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DISTRICT ADMINISTRATION

Christopher R. Hoffman, Superintendent
Mark Cerutti, Deputy Superintendent, Education Services and Schools
Craig Murray, Assistant Superintendent, Secondary Education
Robert Pierce, Deputy Superintendent, Business Services and Facilities
Shannon Hayes, Chief Financial Officer, Business Services and Facilities
David Reilly, Associate Superintendent, Human Resources

John Dixon, Ed, D, Director, Secondary Education
Kathy Hamilton – Director, College and Career Options
Melanie Dopson, Ed. D – Director, Secondary Education
Nicole Brown – District Head Counselor

BOARD OF EDUCATION

Anthony “Tony” Perez
Beth Albiani
Bobbie Singh-Allen
Carmine S. Forcina- President
Chet Madison
Dr. Crystal Martinez-Alire
Nancy Chaires Espinosa

PLEASANT GROVE HIGH SCHOOL ADMINISTRATION

Taigan Keplinger, Principal
Laurie Weiss, Vice Principal
Amber
Clark, Vice Principal
Omar Carreon, Vice Principal
Chris Rauschenfels, Vice Principal
Dianna Shoop, Teacher-In-Charge

Wendy Moylen, School Secretary
Jeff Platt, Director of Student Activities
Bruce Belden, Director of Athletics
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**Department Chair
◊ Academy Lead
MISSION

The Pleasant Grove High School community will challenge all students to excel in an academically rigorous setting where they establish and achieve individual goals, communicate effectively, and interact respectfully and responsibly as they prepare for the future.

CORE VALUES

The students at PGHS will demonstrate:

RIGOR: by utilizing and developing their critical thinking skills in a rigorous academic environment, by communicating effectively, and by seeking and creating solutions to complex problems.

RELEVANCE: by applying current learning to advance their career, social and civic goals

RELATIONSHIPS: by fostering relationships among other students and staff to develop life-long, self-directed learning and interpersonal skills that build connections to the school and global community.

RESPECT: by honoring self and others through accepting personal responsibility for their actions and showing respect for diverse voices and life experiences.
School Information

ADULT VISITORS/VOLUNTEERS

All adult visitors/volunteers must sign in at the Main Office and wear a visitor/volunteer badge at all times while on campus. When requested to do so by school or security personnel, visitors and volunteers must show identification. Pleasant Grove High School does not issue visitor passes to students, nor allow students to host out-of-town guests.

ASB CARD

To encourage students’ attendance and participation at school events, the Associated Student Body sells an ASB CARD that will allow students FREE admission to ALL home athletic events (playoffs and powder puff not included), discounts on tickets and bids to other events, and discounts on items in the Student Store. Students who purchase an ASB card are advised that these cards are not transferable and at no time shall a student lend his/her ASB card to another student. If this situation does occur, the privileges of the ASB card will be revoked. In addition, defaced, lost, or stolen cards will NOT be replaced. In the event of loss or damage, the student may purchase a new card for $5.00. ASB cards will be sold throughout the school year during lunch.

ASSEMBLIES

From time to time, special assemblies are scheduled at Pleasant Grove High School. During these assemblies, students are expected to sit in the assigned seats for their class, remain until the assembly is dismissed, and be attentive and courteous. Students failing to follow the standards of good behavior during an assembly will be removed and disciplinary action will be taken.

ATHLETICS

Pleasant Grove High School offers a comprehensive athletic program. Students have the opportunity to compete in football, volleyball, cross-country, golf, basketball, baseball, softball, soccer, wrestling, tennis, swimming, track and field, and cheerleading. For additional information on the Pleasant Grove High School Athletic Program, students are asked to contact the school’s Director of Athletics at 686-0245.

ATTENDANCE POLICIES AND PROCEDURES

In order to benefit fully from the Pleasant Grove High School academic and extracurricular program and make progress toward graduation, students must attend school regularly. Regular attendance and punctuality are critical to school success. Irregular attendance negatively affects class progress and grades. Parents/guardians are encouraged to work with Pleasant Grove High School in supporting students’ regular and timely attendance. Parents/guardians may call the school’s attendance office at (916) 686-0230 during school hours to check on their child’s tardy and absence record.

ATTENDANCE REQUIREMENTS

State law requires that all minors attend school full time. Students are expected to attend school regularly. Academic success and achievement begin with a commitment to being punctual and prepared for the rigors of school. Maintaining this high standard will positively affect a student’s progress as well as reinforce a strong work ethic for the
future. Parents/guardians have the ability to monitor their student’s attendance via ParentVue. Attendance is taken each period and is noted in the teacher’s roll book and in the master attendance system.

Excused versus unexcused absences are defined as follows: A. Excused: Absences

“Excused” absences are defined in California Education Code (EC 48205) as an absence that is:

i. Due to his or her illness.
ii. Due to quarantine under the direction of a county or city health officer.
iii. For the purpose or having medical, dental, optometric, or chiropractic services rendered.
iv. 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.
v. For the purpose of jury duty in the manner provided for by law.
vi. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
vii. Due 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, or attendance at an employment conference (when the pupil’s absence has been requested in writing by the parent or guardian and approved by the principal or designee) x. For the purpose or serving as a member of a precinct board for an election pursuant to Section xi. 12302 of the Elections Code.
xii. Due to an approved school field trip for which the student had previously acquired permission from each of their teachers to attend the event.

Note: When a student has had 14 absences in the school year for illness, any further absences for illness must be verified by a physician in order to be designated as “Excused” in the official record of attendance (AR 5113b).

B. Unexcused Absences:

Any absence that is not excused based on the guidelines noted in the previous section shall be considered “unexcused” and may result in disciplinary action.

i. An absence due to suspension is an example of an “unexcused” absence.

ii. Truancy, flat tires, running out of gas, missing the bus, oversleeping, vacations, are also examples of “unexcused” absences, even if they are verified by the parent, and may result in a disciplinary consequence.

ATTENDANCE QUESTIONS OFTEN ASKED

What do I do if I need to leave school early?

You have one of two options if you need to leave school early for any reason:

1. Have your parent write a note and bring it to the attendance office first thing when you arrive to school.

   The note should include your name, student ID number, the reason for the dismissal, parent signature, and a telephone number where they can be reached; or

2. Your parent can call 916-686-0230 ext. 1 as early as possible to request a leave of grounds (LOG). If you are leaving during a class period, you will be given an astro bright orange pass giving you - permission to leave
during the middle of class. When you get to the attendance office window, you will sign out and receive your LOG stamped with the date and time. This LOG gives you permission to leave school grounds. Leaving campus without obtaining a LOG and signing out in the attendance office may result in disciplinary consequences even if the absence is due for legitimate reasons.

What if I’m coming back after leaving campus?
When you return, make sure to stop in the attendance office first so you can sign back in. You’ll also have your LOG stamped so you can use it as a pass to class. If you are planning to return but decide not to do so, make sure your parent calls the attendance office, so your absence(s) can be cleared.

How many days do I have to clear an absence?
Parents have 7 days to clear an absence either by telephone or by note.

What if I have an early appointment and come to school late?
If you are coming to school late because of an appointment, please bring in a note from your doctor’s office to the attendance office so that we can adjust your attendance. If you are going to be late for any other reason, bring in a note from your parent or have them call the attendance office to report your tardy.

Notes:
1. Students identified as having an excessive number of early dismissals will be required to clear future requests with the vice principal. A medical verification may also be required if deemed necessary by administration.
2. If a student leaves campus without an approved Leave of Grounds (LOG), the absence will be considered Truant and cannot be cleared at a future date. Additionally, the student is subject to disciplinary consequences for leaving campus without permission.
# BEHAVIOR EXPECTATIONS

<table>
<thead>
<tr>
<th>Classrooms</th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Your Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow teacher’s directions</td>
<td>Use appropriate language</td>
<td>Arrive on time and prepared to work</td>
<td>Take academic risks</td>
<td></td>
</tr>
<tr>
<td>Use classroom items properly (lab stations, books, equipment, Chromebooks, materials etc.)</td>
<td>Optimize instructional time</td>
<td>Take accountability for your own work and actions</td>
<td>Demonstrate grit and determination</td>
<td></td>
</tr>
<tr>
<td>Keep backpacks/bags out of walkways/aisles</td>
<td>Adhere to the electronic device policy</td>
<td>Seek help in a timely manner (schedule appointment with teacher, attend tutoring, form study groups, etc)</td>
<td>Advocate for yourself and peer(s)</td>
<td></td>
</tr>
<tr>
<td>Immediately report any unsafe behavior to the teacher</td>
<td></td>
<td>Maintain academic integrity</td>
<td>Maintain academic integrity</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Common Areas</th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Your Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stay in designated areas</td>
<td>Be patient with others (waiting in line or walking behind someone)</td>
<td>Pick up trash &amp; recycle</td>
<td>Keep campus clean</td>
<td></td>
</tr>
<tr>
<td>Follow the flow of foot traffic during passing period</td>
<td>Return to class promptly</td>
<td>Go to and from destination in a timely manner</td>
<td>Appreciate cafeteria and custodial staff</td>
<td></td>
</tr>
<tr>
<td>Promptly clean up spills</td>
<td>Lower voice when passing classrooms</td>
<td>Display hall pass at all time</td>
<td>Interact maturely with peers and staff</td>
<td></td>
</tr>
<tr>
<td>Immediately report any unsafe behavior to the nearest adult</td>
<td>Be mindful of others’ personal space</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parking Lot &amp; Surrounding Community</th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Your Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow all traffic laws</td>
<td>Park in designated spots only</td>
<td>Use appropriate spots for drop off zones</td>
<td>Immediately proceed to class</td>
<td></td>
</tr>
<tr>
<td>Be mindful of pedestrians</td>
<td>Display your parking permit in the correct location</td>
<td>Report accidents to the front office</td>
<td>Exit the parking lot in a timely manner</td>
<td></td>
</tr>
<tr>
<td>Walk in designated areas (sidewalks and crosswalk)</td>
<td>Maintain a clean parking lot</td>
<td></td>
<td>Be mindful of behavior/language near surrounding communities</td>
<td></td>
</tr>
<tr>
<td>Immediately report any unsafe behavior to the nearest adult</td>
<td>Be careful of others’ vehicles</td>
<td></td>
<td>Be patient and kind to others</td>
<td></td>
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<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Restrooms &amp; Locker Rooms</th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Your Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wash hands</td>
<td>Maintain a clean environment</td>
<td>Use sinks, towels, and toilets correctly</td>
<td>Keep the area you use clean, free from litter and writing</td>
<td></td>
</tr>
<tr>
<td>Keep water in sink/fountain</td>
<td>Be courteous to others (quietly wait your turn)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep cell phones turned off and put away.</td>
<td>Respect others’ privacy</td>
<td>Enter and exit the area in a timely manner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immediately report any unsafe behavior to the nearest adult</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assembly &amp; School Events</th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Your Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be aware of others’ personal space</td>
<td>Adhere to start and end times</td>
<td>Carry your ID card</td>
<td>Show school spirit and pride</td>
<td></td>
</tr>
<tr>
<td>Remain in supervised areas</td>
<td>Be an active participant</td>
<td>Follow school rules</td>
<td>Do the right thing</td>
<td></td>
</tr>
<tr>
<td>Follow staff’s directions</td>
<td>Support presenters, athletes, performers, etc.</td>
<td>Purchase/Secure an entry ticket for paid events</td>
<td>Turn in lost items</td>
<td></td>
</tr>
<tr>
<td>Immediately report any unsafe behavior to the nearest adult</td>
<td></td>
<td>Think before you act and speak: Is it true? Is it necessary? Is it kind?</td>
<td>Maintain a healthy balance between school work and campus/extracurricular activities</td>
<td></td>
</tr>
</tbody>
</table>
## BELL SCHEDULES

### Regular Day

<table>
<thead>
<tr>
<th>Period 0</th>
<th>7:00</th>
<th>7:55</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:00</td>
<td>9:00</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:06</td>
<td>10:06</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:16</td>
<td>11:16</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:22</td>
<td>12:22</td>
</tr>
<tr>
<td>1st Lunch</td>
<td>11:22</td>
<td>11:53</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:59</td>
<td>12:59</td>
</tr>
<tr>
<td>2nd Lunch</td>
<td>12:28</td>
<td>12:59</td>
</tr>
<tr>
<td>Period 6</td>
<td>1:05</td>
<td>2:05</td>
</tr>
<tr>
<td>Period 7</td>
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### Minimum Day

<table>
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<tr>
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</thead>
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</tr>
<tr>
<td>Period 2</td>
<td>8:41</td>
<td>9:16</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:22</td>
<td>9:57</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:03</td>
<td>10:38</td>
</tr>
<tr>
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<td>10:03</td>
<td>10:33</td>
</tr>
<tr>
<td>Period 5</td>
<td>10:39</td>
<td>11:14</td>
</tr>
<tr>
<td>2nd Lunch</td>
<td>10:44</td>
<td>11:14</td>
</tr>
<tr>
<td>Period 6</td>
<td>11:20</td>
<td>11:55</td>
</tr>
<tr>
<td>Period 7</td>
<td>12:01</td>
<td>12:36</td>
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</tbody>
</table>

