



Pittsburg High School
"Home of the Pirates"
Student and Parent Handbook

1750 Harbor Street
Pittsburg, CA 94565
Telephone: 925.473.2390
www.pittsburg.k12.ca.us

Todd Whitmire
Principal

Will Dunford
Assistant Principal

Veronica McClennan
Assistant Principal

Rajnish Naicker
Assistant Principal

Connie Spinnato
Assistant Principal

PRINCIPAL'S WELCOME

Welcome to the *Home of the Pirates, Pittsburg High School (PHS)*. PHS serves students grades nine through twelve. Our school has a long tradition of excellence in education. PHS had its beginning in 1910. As many of you know we moved into a new facility (located on the former East Village site) six years ago; which allows us to serve our diverse student population of approximately 3000 students. PHS is the only comprehensive high school in our city and we are very proud of the many graduates who have gone on to great achievements in our society.

Pittsburg High School has a strong college preparatory program which includes a number of honors and many advance placement (A.P.) courses. Many of our students advance to postsecondary education and job training programs. Students also have the opportunity to take accelerated classes at Los Medanos College, Cal State East Bay and a number of other local colleges and universities. Last year approximately 160 students were accepted to four-year institutions including Arizona State University, Dillard University, Texas Tech University, University of Oklahoma, UCLA, UC Berkeley, California State Universities, and many other institutions.

As a comprehensive high school, over 600 graduated last year, PHS also offers courses in art, choral and instrumental music, woodshop, auto technology, drama, as well as advanced placement classes, and academic education programs such as AVID, GEARS, and this year we have added a new pathway called Media Art and Design. In addition, many students are encouraged to take courses offered by the Regional Occupation Program (ROP) including robotics and architectural design.

We encourage all students to become involved in the many extra-curricular activities available, such as the boys' and girls' athletic programs, a variety of student clubs (of which we have over thirty to choose from), student government, leadership and our visual performing arts program. In addition, we offer an after school program that includes tutoring in many of the core academic subjects and enrichment such as driver's education and culinary arts.

The excellent staff of teachers, counselors, administrators and support personnel at PHS is dedicated to helping students develop and achieve their goals. The administrative and counseling staff maintains open door policies if you experience challenges, have concerns or simply want to talk. We recently revised our customer service mission statement and we are dedicated to helping your child become a successful graduate of Pittsburg High!

Sincerely,

Todd Whitmire, Principal Pittsburg High School

PITTSBURG HIGH SCHOOL'S MISSION

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

PITTSBURG HIGH SCHOOL'S VISION

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

School Mascot: Pirate

School Colors: Orange and Black

Pittsburg High School Staff Directory

Principal: Todd Whitmire

ex. 2392

Principal Secretary: Stephanie Perez

ex. 7500

Assistant Principal: Will Dunford

ex. 2398

Assistant Principal: Veronica McClennan

ex. 2395

Assistant Principal: Rajnesh Naicker

ex. 2393

Assistant Principal: Connie Spinnato

ex. 2396

Counseling Secretary:

ex. 7504

Attendance Line:

ex. 7506 or 7513

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2016-2017 IMPORTANT DATES

ALL DATES ARE SUBJECT TO CHANGE-CHECK WEBSITE

First Day of School	August 17, 2016
Labor Day	September 5, 2016
Back to School Night	August 25, 2016
Staff Development Day	August 16, 2016
Homecoming Car Parade	November 4, 2016
Homecoming Week Celebration	October 31-November 5, 2016
Uglyman/ Pirateer Dance	November 5, 2016
PSAT	October 19, 2016
Staff Development Day	October 10, 2016
Veteran's Day	November 11, 2016
Thanksgiving Break	November 21-25, 2016
Fall Semester Finals	TBD
Winter Break	December 19-January 2, 2017
Staff Development Day	January 9, 2017
Martin Luther King Jr. Day	January 16, 2017
End of First Semester	TBD
Lincoln's Birthday	February 17, 2017
President's Day	February 20, 2017
Junior Prom	March 11, 2017 (<i>tenative</i>)
Caesar Chavez Day	March 31, 2017
Spring Break	April 17-April 21, 2017
Senior Honors Night	April 27, 2017
CAASPP Testing (Juniors Only)	April XX, 2017
Senior Prom	May 6, 2017
College Bound Celebration	May 23, 2017
Advanced Placement Testing	TBD
Spring Semester Finals	TBD
Memorial Day	May 29, 2017
Last day of School	June 7, 2017
Graduation	June XX , 2017

SAT and ACT Exams

SAT:

2016 Dates

Oct. 1, Nov. 5, Dec. 3

2017 Dates

Jan.21, March 11, May 6, and June 3

ACT: Sept. 10, Oct. 22, Dec. 10, Feb 11, April 8, June 10

Students register for SAT and ACT exams online.

SAT registration is at [www. Collegeboard.org](http://www.Collegeboard.org).

ACT exam registration is at www.actstudent.org.

WHERE DO I GO FOR?

