

## SECTION A

### SCHOOL ATTENDANCE

#### **A BASIC RIGHT AND A LEGAL DUTY**

Attending school between the ages of 6 and 18 is not only a basic right of every person, but also a legal obligation. By law, parents are responsible for their children being in school every day during the school year.

Compulsory school attendance laws provide all children of certain ages with the benefits of regular schooling, with certain exceptions:

**Exemptions:** Children may be exempted from attending school, at the request of their parents, for various extenuating circumstances defined by state law. (Ed. Code 48410)

**Exclusion:** The Board of Education can exclude from school attendance children with "filthy or vicious" habits, those suffering from infectious or contagious diseases and those affected by physical or mental conditions inimical to the welfare of other children. (Ed. Code 48211 and 48212)

The Pittsburg Unified School District provides an appropriate school program to meet the educational needs of every child of school age living in the city. A student's school of attendance is determined primarily by the district boundaries or attendance area in which he/she lives.

Students may be exempted from the residence rule and assigned or transferred to a school outside their attendance area within or outside the District if:

- a special placement is required to meet the special educational, health or adjustment needs of the student, as determined by the school district, or
- the parent requests the transfer and space in the grade level exists within open enrollment guidelines. The Student Services Director will determine the open enrollment student allocations for each elementary and junior high school.

Students residing in the Pittsburg Unified School District may attend a school outside the district if:

- grades K - 8 and parent(s) work in another city. The receiving school district determines if there is space available.
- students who are 11th or 12th graders and live in Pittsburg who attended another school the prior year may graduate with their class.



OFFICE OF THE DISTRICT ATTORNEY  
CONTRA COSTA COUNTY

*Mark A. Peterson*  
DISTRICT ATTORNEY

Dear Parents/Guardians:

As summer winds down and the beginning of the school year approaches, I welcome you and your child to a year of successful learning. I want to take this opportunity to encourage you to do everything possible to be sure that your child attends school throughout the year on a regular basis. Attending school regularly is an important part of the learning process and an indicator of school achievement. For those reasons, California law *requires* every child from the ages of six to eighteen to attend school.

You might wonder why the Contra Costa District Attorney is writing you rather than a school official. The reason is simple. I don't need anymore business prosecuting juveniles and adults and I want your children to be successful. **Parents of school aged children are responsible for their children's attendance in a full time, educational program.** Three or more unexcused absences can result in your child being recorded as "truant," and can result in your child being referred to the School Principal, the District Superintendent, and/or the District Attorney's Office. The District Attorney's Office may prosecute parents and child in court for the child's failure to regularly attend school.

The District Attorney's Office knows that, quite often, children who do not attend school run the very real risk of either committing crimes or becoming the victims of crime, and those students who do not graduate from high school will find it difficult to find jobs or succeed in life.

Your school is here to help your child learn. With support, encouragement, advice, and consequences, your child can thrive, and will also learn that discipline, hard work, and studying pays off.

Please make every effort to ensure your child's attendance at school, and help them to get to school **on time and every day**. Your efforts will make a difference to your child.

Sincerely yours,

A handwritten signature in black ink that reads "Mark A. Peterson".

MARK A. PETERSON  
District Attorney  
Contra Costa County

The mission of the Contra Costa County District Attorney's Office is to seek justice and enhance public safety for all our residents by fairly, ethically, aggressively, and efficiently prosecuting those who violate the law, and by working to prevent crime.

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## **ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)**

The Pittsburg Unified School District has an ESEA plan. The plan addresses five performance goals.

1. All students will reach high standards, at a minimum attaining proficiency or better in reading and mathematics, by 2013-2014.
2. All limited-English-proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.
3. All students will be taught by highly qualified teachers.
4. All students will be educated in learning environments that are safe, drug-free, and conducive to learning.
5. All students will graduate from high school.

Notification letters for school choice will be sent out no later than the first week in September. If a child meets the criteria for Public School Choice and you wish to request that option, a Public School Choice Transfer Request (open enrollment) application form must be turned in to Student Services or the school office. **Application forms will be available at all school offices and Student Services.**

## **REGULAR ATTENDANCE IS IMPORTANT**

Research shows a high correlation between regular attendance and positive academic achievement. We expect all students to be in school every day on time, and to attend all scheduled classes and the required activities.

**It is extremely important that parents send a note of excuse whenever their child is absent from school (no later than 48 hours after the student returns to school).** Failure to do so will not only cause an unexcused absence but may also affect the student's grades. The note of excuse should include the following:

- the name of the student
- the date(s) of the absence
- the reason for the absence
- the signature of the parent or guardian

For more information and assistance regarding exemptions for compulsory school attendance, exclusions, special placement and transfers of students, please contact the Student Services Office. Phone (925) 473-2347.

A Student shall not have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Excused absences are as defined:

**48205.** (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections **Code**.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

**SCHOOL ATTENDANCE MANAGEMENT**

Students who are truant or whose attendance is irregular shall be referred to the district School Attendance Review Board (SARB) for appropriate action.

If attendance fails to show improvement after the School Attendance Review Board (SARB) hearing, the chairperson may refer the matter to the County Superintendent of Schools, the Juvenile Court or to the District Attorney. The assistance of other agencies may be utilized to ensure attendance.

We have included below a brief summary of the law for your reference. Every child between the ages of 6 and 18 is expected to attend school. When parents neglect their responsibility and ignore compulsory attendance laws, they face possible legal penalties. If a judge determines the parent or guardian has ignored or failed to comply with attendance laws, the judge may fine the parent or guardian up to \$100 on a first conviction and up to \$250 for subsequent convictions (payments may be made in installments). The court may order the parent(s) or guardian(s) to participate in parent education or counseling programs in lieu of a fine. If the parent(s) or guardian(s) fails to pay the fine willingly or any installment of the fine, or to attend a parent education or counseling program, he or she is in contempt of court. If the parent(s) or guardian(s) is found in contempt, the judge may impose a fine, jail, or both for failing to obey the court's order.

## **TRUANCY BY LAW**

### **Education Code 48260:**

A student who is absent from school without a valid excuse for three days in one school year or is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination, is a truant.

### **Education Code 48262:**

A student is deemed a Habitual truant who has been reported as a truant three (9 absences or late tardies) or more times per school year. A student may not be deemed a habitual truant unless a conscientious effort has been made to hold at least one conference with the student and caregiver before the student can be classified as a Habitual Truant.

## **STUDENT'S RIGHTS TO SEEK MEDICAL CARE DURING SCHOOL HOURS**

Students in grades 7-12 may be excused from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

## **ABSENCES FOR RELIGIOUS PURPOSES**

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral instruction at their place of worship. No pupil shall be excused from school for such purpose for more than four days per school month.

## **MINIMUM DAYS AND STAFF DEVELOPMENT DAYS**

Parent and guardians of pupils will be notified of the minimum day schedule and pupil-free staff development dates.

## **EXCESSIVE ABSENCES**

Pupils who have more than 14 excused days for illness in one school year, may be required to bring medical documentation to excuse any more days for illness.

## **NECESSARY DOCUMENTS TO REGISTER IN THE PITTSBURG UNIFIED SCHOOL DISTRICT**

1. Birth Certificate, Passport (if Birth Mother and Birth Fathers names listed) or Baptism Certificate- To verify Age
2. Immunization Records
3. Last report card or transcript
4. Kindergarten students must have a physical dated after March 1<sup>st</sup> of the current year. Kindergarten students must also show proof of a dental exam within the last 12 months prior to enrollment.
5. Proof of Address- PG&E Bill or Utility Bill. Parents/Guardians may be required to provide additional documents from the list below:

- |   |  |
|---|--|
| <input type="checkbox"/> Current Passport   | <input type="checkbox"/> Current California ID   |
| <input type="checkbox"/> Current Drivers License with vehicle or Boat Registration                | <input type="checkbox"/> Current Military ID   |
| <input type="checkbox"/> Current Homeowners or Renters Tax Bill*                                  | <input type="checkbox"/> Current Property Tax Bill*  |
| <input type="checkbox"/> State or Federal Tax Return with W-2*                                    | <input type="checkbox"/> Current Rental/Lease Agreement with the following:<br>Parent/Guardian Name<br>Student Name(s)<br>Name of Manager or Owner & Telephone Number. |
| <input type="checkbox"/> Payroll/ Check Stub with name and address*                               | <input type="checkbox"/> Notarized Statement by resident stating that you reside in their household <u>with</u> a copy of <u>their</u> PG&E or water bill.             |
| <input type="checkbox"/> Other form of identification or correspondence from a government agency. |  |
| <input type="checkbox"/> Land Line Telephone Bill   |  |

If parent does not have PG&E or Water Bill, school should contact Student Services for approval to accept other forms of proof.

The Child Welfare and Attendance worker may check students residency.

\* The district has no desire to see personal information such as amount of earnings, taxes or social security numbers. It is preferred that such items be blacked out.

## **EMERGENCY CARDS**

The schools maintain a file of names and telephone numbers to be used if it is necessary to reach parents or other designated adults during the school day. If the information you have originally turned in on your child's emergency card changes, be sure to notify the school your child is enrolled in so that our information is accurate. **Emergency cards are your lifeline for care of your child. Update whenever there are any changes. You should include a neighbor or someone who lives close to school as an emergency contact.**

### **Change of Information on Emergency Cards**

Parents are required to notify the school, as soon as possible, if there is any change in information on their student's Emergency Card:

- Home Address;
- Telephone Numbers;
- Emergency Contact Person.

**PITTSBURG UNIFIED SCHOOL DISTRICT**  
**COMPLETE ALL INFORMATION**

**STUDENT EMERGENCY CARD**

School Year 200\_\_ -- 200\_\_

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_  M  F \_\_\_\_\_ Grade \_\_\_\_\_

Address (Include Apartment #) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Pager \_\_\_\_\_ Email Address \_\_\_\_\_

Lives With: \_\_\_\_\_  
 Father /Stepfather (Full Name) \_\_\_\_\_ Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Lives With: \_\_\_\_\_  
 Mother/Stepmother (Full Name) \_\_\_\_\_ Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Lives With: \_\_\_\_\_  
 Caregiver / Foster Parent \_\_\_\_\_ Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Babysitter /  
 Daycare Provider \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

In case of illness/injury and parent cannot be reached by phone, my child may be released to the care and supervision of any of the following people:

1. \_\_\_\_\_  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
2. \_\_\_\_\_  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
3. \_\_\_\_\_  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
4. \_\_\_\_\_  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

<b>Office Use Only</b>
Overflow _____
Open _____
Enrollment _____
Intradistrict _____
Interdistrict _____
BUS _____
Special Information or Medical Condition

**Medical Condition School Should Know About**

<b>Do you have a Restraining Order, Custody Issues the school should be aware of?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>
Description _____
<u>If yes, please provide copy of current legal document to the office</u>

<b>My child will be picked up after school by:</b>
_____
Name _____ Relationship _____ Address _____ Home Phone _____ Cell Phone _____

If in your judgment my child needs immediate medical attention, permission is hereby granted for him/her to be taken to the hospital, by ambulance if necessary, and be treated by the Doctor on call.

**Name of Family Physician      Address Phone Number**

**INSURANCE**

<input type="checkbox"/> <b><u>Not a high school graduate</u></b>	<input type="checkbox"/> <b><u>High School Graduate</u></b>	<input type="checkbox"/> <b><u>Some College</u></b>	<input type="checkbox"/> <b><u>College Graduate</u></b>	<input type="checkbox"/> <b><u>Graduate School /Post Graduate Training</u></b>	<input type="checkbox"/> <b><u>Declined to state or unknown</u></b>
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Parents Highest Level of Education. Please Check ONE ONLY:

Signature of parent/guardian: \_\_\_\_\_

**IF ANY OF THIS INFORMATION CHANGES, YOU MUST NOTIFY THE SCHOOL IMMEDIATELY**

## **SECTION B**

### **PROGRAMS**

#### **COURSE OF STUDY**

A comprehensive course of study is provided to prepare all students to fulfill the Pittsburg Unified School District graduation requirements of 220 credits, including successful completion of the equivalent of high school Algebra I or better. All students must pass the California High School Exit Exam (CAHSEE) to receive a diploma. This is mandated by the California State Department of Education.

#### **ACADEMIC COURSE OF STUDY**

The academic course of study for students is a college/university preparatory program which provides students with the skills, knowledge, and learning processes that will maximize their post graduation options, whether they choose to further their education at a community college, a four-year college or university, a professional training program, or the military. An academic course of study also helps students to achieve at high levels on college entrance exams, such as the PSAT, SAT I and II, and ACT tests. Most important, a rigorous course of study engenders in students a curiosity to pursue unexplored areas, a striving for excellence in their academic endeavors, and a love of learning that will continue throughout their lives.

#### **ADVANCED PLACEMENT PROGRAM**

The Advanced Placement Program is designed to prepare students to pass the Advanced Placement tests, which enable students to receive college units while still in high school. Advanced Placement courses are offered at the 10<sup>th</sup> through 12<sup>th</sup> grades in specified subject areas. Students are eligible to enroll in Advanced Placement courses if they have maintained an “A” or “B” in college preparatory courses at the 9<sup>th</sup> grade level, have a teacher’s recommendation, or have shown a strong commitment to working at the challenging levels of the course. Students not meeting these criteria may petition to the administration at Pittsburg High School. The rigorous curriculum requires much reading, writing, problem solving, daily homework, and sometimes summer preparation.

#### **AVAILABILITY OF STATE FUNDS TO COVER ADVANCED PLACEMENT TEST FEES**

An “eligible economically disadvantaged high school pupil” may qualify for a grant to pay for advanced placement tests (EC 48980.k) Contact Educational Services for more information.

#### **CURRICULUM and INSTRUCTIONAL INFORMATION**

##### **Prospectus of Curriculum Availability**

All primary supplemental instructional materials and assessments, including textbooks, teachers’ manuals, films, audio and video recordings, and software is compiled and stored by the classroom instructor and made available promptly for inspection by a parent or guardian in a reasonable time frame or in accordance with procedures determined by the governing board of the school district.

A parent or guardian has the right to observe instruction and other school activities that involve his or her child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Upon written request by the parent or guardian, school officials shall arrange for the parental observation of the requested class or classes or activities by that parent or guardian in a reasonable time frame and in accordance with procedures determined by the governing board of the school district.

## HEALTH CURRICULUM

The Pittsburg Unified School District provides students with a comprehensive health curriculum. The program focuses on the following topics:

Accident and Emergency Health Services  
Community Health  
Consumer Health  
Diseases and Disorders  
Environmental Health  
Family  
Mental/Emotional  
Personal Health  
Use and Misuse of Substances  
HIV / AIDS Education  
Sexually Transmitted Diseases

The curriculum teaches students about self-understanding, emotional development, biological development, and aspects of family life. The health curriculum is taught at the junior high as a part of physical education. At the high school level, health is taught through Biology/Life Science.

A committee of Pittsburg teachers and parents helped develop the health curriculum. Although it is impossible to agree on one set of attitudes which should be taught to all children, there is agreement on the importance of providing young people with the ability to develop a meaningful value system of their own. The district considers the home to be the fundamental teacher of family life values with church, school and community playing supplementary roles.

In an effort to encourage close cooperation between home and school, the district provides two opportunities to ensure parents have information about the health curriculum:

1. You may review the health curriculum and instructional materials at Back-to-School Night or by appointment at your child's school if you are not able to attend the scheduled previews at each school.
2. Permission will be obtained from the parent of each student enrolled in seventh grade health, ninth grade Health and Life Skills classes or tenth grade Biology. If for any reason you disapprove of your student participating in this program or portion of the course, indicate so on the attached permission slip. Alternative learning activities will be provided during such instruction. **If you approve your student participating in this program, sign the form at the end of this book and return it to your child's school.**

We hope that every parent will participate in this cooperative effort to have each student develop responsible attitudes toward family life.

## **INSTRUCTION IN HUMAN SEXUALITY OR REPRODUCTION**

The governing board of a public elementary or secondary school may not require pupils to attend any class in which human reproductive organs, their functions and processes are described, illustrated or discussed, whether such class be part of a course designated “sex education” or “family life education” or by some similar term, or part of any other course which pupils are required to attend.

If classes are offered in public elementary and secondary schools in which human reproductive organs and their functions and processes are described, illustrated or discussed, the parent or guardian of each pupil enrolled in such classes shall first be notified in writing of the classes. Sending the required notice through the regular United States mail or any other method which a local school district commonly uses to communicate individually in writing to all parents, meets the notification requirements.

An opportunity shall be provided to each parent or guardian to request in writing that his/her child not attend the class. Such requests shall be valid for the school year of which they are a part.

## **RELIGIOUS TRAINING AND BELIEFS**

Whenever any part of the instruction in health, family life education, and sex education conflicts with the religious training and beliefs of the parent or guardian of any pupil, the pupil, on written request of the parent or guardian, shall be excused from the part of the training which conflicts with such religious training and beliefs. Education Code 51240

## **RACE, COLOR, CREED, ORIGIN, ANCESTRY, SEXUAL ORIENTATION**

No teacher shall give instruction nor shall a school district sponsor any activity, which reflects adversely upon persons because of their race, sex, color, creed, handicap, national origin, ancestry or sexual orientation. Education Code 51500

## **TEXTBOOKS**

No textbook or other instructional material shall be adopted by the state board or by any governing board for use in the public schools, which contains any matter reflecting adversely upon persons because of their race, sex, color, creed, handicap, national origin or ancestry. Education Code 51501

## **HARMFUL USE OF ANIMALS**

Any pupil grades K-12 with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection, upon notification by the school of his or her rights.