### Opening Day (Fall/Spring)

<table>
<thead>
<tr>
<th>Advocacy</th>
<th>8:00</th>
<th>8:30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:36</td>
<td>9:30</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:36</td>
<td>10:30</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:40</td>
<td>11:34</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:40</td>
<td>12:34</td>
</tr>
<tr>
<td>1st Lunch</td>
<td>11:40</td>
<td>12:11</td>
</tr>
<tr>
<td>Period 5</td>
<td>12:17</td>
<td>1:11</td>
</tr>
<tr>
<td>2nd Lunch</td>
<td>12:40</td>
<td>1:11</td>
</tr>
<tr>
<td>Period 6</td>
<td>1:17</td>
<td>2:11</td>
</tr>
<tr>
<td>Period 7</td>
<td>2:17</td>
<td>3:11</td>
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</tbody>
</table>

### PSAT (Reverse Min Day)

<table>
<thead>
<tr>
<th>Testing</th>
<th>8:00</th>
<th>11:19</th>
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<tbody>
<tr>
<td>Lunch</td>
<td>11:25</td>
<td>11:59</td>
</tr>
<tr>
<td>Period 1</td>
<td>12:05</td>
<td>12:31</td>
</tr>
<tr>
<td>Period 2</td>
<td>12:37</td>
<td>1:03</td>
</tr>
<tr>
<td>Period 3</td>
<td>1:09</td>
<td>1:35</td>
</tr>
<tr>
<td>Period 4/5</td>
<td>1:41</td>
<td>2:07</td>
</tr>
<tr>
<td>Period 6</td>
<td>2:13</td>
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<tr>
<td>Period 7</td>
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### Late Start Thursday

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<tbody>
<tr>
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<tr>
<td>Period 2</td>
<td>9:40</td>
<td>10:26</td>
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<tr>
<td>Advocacy</td>
<td>10:32</td>
<td>11:02</td>
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<tr>
<td>Period 3</td>
<td>11:12</td>
<td>11:58</td>
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<tr>
<td>Period 4</td>
<td>12:04</td>
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<tr>
<td>1st Lunch</td>
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<tr>
<td>Period 5</td>
<td>12:41</td>
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<tr>
<td>2nd Lunch</td>
<td>12:56</td>
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</tr>
<tr>
<td>Period 6</td>
<td>1:33</td>
<td>2:19</td>
</tr>
<tr>
<td>Period 7</td>
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### Rally

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<tr>
<th>Period 0</th>
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<tbody>
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<td>8:53</td>
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<tr>
<td>Period 2</td>
<td>8:59</td>
<td>9:52</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:02</td>
<td>10:55</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:01</td>
<td>11:54</td>
</tr>
<tr>
<td>1st Lunch</td>
<td>11:01</td>
<td>11:32</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:38</td>
<td>12:31</td>
</tr>
<tr>
<td>2nd Lunch</td>
<td>12:00</td>
<td>12:31</td>
</tr>
<tr>
<td>Period 6</td>
<td>12:37</td>
<td>1:30</td>
</tr>
<tr>
<td>Period 7</td>
<td>1:36</td>
<td>2:29</td>
</tr>
</tbody>
</table>

### Advocacy Kick Off

<table>
<thead>
<tr>
<th>Period 0</th>
<th>7:00</th>
<th>7:55</th>
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</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:00</td>
<td>8:54</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:00</td>
<td>9:54</td>
</tr>
<tr>
<td>Advocacy</td>
<td>10:00</td>
<td>10:30</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:40</td>
<td>11:34</td>
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<tr>
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<td>11:40</td>
<td>12:34</td>
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<tr>
<td>Period 7</td>
<td>2:17</td>
<td>3:11</td>
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</tbody>
</table>

### Final Exam & SBAC

| Testing Block 1 | 8:00 | 10:00 |
| Passing | 10:00 | 10:10 |
| Testing Block 2 | 10:10 | 12:10 |
| Lunch | 12:10 | 12:30 |
BICYCLES/SKATEBOARDS/SCOOTERS

Bicycles must be parked and locked in the area designated for bicycle storage. Students leaving the school campus on bicycles or scooters are advised that they must come to a complete stop at the edge of the campus when entering the city streets. State law requires that students under 18 years of age wear helmets when riding bikes to and from school. Violators may be subject to a $25 fine or more. Bicycles, skateboards, and scooters may not be ridden on the school campus at any time. Pleasant Grove High School is not responsible for unlocked bicycles/scooters or for bicycles/scooters left overnight at the site.

The Elk Grove Unified School District prohibits the use of skateboards, wheelies, roller skates, in-line skates, or similar devices on school property, including parking lots and walkways. Violators may be prosecuted under SCC 1084 section 9.38.015 and fined up to $250.00.

Students who use skateboards as a means of transportation to and from school must keep the skateboards with them at all times. During class, they are to place the skateboards under their desks or in an area designated by the teacher for skateboard storage. As stated above, students may not ride skateboards on campus at any time. This includes after school hours and on weekends. The school is not responsible for lost, stolen, or damaged skateboards.

BUS TRANSPORTATION

The Elk Grove Unified School District provides bus transportation to Pleasant Grove High School for students who meet transportation criteria. In order to ensure the safety of students being transported, all students must abide by the bus conduct rules established by the Elk Grove Unified School District Transportation Department. Students can be denied transportation if there is any infraction of the rules. For further information regarding bussing and transportation routes and rules, please call the EGUSD Transportation Department at 686-7733.

CHANGE OF ADDRESS

Parents/guardians are to notify the Student Services Office immediately of any change of address, telephone number, or guardianship. Proof of residence, such as a utility bill (SMUD or PG&E), is required to verify the new home address.

CHARGES/RETURNED CHECKS/PAYMENT DEADLINES

A. A service charge for all returned checks
B. After the first returned check no checks will be accepted thereafter
C. Personal checks will not be accepted after April 1st of each school year per EGUSD District policy
D. Cash or money orders only.

CLASSROOM VISITS

Occasionally parents need or want to observe a class. Visitors to PG, must make arrangements with the classroom teacher by making a request at least 24 hours in advance. Visitors must sign in at the front desk before entering campus. Office staff must verify all classroom visits upon a visitor’s arrival. In order to maintain a rigorous learning environment and to respect all students learning styles and challenges, we request that parents limit their visits to no more than one per quarter. When visiting to observe classroom instruction, parents must sit in an assigned area and
enter and exit as pre-arranged. Parents may not take any time directly before, during or after that class period to talk with the classroom teacher. Arrangements for a parent-teacher conference must be made to discuss any concerns at a later time. All visitors are required to wear a “Visitor” badge while on campus. This is for the safety and protection of all students (Penal Code 626.8). All visitors must check out with the front office when leaving.

**CLUBS**

Pleasant Grove High School offers a variety of official clubs for all members of the student body. Students are invited to join any that interest them. All that is required to charter a club is student interest, a staff advisor, and a reasonable purpose. For more information on existing clubs or in chartering a new club on campus, students are encouraged to see the Activities Director.

**COUNSELING**

Pleasant Grove High offers a comprehensive counseling program that provides academic guidance, personal counseling for individuals and groups, and career exploration and assessment. Counselors assist students in identifying academic and career goals and in planning courses of study that support achievement of these goals. Counselors also supervise peer support groups, peer conflict management, and peer-initiated and facilitated drug and alcohol use alternative activities. The counseling program is an integral part of Pleasant Grove’s total school program. The counseling staff works closely with the staff, faculty, administrators, families and community to provide a supportive, effective and safe environment in which all students can succeed. Students and families are encouraged to contact the Counseling Center at 686-0233 to set up appointments if they wish to meet with a member of the counseling staff.

**DANCES**

When students attend a school dance, they do so to enjoy a school-sponsored social event. The following guidelines are intended to guarantee that all students can enjoy Pleasant Grove High School dances.

**PRIOR TO DANCE**

A. A dance policy letter must be signed and returned by the student when the student purchases a ticket to the dance.
B. All tickets will be sold in advance of the dance at the ASB window or the controller’s office window. C. When
C. Students purchase a ticket, they must present their current student ID card.
D. Students must present their PG student I.D. card and their signed ticket at the door before entering
E. A limited number of guest passes will be issued for some dances. A background check will be completed on each guest
   request. The school administration reserves the right to issue and revoke the guest pass at any time. Guest
   pass requests will be given to Pleasant Grove students who have a school identification card at the time of
   application. All guests must be at least high school aged and under the age of 21. All guests must have photo
   ID to be presented at the time of entrance into the dance. NO ID - NO ENTRANCE. NO EXCEPTIONS. NO
   REFUNDS. Middle school students are not eligible to attend any high school dance.

**REQUIREMENTS AND EXPECTATIONS DURING AND AFTER THE DANCE**

A. Certain dance styles are not appropriate; sexually suggestive dancing and dancing that simulates violence will not be
   permitted. Depending upon the degree of violation the student may be removed from the dance with no
   prior warning, or with prior warning continues to violate the policy. If a student is removed from a dance
they may not be allowed to attend the next school dance.
B. Dances are open ONLY to Pleasant Grove High School students and approved guests from other schools.
C. All guests must arrive and enter the dance with their host student and have the approved guest pass, ticket, and photo
D. ID with them as they enter.
E. Students must enter all dances within 90 minutes of the beginning time of the dance. Students that leave before the dance ends will not be readmitted.
F. Students must be picked up from the dance within 30 minutes of the end of the time of the dance. Failure to be picked up within this time frame may result in a student not being allowed to attend other dances during the school year.
G. Students are encouraged to leave valuables at home.
H. Parents are welcome to volunteer at dances to help assist staff in supervision, help in the snack bar, or help with the coat check.

DANCE CONTRACT

This contract must be read, signed by the student requesting to attend a PGHS dance. Following is the list of requirements and expectations for attending dances at Pleasant Grove High School.

DANCE ARRIVAL

Guests must arrive with their PGHS sponsor and present a school/picture ID, approved guest pass, and receipt at the door within the first 90 minutes of the dance. Students who leave prior to the end of the dance will not be re-admitted for any reason.

DRESS CODE REQUIREMENTS

A. Shirts with collars are suggested and must remain on throughout the dance.
B. Pants must be on the natural waistline. All undergarments are to be covered so they are not visible.
C. See-through fabrics must have a backing which covers the skin from chest to mid-thigh. Cutouts exposing midriff are prohibited.
D. Exposed cleavage is to be minimal.
E. Back of dress may not be lower than the waist.
F. Hemline and/or slits on dresses are to be mid-thigh or lower.
G. Very short, skin-tight, “sausage” or “tube” style dresses or skirts are not allowed.
H. If dress code is not followed, students will:
   (1) Not be permitted into the dance, or (2) Be removed.

DANCING REGULATIONS

A. All dancers must remain vertical with feet on the ground. b. No rubbing or touching of any private body parts. B. No sexually suggestive movements, moshing, train dancing or break dancing.

Students who violate the dance regulations you will be removed from the dance and refunds will not be given

DRESS CODE

Parents or guardians have the primary responsibility for appropriate standards of dress and grooming. However, as an educational entity, the Secondary Division of the Elk Grove Unified School District has the responsibility to establish and maintain standards of dress and grooming that support a positive, appropriate, and safe learning and teaching environment.
The purpose of a dress and grooming code is to facilitate education, not to inhibit any person’s taste in attire or appearance. Students should be clean and neatly dressed in a manner that will be appropriate to the school setting, not hazardous to the health and safety of the students, and not disruptive or distracting from the educational program of the school. In addition, no articles of clothing, apparel or school materials, including hats, backpacks, and binders, may have pictures, printing, or writing that is crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant, that contain images of weapons, tobacco, drugs and/or alcohol, or which the school’s administration reasonably predicts will disrupt the learning environment.

Specifically, the students at Pleasant Grove High School are expected to abide by the following dress code:

**PANTS, SHORTS, SKIRTS:**

A. No undergarments showing  
B. Holes, rips or frays higher than mid-thigh must not expose skin or underwear  
C. No “sagging pants”  
D. No “short shorts” or “short skirts.” Shorts, skirts and dresses must not be shorter than mid-thigh. Volleyball, spanks, or athletic compression shorts must not be worn alone.  
E. No pajamas except for flannel pajama bottoms during designated spirit days  
F. Belts must be tucked around the waist.