Absences/Pass to Leave Campus	Main Office
Books and Library fees	Library
Class Changes	Counseling Office
Fines	ASB Office C103
Health Service/Van	Main Office
Homework Request	Email teacher directly
Lunch Federal Assistance	PUSD Site Support Service Center 3200 Loveridge Rd.
Locker Problems	A202
Lost and Found	Main Office
Parking Permit	A202
Student Body Card Replacement	Main Office
Transcripts	Principal's Office
Work Permit	Counseling Office

ACADEMIC SUPPORT

AERIES Parent Portal

AERIES is a web-based application designed to allow parents and students access to information such as grades, reports cards, attendance, tardies, etc. The application is **CRITICAL** because both parents and student need to know how they are progressing during the school year.

Mastery Center

PHS offers tutoring services through the Mastery Center. Students are also encouraged to speak with their teachers for tutoring assistance. Many teachers volunteer their time both during the day (brunch and lunch), before

and after school. This must be arranged through the individual teacher(s) and is at the discretion of the teacher(s). We highly recommend that you meet with your student's teacher(s) to find out if they offer tutoring outside of the school day.

Mastery Center has tutoring in the following courses:

Algebra 1 and 2

Anatomy

Biology

Chemistry

English

French

Geometry

Physics

Pre-Calculus

Spanish

Report Cards and Progress Reports

Grades are available at all times on AERIES Parent Portal. Quarter and semester grades are mailed home approximately a week after the end of the grading period. Progress reports are NOT mailed home but are available in AERIES.

Academic Educational Programs

AVID- Advancement via Individual Determination

AVID is a college readiness program designed to increase school wide learning and performance. Emphasis is placed on personal responsibility, character building and answering the question "what do you want to do after high school?" Community, CSU, and UC colleges take note of student transcripts with AVID courses because AVID students' high success rate in college. Therefore, **AVID courses are a very prestigious addition to a student's transcript.**

Students in AVID will work on areas such as:

- Organization/ Note taking skills
- Study/Test taking skills
- Social skills for academic success
- College requirements and testing
- Prep to take AP classes in their 10th-12th grade
- College Field Trips to Northern CA campuses
- Resume building

The AVID program is a 4 year course with the final year (AVID 4) meeting the UC elective admissions requirements

GEARS-Green Engineering Academy & Robotics

This is a pathway program offered at PHS which helps students develop their engineering, math, science, writing, research, and technology and presentation skills. Students work as a team and learn to think creatively to solve real world problems.

Students in the GEARS Pathway will work on areas such as:

- Usage of computers to Draw in 2D and 3D
- Create Animations
- Research, design and produce product prototypes of their own creations
- Tour universities, engineering firms, and manufacturing facilities

Digital Media Arts Pathway

This is a new pathway offered by PHS which allows students to explore a range of media, performance and technology related careers through hands on projects in a collaborative supportive learning environment. Students will develop creative problem solving skills, critical thinking and communication skills while experiencing the latest in media and performance related technology.

Students in the Media Art and Design Pathway will work on areas such as:

- Exploring Computer Science
- Digital Recording Studio
- Digital Art/Design for the Web
- Computer Graphic Arts
- Photography & Yearbook
- Video Arts & Production

PUENTE

The purpose of the program is to increase the number of educationally disadvantaged students who enroll in a four-year college or university, earn degrees and return to the community as mentors and leaders for future generations. Puente currently serves students in 98 programs at 56 community colleges and 36 high schools throughout California. Puente is open to all students.

Students in Puente will work on areas such as:

- An inclusive language arts curriculum (9th and 10th grade) that accelerates their growth and literacy
- Partnering with families, other educational institutions, and the Pittsburg community
- College requirements and testing
- Creating an academic plan focused on college readiness

ACADEMIC ACHIEVERS AWARD

Academic Achievers is an organization of parents who recognize PHS students for their academic successes. They fundraise money each year and provide students who receive a 3.0 or higher with a luncheon each fall and spring. There are three levels of academic achievers; Merit (3.00-3.40), Honor Roll (3.41-3.80), and Academic Excellence (3.81 or above). For more information about Academic Achievers, or if you are interested in donating funds to the program, or volunteering your time for the luncheons, please contact Connie Spinnato at 473-2396.

ASSOCIATED STUDENT BODY (ASB)

Student body cards support the leadership class financially. By purchasing a student body card (ASB), students receive discounts on many school activities. Below are the prices for the 2016-2017 year:

Yearbook/ASB Sticker Combo \$100.00

Yearbook (Separately) \$75.00

ASB Sticker (Separately) \$50.00

Leadership Advisors: Paul Lacasse and Courtney Warren

2016-2017 ASB Officers

ASB President: Ellen Vo

ASB Vice President: Karen Michael

ASB Secretary: Maria Charina Bolando

ASB Treasurer: Anjenica (Nikki) Ramos

School Board Representative: Kelsey Elam

ATHLETICS

PHS is a member of the Bay Area Athletic League (BVAL) and offers a total of 19 Varsity level sports. They are offered during the fall, winter and spring seasons. In addition, many of our sports programs are offered at the freshman and junior varsity level.

Eligibility:

For a student to be eligible for athletics, they must be enrolled 20 credits and maintain a minimum un-weighted grade point average (GPA) of 2.0 on the 4.0 point scale. A student not meeting the eligibility requirements is ineligible until the completion of the next grading period. If the sport allows academic probation and if the student's quarter grade point average is between 1.50-1.99, the student is eligible to apply for athletic probation. This must be approved by the student's parents, counselor, and the Director of Athletics. A student may apply for Academic Reinstatement once during their freshman year should they fall below a 2.0 GPA in a quarter and may also apply for probation ONCE during the next three years should they earn a GPA below a 2.0 in any quarter. (Note: the student must have a minimum GPA of 1.5 to apply for Reinstatement).

