x 7513 before 8 a.m. the day of the appointment, and inform Carol Covarrubias, or leave a message, stating your child's name, reason for release, time he/she needs to leave, and arrangements for transportation to appointment. We will get the message/permit to leave to your child in time for his/her appointment.

- **How many days can my child be absent from school each year?**

- Answer – Generally, any more than ten absences during a school year requires a doctor's note on the 11th absence and beyond. Otherwise, we are required to list any absence after the 10th one as "unexcused". *Up to three days (3) for a family emergency is excused; after that, the absences are unexcused, up to 2 weeks. Your child may be dropped from PHS if he/she does not return by the 10th day.*



- **How can I check my child's attendance on a daily or weekly basis?**

- Answer – You have several options.
 - Check Edline
 - Call the attendance office – a copy of your child's attendance can be e-mailed to you or relayed over the phone.
 - Stop by the attendance office or any other office to pick up a copy of your child's attendance record for the day, week or year.

- **What should I do if I receive a truancy notice?**

- Answer – Truancy notices are mailed to you after every third absence or tardy. These notices will be mailed regardless if the absence is excused or not. The reason being is we want you to know when and how many times your child has been absent or tardy to class. We have found that many parents are “surprised” to receive a truancy notice; they had no idea their child was absent or tardy to class multiple times. Students cutting class or being tardy to class are two of our most serious issues.

- **What happens if my child has too many tardies or absences?**

- Answer – We are required to meet with you three times before referring you and your child to our School Attendance Review Board (SARB). Every meeting is scheduled after three absences (unexcused) and three tardies. After 10 unexcused absences and 10 tardies, a meeting is scheduled at our school district where you, your child and school officials are required to attend to explain why the student has poor attendance and what can be done to improve it.

- **What are the typical reasons a student is late to class?**

- Answer – Students have five minutes between each period to walk to their next class; this is more than adequate. However, many students stop to talk with friends, wait until the last possible moment to go to their next class, and will often take the longest route.
- 90% of our tardies occur 1st period when students are dropped off by their parents or other family members; traffic is a major issue during the morning drop off time. It is highly suggested you arrive at Pittsburg High no later than 7:45 a.m. to ensure your child arrives to 1st period on time (1st period begins at 8:00 a.m.). Students who are late to any class period must report to the OCS (On Campus Suspension) room for that period to ensure the regular classroom is not disrupted by late students. This has been a major problem in the past.

- **Does attendance (tardies and absences) affect my child’s grades in their classes?**

- Answer – YES! However, attendance may not count directly in a student’s grade. Most often teachers will have an activity during the first five minutes of class (a warm-up) that counts for a portion or percentage of a student’s overall grade; if the student is absent (unexcused) or tardy, he or she may not make up the assignment and will receive a “zero” which will affect his/her grade.





ASSESSMENT (TEST) DATES

Pittsburg High School typically has 3-week assessments, or tests, for English and 2- week assessments for Math classes. The 3-week assessment calendar for the 2011-2012 school year is listed below (math assessments, or tests, are given every two weeks beginning the 2nd week of the school year):

1st Quarter

3 Week Assessment: Week of Monday, September 12-16

6 Week Assessment: Week of Monday, October 3-7

9 Week Assessment: Week of Monday, October 24-28 (1st Quarter ends on Friday, 10/28)

2nd Quarter

3 Week Assessment: Week of Monday, November 14-18

6 Week Assessment: Week of Monday, December 12-16

9 Week Assessment: Week of Monday, January 16-20 (1st Semester ends on Thursday, 1/26)

3rd Quarter

3 Week Assessment: Week of Monday, February 13-16 (Friday 2/17—No School)

6 Week Assessment: Week of Monday, March 5-March 9

9 Week Assessment: Week of Monday March 26-29 (3rd Quarter ends on Thursday, 3/29)

4th Quarter

3 Week Assessment: Week of Monday, May 14-18

9 Week Assessment: (See Finals Schedule)

B



BELL SCHEDULES



Regular Day:

0 Period	6:50-7:49
1 st Period	8:00-8:59
2 nd Period	9:04-10:03
Brunch	10:03-10:13
3 rd Period	10:18-11:17
4 th Period	11:22-12:25
Lunch	12:25-12:55
5 th Period	1:00-1:59
6 th Period	2:04-3:03

Adjusted Mondays

0 Period	6:50-7:46
1 st Period	8:00-8:48
2 nd Period	8:53-9:41
Brunch	9:41-9:51
3 rd Period	9:56-10:44
4 th Period	10:49-11:41
Lunch	11:41-12:11
5 th Period	12:16-1:04
6 th Period	1:09-1:57

Minimum Days

0 Period	6:50-7:45
1 st Period	8:00-8:37
2 nd Period	8:42-9:19
3 rd Period	9:24-10:01
Brunch	10:01-10:11
4 th Period	10:16-10:53
5 th Period	10:58-11:35
6 th Period	11:40-12:17

Scheduled Minimum Days for the 2011-2012 School Year:

Friday, September 2, 2011	Friday, November 18, 2011
Wednesday, October 19, 2011	Thursday, February 9, 2012
Thursday, November 10, 2011	Friday, February 10, 2012
Thursday, November 17, 2011	

(October 19)

Board of Education—PUSD School Board

The Pittsburg Unified School District (PUSD) Board of Education (or “School Board”) establishes and approves school district budget and policy, hires the Superintendent, provides oversight of the schools in their educational mission, and approves hiring of administrators, teachers and classified staff. The Board usually meets at 7:30pm on the 2nd and 4th Wednesdays of each month, at 2000 Railroad Avenue. See the PUSD website at: <http://www.pittsburg.k12.ca.us/> for agendas, minutes, and contact information for members of the Board.

