



Pacific Grove Community High School
Safe Schools Report
&
School Safety Plan
2016-2017

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Pacific Grove Unified School District
Monterey County

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PACIFIC GROVE COMMUNITY HIGH SCHOOL VISION STATEMENT

Pacific Grove Community High School provides a small, non-traditional learning environment in which students can pursue an alternative pathway to college and career success. We seek to:

- Provide a challenging project-based curriculum that emphasizes student strengths and is individualized to meet the learning needs of each student
- Create a holistic environment in which students' diverse emotional, social, and cultural needs are recognized and celebrated
- Maximize opportunities for students to become responsible citizens who participate actively in their communities both today and into the future



Expected School Wide Learning Results

Community High School graduates will be:

EDUCATED INDIVIDUALS WHO:

- Demonstrate competence in reading, writing, mathematics, science, social studies, and technology

CRITICAL THINKERS AND PROBLEM SOLVERS WHO:

- Think through and solve problems by using relevant evidence and information

INDEPENDENT AND COLLABORATIVE WORKERS WHO:

- Set goals, organize time and tasks to meet deadlines, participate cooperatively in group projects, and produce independent and group work that reflects academic content standards

RESPONSIBLE CITIZENS WHO:

- Are employable and able to successfully participate in a college environment
- Understand and appreciate diverse cultures and points of view
- Understand and participate in the duties, rights, and privileges of citizens in a democracy

HEALTHY INDIVIDUALS WHO:

- Have a strong sense of self-worth
- Resolve conflicts through positive actions
- Demonstrate tolerance and respect for diversity

The Community

Pacific Grove Community High School is the continuation high school which was established in 1971 for students deemed at-risk or who otherwise required an alternative to the comprehensive high school. In addition to Community High School, the district is comprised of two elementary schools, a middle school, a comprehensive high school, and an adult school. The district is 3.3 square miles, covering the city of Pacific Grove and a portion of Pebble Beach.

The school district serves an area which is mainly upper middle-class in a tourist-oriented residential community. Most people are employed in service industries, although there is a significant military presence in the area. The Defense Language Institute and the Naval Post Graduate School are located nearby and we have students from families employed there.

The area has many fine restaurants, hotels and golf courses. Many tourists are attracted to the beautiful coastline, the AT&T golf tournaments, antique car shows, Laguna Seca Raceway and numerous festivals.

The School

The majority of Pacific Grove Community High School's students come to us behind in credits and lacking basic study skills. Many have emotional and behavioral challenges. It is our mandate to address these self-esteem and life skill issues, while offering a curriculum which meets Common Core State Standards, ESLRs and assists students in state testing. Increasing parent participation is an ongoing challenge. We are continually working on improving our image to the community. Our commitment to improving our program will help us to continue to expand the support our program receives from our stakeholders and district.

Staff

The staff at Pacific Grove Community High School consists of two full-time certificated instructors, a part-time certificated Resource Specialist, and a part time administrative assistant. The principal of Pacific Grove High School is also the principal of Community High School.

In addition, Community High School offers student services from off-site specialists:

- A District Psychologist
- A counselor from Community Human Services Super Teens program meets with students 3 hours a week.
- A county mental health counselor may meet with select students if needed.

Our staff is able to provide a small class setting to students, which facilitates individualized instruction, as well as the opportunity for students to focus on diverse subjects during the school day. Teachers lead classes in group instruction and help students with individual and group projects. To meet the individual needs and learning styles of our students, teachers employ a variety of learning activities, strategies and assessments. Our curriculum integrates technology, online learning, multi-media, hands-on projects, and the Common Core State Standards.

School Schedule

Students attend school five days a week, at least three and a half hours a day (17.5 hours/week). During direct instruction on Tuesdays and Thursdays students are split into two one-hour classes; one-half of the students attend English/social studies with interdisciplinary math/science, while the other half attend math/science with interdisciplinary English/social studies . After a fifteen minute break, the students rotate to the other class. During the remaining 45 minute period, students attend a physical education class or continue to work on needed subjects or electives. Mondays and Wednesdays from 9:30 to 10:30 is a Math Study class for all students taking math classes. On Mondays, Wednesdays and Fridays students pursue their Individualized Learning Plan goals with teacher assistance, work on credit recovery goals, have an opportunity to meet with the Resource teacher, receive counseling from our counselor through Community Human Service, or meet with the College/Career Counselor concerning career goals. Mondays and Wednesdays also offer opportunities for speakers, field trips, etc.

Pacific Grove Community High School offers a morning session, an afternoon session, or all day. Students attending the morning session are in school from 9:00 to 12:30. The afternoon session runs from 11:00 to 2:30. This session is for those students who are enrolled in a CTE class at Pacific Grove High School, or would benefit from more personal attention from staff, or those who have been unsuccessful in the morning session due to behavioral, tardy or attendance issues. Students with a credit deficiency should attend school for both the morning and afternoon sessions.