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

The grading periods for eligibility are designated as first quarter, first semester, third quarter and second semester.

Dates of Determination: The dates of determination are when a student becomes eligible or ineligible for sports during the following quarter. The DOD is ONE week past the posting of grades.

Example: If grades come out on May 1st DOD would be May 8.

Probation in Athletics:

If a student is on academic probation they are allowed to participate but must increase their grade point average above a 2.00 by the end of the grading period. During the quarter they are on probation they must participate in academic tutorial programs (example: Mastery Center).

Transfer Students: PHS is required to follow North Coast Section (NCS) transfer eligibility guidelines.

Game Day and Practice

Students must attend a minimum of four (4) classes, except for a doctor or dental excused absence.

Transportation: Transportation is provided for out-of-town games in most cases. Athletes are not allowed to drive their own vehicles. Students must also return to PHS on the provided transportation, unless a Travel Permission Form has been complete and turned into the head coach **PRIOR** to the sporting event.

Scholar Athlete

The North Coast Section (NCS) acknowledges student athletes who have excelled in both their studies, and in their athletic pursuit. This is earned by any freshmen, sophomore, and junior or senior who achieves a 3.5 or better GPA (unweighted) during the grading period while that student is participating in a sport.

INTERSCHOLASTICS

FALL SPORTS

Cheerleading
Cross County
Football
Girl's Golf
Girl's Tennis
Girls' Volleyball
Water Polo

WINTER SPORTS

Boys & Girls Basketball
Cheerleading
Boys & Girls Soccer
Boys & Girls Wrestling

SPRING SPORTS

Baseball
Boy's Golf
Softball
Boy's Tennis
Track & Field
Boys' Volleyball

For current sport schedules, please visit the PHS website, www.pittsburg.k12.ca.org

Or

MaxPreps [www.maxpreps.com/high-schools/pittsburg-pirates-\(pittsburg,ca\)/home.htm](http://www.maxpreps.com/high-schools/pittsburg-pirates-(pittsburg,ca)/home.htm)

UNIFIED SPORTS

Unified Sports helps to provide inclusive sports opportunities and skill development to students with intellectual disabilities. **Unified Sports** joins students with and without intellectual disabilities on the same team to promote social inclusion through shared sports training and competition experiences. It was inspired by a simple principle: training together and playing together is a quick path to friendship and understanding. Having a sport in common is just one more way that preconceptions and false ideas are swept away. Through this shared sports training and competition experience the students are able to engage in meaningful social inclusion and promote: respectful communication, mutual understanding, and team spirit.

The BVAL is one of the first leagues in the state of California to hold a Unified league in soccer, bowling and basketball.

Important information for a parents and student athletes:

Line of Communication

1. Student athlete speaks with coach
2. Student/athlete and parent speaks with coach
3. Student/athlete and parent speak with coach and Athletic Director

Conduct of a Student Athlete

When participating in athletics students are PHS. It is the responsibility of ALL student athletes to act respectfully at all times with their fellow teammates, coaches, opposing teams, game officials, and spectators.

Spectator Sportsmanship

The purpose of sportsmanship is to promote your team positively.

- Spectators are required to maintain a high degree of sportsmanship during athletic contests.
- Spectators must, at all times remain in the designated seating areas while a contest is in progress.
- No spectator is allowed to confront an official, coach, or player before, during, or after an athletic contest.
- The actions of a spectator, detrimental to the playing of the game, may cause forfeiture of that contest.

For questions regarding athletics please contact Director of Athletics: **XXXX**
473-2399 or Athletics Secretary Nubia Aguilar 473-2300 ex. 3129.

ATTENDANCE

To be successful in school, a student must attend classes daily. Meeting class attendance requirements helps instill concepts of self-discipline, exposes students to group interactions with teachers and fellow students, enables the students to hear and participate in class discussions, and involves the student in educational experiences.

If your student is going to be absent from school, the parent/guardian must phone the Attendance Office and state the reason for the absence. The attendance line number is 473-2390 ex 7506 or ex 7513.

All absences must be cleared within **48** hours from the date of absence. If clearance is not obtained within this time period, makeup privileges for work missed may be denied. We encourage you to clear an absence(s) within the same day the student absence. If no notification is given to the attendance office, then parents will receive a phone call from a computerized system to notify/remind the parents of a student's absence. Parents may also excuse their student's absence with a written letter/note to the office.

Excessive absences and unexcused absences, excused and others, will be referred to the School Attendance Review Board (SARB).

Excused Absences (per California Education Code 48205)		Unexcused/Truancy
Illness	Religious Holidays	Leaving campus without permission
Medical/Dental Appointments	Court Appearances	Tardies over 30 minutes
Funeral Services 1-day in state/3 days out of state	Jury Duty	Absences not cleared within 24 hours
Immunization Exclusions		Vacations/Personal*

*Pittsburg High School allows students to make up work for the following absences: college visits, working election polls, suspensions, and school activities.