**TOPS, SHIRTS, BLOUSES:**

A. No undergarments showing  
B. No bare midriffs: tops must completely cover the skin and overlap the waistband of pants, shorts, or skirts.  
   When arms are raised above the student’s head, if the garment does not fall naturally below the midriff area, the student is in violation.  
C. No low cut tops  
D. No “see-through” or fishnet fabrics  
E. No halter tops, strapless tops, off the shoulder tops, or bra-like tops  
F. No muscle shirts/T-shirts/Tanks --(no shirts cut below the natural arm-hole)

**FOOTWEAR:**

A. Shoes must be worn at all times  
B. No house slippers, or “wheelies” are allowed

**HAT/HEAD COVERING POLICY:**

The Elk Grove Unified School District allows students to wear certain types of hats on campus to protect them from damage caused by exposure to the sun. At Pleasant Grove High School students may not wear baseball caps and visors with writing and/or images that are deemed by school administration to be disruptive to the learning environment. All cap bills must face forward.

In addition, the following rules regarding hats on campus must be observed:

A. Bandanas, skull/wave caps, and masks are not permitted on campus  
B. Grooming items and headwear such as hair rollers, shower caps, hair rags, picks worn in the hair, etc., are not allowed.

Please note that teachers may prohibit the wearing of hats within their individual classrooms as consistent with their respective classroom policies.
The school administration may limit or prohibit specific clothing that has been determined by law enforcement or gang experts to be affiliated with an actual gang. In consultation with law enforcement or other gang experts, the school administration may limit clothing or apparel where there is a reasonable basis for identifying such clothing or apparel as gang affiliated. Limitations and prohibitions on gang-related clothing or apparel will be applied equally to all students, and in no instance will a student’s clothing or apparel be identified as gang-related based solely on the student’s race, national origin or ancestry.

Students failing to comply with the dress code may be asked to call their parents or guardians to bring a change of clothing, may have inappropriate items confiscated, or in the case of repeated violations, may be subject to progressive disciplinary consequences.

**DRIVING AND PARKING POLICY**

It is a privilege for students to drive to and park at Pleasant Grove High School. Due to the limited number of spaces, parking permits will only be issued to 11th and 12th grade students. Possession of a student parking permit does not guarantee a parking space. Students must display their parking permit when parking at Pleasant Grove High School. Students will not be permitted to park in the red zones or loading zones, or in the neighboring communities, or commercial properties adjacent to the school.

To obtain a parking permit, students must complete the Vehicle Parking Contract and the Student Vehicle Registration Form. These documents are available on our website and should be submitted to the Administration Office. Parking permits may be picked up 24 hours after the forms have been received. Permission to park on campus may be revoked at any time.

If space permits, there will be limited number of parking passes issued to 10th grade students during the Spring Semester only.

For the safety and well-being of all, students must follow the following driving and parking rules:

A. Under no circumstances should students park off campus or in areas provided for staff and visitors.
B. Any student leaving campus in a vehicle during the school day without permission is in violation of school rules as outlined in the student handbook.
C. Follow all rules of the road, including driving at the speed limit.
D. Follow directives of Campus Supervisors and other school staff.
E. After arriving to school and properly parking, students are required to leave their car **immediately** and proceed to the main campus.
F. Students are not to loiter or “hang out” or “wait” by their car in the student parking lot.
G. At the end of the school day, special event, or athletic competition, students are to get in their cars and immediately leave campus. Students are not to loiter or “hang out” or “wait” by their car in the student parking lot.
H. At all times, especially late start Thursdays, students are never to arrive to campus pick-up friends and leave campus.
I. Once students have arrived on campus, they are to stay on campus.
J. Students in violation of these rules may lose their privilege to drive to PGHS and be subject to further disciplinary consequences.

**Secure your vehicle and:**

- Be sure to roll up all car windows after parking.
- Before getting out your car, make sure valuables are out of sight.
- Never leave valuables lying out on seats, the dashboard or floor and if possible, keep valuables with you.
- Always lock your car doors before leaving.
Parking permit enforcement begins on Monday, August 20, 2018. Any vehicle without a permit or parking in a space that is in violation of the parking contract will be subject to corrective action: citation, detention, Saturday School, and possible revocation of the student’s parking privileges.

**The Role of Parents and Guardians:**

Please use the loading zone for student drop off and pick up. Waiting and pick up in the staff parking lot is prohibited due to safety concerns. This lot will be closed from 7:45am - 8am and from 2:30pm – 3:30pm.

When picking up high school students on the Albani campus, please adhere to the following expectations to ensure the safety of all staff and students:

- Use far **LEFT** lane to enter the **INNER** Parking Lot
- Use the **MIDDLE** lane to access the **Drop Off Curb**
- Please pull as far forward as you can, and then allow your student to exit the car
- Use the **RIGHT** lane to continue to **PGHS**
- All students should be dropped off and picked up on the **Drop Off Curb**, NOT in the **Inner Parking Lot**
- If you need to wait on your student for any reason, please park in a parking stall
- **Avoid** stopping, dropping off, or picking up any student (KAMS or PGHS) in the **CURVE**. Stopping in this area disrupts the flow of traffic
- Please be patient and do not pull around another car and get back in line to drop off your student

Morning traffic is slowest from 7:45 am to 8:00 am
Afternoon traffic is slowest from 3:00 pm to 3:15 pm

**ELECTRONIC DEVICES**

Personal electronic devices include such things cell phones, iPods, MP3 players, cameras, laptop computers, iPads, tablets, and personal gaming systems. Students are permitted to have these devices on the campus, but only under certain conditions. Also, it is important to note that: STUDENTS MAY NOT HAVE MORE THAN ONE ELECTRONIC DEVICE OF THE SAME TYPE on campus at any time (e.g. two cell phones, or two iPods).

The following are the conditions pertaining to the possession and use of personal electronic devices. These devices are permitted to be used:

A. Before and after school  
B. During the student’s assigned lunch period  
C. In the classroom during school hours ONLY when given specific permission by the teacher for educational purposes that are directly related to the course content for that particular class.

These devices are **NOT** permitted to be used:

A. During passing periods  
B. In classrooms during school hours  
C. In classrooms during ANY quiz, test, or exam even if it for “educational purposes” as described above  
D. In any restroom or locker room

Pursuant to California Education Code Section 51512, the use of any electronic listening or recording device in an educational setting without prior consent of the teacher and/or the principal is prohibited. Any pupil violating this section will be subject to appropriate disciplinary action.

Students violating the Electronic Device Policy are subject to disciplinary consequences including, but not limited to,
confiscation of the device, Saturday School, or home suspension. Devices that have been confiscated can ONLY be picked up by the parent/guardian at the administration office during normal hours of operation. The parent will be asked to provide a valid photo ID to ensure that they are the parent of record as noted in the school’s Student Information System.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Eligibility

All students who wish to participate in athletic, extracurricular and co-curricular activities must:
1. Have earned a 2.0 grade average in their overall district 7-12 program for the grading period prior to their participation and for each succeeding grading period during participation.
2. Meet standards of satisfactory citizenship.
3. Have a satisfactory attendance record as defined by Board Policy.

In addition to the eligibility rules listed above, the Associated Student Body president shall maintain at least a 3.0 grade point average.

For the purpose of clarification, the following terms will be used to determine academic eligibility:

GRADES OF PROGRESS: (Progress Reports) Data processor generated grades assigned to a student, but not officially recorded on a transcript.
GRADES OF RECORD: (Final Report Cards) Data processor generated grades assigned to a student and officially recorded on the student’s transcript at the end of the term/semester.

Initial Eligibility

All students who wish to participate in athletic, co-curricular and/or extracurricular activities must have earned a minimum 2.0 GPA based on grades of record for the grading period immediately prior to their participation. Credits earned will be a factor in computing GPA’s.

Continuing Eligibility

Any student who wishes to continue participating in athletic, extracurricular and/or co-curricular activities remains eligible if:
1. On any grade of record the student has maintained a minimum 2.0 grade point average.
2. On any grade of progress for schools on a block schedule, the student has maintained a minimum 2.0 GPA with no “F’s”. If a student has an “F”, he/she is ineligible beginning the Monday after grades are published. That student becomes eligible as soon as he/she returns a grade clearance form to the Activities/Athletic Director, signed by the teacher, signifying that the student is earning a passing grade.
3. The student has a grade of “F” on any mid-quarter or midterm grade of progress, the student is ineligible beginning the Monday after grades are published. That student becomes eligible as soon as he/she returns a grade clearance form to the Activities/Athletic Director, signed by the teacher, signifying that he/she is earning a passing grade.
GRADUATE PROFILE

The Graduate Profile is a set of student outcomes that define what all Elk Grove Unified School District graduates should know and be able to do in order to be prepared for post-secondary education, career and civic participation. The Graduate Profile was developed with input from educators, students, parents and over 100 community members.

An Elk Grove Unified School District graduate demonstrates readiness to succeed in college, career, and life through:

**Creative Problem-solving**

- Analyzes problems by exercising critical thinking to formulate and ask pertinent questions
- Develops solutions using innovative, inventive, and intuitive ideas and approaches
- Utilizes resources and processes necessary to solve problems

**Self-awareness, Self-reliance, Self-discipline**

- Possesses and applies skills necessary for living independently
- Sets and meets realistic, measurable goals; makes adjustments as needed
- Articulates strengths, weaknesses, abilities, and limitations as these apply to achieving plans and goals after graduation
- Manages and balances time, resources, and responsibilities

**Technical Literacy**

- Demonstrates mastery of technology necessary for college and career success
- Exhibits willingness to learn and utilize new technology
- Understands the evolving role of technology in industry and society

**Communication and Collaboration**

- Articulates thoughts and ideas in all forms of communication: oral, written, and non-verbal
- Reads, listens, and observes effectively
- Relates to and collaborates with diverse groups to achieve a common purpose

**Community Engagement**

- Demonstrates knowledge about school, local, and global issues
- Respects cultural differences
- Participates in diverse school and community organizations willingly and cooperatively

**Integrity**

- Makes commitments and keeps them, giving full effort
- Takes responsibility for actions
- Acts with honesty, authenticity, and sincerity
HALL PASSES

Students are not permitted outside of classrooms during class periods unless a school staff member accompanies them, or they have a hall pass from an authorized staff member.

IDENTIFICATION CARDS

At the beginning of each year, student ID photos are taken at school and students are issued personal ID cards. These ID cards include a bar-code label for library/textbook checkout. It is important that the bar code label not be damaged or tampered with in any way. Replacement ID cards are available for $5.00 at the library circulation counter. STUDENTS MUST SHOW A PHOTO ID CARD FOR ALL LIBRARY CHECK-OUT. STUDENTS ARE EXPECTED TO CARRY THEIR ID CARDS WITH THEM ON CAMPUS AND PRESENT TO STAFF WHEN REQUESTED. These measures enhance our students’ security and help to prevent non-students from disrupting school. School ID cards are required for all dances.

ILLNESS AT SCHOOL

If a student becomes ill at school, he/she is to report to the Health Office located in the Student Services Office. Students who need to see the Health Records Assistant must first obtain a pass from their teacher. A student is not to call parent from a cell phone or the classroom phone as office staff may not be able to locate student when parent arrives! The Health Records Assistant will contact the student’s parent to inform them of the illness or injury. Parent will then pick student up there. An ill or injured student may only leave campus if excused by the administration staff and after signing out and receiving a Leave of Grounds pass. Homework must be requested through email or ParentVue, not the Health Records Assistant.

If a student feels they are unable to participate in PE due to illness or injury, a parent must contact PE teacher directly via ParentVue or email. The Health Records Assistant is not involved in this process.

All health information must be updated annually, and changes in address, parent home and work phone numbers, and emergency contact names and phone numbers should be reported immediately to the Student Services office at 686-0233 so that the school is able to make immediate contact with a parent or guardian if the student is injured or becomes ill.

INSURANCE

The Elk Grove Unified School District does not carry accident or injury insurance on students. The responsibility for individual coverage lies with the parents or guardians. Low cost insurance is available and is highly recommended. Information regarding insurance is provided to each student at the beginning of each school year.

Lost & Found

The administration building is the place to take “found items” or see if “lost items” have been turned in. Since Pleasant Grove High School does not assume responsibility of loss of missing articles on campus, students are asked to keep close track of their belongings and not carry valuable or large sums of money with them at school. Items from Lost and Found that are not picked up will be donated to charity on a periodic basis.

LIBRARY MEDIA CENTER
The mission of the Pleasant Grove High School and Katherine L. Albiani Middle School Library Media Center is to support the mission of Pleasant Grove High School and Katherine L. Albiani Middle School; to promote literacy and the enjoyment of reading; and to ensure that students become lifelong learners who can find, evaluate, and utilize information in a variety of formats in an effective, critical, and responsible way. Libraries today provide not only printed materials but also computer resources, therefore, the term Library Media Center is used.

The Library Media Center will serve students from seventh through twelfth grade. Therefore, the library collection will include books and informational resources for all of these grade levels. Because all materials in the collection will be accessible to all students, it is important that parents/guardians be active in determining the individual reading choices made by their child or children. The staff of the Pleasant Grove High School and Katherine L. Albiani Middle School Library Media Center respects an individual’s right to access information, we support the principles of the ALA Library Bill of Rights, the NCTE Student’s Right to Read, and district policy AR1312.