Enrollment

Enrollment at Community High School has fluctuated throughout the years. Each school year sees an increase in enrollment as the year progresses. It builds as more students look for alternative education options, as opposed to the comprehensive high school.

Our student population at the time of writing is twenty-seven; sixteen boys and eleven girls.

For 2016-2017:

- There are twelve students with a medical alert. One with a food allergy, three with asthma, one with a medical note, one with Type 1 Diabetes, two on ADHD meds, one with IBS, one with possible seizures, and two with anxiety on meds . The District employs a full time nurse, and three health aides to monitor students.
- One student has a 504 plan monitored by the teachers.
- Five students have IEPs monitored by the school Resource Specialist.
- Two students have custody orders.

Language Proficiency

All students in the past 10 years have been fluent English proficient and three students have taken the California English Language Development Test (CELDT). An English Language Development (ELD) class is available at Pacific Grove High School if needed.

Attendance

Tardies:

Students are allowed two tardy days without consequence. A third tardy or more must be worked off each week, an hour after school for each tardy. If a student does not stay after school he/she will receive a DOT (referral).

Most years student tardies are fairly stable (on average 1-2). A high number of tardies in a year is usually due to 2 or 3 students who have several tardies. Due to the size of enrollment one or two students can change the average dramatically.

Absences

Most students have an average daily rate of attendance around 95%. In some individual cases students have medical difficulties or family issues that may increase their absences. All factors are taken into consideration when calculating a student's absence record. The truancy rate, defined as an unexcused absence or an unexcused 30 minutes late, is under 1% most years.

Socio- Economic Status

Eleven of the twenty-seven students at Pacific Grove Community High School are currently on the free and reduced break/lunch program. Often-times students do not eat breakfast and this meal is the first meal of the day for them.

Attendance

For many of Pacific Grove Community High School students, lack of attendance at Pacific Grove High School, emotional issues, or behavioral issues have resulted in a credit shortfall. Aware of the students' lack of expected attendance in the past, Community High School has employed strategies to encourage regular attendance. These strategies include a shortened school day to allow students to have jobs in the afternoon, shortened lessons and individualized projects to make the instruction more relevant to their lives outside of school. A credit recovery online program, Acellus, also gives students an excellent opportunity to make up credits.

Pacific Grove Community High School Suspensions, Tardy, and Truant Days

For the second semester of 2015-2016 (91 days):

Suspensions: 1 for a total of 3 days

Tardies: Average of 5.5 per student. Most of these are from 6 students who worked off their tardies after school or the student was given a DOT.

Truancies: 18 Two for students that were over 30 minutes late, unexcused; 14 for leaving before school was out, and two for unexcused absences.

Graduation Rates

Of the seniors who complete the year at Community High School, 100% graduate. Credits are given on a mastery basis with no credit given for seat time. Those seniors that do not complete the school year traditionally move to the Adult School or Independent Study.

2016-2017 Parent/Student Handbook

ATTENDANCE POLICIES

TARDY POLICY:

Any student arriving late to class is considered tardy unless a valid excuse of illness, doctor appointment, funeral or justifiable personal necessity is given. **Students who are more than 30 minutes late will receive a DOT and be considered truant.**

ABSENCES:

- Parents are requested to call the school when their student will be absent.
- **All absences must be cleared** by a telephone call or note from the parent or guardian **within 72 hours** of the absence.
- Any absence not cleared within 72 hours will be **UNEXCUSED** and may become a **TRUANCY**.
- 3 tardies will result in a DOT.
- Students may work off tardies by staying after the required core time. 1 tardy = 1 hour of make-up time.

EXCUSED ABSENCES:

The State of California considers illness, medical appointment and the funeral of an immediate family member to be excused absences. Justifiable personal necessity may be excused with administrator approval. As per Board Policy fourteen (14) excused absences are allowed per year. After the fourteenth absence an absence will be considered excused only if an illness is documented by a physician or a court appearance is documented by the court. Absences beyond the fourteenth that are not excused by a physician's note or documentation from the court will be considered excessive absences and a possible truancy.

Early dismissal: If your student will need to leave school for any reason, please send them to school with a note or call the office. Students will not be released early without parent/guardian permission.

TRUANCY:

Truancy is an intentional absence without an excuse for longer than 30 minutes. **A truancy may consist of any absence that has not been cleared within 72 hours by the parent.** If an absence is found to be a truancy, these procedures will be followed:

- **Truancy #1:** the student will receive a DOT.
- **Truancy #2:** the student will receive a DOT.
- **Truancy #3:** the parent will be noticed and the student will receive a DOT.
- **Truancy #4:** the parent will be noticed, the student will be counseled (and receive a DOT) and a notice will be sent to the District Attorney's Office.
- **Truancy #5:** the parent will be noticed, the student counseled (and receive a DOT), the District Attorney noticed and a mediation meeting will be scheduled by the District Attorney.