- Students must sign in and out in the Attendance Office whenever coming or leaving campus during the school day for any reason, including being late to 1st period.
- To clear an absence a parent or guardian must call the attendance office. Absences not cleared after **24 hours** will be recorded as unexcused.
- Students leaving for appointments during the school day must:
 - Have a parent call the attendance office prior to the time of the appointment
 - Pick up a pass from the attendance office
 - Sign out on the sign out sheet in the attendance office
 - Sign in upon return if returning the same day.
- Student coming to school late must:
 - Sign up on the sheet in the Attendance Office
- Students must obtain parent/guardian permission and sign out through the Attendance Office before leaving campus. Failure to follow these procedures will result in the absence recorded as a cut. Parents/guardian are unable to clear this type of absence after the fact.
- If a parent needs to excuse a student and the student is unaware that they need to leave, the parent should call the Attendance Office. The Attendance Office will locate the student and call them to the attendance office.

Tardies and Truancy

Students will be considered tardy if they are not in their seats when the tardy bell rings and if they arrive up to 30 minutes after the tardy bell rings. (*For entry beyond 30 minutes, see TRUANCY*) Parent or legal guardian may clear three tardies to school per school year. If a student is late to school due to a medical, dental or court appointment, the student must bring proof of appointment to clear the tardy.

Truancy

Students are considered truant when they are absent from class or school without the consent of school authorities or prior notification by a parent or guardian to the school. Students are considered truant if they do not clear their all day absence within three days. Habitual truants will be referred to the School Attendance Review Board (SARB). Unexcused absences greater than 30 minutes are considered truant. Anyone out of class without a pass will be considered truant.

BELL SCHEDULE

<u>Regular Day</u>		<u>Adjusted Wednesday</u>		<u>Minimum Days</u>	
0 Period	6:50-7:49	0 Period	6:50-7:46	0 Period	6:50-7:45
1 st Period	8:00-8:59	1 st Period	8:00-8:48	1 st Period	8:00-8:37
2 nd Period	9:04-10:03	2 nd Period	8:53-9:41	2 nd Period	8:42-9:19
Brunch	10:03-10:13	Brunch	9:41-9:51	3 rd Period	9:24-10:01
3 rd Period	10:18-11:17	3 rd Period	9:56-10:44	Brunch	10:01-10:11
4 th Period	11:22-12:25	4 th Period	10:49-11:41	4 th Period	10:16-10:53
Lunch	12:25-12:55	Lunch	11:41-12:11	5 th Period	10:58-11:35
5 th Period	1:00-1:59	5 th Period	12:18-1:04	6 th Period	11:40-12:17
6 th Period	2:04-3:03	6 th Period	1:09-1:57		

BOARD OF EDUCATION

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

2016-2017 Members

Duane Smith- President
 Joe Arenivar- Trustee
 Kelsey Elam- Student Board Member

De’Shawn Woolridge-Board Vice President
 Dr. Laura Canciamilla-Trustee
 George Miller-Trustee

CAMPUS CLUBS

Pittsburg High School offers a variety of clubs for our students which students are encouraged to participate. Anyone interested in starting a new club can pick up information in the Student Services Center (SSC). The SSC is located upstairs in office A202. Information is also available in the main office. Below is a list of the current clubs that PHS offers.

******NOTE**** ONLY clubs are allowed to fundraise or sell specific items. Students are not allowed to sell their own items. Any student caught selling will have items taken away and donated to the PHS Food Bank**

Activists Club	Club P.O.W.E.R	Oasis Christian Club
Advancement Via Individual Determination (AVID)	Debate Club	P.I.P
Anime	European Travel	Pacific Islanders Club (Poly)
Artist Club	Fil-Am	Performing Arts Club (PAC)
Black Student Union	Film Club	K-Oreo
California Scholarship Federation (CSF)	Foot Pursuit	PUENTE
Chess Club	French Club	Punjabi Pirates
Choir Club	Gamers Club	R.E.A.C.H
Class Up	Gay-Straight Alliance (GSA)	Robotics
Class of 2017	Global Glimpse	Science Club
Class of 2018	Interact Club	Skills USA
Class of 2019	Key Club	Thespians Club
Class of 2020	Latinos Unidos	TIP
Club Arabian	Male African American Achievement Network (MAAAN)	USA Travel
Club Italia	Mu Alpha Theta	

CLOSED CAMPUS

PHS is a closed campus! Once a student arrives at school at the start of the day, they may not leave until dismissal time. Students who must leave for medical appointments or other valid reasons must obtain a permit to leave campus from the attendance office prior to leaving. Parent cannot excuse students to leave for lunch. Students who leave campus at lunch will receive discipline consequences.

COMMUNICATION

At PHS we want to partner with parent/guardians for the success of our students. To keep open the lines of communication we ask that you follow this procedure:

- Step 1: Student should discuss the concern directly with the teacher
- Step 2: Student and parent(s) should discuss the concern with the teacher
- Step 3: Contact the student's counselor with your concern
- Step 4: Contact the student's assistant principal with your concern
- Step 5: Contact the principal with your concern

COUNSELING

Pittsburg High School provides a variety of counseling services including assistance in educational planning, monitoring of academic progress, intervention support to achieve school success, college entrance, career planning, interpretation of standardized testing, personal guidance, and crisis intervention. In addition to individual meetings with students, the counseling department offers a comprehensive program with a special focus on each grade level.