If the pupil chooses to refrain from participation in an education project involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question. Education Code 32255.1

The alternative education project shall require a comparable time and effort investment by the pupil. It shall not, as a means of penalizing the pupil be more arduous than the original education project.

The pupil shall not be discriminated against based upon his or her decision to exercise his or her rights pursuant to this chapter.

Pupils choosing an alternative educational project shall pass all examinations of the respective course of study in order to receive credit for that course of study. However, if tests require the harmful or destructive use of animals, a pupil may, similarly, seek alternative tests pursuant to this chapter.

A pupil's objection to participating in an educational project pursuant to this section shall be substantiated by a note from his or her parent or guardian. Education Code 32255.1

A teacher's decision in determining if a pupil may pursue an alternative educational project or be excused from the project shall not be arbitrary or capricious.

Nothing in this chapter shall prevent any pupil from pursuing the grievance procedures in existing laws. Education Code 32255.3

Each teacher teaching a course that utilizes live or dead animals or animal parts shall also inform the pupils of their rights pursuant to this chapter. Education Code 32255.4

### **ALTERNATIVE SCHOOLS and PROGRAMS**

California state law authorizes all school districts to provide alternative schools and programs. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in the district. The County Superintendent of Schools, the administrative office of this district and the principal's office of each school have copies of the law available for the information of parents, students and teachers. Ed. Code 58500

The following programs are offered within the District:

1. Opportunity Classes (Grades 6 to 8 – at Rancho Medanos and Hillview)
2. Riverside Opportunity Class (grades 7-9 and younger than 16) RHS and PHS Campus
3. Stoneman Behavior Class/ Heights Behavior Class (Grades 1 – 6)
4. Highlands Special Education Behavior Class (Grades K – 5)
5. Riverside High School (Students 16 – 18 years of age)
6. Riverside High School Special Education Behavior Class (Age 16 – 21)
7. Pittsburg Independent Learning Center (Grades 7-12)
8. Minor Parent Program (through Independent Learning Center)
9. Home / Hospital Instruction (for students with temporary medical disabilities which render them unable to participate in regular school programs)
10. Golden Gate Community Day School (County) (Operated for Grades 7 to 12)

**Opportunity Classes** are offered on the regular campuses at Rancho Medanos and Hillview Junior High Schools for students who require limited contact with peers to succeed. An off campus setting at Pittsburg High School is available for students who cannot be successful in the regular school setting. All opportunity classes are designed for students who are unable to benefit from the regular classroom due to behavioral issues, or who are seeking a smaller educational environment. A Counselor or an Administrator will assist you with placement in these classes.

**Opportunity On Riverside Campus and PHS Old Campus** serves high school and junior high school students who are younger than 16. This program is designed to assist students who may be low in credits or failing classes, have poor attendance or for students who are unable to benefit from the classroom due to behavior issues, or who are seeking a smaller educational environment. Students are exposed to their grade level core curriculum. Students remain in a self contained class for four hours a day. (Grades 9 and 10 Home School is Riverside High)

**Stoneman Behavior Class (4-6)/ Heights Behavior Class (1-3)** are designed to address behavior challenges of students in grades 1-6. Along with the core curriculum for all grade levels, this class provides behavior interventions for regular education students. A counseling component exists to help students learn appropriate problem solving behavior and social skills. This class utilizes a level system that encourages students to modify negative behavior. Students are placed on a level system that encourages appropriate behavior.

**Highlands Special Education Behavior Class** serves special education students in grades K-5. This class is designed to address the needs of special education students who display challenging behaviors. Along with exposing students to the core curriculum, each student's academic needs are met individually based on the student's Individual Education Plan (IEP). A counseling component is in place to help students learn appropriate problem solving behavior and social skills. This class utilizes a level system that encourages appropriate behavior.

**Riverside High School** serves students ages 16 to 18 (regular education), and 16-21 (special education). This continuation program is designed to assist students who may be low in credits, who need to work part-time, who have behavioral issues or who are seeking a smaller educational environment than that offered at PHS. Contact your high school counselor to discuss a transfer to this school.

**Riverside High School Special Education Behavior Class** serves students ages 16-21, in grades 9-12. This class is designed for students with disciplinary issues who have an IEP in place. Student's academic needs are met individually based on the student's Individual Education Plan. The core curriculum for high school students is implemented. Some students remain in a self contained class and others are mainstreamed depending on students needs.

**Pittsburg Independent Learning Center** serves students grades 6-12. This independent study program supports students and families wanting a learning environment independent of the regular school program. At the 6-12 level, students are expected to be able to operate independently in preparing homework and studying on their own. This program is for students who are already independent learners. Contact your school counselor/principal to discuss a transfer to this program. A student's home school is defined as the last school that they attended before attending Pittsburg Independent Learning Center (or school of residence if their last school was not in the district).

**Minor Parent Program** serves teenagers who are pregnant or have children. Students have the right to remain at their current school if they choose. Both regular classes required for graduation and classes oriented to child rearing are offered. Limited childcare is available while students are at the independent learning center. Your school counselor can assist you with placement in this program. Please refer to Section C of this handbook for further details.

**Home/Hospital Instruction** is available for students with temporary medical disabilities, which render them unable to participate in regular school programs. A medical doctor's order specifying length of period of disability on the district form is required. Contact the Student Services Department at 473-4236 for further information.

**Golden Gate Community Day School** is operated by the county office of education providing instruction for students who have not been successful in the district program. Students are placed at Golden Gate Community Day School as a result of expulsion, placement by probation, referral by the district School Attendance Review Board (SARB – see page 2), or other district referral/placement processes. Contact Student Services at 473-2347 for further information and placement.

## **ENGLISH LANGUAGE DEVELOPMENT**

### **New Requirements**

Proposition 227 (EC 300 et seq. CCR 9511300 et seq.), now known as English Language Education for Immigrant Children, requires that:

- All children in California public schools shall be taught English by being taught in English.
- All children shall be placed in English language classrooms.
- English Learners shall be educated through structured English immersion during a temporary transition period not normally exceeding one year.
- English Learners who have acquired a good working knowledge of English shall be transferred to English language mainstream classrooms.
- Parents who complete a “Waiver request form” may ask that their students are enrolled in an alternative bilingual program.
- Current supplemental funding for English Learners shall be maintained.

## **DISTRICTS DUAL OBLIGATION**

According to both federal and state law, districts have a dual obligation with regard to English Learners. They must:

1. Teach English Learners English, and
2. Provide English Learners full access to the core curriculum. This means both
  - equal access and
  - meaningful participation.

Districts must be clear and explicit about how this dual obligation will be met. A key question for districts to consider is: How will the district know along the way that English Learners WILL catch up and WON'T suffer irreparable academic deficits?

Pittsburg Unified School District has a comprehensive plan that is implemented to meet the English Language Learners needs of English Language Learners.

## **PUPILS WITH DISABILITIES**

The school district provides a free and appropriate public education and services to exceptional children. Please contact Special Education at 473-2342 for further information. (Education Code 56030, 56033)

## **SECTION 504 OF THE REHABILITATION ACT**

Qualified individuals with a disability shall not be excluded from, discriminated against, or denied access to any district program solely on the basis on his/her disability. Students are eligible so long as he/she meets the definition of qualified handicapped person; i.e. has or has had a physical or mental impairment which substantially limits a major life activity, has a record of, or is regarded as handicapped by others are protected. It is the duty of PUSD to provide Free and Appropriate Education, Appropriate means an education comparable to the education provided to non-handicapped students. Please contact a School Administrator or Student Services at 473-2347 for further information.

**EDUCATIONAL AMENDMENTS OF 1972, TITLE IX AND CIVIL RIGHTS ACT OF 1964, TITLE VII**

The District is committed to providing equal opportunities for both sexes in educational programs and activities. Please follow the normal complaint procedure in the back of the handbook.

**NUTRITION PROGRAM**

Children from families whose income is at or below levels specified on the California Eligibility Scale are eligible for free or reduced price meals.

Information regarding the requirements and an application form to obtain such meals are sent home with every student and are available in all schools. In order for a student to receive free meals, a new application must be completed each year. Ed. Code 49520

The prices listed below are the district's meal price schedule for the 2011-2012 school year:

<b><u>Student Lunch:</u></b>	Full Price Elementary	\$ 2.25
	Full Price Secondary	\$ 2.50
	Reduced Price Students	\$ 0.00
	Receive meals at no charge	
<b><u>Student Breakfast:</u></b>	Full Price Elementary	\$ 1.25
	Full Price Secondary	\$ 1.50
	Reduced Price Students	\$ 0.00
	Receive meals at no charge	
<b><u>Milk:</u></b>		\$ .50

Prices are subject to change. Please contact your child's school or the District Child Nutrition Office at 473-2325, for additional information.

## SECTION C

### OTHER DISTRICT PROGRAMS AND POLICIES

#### NOTICE OF RIGHTS OF PARENTS AND STUDENTS

California law requires school districts to notify parents/guardians of minor students of their rights and to inform them that they may permit or refuse to permit their child to take part in any of the activities, programs or courses listed in this notice. Please note that the code sections and other state and federal laws regarding each activity, program or course are summarized in this notice.

#### ELIGIBILITY REQUIREMENTS

##### Extracurricular/Co-Curricular Activities For Grades 6 - 12

**Extracurricular activities** are those programs that have all of the following characteristics: (Education Code 35160.5)

1. The program is supervised or financed by the school district.
2. Students participating in the program represent the school district.
3. Students exercise some degree of freedom in the selection, planning or control of the program.
4. The program includes both preparation for performance and performance before an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. (Education Code 35160.5)

**Co-curricular activities** are programs that may be associated with the curriculum in a regular classroom. (Education Code 35160.5)

An activity is not an extracurricular or co curricular activity if either of the following conditions applies: (Education Code 35160.5)

1. It is a teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California.
2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

## Extracurricular/Co-Curricular Eligibility Requirements

The grade point average used to determine eligibility shall be based on grades of the last previous grading period during which the student attended class at least a majority of the time. (Education Code 35160.5)

Students must have a 2.0 GPA each quarter and not be more than two required courses behind grade level to be considered eligible.

**Grade changes made after the Dates of Determination\* will have no impact on eligibility, sports, awards, honors, special recognitions, extra-curricular or co-curricular activities until the next quarter grades have been posted.**

**\*Dates of Determination: Set in August prior to the beginning of each school year (dates are approximately two weeks after the beginning of each quarter).**

A “C-” shall not be considered to be a 2.0 equivalency. A 2.0 average is based on a 4.0 scale with the exception of designated honors courses, which will be on a 5.0 scale. A junior high school may utilize a school policy, which considers citizenship in determining student eligibility.

A+ = 4.3	B = 3.0	C = 2.0	D = 1.0
A = 4.0	B- = 2.7	C- = 1.7	D- = .7
A- = 3.7	C+ = 2.3	D+ = 1.3	F = 0.0
B+ = 3.3			

**High School Students:** An Interdistrict Transfer **may affect athletic eligibility**. Students must be enrolled for a period of 180 school days before being eligible to participate in athletic activities. Check with school principal.

**PARTIAL CREDIT:** Partial credit will be given to students who are unable to complete a full term.

- Partial credit is required for all students.
- Students are required to do assignments. If assignments are done students will receive partial credit based on these standards.
- Students that are absent due to being placed in foster care, court appearances or being homeless must be given an opportunity to make-up work.

**Partial credits can be earned**

Number of Weeks	Credits Earned per Subject
2	.50
3	1.0
5	1.5
7	2.0
8	2.5
10	3.0
12	3.5
13	4.0
14	4.5
17	5.0

Completed work is corrected and graded by the following format:

1. **COMPLETENESS** All work must be completed responsibly and to the best of students' ability.
2. **CORRECTNESS** To receive an
  - “A” grade, at least 90% of the work must be correct.
  - “B” = 80%
  - “C” = 70%
  - “D” – 60%
  - Below 60% correct is an “F” and no credit can be given.

Athletics and other programs at the high school may have eligibility requirements in addition to the above. Please check with the high school principal.

**Required Credits Per Grade Level (Must have to matriculate to next grade level)**

Grade	Credits
9	0-55
10	55-110
11	110-165
12	165-220

## **RETENTION / ACADEMIC SUPPORT**

### **Instructional Assistance/Intervention**

A student identified for retention must attend summer school or other intervention programs unless the parent/guardian declines to have the child participate. As early in the school year as possible, low achieving students will be identified and enrolled in supplemental instructional programs. Sustained supplementary instruction throughout the year may sufficiently advance a student's learning so retention is unnecessary. Services shall not be provided during the regular instructional day if it would result in the student being removed from classroom instruction in the core curriculum.

### **Teacher Justification Against Retention**

The student's regular classroom teacher may determine in writing that retention is not the appropriate intervention or not in the best interest of the student. In such cases, the teacher shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that are necessary to assist the student in attaining acceptable levels of academic achievement.

### **Notification**

When a student is identified as being at risk of retention, the teacher and school administration shall so notify the student's parent/guardian as early in the school year as possible. At each grading period the student's parent/guardian shall be provided an opportunity to consult with the teacher(s) and school administration responsible for the decision to promote or retain the student.

The school administration shall provide a copy of the district promotion/retention policy and administrative regulations to those parents/guardians who have been notified that their child is at risk of retention.

### **The Appeal Process**

The teacher's and school administration's decision to promote or retain a student may be appealed consistent with the Board Policy, administrative regulation and law. The burden shall be on the appealing party to show why the teacher's and school administration's decision should be overruled.

To appeal a teacher's and school administration's decision, the appealing party shall submit a written request to the Superintendent specifying the reasons why the decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion.

Within 15 school days of receiving the request, the Superintendent/designee shall determine whether or not to overrule the decision. Prior to making this determination, the Superintendent/designee may meet with the appealing party, the teacher and the school administrator. If the Superintendent determines that the appealing party has presented sufficient evidence that the decision should be overruled, he/she shall do so.

The decision of the Superintendent shall be final. If the decision of the Superintendent is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections which shall become part of the student's record.

## **PRIVACY RIGHTS OF PARENTS AND STUDENTS REGARDING STUDENT RECORDS**

Pursuant to the "Privacy Rights of Parents and Students Act of 1974" this is to inform you of your rights regarding student records. The rights apply to the parents of minors, and to students age 18 or older (but not to their parents unless they are declaring the student as an income tax deduction). You may request an opportunity to inspect any and all official school records, files, and data related to your child. Students 18 or older have the right to access their records. If information in the file is inaccurate, misleading, or inappropriate, you may request removal of the information or include a statement disputing the material, which you challenge. If the school fails to respond to your request to review these records, you have the right to file a complaint with Student Services and then the State Department of Education.

Other provisions of the federal law restrict the people who have access to the information in student records. School personnel with legitimate educational interests, schools of intended enrollment, specified federal and state education administrators, or those who provide financial aid are entitled to access without your consent. Access may also be obtained without your consent pursuant to court order.

The district maintains several kinds of records. The building principal is responsible for their custody and requests for access must be directed to him/her. Staff members (teachers, counselors, and other student services personnel) have access to the records to review your child's academic, physical, and social development for the purpose of enhancing his/her academic or educational program.

Files may include:

- permanent record of birth information, periods of enrollment, and scholastic records;
- cumulative record of test scores, developmental information, courses of study, and disciplinary notations;
- progress reports;
- attendance file;
- parental restrictions regarding access to directory information;
- transcript;
- suspensions/expulsions;
- SARB letters;
- parental authorization or prohibition of pupil participation in specific programs;
- health records;
- home language survey;
- records required for admission to, and progress in, special education programs;
- teachers' observations and recommendations in regard to educational and social development;
- parental rejoinders to challenge records and disciplinary actions.

The files are reviewed periodically by the staff to insure that information is accurate and appropriate. Removed material is destroyed in accordance with State Law.

## **REVIEW OF PUPIL RECORDS**

You may review the records of your student(s) by making a request to the principal in writing. He/she will see that you are provided explanations and interpretations if requested. In addition, you may receive a copy of any information for a fee as prescribed by Board Policy dated August 1987.

If you believe material is inaccurate or inappropriate, you may request its removal by directing a written statement to the principal. Decisions may be appealed to the district's Custodian of Records.

This district also makes directory information available in accordance with the State and Federal laws. This means that your child's name, birth date, birthplace, address, telephone, major course of study, participation in school activities, dates of attendance, awards, and previous school attended will be available to specified agencies. In addition, height and weight of athletes will be made available. The agencies or persons who may receive the information are as follows:

- State and local law enforcement (All directory information)
- Probation, adoption, child protective agencies (All directory information)
- Potential employers (Age and scholastic record)
- Public/private institutions of higher learning (Name and addresses of graduating seniors or students terminating school)
- Elected officials/Military recruiters (Name and addresses of graduating seniors) If no signed restriction letter on file.
- News media (in conjunction with activities, honors, awards, etc. if no restriction letter on file)
- Local school parents club

## **RELEASE OF NAMES TO MILITARY RECRUITER**

State law (Education Code 49603) provides that the district may not deny military recruiters' access to students if such access is provided to other employers. The National Defense Authorization Act (10 USC 503), effective July 1, 2002 requires the district to provide recruiters with high school student's names, addresses, and telephone numbers, unless parents object.

The district will annually disclose information without prior parent consent. Parents will be notified annually of their right to refuse to authorize such a release.