Services for you:

A. Provide instruction and help in the use of library information, materials and equipment.
B. Provide a quiet, attractive, and friendly place for study.
C. Provide help and resources for assignments and personal information needs.
D. Provide fiction and informational books and other materials.
E. Purchase books, materials, and equipment to support our educational goals.
F. Provide replacement identification cards and cards for new students.
G. Provide access to online databases and other library information on the school web site, pghs.net.

Resources for you:

A. In print: books, magazines, and newspapers.
B. Electronic: library materials catalog, informational databases, Internet resources, encyclopedias.
C. Computer applications: word processing, database/spreadsheets, presentation software and printing services.
D. Copy machine: self-serve copier for students at a fifteen-cent charge per copy.

Procedures that keep your library running smoothly:

A. Regular library book checkout period is three weeks.
B. Back issues of magazines may be checked out for one week.
C. Students with overdue books cannot check out any additional books.
D. Lost or damaged books are the responsibility of the student.
E. Lost items must be paid for. There may be a replacement cost, service charge and fines.
F. ID cards are required for checking out all books.
G. Students will sign up for computer use during lunch and before and after school.

Circulation Policy-Check-Out Policy-Student

A. Any student wishing to check out materials must have a student ID card or be identified in person by an instructor in order to check out a book.
B. There is a three-book limit on the number of books a student may check out at one time. This does not include core novels or textbooks.
C. Students may check out books for a three-week period of time. Core novels will have a six-week limit.
D. Renewals: Students will be allowed one three-week renewal on a book and then the book must be returned.
E. Research materials that are on reserve for a pre-designated period of time, because they are being used by several classes for class project, are not available to be checked out from the library but may be freely accessed in the library during library hours.
F. Reference texts cannot be checked out from the library for personal use but are readily available during library hours.
G. Audiovisual material is not available for student checkout but is available for viewing or listening during library hours.
hours.

LOST, STOLEN, OR DAMAGED BOOKS CHARGES AND POLICY
The library media center serves all staff and students at Pleasant Grove High and Katherine L. Albani Middle School and needs everyone’s help to ensure that we have books in quality condition to serve the needs of all our patrons. Below is the list of charges and our policy for lost, stolen, or damaged books. These charges are necessary to help the library maintain its collection on our very limited budget. Students should cover textbooks and protect all books from water or soda in backpacks and from damage (covers and ends) from the rain.

OVERDUE, DAMAGED, LOST OR STOLEN BOOKS POLICY
1. Any student who has overdue, damaged, lost or stolen books may not check out additional materials until books have been returned, replaced, or compensation paid. However, since every student must have access to textbooks, these books will be available for student use before school, during the lunch period, or after school. Additionally, special contracts (payment plan) may be set up with parents and students for payment of lost materials. Once a contract has been signed, a student may check out books. In the case of stolen books, a standard stolen property report must be filled out.
2. Only cash, cashier’s check or money orders will be accepted for lost or damaged textbooks after April 1st of each school year.
3. The following consequences shall be implemented to facilitate book returns or secure payment for lost, overdue, stolen, or damaged books:
   A. Diplomas will be withheld
   B. Individual use of the Internet (not part of a class visitation) will be withheld
   C. Transcripts will be withheld
   D. Middle School students will not be able to participate in any activities
   E. High School students may not be able to attend dances or athletic events
   F. High School students may not be able to try out for any athletic teams
   G. Parents will be contacted by phone or letter if books are overdue for a long period of time.
   H. The Pleasant Grove High School and Katherine L. Albani Middle School Library Media Center supports and complies with EGUSD policy concerning lost, stolen, damaged, or overdue books.
4. If library materials or property are willfully damaged, the offending student will come under the disciplinary policies outlined in the Education Code pertaining to damage to school property.
5. If a lost or stolen book is returned within one year of checkout, a full refund will be given.
6. Only cash, cashier’s check or money orders can be accepted for lost or damaged textbooks for students who leave or check out during the school year.

DAMAGED, LOST OR STOLEN BOOK CHARGES
$5.00.............................. Writing of any kind (other than name in designated area inside front cover) - per occurrence
$5.00.............................. Repeated writing or graffiti over any whole page (per page charge)
$5.00.............................. Writing on sides of book or covers and residue from sticky book covers
$5.00.............................. Cover damage from tape, dirt, stains, scratches, and peeling
$5.00 to 10.00............... Broken, torn, or bent covers, broken spine
$5.00.............................. Bar code, sensitivity strip, spine label- removed or damaged
$5.00 per page............. Missing/torn pages
1/2 the cost of the book.... Damage from any liquid if the book is still usable
Full cost of the book........ Damage from any liquid- if pages are stuck together, the book smells, is moldy and/or has
mildew, or if the book is not usable in anyway as a result of moisture.
Full cost of the book......... Lost or stolen books

Personal checks will not be accepted after April 1st of each school year per EGUSD District policy. Cash or money orders only.

IMPORTANT INFORMATION FOR GRADUATING SENIORS WITH UNPAID FINES/FEES
Graduating seniors and promoted 8th graders must have ALL fines cleared and signed off by a library media teacher in order to receive a diploma or participate in promotion ceremonies.

LIBRARY MEDIA CENTER COMPUTER USE POLICY
1. Students must show their ID card to sign up to use library computers unless accompanied by their teacher.
2. There will only be one person per computer unless doubling is part of a class visitation assignment when the instructor is present student ID.
3. Students must have a signed computer use form on file in the office and a computer use authorization dot on their ID

LIBRARY MEDIA CENTER TECHNOLOGY RULES/INTERNET USE
The Library Media Center will provide access to the Internet for students to use for classroom projects. We believe that a strong technology curriculum supports learning and requires that users are responsible in their use of computers, networks and information.
Listed are basic guidelines for student use of computers. Please be advised that any misuse of computer privileges will result in disciplinary action:

1. The Internet: All students will read the terms of Internet use in their student handbooks and fill out and turn in the Elk
   a. Grove Unified School District’s “Application for Educational Use of the Internet.” This library media center supports
   b. and complies with the Elk Grove Unified School District’s policy for “Use of Technology in Instruction.
2. Saving Files: Students may save files to the school server designated for students, or ParentVue, if these files are part of a classroom project. Students need to follow the instructor’s directions closely when saving their work. Students should title their files and should have their name and the teacher’s names saved somewhere in the file.
3. Printing: The first 3 computer print-outs are FREE per student, per day. After the third print-out, each page costs $.10 cents per print-out for black/white. Printing in color is $.25 cents per page (with no free pages). Students should not print entire web pages because this practice wastes paper and is costly to the student. Students are advised to carefully select the information they want and then cut and paste important information into a Microsoft Word document for printing. Students will be charged for any page upon which there is any printing. Copies are to be picked up and paid for at the circulation desk.
4. Plagiarism: Information accessed and/or printed from the Internet and used as a part of a research project or paper must be identified as such in any project or paper. Students must credit their Internet sources in order to avoid
   a. plagiarism and its consequences. Students should copy down the web address and the name of the reference source
   b. (book magazine, newspaper, etc.), title of the article, author, and date when provided.

LIBRARY PROCEDURE FOR STUDENTS DIS-ENROLLING FROM PLEASANT GROVE HIGH SCHOOL Students
checking out of school must have a checkout form signed by a library media teacher verifying that the student has returned or paid for all books or book damage.

1. If the student is not cleared, a bill will be attached to the checkout form and given to the parents.
2. If a student leaves PGHS and does not return his/her textbooks and/or clear all charges and fines, a hold will be placed
   a. on the student’s transcripts.

Graduating seniors must have all fines cleared and signed off by a library media teacher in order to receive a diploma or participate in promotion.

**LOST AND FOUND**

The administration building is the place to take “found items”, or to see if “lost items” have been turned in. Since Pleasant Grove High School does not assume responsibility for lost or missing articles on campus, students are asked to keep close track of their belongings and not carry valuables or large sums of money with them at school.

Items from Lost and

Found that are not picked up will be donated

**MEDICATION**

No medication (prescription or nonprescription) will be dispensed to students or allowed on the school site without the appropriate form being completed and on file in the Health Clerk’s office. Students may obtain the form from the Student Services Office. Students requiring medication at school shall be identified to the school by the parent/guardian and physician. All student medication must be in the original container and will be kept securely locked in the Health office. Students found in possession of prescription (or over-the-counter) medications are subject to disciplinary consequences.

**PARENTVUE**

ParentVUE helps parents/guardians stay informed and connected by providing day-to-day insight into their child’s academic experience.

Parents will need to register for a ParentVUE account using an activation code and instructions given out at the beginning of the school year by each school site. Instructions on how to register and update information in the system will be included on the activation code handout. If you lose your activation code or need another one, please contact your student’s school.

**PHYSICAL EDUCATION DRESS**

It is required for all students to dress for Physical Education each day and failure to do so may result in disciplinary actions.

There is a specified dress for all Physical Education classes as follows:

A. PGHS PE Gray T-shirt (or plain gray t-shirt with no markings)
B. PGHS PE Dri-Fit T-shirt PGHS Long sleeve T-shirt
C. PGHS Navy Blue P.E. shorts (or plain navy blue shorts with no markings)
D. Combination Lock
E. White Socks
F. Tennis Shoes (must be laced)
G. Optional Items: Navy Blue Sweat Pants Navy Blue Sweat Shirt Gray Sweat Shirt

**PHYSICAL EDUCATION LOCKERS**

Physical education lockers are issued as a courtesy to students during the first week of each semester. Students must use the locker that is assigned to them and not share the locker with another student. PE lockers are to be used during the Physical Education class only. A combination lock is required and available for purchase from your PE teacher.

PGHS and EGUSD do not assume responsibility for damage or theft of any items that are stored in lockers. It is the student’s responsibility to remove all items at the end of each semester. Items left in the locker room at the end of the semester will be thrown out or donated to charity and will not be replaced by PGHS or EGUSD.

**SPECIAL OCCASIONS - FLOWERS, BALLOONS, ETC.**

Flowers, balloons, candy, etc., other than those available at school sponsored events, may not be delivered to a student during the school day to acknowledge a special occasion. Students may not carry balloons, flowers, etc., on campus during the school day because they are disruptive to the educational process. If these items are delivered to school, they will be kept in the administration office until the end of the school day. Additionally, we ask that parents who wish to celebrate special occasions with their son/daughter do so outside of the school day. Specifically, both students and parents will not be permitted to bring outside food and beverages onto the campus in celebration for their student’s special occasion, nor will parents be permitted to “have lunch” with their student on the campus other than special days established by the school such as “Take Your Parent to School Day.”

**STUDENT ACTIVITIES OFFICE**

The Student Activities room is located adjacent to the student store and the cafeteria-facing the main quad area. Student officers and the Director of Student Activities have offices in the Student Activities room. The planning of all extra and co-curricular activities, except athletics, is coordinated through the Student Activities office.

**STUDENT GOVERNMENT**

Through Student Council students may express their opinions and assist in the planning of school events. This student organization promotes leadership, initiative, responsibility and unity. It is the duty of the ASB representatives to bring to the Student Council’s attention suggestions from their classmates and to report to Advocacy classes. All ASB officers are elected each year. The remainder of the ASB class is determined by interviews.

Requirements for elected student body or class offices are:
1. 2.5 or better cumulative GPA at each grading period with no F’s. NOTE: ASB president must have at least a 3.0 GPA
2. Good citizenship (no suspensions or unsatisfactory marks)
3. Approval of the Activities Director.

**STUDENT STORE**

The Student Store is located between the snack bar and the student activities office and is open during lunch periods. Students, parents, and staff members may purchase a variety of snack foods, beverages, school supplies, and spirit
logo-wear at the store. Profits from the student store are deposited in the school’s Associated Student Body general fund and are used to support campus clubs / organizations, assemblies, and campus special events.

STUDENTS WITH DISABILITIES

Pleasant Grove High School welcomes those with disabilities to participate fully in the programs, services and activities offered to students, parents, guardians and members of the public. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in any program, service or activity offered to you, please contact the principal’s secretary at 686-0230 who will be able to direct you to the person in charge of coordinating that activity. Please arrange to contact this person at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. [Government Code Section 54953.2; Americans with Disabilities Act of 1990, Section 202 (42 U.S.C. Section 12132)

TARDY POLICY

Successful, productive students develop positive habits of punctuality. These habits contribute to academic success, and career success later in life. In order to develop habits of punctuality and to prevent excessive or chronic tardiness from creating disruptions to the educational process, PGHS students will be held accountable for being in class.