- 9th Grade-Classroom visits to review graduation requirements and four-year plans
- 10th grades- Meetings to discuss official transcripts and post high school options
- 11th and 12th Grade -Guidance for juniors and seniors includes a continued discussion of college, career plans and the college admissions process.

Counseling Appointments

Students may drop in before or after school or at brunch to meet with their counselors. Parents should call or email to make an appointment prior to coming on campus. This would ensure that the counselor is available at that particular time. Students are assigned to a counselor according to the first letter of their last name. Each student is assigned to a counselor based on alphabetical groupings according to the student's last name.

Last Name	Counselor Name	Phone 473.2390
A-Pl and English Language-EL (9th)	Rick Grabin <i>rgrabin@pittsburg.k12.ca.us</i>	ex. 7522
Po-Z (9th Grade) & Puente(all grades)	Danni Le <i>dle@pittsburg.k12.ca.us</i>	ex. 7524
A – Hero-Hern (10-12) Media Arts & Design (all grades)	Darrilyn-Darrlynne Fu <i>dfu@pittsburg.k12.ca.us</i>	ex. 7527
HergHero-May (10-12) & AVID(all grades)	Bonnie Arnold <i>broohbakhsh@pittsburg.k12.ca.us</i>	ex. 7842
Mc-Torres(10-12) & all GEARS	Jasreen Jawanda <i>jjawanda@pittsburg.k12.ca.us</i>	ex. 7525
Tos-Z & English Language –EL (10-12)	Tanya Voqui <i>tvoqui@pittsburg.k12.ca.us</i>	ex. 7526
New Counselor TBD		

Changing Classes

Class changes request will not be granted unless the student has been misplaced in a particular course because the student is academically not prepared for that course. Schedule changes are not made to accommodate teacher choice.

Scheduling Classes

Students are given scheduling information in the early spring. While attempts are made to honor student request for courses: due to limitations in the master schedule, class size, and the number of signups for a particular course, a student's first choice may not be possible.

ADDITIONAL COUNSELING SERVICES

College and Career Center

The center provides information and resources to students to assist them in achieving their post-graduation goals, including college/university, vocational training, or military service. Resources include high school course planning, career assessments, college and major exploration, application assistance, financial aid and scholarship opportunities, SAT/ACT test preparation and administration, and job/internship openings.

The College and Career Center is located in the library. For additional information please contact Ellen Figueria at ex 7552 or efigueira@pittsburg.k12.ca.us

Intervention Services

Four Corners

With the goal of stopping the cycle of gang violence, Four Corners staff facilitates school-based sessions and support groups that help students learn how to express anger without resorting to violence. It provides a safe place where they can communicate their needs, feel heard and learn how to resolve issues peacefully.

LGBTQQ Empowerment Program

This team is committed to supporting LGBTQQ (Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning) students. They work with students in creating a more inclusive environment in their schools, families, and all aspects of their communities, including faith based organizations.

Student Empowerment

A school based resource dedicated to the task of engaging African American male students in the educational process.

Successful Purpose

A school based resource that supports all female students to ignite their inner brilliance, happiness and confidence. Both groups offer a safe place where students can address their needs and feel their voices are being heard.

For additional information please contact ex. 7571

Lincoln Center

Students who are in need of clinical counseling are referred to the Lincoln Center. The Lincoln Center has 6 full-time therapists to provide services to PHS students and also assist in conflict mediation and crisis counseling. The Lincoln Center is located downstairs in the A-Wing (next to counseling office). If you would like more information please call our assistant principal in charge of our counseling programs Connie Spinnato at 473-2396 and she will put you in contact with a Lincoln Center representatives.

REACH

REACH offers onsite services for students with alcohol and drug needs. This program is through the County Office of Health. The services include treatment for students possessing controlled substances, under the influence of controlled substances, including alcohol. Students are referred by Mrs. Spinnato. REACH works with the parent and child.

DAILY BULLETIN

Every day a school bulletin is updated on the PHS website. The bulletin provides updates on events at the school such a community events, sporting events, special testing dates, etc. If you would like to receive the bulletin via email please contact mmelrose@pittsburg.k12.ca.us to be added to our Parent Group email list.

DANCES

Dances are held at various times throughout the school year and are meant to be and enjoyable social event for students. To ensure that order is maintained, behavior at dances is closely monitored. Inappropriate dancing will not be tolerated. The number of students attending dances will be limited depending on the size of the venue.

Non participation list

Students become ineligible to attend school dances for a quarter if in the previous quarter either of the following apply:

- Grade Point Average below 2.0.
- 3 or more disciplinary infractions in the monitored (previous) quarter. This is at the discretion of administration.
- Any student found to be under the influence or in possession of alcohol or drugs will be ineligible to attend dances for the remainder of the quarter and the next quarter.

PHS Dance Protocol

- Students must have current/valid picture ID to purchase a ticket and to enter the dance.
- Students must not be on the non-participation list.
- No students will be admitted after one hour after the dance has started
 - Students will not be allowed to re-enter the dance after leaving the dance area.
- All students must exit the campus/premise within 30 minutes of the ending of the event.

Guest

Guest will be allowed at Junior Prom, Senior Ball, and Homecoming, only with a completed guest pass and photo ID. Passes are obtained PRIOR to the dances and must be approved by a PHS administrator. Guests may not be older than 19 for the Homecoming, 20 for Junior Prom and 21 for Senior Ball. Middle school students, regardless of age, are not allowed to attend.