“Under the Elementary and Secondary Education Act”, the Pittsburg Unified School District is required to release the names, addresses and telephone numbers of students ages 15 years and older to the Military Recruitment Office. **If you do not want us to release your child's information, please complete the form in the back of the handbook and return to the school by the last Friday in September. (September, 2010)**

## **UPON YOUR WRITTEN REQUEST, WE WILL WITHHOLD DIRECTORY INFORMATION ABOUT YOUR CHILD.**

## RESIDENCE

There can be only one residence. The residence of the custodial parent with whom an unmarried minor child lives is the residence of the minor child. The district may require documentation of current custody or guardianship arrangements. Gov. Code 244.

Parents or guardians will be required to verify their address with a current utility bill, proof of home purchase, or a notarized statement from their landlord. Ed. Code 48204.

## 12th GRADE GRADUATION STATUS

Students shall graduate and receive a diploma from the school in which they are enrolled in their senior year. For example, a Pittsburg High School senior who transfers to Riverside High School at the beginning or during their senior school year will graduate from Riverside High School.

The Pittsburg Independent Learning Center is a program in the district. Students completing graduation requirements through PILC will graduate and receive their diploma from their home school. (School they attended prior to transferring to PILC.)

Example:	<u>LAST SCHOOL ATTENDED</u>	<u>WILL GRADUATE FROM</u>
	Riverside High School	Riverside High School
	Riverside Opportunity	Riverside High School
	Pittsburg High School	Pittsburg High School

**No student will be permitted to participate in any graduation ceremony who has not completed all graduation requirements.**

## GRADUATION REQUIREMENTS

The State of California requires that all students graduating from high school have taken at least two years of mathematics; **passing Algebra is part of that requirement.**

REQUIRED COURSE CREDITS			<b>140</b>
ELECTIVE COURSE CREDITS			<b>80</b>
MINIMUM CREDIT REQUIREMENT			<b>220</b>
English			
• I	10		
• II	10		
• III	10		
• IV	10	<b>TOTAL</b>	<b>40</b>
* 1 Year of ELD can count toward 1 year of ELA Credit			
SOCIAL Studies			
• World History	10		
• U.S. History	10		
• Economics	05		
• American Government	05	<b>TOTAL</b>	<b>30</b>

Mathematics <ul style="list-style-type: none"> <li>Students must take two years of mathematics which must include Algebra I</li> </ul>	20	<b>TOTAL</b>	<b>20</b>
P.E.* <ul style="list-style-type: none"> <li>* 10 credits of P.E.</li> </ul>	20	<b>TOTAL</b>	<b>20</b>
Science <ul style="list-style-type: none"> <li>Physical Science: Includes Earth Science, Physical Science, Chemistry, Honors Chemistry, Chemcom, Physics</li> <li>Life Science: Includes Biology, Anatomy, Physiology</li> </ul>	10 10	<b>TOTAL</b>	<b>20</b>
Visual and Performing Arts and/or Foreign Language <ul style="list-style-type: none"> <li>Foreign Language or two semesters of any course from the visual and performing arts course lists.</li> </ul>	10	<b>TOTAL</b>	<b>10</b>
Electives	80	<b>TOTAL</b>	<b>80</b>
<b>TOTAL CREDITS</b>			<b>220</b>

**Pittsburg High School / Riverside High School:** A total of 220 credits are required to graduate with a maximum of 80 credits in any one given school year (for Pittsburg High School and Independent Learning).

### **STATE EXIT EXAMINATION**

Each student completing grade 12 shall successfully pass the **California High School Exit Exam (CAHSEE)** in language arts and mathematics as a condition of high school graduation. Education Code 60851 and 60859

### **COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION**

Education Code 51229 requires that each school year, as part of the annual notification, a school district offering any of grades 9 to 12 provide the parent or guardian of each student enrolled in any of those grades a one-page written notice that includes all of the following:

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a community college you need only be a high school graduate or 18 years of age. In order to attend a CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above. In order to attend UC you must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following web pages:

[www.ccco.edu](http://www.ccco.edu) – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

[www.assist.org](http://www.assist.org) – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

[www.csumentor.edu](http://www.csumentor.edu) – This extensive online site offers assistance to students and their families regarding the CSU system, including the ability to apply online, and links to all CSU campuses.

[www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) – This massive website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: [www.cde.ca.gov/ds/si/rp](http://www.cde.ca.gov/ds/si/rp).

Students may meet with the Counselor at their school to choose courses that will meet college admission requirements or enroll in career technical education courses, or both.

### **PERMISSION FOR PUPILS TO LEAVE SCHOOL GROUNDS**

Neither the school district nor any officer or employee thereof shall be liable for the conduct, nor safety of any pupil, during such time as the pupil has left the school grounds, pursuant to this section. (Section 44808.5)

### **PARENT LIABILITY**

Parents or guardians are liable for the willful misconduct of their minor children, which results in death or injury to other students or to school personnel, or damage to school property. Such liability shall not exceed \$25,000. Ed. Code 48909

### **CHILD ABUSE AND NEGLECT**

Child abuse is any physical injury inflicted on a child other than by accident, willful infliction of unjustifiable physical pain or mental suffering, inappropriate touching, filming or photographing of students. Penal Code 273a, § 11165.1.

Neglect is failure to provide necessary food, clothing, shelter, supervision, and medical care (except in the case of treatment by spiritual means). Penal Code 270, § 11165.2

## **REPORTING REQUIREMENT FOR ALL STAFF FOR POSSIBLE CHILD ABUSE**

California's child abuse reporting law mandates that all **teachers, administrators, classified employees, or other staff** and others whose job responsibilities include direct supervision of youth have a duty to report suspected child abuse or neglect to a police or sheriff's department, county probation department or a county welfare department. These individuals must report their suspicions immediately by phone and submit a written report within 36 hours. Penal Code § 11165.7

If upon further investigation, it appears that the person making the child abuse is mistaken that person cannot be held liable for the mistake. Penal Code § 11165.7

When a report of suspected child abuse or neglect is made, Child Protective Services (A branch of the California Department of Social Services) must immediately assess the child's safety. A child in serious danger will be removed from the home at once and a case plan will be developed with the ultimate goal of safely reuniting the family. The state may require counseling or parenting classes. If the child cannot return home safely, the child will stay in foster care and eventually be freed for adoption.

## **TEMPORARY DISABILITY**

A pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent or guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. Education Code 48207

**Presence of Pupils with temporary disabilities in qualifying hospitals:** It shall be the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside pursuant to Section 48207 of the pupil's presence in a qualifying hospital. Education Code 48208.

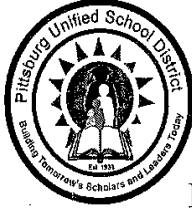
## **MEDICAL AND HOSPITAL INSURANCE**

Parents, at their own expense, will need to purchase Medical/Dental Accident Insurance for their pupils who may be injured at school, at school sponsored events or while being transported to field trips and excursions. State law requires that any student wishing to participate in interscholastic sports must have, prior to being allowed to participate, adequate insurance protection for medical and hospital expenses resulting from accidental bodily injuries. Education Code 49472

**(SEE NEXT PAGE)**

## **BICYCLE HELMET LAW**

California lawmakers passed a bicycle helmet law, which provides for a \$25.00 fine to parents who do not enforce the wearing of a safety helmet by their children, when riding their bicycles. Call your school office to obtain information regarding specific requirements for your child riding his/her bicycle to school.



# PITTSBURG UNIFIED SCHOOL DISTRICT

2000 RAILROAD AVENUE · PITTSBURG · CALIFORNIA 94565

**Enrique E. Palacios, Associate Superintendent of Business Services**

PHONE: (925) 473-2302

FAX: (925) 473-4273

## IMPORTANT BULLETIN TO PARENTS

### STUDENT ACCIDENT INSURANCE 2011-2012

The District has reviewed available accident insurance programs and has selected Student Insurance to provide and administer coverage for the 2011-2012 school year. This insurance is made available to you because the **PITTSBURG UNIFIED SCHOOL DISTRICT does not provide medical and dental insurance for pupils injured on school premises or through school activities.**

The purpose of this insurance is to provide assistance at a minimum cost to meet some of the expenses for accidental injury. The program does not provide unlimited coverage, but does offer assistance in the event of an injury.

Three levels of coverage are available for parents to purchase. The "High Option" is recommended if your child has no family coverage or if your private coverage has a high deductible. All plans are available on a "School Time," "Tackle Football Only" or "24-Hour" (all day, everyday) basis. The "24-Hour Dental Accident" plan may be used to help complete your child's insurance or can be provided by itself.

**IMPORTANT:** While participation in these insurance plans is voluntary, you should be aware that *State Law requires that any student wishing to participate in interscholastic sports must have, prior to being allowed to participate, adequate insurance protection* for medical and hospital expenses resulting from accidental bodily injuries.

To enroll your child/children in the accident insurance plan, you must contact your school to request a Student Insurance application. Complete the application, enclose payment and follow the instructions on the brochure. We urge you to read the brochure thoroughly so there is no confusion regarding the type of coverage you will be provided.

If you have questions about a claim, please contact **Student Insurance at 1-800-367-5830.**

Sincerely,

Enrique E. Palacios  
Associate Superintendent

## **RIGHT TO EXCUSE FROM SEXUAL HEALTH EDUCATION AND AIDS/HIV PREVENTION INSTRUCTION**

A parent or guardian of a pupil had the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education and assessments related to that education.

## **CORPORAL PUNISHMENT**

Corporal punishment shall not be administered to a pupil by any school staff member.

## **TESTS ON PERSONAL BELIEFS**

Without the written notice and written consent of a parent/guardian, no student shall be given any test, survey, questionnaire or examination containing questions about personal or family beliefs or practices in sex, family life, morality or religion (Education Code 60620)

## **AHERA NOTIFICATION**

To all Pittsburg Unified School District Employees, Parents, Students and Employee Representatives:

This is the District's annual update of our compliance with the Asbestos Hazard Emergency Response Act (AHERA). The act requires us as a school District to inspect all our school buildings for asbestos containing materials (ACM). A management plan has been developed which outlines how asbestos materials are to be handled in each school building (abate, encapsulate or M & O).

There are various types of asbestos materials located in District buildings (floor tile, ceiling sprayed on materials, hot pipe wrapping or thermo system insulation, roofing shingles, plus others.) These friable and non-friable materials are managed through abatement methods. Friable materials can be crushed with hand pressure as opposed to non-friable materials. In an undisturbed state these materials are not harmful to students or staff. The District will continue, as it has in the past, to monitor, abate, or repair any asbestos containing materials that require action.

Copies of the management plan and inspection reports are available upon request, for review, at each school office. The entire District plan is located at 3200 Loveridge Road, Pittsburg, CA 94565.

Anyone wishing more information regarding the District AHERA Management Plan, should contact the Director of Maintenance, Operations Transportation and Facilities, at (925) 473-2362

## **Policy Regarding Confiscated/Abandoned Student Property**

**AR 3270**

Items that are confiscated or abandoned at any school site will be disposed of if the student/parent has not picked up the item by October 1 of the following school year.

## **PARENT INVOLVEMENT POLICY**

**Board Policy 6020  
Admin Reg. 6020**

Pittsburg Unified School District views as essential to the academic success of all students the involvement of parents and guardians in the education of their children. The district welcomes the participation of parents in support of learning and believes that parent involvement improves student performance. It is the policy of Pittsburg Unified School District to maintain ongoing communications with parents regarding their opportunity for involvement in decision making, their children's eligibility for special programs, their children's progress, the professional qualification of their child's teacher, and the status of their children's schools.

Pittsburg Unified School District will develop jointly with, agree on with, and distribute to, parents of participating students, a written parent involvement policy. The policy shall be incorporated into the district's Local Educational Agency's plan developed under section 1112.

If the Local Educational Agency's plan for Title1, Part A, developed under section 1112 of the ESEA, is not satisfactory to parents of participating students, the district will submit parent comments with the plan when the district submits the plan to the State Department of Education.

Pittsburg Unified School District will involve parents of participating students in decisions about how the 1 percent of Title1, part A funds reserved for parental involvement is spent, and will ensure not less than 95 percent of the one percent reserved goes directly to the schools.

Pittsburg Unified School District and its schools will provide information in an understandable and uniform format, and to the extent practicable, in a language that parents can understand. To the extent practicable, the district and its schools will provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including information and school reports under section 1111 in an understanding and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

Pittsburg Unified School District will work with its schools to ensure that the required school level parent involvement policies meet the requirements of section 1118(b) and each school include, as a component, a school-parent compact consistent with section 1118(d).

Adopted: Jan-14-1987

Revised: Feb-08-2006

## **FIREARMS/WEAPONS POLICY**

**Board Policy 5131.7**

The Governing Board desires students and staff to be free from danger presented by firearms and other weapons.

The Board prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at a school-related or school-sponsored activity away from school, or while going to or coming from school.

Students possessing or threatening others with a weapon, dangerous instrument or imitation firearm are subject to suspension and/or expulsion in accordance with law.

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

The principal or designee shall notify law enforcement authorities when any student possesses a weapon without permission or commits any act of assault with a firearm or other weapon.

The Board encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The strategy shall also provide a method of informing staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

#### **GUN- FREE SCHOOLS ACT POLICY**

**Board Policy 5131.71**

The Governing Board desires students and staff to be free from danger presented by guns/firearms being in a school zone.

Any Person who possesses a firearm in a place that the person knows, or reasonably should know, is a school zone, "School Zone" means an area in, or on the grounds of, a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive, or within a distance of 1,000 feet from the grounds of the public or private school, shall be punished.

Any Person who violates the Gun Free Schools Act of 1995 by possessing a firearm in, or on the grounds of, a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive, shall be punished by imprisonment in the state prison for two, three, or five years.

#### **TOBACCO POLICY**

**Board Policy 5131.62**

Students shall not smoke or use tobacco, or any product containing tobacco or nicotine, while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (Education Code 48901)

The district shall provide developmentally appropriate tobacco use prevention instruction for students in grades k-12. The Superintendent or designee also may provide students with counseling and other support services to assist in the prevention or reduction of tobacco use. Because of the additional health risks of tobacco use for prenatal development, the district shall provide outreach, motivational and other support services to prevent or reduce tobacco use among pregnant and parenting minors.

Information about smoking cessation programs shall be made available and encouraged for students and staff. (Health and Safety Code 104420)

## **PREGNANT, PARENTING, OR MARRIED STUDENTS**

## **Board Policy 5146**

The Governing Board recognizes that pregnancy or parenting may disrupt students' education and increase the chance of a student dropping out of school. The Board therefore desires to provide instruction and services designed to assist in pregnancy prevention.

The Board also desires to support pregnant and parenting students to attain strong academic and parenting skills and to promote the healthy development of their children. Pregnant and parenting students in the district shall have the same educational and extracurricular opportunities as all students. Participation in special programs or schools shall be voluntary. *(cf. 0410 - Nondiscrimination in District Programs and Activities)*

The goals for the District program serving pregnant and parenting students shall be to provide continuity in education, increase attendance rates, enable achievement of district academic standards, increase promotion rates and reduce the incidence of repeat pregnancies for minors. *(cf. 5113 - Absences and Excuses)*

The instructional program provided for pregnant or parenting students shall be determined on a case-by-case basis and shall be appropriate to the student's individual needs. The student may continue attending school in the regular classroom or continuation education setting, may attend a separate program established for pregnant students, may attend a home hospital instruction or independent study program. *(cf. 6158 - Independent Study)*

The Superintendent or designee may grant students a leave of absence due to pregnancy, childbirth or abortion for as long as it is deemed medically necessary. At the conclusion of the leave, the student shall be reinstated to the status she held when the leave began. (34 CFR 106.40)

Pregnant and parenting students also may request exemption from attendance because of a physical or mental condition or because of personal services that must be rendered to a dependent. (Education Code 48410)

### **Pregnancy Prevention**

The Superintendent or designee shall ensure that age-appropriate, culturally and community-sensitive instruction and services are available to assist in the prevention of pregnancy among minors. The district's program shall be based on strategies that have proven effective in delaying the onset of sexual activity and reducing the incidence of pregnancy among school-age youth.

Instruction shall include information regarding the consequences of pregnancy upon both the mother and father, including the effect upon future educational and employment opportunities; the meaning of parental responsibility and its effect upon one's personal life; strategies for resisting peer group pressure; and abstinence as a method of pregnancy prevention. Such instruction may be incorporated into health and social science classes or other appropriate courses. *(cf. 6143--Courses of Study)*

### **Married Students**

For school-related purposes, married students under the age of 18 are emancipated minors and have all the rights and privileges of students who are 18, even if the marriage has been dissolved. (Family Code 7002)

## SECTION D

### HEALTH and SAFETY

#### PHYSICAL EXAMINATIONS

A physical examination will not be required of a child if a parent has filed written objection to such examination for the current school year. However, it should be noted that the child may be sent home if he/she is believed to be suffering from a recognized infectious or contagious disease. Ed. Code 49451

#### ENROLLMENT PHYSICALS

The Pittsburg Unified School District's adopted policy requires all kindergarten children to have a physical exam before entering school in September. The law requires a health examination certificate approved by the Department of Health Services be presented to the school by the parent or guardian within 90 days after the child's entry into school. (Mandated Child Health and Disability Prevention "CHDP", Board Policy 5111)

To be eligible for enrollment in kindergarten a child must be four (4) years and nine (9) months of age on or before September 1 of the current school year (five years of age on or before December 2 of the current school year).

To be eligible for enrollment in first grade a child must be five (5) years and nine (9) months of age on or before September 1 of the current school year (six years of age on or before December 2 of the current school year).