School Board President:	Willie Wong
School Board Vice President:	Laura Canciamilla
School Board Trustee:	Vince Ferrante
School Board Trustee:	Robert Belleci
School Board Trustee:	George Miller



Calendar – PUSD and PHS School Calendars



The District School-Year Calendar is available on the District website at: <http://www.pittsburg.k12.ca.us/>
There is also a calendar of significant dates and activities at the High School available on the PHS website.

Campus Clubs

Pittsburg High School offers a variety of clubs for our students. Below is a list of the current clubs that PHS offers. Anyone interested in starting a new club can pick up information in the Student Services Center (SSC). The SSC is located downstairs in the B-Wing Hallway. B121.

- | | |
|---|---------------------------------|
| Activists Club | Gay-Straight Alliance (GSA) |
| AVID | Global Citizens |
| Artists Club | Key Club |
| Black Student Union (BSU) | Latinos Unidos |
| Block P Club (Athletics) | Mu Alpha Theta |
| Bridge to College (BTC) | Oasis Christian Club |
| California Scholarship Federation (CSF) | Pacific Islanders Club |
| Club Anime | Pep Club |
| Club Italia | Performing Arts Club (PAC) |
| Club P.O.W.E.R. | Pioneers Club |
| Emergency Preparedness Club (EPC) | Process Technicians Club (PTEC) |
| European Travel | PUENTE |
| Fil-Am | Thespians Club |
| Future Educators Association (FEA) | Video Club |
| Gamers Club | |

Career Day



Pittsburg High School has partnered with the Pittsburg Chamber of Commerce to host an annual Career Day each year. The 2010-2011 school year marked the inaugural event, and we plan to do one each year in the spring. For more information, please contact the Student Activities Office. 473.2390 x 7509 to learn more!

COMPLAINTS

- **Whom should I contact to make a complaint or share my concerns?**



- Answer – This depends on the type of problem. If this involves a safety concern, then you should contact your child’s assistant principal immediately. If this is not effective, then contact the school principal. If the problem involves a class or teacher, then the first step would be to contact the teacher and speak with the teacher by phone, email or in person. All of our teachers welcome parent communication and the most common form is email. However, a face-to-face conversation is often necessary if an email exchange or phone call does not resolve the problem. If direct communication with the teacher does not resolve the problem, then the next step is to speak with your child’s counselor. The school counselor has been trained in mediating and resolving problems involving the classroom teacher and your child. The next step would be to contact the assistant principal responsible for your child if you are still not satisfied. The last step would be to contact the school principal.



- **Below is a list of contact numbers for the Principal and Assistant Principals:**

Todd Whitmire	Principal , 473 – 2390, ext. 2392 or cell: 925-250-1932	twhitmire@pittsburg.k12.ca.us
Justin White	Asst. Principal , 473-2390, ext. 2393	jwhite@pittsburg.k12.ca.us
W/Counselor:	Jasreen Rai, 473-2390, ext. 7525	jrai@pittsburg.k12.ca.us
Eileen Chen	Asst. Principal , 473-2390, ext. 2396	echen@pittsburg.k12.ca.us
W/Counselor:	Danni Le, 473-2390, ext. 7524	dle@pittsburg.k12.ca.us
Brian Wilson	Asst. Principal , 473-2390, ext. 2395	bwilson@pittsburg.k12.ca.us
W/Counselor	Mike Glass, 473-2390, ext. 7522	mglass@pittsburg.k12.ca.us
Will Dunford	Asst. Principal , 473 – 2390, ext. 2398	wdunford@pittsburg.k12.ca.us
W/Counselor:	Tanya Voqui 473-2390, ext. 7526	tvoqui@pittsburg.k12.ca.us

COUNSELING

- **How do I find out who my child’s counselor is and where he or she is located?**
 - Answer – We have a total of four counselors at Pittsburg High and each one is responsible for approximately 600 students. **Each student is assigned to a counselor based on the first initial of the student’s last name.**
 - This “alpha” assignment is done to ensure your child has the same counselor for the four years he/she attends Pittsburg High. Each counselor is located in an office with an assistant principal. Below is a list of the counselors and their alpha assignments:

If Student LAST NAME begins with...	the Counselor is...	Phone 473.2390	Campus Area
A-FLE	Mike Glass <i>mglass@pittsburg.k12.ca.us</i>	x 7522	Counseling Office
FLO-MAR	Tanya Voqui <i>tvoqui@pittsburg.k12.ca.us</i>	x 7526	Counseling Office
MARG-REA	Danni Le <i>dle@pittsburg.k12.ca.us</i>	x 7524	Counseling Office
REE-Z	Jasreen Rai <i>jrai@pittsburg.k12.ca.us</i>	x 7525	Counseling Office

- **How can I contact my child’s counselor?**
 - Answer – It is best to call or email your child’s counselor or office staff ahead of time to request an appointment; this will assure that the counselor has the opportunity to meet with you. Each counselor has a secretary or clerk assigned to him/her. The contact information is as follows:
- **How often should I meet with my child’s counselor?**
 - Answer – You should meet with your child’s counselor at least twice a year: once at the beginning of the school year (in September) and once at the end (mid-May or early June).
 - Additionally, if your child is struggling and needs additional help, you should meet with your child’s counselor at least once a quarter (every nine weeks) to review his/her progress and the intervention plan that has been created to help your child.
- **How do I go about scheduling a meeting with all of my child’s teachers?**
 - Answer – This is commonly referred to as a Student Study Team (SST) and these meetings are set up by your child’s counselor. Simply call your child’s counselor to request a meeting with all of your child’s teachers (particularly if your child is struggling in the majority of his or her classes). The SST meeting may take place up to 2 weeks after your request is made, due to previously scheduled counseling commitments.