DISCIPLINE

Our discipline policy and procedures are intended to promote consistent and fair treatment of all students in an atmosphere of open communication, self-discipline, clearly communicated rules and regulations.

Expectations of Our School Community

In all instances, written documentation regarding the behavioral incident and subsequent parent/guardian communication should be submitted to the principal or administrator handling the incident. All disciplinary actions will be governed by the California Education Code and the Pittsburg Unified School District Board of Education.

For additional information on discipline policies and procedures please review the Student Rights and Responsibilities Handbook refer to School rules and discipline.

DRESS CODE

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

The following guidelines shall apply to all regular school activities:

- All clothing shall be within the bounds of decency and good taste.
- Clothing that expose the chest, tank tops with extended armholes are not allowed.
- Shirts and shoes are required at all times. No bare midriiffs or bareback, no low cut or revealing tops are allowed. No “off-the shoulder” garments are to be wore. No underclothing should be worn as outer clothing. No short-shorts/skirts.
- Inappropriate lettering, printing, message patches or messages on skin, clothing, are prohibited. These include any reference to drugs, alcohol, sex, tobabcco, racial slurs, profanity swasitaks, confederate flag, or any disparping remarks. Exception to the rule, religious or medical reason. (Administration approval required)

Details for Some Dress Code Rules:

1. Hats, hoods or other non-religious head coverings are not to be worn in classrooms/instructional areas. Jacket hoods may not be worn in the classroom.
2. No bandanas of any color can be worn on any part of the body
3. Scarves may be worn on the head. They may not cover the entire head and they must be of a silk-type material to distinguish them from bandanas.
4. Skirts and shorts must be as long as the fingertips when the student's arms are at their sides. Administrators have discretion to allow variation.
5. Footwear- Bedroom slippers are not allowed. Flip flops are OK.
6. Revealing clothing- Clothes that show too much skin based is not allowed. This could be low-cut blouses, torn jeans, etc.
7. Jewelry can be disruptive to the learning environment. Teeth grills are not allowed.
8. Pajamas and other sleepware are not allowed.

ELECTRONIC DEVICES

Possession of a cellular telephone by a student is a privilege, which may be forfeited by any student who fails to abide by the pertinent district/school rules. Students may carry cell phones, camera phones and audio listening devices (IPODs, MP3s, etc.) at school, but students CANNOT use them or have them on during instructional time, unless being used for instructional purposes as directed/permitted by the teacher. The district/school shall not be responsible for the loss or damage of a cell phone brought onto campus.

Since it is an invasion of privacy, cameras or camera phones, etc. **are not to be used at any time** in the locker rooms or restrooms. Any student caught misusing a cell phone (i.e. taking pictures, videotaping a fight and calling for non-student to come to campus) will be subject to disciplinary action.

FIELD TRIPS

There are several different types of field trips offered to PHS students. We offer trips as part of the academic curriculum of classes and those considered enrichment through extracurricular activities. Students not performing well in one or more classes or those who have poor attendance, teacher(s) may choose to not approve participation in the enrichment field trip. They may refuse to sign the permission form. If the field trip is of an academic nature and tied to classroom curriculum, the signed permission form is required as evidence of notification of the upcoming absence. Students ***must go and return on the bus and/or district transportation.***

FOOD SERVICES ON CAMPUS

Food Service is available at PHS before school from 7:30-8:00 am, during brunch, and during lunch. PHS strictly adheres to district, state and federal school lunch nutrition policies, which shapes our menus.

The cafeteria and snack bars at PHS use the My School Bucks.com system, which is a safe and convenient online prepayment system. My School Bucks provides a fast, easy and secure way to view the students account purchases and updated meal at the convenience of your home or office. For more information about this program, including instructions on creating an account for your student, please visit: www.myschoolbucks.com

Breakfast or brunch is FREE for ALL students regardless of family income! Students are required to show their student I.D. when ordering breakfast or brunch.

Food and drinks in classrooms are severely restricted. The decision to allow food and drinks is at the individual teacher's discretion.

Outside food sales are limited to clubs or classes and STRICTLY prohibited unless approved by the leadership team.

Note: Many families qualify to receive free or reduced lunch. To receive more information on this program stop by the main office or inquire on our website, the school district website, or contact food services directly at 473-2323.

GRADING

The purpose of grading is to communicate the level of achievement in the educational program to students, parents, institutions of higher learning, prospective employers, counselors, and other schools the students might attend. PHS uses the following grading symbols:

- A Excellent Achievement
- B Above Average
- C Satisfactory Achievement
- D Below Average, But Passing
- F Failure to Meet Minimum Standards

The grade point average (GPA) is calculated by dividing the total number of grade points earned during a student's high school career by totaling number of credits earned and is posted on the transcripts. Class rank is not calculated.

Incomplete Grades

An Incomplete (I) may be assigned if a student has work outstanding that (due to illness or other extenuating circumstances) cannot be completed during the grading period/ In order for incomplete to be converted to a required for graduation. A standard class is worth 5 credits per semester, 10 credits per year.