A certificate of the child's birth will be required as evidence of age. Legal evidences of age, in order of desirability, are as follows:

1. Certificate of birth
2. Passport
3. Immigration certificate

**Pupils applying for admission into kindergarten shall show evidence of meeting statutory physical examination requirements** by a physician licensed to practice in the state of California, or pediatric nurse practitioner under the direction of such licensed physician within six months prior to the start of the kindergarten school year, usually March 1. Pupils may be admitted conditionally into Kindergarten. Students who were previously enrolled in state head start or preschool may be admitted conditionally for the kindergarten year. It is understood that physical examinations and required immunizations be obtained simultaneously. If a physical has been completed before the March 1 date and cannot be done again due to insurance/doctor reasons, you must obtain a letter from the doctor, doctor's office or insurance company that states when the last physical was, and when the next one can be obtained.

Pupils enrolling in first grade having not attended kindergarten in any district shall be required to show evidence of the same physical examination requirements as initially enrolling kindergarten students. The examinations shall have been given within 18 months prior to entrance into first grade. Pupils may be admitted conditionally into first grade.

Other conditions and regulations regarding conditional admission into and exclusion from school can be found in district policies about the child health and disability prevention program.

## HEARING AND VISION SCREENING

Evaluation of hearing and vision of children is conducted by trained personnel, upon first enrollment and at least every third year thereafter. The evaluation may be waived upon presentation of an appropriate certificate from a physician or optometrist. Ed. Code 49452

## SCREENING FOR SCOLIOSIS

California regulations require that all seventh grade female students and all eight grade male students be screened for scoliosis (lateral curvature of the spine) by specified individuals. Parents who do not wish their children to be screened may sign a waiver. Ed. Code 49452.5

## ASSISTANCE WITH MEDICATION

When a child is required to take medication during the regular school day, the parent or guardian may request assistance of designated school personnel in administering the medication. To provide this assistance, the school must receive written instructions from the prescribing physician and a written request from the parent or guardian. Ed. Code 49423

## IMMUNIZATIONS

- Parents or guardians must file written permission before their child may participate in any immunization program. Ed. Code 49403 and Health & Safety Code 120345
- No person may be admitted as a pupil of any school in the district unless prior to his/her **first admission** to school he/she has been fully immunized:

<b>Polio (Trivalent oral)</b>	<b>At least four (4) doses</b>
<b>Diphtheria, Tetanus, Pertussis (DPT)</b>	<b>At least four (4) doses</b>
<b>Measles, Mumps and Rubella (MMR)</b>	<b>Two (2) doses of measles and at least one dose of mumps and rubella</b>
<b>Hepatitis B</b>	<b>Three (3) doses</b>
<b>Varicella</b>	<b>One dose or health care provider-documented varicella disease</b>

- **A pupil who cannot demonstrate evidence of having received these required immunizations will not be admitted to school.**
- Pupils entering a California school for the first time must provide a written immunization record of receipt of each required vaccine dose (or of any exemptions to the immunization requirements). This record must show the date (at least the month and year) of receipt of each dose. Parents/guardians who do not have immunization records for their children no longer have the option of simply filling in and signing the California School Immunization Record (PM 286). They are to be referred to a physician, nurse or department to obtain a written immunization record for presentation at school entry. Health & Safety Code 120430

A child will be admitted unconditionally to school without these immunizations if the parent or guardian files a letter with the school stating that immunization is contrary to his/her belief. The back of the Blue Immunization Card must be signed by the parent/legal guardian.

Health & Safety Code 120365. However, whenever there is good cause to believe that the person has been exposed to one of the communicable diseases listed in subdivision (a) of Section 120325, that person may be temporarily excluded from the school or institution until the local health officer is satisfied that the person is no longer at risk of developing the disease.

- **All children entering 7<sup>th</sup> grade will be required to have:**
  - **3 Doses of Hepatitis B Vaccine: 3 shots over a six-month period.**
  - **Measles containing vaccine: 2 doses  
(One dose must be MMR; both doses must have been given on or after the first birthday and spaced at least 4 weeks apart.)**
  - **Tetanus-diphtheria booster (Td): If more than 5 years since their previous dose of any tetanus-diphtheria vaccine.**

***\*\* NEW VACCINE REQUIREMENT: Starting in the 2011-2012 school year, each student in grades 7-12<sup>th</sup> must have the required Tdap booster. Proof of this immunization must be shown to the school upon enrollment or before school starts.***

## **HEAD LICE**

**(Pediculus Humanus Capitis)**

**The district complies with a “NO LICE” policy. As long as a student has live lice, they are not to return to school.**

Head lice (pediculus humanus capitis) are highly contagious and may be difficult to control. When you are notified that your child shows signs of head lice, **DON’T PANIC**. Playing with others, a simple exchange of hats, clothing, combs or other personal items can lead to the transmission of lice from one person to another. However, you can have your child free of lice by using the following steps to eliminate an infestation:

### **“Steps to Eliminate Head Lice”**

- **Step 1: Kill The Lice**

Check with your health care provider or pharmacist regarding medicated shampoos that kill head lice. These shampoos do kill the adult louse but no lice control product will kill 100% of nits (eggs).

New products are coming to the market often. Your pharmacist is knowledgeable of the best products currently available. The most important components of head lice control are a single treatment and then reapplication if live lice are found 7-10 days later. Nit combing should also be performed. Head lice that are resistant to some of the commonly used insecticides in head lice shampoos have been found in California and therefore not all lice may be killed by treatment. Combing and removal of nits may help reduce the duration of infestation. The California Department of Health Services recommends the combination of treatment and nit combing.

○ **Step 2: Remove Nits (Eggs)**

Nits are the primary symptom in helping to determine the presence of head lice. Nits can be easier to locate than the adult louse. When first laid, nits are attached to hair near the scalp. They are light in color and oval shaped and can be found throughout the hair, especially at the back of the neck, behind the ears, and at the top of the head. These eggs can be difficult to remove because of a sticky substance that glues them to the hair shaft. Nit removal is a critical step in the lice control process and the key to effective treatment. Work in a well-lit area for maximum viewing of nits. Total nit removal will also make it easier to spot any reinfestation.

**Some Hints for Using a Nit Comb**

1. Work with small sections of hair, one inch or smaller.
2. Keep teeth deep in hair from scalp to hair's end.
3. Clean comb after each use.
4. Dampen hair with spray bottle to maintain moisture.
5. Adding a conditioner may make combing easier.

○ **Step 3: Clean Up Environment**

- ✓ Machine wash all bed linens, clothes, towels, etc. in hot water and dry at least 20 minutes on hot cycle in dryer.
- ✓ Store all other exposed items (bike helmets, stuffed toys, etc.) in plastic bags for 2 weeks.
- ✓ Vacuum all affected areas thoroughly and discard bag.
- ✓ Disinfect combs, brushes, barrettes, etc. by soaking them in hot water (130 F) for 15 minutes.

**LICE FACTS**

- ➔ Head lice are tiny human parasites that live on the scalp and can cause itching and scratching. They lay their eggs (nits) on hair shafts. Lice have been passed from human to human for thousands of years.
- ➔ Most lice infestations occur in children 1 - 12 years of age.
- ➔ Their primary means of transmission is head-to-head contact. They can also be passed from person to person on clothing, bed linens and with the sharing of hats, combs, etc.
- ➔ Having lice is **NOT** a sign of uncleanliness.
- ➔ Lice are fast-crawlers. They **DO NOT** jump or fly.
- ➔ The adult louse lives about one month.
- ➔ Lice eggs (nits) hatch within one to two weeks.
- ➔ No lice control product will kill 100% of nits despite label claims.
- ➔ Lice **CANNOT** live on pets. **DO NOT treat your pets for human lice!**

## **SECTION E**

### **TRANSPORTATION and FIELD TRIPS**

**We would like to encourage students to carpool due to the traffic congestions and street closures.**

#### **TRANSPORTATION**

Riding the bus is a privilege. Rules must be followed or the privilege may be revoked. It is in your child's interest that we work together to ensure safe transportation to and from school for all students.

#### **BUS RULES**

1. Students are not to arrive at the bus stop earlier than 5 minutes before scheduled departure time.
2. Items such as radios, electronic equipment, aluminum cans, glass, animals, insects, reptiles, skateboards, athletic equipment (bats, balls, baseballs, basketballs, etc.) or other unsafe items shall not be transported to school on the bus.
3. Pre-schoolers and Kindergarten students should not be at the bus stop unless supervised by a responsible adult.
4. Foul or inappropriate language is not allowed.
5. Students must follow directions of the bus driver.
6. Students must stay in their assigned seat.
7. Students must keep all body parts inside the bus.
8. No pushing, shoving, cutting, horseplay or fighting will be tolerated at any time.

#### **BUS DISCIPLINE**

- a. When a rider is guilty of a first offense of misconduct, the rider will be issued a citation by the driver and reported to the Principal or Vice Principal for appropriate discipline.
- b. Upon a second offense of misconduct, the transportation supervisor will contact the parent and set up a meeting. The meeting will consist of the parent, child, principal, bus driver and the transportation supervisor.
- c. Upon a third offense of misconduct, the rider may be denied transportation services for one month.
- d. Upon a fourth offense of misconduct, the rider may be denied transportation services for the remainder of the school year.

**The following inappropriate behavior will result in automatic suspension of busing privileges:**

1. Physical harm to another student or threat of physical harm.
2. Property damage (vandalism).
3. Refusal to obey bus driver.
4. Disruption to the bus driver and others.
5. Any rider who creates a safety hazard on the bus will be removed without consideration of prior offenses.
6. Any offense as listed on the **“School Bus Conduct Report”**.

**EXTRA CURRICULAR ACTIVITIES AND FIELD TRIPS**

All bus procedures and consequences remain in effect for field trips or other school related activities.

On all school-sponsored field trips, excursions and athletic events, provisions must be made for proper supervision of students by school employees. Parents may assist in supervising students as chaperones, but they may not bring other children along on the bus. Parents/guardians may provide transportation for a school-sponsored trip, provided the parent shows proof of proper insurance coverage and the proper district forms have been completed and are on file with the principal.

On those occasions where parents elect to provide their own transportation for a school-sponsored trip and elect to bring siblings, the parents are doing so at their own risk. The District will not accept responsibility or liability.

**APPEAL PROCESS**

Any denial of transportation services may be appealed. The order of appeal shall be:

1. Principal and Assistant Director of Transportation
2. Director of Student Services
3. Superintendent

**Pittsburg Unified School District**  
**School Bus Conduct Report**

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

Route: \_\_\_\_\_  
 AM          Noon          PM

Dear Parents: \_\_\_\_\_

School \_\_\_\_\_

This report is to inform you of disciplinary action taken as a result of your student's actions which jeopardized the safety and well-being of all students on the bus. We urge you to support this corrective action by impressing upon your student the need for safety on our school buses.

\_\_\_\_\_ Has been cited for the infraction of the rules listed below:  
 (Student's Name)

- \*Failed to obey the instructions of the bus driver. \_\_\_\_\_
- \*Threw an object(s). \_\_\_\_\_
- \*Possessed dangerous weapons/objects. \_\_\_\_\_
- \*Fought, wrestled or scuffled on bus. \_\_\_\_\_
- \*Extended arm/hand/limb from door/window or bus. \_\_\_\_\_
- \*Standing/changing seats while bus is moving. \_\_\_\_\_
- \*Possessed matches, incendiaries, etc. \_\_\_\_\_
- \*Used emergency exit without permission \_\_\_\_\_
- \*Vandalism of property. \_\_\_\_\_
- \*Threatened/harmed driver/rider. \_\_\_\_\_
- \*Disruption (Driver had to stop bus to regain order.) \_\_\_\_\_
- \*Possessed alcohol, tobacco, or drugs. \_\_\_\_\_
- \*Used vulgar/profane language on the bus. \_\_\_\_\_
- \*When necessary to cross the road, refusal of student to cross the road  
 10 feet in front of the bus and as directed by the driver. \_\_\_\_\_
- Eating, drinking or chewing gum. \_\_\_\_\_
- Possessed glass container or object. \_\_\_\_\_
- Impeded movement of bus. \_\_\_\_\_
- Other (*see* definition under description of incident) \_\_\_\_\_
- Pupils shall have "*written*" permission to leave the bus  
 other than at the school or their designate. \_\_\_\_\_
- Pupils shall be on time for their bus a.m. & p.m. \_\_\_\_\_

**Any violation marked with an asterisk (\*) will result in loss of transportation service with no previous citations.**  
 This is the first citation. Please consider it a warning. Please review the importance of the school bus "Code of Conduct" with you student. Please **sign** this citation to insure you received it, and return it to the principal.

This is the second citation. There will be a **mandatory** meeting with the parent, the student, the principal, transportation supervisor and bus driver to come to an agreement about proper riding practices.

**This is the third citation. There will be a suspension of bus riding privileges effective \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.  
 Riding privileges will resume on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.**

**This is a severe infraction. There may be a suspension of bus riding privileges for up to one year. This suspension will begin on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_. Riding privileges will resume on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.**

A conference is required from the District. You will be notified as to the actual date of this conference. (Date/Time within two (2) school days.)

Driver's Signature \_\_\_\_\_

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

Principals' Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

This citation **must** be signed by parent/guardian and returned to the school office the following day after receiving citation or a parent conference will be requested.

White/Principal    Yellow/Transportation Department    Pink/Parent    Goldenrod/Signed & Returned To School

## SECTION F

### TRANSFERS

#### **INTRADISTRICT OPEN ENROLLMENT**

AR 5117.1(a)

Attendance at a School within the Pittsburgh Unified School District

1. The Governing Board desires to provide options that meet the diverse needs, potential and interests of district students and shall annually review enrollment options.
2. Students who reside within the district's boundaries may apply for enrollment in any district school. The Superintendent or designee shall determine the capacity of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area.
3. The district will not provide transportation outside the school's attendance area if attendance is based upon a parent request to attend a school outside the student's attendance area.  
The Superintendent or designee shall develop the necessary regulations for implementing this policy.

#### **ENROLLMENT PRIORITIES**

For the purpose of these regulations, caregiver affidavits shall be construed to verify residence in the district only. Caregiver affidavits will not be accepted for the purpose of circumventing the requirement of residence within a school's attendance area. The following is the priority order in which students will be enrolled in a school:

1. Students who reside within a school's attendance area;
  2. Students overflowed out of the resident school during the previous school year;
  3. Students enrolled into Bilingual and/or Dual Immersion programs;
  4. Students with previously approved open enrollment placements;
  5. Siblings of students with previously approved open enrollment placements;
  6. All new open enrollment applicants on a lottery basis;
  7. New students anticipating a move to the district within 40 school days who have an approved interdistrict transfer and acceptable proof of a pending move;
  8. Students already enrolled in the district with an approved interdistrict transfer as long as they continue to meet the criteria of satisfactory attendance, academics and behavior;
  9. New interdistrict transfer requests with priority given to students whose parents/ guardians are employed within district boundaries.
- Open enrollment shall be granted annually on a space available basis at the receiving school.
  - No student currently residing within a school's attendance area shall be displaced by a student on open enrollment. (Education Code 35160.5)
  - Students who move into an attendance area will be reassigned to another school if their grade level is at maximum capacity at their new school of residence.
  - The Governing Board retains the authority to maintain appropriate racial and ethnic balances among district schools. (Education Code 35160.5)
  - Students on open enrollment will be required to apply for open enrollment transfer each year during the District open enrollment period. Transfer requests will be considered only after all students residing in the school's attendance area have been accommodated.
  - If it becomes necessary to displace students on open enrollment at any grade level, students will be displaced in an inverse order (last in, first out) of their acceptance.

## **SELECTION PROCEDURES**

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of these schools and open enrollment applications shall be available at all school offices.
2. **Open enrollment application period shall be March 1<sup>st</sup> through April 1<sup>st</sup>, for all Elementary Schools, unless otherwise announced by the district.**  
**For the Middle/Jr. High Schools the Open Enrollment Application Period will be January 15 through February 15, unless otherwise announced by the district.**
3. All students who submit applications to the district by the end of the open enrollment period shall be considered for admission to their school of choice the following school year under the district's open enrollment policy.
4. Enrollment in a school of choice shall be determined by lot from the eligible applicant pool. A rank order shall be established to indicate the order in which students will be accepted. Refer to prior page for priority placements.
5. The Superintendent or designee shall inform applicants by mail as to whether their applications have been approved or denied. If the application is denied, the reasons for denial shall be stated in writing.
6. Applicants who receive attendance approval must confirm their enrollment within two weeks. Once attendance has commenced, students must remain at the school of choice for at least one full year, unless they no longer meet attendance, behavioral or academic conditions.
7. Schools shall be notified of students approved for open enrollment no later than May 1st of the application year, unless otherwise announced by the district.

## **CANCELLATIONS**

A student's open enrollment may be canceled if his/her grades, attendance or behavior interferes with the student's educational progress. Cancellation of student open enrollment shall occur at any time deemed necessary by the open enrollment school.

## **APPEAL PROCESS**

When an open enrollment intradistrict application is denied, the parent/guardian may appeal to the Director of Student Services. An answer will be given in writing either approving or denying the appeal. The response will state the reason for approval or denial.

## **Elementary and Secondary Education Act (ESEA) Unsafe School Choice Option (USCO)**

Students who attend a persistently dangerous school and students who are victims of a violent criminal offence (serious physical injury), while in or on the ground of a Pittsburg Unified School will be allowed to attend another Pittsburg Unified School District safe school as mandated by U.S. Department of Education (USCO) under the Elementary and Secondary Education Act. (ESEA)

This form is available at any school site, please do not use this copy.