- **How can I find out about the classes my child is scheduled to take for the upcoming school year?**
 - Answer – We begin developing our master schedule in February of each school year. Typically, in the last part of May or early June, we assign each student his/her classes and teachers. That is a good time to meet with your child’s counselor about next year’s classes and discuss any concerns you may have.

- **How can the school counselor assigned to my child help him/her if he/she is struggling?**
 - Answer – The counselor has been assigned to your child to help him/her throughout his/her four years of high school. We are very fortunate to have four counselors and, therefore, we take it very seriously when your child falls behind in his/her classes or is struggling in school. Among the duties performed by your child’s counselor is scheduling parent/teacher conferences, helping you communicate with your child’s teachers and developing an intervention plan if your child needs help in one or more classes. Your child’s counselor is his/her greatest advocate at school (along with his/her teachers) and it is very important you stay in touch with him or her on a regular basis!



- **Where can I go to learn about the college admission process, financial aid and scholarships?**
 - Answer – The best place to begin is meeting with your child’s counselor. The counselor will have the latest information regarding scholarships and the financial aid process, and can assist you with the college admissions process. The counselor will also have information on the SAT and ACT exams that are required by many universities, as well as information on the deadlines to apply for college, financial aid and scholarships.

- **How do I go about requesting a class change or a teacher change?**
 - Answer – The vast majority of our classes are year long courses and many of our students take classes that are offered only during certain periods during the school day. Also, each class has an enrollment of between 30 and 35 students. We rarely make class changes or teacher changes because of this. However, if you are unhappy with one of your child’s classes or teachers it is very important that you contact your child’s teacher to set up a meeting immediately. If you feel the problem has not been resolved then please contact your child’s counselor. The next step would be to contact the assistant principal who supervises the counselor. The last step would be to meet with the principal if you feel the problem in the class has not been addressed.



- **Is mental health counseling available through my child’s counselor?**
 - Answer – The short answer is yes. Our counselors meet with students every day for a variety of personal issues. These range from problems with boyfriends, juggling the pressures of school and friends, and resolving conflicts with peers. For more serious mental health issues such as depression, your child’s counselor will work with you to find outside services through a licensed medical provider. Our counselors are not medical providers and are limited in their ability to diagnose and treat mental health conditions. However, we do have access to information on counseling services available in our community.



Lincoln Center

The 2011-2012 school year will mark the 2nd year of the Lincoln Center at Pittsburg High School. Students who are in need of clinical counseling are referred to the Lincoln Center. The Lincoln Center will contain 3 full-time therapists to provide services to PHS students and also assist in conflict mediation and crisis counseling. The location of the Lincoln is downstairs in the A-Wing (next to counseling office) in rooms A 123 and A 124.



DEMOGRAPHICS

The following information is from the last Western Association of Schools and Colleges (WASC) Report for PHS in the spring of 2009 and the latest data available from the California Department of Education (CDE). The statistics reflect information from the WASC report from the 2009-2010 school year and CDE data from 2010-11 year.

School Staff: (2010-2011)

Number of Teachers: 89
 Number of School Psychologist: 2
 Number of Administrators: 5
 Dean of Students 1
 Number of Counselors: 4

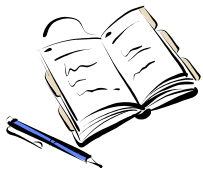
Teacher Population Level and credential status as of 2010-2011

13.3 %	% African American		95.5 %	Full Credential
12.2 %	% Hispanic		0 %	University Intern
57.1 %	% White		4.5 %	District Intern
8.2 %	% Filipino		0 %	Emergency
1.0 %	% Native American		100%	% with Bachelor Degree
4.1 %	% Asian		35.7 %	% with Masters Degree
2.0 %	% Pacific Islander		2.0 %	% with Doctorate Degree
2.0 %	% no response			

Student Population for the 2010-11 school year

Number of students enrolled: 2465

23 % African American	5 % Asian
53 % Hispanic	19 % English Learners
8 % White	9 % Special Education
7 % Filipino	
0 % Native American	0 % Title I
2 % Pacific Islander	67 % Free and Reduced Lunches



DISTRICT CALENDAR



August 24	1 st Day of School
September 1	PHS: Back-To-School-Night
September 5	No School: Labor Day
October 10	No School: Staff Development Day
October 31	End of 1 st Quarter Grading Period
November 11	No School: Veteran's Day
November 17	Fall Parent-Teacher Conferences 1:30-3:30 Scheduled... 5:30-7:30 Drop In
November 21-25	No School: Thanksgiving Recess
December 19-January 2	No School: Winter Recess
January 17	No School: Martin Luther King Day
January 26	End of 2 nd Quarter Grading Period
January 27	No School: Staff Development Day
February 9	Spring Parent-Teacher Conferences 1:30-3:30 Scheduled... 5:30-7:30 Drop In
February 17	No School: Lincoln's Day
February 20	No School: President's Day
March 29	End of 3 rd Quarter Grading Period
March 30	No School: Cesar Chavez Day
April 6	No School: Board Holiday
April 9-13	No School: Spring Recess
May 28	No School: Memorial Day
June 13	Last Day of Instruction

DRESS CODE



The Governing Board believes that appropriate dress and grooming contribute to a safe and productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction, which would interfere with the educational process. Please remember when purchasing school attire that school is a learning institution, not a fashion show.