GRADING REPORT SCHEDULE

Term Ending Dates	Open Grade Window	Close Grade Window	Mail Date
1 st Quarter Progress Report	TBD	TBD	Will not be mailed
1 st Quarter	TBD	TBD	TBD
2 nd Quarter Progress Report	TBD	TBD	Will not be mailed
2 nd Quarter 1 st Semester Term Ends	TBD	TBD	TBD
3 rd Quarter Progress Report	TBD	TBD	Will not be mailed
3 rd Quarter Term Ends	TBD	TBD	TBD
4 th Quarter Progress Report	TBD	TBD	Will not be mailed
4 th Quarter 2 nd Semester Term Ends	TBD	TBD	TBD

GRADUATION

PHS offers subjects that comply with the minimum requirements for admissions to California State University (CSU) and University of California. The minimum credits required to graduate from PHS is 220. In addition, all students are required to complete 35 hours of community service and have it documented by their counselor (forms are available in counseling office).

Units

Required Classes

40

English: 4 years

Students must pass 9th, 10th, 11th and 12th grade levels

30

Social Studies: 3 years

- a. One year of World History (10th)
- b. One year of U.S. History (11th)
- c. One semester of American Government (12th)
- d. One semester of Economics (12th)

20

Mathematics: 2 years

Student must pass 2 years of math (1 year must be Algebra)

- 20 Physical Education: 2 years**
9th grade PE, Team Sport and/or Weight Training (10th-12th)
- 20 Science: 2 years**
1 Year of Life Science (Biology, AP Biology, Anatomy & Physiology)
1 Year of Physical Science (Chemistry, Chemistry Honors, Physics, AP Physics)
- 10 Foreign Language/ Fine Arts: 1 year**
(For Fine Arts a student can take two semesters of any course from the following areas)
Instrumental Music, Vocal Music, Drama, Art, Photo, TV Video Production, The Art of Video Production, Computer Graphics, Architectural Design
- 80 Electives**

220 Total number of units required for graduation

35 hours of community service must be completed in the duration of four years and completed by May of their senior year.

Graduation ceremony participation and Diplomas

Participation in graduation is a privilege, not a right and can be revoked. To graduate from PHS all academic credits and graduation requirements as stipulated by the CA Dept. of Ed. and the Pittsburg Unified School District must be completed, In addition no suspensions can be in effect.

Diplomas will be held until:

- A. ALL fines are paid.
- B. ALL equipment/supplies/books are returned.

Senior Events: If a senior has two semester “Fs” at the end of the second semester will not be permitted to participate in any of the graduation ceremonies, including Grad Night and/or Senior Prom.

A-G Requirements

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

- | Area | Subject |
|-------------|---|
| A. | History and Social Science: 2 years
(Two years, including one year of world history, cultures and historical geography and one year of U.S. history, or one-half year of U.S. history and one-half year of American Government or civics) |
| B. | English: 4 years
(Four years of college preparatory English that integrates reading of classic and modern literature, frequent and regular writing, and practice listening and speaking) |
| C. | Mathematics: 3 years
(Three years of college preparatory mathematics that includes or integrates the topics covered in elementary and advanced algebra and two- and three dimensional geometry) |
| D. | Laboratory Science: 2 years |

(Two years of laboratory science providing the fundamental knowledge in at least two of the three disciplines of biology, chemistry and physics)

E. **Language Other Than English: 2 years**

(Two years of the same language other than English or equivalent to the second level of high school instruction)

F. **Visual and Performing Arts: 1 year**

(One year chosen from dance, music, theatre or the visual arts)

G. **College Preparatory Elective: 1 year**

(Chosen from the a-f courses beyond those needed to satisfy the requirements above, or courses that have been approved solely in the elective area)

LIBRARY SERVICES

Library hours are Monday- Friday (7:30-3:30) Students may use the library for reading, research and studying. Library resources include a printer, and computers. Books are checked out for 2 weeks. Fines are charged for overdue/lost material.

Library rules:

- We are committed to keeping an environment conducive for studying. Voices are to be kept low, conversations not should be able to be heard a few feet away. Turn cell phones off.
- During class time students must bring a pass from their classroom teacher and sign in at the main desk.
- No food or drinks are allowed, except for water bottles with a screw-top.
- All district policies and student handbook technology rules apply.

Textbooks and library books

Students are responsible for the care of textbooks. Students are encouraged to cover assigned textbooks. When students withdraw from school, they must return student textbooks. If students change a class, they must return the textbooks they no longer need to the bookroom. Students will be fined for damaged or lost textbooks. Student's grades, transcripts, and/or diploma may not be forwarded to student's next school or issued to student if fines or other charges have not been paid.

ON CAMPUS SUSPENSION (OCS)

Students can be assigned to OCS by an administrator due to a discipline referral in their classroom, or behavior problems outside of the classroom. The duration of assignment to the detention center can vary from 1 period to all day. This is at the discretion of the administrator and whether the infraction warrants an extended assignment. In the event that a student has a discipline problem and needs to be picked up they may be asked to wait in CS until their parent/guardian arrives.

PARENT GROUPS

Student with parents who are involved in their school tend to have fewer behavioral problems and better academic performance, and are more likely to complete high school. PHS offers programs to help you get involved.

ELAC (English Learner Advisory Council)

ELAC is a parent group that is dedicated to working with parents of English Learners (EL) to provide them with information about the school, academics, community programs and resources for ELs. They also discuss EL compliance issues such as reclassification. Parents review site plans and make recommendation about the needs for ELs.