Subsequent Truancies: Parent, student, Community High School staff and administrator will meet to discuss possible consequences and the District Attorney's Office will be notified.

EMERGENCY CONTACT: In case a parent or guardian cannot be reached by telephone, **only the people listed on the Emergency Card may be contacted.** Please list two local contacts on the Emergency Card and keep this information up-to-date. Parents or guardians are responsible for notifying the Attendance Office if

another adult is in charge of their student or if they have Hospital Release Forms on file at local hospitals. If a parent signs over legal guardianship, the school cannot contact the parent in regard to the student.

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

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

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

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

ENROLLMENT

CONDITIONS OF ENROLLMENT: Students must be at least 16 years of age and not older than 18 years of age. (Age requirements can be reviewed on an individual basis with approval of principal and teaching staff.) Prospective students must live within the boundaries of Pacific Grove Unified School District and attend an orientation conference at Community High School with the Teacher-in-Charge and their parent(s) or guardian(s). Enrollment is limited to 35 students.

If anytime during the year there is a consensus among the staff and principal that a student is not benefiting from enrollment at Community High School, the parent(s) or guardian(s) will be requested to meet with the principal to determine if an alternative placement would be more appropriate. At that time, the student could be placed on a probation period. A subsequent failure to meet academic and/or behavior expectations could result in a recommendation for alternative placement.

TRANSFER TO ALTERNATIVE PROGRAM: Students at Community High School may return to Pacific Grove High School at the beginning of a semester, only after attending an entire semester at Community High School. Students must take all required classes normally associated with the semester in which they return. Students may be recommended for an independent study program if appropriate and students 18 years old may be recommended for Pacific Grove Adult School's high school diploma program.

BEHAVIOR AND DISCIPLINE GUIDELINES

Our schools aim to provide alternatives to suspension or expulsion that are age appropriate and designed to address the specific misbehavior. EC 48900 (v) A student may be suspended or expelled for acts which occur during a school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

Discipline is addressed on a case by case basis. Any of the following actions are possible when a behavior or disciplinary infraction occurs, depending on its severity: DOT, conference with student regarding violation, parent contact, signed Behavior or Nonperformance Contract (see Appendix B or C), parent/ teacher/ administrator conference, suspension, alternative placement, contact with police or other appropriate agency, possible recommendation to the Board for expulsion from the District.

Community High School maintains a positive, supportive environment which insures personal and social growth. Students are expected to follow established school rules, cooperate with the staff, and learn to tolerate and respect differences in others.

REWARDS: Students can earn positive rewards for class participation, surpassing Individualized Learning Plan goals, meeting class goals, winning class competitions, and other exceptional behaviors.

DEMERITS: (DOTS) can be given for a variety of reasons including but not limited to:

Leaving school without permission	Overt/inappropriate public displays of affection
Failure to earn points for the week	Possession of pornographic materials
Foul language or harassment	Smoking on campus
Horseplay or rough housing	Defiance of staff instructions
Dress code violations	Disruption of the learning environment

One (1) DOT Notice is mailed home to parent and student is handed a copy.

Three (3) DOTS Teachers meet with the student to discuss the problem.

Five (5) DOTS Parents are notified and provided with the consequences of continuing difficulties. Student may be placed on a Behavior Contract. (Appendix B)

Six (6) DOTS Parents are notified. A parent conference/phone conference is held to discuss the student's placement in the program. Students will be required to stay until 2:30pm at least 2 days per week for 6 consecutive weeks with no additional DOTS. At the end of 6 weeks, one DOT will be removed.

Nine (9) DOTS Parents are notified. A parent conference/phone conference is held to discuss the student's placement in the program. Students will be required to stay until 2:30pm at least 4 days per week for the remainder of the semester, or as determined by the Behavior Contract.

Removing 1 DOT: Students will be required to stay until 2:30pm, four (4) days per week, for two (2) consecutive weeks, and earn ten (10) extra points each week (for a total of 20 additional points). DOTS are reset to zero at the end of each new semester.

BEHAVIOR/NONPERFORMANCE CONTRACTS: (See Appendix B and Appendix C) Student classroom behavior which seriously jeopardizes the learning process shall not be tolerated. Students who are continually disruptive, who are not following school rules as defined by the teacher, or refuse to participate in class work, may be recommended for alternative placement provided that the following procedures have been observed:

Step 1: As appropriate, the student may receive a DOT and the teacher will counsel the student as to the undesirability of his/her action and inform the student of future consequences. The student will sign a Behavior/Nonperformance Contract and the teacher shall personally contact the parents. In the event the teacher is unable to contact a parent, a copy of the Behavior/Nonperformance Contract will be sent home. The Behavior/Nonperformance Contract will remain in effect until the end of the current school year.