The following policy regarding tardiness has been instituted at Pleasant Grove High School:

1. All students are expected to be in class by the time the bell finishes ringing. If they are not, they are considered tardy and may be subject to corrective action.
2. First period tardiness: Students who enter the classroom after the tardy bell need an excused readmit to be admitted to class without penalty. Tardy readmits will only be issued for valid reasons (i.e. medical/dental appointments verified with a physician’s note).
3. During the remainder of the school day, students who enter the classroom after the tardy bell, with an appropriate pass signed by a school office staff member, will be admitted to class without penalty.
4. Students who arrive to class more than 30 minutes after the class period has elapsed, without a valid/approved excuse, will be marked as “unexcused absence”, not tardy. The teacher will mark the student absent in the official record of attendance and may issue an administrative behavior referral.
5. Tardy sweep... The campus supervisors will conduct occasional “tardy sweeps” of the campus after the tardy bell rings. Students who are out on campus after the bell without an appropriate pass, regardless of their tardy history, will be assigned Friday School by a vice principal. After receiving the Friday School, students will be sent to class.

NOTE: Students on time to class every day who have NO tardies are eligible for positive incentives. Remember - EVERY DAY COUNTS AND EVERY MINUTE MATTERS.

TECHNOLOGY

TERMS AND CONDITIONS FOR TECHNOLOGY AND INTERNET ACCESS
Access to technology and the Internet is achieved and coordinated through a complex association of government agencies, regional, state, and site decision makers. The smooth operation of technology and our computer networks rely
upon the proper conduct of the end user whom must adhere to strict guidelines. These guidelines are provided in this document so that you are aware of the responsibilities, acceptable use, and consequences of technology violations.

OVERVIEW:
Users of technology at Pleasant Grove High School agree to use all types of technology resources in an efficient, ethical and legal manner. If a user violates any of the provisions stated below, education code guidelines will be enforced. The signatures at the end of this document are binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

What is ACCEPTABLE USE?
Appropriate Educational use ONLY!
The use of technology must be in support of education and research and consistent with the educational objectives of your school, department, or teacher.

What is UNACCEPTABLE USE?
• Using the Internet to play non-educational games
• Downloading music or other media without permission
• Accessing Instant Messaging during school hours
• Emailing friends and relatives for non-curricular purposes
• The visiting of Inappropriate Sites such as those:
  A. with pornographic material both hard porn and soft porn (swimsuit sites)
  B. which promote violence including hate sites
  C. with obscene language
  D. which promote alcohol and drug use
  E. music lyric sites with inappropriate lyrics
  F. Any sites that do NOT relate directly to the educational objectives of your school, department, or teacher.
  G. The accessing of threatening or obscene material
  H. Transmission of any material in violation of any US or state law or regulation
  I. The copying of copyrighted material
  J. The accessing of material protected by trade secret
  K. The use of network access for commercial activities
  L. Using access for product advertisement or political lobbying

E-Mail/Social Network Access Terms and Conditions
Accessing private email, Facebook, or equivalent communication/social media service without permission will be considered unacceptable use.

Instant Messaging is not to be conducted during the school day for any purposes. Instant Messaging is considered unacceptable use.

Supervision Software
Pleasant Grove High School operates supervision software applications. Student screens can and will be monitored randomly through the course of the school day. Screen captures of inappropriate material will be used to document violations reviewed at conferences and kept on file.

Vandalism
Corrupting a computer system, accessing unacceptable sites, defacing the hardware, theft, and other destructive violations of the computer will result in serious consequences. Corrupting a computer system or destroying
applications or data (including the copying or installation of unauthorized software or attempts to break computer or network security) will be considered vandalism and will carry the consequences of any school vandalism. The school and district discipline policies will be followed.

**Security**
Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem, notify the school site administration at 686-0230 or Information Systems at (916) 686-7710. Do not use another individual’s account. Attempts to log on to any network server as a system administrator may result in cancellation of user privileges.

**Network Etiquette**
You are expected to abide by the generally accepted rules of network etiquette. They include (but are not limited) to the following:

A. Be polite, respectful and brief. Sarcasm and humor may be misinterpreted as being rude.
B. Use appropriate language
C. Do not reveal your personal address or phone numbers or those of students or colleagues.

**TELEPHONES**

The office and classroom telephones are business phones to be used by students for emergencies only, and only with permission from staff. Students may use personal cell phones before and after school and during their lunch period, but must remain powered off, including vibrate or silent mode, during school hours.

**TRANSCRIPT REQUESTS**

Transcripts may be requested through the Registrar’s office.

**UNEXCUSED ABSENCE POLICY**

Any absence from school that does not meet the definition of an excused absence, as defined in the previous section, shall be considered “unexcused” and may result in disciplinary action.

**SARB (SCHOOL ATTENDANCE REVIEW BOARD) PROCESS**

Students with habitually poor attendance will be referred to the School Attendance Review Board (SARB) through the following process:

**1ST ATTENDANCE LETTER**
A letter is sent to parents after the 3rd truancy or the 10th excused absence. A principal or designee conferences with the student concerning attendance.

**2ND ATTENDANCE LETTER**
1. The school district sends a second letter to parents when there is no improvement in attendance.
2. The parent is requested to contact the school within five school days to schedule a conference.
3. If no conference is scheduled, if the parent fails to attend the conference, or if further absences
occur, other intervention options will be utilized.
4. Under state law, parents/guardians are responsible for the regular attendance of their children.

WEBSITE

If at any time a student or parent would like additional information about Pleasant Grove High School, they are encouraged to visit the website at: www.pghs.net

This website provides information about events and activities at Pleasant Grove High School. Parent newsletters and a monthly calendar of events are posted and links are provided to Pleasant Grove High School’s academic departments. In addition, parents are encouraged to create a ParentVue account. All new accounts require written permission. Permission forms are available in the Vice Principals’ office. This system provides parents with a wealth of information pertaining to their children. Such information includes: current homework assignments, academic progress in each of their classes, school news, and email system to communicate with our child’s teachers.

Call the Vice Principals’ office at 686-0237 regarding questions pertaining to ParentVue accounts.

WITHDRAWALS - TRANSFERS

Any student withdrawing or transferring from Pleasant Grove High School must report to the Attendance Office for a clearance sheet. A parent/guardian must either accompany the student or notify the Main Office to request the student be withdrawn from school. The clearance sheet must be signed and approved by the school registrar, all teachers, the librarian, and the school bookkeeper before the student returns it to the Main Office for final processing. The student must return all textbooks and other school materials and pay all fines/fees prior to withdrawal. The student must turn in his/her ID card.

WORK PERMIT REQUIREMENTS

Students under the age of eighteen must obtain a Work Permit at Pleasant Grove High School after securing an opportunity for employment. The following procedures will apply:

1. Work permit requests and work permits may be picked up in the Student Services Office.
2. Students in the Elk Grove Unified School District with work permits are required to maintain appropriate attendance and school performance to maintain their work permits.
3. Students who are truant three (3) or more school days (or 18 class periods) within a school year will have their work permit revoked. Employers will be notified of the revocation of the work permit.
4. Students with a GPA below 2.0 will have their work permit revoked. Employers will be notified of the revocation of the work permit.
5. Students must be clear of any outstanding school fines. Work permits will not be issued to students until all fees are paid.
6. If the work permit is revoked, students may apply to have their work permit reinstated if attendance and/or academic performance has improved enough to maintain a “C” average for at least one term and/or less than three (3) unexcused absences for one term.

Ages, and maximum hours per day and per week for Elk Grove Unified School District students are:

<table>
<thead>
<tr>
<th>Age</th>
<th>Non-School Days</th>
<th>School Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 – 15</td>
<td>8 hours/day - 40/week</td>
<td>3 hours/day - 18/week</td>
</tr>
<tr>
<td>16 – 17</td>
<td>8 hours/day - 48/week</td>
<td>4 hours/day - 20/week</td>
</tr>
</tbody>
</table>

1. A day of rest from work is required if the total hours employed per week exceeds 30 hours or if more than 6
hours are worked on any one-day during the week.
2. A minor’s work must be performed between specified hours:
3. 14 - 15 years: 7 a.m. to 7 p.m. (summer 6/1 - Labor Day, 7 a.m. - 9 p.m.)
4. 16 - 17 years: 5 a.m. to 10 p.m. (12:30 a.m. when no school the next day)
5. Parental and school permission are required.
6. When regulations of enforcement agencies differ, the more restrictive regulation applies.
Academics and Programs

ACADEMIC CODE OF CONDUCT

The staff of Pleasant Grove High School expects the highest standards of honesty and fairness from all students and promotes the ideals of education, responsibility and self-discipline. To protect all students’ right to a fair and meaningful evaluation of their work, the ACADEMIC CODE OF CONDUCT has been adopted. Students violating any of the Academic Codes of Conduct shall receive a zero for that assignment/test/project and BASED UPON THE SERIOUSNESS OF THE OFFENSE may be issued additional disciplinary consequences, EVEN IT IS THE FIRST OFFENSE, including, but not limited to, Saturday School, home suspension, and a loss of privilege to receive academic awards and honors. Such academic awards include, but are not limited to: Renaissance, CSF, Academic Awards, Valedictorian, and Senior Outstanding Scholar Recognition.

TYPE I
A student who exhibits any behavior that in the judgment of the teacher indicates dishonesty on an assignment, examination or quiz.

TYPE II
A student who copies an assignment from another student AND the student who allowed the assignment to be copied.

TYPE III
A student who is found in possession unauthorized “cheat sheets” (paper or electronic), answer keys or other evidence of premeditation of cheating (whether or not the item(s) were actually used by the student).

TYPE IV
A student who is caught taking, without permission, another student’s written assignment or project. In addition to the consequences described above, the student will be disciplined under the provisions for theft in the student discipline policy (EC46900g).

TYPE V
A student who plagiarizes someone else’s work, or copies an information from an encyclopedia, an Internet source, a magazine, a newspaper, Cliff Notes or any other published source, etc. and presents these materials as if they are the student’s own ideas.

TYPE VI
A student who has been found to falsify school records or is apprehended for taking, without permission, school records. For this violation of the Academic Code of Conduct, the student may be immediately dismissed from that course with loss of credit and a grade of “F” for the semester in which the infraction took place and may be suspended for attempting to alter state documents. A student NOT enrolled in a course may also be suspended for attempting to alter state documents.

ACADEMIES

Academies prepare students for selected career pathways by:

1. Meeting the preparation demands of post-secondary education and the expectations of employees.
2. Helping students recognize the relationships between what they learn in school and what they can do in the future.
3. Providing a structure that promotes teacher collaboration, focus on individual student needs, and continued self-directed improvements.
4. Providing smaller, highly personalized learning environment within a large school setting.
5. Connecting students to other students with similar interests and pursuits.
6. Guiding students into appropriate class placements.
7. Connecting and forming partnerships with local employers, higher level educational institutions, and other related educational programs that provide job shadowing and mentoring for academy students.
8. Providing students with first hand career/vocational experience.
9. Integrating academic and applied content.
10. Any student failing to meet the above academy standards is at risk for being placed on academy probation. When a student goes on academy probation they must meet with the academy coordinator and staff to discuss any issues jeopardizing their membership. The student will also sign a contract outlining their plan to become a member in good standing.

BIOMEDICAL ACADEMY
The mission of the Biomedical Academy at Pleasant Grove High School is to increase student achievement through a smaller learning environment which explores careers within the Medical Health field, to connect it to secondary academic learning, and to encourage student career exploration. Course Offerings in this strand include:

- Principles of Biomedical Science
- Human Body Systems
- Medical Interventions
- Biomedical Innovation

DIGITAL MEDIA ACADEMY
Digital Media Academy will provide industry standard training to students in the fields of Digital Video Production and Television Broadcasting. Course Offerings in this strand include:

- Animation 1
- Animation 2 or Digital Media Arts 1
- Digital Media Arts 2
- Broadcasting

IDEA ACADEMY
The Innovative Design and Engineering Academy (IDEA) will allow students to explore engineering topics through Computer Aided Drafting classes using industry standard software and by building hands-on projects in the engineering lab. Course Offerings in this strand include:

- CADD
- Principles of Engineering A/B
- Mechatronics
- Design and Implementation

ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)
The goals of AVID are to provide academic instruction and other support to underrepresented students to:

- Prepare them for four-year university eligibility
- Provide them college level entry skills
- Motivate them to pursue rigorous coursework.

For more information regarding AVID call the school and ask to speak with the AVID Coordinator or visit the AVID
section of the school website at www.pghs.net.

**ADVOCACY**

Advocacy will help all students to build on non-cognitive readiness skills, study skills, and other focuses that promote success in a global economy. To help personalize the school environment by connecting students through learning communities, each student will be assigned to an Advocacy class with a teacher that will remain with them from the freshman through the senior year. The class will meet weekly for 30 minutes to achieve the following objectives:

1. Support students with their academic endeavors, including Senior Portfolio preparation.
2. Allow students to explore post-secondary college and career options.
3. Provide support and guidance to students as they make critical life decisions.
4. Help students to respect and appreciate diversity and to actively contribute to the PGHS community and the community at large.

The teacher will act as a general advocate for students and will help to facilitate communication with parents/guardians.

**CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASP)**

The California Assessment of Student Performance and Progress (CAASPP) System consists of the following assessments:

English language arts/literacy and mathematics assessments (grade eleven):
   A. Smarter Balanced
   B. California Alternate Assessments (CAAs)

Science assessments:
   A. California Science Tests
   B. CAA for Science

**CALIFORNIA SCHOLARSHIP FEDERATION (CSF)**

CSF is a statewide honor society that recognizes excellent student scholarship and service. CSF accepts registrations only twice a year during the second weeks of February and September. Students qualify for participation using grades from their last term. So, in September, it is their June report card that they will use to apply and in February they use their January report card.

Participation is based on a point scale where A’s equal 3 points, B’s equal 1 point, and Honor’s B’s equal 2 points with a ten-point minimum achieved in academic classes necessary for qualification. The state CSF organization is very strict with grade guidelines and registration deadlines. Once the registration period is over, no one can apply until the next term. Freshmen can apply to be associate members for the first time in February with their first term Pleasant Grove High School report card. Sophomores who qualify will be initiated into full CSF membership in the spring. Students with four semesters of CSF membership become CSF seal bearers; those with six semesters of membership become lifetime members. CSF life Members will receive special recognition at graduation.
CLASS STANDARDS / COURSE SYLLABI

During the first week of each class, students will receive from their teachers an expectations sheet and course syllabus for each subject. This syllabus will also be on ParentVue. Homework policies, grading standards, course requirements, and curriculum content will be outlined in each syllabus.

Colleges

PRIVATE 4-YEAR COLLEGES AND OUT-OF-STATE SCHOOLS
Specific admission requirements for private and out of state colleges and universities vary widely. In general, the course requirements listed above for the University of California will meet the admission requirements of most private colleges and universities across the U.S. (for example, Harvard, Pepperdine, UOP, BYU, Fisk, Tuskegee, etc.). For specific information about individual schools, students are advised to check the college’s handbook or catalog in Pleasant Grove High School’s Career Center or to log on to the website of the specific school.

COMMUNITY COLLEGES
Pleasant Grove High School is located in the Los Rios Community College district. The Los Rios campuses serve many Elk Grove Unified School District graduates. To enroll in a community college, students must be eighteen years of age or possess a high school diploma. Community college students may select from career certificate programs with as few as 10 units or as many as 43 units. Many of the certificate programs act as the core of a 60-unit degree program that allows students to gain career skills while pursuing graduation or transfer to a four-year university. In some cases, it is possible for high school students to enroll concurrently at a community college. If interested, students are asked to contact their counselor for details.

UNIVERSITY OF CALIFORNIA/CALIFORNIA STATE UNIVERSITY COURSE ADMISSION REQUIREMENTS
Students at Pleasant Grove High School will be encouraged to enroll in a course of study that will meet admission requirements for the UC or CSU. Current admission requirements for freshmen and upper division transfer students are listed below. These are general guidelines; for a more detailed description, please refer to www.csumentor.edu/Generalfreshmaninfo.html or https://doorways.ucop.edu/list/.

A-G COURSE REQUIREMENTS
Required Exams: 1. SAT Reasoning Test or ACT or ACT Assessment for UC or CSU admission. 2. SAT Subject Tests for UC admission.

<table>
<thead>
<tr>
<th>Subject</th>
<th>CSU</th>
<th>UC</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. History or U.S. History and</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>English</td>
<td>4 years</td>
<td>4 years</td>
</tr>
<tr>
<td>Mathematics Integrated Math 1, 2 &amp; 3</td>
<td>3 years</td>
<td>3 years (4 years recommended)</td>
</tr>
<tr>
<td>Science with laboratory</td>
<td>2 years</td>
<td>2 years (3 years recommended)</td>
</tr>
<tr>
<td>Foreign language</td>
<td>2 years</td>
<td>2 years (3 years recommended)</td>
</tr>
<tr>
<td>Visual and performing arts</td>
<td>1 year</td>
<td>1 year</td>
</tr>
</tbody>
</table>
**EARLY GRADUATION REQUIREMENTS**

Students who wish to graduate before the completion of four years must have parental approval and must request permission for early graduation from their counselor and the principal. To be considered for early graduation, a student must be within thirty-five (35) credits of the required two hundred twenty (220) credits at the beginning of his/her last semester. The Early Graduation Request form must be completed and submitted to the principal by June 1st of the school year preceding the school year of the proposed early graduation date.

**GRADING POLICY**

Grades at Pleasant Grove High School are earned and issued on an A-B-C-D-F scale. Daily attendance, completion of class assignments and homework, class participation, performance on examinations and projects, and class conduct may be considered into the final grade.

**HOMEWORK REQUESTS**

Nothing can replace the learning and experience that take place in the classroom. Therefore, it is important that students attend class every day. Homework may be requested when a student has an excused absence of three days or more. This request should be made through the Student Services Office. Please allow 24 to 48 hours for teachers to answer such requests.

**HONORS AND ADVANCED PLACEMENT PROGRAMS**
Students who are prepared to challenge themselves through accelerated learning are encouraged to enroll in one of many Honors or Advanced Placement courses. The College Board’s Advanced Placement program gives students the opportunity to earn college credit while in high school through successful performances on culminating Advanced Placement examinations. A complete listing of Honors and Advanced Placement courses offered at Pleasant Grove High School is contained in the course catalog. Students interested in enrolling in Honors or Advanced Placement courses should see their counselor for additional information.

Students who sign up for an AP class are expected to complete the class and take the AP test with the following exceptions:

1. Students may request to drop an AP class during the first two weeks of the start of the school year (for yearlong AP classes) or the start of the semester (for semester long AP classes) with permission from their parent/guardian and grade level counselor.

2. Students may request to drop an AP class during weeks three through six of the start of the school year (for yearlong AP classes) or the start of the semester (for semester long AP classes) with permission needed from their parent/guardian and a required conference with counselor and AP teacher. All drops are contingent upon space availability and placement in an alternative class.

3. Students may request to drop an AP class after week six of the semester. This will require a mandatory conference with parents (guardian)/teacher/counselor/administrator. If the class is dropped the student will receive a drop FAIL on their transcript. All drops are contingent upon space availability and placement in an alternative class.

**HONOR ROLL**

Students who earn a grade point average of 3.67 or above and have no D’s or F’s will receive special recognition as a Pleasant Grove High School Honor Roll Student.

**REPEATING COURSES FOR CREDIT**

Students who receive a passing grade for a course with credit—and who then want to repeat that course—may only receive credit the second time with the principal’s approval. Principal’s approval will be based on teacher and counselor recommendations. In all other cases, a student may receive credit for a course one time unless otherwise noted in the EGUSD Course Catalog.

**TOP TEN**

The top ten students from the senior class are honored every year by Pleasant Grove High School and the Elk Grove Unified School Board. The class rank is determined by a student’s GPA based on his/her performance over seven semesters and the third quarter senior year. Only classes taken at Pleasant Grove High School are used to determine a student’s GPA. The only exception to this rule is for transfer students. Grades from the previous school will be combined with the grades earned at Pleasant Grove High School to determine the student’s GPA. The school registrar with the principal and counselors will review the final calculations and notify the appropriate seniors.

**TUTORING**
The primary responsibility for academic success lies with the student; however, Pleasant Grove High School does offer tutoring programs for students who need extra help. Students are encouraged to talk to their Advocacy teacher and their subject area teachers as soon as they feel they need assistance in understanding course work and in completing assignments. These teachers can help them to access available tutoring opportunities.
Behavior Expectations and School Safety

BULLYING VS. PEER CONFLICT

The following is intended to help students and parents understand the difference between bullying and peer conflict. In order for PGHS to create a safe, non-threatening, trusting learning environment, where exemplary learning standards are the focus, administrators, teachers, students, and parents need to appropriately respond to incidents. Understanding the difference between bullying and peer conflict will assist with this process and result in improving peer relations, school environment, and create future generations of productive citizens.

BULLYING – This is when someone repeatedly, and on purpose, says or does mean or hurtful things to another person who has a hard time defending himself or herself. Bullying has three major components:
1. It is aggressive behavior that involves unwanted; negative actions.
2. Typically, it involves a pattern of behavior repeated over time.
3. It involves an imbalance of power or strength.

PEER CONFLICT – Conflict is an inevitable natural occurrence in human relationships. Many disagreements among peers in school stem from conflict. Conflict can be triggered by a difference in belief systems, physical appearance, or mental abilities. The parties in disagreement are equal in power.
Peer conflict has three major components:
1. It’s a natural occurrence in human relationships.
2. There is not necessarily any pattern of behavior repeated over time.
3. The parties in disagreement are equal in power.

CAFETERIA BEHAVIOR

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Free and reduced lunch applications are available from the cafeteria manager and the school office. Students are asked to show respect for cafeteria staff and fellow students by:
- Depositing all litter in wastebaskets.
- Leaving the table and floor in a clean condition for others.
- Respecting that all classrooms and hallways are off limits during lunch, except for students under the supervision of a teacher.
- Enter a lunch line only to purchase a lunch.

DISCIPLINARY CONSEQUENCES

Good citizenship and respectful behavior are expected of all students at Pleasant Grove High School. Pleasant Grove High School recognizes that the best discipline is self-imposed and requires that students take responsibility for their actions.

The most important purpose of discipline policies and procedures at Pleasant Grove High School is to create a
safe and comfortable teaching and learning environment. Unfortunately, a few students may fail to follow the school’s rules of conduct. The following is a list of consequences that may be utilized:

1. Loss of privileges for attending or participating in school-related activities for a designated period of time
2. Lunch time detentions
3. Saturday School
4. Suspension from a specific class for one or two days
5. Home suspension for one to five days
6. Expulsion from the Elk Grove Unified School District
7. Transfer to an alternative school

FRIDAY NIGHT SCHOOL

Friday Night School is an assigned detention for students who have excessive tardies, unexcused absences, truancies, or other rule violations. Parents will be notified by telephone or letter prior to the assigned Friday School.

If a student is late or fails to attend Friday Night School, that student may be assigned an additional Friday Night School or Saturday school. Friday Night School is a supervised period held 3:30 – 5:30pm with a 6 min break. Students are required to bring enough homework or appropriate reading material to remain engaged for two hours. Arriving late (any time after 3:30pm), failure to attend the assigned detention, or being removed from detention for disciplinary reasons, may result in additional disciplinary consequences. Extracurricular activities are not excused reasons for missing Friday Night School. Tardiness is strictly enforced. Therefore, students are encouraged to arrive 5 minutes early. Students arriving after 3:30pm will not be allowed in and will be marked as “no-show” and may receive additional disciplinary consequences.

During Friday Night School, students must adhere to the following expectations:
* No talking.
* No disruption of class; i.e., inappropriate questions.
* Stay on-task.
* Come prepared with and work on academic work or reading materials
* One warning for violation of rules (possible seat change).
* Keep head up and sit forward.

SATURDAY SCHOOL

Saturday School is assigned to students who are participating in a special group/club, need academic support, or for disciplinary corrective action, i.e. unexcused absences, truancies (class cuts), tardies, or other rule violations. An academic atmosphere is maintained under the close supervision of a certificated teacher and a campus supervisor. Saturday School hours are from 8:00 a.m. to 12:00 noon with a 15-minute break. Students are required to bring enough homework to remain engaged for four hours.

Students are assigned to Saturday School by school administrators only. Parents will be notified by telephone or letter prior to the assigned Saturday School. Failing to appear, arriving late (any time after 8:00 a.m.), or violating Saturday School rules will result in additional disciplinary consequences. Tardiness to Saturday School is strictly enforced. It is highly recommended that students arrive to Saturday School at least 10 minutes early. Students arriving past 8:00 a.m. will not be allowed in and will be marked as a “no-show” to Saturday School and may be subject to additional disciplinary consequences.

A Saturday School may be rescheduled if it presents a hardship or conflict with a previously arranged family event. However, a Saturday School may only be rescheduled once and only for the next Saturday School session. Additionally, a Saturday School can only be rescheduled by a parent or guardian. To reschedule a Saturday School,
the parent needs to (prior to the scheduled date) call the Vice Principals’ office at 686-0237 and notify the Vice Principals’ secretary of the need to reschedule to the next Saturday School session.

TEACHER-ASSIGNED CLASS SUSPENSION
When a student continues to violate a teacher’s class rules and other means of correction have failed to bring about corrective behavior a teacher may assign a suspension from their class for a period not to exceed two consecutive days. Students placed on a teacher-assigned suspension must report to the vice principals’ office during that particular class period. A professional office atmosphere is maintained under the close supervision of school administration. Students are required to bring enough homework to remain engaged for the class period.

HOME SUSPENSION
When a student violates the Pleasant Grove High School discipline code and commits an offense listed in Sections 48900 or 48915 of the California Education Code, he/she is subject to suspension from school for a period of one to five days. All home suspensions become immediate upon leaving campus; however, if the parent approved departure occurs past the halfway point of the school day, the following school day becomes the first day of suspension. For infractions that occur prior to the first half of the school day, the current day shall become the first day of suspension. Effective immediately from the point of issuance and continuing until the return date to school, the student is not allowed to be on or about any campus of the Elk Grove Unified School District, participate in or attend any school- sponsored events or activities even if the first day of suspension does not begin on the day of the infraction.