PAAACT (Parents of African American American Achievement Network)

PAAACT is an organization formed to advocate for parents and families of African American students in all grades and in every school of the district. All persons willing to promote the positive social, emotional, and academic development of African American students are welcomed to participate.

SSC (STUDENT SITE COUNCIL)

SSC is established per Education Code 52852 and 52853. It is responsible for developing an annual school plan and budget to facilitate school-based program coordination. Particular attention is paid to meeting the individual needs of each student. Mr. Whitmire our Principal and our SSC chair person, a parent, facilitate these meetings held on the first Thursday of the month in the library at 4:30 pm. An election will be held at the beginning of the school year. Please contact the principal's secretary, Stephanie Perez (ex 7500) if you are interested in serving on the site council as a voting member.

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

SSC purpose includes the following:

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

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

PARKING PERMITS

In order for a student to receive a parking permit they along with their parent/guardian must attend a Highway Patrol Workshop. Students who want to park on campus must have a valid PHS issued parking permit.

All drivers of motorized vehicles are to observe existing state and local vehicle code provisions. Drivers and passengers must obey all school regulations and observe safety at all times while in their vehicles on or about school property. Students who endanger the lives of others in the parking lots by speeding or reckless driving are

subject to citation by local police, and are subject to disciplinary action. Disciplinary action may include, but is not limited to, suspension or more severe consequences, and the loss or suspension of the parking pass.

Parking privileges can be revoked for the following reasons; poor attendance, poor grades, poor behavior, or leaving the “closed campus” at any time without permission. For additional questions please contact Mrs. Spinnato in Room A202.

STUDENT IDENTIFICATION CARDS

Students will be issued a student body ID card at the beginning of the year. All students are required to wear their student body ID cards at all times. If a student loses their Student Identification Card they may obtain a replacement from the Main or Counseling Office for a replacement charge of \$5.00. Each additional card increases in \$5.00 increments. Students will not be allowed entry to school activities or dances without their School Identification Card. Students in possession of forged or altered Identification Cards may be subject to disciplinary action.

STUDENT STORE

The PHS Student Store is located outside the cafeteria. The store provides a large selection of PHS merchandise, including t-shirts, sweatshirts, PE clothes, yearbooks, hats and gifts. Parents and students can also order items online at:

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

TRANSCRIPTS

Students requesting a copy of their transcripts can contact our records Technician who is located in the Principal’s Office. Transcripts can be ordered any time and the first official copy is free. Every copy after that is \$3.00 for postage and handling (unofficial transcripts are free). Colleges and scholarship organizations require official transcripts that are mailed and signed by school officials.

TESTING

ASVAB – Armed Services Vocational Aptitude Battery is the United States military exam. The ASVAB is administered at least once a year at PHS for those students interested in joining the military. Sign-ups are available in the College and Career Center.

CAASPP- California Assessment of Student Performance and Progress replaced the Standardized Testing and Reporting (STAR) Program. CAASPP is a system intended to provide information that can be used to monitor student progress and ensure ALL students leave high school ready for college and career. The CAASPP is administered to ALL 11th grade student and includes computer-adaptive test in English-Language Arts and Mathematics as well as paper-based test for science (the science test is for 10th grade only)

PSAT – Preliminary SAT

Sophomores and juniors are encouraged to sign up and take the PSAT exam in the fall which is “practice” for the SAT or ACT exam(s). The SAT and/or ACT is required as part of the admissions process when applying to most public and private colleges. The PSAT is a great tool to prepare students who plan to take the SAT or ACT exams. Information on the PSAT is available in the counseling office and on our website.

VISTORS ON CAMPUS

In accordance with state law, any person visiting PHS including parents/ guardians, during school hours must receive permission and obtain a visitor's pass from the CRA desk located across from the Main Office.

NO STUDENT VISITORS ARE ALLOWED

VOLUNTEERING

Volunteers play a critical role in the effort to partner with parents, staff, and the community. At PHS we welcome parents to come and help. We know we cannot be successful without **YOU**.

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

- Working with our various parent organizations (ELAC, PAAACT, & Academic Achievers)
- Helping chaperone dances, collage trips and other PHS events
- Serving a PHS committee
- Noon day and brunch duty
- Being a guest speaker at events such as Career Day

To become a parent volunteer you will need to complete the following steps:

1. Complete the volunteer application
2. Provide a current tuberculosis certificate
3. Complete the fingerprint clearance from both the Department of Justice and the Federal Bureau of Investigation (FBI)
4. Complete the Volunteer Code of Conduct form
5. Provide a photocopy of a Driver's License or Identification Card

For additional information on becoming a volunteer at PHS contact the Parent and Family Liaisons on site in Room A120.

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC)

WASC is one of six official academic bodies responsible for the accreditation of public and private secondary schools in the United States. WASC has jurisdiction over California and Hawaii. The mission of WASC is to assure the educational community, the general public and other organizations and agencies have clear objectives appropriate to education.

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

WORK PERMITS

A work permit allows a student under the age of 18 to hold a job. Obtaining a work permit is a privilege and must be approved by the student's parent and counselor. A PHS student must be in good academic standing to obtain a work permit. A work permit may be revoked if a student is habitually tardy, truant or grades are declining.

DO NOT COPY

MAP OF PITTSBURG HIGH SCHOOL