The following guidelines shall apply to all regular school activities:

1. Shoes/foot coverings must be worn at all times, and must be safe and appropriate for the activities in which the student is engaged. For example, athletic shoes must be worn for PE, closed toe shoes for shop classes, etc. Pajamas and other sleepware, including slippers, are not acceptable. No headwear, such as wave caps or bandanas. Hats may be worn outdoors only
2. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol.
3. Clothing must be worn that is appropriate to school and is not a health/safety hazard or disruptive to the educational process. The following are considered inappropriate: short shorts (e.g. running-style shorts), spandex bicycle pants, strapless tops and bare midriffs, and any other clothing that reveals underwear or excessive skin.
4. Clothing worn for P.E. participation may **not** be worn to other classes.

E

ENGLISH LEARNER ADVISORY COUNCIL (ELAC)

The English Learner Advisory Council (ELAC) is a parent group that is dedicated to working with parents of English Learners to provide them with information about the school, its programs and resources for ELs, and the academic program. We also discuss EL compliance issues such as CELDT testing, and primary language testing and parent notification. Parents review site plan and make recommendations about needs for ELs in the site plan and also we complete a needs assessment every year for ELs separate from the site plan.

EDLINE

Welcome

Pittsburg Senior High's Edline site is used to post homework, grades, transcripts and attendance. Please visit our PHS home page for more general information at <http://www.pittsburg.k12.ca.us/phs/>

Edline Access:

Parents and students can use the same login and password as last year if they went to PHS. If you are new to the school, edline activation codes will be given out by teachers and counselors. Instructions to activate an account are at: <http://www.pittsburg.k12.ca.us/phs/edline>

Forgot your screen name or password?

Please click on the link under the login to have your info emailed to you. If you don't have an email account, you need to get one. Go to www.gmail.com for a free account.

Do you need an activation code?

Edline activation codes will be given out by teachers and counselors. Instructions to activate an account are at: <http://www.pittsburg.k12.ca.us/phs/edline>. For additional information please contact Andy Kaiser at piratetech.phs@gmail.com.

Technical Support

If you have any questions about edline, you can contact Mr. Kaiser for technical support. This includes questions about forgotten passwords or screen names (see above). You can email him at piratetech.phs@gmail.com and put the word *edline* in the subject. Please make sure to include the student ID number (found on the student ID card) for verification purposes. Mr. Kaiser is a full time teacher, so please be patient and he will answer your emails as quickly as he can. Students can ask their teachers or counselors to print out activation codes for them.

EVENTS AND DATES 411

- **How do I learn about current events and activities scheduled at Pittsburg High?**

- Answer – There are many ways to learn about events and activities.

Daily Bulletin

This is emailed to parents and is also placed on our website. One of our secretaries, Cindy Hoke, is responsible for the daily bulletin and you can email her at choke@pittsburg.k12.ca.us and ask to be added to our **Parent Group** email list. As soon as you get signed up, you will start receiving our Daily Bulletin and lots of other school information related to sports, student activities, testing, scholarships, and more.

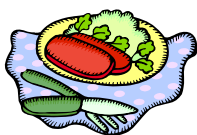
This information is also posted in all of the offices.

- **Website**
 - Our website address is; <http://www.pittsburg.k12.ca.us/phs/> .
- **Automated phone calls**
 - These are calls made to all parents informing them about testing, minimum days, and other key events.
- **Parent Meetings**
 - These are informational meetings that all parents are invited to attend.

- **What if I don't have a computer, but I want to access on-line information, like the website, Edline, and/or the Daily Bulletin?**

- Answer – Parents are welcome to use our library computers. The library is open before school, during brunch and lunch and after school until 4:00 p.m. Remember that visitors to the campus need to check in at the main office. (See visitors section)

F



FOOD SERVICES ON CAMPUS



Food Service is available at PHS before school from 7:30-8:00 am, during brunch, and during lunch. Pittsburg High School strictly adheres to district, state and federal school lunch nutrition policy, which shapes our menus. Last year our food services staff created 23 stations for students to receive brunch and lunch services and added a diverse menu with a variety of food options. BREAKFAST and/or BRUNCH is FREE for ALL students this year regardless of family income!

They strive to meet the nutritional needs of our students, while at the same time providing them several dining options. Each day there will be fifteen (15) different items for them to choose from. The lunch menu changes daily and is published in the Daily Bulletin. There is a separate page on the PHS website with more information about food service at PHS. Our program will always be evolving to meet the nutritional needs and tastes of our wonderful ethnically diverse student population at PHS. We will also continue to consult with students, parents and school staff to make the food service program at PHS a model for all schools.

Note: Many families qualified for their student to receive free or reduced lunch. Please stop by the main office or inquire on our website, the school district website, or contact food services directly.

FINALS SCHEDULES

The PHS finals schedules are minimum days where there are two sessions, a morning and an afternoon session in the fall. In the spring it is the same with the exception of Seniors who take their finals over the course of two days instead of three like the rest of the student body. The dates and times for our 2011-2012 finals are listed below.