PITTSBURG UNIFIED SCHOOL DISTRICT
OPEN ENROLLMENT INTRADISTRICT TRANSFER REQUEST

NEW \_\_\_\_\_
CONTINUING \_\_\_\_\_
20\_\_\_\_\_/20\_\_\_\_\_

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Assigned School \_\_\_\_\_ Requested School \_\_\_\_\_

(SCHOOL USE ONLY)
STUDENT ON OVERFLOW TO: \_\_\_\_\_

GENERAL OPEN ENROLLMENT RULES:

- 1. OPEN ENROLLMENTS SHALL BE GRANTED ON A SPACE AVAILABLE BASIS AT THE REQUESTED SCHOOL.
2. APPLICANTS WHO RECEIVE AN APPROVAL MUST CONFIRM THEIR ENROLLMENT WITHIN TWO WEEKS. ONCE STUDENT BEGINS SCHOOL, THEY MUST REMAIN AT THE REQUESTED SCHOOL FOR AT LEAST ONE SCHOOL YEAR.
3. THE DISTRICT WILL NOT PROVIDE TRANSPORTATION TO A SCHOOL OUTSIDE OF THE ASSIGNED ATTENDANCE AREA. STUDENTS APPROVED ON OPEN ENROLLMENTS DO NOT RECEIVE DISTRICT TRANSPORTATION. THE PARENT/GUARDIAN IS RESPONSIBLE FOR PROVIDING TRANSPORTATION. (FOR DUAL IMMERSION, PLEASE CONTACT THE SCHOOL)
4. MY CHILD IS IN THE FOLLOWING PROGRAM (PLEASE INDICATE BELOW):

Table with 6 columns: Special Ed, GATE, ESL, Resource, Dual Immersion, Other

REASON (This portion MUST be filled out):
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

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

\*\*\*\*\*

DISTRICT ACTION: GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_ HOLD \_\_\_\_\_ Random # \_\_\_\_\_

REASON FOR DENIAL OR HOLD:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Director of Student Services \_\_\_\_\_ Date \_\_\_\_\_

White/Student Services Yellow/Receiving School Pink/Sending School Goldenrod/Parent O/Forms/OE Stu Serv

## **INTERDISTRICT TRANSFERS**

Request to **go outside** or to **come into** the Pittsburg Unified School District

### **BOARD POLICY**

**B.P. 5117**

#### **Students**

The Board of Education recognizes that students who reside in one district may wish to choose to attend school in another district and that such choices are made for a variety of reasons.

The Board desires to communicate with parents/guardians and students regarding the educational programs and services that are available in the district.

The Superintendent or designee may approve interdistrict attendance agreements with other districts on a case-by-case basis to meet individual student needs. *Absent unusual and compelling reasons, interdistrict transfers **out of the district** will be denied.*

Work related requests are not considered interdistrict transfers. These requests relate to residency requirements, and follow the procedures as described in Education Code 48204.

Transfers are processed beginning on April 1<sup>st</sup>, and continue throughout the school year.

### **GUIDELINES FOR INTERDISTRICT REQUESTS**

**A.R. 5117**

1. All requests for Interdistrict agreements shall be submitted to the Superintendent or Designee beginning on April 1<sup>st</sup>, and continue throughout the school year.
2. Interdistrict transfers may only occur when space is available.
3. Interdistrict transfers to another District shall only be granted for unusual and compelling reasons as determined by the Superintendent or superintendent designee
4. If the request for an Interdistrict Transfer is denied by the Pittsburg Unified School District Board of Education, the parents have the right to appeal the denial to the County Board of Education and this decision will be binding on both parties. During the appeal, students will remain at their current school.

**Interdistrict Attendance Transfers (coming in )may be granted for the following reasons:**

- A. Junior/Senior Privilege
  - 1. To allow students who have started the 11th grade to remain and graduate with their classmates.
    - a. The student must have started the junior year at the requested school of attendance. In that case the student may be allowed to attend the remainder of the junior year.
    - b. The student who has completed the junior year at the requested school of attendance may be allowed to complete their senior year at the requested school of attendance.
    - c. In either case above, the student must be making satisfactory progress toward graduation and have satisfactory behavior.
- B. Students completing the highest grade in an elementary and junior high school.
  - 1. Elementary and junior high school students completing the highest grade in an elementary or junior high school.
    - a. The student must have attended the school the prior year.
    - b. Granting the transfer will not create a hardship on the student or the school.
    - c. For safety reasons verifiable by school/district staff.
- C. All required applications of law.
  - 1. Work Related: An elementary school pupil, one or both of whose parents or legal guardian, is employed within the boundaries of that school district.
  - 2. Childcare: An elementary school pupil's childcare is provided by an individual or childcare facility within the boundaries of the requested district. (Please note: The district reserves the right to place students at a district school where there is space in the appropriate grade level. An approved transfer confirms space in the district, not at a given school.)
- D. Parents have documented proof of an intended move.
  - 1. Parents planning to relocate to or from school district:
    - a. Present a notarized landlord's statement verifying the family will occupy within 30 days.
    - b. Present evidence of a pending purchase (escrow papers) from a title company indicating purchase will close within 60 days.
  - 2. Students already enrolled in the district whose permit request is denied when a move to another district has occurred, may remain in the district upon written appeal to the County Board of Education until all appeals are exhausted.
  - 3. The Superintendent or Designee may consider other evidence from other agencies, when presented in a written statement of facts and circumstances.
- E. Special or unusual circumstances, which make attendance of a student in school outside his/her area of residence NECESSARY.

**Interdistrict attendance transfers (to another district) will be granted for the following reasons:**

1. Student has attended requested school in previous years and will complete the highest grade level offered at the requested school.
2. No space exists in required grade level within Pittsburg Unified School District.
3. There is no space available in a class that is required for a graduating senior.
4. Student is required to attend a Special Education program that is not currently offered in the Pittsburg Unified School District.
5. Student has been attending another district for at least 3 school years, consecutively, under an approved interdistrict transfer from the Pittsburg Unified School District.
6. Student was in attendance at another public high school during the prior school year, and wishes to continue at that high school.
7. Student is a kindergarten student and has licensed day care outside the district. These transfers will be approved for one year only.

**Denial or Revocation of Interdistrict Transfer Requests**

The parent/guardian of a student who is denied a transfer requested pursuant to Education Code 46600-46601 shall receive timely notice, in accordance with law, regarding the process for appeal to the County Board of Education. This notice shall be provided by the district denying the request, or in the absence of an agreement between the districts, by the district of residence.

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. Education Code 46601

The district may revoke a student's enrollment if he/she is recommended for expulsion pursuant to Education Code 48918, or if the student's attendance, grades and/or behavior do not meet district standards.

The district may deny a transfer under the alternative interdistrict attendance program if:

1. The Board determines that the transfer into or out of the district would negatively impact a court-ordered or voluntary desegregation plan of the district.
2. The transfer into the district that would require the district to create a new program to serve that student.

**Transportation Out of the District:**

The district shall not provide transportation outside the school's attendance area.

Administrative Regulation

Revised: 1985

Revised: 1993

Revised: 1998

Revised: 2000

Revised: 2008

**DO NOT USE COPY ONLY,  
FORMS AVAILABLE AT  
STUDENT SERVICES**

**PITTSBURG UNIFIED SCHOOL DISTRICT  
INTER-DISTRICT TRANSFER REQUEST**

Office Use Only:

Stu  
2000 Railroad Ave, Suite D  
Pittsburg, CA 94565

(925) 473-2347  
Fax (925) 439-1650

**For the School Year** \_\_\_\_\_ - \_\_\_\_\_ **New** \_\_\_\_\_ **Renewal** \_\_\_\_\_

**I request permission for my student(s):**

- |  |  |
|--|--|
| 1. _____<br>Name of Student (nombre del estudiante)    Grade (Grado)    Birth Date | 2. _____<br>Name of Student (nombre del estudiante)    Grade (Grado)    Birth Date |
| 3. _____<br>Name of Student (nombre del estudiante)    Grade (Grado)    Birth Date | 4. _____<br>Name of Student (nombre del estudiante)    Grade (Grado)    Birth Date |

**Last School Attended:** \_\_\_\_\_ **District/School(s) Requested:** \_\_\_\_\_  
Nombre de la última Escuela a la que asistió    Nombre del Distrito y Escuela que está solicitando

**Name of Parent/Guardian** \_\_\_\_\_  
Nombre del los Padres/Tutores Legales

**Address** \_\_\_\_\_  
Dirección    Street    Apt #    City    Zip Code

**Home Phone Number** \_\_\_\_\_ **Work/Cell** \_\_\_\_\_  
Nº de teléfono en el hogar    Nº de trabajo/celular

**Is discipline action pending on child?** \_\_\_\_\_ Yes \_\_\_\_\_ No    **Student in Special Education Program?** \_\_\_\_\_ Yes \_\_\_\_\_ No  
¿Existe una acción disciplinaria pendiente?    ¿Recibe Educación Especial?

**Reason for Request: Verification MUST be attached for all requests.**

- 1. Student had attended the requested High School in the 9<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> grade.
- 2. Parent/ Guardian works within the requested district.
- 3. Family Court or Foster Child.
- 4. Student goes to local childcare or professional childcare (K students only). **If basis for request is day care by a Private individual, a notarized statement is required.**
- 5. Student is moving in to the requested district (Final Escrow papers must be provided).
- 6. Other: \_\_\_\_\_

**I have read and understand the following:**

- **Reapplication must be made annually.**
- Transfer agreements are subject to revocation for any student whose **grades, behavior and/or attendance** fails to meet the receiving District's standards.
- Transportation **must be** provided by parent/guardian.
- **High School Students:** An Interdistrict Transfer **may affect athletic eligibility.** Students must be enrolled for a period of 180 school days before being eligible to participate in athletic activities. Check with school principal.

I declare that the information contained in this contract is true, and I agree that any falsification of information invalidates this request.

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

<b><u>ACTION:</u></b>	___ Preference or convenience not valid reason for transfer
<input type="checkbox"/> APPROVAL	___ Does not meet Board Policy
<input type="checkbox"/> DENIAL	___ Education can be provided by District of Residence
	___ Over District Quota Policy to Leave
	___ Without exchange of IPSU/Funds
	___ Other _____
Director of Student Services _____	Date: _____

<b><u>Receiving District</u></b>	
<input type="checkbox"/> APPROVED	Authorized Signature _____ Date: _____
<input type="checkbox"/> DENIED	Reason for Denial _____

## SECTION G

### SCHOOL RULES and DISCIPLINE

The purpose of school rules is to provide safe and peaceful school environments where all students have an opportunity to learn. Students are expected to help maintain safe schools by obeying the rules and complying with directions given by adults at school or school related activities.

#### GROUNDS FOR DISCIPLINARY ACTION, SUSPENSION AND EXPULSION

Students are subject to disciplinary action when involved in any of the following acts at school or at a school sponsored activity: (Education Code 48900 (a) through (o), 48900.2, 48900.3 and 48900.4)

- 48900.a.1 Caused, attempted or threatened to cause physical injury.
- 48900.a.2 Willfully used force or violence, except in self-defense.
- 48900.b Possession of a weapon or dangerous objects.
- 48900.c Possessed, used, sold, furnished a controlled substance or an alcoholic beverage.
- 48900.d Offered, arranged, or negotiated to sell any controlled substance and then provided a replica substance.
  
- 48900.e Attempted or committed robbery/extortion.
- 48900.f Attempted or caused damage to school/private property.
- 48900.g Attempted or stole school/private property.
- 48900.h Possessed or used tobacco products.
- 48900.i Committed an obscene act or engaged in habitual profanity or vulgarity.
- 48900.j Possession of, offered, arranged, or negotiated to sell drug paraphernalia.
- 48900.k Disruption of school activities or willful defiance of valid authority of teachers, supervisors, administrators, or other school personnel.
  
- 48900.l Knowingly received stolen school/private property.
- 48900.m Possession of an imitation firearm (Replica, look-alike).
- 48900.n Committed or attempted a sexual assault or battery as defined by Penal Code.
- 48900.o Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that pupil for being a witness, or both.
  
- 48900.q Aided / abetted the infliction of physical injury.
- 48900.r Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
  
- 48900.2 Committed sexual harassment as defined in EC 212.5 (**Grades 4 - 12 only**)
- 48900.3 Caused, attempted or threatened to cause, or participated in an act of hate violence as defined by EC 33032.5. (**Grades 4 - 12 only**)
- 48900.4 Engaged in harassment, threats, intimidation against a pupil or pupils, which disrupted classwork, created substantial disorder, invaded rights of students by creating an intimidating or hostile environment. (**Grades 4 - 12 only**)
  
- 48900.7 Made terrorist threats against school officials or school property.
- 48915.a.1 Assault or battered a school employee.
- 48915.c Possessed an explosive device.

Documentation of Education Code offenses (a) through (o) and Education Code 48900.2, 48900.3 and 48900.4 as defined in EC 212.5 will be written on the Pittsburg Unified School District K-12 referral form.

## **DISTRICT SCHOOL DISCIPLINE PLAN**

The district utilizes progressive discipline. The number of interventions that each teacher shall use before removing a child from the classroom and referring that child to the principal will depend on the infraction.

- A. For infractions related to items (a) through (e) (Grounds for Suspension and Expulsion) and Willful Defiance (k), a child may be removed from the classroom and referred to the principal on the first offense. (Students who bring a gun or who are in possession of a gun on school grounds or school related functions will be recommended for expulsion.)
- B. For infractions related to items (f) through (o) (Grounds for Suspension and Expulsion), the governing board may order an expulsion upon double findings.

For students in grades 4 and 5, Education Code 212.5 applies, and sexual harassment can be cause for an expulsion recommendation.

Please refer to the next two pages for the Student Misbehavior and Progressive Disciplinary Action Chart and The “K” Progressive Chart.

### **Discipline and Behavior**

In order to help students understand what is expected of them and what consequences follow from violation of the rules, all schools have developed a code of behavior. When a student is involved in some form of misbehavior the school staff will be responsible for a careful review of the incident. The student’s record is extremely important for school authorities to consider in dispensing discipline as a consequence of an incident of misbehavior. There are some offenses which are so severe, however, that a penalty is assigned, the student’s past record notwithstanding. Generally speaking, when a student repeats a given misbehavior, the penalty increases; it should be noted that any offense or combination of offenses may lead to expulsion or transfer to another school if other means of correction fail to bring about a change in behavior or if the student’s presence on campus constitutes a danger to others. Standards for student behavior apply to school hours, to school sponsored events on or off campus, and to incidents which may occur on the way to or from school.

### **Surveillance Systems**

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy.

The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the District surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

## STUDENT MISBEHAVIOR AND PROGRESSIVE DISCIPLINARY ACTION CHART

The following chart indicates the types of disciplinary action that apply to each type of misbehavior. This chart is intended to assist staff in maintaining consistent student discipline.

SEQUENCE OF ADMINISTRATIVE DISCIPLINARY ACTION						
Problem Area	Aeries	1 <sup>st</sup> Offense		2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Intentionally Causing Serious Physical Injury EC 48900(a.2), 48915(a.1) ☎	1 66	Suspension Expulsion				
Fighting / Battery / Assault (Willful use of force / violence on another person except in self-defense) EC 48900(a.1)(a.2) 48915(a.1) ☎	2 66	Conflict Resolution	3-5 Day Susp. Expulsion	Conflict Resolution 5-Day Susp.	Conflict Resolution Expulsion	Expulsion
Caused / Attempt or Threaten Physical Injury EC 48900(a.1)	1	3-5 Day Susp. School Counseling		5-Day Susp. Counseling	Expulsion	
Assault or Battery – Staff Directed EC 48900(a.1) 48915(a.5) ☎	1 70	Suspension Expulsion				
Weapons or Items used as weapons - possessed, sold or furnished EC 48900(b) 48915(a.2) Possess Knife, 48915(c.1) Firearm. 48915(c.2) Brandishing Knife ☎ Possessing an explosive 48915(c.5)	3 67, 71 72 79	Suspension Suspension, Expulsion Expulsion Expulsion				
Alcohol / Drugs-Use, Possession, Furnished, Under Influence EC 48900(c) 48915(a.3) ☎	4 68	5-Day Susp. School Counseling Suspension		Expulsion		
Drugs / Alcohol (Unlawfully offered, arranged, or negotiated to sell) 48915(c.3) ☎ Selling Replica Substance 48900(d)	73 5	Expulsion Suspension				
Robbery or Extortion EC 48900(e) 48915(a.4) ☎	6 69	Suspension Expulsion				
Arson EC 48900(f) ☎	7	Expulsion				
Burglary (Break-in & Enter) EC 48900(g) ☎	8, 9, 10	Expulsion				
Damage School Property, Books, graffiti & vandalism, etc. EC 48900(f)	7	Com. Services Restitution 3-5 Day Susp.		Com. Services Restitution 5-Day Susp.	Expulsion Restitution	
Theft / Or Attempted to steal - School/Private Property EC 48900(g) ☎	8, 9, 10	3-5 Day Susp. Restitution		Expulsion Restitution		
Tobacco-Possession or Use EC 48900(h)	11	School Counseling		1-Day Susp. Counseling	3-Day Susp.	5-Day Susp.
Verbal Abuse/Assault EC 48900(i)	12	3-Day Susp. School Counseling		5-Day Susp. Counseling	5-Day Susp. Counseling	Expulsion
Profanity; Vulgarity; Obscenity EC 48900(i) (if threat see a.1)	12	OCS-1-Day Susp. School Counseling		1-Day Susp. Counseling	3-Day Susp. Counseling	5 Day Susp.
Drug Paraphernalia – Possession (Unlawfully offered, arranged or negotiated to sell) EC 48900(j) ☎	13	5-Day Sus. School Counseling		Expulsion		
Defiance of Authority / Disruption of School Activities EC 48900(k) See “K” Sheet	14	1 <sup>st</sup> Offense Referral writer contacts Caregiver for conference.	2 <sup>nd</sup> Offense Referral writer contacts caregiver. Recess, lunch or afterschool beautification or detention- Write essay.	3 <sup>rd</sup> Offense 3 hours of Validated Community Service.	4 <sup>th</sup> Offense Caregiver sits in class w/ student all day (California Family School Partnership Act- Labor Code 230.8) or Administrator/ Designee assigns OCS or alternative class.	5 <sup>th</sup> Offense Admin contacts Caregiver and assigns OCS or 1 day Susp w/ classwork provided by teacher. 6 <sup>th</sup> day – 2 days 7 <sup>th</sup> day – 3 days, etc... (Sat. School in Lieu of Susp.)
Knowingly Receive Stolen Property-School/Private EC 48900(i)	15	Caregiver Conference 3-5 Day Susp.		3-5 Day Susp.	5-Day Susp.	
Possession of Imitation Firearm (Replica/Appearance of a real gun) EC 48900(m)	16	3-5 Day Susp		5 Day Susp.	Expulsion	
Sexual Assault EC 48900(n) 48900.2- Sexual Harrassment 48915(c.4)- Sexual Assault/Battery ☎	17 19 74	Expulsion				
Harassment and/or Hazing/Intimidating EC 48900(o) 48900.4, 48900(q) ☎	18, 22, 81	1-Day Susp. / OCS Parent Conference		3-Day Susp.	5-Day Susp.	Expulsion
Hate Violence - EC 48900.3. Hate Crime-PC 11411 ☎	20	5-Day Susp.		Expulsion		
Terrorist Threats EC 48900.7 ☎	65	Expulsion				
Threaten Use of Weapon EC 48915(a.2) ☎	67	3-5 Days Susp.		Expulsion		
Offered arranged sell/negotiated/sold Soma EC	80					

☎ Indicates law enforcement MUST be notified pursuant to E. C. 48902, P.C. 245, P.C. 626.9 or 626.10

## The “K” Progressive Chart

Below is recommended progressive discipline for each identified behavior. This is not a complete list of reasons for which students may experience discipline. Each school may have its own consequences for these violations.