Step 2: If behavior is habitual, the student may receive a DOT and the teacher shall personally contact the parents and inform them that the student has reached Step 2 of the Behavior/ Nonperformance Contract. The student will sign the Behavior/Nonperformance Contract. Additional consequences will apply and will be outlined in the contract.

Step 3: Subsequent to the third incident, the student shall be referred to the principal who will schedule a conference between teachers, parent, student and principal. At this time, the principal and teacher will outline the specific conditions necessary for the student to remain at Community High School and the student and parent(s) will be supplied with a copy of these conditions before leaving the meeting.

ACADEMIC HONESTY: It shall be the policy of Community High School that students shall not represent another person's work, information, ideas or research as your own without properly identifying the originator. The following are examples of plagiarism: copying material word for word without giving credit; copying the classwork of another student; looking at another student's work during an exam; having another student complete coursework assigned to you; any other attempt to misrepresent another student's work as your own.

- a) A **first incident** of academic dishonesty will result in a zero "0" on the test, quiz or assignment, a DOT and parent notification.
- b) A **second incident** in the same class will result in a "0" on the test, quiz or assignment, the student being sent home with a DOT and the parent notification.
- c) A **third incident** during the school year, in any class, will result in a suspension and a Behavior/Nonperformance contract. Any of these acts compounded by theft or profiteering will be dealt with more severely.

DRUGS/ALCOHOL

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

- **First Offense:** Notification of parents; notification of legal authorities; a mandatory five-day suspension, and possible referral to an intervention program. Offenses remain in the active discipline file and are cumulative for the student's entire high school career.
- **Second Offense:** Notification of parents; notification of legal authorities; a mandatory five-day suspension; referral for alternative placement and/or expulsion.
- **Sale or possession for sale:** Notification of parents; notification of legal authorities; automatic five-day suspension and recommendation for expulsion may be recommended.

HARASSMENT

Verified harassment of any type, including sexual, is not tolerated. Students may be suspended for severe or repeated offenses, are subject to alternative placement and may be recommended for expulsion. Students will receive a warning and will be put on a harassment contract (see Appendix A).

SUSPENSION/EXPULSION POLICIES

Suspension from school requires that a student remain under his/her parent's or guardian's custody during regular school hours. **Suspended students are not to be on or near the school campus during the suspension. Students are ineligible to participate as a participant or spectator in any school-related activity during their suspension.** Students may be suspended for any of the infractions listed in the Education Code section 48900 listed below. (Board Policies/Administrative Rules and Regulations Number 6053).

Students who have repeated suspensions throughout the year are subject to alternative placement. Following are the suspendable offenses as listed under the California Ed Code 48900:

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

Date	School		Student's Phone Number		
Student's Name:	Last	First	Grade	Student ID	Birthdate
Suspension From:	Day	Time	Date / /	Suspension Code:	Special Ed Student Yes No
Return:	Day	Time	Date / /	Police Report <input type="checkbox"/> N/A <input type="checkbox"/> Pending <input type="checkbox"/> Filed #	Expulsion Review <input type="checkbox"/> N/A <input type="checkbox"/> Recommended <input type="checkbox"/> Pending
<p>EDUCATION CODE SECTION 48900</p> <p>†a.1. Caused, attempted to cause, or threatened to cause physical injury.</p> <p>†a.2. Willfully used force or violence on another person, except in self defense.</p> <p>†b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object. ++</p> <p>†c. Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol, or intoxicant. ++</p> <p>†d. Offered, arranged, or negotiated to sell a controlled substance, alcohol or intoxicant and then provided a replica substance. ++</p> <p>†e. Attempted or committed robbery or extortion.</p> <p>†f. Attempted or caused damage to school or private property.</p> <p>†g. Attempted or stole school or private property.</p> <p>†h. Possessed, or used a tobacco products including electronic cigarettes .</p> <p>†i. Committed an obscene act or engaged in habitual profanity or vulgarity.</p> <p>†j. Possessed, offered, arranged, or negotiated to sell drug paraphernalia.</p> <p>†k. Disrupted school activities or defied school personnel.</p> <p>†l. Knowingly received stolen school or private property.</p> <p>†m. Possessed an imitation firearm.++</p> <p>†n. Attempted or committed sexual assault or committed a sexual battery. ++</p> <p>†o. Harassed, threatened, or intimidated a student complainant or witness in a school disciplinary matter.</p> <p>†p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. ++</p> <p>†q. Engaged in, or attempted to engage in, hazing.</p> <p>†r. Engaged in an act of bullying, including electronic means</p> <p>†t. A pupil who aids or abets in the attempted or infliction of physical injury to another.</p> <p>†.2 Committed sexual harassment. (Gr.4-12)</p> <p>†.3 Attempted, threatened, caused, or participated in hate violence. (Grades 4-12)</p> <p>†.4 Created an intimidating or hostile educational environment. (Gr.4-12)</p> <p>†.7 Made terroristic threats against school officials or property.</p> <p>++ Indicates law enforcement MUST be notified</p>			<p>MANDATORY RECOMMENDATION FOR EXPULSION (Education Code 48915(c)):</p> <p>†c. 1. Sale, possession or furnishing a firearm. ++</p> <p>†c. 2. Brandishing a knife at another person. ++</p> <p>†c. 3. Selling a controlled substance. ++</p> <p>†c. 4. Sexual assault or sexual battery. ++</p> <p>†c. 5. Possession of an explosive. ++</p>		
			<p>DISCRETIONARY MANDATORY RECOMMENDATION FOR EXPULSION (Education Code 48915 (a)(1)):</p> <p>†1.A Causing serious injury to another person, except in self-defense.++</p> <p>†1.B Possession of a knife, or other dangerous object of no reasonable use to the pupil.++</p> <p>†1.C Unlawful possession of any controlled substance except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis, over the counter medications, or prescribed medication.++</p> <p>†1.D Robbery or extortion.</p> <p>†1.E Assault or battery on any school employee.++</p>		
			<p>Parent Conference †Held †Requested †Via Phone Date: _____ Time: _____ Contact Name: _____</p> <p>Student Conference †Held †Postponed until _____ Date: _____ Time: _____</p>		
			<p>Total Days Suspended in the School Year: _____</p>		