1st Semester Finals—Tuesday, January 24-Thursday, January 26

Tuesday	January 24	Period 1 Final	8:00-10:00 am
		Brunch	10:00-10:15 am
		Period 2 Final	10:22-12:22 pm
		Period “0” Final	1:00-3:00 pm
Wednesday	January 25	Period 3 Final	8:00-10:00 am
		Brunch	10:00-10:15 am
		Period 4 Final	10:22-12:22 pm
Thursday	January 26	Period 5 Final	8:00-10:00 am
		Brunch	10:00-10:15 am
		Period 6 Final	10:22-12:22 pm

2nd Semester Finals—Monday, June 11-Wednesday, June 13

Monday	June 11	Period 1 Final	8:00-10:00 am
		Brunch	10:00-10:15 am
		Period 2 Final	10:22-12:22 pm
		Period 5 Final (seniors only)	1:00-3:00 pm
Tuesday	June 12	Period 3 Final	8:00-10:00 am
		Brunch	10:00-10:15 am
		Period 4 Final	10:22-12:22 pm
		Period 6 Final (seniors only)	1:00-3:00 pm
Wednesday	June 13	Period 5 Final	8:00-10:00 am
		Brunch	10:00-10:15 am
		Period 6 Final	10:22-12:22 pm

G



GRADUATION

- **How do I know if my child is on track to graduate?**
 - Answer – During your meetings with your child’s counselor at the beginning and end of each school year the counselor should review with you your child’s progress toward graduation. During this time you will review your child’s *Graduation Tracking Plan* which is a document that contains all of the classes your child has completed, and needs to complete, in order to graduate from high school.
- **Where can I go to learn more about the graduation requirements for Pittsburg High?**
 - Answer – This information is located on our website at <http://www.pittsburg.k12.ca.us/phs/> . Additionally, a parent handbook (this book) is passed out during Back to School Night (Sept. 1st this year) of each year and is available in every office for you to pick up when you are visiting. Lastly, your child’s counselor should contact you at least once during the school year to schedule a meeting to review this information with you and go over any concerns you have.
- **If my child is in danger of not graduating whom should I contact?**
 - Answer – Your child’s counselor will be in touch with you early in the year of your child’s senior year to review the intervention plan that is in place (typically this involves how your child will recover or “make up” classes he/she has failed in the past). The goal is that, through regular meetings with your child’s counselor, you will be well aware of any problems with your child’s progress toward graduation.
- **What do I do if my child loses his/her diploma after receiving it, or if we need a name change on his/her diploma?**



- Answer - If a graduating student loses his/her diploma or needs a name change on his/her diploma, he/she may contact Carol Zbacnik, one of our secretaries at 473 2390 ex. 7503 to order a replacement. The fee to replace a lost diploma is \$10.00 and is payable to “Pittsburg High School”. If the name change is due to an error on our part we will re-order the diploma free of charge. If the name change is not in response to an error on our part, you will be required to present **legal documentation** for the name change. It takes approximately one week to re-order a diploma.

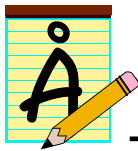
GRADUATION REQUIREMENTS



To graduate you must earn 220 credits; 140 credits are required classes you **MUST** pass to graduate. Class of 2011/2012 also must complete 35 hours of community service and have it documented by PHS.

Required Classes:

1. English 4 years (40 credits)		
a. English 1 9th grade	10	
b. English 2 10th grade	10	
c. English 3 11th grade	10	
d. English 4 12th grade	<u>10</u>	
	SUBTOTAL	40
2. Social Studies (30 credits)		
a. World History 10 th grade	10	
b. U.S. History 11 th grade	10	
c. Economics 12 th grade semester	05	
d. American Government 12 th grade semester	<u>05</u>	
	Subtotal	30
3. Math (20 credits)		
a. Algebra 1 (by the state of California requirement)	10	
b. 2 nd year of math	<u>10</u>	
	Subtotal:	20
4. P.E. (20 credits)		
a. PE 9 th grade	10	
b. Team Sports/Weight training	<u>10</u>	
	Subtotal:	20
5. Science (20 credits)		
a. Earth/Physical Science: at least one of the following:	10	
1. Chemistry or Chemistry Honors		
2. Chemcom		
3. Physics or Physics AP		
b. Life Science: at least one of the following:	<u>10</u>	
1. Biology		
2. AP Biology		
3. Anatomy & Physiology		
	Subtotal:	20
6. Fine Arts or Foreign Language (10 credits)		
a. Foreign Language, Spanish, French, Italian, Sign		
OR b. two (2) semesters of the following:	<u>10</u>	
Instrumental Music, Vocal Music, Drama, Art, Photo, TV-Video production		subtotal: 10
Jewelry Making, Computer Graphics, Architectural Design		
7. Electives (80 credits)		
	Subtotal:	80
	Total Credits:	220



A-G requirements



The A-G requirements are the strictest college requirements. They are the requirements to enter into California University System. If you plan to go to college, you should plan on meeting these requirements so that wherever you apply, you have met the requirements.

A. History/Social Science – 2 years required (but to graduate from PHS you need 3 years)

Eligible courses are: World History, US History, American Government

B. English – 4 years required (4 years also required to graduate from PHS)

Eligible courses are: English 1, English 2, English 3, English 4, ELD 4

C. Mathematics – 3 years required, 4 years recommended (2 years to graduate from PHS)

Eligible courses are: Algebra 1, Geometry, Algebra 2, Pre-Calculus, Calculus, Statistics

D. Laboratory Science – 2 years required (must be 1 year life sci and 1 year physical sci), 3 years recommended (2 to graduate from PHS)

Eligible courses are: Biology, AP Biology, Chemistry, ChemCom, Physics, AP Physics, Anatomy and Physiology

E. Language other than English – 2 years required, 3 years recommended (must be same language) (10 credit option to graduate PHS)

Eligible courses: French 1, 2, 3 Italian 1, 2, 3 Italian Language and Culture AP

Spanish 1, 2, 3 Spanish for Spanish Speakers 1, 2 Spanish Language AP
American Sign Language – LMC class offered on PHS campus after school