DISCIPLINARY CONSEQUENCES FOR SPECIFIC BEHAVIORAL VIOLATIONS

SUSPENSION
If a student's behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and intervention have not been successful, that student may be suspended in accordance with state law and district policy. Suspension may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated Education Code 48900(a)-(e) or if the student’s presence causes a danger to persons. [E.C. 48900.5]

REASONS FOR SUSPENSION*
State law allows for the suspension of a student if a student commits or engages in any of the acts listed below, where such conduct or acts relate to school activities or attendance, such as, but not limited to when such acts or conduct take place: while on school grounds, going to or from school, during lunch period (on or off campus), during, or while going to or from, a school- sponsored activity, or for certain conduct which occurs after school hours and off District property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance:

ASSAULT/BATTERY [E.C. 48900(A)]
Causing, attempting to cause, or threatening to cause physical injury to another person. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.

WEAPONS [E.C. 48900(B)]
Possessing, selling or otherwise providing any weapon--including firearms, knives, explosives, or other dangerous object.
  • Alcohol/Intoxicants/Controlled Substances [E.C. 48900(c)]
Unlawfully possessing, using, selling or otherwise providing alcohol, intoxicants or controlled substance, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants or controlled substances.
  • Substance in Lieu of Alcohol/Intoxicants/Controlled Substances [E.C. 48900(d)]
Delivering, providing or selling items which are claimed to be alcohol, intoxicants or controlled substances but were
not such items.

ROBBERY OR EXTORTION [E.C. 48900(E)]
Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.

PROPERTY DAMAGE** [E.C. 48900(F)]
Causing or attempting to cause damage to school property or private property.

PROPERTY THEFT** [E.C. 48900(G)]
Stealing or attempting to steal school or private property.

TOBACCO OR NICOTINE PRODUCTS [E.C. 48900(H)]
Possessing, providing or using tobacco, or any item containing tobacco or nicotine products, including but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.

OBSCenity [E.C. 48900(I)]
Committing an obscene act or engaging in regular profanity, swearing or vulgarity.

DRug PARaphernalia [E.C. 48900(J)]
Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.

Disruption or Defiance [E.C. 48900(K) (1)]
Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.

“Disruption of school activities” is defined as follows: when a student’s conduct, presence or actions disrupts or threatens to disrupt normal district or school operations, threatens the health or safety of anyone on district or school property, or causes or threatens to cause damage to district property or to any property on school grounds.

Examples of disruption of school activities under Education Code 48900(k) (1), as defined above, which may subject a student to discipline, include but are not limited to:

- Classroom behavior that impedes a teacher’s ability to teach and other students’ ability to learn, such as a student talking loudly or making other distracting noises or gestures while a teacher is speaking to and instructing the class and when students are expected to be silent and attentive; or
- The intentional activation of the fire alarm causing the temporary evacuation of the school and/or causing emergency personnel to respond.

“Willful Defiance of Valid Authority” is defined as follows: when a student defies the valid authority of a district or school official or district or school staff in a manner that has an impact on the effective or safe functioning of district or school operations, such as continuing to remain at the scene of a fight or to instigate a disturbance after being told to stop the subject behavior; repeated disobedience to or defiance of school personnel when other interventions have not been successful in modifying the misbehavior; or in the proper instance one-time or first-time disobedience to or defiance of school personnel that has an impact on the effective or safe functioning of district or school operations.

Examples of willful defiance of valid authority under Education Code 48900(k) (1), as defined above, which may subject a student to discipline, include but are not limited to:

- Continuing to remain at the scene of a fight or other violent disturbance despite specific directions to leave the area by administrators or other school staff attempting to break up the fight or mitigate the disturbance caused by the fight; or
- Repeated episodes of misbehavior, despite multiple efforts and/or directives by a classroom teacher or
other district staff intended to change and correct the student’s misbehavior.

Note: With the exception of classroom suspensions imposed by a teacher under Education Code 48910, no student enrolled in kindergarten through grade three may be suspended for violation of Education Code 48900(k)(1). Additionally, no student enrolled in kindergarten through grade twelve, regardless of age, may be recommended for expulsion for violation of Education Code 48900(k)(1). [E.C. 48900(k) (2)]

RECEIVING STOLEN PROPERTY** [E.C. 48900(L)]
Receiving stolen school or personal property.

POSSESSING IMITATION FIREARM [E.C. 48900(M)]
Possessing an imitation firearm or simulated firearm that is substantially similar in physical properties to an existing firearm.

SEXUAL HARASSMENT [E.C. 48900(N)]
Committing or attempting to commit a sexual assault or committing a sexual battery.

THREATS AND INTIMIDATION [E.C. 48900(O)]
Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.

PRESCRIPTION DRUG SOMA [E.C. 48900(P)]
Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.

HAZING [E.C. 48900(Q)]
Engaging in or attempting to engage in any activities used for initiation or pre-initiation into a student organization, or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.

BULLYING [E.C. 48900(R)]
Bullying means any severe or pervasive or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from services, activities, or privileges provided by a school. [E.C.48900(r)] Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 that has any of the effects described above on a reasonable student. [E.C. 48900(r)]

AIDED OR ABETTED TO INFlict PHYSICAL INJURY [E.C. 48900(T)]
Aiding or abetting in the infliction or attempted infliction of physical injury to another student. However, the District cannot seek to expel a student for violation of Education Code 48900(t) until juvenile court proceedings are completed and the juvenile has been convicted of being an aider or abettor of a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury.

SEXUAL HARASSMENT (GRADES 4-12) [E.C. 48900.2]
Engaging in prohibited sexual harassment that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

HATE VIOLENCE (GRADES 4-12) [E.C. 48900.3]
Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim’s race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual
orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (E.C. 233; Penal Code 422.55)

OTHER HARASSMENT (GRADES 4-12) [E.C. 48900.4]
Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work or creating substantial disorder, or creating a hostile educational environment.

TERRORIST THREATS [E.C. 48900.7]
Making terrorist threats against school officials and/or property, or both.

The superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion to address student misconduct. [E.C. 48900(v), 48900.5] [EGUSD AR 5144]

**School property includes, but is not limited to, electronic files. [E.C. 48900(u)]

FIRE DRILL & EVACUATION INSTRUCTIONS

When the fire signal sounds at any time during the school day, students are to do the following:
1. Evacuate all buildings with their class and move quickly to the area designated on the evacuation map. Roll will be taken by the teacher to account for all students.
2. Remain with their class under their teacher’s direction.
3. Stay at least 50 feet away from all buildings.
4. When the all-clear signal is given, return to class immediately.

FOOD DELIVERIES

Food delivery services, such as Uber Eats and Door Dash, are not accepted on our campus (either in the office or on school grounds). These services will be turned away and the ordered food will not be delivered to the student.

FRIDAY NIGHT SCHOOL

FRIDAY SCHOOL Friday School is assigned to students who have been caught up in a tardy sweep, or accumulated excessive unexcused absences, truancies (class cuts), tardies, or other disciplinary problems. An academic atmosphere is maintained under the close supervision of a campus supervisor. Friday School hours are from 3:30 p.m. to 4:30 p.m. Students are required to bring enough homework to last for one hour.

Administrators may assign students to Friday School. Parents will be notified by email, telephone, or letter prior to the assigned Friday School. Failing to appear, arriving late, or violating Friday School rules may result in the student being assigned a more significant disciplinary consequence, including suspension. As a practice, students are afforded only 1 rescheduled Friday School per school year before consequences are levied.

GRAFFITI

Graffiti, tagging, or otherwise marking on school or private property is strictly prohibited. Violators are subject to administrative disciplinary action that may include a recommendation for expulsion, as well as possible criminal charges. Parent(s)/guardian(s) and the student will be charged for any costs related to the repair and/or cleanup of
any damage caused by their child.

HATE SPEECH/DEROGATORY LANGUAGE, ACTS AND BEHAVIOR

Acts and behavior that are intended to insult, offend, or intimidate a person or group on the basis of race, religion, sexual orientation, gender, ethnic origin, or disability are not tolerated at PGHS.

RACIALLY CHARGED LANGUAGE
Any student found in violation of this policy will receive disciplinary consequences which may include student conference, detention, Saturday school, restorative assignment, home suspension, or expulsion. See pages 23 – 29 for the specific ed code violations, 48900(i) (k) (l) (o), and 48900.3.
Any racially charged language toward any individual will not be tolerated at any time in the PGHS community.

Parents, students and staff should immediately report incidents of hate speech, acts, behavior, or harassment to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint are urged to first contact the Principal or designee, but if your concerns are not resolved, you may also contact the Associate Superintendent for Human Resources, at (916) 686-7795, for matters involving a potential complaint or concern regarding a district employee. You may contact the Associate Superintendent for Pre-K-6 Education, at (916) 686-7704 regarding a potential complaint or concern related to a PreK-6 student (or students); and you may contact the Associate Superintendent for Secondary Education, at (916) 686-7706, regarding a potential complaint or concern related to a student (or students) in grades 7-12.

No one shall be retaliated against for reporting any incident of alleged hate speech, acts, behavior, or harassment discrimination or harassment, and complainants’ identities will be kept confidential to the extent practical in the course of investigating the incidents.

All incidents are taken seriously, investigated thoroughly, and parents will be notified at the conclusion of the investigation.

LIGHTERS

Students are prohibited from use of, and being in possession of, a matches, lighters, or any other incendiary device. Students found in possession of this type of device may be subject to disciplinary consequences.

LOCK DOWN INSTRUCTIONS

When the Lock Down alert is given, students and teachers are to do the following:

1. Remain in the classroom away from doors and windows.
2. Lock classroom doors; close windows and blinds.
3. Reserve classroom phone for emergency use only and refrain from use of cell phones.
4. If outside, go immediately to the nearest classroom or building.
5. Await further instructions from school officials.

NOTE: During a Lock Down, students will not be released to parents/guardians at the school site. Parents are asked to stay away from the school and from roads leading to the school to allow access to emergency and law enforcement personnel. A reunification area will be established and parents will be notified.
PREVENTING SUSPENSION AND EXPULSION

Students and parents are advised that in order to maintain a safe, violence-free environment, no student is allowed to hit another student. If a student is hit by another student, he/she should immediately leave the area and seek help from a teacher or other staff member and report it as soon as possible to school administration.

To avoid suspension or expulsion, students should:
1. Stay away from people who make them angry.
2. Ignore or walk away from challenges to fight.
3. Practice strategies to calm down.
4. Seek help from teachers, campus supervisors, counselors, or administrators.
5. Talk to their parents about any problems they’re having at school.

PROHIBITION OF DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING, AND RELATED COMPLAINT PROCEDURES

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a student’s actual or perceived disability, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics. The district has a policy of nondiscrimination in accordance with federal law and Title IX, and also prohibits sexual harassment of or by any student or by anyone in or from the district. More detailed information regarding the district’s prohibition of discrimination, harassment, intimidation, and bullying or the prohibition against sexual harassment is contained in the district’s Parent & Student Handbook and is also available on the district’s website.

Parents, students and staff should immediately report incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint are urged to first contact the Principal or designee, but if your concerns are not resolved, you may also contact the Associate Superintendent for Human Resources, at (916) 686-7795, for matters involving a potential complaint or concern regarding a district employee. You may contact the Associate Superintendent for Pre-K-6 Education, at (916) 686-7704 regarding a potential complaint or concern related to a PreK-6 student (or students); and you may contact the Associate Superintendent for Secondary Education, at (916) 686-7706, regarding a potential complaint or concern related to a student (or students) in grades 7-12. No one shall be retaliated against for reporting any incident of alleged discrimination or harassment, and complainants’ identities will be kept confidential to the extent practical in the course of investigating the incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment.

Pursuant to California Education Code 221.5, a pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil’s records. Questions regarding the foregoing rights shall be directed to your Principal or Vice Principal.

PROHIBITION ON POSSESSION AND USE OF TOBACCO AND NICOTINE PRODUCTS

District policy and the Education Code prohibit the possession, use, manufacture, distribution, or dispensing of tobacco and nicotine products at school or during school related activities. The District defines “tobacco and nicotine products”
as a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and electronic cigarettes. “Electronic cigarettes” are defined as battery-operated or other electronic products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user, including, but not limited to electronic vaping devices, personal vaporizers, digital vapor devices, electronic nicotine delivery systems, and hookah pens.