Factual explanation of incident(s): Date: _____ Time: _____
 Location: †On Campus †Off Campus †School activity off school grounds †Attendance related

Dear Parents/Guardians:
 This suspension is in compliance with Education Code Section 48900 and 48915 et seq. The suspension has been discussed with your student and he/she has been given an opportunity to explain his/her side of the incident.* If a conference has been requested, please make every effort to attend. Under state law, you are required to respond to this request without delay. If you wish, you and your student may review his/her record as provided in Education Code 49069. Make-up work and/or tests may be provided for your student, if requested, for the period of suspension.

PLEASE NOTE: During the school day, your student must not be on or near any school campus and may not participate in any school related activity for the duration of the suspension. Supervision is the responsibility of the parent/guardian during the suspension.

By: _____
 Principal/Designee

*The principal or designee may suspend a student without a conference if an emergency situation exists.
 State laws allow the principal to recommend suspension for violations of Education Code section 48900 subdivisions (a), (b), (c), (d), (e), and other subdivisions upon a first offense, if the pupil's presence is deemed to be a danger to persons.

Pacific Grove Unified School District Policy for Bullying/Cyberbullying

Philosophy

The Board of Education is committed to providing a safe, positive learning environment for all students. The Board recognizes that bullying and cyberbullying create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. All forms of bullying and cyberbullying by students are hereby prohibited.

Definition

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

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

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

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

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

Implementation

This policy shall apply to all academic programs and extracurricular activities, including school-sponsored events away from school and while traveling to and from any school activity.

Staff shall be alert and immediately responsive to any individual's conduct, which may interfere with a student's ability to participate in or benefit from school services, activities or privileges. Upon witnessing an act of bullying or cyberbullying, staff members are expected to immediately intervene, unless intervention would pose a threat to the staff member's safety. All incidents of bullying or cyberbullying are to be reported to the school principal for investigation.

Any student who feels that he/she is being or has been subjected to bullying or cyberbullying, or has witnessed bullying or cyberbullying shall immediately report the incident to a school employee and/or contact the district's anonymous, confidential reporting system. Parents and/or guardians, on behalf of their child, are similarly

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

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

School staff may receive related professional development, including information about early warning signs of bullying/cyberbullying behaviors and effective prevention and intervention strategies. Parents/guardians and students also may be provided with similar information.

Investigation

An investigation shall be conducted by school district officials or by a third party designated by the school district. The investigation shall include interviews of all students directly involved and contact with the parent(s) of the involved students. The investigation may include interviews with students, parents, and staff; review of school records; and identification of parent and family issues.

In determining whether alleged conduct constitutes a violation of this policy, the investigator should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The investigation will be completed thoroughly and as soon as practicable.

The administration shall take appropriate steps to protect the privacy of accusers and/or victims and to assure that they are not subjected to retaliation for making a complaint.

Disciplinary Action/Intervention

Any student who engages in bullying or cyberbullying will be subject to disciplinary action and/or intervention including, but not limited to, warning, counseling, parent contact, detention, restriction of activities, exclusion, suspension, involuntary transfer, and expulsion. A student shall be subject to discipline for off-campus expression, including expression on off-campus Internet web sites, when such expression substantially disrupts the educational program. The superintendent or designee shall document the impact the expression had or could be expected to have on the school program.