F. Visual & Performing Arts – 1 year required (10 credit option to graduate PHS)

Eligible courses include: Intermediate Art, Advanced Art, Advanced Photography, Concert Choir, Music Theory AP, The Art of Video Production, Acting Workshop, Jazz Ensemble, Marching Band/Concert Band, Marching Band/Wind Ensemble, Architectural Design (ROP), Computer graphic arts (ROP)

G. Elective – 1 year required

Eligible courses include: AVID Senior Seminar AP, Economics, Environmental Studies, Earth/Physical Science, Psychology, Raza Studies, Robotics Engineering Technology, Analytical Forensic Science (ROP), Introduction to Law (ROP), Sports Medicine (ROP)

GRADUATION CEREMONY—CLASS OF 2012



Date: Thursday, June 14th
Time: 7:00pm
Location: Pirate Stadium
Tickets: Each graduating senior will receive a total of five complimentary tickets
Additional tickets: Each graduating senior may purchase up to five additional tickets for \$10 each

Rehearsal: There is one mandatory rehearsal on Tuesday, June 13th (Pirate Stadium)
Rehearsal Time: 9:00 am

Behavior at graduation: Graduation is a celebration of a thirteen year journey, and the culmination of four successful years in high school. This should be a joyous event for students, parents, family members, and PHS Staff alike. Any student who acts in any way to disrupt the graduation ceremony or who refuses to follow instructions from PHS administration or staff may be subject to the following disciplinary actions:

- * **Loss of all-night party privileges (with no refund)**
- * **May not receive their diploma until August!**



H

HOMEWORK POLICY

Homework is regularly assigned in most classes. There is no single homework policy; each teacher has procedures or guidelines that should be provided to students at the beginning of the year. We recommend that you take advantage of Back-To-School-Night, as well as the fall and spring parent/teacher conference days to inquire about specific information for each of your students classes. **Note: Your student should have homework in at least one subject area each night. If they claim to have no homework in their classes, check the teacher's Homework Hotline.**



HOMEWORK HOTLINE

Prepared by the Pittsburg High School Communication Committee



How it Works:

- **Teacher records a daily outgoing voicemail message of the day's homework assignment.**
- **Parents can call the teacher's voicemail and listen to the recording to find out what their child's assignment for the day is.**

Information Guide:

When dealing with problems or concerns with teachers, a parent should always contact the teacher first. If the issue is not resolved at that level, please contact a counselor or administrator. Administrative intervention is only appropriate after a meeting or phone call with the teacher does not meet all of the students' needs.

<u>Problem/Concern</u>	<u>Appropriate Office</u>	<u>Phone Number</u>
Absences	Attendance Office	x 7513
Advanced Placement Program	Steve Nordenstedt	x 7765
Athletics	Director of Athletics	x 7517
Career	Counseling Office	x 7504
Class Activities	Student Activities	x 7211
Clubs on Campus	Student Activities	x 7211
Counseling Appointments	Counseling Secretary	x 7504
Facilities	Attendance/Registration Office	x 7508
Free/Reduced Lunches	Cafeteria	x 7539
Health	Administration Office	x 2396
Independent Study Contracts	Administration Office	x 2396
Insurance (Sports)	Director of Athletics	x 7517
Jobs	Counseling Office	x 7504
Leaving School During Day	Attendance Office	x 7513
Locker Problems	Administration Office	x 7503
Lost and Found	Administration Office	x 7503
Parent Organizations	Administration Office	x 7500
Parking Permits	Administration Office	x 7503
Physical Forms (Sports)	Director of Athletics	x 7517
Registration	Registration Office	x 7506
Schedule Changes	Counseling Office	x 7504
Scholarship Information	Counseling Office	x 7504
Student Body I.D. Cards	Student Services Center	x 7509
ROP	Andy Kaiser	x 7748
Textbooks	Library	x 7516
Transcripts/Records	Data Processing	x 7501
Visitors	Attendance Office	x 7513
Work Permits	Counseling Office	x 7504
<u>Administrators:</u>		
Todd Whitmire	Principal	x 2392
Eileen Chen	Assistant Principal	x 2396
Will Dunford	Assistant Principal	x 2398
Phil Webb	Dean of Students	x 7523
Justin White	Assistant Principal	x 2393
Brian Wilson	Assistant Principal	x 2395

L



LIBRARY SERVICES



- **Does Pittsburg High School have a librarian?**
 - Answer – We have a full-time librarian, Kathleen Barrere, who has worked at Pittsburg High School for many years. Her office is located in the library, and her office hours are 7:30 a.m. to 4:00 p.m. Kathleen is very knowledgeable about a variety of library topics including research and checking out reading materials.
- **When can my child use the library and how can it help him or her with their academic classes?**
 - Answer – The library is open before school, during brunch and lunch and after school until 4:00 p.m. Ms. Barrere encourages students to use the library for studying, conducting research (both online and through our extensive collection of research materials), and reading for fun.



- **What types of library books are available for check out?**
 - Answer – We have over 10,000 books in our library. These include fiction, non-fiction, and research materials. We also have magazines and newspapers available for our students. Students are encouraged to check out books to read for fun. Students may check out 1-2 books at a time and have them out for 3-4 weeks. We purchase new books each year and typically purchase those books that are popular with teenagers.