Students determined to have used or to be in possession of tobacco or nicotine products at school or school related activities may be subject to discipline under District policy, Education Code 48900(h), and/or other applicable laws. Students determined to have used or to be in possession of products at school or school related activities that can be used to consume and/or use tobacco or nicotine products, including but not limited to “electronic cigarettes” as defined above, but which do not contain tobacco, nicotine, or any other controlled substance, may be subject to discipline under District policy, Education Code 48900(k) (1), and/or other applicable laws. [E.C. 48901]

PUBLICATION DISPLAYS OF AFFECTION

Public displays of affection are not appropriate to a school setting and are therefore not allowed. Inappropriate displays of affection shall be defined as heavy kissing, petting, prolonged hugging, and/or hugging in a suggestive manner with body touching, rubbing etc.

SCHOOL PROPERTY

It is everyone’s responsibility to help maintain a clean and safe campus. Students are expected to assist the custodial staff in keeping the buildings clean by not throwing papers, sunflower seeds, etc., on the floors and in hallways. Writing or carving on walls, desks and chairs is destructive and is inconsiderate of the many other students who use the facilities. Students/parents will be charged for all damages or losses that occur to school buildings, books, or equipment.

SCISSORS

According to California Education Code 48900b, a student must not carry in their possession any “dangerous object.” A typical pair of home scissors with sharp points and blade lengths in excess of 3 inches shall be considered by administration as a “dangerous object.”

In order to maximize student safety, students are not allowed to carry scissors with them on their person, in their backpacks or lockers. If a class assignment requires students to use scissors, they will be provided by the classroom teacher and collected prior to the end of the class period. Any student found in possession of scissors is subject to disciplinary consequences.

SELF-DEFENSE

Self-defense is the right to use reasonable force to protect oneself from bodily harm, or to a lesser extent, one’s property, from the attack of an aggressor, if the defender has reason to believe he/she is in danger. To establish the defense, the person must be free from fault or provocation, must have no means of escape or retreat, and there must be an impending peril. The force used in self-defense may be sufficient for protection from apparent harm (not just an empty verbal threat) or to halt any danger from attack but cannot be an excuse to prolong the attack or use excessive force.
STUDENT/PARENT DISCIPLINARY APPEALS

Students’ parents may appeal a disciplinary action by completing a Disciplinary Appeal Form. This form is available for download on the school website and can also be obtained in the administration office. Once completed, the parent is to deliver the form to the School Secretary. The School Secretary will present the form to the principal who will then contact you to arrange a meeting between you and the principal to review the disciplinary action. A DISCIPLINARY CONSEQUENCE IS NOT DELAYED DUE TO A PENDING APPEAL.
EGUSD DISTRICT POLICIES

EGUSD VIDEO POLICY

It is the policy of the Elk Grove Unified School District to provide for students visual materials which are appropriate to student viewing and which support the instructional program. Parents will be informed if controversial media, such as Family Life Media or films rated “R” (grades 9-12), will be used in the classroom. Parents may elect the option of restricting their child from viewing such films for the entire year or may ask that the child be given an alternative assignment in lieu of watching a particular film. Information regarding the use of controversial media will be communicated in course syllabi distributed at the beginning of the school year. In addition, letters allowing parents to remove their child from watching particular films will be sent home prior to the film viewing. Parents wishing to remove their child from the viewing of controversial media for the entire year are to complete the Use of Films, Videos, and Television for Student Viewing form located online on the school’s website, in the vice principals’ office or from the school secretary.

NON-DISCRIMINATION AND BULLYING

MARRIED/PREGNANT/PARENTING STUDENTS

The Elk Grove Unified School District applies no rule concerning a student’s actual or potential parental, family, or marital status that treats students differently on the basis of sex. (5 CCR § 4950; 34 CFR § 106.40(a))

The Elk Grove Unified School District does not exclude or deny any student from any educational program or activity solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. (5 CCR § 4950(a); 34 CFR §106.40(b) (1))

Pregnant students and parenting male or female students are not excluded from participation in their regular school programs or required to participate in pregnant-student programs or alternative educational programs. (5 CCR §4950(c); 34 CFR §106.40(b) (1))

Pregnant/parenting students who voluntarily participate in alternative programs are given educational programs, activities, and courses equal to the regular program. (5 CCR §4950(c); 34 CFR §106.40(b) (3))

The Elk Grove Unified School District treats pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disability. (5 CCR §4950(d); 34 CFR §106.40(b) (4))

LACTATION ACCOMMODATION FOR STUDENTS

A school operated by a school district or a county office of education, the California School for the Deaf, the California School for the Blind, and a charter school shall provide a reasonable accommodation to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. Reasonable accommodations under this section include, but are not limited to, all of the following:
1. Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child.
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
   (a) A lactating pupil on a school campus shall be provided a reasonable amount of time to accommodate her need to express breast milk or breast-feed an infant child.
   (b) A school specified in subdivision (a) shall provide the reasonable accommodations specified in subdivisions (a) and (b) only if there is at least one lactating pupil on the school campus.
   (c) A school subject to this section may use an existing facility to meet the requirements specified in subdivision (a).
   (d) A pupil shall not incur an academic penalty as a result of her use, during the school day, of the reasonable accommodations specified in this section, and shall be provided the opportunity to make up any work missed due to such use.

   1. A complaint of noncompliance with the requirements of this section may be filed with the local educational agency under the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.

2. A local educational agency shall respond to a complaint filed pursuant to paragraph (1) in accordance with Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.

3. A complainant not satisfied with the decision of a local educational agency may appeal the decision to the department pursuant to Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations and shall receive a written decision regarding the appeal within 60 days of the department’s receipt of the appeal.

4. If a local educational agency finds merit in a complaint, or if the Superintendent finds merit in an appeal, the local educational agency shall provide a remedy to the affected pupil. The Elk Grove Unified School District fully supports the requirements mandated in Education Code Section 222 and will take all necessary steps to provide reasonable accommodations to lactating students. Any questions regarding the foregoing should be directed the Secondary Education Department at (916) 686-7706.

PARTICIPATION IN HIGH SCHOOL GRADUATION CEREMONY

To encourage and support the purpose and integrity of the high school educational program during the senior year, the District establishes the following minimum requirements for each student’s participation in the high school graduation ceremony:

ACHIEVEMENT
To participate in the high school graduation ceremony, a student must earn 25 out of 30 credits during the 2nd semester at traditional-schedule high schools or 35 out of 40 credits in the 3rd and 4th terms at block-schedule high schools.

Students who transfer to a district school from one outside of the district during their senior year must meet all EGUSD requirements including passing the California High School Exit Examination to earn a diploma from the district school. If the student does not meet district requirements but does meet the requirements of his/her prior school, the students’ diploma will be issued from that school. Foster youth students who enroll in a district school during their 11th or 12th grade year and are unable to meet the district’s graduation requirements will be allowed to graduate upon completion of the state’s graduation requirements rather than the district’s.
GOOD CITIZENSHIP/DISCIPLINE
A senior student who receives an off-campus suspension from school in the second semester or 3rd and 4th terms will be notified in writing that if a second off-campus suspendable offense occurs, he/she may not be allowed to participate in the graduation ceremony.

Moreover, any senior student who receives an off-campus suspension within the last 20 school attendance days prior to the date of graduation may be denied the privilege of participating in the graduation ceremony, even if that off-campus suspension is the student’s first off-campus suspension during his/her senior year.

In addition, if a student receives an off-campus suspension that falls on the day of graduation practice or of the graduation ceremony, that student will not be allowed to participate in graduation.

UNPAID DAMAGES
In cases where a senior student has willfully damaged, or otherwise injured the property of the District, or failed to return the property of the District that has been loaned to the student, that student may be denied the privilege of participating in the graduation ceremony until the student or student’s parent or guardian has paid for the damage or replacement costs of the District’s personal property.

The principal or administrative designee of the student’s high school will provide the student and student’s parent or guardian notice of unpaid amounts accrued and due to the District (under Education Code section 48904) based upon the student’s damage or other injury to District personal property, or the student’s failure to return personal property of the District loaned to the student.

This notice will inform the student and the student’s parent or guardian that failure of the student to pay the amounts due under Education Code section 48904 may result in revocation of the student’s privilege to participate in a graduation ceremony. The written notice shall be provided to the student and student’s parent or guardian at least 5 school days before any graduation ceremony for which the student’s participation may be revoked under District policy and regulation because of the failure to pay the amounts due under Education Code section 48904.

The written notice will also inform the student and student’s parent or guardian of the opportunity to meet with the school site principal or the principal’s designee to discuss the facts relating to unpaid amounts due relative to Education Code section 48904. This written notice and opportunity to be heard under this policy will constitute sufficient due process for the student in advance of the revocation of the student’s privilege of participating in the graduation ceremony.

GRADUATION PRACTICE ATTENDANCE
Each student is required to attend the scheduled graduation practice/s at the school from which he/she is graduating. Unless the absence is approved by the principal, failure to attend the scheduled practice/s may result in the revocation of the student’s privilege to participate in the graduation ceremony.

PARENT NOTIFICATION AND APPEAL
Each high school student and parent/guardian shall receive annual notification of this policy and regulation as related to achievement, citizenship/discipline, unpaid damages, and graduation practice attendance. High school seniors shall also receive additional notification of this policy and regulation at the beginning of the second semester. Should a student be informed by the school’s principal that he/she may not participate in the graduation ceremony, the
student’s parents/guardians will be notified in writing of their right to appeal the decision of the principal to the Office of Secondary Education.

PROHIBITION OF DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING, AND RELATED COMPLAINT PROCEDURES

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a student’s actual or perceived disability, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics. The district has a policy of nondiscrimination in accordance with federal law and Title IX, and also prohibits sexual harassment of or by any student or by anyone in or from the district. More detailed information regarding the district’s prohibition of discrimination, harassment, intimidation, and bullying or the prohibition against sexual harassment is contained in the district’s Parent & Student Handbook and is also available on the district’s website.

Parents, students and staff should immediately report incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint are urged to first contact the Principal or designee, but if your concerns are not resolved, you may also contact the Associate Superintendent for Human Resources, at (916) 686-7795, for matters involving a potential complaint or concern regarding a district employee. You may contact the Associate Superintendent for Pre-K-6 Education, at (916) 686-7704 regarding a potential complaint or concern related to a PreK-6 student (or students); and you may contact the Associate Superintendent for Secondary Education, at (916) 686-7706, regarding a potential complaint or concern related to a student (or students) in grades 7-12. No one shall be retaliated against for reporting any incident of alleged discrimination or harassment, and complainants’ identities will be kept confidential to the extent practical in the course of investigating the incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment.

SCHOOL BOUNDARIES

Due to the Elk Grove Unified School District’s rapid growth, school boundaries are frequently changed. No school boundary should be considered permanent. When school boundaries change, some students may have to change schools. For more information, call the District’s boundary hotline at 686-7755.

All students registered on or after January 1, 2001, may be subject to off-loading in the future. Please contact the Secondary Education Department at 686-7706 for questions and/or additional information.

UNIFORM COMPLAINT PROCEDURES

The Elk Grove Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, 47 harassment, intimidation, and bullying, complaints alleging violation of state or federal laws governing educational programs, and complaints alleging the district’s failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities.
The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in: Adult Education
After School Education and Safety
Agricultural Vocational Education
American Indian Education Centers and Early Childhood Education Program Assessments
Bilingual Education
California Peer Assistance and Review Programs for Teachers
Career Technical and Technical Education and Career Technical and Technical Training
Career Technical Education
Child Care and
Development Child
Nutrition Compensatory
Education Consolidated
Categorical Aid
Course Periods without Educational Content
Economic Impact Aid
Education of Pupils in Foster Care and Pupils who are Homeless
Every Student Succeeds Act / No Child Left Behind
Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3); Migrant Education
Physical Education Instructional Minutes
Pupil Fees
Reasonable Accommodations to a Lactating Pupil
Regional Occupational Centers and Programs
Rights of certain juvenile court school transfer students
School Safety
Plans Special
Education State
Preschool
Tobacco-Use Prevention Education

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, homeless education, foster youth services, rights of certain juvenile court school transfer students, reasonable accommodation for a lactating student on a school campus, assignment of a student to a course without educational content for more than a week in one semester or to a course the student has previously completed, noncompliance with the physical education instructional minutes for students in
48 elementary school, alleged retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy, and noncompliance with the Local Control and Accountability Plan (LCAP).

More detailed information regarding the Uniform Complaint Procedures, including the timeline for resolving complaints and the complaint appeal process, is contained in the district’s Parent & Student Handbook. A copy of our UCP complaint policies and procedures is available free of charge and is available on the District’s website at the following link: http://www.egusd.net/about/district/policiesproceduresnotices/ or by contacting the district’s Legal Compliance Specialist in Human Resources at (916) 686-7795.

**WILLIAMS CASE NOTICE**

Pursuant to California Education Code section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional material, or both, to use in the class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair.
3. A complaint form may be obtained at the school office, district office, or downloaded off the school district’s Web site at www.egusd.net/parents/pdfs/uc.pdf. You may also download a copy of the California Department of Education complaint form from the following Web site: http://www.cde.ca.gov/re/cp/uc/index.asp.