Depending on the severity of the incident, the principal may also take additional steps to ensure student safety. These may include, but are not limited to, implementing a safety plan; separating and supervising the students involved; providing staff support for students; and developing a supervision plan with the parents. Any employee who permits bullying or cyberbullying may be subject to disciplinary action including, but not limited to, warning, suspension, transfer, and dismissal. Consequences shall be commensurate with the findings of the investigation. Any student who engages in bullying or cyberbullying of a student may also be subject to criminal prosecution.

Documentation

The Superintendent or designee shall maintain a record of reported cases of bullying and cyberbullying to enable the district to monitor, address and prevent repetitive bullying and cyberbullying behavior in its schools.

Communication of Policy

Each school site administrator shall be responsible for implementing programs that are designed to promote positive social interactions, inform students of their rights and responsibilities under this policy and the district's anonymous, confidential reporting system.

School Discipline Plans (BP 5144.1 Suspension/Expulsion Due Process) shall prohibit bullying and cyberbullying. All parents and/or guardians will receive a copy of the School Discipline Plan upon registering their child at any school site in the district. Students in grades 6 through 12 will also receive a copy of the School Discipline Plan each year. School Discipline Plans shall be articulated among the district's schools sites to encourage consistent and developmentally appropriate application of this policy.

School Safety and Conditions

Pacific Grove Community High School is seen as a safe environment by the students according to survey results. An officer from the Pacific Grove police department (School Resource Officer) checks in periodically to act as a liaison between the students and the police department and to help with legal problems that may arise.

Safety drills are practiced during the school year to familiarize staff and students with emergency procedures. Cameras are in place to watch for vandalism and student behavior. There is lighting of the exterior of the campus and emergency lights in the hallway.

The school grounds are maintained by the district ground crew and one custodian in the afternoon. Maintenance of facilities is done through the PGUSD maintenance staff.

Strategies/Programs for Maintaining School Safety

(EC 35294.2 [a] [2]):

Component 1: The Social Climate- People and Program

Pacific Grove Community High School has developed clear expectations for student behavior. Truancy abatement, DOTs (referrals), suspension, and clearing tardies have been implemented to help reinforce our attendance and discipline policies. Students may be placed on tardy or behavior contracts with the goal of improvement in those areas. On the other hand, we retain a Hall of Fame that gives students positive reinforcement for credits and citizenship. Parents are called on a regular basis when a student is doing well and/or has shown improvement either in his/her work or behavior.

Garden school and tree planting provide students with opportunities to participate in extra-curricular activities. Speakers and field trips provide students with opportunities enriching their education experience. Community Service, a Vocational Portfolio, college field trips, job shadowing and Mock Interviews prepare students for the future.

Component 1: Goals for Improvement:

The staff is focused on increasing knowledge in the areas of conflict resolution techniques, child abuse reporting, crisis response, CPR and First Aid, and sexual harassment, awareness and prevention. All staff has completed mandated training in reporting child abuse.

Drug and alcohol awareness is an on-going issue for Community High School students. The staff keeps in contact with the Pacific Grove Police Department, Monterey County Probation, and the Monterey County District Attorney's office for drug and alcohol awareness, probation restrictions, and truancy abatement. Outside counseling centers provide on campus counseling for students with issues concerning drugs, alcohol, domestic violence, dating, family, suicide, and social interactions. Additionally we have speakers promoting strong character traits as well as preventative measures for drugs, alcohol, domestic violence, anti-gangs. We would like our students to share assemblies with Pacific Grove High School regarding these issues.

The Healthy Kids Survey results show that Community High School students have a high incidence for becoming involved in drugs and alcohol.

During the 2011-12 school year, Pacific Grove Community High School hosted a visitation team from the Western Association of Schools and Colleges (WASC). The Accreditation Commission granted our school a six year accreditation to June 30, 2018. In support of the recommendations of the WASC team, the components of our Single School Plan for Student Achievement (SPSA) mirror those recommendations. In the Spring of 2014-2015 Community High School hosted a WASC committee for a mid-term review.

The identified needs that we have addressed in our 2016-2017 SPSA from the midterm WASC review are:

Schoolwide Critical Areas for Growth:

1. Continue to explore ways to increase the time students have access to the counselor.
2. Develop and implement formative assessments and benchmarks.
3. Provide staff with time to disaggregate and analyze data from formative and benchmark assessments.
4. Explore options in the master schedule to provide students with the opportunity to receive more direct instruction.

Action plan:

1. Create a culture that establishes positive and healthy values.
2. Increase academic success for all students.
3. Increase and facilitate stronger college and career.