M

MASTERY CENTER

- **What after school tutoring is available at Pittsburg High?**
 - Answer – For the 2011-2012 school year we are offering tutoring in English, Math, Science, as well as plans for other subjects areas via our *Mastery Center*. We have tutoring available three days a week (Tuesday, Wednesday, and Thursday) immediately after school. Ms. Chen, one of our assistant principals, oversees our after school tutoring program. You may contact your child's counselor to learn more about the location of the Math and English Mastery Centers and who the instructors are. Mastery Center will begin the third week of school.
 - Many teachers also volunteer their time both during the day (brunch and lunch) and before and after school. This must be arranged through the individual teacher(s) and is at the discretion of the teacher(s). We would highly recommend that you meet with your child's teacher(s) to find out if they offer tutoring outside of the school day.

O

ON CAMPUS SUPERVISION



On campus supervision is used as a disciplinary action for students in lieu of suspension. In most cases it is used as a “time out” period for the student. Once a student is assigned OCS by a teacher, the parents will receive a phone call from the school informing them that their student has been sent to OCS for the period (in some cases an entire day) This gives the student an opportunity to take a break from the class he/she was struggling in and allows them to do the work that they would normally have done in class. Once in OCS each student will be under the supervision of a certificated teacher for their assigned time, and then they will move on to their next class. Ms. Nicole Samuel is the teacher who runs this program.

P



PARENTS CLUB

- **What is the Parents Club and how do I join?**
 - The Parents Club is the Pittsburg High School version of a PTA or PTO. The purpose of the Parents Club is to provide a forum for parents to meet and discuss concerns and issues they have regarding Pittsburg High School. The Parents Club also provides support for a number of activities including the Senior All Night Party. The Parents Club provides financial support and parent volunteers. Our Parents Club president this year is Karri Sangimino, and our Vice President is Soccoro “Shorty” Duenas. You can reach Karri at karrisangimino@yahoo.com and Shorty at shorty96@hotmail.com. You can join the Parents Club by attending their evening meetings or contacting either Ms. Sangimino, or Ms. Duenas.

2011-2012 Parents’ Club Meeting Dates: (All meetings begin at 7:00pm in the PHS Library)

September 15

March 15

November 17

May 17

January 19

June 14 (All-Night Party)



PACENT REPORTER

STUDENT PERFORMANCE REPORTING

(Pacent Reporter is a grading and progress report program used by the PHS algebra teachers and many of the geometry teachers as well.

How it Works:

- Teacher records assessments or assignments aligned to key standards and concepts in your student's curriculum.
- Get your log in from your student's teacher.
- Visit www.mypacent.com and you will be under way.

Why you want to use it:

- You can see the concepts where your student needs help.
- You can see when they can improve their grade on poor performing concepts.
- Identify study tips and download resources that will help your student target the concepts where they are struggling.

Test / Concept / Standard	Attempts					B	T	%	Study Tip	Int Test Date
	1	2	3	4	5					
1-1: Adding & Subtracting Integers (NS 1.2)	2.0	4.0	4.0	4.0		+1	5.0	100%	Double Mastery	Aug 20
1-2: Absolute Value (NS 2.5)	2.0	2.0	2.0	4.0			4.0	80%	Single Mastery	Aug 20
2-1: Mult. & Div. Integers (NS 1.2)	4.0	4.0	3.0			+1	5.0	100%	Double Mastery	
2-2: Order of Operations, Substitution (AF 1.2)	2.0	3.0	4.0				4.0	80%	Single Mastery	
3-1: Properties of Numbers (AF 1.3)	2.0	4.0					4.0	80%	Single Mastery	
3-2: Simplifying Expressions (AF 1.3)	3.0	2.0					3.0	60%	Text 2,2	
4-1: Solving 1-step equations (AF 4.1, MR 2.8)	3.0						3.0	75%	Text 2,5, 2,6, 3,7	
4-2: Coordinate Plane (AF 1.5)	3.0						3.0	75%	Text 3,8	

POLICIES AND PROCEDURES

- **What are the major rules that students must follow at Pittsburg High?**
 - Answer – We have many rules, but the most important ones are located in our district handbook that is given out during registration or the first few weeks of school each year. The key rules we would like you to discuss with your child include: 1) being on time to class, 2) always wearing ID badge 3) being respectful of others, 4) following the directions of all adults on campus and 5) not using electronic devices during class time.
- **What is the procedure for a visitor to “visit” Pittsburg High?**
 - Answer – We encourage you to visit our school any time. We feel strongly that having parents on campus improves the learning environment and benefits our students. Every visitor must check in at one of our offices. We have a guest book and a visitor’s pass for you. We welcome all visitors, and our parents and community members are our “very important persons” (VIP), but it is very important that we monitor and account for all visitors on our campus. A visitor’s pass will also minimize the possibility of you being stopped and questioned by our security staff.
- **What is the procedure for visiting my child’s classes?**
 - Answer – The procedure for visiting Pittsburg High School is as follows: check in at any office and sign the visitor’s book. You will be given a visitor’s badge and a schedule of classes for your child along with a school map. If we have a student worker available, we will have him/her escort and/or show you around our campus. We only request that you are respectful and quiet when you enter the classroom(s); the teacher will be happy to meet with you when there is a break in the instruction or at the end of the class period.

R REGISTRATION

- **How do I go about registering my child to attend school at Pittsburg High?**
 - Answer – Registration is held each year at Pittsburg High in early to mid-August. However, if you are unable to attend registration during that time, our registration office is open Monday thru Friday from 8:00 a.m. to 3:30 p.m. and is located in the main administrative building. Once you enter the school, take an immediate right and you will be in the registration office. The registration clerk is Patricia Ramirez and she can be contacted at 473.2390 ex 7506 or pramirez@pittsburg.k12.ca.us. The documentation required when you register your child is proof of residence, a completed emergency card, and a copy of your child’s immunization record. A copy of your child’s transcript and transfer grades from his/her previous school is also necessary to place your child in the correct classes.