SEQUENCE OF ADMINISTRATIVE DISCIPLINARY ACTION						
Problem Area	AERIES	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Cheating (Oral or Written) <b>EC 48900(k)</b>	83	Refer to Counselor OCS	1-Day Susp.	3-Day Susp.	5-Day Susp. *	5-Day Susp. *
Defiance/Disruption of School While in Detention (OCS) <b>EC 48900(k)</b>	91	2 Detention	OCS	1-Day Susp.	2-3 Day Susp.	5-Day Susp. *
Failure to Leave Classroom or OCS - When Requested by Staff Member <b>EC 48900(k)</b>	90	3-Day Susp.	5-Day Suspension for each subsequent violation *			
Failure to Report to Administrator’s Office or OCS when sent <b>EC 48900(k)</b>	47, 48 49, 50 85	3-Day Susp.	5 day Suspension for each subsequent violation *			
Leaving Class Without Permission <b>EC 48900 (k)</b>	43	1 Day Susp	3-Day Susp.	5-Day Susp. *	5-Day Susp. *	
Forgery <b>EC 48900(k)</b>	23	OCS – School Counseling	1-Day Susp.	3-Day Susp.	5-Day Susp. *	5-Day Susp. *
Gambling <b>EC 48900(k)</b>	24	3-Day Susp.	5-Day Susp.	5-Day Susp.	Expulsion	
Violation of Restroom Privileges <b>EC 48900(k)</b>	87	OCS	All Day OCS	Loss of privileges Review quarter		
Misbehavior on School Bus <b>EC 48900(k) and Handbook</b>	27	Transportation Dept. handles bus discipline; suspendable offense will be handled by site principal. Continued misconduct may result in student being removed from bus transportation.				
P.E. <b>EC 48900 (k)</b>	37	1st-3rd Non-Suit Warning	4 <sup>th</sup> Non-Suit Letter to Parent	Site Interventions		
Tardiness <b>EC 48900(k)</b> to class	41	Site Intervention	Site Intervention	Site Intervention	Site Intervention	Site Intervention
to school	42					
Truancy <b>EC 48900(k)—to school</b>	44	Site Intervention	Site Intervention	Site Intervention	Site Intervention	Site Intervention
Truancy <b>EC 48900(k) – to class</b>	40	1 <sup>st</sup> Referral: OCS Admin/Parent Conference	2 <sup>nd</sup> Referral: OCS Admin/Parent Conference/Letter 1	3 <sup>rd</sup> Referral SART Contract	4 <sup>th</sup> Referral: Truancy Letter 3	5 <sup>th</sup> Referral: SART SARB Refer to
Violation of Closed Campus <b>EC 48900(k)</b>	43	1-Day Susp.	3-Day Susp.	5-Day Susp.	5-Day Susp.	5-Day Susp.
Defiance of Authority/Disruption of School Activities <b>EC 48900(k)</b>	14	Referral writer contacts Caregiver for conference.	Referral writer contacts caregiver. Recess, lunch or afterschool beautification or detention- Write essay.	3 hours of Validated Community Service.	Caregiver sits in class w/ student all day (California Family School Partnership Act- Labor Code 230.8) or Administrator/ Designee assigns OCS or alternative class.	Administrator/ Designee contacts Caregiver and assigns OCS or 1 day Susp w/ classwork provided by teacher. 6 <sup>th</sup> day – 2 days 7 <sup>th</sup> day – 3 days 8 <sup>th</sup> day – 4 days 9 <sup>th</sup> day – 5 days (Sat. School in Lieu of Susp.)
Electronic Devices on campus/in class <b>Board Policy 5131, Handbook and EC 48900(k)</b>	33	Confiscate Return to Parent Parent Conference	Confiscate Keep rest of month	Confiscate Keep rest of semester	The School and/or the District are not responsible for any electronic devices brought to a school site.	
False Fire Alarm & 911 Calls <b>EC 48900(k)</b>	86	5-Day Susp	Expulsion			
Inappropriate Dress-See <b>Board Policy 5132 and Student Handbook EC 48900(k)</b>	30	Counseling Contact Parent/ Send home to change	OCS Contact Parent/ Send home to Change	Site Intervention		
Running away from school authorities <b>EC 48990(k)</b>	89	3-Day Susp.	3-Day Susp.	5-Day Susp.		
On another School Campus <b>EC 48900(k)</b>	38	1-Day Susp.	5-Day Susp.	Additional Intervention		
Inappropriate/unauthorized use of computers or other technology. (other violations may be considered/charged depending on circumstances of incident) <b>EC 48900(k)</b>	88	3-Day Susp. Loss of computer use	5-Day Susp. Loss of computer use	Expulsion Loss of computer use		

\* Twenty days of suspension will result in referral to student services placement review committee for alternative placement.

## **SCHOOL RULES**

School discipline rules and procedures shall be consistent with any applicable policies adopted by the governing board and state statutes governing school discipline. In developing these rules and procedures, each school shall solicit the participation, views and advice of one representative selected by each of the following groups:

- (1) Parents
- (2) Teachers
- (3) School Administrators
- (4) School Security Personnel, if any
- (5) For junior high schools and high schools, pupils enrolled in the school.

Meetings for the development of the rules and procedures should be facilitated by the school and held during non-classroom hours, and on normal school days.

The final version of the rules and procedures for school discipline with attendant regulations shall be adopted by a panel comprised of the principal of the school, or his/her designee, and a representative selected by classroom teachers employed at the school.

It shall be the duty of each employee of the school to enforce the rules and procedures for school discipline adopted under this section.

## **CONDUCT AND DISCIPLINE**

The responsibility for fostering desirable standards of conduct in the Pittsburg Unified School District is shared by the Board of Education, administrators, teachers, support personnel, parents, and students alike. The Board of Education has adopted uniform policies and procedures for student conduct and discipline with the goal of promoting a school atmosphere conducive to learning and to the safety and welfare of students and school staff.

## **STUDENTS AND STAFF**

- All students are required to pursue the prescribed course of study, to comply with the policies and rules of the school and the district, and to follow the directions of teachers and other staff while attending school or at school-related activities. The District adheres to the principle that the best discipline is self-discipline.
- All school personnel have the responsibility of fostering respect for authority and compliance with school and district policies. School staff members are responsible for maintaining a safe and orderly environment, and may take such disciplinary actions as are specified in the education code, school rules and district policies.

## **PARENTS/GUARDIANS VISITING SCHOOL CAMPUSES**

Parents / Visitors should be advised of possible consequences:

- Willfully disrupting a public school or any public school meeting constitutes an unlawful misdemeanor, punishable by law, and may carry a fine up to five hundred dollars (\$500). (Education Code 32210).
- These rules also apply at any location where a school employee is required to be while acting in the course of his/her duties. Visitors who “materially disrupts class work, extracurricular activities, creates or is involved in substantial disorder” may be guilty of a misdemeanor. (Education Code 44811).
- Persons who unlawfully fight within a building or upon the grounds of any school or challenges another person within any building or upon the grounds to fight, may be guilty of a misdemeanor. (Penal Code 415.5)
- Persons who maliciously and willfully disturb another person within any of these buildings or upon the grounds by loud and unreasonable noise, may be guilty of a misdemeanor. (Penal Code 415.5)
- Persons that use offensive words within any of these buildings or upon the grounds, which are inherently likely to provoke an immediate violent reaction, may be guilty of a misdemeanor. (Penal Code 415.5)

Please see page 82 at the end of this Handbook for the Parent Conduct Form.

**Parents and staff working together to maintain a campus where learning is the priority**

### ○ Battery: School Employees

When battery is committed against a school employee engaged in the performance of his or her duties, or in retaliation for an act performed in the course of his or her duties, whether on or off campus, during the school day or at any other time, and the person committing the offense knows or reasonably should know that the victim is a school employee, the battery is punishable by imprisonment in a county jail not exceeding one year, or by a fine not exceeding \$2,000, or by both the fine imprisonment. However, if an injury is inflicted on the victim, the battery shall be punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than \$2,000, or by imprisonment in the State prison for 6 months, or two or three years. Penal Code 243.6

## **DISCIPLINARY ACTIONS**

Under Education Code 212.5, 48900 and 48915, students involved in any act of misconduct listed as grounds for suspension or expulsion may be suspended or expelled from school.

### **SUSPENSION FROM SCHOOL**

#### **Ed. Code 48925**

Suspension is the temporary removal from ongoing instruction of a student from regular classroom activities or from school. Suspensions are not to extend beyond five (5) consecutive school days. Suspension for students considered for expulsion may be extended beyond five (5) consecutive school days by the Superintendent or his/her designee, after inviting the parents to participate in a meeting regarding the extension of the expulsion. Education Code 48911.

### **TEACHER SUSPENSION AND DETENTION**

#### **Ed. Code 48910**

For disciplinary reasons, a teacher may:

1. Suspend a student from his/her class for the day of the offense and the next day. Teachers are required to schedule parent conferences if they take this action.
2. Detain a student in school for disciplinary or other reasons for one hour after the close of the maximum school day.

Section 307: A pupil for whom the district provides transportation to school may be required to remain at school to participate in approved activities until the departure of the pupil in the vehicle to which he/she has been assigned.

3. Refer the student to the school counselor or appropriate administrator.

### **EXPULSION**

A student may be expelled from school only by action of the Board of Education. When expulsion is recommended, an Administrative Hearing Panel is convened to review the case and determine if there are sufficient grounds for expulsion. The student and his/her parents are notified of their rights, which include their right to appear before the Administrative Panel and present evidence and witnesses on the student's behalf, the right to confront witnesses against the student and the right to be represented by counsel (parent's choice). The Administrative Hearing Panel's findings and recommendations are submitted to the Board of Education through the superintendent.

The Pittsburg Unified School District Board of Education takes very seriously its charge to provide safe and peaceful school learning environments. To that end, the Board takes a **Zero-Tolerance** position with students whose behavior may disrupt a school.

### **Mandatory Suspension and Expulsion Recommendation/Mandatory Expulsion**

- I. Principal/Superintendent shall immediately suspend and recommend expulsion, and governing board shall expel, for any of the following acts committed at school or at a school activity off school grounds.
- Possessing, selling, or furnishing a firearm: Possession must be verified by district employee; this subdivision does not apply if student had written permission to possess firearm from certificated employee;
  - Brandishing a knife at another person: As defined in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; a weapon with a blade longer than 3-1/2 inches; a folding knife with a blade that locks into place; or a razor with an unguarded blade;
  - Sale of drugs: Participate in unlawful selling of a controlled substance (drugs) at school;
  - Committing or attempting to commit sexual assault or committing sexual battery;
  - Possession of an explosive: As defined in this section, “explosive” means “destructive device” as described in Section 921 of the Title 18 of the United States Code. Education Code 48915(c), (g)

Expulsion Time: One Year from date of expulsion.

### **Mandatory Expulsion Recommendation/Discretionary Expulsion**

- II. Principal/superintendent shall recommend expulsion, unless inappropriate under the circumstances, for any of the following acts committed at school or at a school activity off school grounds:
- Causing serious physical injury (except in self defense);
  - Possession of any knife or other dangerous object;
  - Possession of drugs (except for first offense of possession of not more than one ounce of marijuana);
  - Robbery or extortion;
  - Assault or battery upon a school employee.

The governing board may expel for these violations, but only on finding:

1. That other means of correction are not feasible or have failed in the past; or
2. That, due to the nature of the act, the student’s presence creates a continuing danger to the physical safety of the student or others. Education Code 48915(a), (b)

Expulsion Time: For the remainder of semester and next semester.

## **NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES**

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245 (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10 (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

## **SELF-DEFENSE AND FIGHTING**

From time to time, students may have disagreements, which result in physical interactions. Any student involved in an exchange of blows **WILL BE SUSPENDED FOR FIGHTING**, regardless of who/what precipitated the exchange of blows. When blows are exchanged, this is a fight. Self-defense is the act of pushing away, holding off the aggressor, or otherwise avoiding the physical altercation. Please understand that if you encourage your student to "hit back" and he/she does, he/she **WILL BE SUSPENDED**. Hitting back is not self defense, it is fighting. Encourage your student to resolve conflicts peacefully, find an adult to help, or talk to an adult at the school for assistance.

## **THE ACT OF HATE / VIOLENCE**

It is the intent of the Pittsburg Unified School District to create a school environment in which students and staff will be free from discriminatory attitudes and practices and acts of hate/violence. A pupil may be suspended from school or recommended for expulsion if it is determined that the pupil has intentionally made terroristic threats against a student, school officials or school property. **Education Code 48900.7**

## **BULLYING IS PROHIBITED**

It is the responsibility of each person on the school campus to respect the personal dignity of others. Pittsburg Unified School District expects all members of the district to demonstrate a basic generosity of spirit that precludes expressions of bigotry or bullying.

### **What is Bullying?**

Bullying in its truest forms is repeated intentionally cruel incidents, involving the same students, in the same bully and victim roles. This does not mean that in order for bullying to occur there must be repeat offenses. Bullying can consist of a single interaction.

## **Types of Bullies:**

1. **Physical Bully:** This includes hitting or kicking the victim, or taking or damaging the victim's property.
2. **Verbal Bully:** This type of bully uses words to hurt or humiliate another person. Verbal bullying includes name-calling, insulting or making racist, origin religious, or sexual gender comments.
3. **Relationship Bully:** These bullies try to convince their peers to exclude or reject a student or group and cut the victims off from their social connections. This bullying is linked to verbal bullying and usually occurs when students (most often females) spread nasty rumors about others or exclude an ex-friend from the peer group.
4. **Cyberbully:** Cyberbullying includes sending or posting harmful material or engaging in other forms of social aggression using the internet or other digital devices. Cyberbullying can be happening 24/7.

### **Types of Cyberbullying:**

Flaming: Online fights with angry language

Harassment: Repeatedly sending mean or insulting messages

Denigration: Sending gossip, rumors

Outing: Sharing secrets, embarrassing info

Trickery: Tricking someone to sharing secrets

Impersonation: Pretending to be someone else, while posting damaging  
Material

Exclusion: Cruelly excluding someone

Cyberstalking: Intense harassment that includes threats and creates fear

Sexting: Sexual explicit photos or materials that may be sent to others

**As soon as staff hears a report, a complaint, or even a rumor about bullying or harassment, an investigation will start.**

## **New Education Code Section: Bullying (including acts of electronic bullying)**

**Assembly Bill 86 by Assemblyman Ted Lieu, D-Torrance, was signed by Governor Arnold Schwarzenegger and became effective January 1, 2009. The Lieu bill adds bullying to the list of acts for which a student can be suspended or expelled, adding subsection (r) to existing California *Education Code (EC)* Section 48900:**

48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

The Administrator or Designate will:

**Review District Policy, Education Codes, and Site Safety Plan**

BP 5144.1- Student Discipline  
BP 5144.2- Student Discipline  
BP 5142 - Safety  
BP 5145.3- Non discrimination/Harassment  
BP 5145.9- Hate Motivated Behavior  
BP 5131 - Conduct  
BP 5131.4- Student Disturbances  
Education Code 48900-48923 – Safe School/ Student Discipline  
Education Code 32261 (d) Programs that Prevent Bullying  
Education Code 48900.7 – Act of Hate Violence  
Education Code 35291 – Rules Pertaining to Student Discipline  
Education Code 44014 – Report of Assault by Pupils  
Education Code 48900(i) – Verbal Abuse Assault  
Education Code 48900(o) & 48900.3 – Harassment and/or Hazing /Intimidating  
Education Code 48900(a.1) & - Caused/attempt or threaten Physical Injury  
Education Code 48900(a.2) & 48915.1 – Fighting/Battery/Assault (Willful use of force/ violence on another person except in self-defense and Intentionally Causing Serious Physical Injury)  
Education Code 48900.3 & Penal Code 11411 Hate Violence and Hate Crimes

**Contact Parents**

Staff should immediately attempt to contact the caregiver/parents of both the possible victim and the witnesses. Caregiver/parent of the possible bully should also be contacted. Inform all parents that an investigation will be taking place. Update parents on the results of the investigation. In cases of serious bullying or harassment staff should work with the victim’s parents to come up with a plan to help the student.