- **What do I need to do to transfer my child out of Pittsburg High School?**
 - Answer – Most importantly, you are responsible for ensuring all of your child’s textbooks are returned to the library and any fines have been taken care of. Once this has been done, the registration office will give you a copy of the transfer form which you will take to your child’s new school.
 - Inform us at least 24 hours in advance of your decision to transfer your child out of Pittsburg High so that we have time to request transfer grades for your child if this transfer occurs during the semester.

S

SCHOOL SITE COUNCIL



The Site Council (SSC) is established per Education Code 52852 and 52853. It is responsible for developing an annual school plan and budget to facilitate school-based program coordination. Particular attention is paid to meeting the individual needs of each student. Mr. Whitmire our Principal runs these meetings held on Monday evenings in the library at 5:30 pm.

- The composition of the site council is the Principal, four teachers, one classified employee, three parents and/or community members and three students.

Its purpose includes the following:

- Curricula, instructional strategies and materials responsive to the individual needs and learning of each pupil;
- Instructional and extra-curricular services to meet needs of ELD, exceptional needs, educationally disadvantaged, and gifted and talented students;
- Staff development program for school personnel related to school goals;
- Ongoing evaluation of the educational program, including progress on the WASC Action Plan;
- Other activities and objectives as established by the council.

This is part of the shared governance structure, designed to ensure representation of all stakeholders in the decision making processes. More information, including Site Council meeting minutes, is available under Parents Resources on the [PHS website](#).

STUDENT ATTENDANCE REVIEW BOARD (SARB)

The Student Attendance Review Board (SARB) is an intervention program designed to assist families and schools regarding students with poor attendance. The SARB panel is composed of school officials, community members and district personnel. The purpose of the SARB panel is to identify the reason(s) why a student is not attending school and/or class regularly. The panel works with the family of each student to improve the student's attendance. Students are referred to the SARB panel as a last resort; all school based interventions have been ineffective up until that point in time. Dr. Frazier Myers, our director of student services, is the chairperson of the SARB panel.

STUDENT SERVICES

- **Where do I go and whom do I speak to regarding purchasing a yearbook, a student activity card, or paying for other events such as the junior prom, senior ball?**

- Answer – **Marisa Belleci** is our student activities secretary and she is located in Main Campus in the Student Service Center (SSC). Her phone number is 473 – 2390 ex 7509 and her email address is mbelleci@pittsburg.k12.ca.us. *Mrs. Belleci would also have information packets to order a cap and gown & class ring; she may also do advance sales of game tickets, and collect fine payments.*



T

TRANSCRIPTS



Order transcripts through Sue LaMacchia, our Records Technician.

- **How do I go about ordering transcripts?**

- Answer – Sue LaMacchia is our Records Technician and she is located on Main Campus, in the office next to the principal. Her phone number is 473.2390 ex 7501. Email her at slamacchia@pittsburg.k12.ca.us .
- Transcripts can be ordered any time and the first official copy is free. Every copy after that is \$3.00 for postage and handling (unofficial transcripts are free). Colleges and scholarship organizations require official transcripts that are mailed and signed by school officials.

- **If my child attended another school or college and earned credits how do I go about having these credits or classes added to his/her official transcript?**



- Answer – Have the previous school or college mail an official transcript to Pittsburg High (the address is 1750 Harbor Street, Pittsburg CA 94565), attention: Sue LaMacchia. We do not accept unofficial transcripts or official transcripts that are brought in by students or parents due to the potential for fraud. It is important that you request an official transcript from your child’s previous school or college as soon as possible in order for us to update and prepare an accurate Pittsburg High School transcript.

- **What if I find an error on my child’s transcript or if I have questions about it?**

- Answer – You may call your child’s counselor or Sue LaMacchia at 473.2390 ex 7501. In addition, we welcome you to come in, and either your child’s counselor or Mrs. LaMacchia will be happy to go over your child’s transcript with you.

- **Who can help me read and decipher my child’s transcript?**

Answer – This is an important duty and responsibility of your child’s counselor. Your child’s counselor should meet with you at the beginning of the year and, ideally, at the end of the year to review your child’s transcript and progress toward graduation. However, I would encourage you to stop by the counseling office and schedule a meeting that is best for you. Our counselors are available every day from 7:45 a.m. to 3:10 p.m. (many stay later by special arrangement).

V

VISITORS ON CAMPUS



Visitors on Campus during regular school hours:

In accordance with state law, any person visiting the school grounds including parents and guardians, during school hours must first report to the Main Office. Permission must be granted to be on the grounds and/or to conduct any business and/or to see any teacher or student. **No student visitors are allowed.**

VOLUNTEERS



There are many ways for parents to volunteer at Pittsburg High School. Below are just a few!

- Working with our various parent organizations (CCISCO, Parents' Club, Academic Achievers)
- Helping chaperone dances and other PHS events
- Assisting teachers with filing, grading, etc...
- Serving on a PHS committee (Ex: Communications Committee, Compass Committee, etc...)
- Participating in school events
- Tutoring students (Mastery Center or other)
- Being a guest speaker

W

WESTERN ASSOCIATION OF SCHOOL AND COLLEGES



WASC values accreditation as a process designed to strengthen schools in the delivery of quality educational programs. Accreditation is important to schools as it impacts students' access to colleges and universities and career opportunities in a variety of ways. An effective WASC self-study review is a powerful tool for schools to improve the quality of education and more effectively serve staff and students.

Pittsburg High School went through a 3-year WASC review during the spring of 2009 and received the maximum three year accreditation. We will be up for review again in the spring 2013.