**Select Investigator**

The person involved in the investigation should be familiar with district policy, education codes, and the site safety plan. In some serious cases the Director of Student Services or a Superintendent may need to be involved. When choosing an investigator, keep in mind the age, and gender sensitivities of the student.

**Prepare Strategy**

Staff should develop a plan for the investigation. Decide whom to interview; how to handle any physical evidence; questions to be asked; whether ages of witnesses require any special interviewing skills. At the minimum, the following individuals should be interviewed:

- The student who complained;
- The student or others accused of bullying and harassment; and
- Others who may have knowledge of the possible incident, including staff and students

**Arrange for Increased Supervision for Students**

Particularly for serious bullying and harassment, your staff should arrange for increased supervision of students where and when it believes bullying and harassment is occurring. This should be done even before the investigation is completed. This can help you avoid liability if the parent or student sues.

- Ask Open-Ended Questions**  
Don't ask leading questions. For example you shouldn't ask, "When did Charles start hitting Tony?" You should ask, "Did you see anything happen between Charles and Tony, yesterday?"
- Ask Each Witness Same Questions**  
It is best to prepare the questions in advance and ask each witness the same questions. This will ensure that staff conducts a fair investigation, and that staff has not judged a student's credibility during the interview.
- Repeat Interviews, If Necessary**  
Getting the facts from students may be difficult due to the "code of silence" that often exists among cliques of students. Repeating interviews may be helpful particularly if one student's story conflicts with another student's story. When repeating an interview, staff should ask student if he/she remembers anything else since the last interview.
- Interview Each Witness Individually and In Private**  
Students should never be interviewed in a group together, since some students may be afraid to speak in front of others. Students should be interviewed individually and in the most unobtrusive manner possible.
- Keep Records**  
Staff should take notes of the interviews, and tape record interviews if witnesses give permission. Notes should include witness's name, DOB, date and time of the interview, and where interview took place.
- Ask for Written Statement**  
Staff should have witnesses, victim, and alleged bullies write a statement in their own words. If students are unable to write their own statement, staff should ask student to make an oral statement they would write down word for word for the student to sign. For some elementary school students it may be appropriate for the students to draw a picture indicating where the incident occurred, who was present, and what took place.
- Insist on Confidentiality by Students**  
Staff should instruct students involved to keep the interviews and the investigation confidential. If students talk too much, rumors may be spread and the investigation may be slowed down. In addition if the incident and investigation isn't kept confidential, students may fail to come forward to report in the future.
- Tell Witnesses Not to Fear Retaliation**  
Staff should tell students that the District prohibits others from retaliating against them for telling the truth to school authorities and that the school/district will discipline as appropriate any individual who retaliates against them. If a student is fearful and asks for help, provide additional protection and support for student. Remember in situations like these, actions to stop bullying and harassment may mean relocation of resources.

### **After Investigation:**

- Document Findings**  
Review, organize all data collected, and check to see if anything is missing.
- Decide if Education Codes and or District Policy Have Been Violated**  
In relation to observing education and policy violations, staff should look at surrounding circumstances; the nature of the behavior; past incidents or continuing patterns; the relationship of the parties involved; and the context in which the bullying or harassment occurred. It should also look at how the victim and others have been affected by the bullying or harassment.
- Determine Appropriate Discipline**  
If staff determines that bullying or harassment has occurred in violation of District policy and Education Code, discipline should be considered for the offending student. In addition to discipline, in many situations counseling should be recommended for the offending student to help prevent future incidents.
- Report to Complaining Party**  
You should not release confidential information or the details of the discipline. You should report out the result of the investigation only, informing parents that actions have been taken to resolve bullying / harassment challenges.
- Report Results to Student Services**
- Follow Up.**  
Staff should regularly contact the victim in ensuing months to make sure that the bullying or harassment has stopped.

### **Procedure for Students Who May Pose a Threat of Violence**

As soon as a threat or threatening behavior is reported, an approved site team will gather all the necessary information about the student involved and the threatening situation.

The team will gather the following information from school records, interviewing the student, teachers, parents, witnesses, and other students:

- Details and facts of the situation;
- Information about the student, including background, behavioral history, academic performance, access to weapons, personal difficulties, grudges, and current relationships;
- Information about specific threats, including whether the student said he would injure himself or others; and
- Motives of the student in making the threat.

After all the information is gathered, the assessment team will review the information and make a recommendation. If the assessment team concludes that a student may pose a genuine threat, the matter will be referred to the police for further investigation, and school consequences will be imposed.

## **DEFINITION OF TERMS**

### **KNIFE**

1. Under Ed Code 48915(a) (expulsion) a knife is defined as 1) any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing or 2) a knife with a blade longer than 3 ½ “ or 3) locking-blade knife, or 4) a razor with an unguarded blade.
2. Ed Code 48900(suspension) doesn’t define “knife.” Penal Code 626.10 specifies a 2-½” blade as a knife. However, many districts have “**Zero Tolerance**” policies that make possession of any knife an expellable offense.

### **FIREARM**

1. Under Ed Code 48900 (suspension) a firearm includes an “imitation firearm” - i.e. a facsimile that is substantially similar to an existing firearm.
2. Under Ed Code 48915(c) (mandatory expulsion) the Ed Code doesn’t provide a definition. However, Penal Code, Section 12001(b) defines a firearm as any device designed to be used as a weapon from which a projectile is expelled through a barrel by the force of an explosion or other form of combustion.

### **CONTROLLED SUBSTANCE**

1. As listed in Chapter 2, Division 10 of the Health & Safety Code, Section 11056 et seq: the exhaustive list includes: stimulants, depressants, barbiturates, narcotics and anabolic steroids.

### **SERIOUS PHYSICAL INJURY**

1. Serious physical injury under Penal Code 243 means a serious impairment of physical condition including, but not limited to the following: loss of consciousness, concussion, bone fracture, wound requiring extensive suturing or serious disfigurement.

### **ROBBERY**

1. Robbery (Penal Code 211) is the taking of personal property of another from his person or immediate presence, and against his will accomplished by means of force or fear.

### **EXTORTION**

1. Extortion under Penal Code 518 is defined as: obtaining property from another, with consent, that is induced by a wrongful use of force or fear.

### **PERSONAL PROPERTY**

Personal items brought to school are the student’s responsibility. The school will not replace lost or stolen items.

## **SEXUAL HARASSMENT**

Unwelcome sexual advances or other conduct of a sexual nature where the conduct has a negative impact on the individual's work or academic performance, or creates a hostile or offensive work or educational environment.

### **POLICY STATEMENT:**

**B.P. 5147**

It is the policy of the Pittsburg Unified School District ("District") to provide an educational environment in which all students are treated with respect and dignity. The District prohibits any form of sexual harassment of or by students, whether verbal, physical, or environmental. It is a violation of this policy for any employee or agent of the District to harass a student or for a student to harass another student, or an adult in a sexual manner as defined below. Sexual harassment of a student by a District employee is also prohibited by California State Law. It is never a defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

### **SEXUAL HARASSMENT: DEFINITIONS**

**(E.C. 212.5)**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the school or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's well being, academic status, social standing, group inclusion, or employment.
2. Submission to or rejection of the conduct by a student is used as the basis for academic or employment decisions affecting a student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for the student.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment includes, but is not limited to:

1. Unwelcome leering, sexual flirtations or propositions.
2. Sexual slurs, epithets, threats, abuse, and derogatory or sexually degrading comments.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching a student's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Limiting or blocking of normal movements.
10. Continuing to show sexual interest after being told the interest is unwelcome and must stop.
11. Displaying sexually suggestive objects in the educational environment.

12. Any act of retaliation against a student who reports a violation of the District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
13. Making false reports of sexual harassment.

In addition to the reasons specified in EC 48900, EC 48900.2 specifies that a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in EC 212.5.

A single incident of sufficient severity may constitute sexual harassment. In determining whether a specific act or pattern of behavior violates this policy, the circumstances surrounding the conduct shall be considered together with the above definition of sexual harassment. Such determination shall be made from the perspective of a "reasonable person" of the same sex as the victim.

### **STUDENT TO STUDENT AND STUDENT TO ADULT SEXUAL HARASSMENT**

1. This policy prohibits student to student and student to adult sexual harassment whenever it is related to school activity or attendance and occurs at any time including but not limited to, any of the following:
  - a. While on school grounds
  - b. While going to or coming from school
  - c. During the lunch period whether on or off campus
  - d. During, or while going to or coming from, a school sponsored activity
2. Any student who engages in the sexual harassment of another student or adult is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

### **SEXUAL ORIENTATION DISCRIMINATION IS PROHIBITED**

It is the responsibility of each person on the school campus to respect the personal dignity of others. Pittsburg Unified School District expects all members of the District to demonstrate a basic generosity of spirit that precludes expressions of bigotry.

Every youth regardless of sexual orientation is intrinsically important and valuable to Pittsburg Unified School District. The Pittsburg Unified School District acknowledges, affirms, and upholds the dignity, rights and safety of students in our schools. The Pittsburg Unified School District wants to ensure that school sites are respectful, safe places, free of discrimination, violence and harassment, for all students, including gay students.

Sexual orientation discrimination is an individual or group threatening or treating a person differently or unfairly because of that person's sexual orientation.

#### **Types of sexual orientation discrimination:**

1. Verbal abuse or threats;
2. Unwelcome remarks, insulting jokes, name calling;
3. Denial of a service;
4. Denial of an opportunity to participate in an activity;
5. Hate publication or symbols.

## **COMPLAINT PROCEDURE**

The district has adopted administrative procedures for filing sexual harassment complaints. At an informal level complaints may be reported to a school counselor, the principal, or assistant principal. Formal written complaints may be filed at the Office of the Superintendent. Complaint forms are available to students at the principal's office and at the Office of Student Services.

## **CONFIDENTIALITY**

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation and/or resolution of the matter.

## **RETALIATION**

The district forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report. Anyone found committing a retaliatory act will be subject to disciplinary action.

## **NOTIFICATION PROCEDURES**

A copy of the District sexual harassment policy shall:

1. Be included in the notifications that are sent to staff and parents/guardians at the beginning of each school year. **(E.C. 489801)**.
2. Be displayed in a prominent location near each school principal's office **(E.C. 212.6)**.
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session. **(E.C. 212.6)**.
4. Appear in any school or district publication that sets forth the school or District's comprehensive rules, regulations, procedures, and standards of conduct **(E.C. 212.6)**.

## **INVESTIGATION OF COMPLAINTS AT SCHOOL SITE (Level Grievance Procedure)**

The principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:

1. The student who is complaining.
  - a. The person accused of harassment.
  - b. Anyone who saw the harassment take place.
  - c. Anyone mentioned as having related information.
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.

3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
  - a. The Superintendent/designee or Student Services Administrator.
  - b. The parent/guardian of the student who complained.
  - c. The parent/guardian of the person accused of harassing someone.
  - d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth.
  - e. Child protective agencies responsible for investigating child abuse reports.
  - f. Legal counsel for this District.
4. The principal or designee shall write a report of his/her findings, decision, recommendation, and reasons for the decision and shall present this report to the student who complained and the person accused.
5. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.
6. Within two weeks after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further harassed. The principal or designee shall keep a record of this information and shall continue this follow-up at his/her discretion.

## **ENFORCEMENT**

The principal or designee shall take appropriate actions to reinforce the District sexual harassment policy. These actions may include:

1. Providing staff in-service and student instruction or counseling.
2. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment that he/she knew was not true.
3. Removing vulgar or offending graffiti.
4. Notifying parents/guardians of the situation and possible consequences.
5. Notifying Child Family Services. (Formally Child Protective Services)
6. When the student who complained and the person accused of harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.

7. The principal or designee shall tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with the District uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.
8. In reaching a decision about the complaint, the principal or designee may take into account:
  - a. Statements made by the persons identified above.
  - b. The details and consistency of each person's account.
  - c. Evidence of how the complaining student reacted to the incident.
  - d. Evidence of past instances of harassment by the accused person.
  - e. Evidence of past harassment complaints that were found to be untrue.
9. To judge the severity of the harassment, the principal or designee may take into consideration:
  - a. How the misconduct affected one or more students' education.
  - b. The type, frequency and duration of the misconduct.
  - c. The number of persons involved.
  - d. The age and sex of the person accused of harassment.
  - e. The subject(s) of harassment.
  - f. The place and situation where the incident occurred.

# PITTSBURG UNIFIED SCHOOL DISTRICT

## Sexual Harassment Complaint Form

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Date of Offense \_\_\_\_\_  
Place of Offense \_\_\_\_\_  
Time of Offense \_\_\_\_\_

Describe the act:

Name(s) of offender(s):

Descriptions of how you felt, thought, and reacted to the sexual offense:

How did the offense affect your school experience?

List of witnesses (if any)

\* Remember your rights! You have a right to be safe and protected and feel secure in the school environment.

## **SCHOOL UNIFORM POLICY**

**BP 5132(b)**

### **K-8 MANDATORY SCHOOL UNIFORMS**

The governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board recognizes that in order to promote student safety and discourage theft, peer rivalry and/or gang activity the Board may wish to establish a dress code requiring students to wear uniforms. Such a dress code shall be included as part of each school's safety plan. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students and maintain a positive school climate.

When the plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policies. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183) The school shall establish guidelines identified in the school dress code and school safety plans provisions where by parents/guardians may choose not to have their children comply with an adopted school uniform policy which is contrary to their beliefs or exceptions deemed appropriate by the Principal. The Superintendent or designee shall ensure that resources are identified to assist economically disadvantage students in obtaining uniforms.

**AR 5132 (b)**

At least six months before a mandatory school uniform policy is implemented, the Principal or designee shall notify parents/guardians of this policy. In K-8 schools where a school wide uniform is Board approved, the Principals, staffs and parents/guardians of the identified school shall jointly select the specific uniform to be worn. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted. The school shall establish guidelines identified in the school dress code and school safety plans whereby parents/guardians may choose not to have their children comply with the school uniform policy which is contrary to their beliefs or exceptions deemed appropriate by the Principal.

The Principal or designee shall also repeat this notification at the end of the school year so that parents/guardians are reminded before school clothes are likely to be purchased.

The district shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

The Principal or designee shall establish a method for recycling or exchanging uniforms as students grow out of them.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting (Education Code 35183)

## **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. Sandals must have heel straps. Thongs and slippers are not acceptable.
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 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.
5. Hats, baseball caps, shower caps, wave caps, hairnets, bandannas and other head coverings shall not be worn indoors.
6. Hair shall be clean and neatly groomed. Rollers are not permitted.
7. Sunglasses, unless required for medical reasons, may not be worn in the classroom.
8. Gang symbols, apparel, jewelry, accessories, notebooks or manner of grooming which, by virtue of their color, arrangement, trademark or any other attribute, denote membership in gangs, advocate drug use, violence, or disruptive behavior are prohibited.

Students inappropriately attired or lacking in personal cleanliness may be sent home for correction of the problem or provided with temporary garments by the school. The final judgment of appropriateness rests with school staff.

## **DEFINITION OF TERMS**

### **Suspension Off-Campus**

During the period of this suspension, the student must not be on or near any school campus and must remain home unless under the direct supervision of the parent or guardian.

### **On-Campus Suspension (OCS)**

On-Campus Suspension is an alternative to regular school suspension. The student is excluded from one or more classes and passing periods. The student reports to the OCS supervisor at school and is expected to do regular classroom work during the time spent in OCS. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law;
2. The student shall have access to appropriate counseling services;
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension;
4. Each student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

### **On-Campus Detention**

This is held in a two-hour block, from 3:00 p.m. to 5:00 p.m. for students who are late to class. Students can attend in lieu of suspension and without losing valuable school time.

### **Saturday School**

Saturday School is assigned for infractions and attendance violations. This is in lieu of suspending students for minor infractions and once again another step to keep the students in school.

### **Work Detail/Community Service**

Students may be assigned work detail for certain minor rule violations (littering, defacement of school property, etc.). Education Code 48900 (f) through (m)

### **Unauthorized Electronic Equipment**

All electronic equipment such as cell phones, digital recorders, iPods, MP3 players and portable game systems used without prior approval of school staff may be confiscated. The School and/or District are not responsible for any electronic devices brought to a school site.

**SECTION H**  
**NOTIFICATION OF UNIFORM COMPLAINT PROCEDURES**  
**OF**  
**COMPLAINTS OF NONCOMPLIANCE OR DISCRIMINATION**

Uniform Complaint Procedures

AR 1312.3

Compliance Officers

The Board of Education designates the following compliance officer(s) to receive and investigate complaints and to ensure district compliance with law:

Assistant Superintendent, Educational Services  
2000 Railroad Avenue  
Pittsburg, CA 94565  
925-473-4000

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
  - a. The district is primarily responsible for compliance with state and federal laws and regulations
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
  - c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination

- d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision
- e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision  
(cf. 5145.6 - Parental Notifications)

## Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

### Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630)

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

### Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

### Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631)

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

### Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below, within 60 days of the district's receipt of the complaint. (5 CCR 4631)

### Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal (5 CCR 4631)

7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies (Education Code 262.3)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

#### Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

#### Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

#### Regulation PITTSBURG UNIFIED SCHOOL DISTRICT

approved: February 13, 2008 Pittsburg, California

**Contact the district's Title XI Coordinator, Assistant Superintendent of Educational Services at (925) 473-2312.**

Direct to Uniform Complaint Officer:

Assistant Superintendent of Educational Services  
2000 Railroad Ave - Pittsburg, CA 94565

Date Received: _____ by _____
Date Contacted Complainant: _____ by _____
Date of Resolution: _____ by _____

**PITTSBURG UNIFIED SCHOOL DISTRICT  
UNIFORM COMPLAINT FORM**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

This complaint alleges discrimination or non compliance with state or federal regulations at the following: \_\_\_\_\_

*(school, site or program)*

In the space provided below, please indicate the nature of the problem. Please be as specific as possible.

Have you discussed the problem with a staff member or administrator? If so, what was the outcome of your discussion?

Indicate below your recommendations for resolving the problem.

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

*(if additional space is needed for answers to above questions, please attach a separate sheet of paper)*

## SECTION I

### TECHNOLOGY

#### **INSTRUCTIONAL STUDENT USE OF TECHNOLOGY RESOURCES** **AR 6162.7 (a)**

At the beginning of each school year, parents/guardians shall receive a copy of the District's policy and administrative regulation regarding access by students to the Internet and online sites. (Education Code 48980). (*cf.* 5145.6 – *Parental Notifications*)

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper use.

(*cf.* 0440 – *District Technology Plan*)

(*cf.* 4040 – *Employee Use of Technology*)

(*cf.* 4131 – *Staff Development*)

(*cf.* 4231 – *Staff Development*)

(*cf.* 4331 – *Staff Development*)

(*cf.* 61627 – *Use of Technology in Instruction*)

#### **Copyrights**

Staff shall strictly observe copyright laws related to computers and educational technology. A designated employee shall ensure that software is used and duplicated in accordance with software licensing agreements. Public domain software may be duplicated and exchanged with other schools or staff. No illegal copies of copyrighted software shall be accepted or used in the district.

Electronic information resources offer tremendous opportunities of educational value, but also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. Pittsburg Unified School District has some control of the information on electronic information resources, by utilizing computers at school with our filtering technology.

Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Although access to all Internet resources is available, it is the intent of the Pittsburg Unified School District to make Internet access available only to further its educational goals and objectives.

#### **On-Line Internet Services: User Obligations & Responsibilities**

These resources shall be used to:

- A. Reinforce the adopted curriculum
- B. Reinforce the educational goals of the Pittsburg Unified School District
- C. Enhance available information in the library/media centers

Students are authorized to use the District's on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board Policy and the District's Acceptable User Agreement.

1. The student in whose name an on-line services account is issued is responsible for its proper use at

all times. Users shall keep personal account numbers, home addresses and telephone numbers private.

2. The District's system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
3. The District reserves the right to monitor any on-line communications for improper use. Electronic communications and download materials, including files deleted from a user's account, may be monitored or read by District officials. (*cf. 5145.12 – Search and Seizure*)
4. The use of the District's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.
5. Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or materials that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. (*cf. 5145.3 – Nondiscrimination/ Harassment*)
6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or District policy. (*cf. 3513.3 – Tobacco-Free Schools*)
7. Copyrighted materials may not be placed on the system without the author's permission. Users may download copyrighted materials for their own use only. (*cf. 6162.6 – Use of Copyrighted Materials*)
8. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy District equipment or materials or the data of any other user. (*cf. 5131.5 – Vandalism, Theft and Graffiti*)
9. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
10. Users shall report any security problem or misuse of the services to the teacher or principal.

The principal or designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke or suspend a user's access at any time. The decision of the principal or designee shall be final. (*cf. 5144 – Discipline*) (*cf. 5144.1 – Suspension and Expulsion/Due Process*)

## **1. Procedures for Publishing Information**

All information shall be considered as materials, which supports student/staff publications and/or general school communications with the public.

- A. Information selected for electronic publishing (including: posting on news forums, electronic bulletin boards), shall be presented to the site administrator and/or designee prior to release.
- B. The material, when received, shall be reviewed and evaluated prior to its release. (PUSD Board Policy 6162.7)
- C. All material must not violate any state or federal laws, including:
  - (1) Copyrights
  - (2) Destruction of property
  - (3) Invasion of privacy

## **INSTRUCTIONAL STUDENT USE OF TECHNOLOGY RESOURCES      AR 6162.7 (b)**

### **2. Student Use**

The Site administrator or his/her designee is the primary person responsible for implementing items A-E listed below with support from the Curriculum and Instruction and Technology Services Departments:

- A. Students in grade 5 and below will have access to information resources that are selected by the instructor. These students will not have access to an open Internet connection without adult supervision.
- B. Parents/guardians shall be notified in writing at least two weeks prior to the initial use of Internet.
  - (1) Announcement shall include the description of the identified resources and their application to the curriculum.
  - (2) A “Student Acceptable Use Agreement” form 6162.7(d) will be returned to the instructor prior to the student being allowed to use the instructional resources on the Internet or a commercial electronic online service.
  - (3) No student shall participate unless he/she has returned the signed “Student Acceptable Use Agreement” form 6162.7(d).
- C. Staff shall provide a time and place, if requested, where parents/guardians can review the electronic resources.
- D. Staff shall supervise the student use of online services and in so doing may ask teacher assistants and student assistants to assist in this supervision.
- E. Teachers and students will be given instruction on the proper use of the District network and the Internet as established by the Curriculum and Instruction and Technology Services Departments.

### **3. Connecting Electronic Resources to the District’s Tele-Communications System**

- A. Any employee wishing to connect an electronic device to the district telecommunications system shall present the request in writing to the site administrator.
- B. The site administrator and/or designee will review the request. If the request is approved, it will be transmitted to the Technology Director.

## **INSTRUCTIONAL STUDENT USE OF TECHNOLOGY RESOURCES AR 6162.7 (c)**

### **4. Acceptable Use**

It is a general policy that online communication (i.e., using Internet) is to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission and goals of the Pittsburg Unified School District. The use of electronic information resources is a privilege, not a right. In appropriate use of these resources will result in the loss of computer services, disciplinary action, and/or referral to legal authorities. The site administrator or designee may close an account for inappropriate use (see Technology Use Agreement – 6162.7(d)). Administrators or faculty members have the right to request, for cause, that the site administrator deny, revoke, or suspend specific user accounts for inappropriate use. Site administrators will take action as needed.

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The use of electronic information resources must be in support of education, business and/or research and within the educational program and goals of the Pittsburg Unified School District. Each user is personally responsible for this provision at all times when using electronic information services.

# PITTSBURG UNIFIED SCHOOL DISTRICT

2000 Railroad Avenue · Pittsburg, California 94565

(925) 473-2347 · Fax (925) 439-1650

*Office of Student Services*

## CONSENT FORMS

**Please sign these forms and return to your child's school**

- Student Technology Acceptable Use Agreement
- Elementary and Secondary Education Act (ESEA): Military Recruiter Access and Universities/Employee Recruitment
- California Healthy Kids Survey Notification and Withdrawal Form (grades 7-12)
- Parent/Guardian Acknowledgment – Elementary
- Parent/Guardian Acknowledgment – Junior High and High School

## PITTSBURG UNIFIED SCHOOL DISTRICT

### STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT 6162.7(d)

#### CONSENT AND WAIVER

By signing the Consent and Waiver form attached, parent(s) or guardian(s), and I the undersigned(student), agree to abide by the following restrictions. I have discussed these rights and responsibilities with my parent(s) and/or guardian(s).

Further, my parent(s) and/or guardian(s) and I have been advised that the District does not have control of the information on the Internet, although it attempts to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. While the Pittsburg Unified School District's intent is to make Internet access available to further its educational goals and objectives, network users may have the ability to access other materials as well.

The District believes that the benefits to students accessing the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Nevertheless, the parent(s) and guardian(s) of minors are ultimately responsible for setting and conveying the standards that their student should follow. To that end, the District supports and respects each family's right to decide whether or not to apply for Pittsburg Unified School District Network access.

Any questions should be directed to Director of Technology Services, at (925) 473-4221.

The student and his/her parent(s) or guardian(s) must understand that student access to the Pittsburg Unified School District technologies is developed to support the District's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In compliance with the Child Internet Protection Act, the District subscribes to Internet filtering to prevent students from getting inappropriate sites, which includes measures to block or filter Internet access for both minors and adults to certain visual depictions. These include visual depictions that are (1) obscene, or (2) child pornography, or, with respect to use of computers with Internet access by minors, (3) harmful to minors. In addition, the Pittsburg Unified School District makes no warranties with respect to the Pittsburg Unified School District Technology service, and it specifically assumes no responsibilities for:

- A. The content of any advice or information received by a student or employee from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice;
- B. Any costs, liability or damages caused by the way the student or employee chooses to use his/her District Network access;
- C. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of The District;
- D. While the Pittsburg Unified School District supports the privacy of electronic mail, students must assume that this cannot be guaranteed.

**STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT**

**6162.7(d)**

E. By signing this form I agree to the following terms:

1. My use of the Pittsburgh Unified School District's Technology must be consistent with the Pittsburgh Unified School District's primary goals.
2. I will not use the Pittsburgh Unified School District Technology for illegal purposes of any kind.
3. I will not use the Pittsburgh Unified School District Technology to transmit threatening, obscene, or harassing materials. The District will not be held responsible if I participate in such activities, and is not responsible for such behavior on my part.
4. I recognize that the Pittsburgh Unified School District cannot be held responsible for the conduct of others on the Internet who might engage in the sending of threatening, obscene, or harassing materials that I might receive as a result of using the District Technology to access external resources. I agree to notify my instructor or supervisor immediately if I receive any such materials. I also recognize that email access from school should not be considered secure and teachers may reserve the right to review its content.
5. I will not use the Pittsburgh Unified School District Technology to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network. I will print only to my local printer.
6. Files accessible via the Pittsburgh Unified School District Technology are assumed to be the property of organizations and individuals unless otherwise specified. I will respect the rights of copyright holders and not use any such materials without their express permission.
7. I agree not to use the Pittsburgh Unified School District Technology resources to conduct or engage in personal business for profit on behalf of others or myself.

Student's Name \_\_\_\_\_ Student's ID \_\_\_\_\_  
(Please Print)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Parent's Signature \_\_\_\_\_

\*\*Pittsburg High School and Riverside High School routinely disclose names, addresses and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent. Military recruiters have the same access to high school students as provided to post secondary institutions or to prospective employers.\*\*

# PITTSBURG UNIFIED SCHOOL DISTRICT

2000 Railroad Avenue · Pittsburg, California 94565  
(925) 473-2347 · Fax (925) 439-1650

*Office of Student Services*

## **Elementary and Secondary Education Act (ESEA): Military Recruiter Access**

I do not want the Pittsburg Unified School District to release my child's information to the Military Recruitment Office.

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Parent/Caregiver Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

**IF YOU DO NOT RETURN THIS FORM YOU ARE GIVING YOUR CONSENT FOR THE DISTRICT TO RELEASE YOUR CHILD'S INFORMATION TO THE MILITARY RECRUITMENT OFFICE.**

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## **Elementary and Secondary Education Act (ESEA) : Universities/ Employee Recruitment**

I do not want the Pittsburg Unified School District to release my child's information to Universities/ Employee Recruitment.

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Parent/Caregiver Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

**IF YOU DO NOT RETURN THIS FORM YOU ARE GIVING CONSENT FOR THE DISTRICT TO RELEASE YOUR CHILD'S INFORMATION TO UNIVERSITIES /EMPLOYEE RECRUITMENT.**

*Note: These forms should be kept in the Student's Cum Folder and Marked on Aeries.*

# PITTSBURG UNIFIED SCHOOL DISTRICT

*Office of Student Services*  
*Dr. ReJois Frazier-Myers, Director*  
2000 Railroad Ave, Suite D • Pittsburg, CA 94565  
(925) 473-2347 • Fax (925) 439-1650



## Internet/Media Permission Form

### Student pictures/names used in various forms of media.

For your protection and privacy, we ask your permission to use your child's picture within our District web site and other media should we desire. Pictures used on our web site or other media will include students when they are involved in projects, when they are in large groups(classrooms, assemblies, sports, clubs), when their student group receives recognition at the state level or other school related activities.

**Media includes, but is not limited to, newspapers, magazines, internet, video and television.**

Please check all that apply, sign, and return to the school office.

- I give my permission to use my child's picture on the internet with his/her first name.
- I give my permission to use my child's picture in the media.
- I give my permission to use my child's selected school materials(art work, written paper, class projects, computer projects) on the internet.
- I understand that the media images may be used for advertising or marketing purposes.
  
- Do Not use my child's picture on the internet/media.
- Do Not use my child's schoolwork on the internet/media.
- Do Not include my child's first name on the internet/media.

Any other restrictions: \_\_\_\_\_  
\_\_\_\_\_

I acknowledge that I have legal authority to sign this form on behalf of the minor named below:

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian

## Parent Conduct Form

Parents/Guardians are welcome to visit school campuses. Your help is needed in order to maintain a safe environment for all of our students and staff; and to ensure that each students stay focused on learning.

**In order to visit a school campus or classroom area, you must first sign in at the office and obtain a visitor's badge. Visitors are expected to:**

- Be courteous and non-threatening to school personnel and students (*Education Code 32210*)
- Observe classroom or school activities without disrupting (*Education Code 32210*)
- Observe school rules and/or district policies regarding access to school grounds
- Turn off cell phones; (texting or talking on cell phones is not permitted in classrooms or hallways)
- Leave younger children at home

Parents/Guardians are encouraged to work cooperatively with the school staff in fostering positive behavior in students. By working together we hope to further develop characteristics such as:

- Respect for themselves and others
- Consideration for the rights of others
- Courteous behavior and language
- Obedience to rightful authority
- A desire to learn

We welcome parents/guardians to visit their child's classroom and be positive role models for our students. It is very important that we maintain a safe school environment for our students, staff, and parents.

Sincerely,

\_\_\_\_\_  
Principal / Designee

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**(Visitors Agreement must be signed at the first visit – of each school year)**

**ELEMENTARY STUDENTS**

**PARENT/GUARDIAN ACKNOWLEDGMENT**

**I have received and read the booklet that describes the Pittsburg Unified School District's policies on student attendance, conduct and discipline. I understand it informs me of my rights relating to courses, programs, activities and pupil records, which might affect my child during the school year.**

**I understand that my child is subject to the discipline measures described in this booklet if he/she misbehaves on the way to school, at school or a school-related activity and on the way home from school.**

Signature \_\_\_\_\_  
Signature of Parent/Guardian Acknowledgement

Date \_\_\_\_\_

**I have read and understand the Uniform Complaint Procedures.**

Signature \_\_\_\_\_  
Signature of Parent/Guardian Acknowledgement

Date \_\_\_\_\_

**My student** \_\_\_\_\_  
(Student's Name)

**(Check One)       Has my permission       Does not have my permission**

to participate in the HIV / AIDS EDUCATION portion of the Pittsburg Unified School District Health Curriculum

Signature \_\_\_\_\_  
Signature of Parent/Guardian Acknowledgement

Date \_\_\_\_\_

**\*\*\* PLEASE SIGN THIS FORM, IN EACH OF THE 3 SECTIONS AND RETURN TO YOUR CHILD'S SCHOOL WITHIN TEN (10) DAYS.**

**JUNIOR HIGH AND HIGH SCHOOL STUDENTS**

**PARENT/GUARDIAN ACKNOWLEDGMENT**

**I have received and read the booklet that describes the Pittsburg Unified School District's policies on student attendance, conduct and discipline. I understand it informs me of my rights relating to courses, programs, activities and pupil records, which might affect my child during the school year.**

**I understand that my child is subject to the discipline measures described in this booklet if he/she misbehaves on the way to school, at school or a school-related activity and on the way home from school.**

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Signature of Parent/Guardian Acknowledgement

Date \_\_\_\_\_

**I have read and understand the Uniform Complaint Procedures.**

Signature \_\_\_\_\_  
Signature of Parent/Guardian Acknowledgement

Date \_\_\_\_\_

**My student** \_\_\_\_\_  
(Student's Name)

**(Check One)**       **Has my permission**       **Does not have my permission**

to participate in the sex education component of the 7<sup>th</sup> grade health curriculum, the 9<sup>th</sup> grade Skills for Living class, or 10<sup>th</sup> grade Biology.

Signature \_\_\_\_\_  
Signature of Parent/Guardian Acknowledgement

Date \_\_\_\_\_

**\*\*\* PLEASE SIGN THIS FORM, IN EACH OF THE 3 SECTIONS AND RETURN TO YOUR CHILD'S SCHOOL WITHIN TEN (10) DAYS.**