Component 2: Physical Environment- Place

In 2005 Pacific Grove Community High School moved into a building on the David Avenue School site renovated specifically for the needs of a continuation school. This was accomplished with funding from a Building Bond Program approved by voters in the school district in 1999. In 2006, voters passed Measure D, a school improvement bond, provided Furniture, computers, an outdoor garden, shed, greenhouse, science lab, kiln installation, carpet, security cameras, and other items. In the Spring of 2015 the community voted for and passed Measure A, a technology bond for the Pacific Grove Unified School District which will, not only provide us with technology in the classroom, but will provide for additional security and lighting for the building exterior.

Component 2: Goals for Improvement

We are still working on our goal from the 2013-2014 school year, which is communications with the four other schools on the David Avenue campus. The Pacific Grove Unified School District Director of Safe Schools, Barbara Martinez, is working with the administrators from the other schools on a system of communication in case of an intruder on campus, gas leak, or any other emergency/safety situation.

Beginning with the 2014-2015 school year representatives and administrators from all the District school sites, and any other schools using District school sites, have met as a Safety Team training in emergency planning. Under the direction of Barbara Martinez, Director of Safe Schools for Pacific Grove Unified School District, the Safety Team has been trained in The Big Five; Shelter in Place, Drop-Cover-Hold, Secure Campus, Lockdown/Barricade, and Evacuation. The team has had training in Active Shooter Response and continuing training in RUN-HIDE-FIGHT. For the 2015-2016 school year Community High School continued to attend Safe School trainings. Goals for the 2016-2017 school year include emergency radio training, continue to work with the other schools at our site on our emergency management planning, and work with the Pacific Grove Fire Department to install a lock box at our end of the school site. We are also in line for a new phone system, new security camera, and better exterior lighting.

WHAT TO DO IN CASE OF EMERGENCY

2016-2017

Pacific Grove Community High School

(831) 646-6535

Evacuation Route: South Parking Lot

BOMB THREAT

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of the threat:

Gender of caller: Male Female Age: _____ Race: _____

Length of call: _____ Time: _____ Date: _____

Number at which call was received: _____

Caller ID # displayed: _____

Threat Language

Well-spoken

Foul

Irrational

Incoherent

Taped

Message read by caller

Background Noises

- | | | |
|--|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Motor | <input type="checkbox"/> Static |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Local |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Music | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Pay phone |

Caller's Voice

- | | | |
|-----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Cracking |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Lisp | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Raspy | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Accent | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Disguised | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Crying | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Normal | <input type="checkbox"/> Familiar |

If voice is familiar, who does it sound like? _____

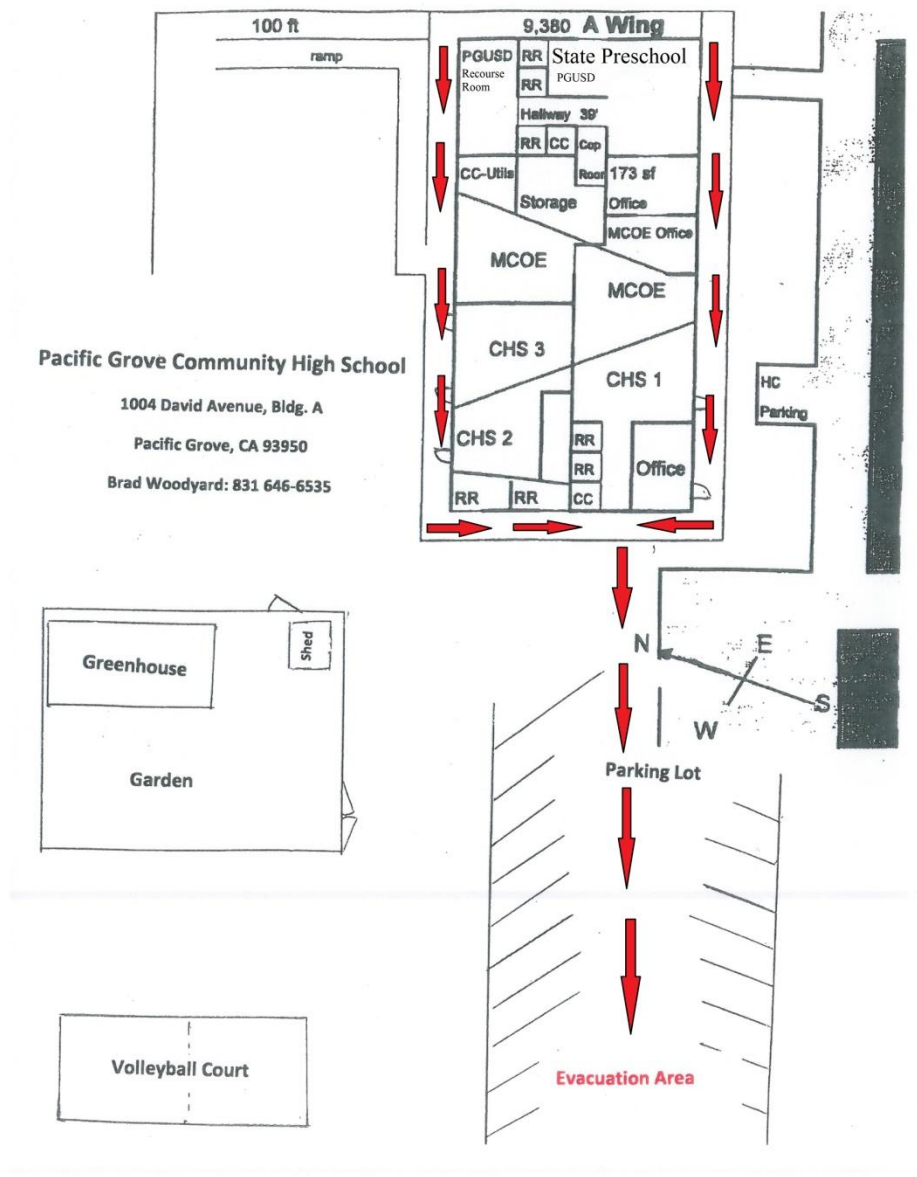
Remarks:

1. REPORT ANY BOMB OR OTHER THREAT IMMEDIATELY TO THE PRINCIPAL.
2. Principal will notify the superintendent and PGPD immediately.
3. DO NOT use a cell phone or radio after receiving a bomb threat until receiving clearance from the principal.
4. School staff will follow the directions of emergency services personnel after PGPD has made contact.

INSTRUCTIONS FOR EVACUATION

- At Community High School, the normal evacuation location is the south parking lot(see map)
- In the event of special circumstances requiring evacuation to another site, the first alternate evacuation location would be Pacific Grove High School. The route to that site is outside the school to the left on David Ave. then left on Congress Ave. to the athletic field of PGHS

MAP OF THE USUAL EVACUATION SITE



EARTHQUAKE

1. At the first sign of a tremor, the teacher will instruct students to “duck, cover, and hold.”
2. When the tremor has stopped, staff members will
 - Scan the room for injuries
 - Account for injured students
 - Call the office immediately if there is a problem
3. Staff members will evaluate the classroom for hazards. Await the teacher in charge’s instructions regarding evacuation. You are safer in your classroom than heading out of the building unless there are immediate hazards present.
4. In case evacuation is necessary, teachers will lead their classes around hazards.
5. Injured students who cannot be moved should be left in place. Do not attempt to extricate a trapped student. The teacher of a trapped student will turn his or her class over to his or her “buddy” and will stay with the injured student until help arrives.
6. In case of evacuation, teachers will grab red bag.
7. The Teacher in Charge will notify the District Office in the event of evacuation.
8. If dismissal is necessary, see the “Dismissal” section for instructions.

EARTHQUAKE DUTIES

Site Coordinator	Matt Bell/ Brad Woodyard	Release of students	Charlyce Estes
Utilities	Brad Woodyard	First Aid	Charlyce Estes
Student Status	Brad Woodyard Kimberley Shurtz Charlyce Estes	Search and Rescue	Brad Woodyard Kimberley Shurtz

Description of responsibilities:

- **Site Coordinator:** oversees and coordinates the activities of the site following an earthquake.
- **Utilities:** Immediately after the tremor, shuts off all gas meters. Evaluates whether gas leaks are present. Shuts off electricity if necessary. Reports to site coordinator as to the status of gas and electricity. Proceeds to inspect all utilities in the building including water and sewer.
- **Student Status:** Accounts for all students and staff. Coordinates first aid and triage efforts students and staff. Responsible for maintaining calm and organized environment for students following tremor(s). Coordinates the release of students.
- **Release of Students:** Signs out students as they reunite with family or adults on their emergency cards. Responsible for carrying out emergency cards.
- **First Aid:** When safe to do so, these adults serve as “first responders” in the building, providing initial first aid until emergency personnel arrive.
- **Search and Rescue:** These adults turn their classes over to their “buddy” and when safe to do so, inspect the building

IN THE EVENT OF FIRE, EXPLOSION, OR PLANE CRASH:

- In the event of any fire or explosion, the fire alarm will be sounded and the building will be evacuated immediately.
- An adult with a walkie-talkie will need to go out to meet the fire truck to show the firefighters where the problem is.
- Teachers will lead their classes to the evacuation area with their rollbooks.
- Office staff will bring the emergency clipboard and the emergency cards to the evacuation area.
- Roll will be taken at the evacuation area to be sure that all staff, students, and visitors are accounted for.
- Once at the evacuation area, the principal or designee will contact the District Office.
- Students and staff are to be kept away from the building until the area is declared safe by the Fire Department.
- If the students cannot return to the building, see the “Dismissal” section for instructions.

IN THE EVENT OF A HAZARDOUS MATERIALS INCIDENT:

- Verify information, then call the office. The teacher in charge will call 911.
- The teacher in charge will instruct staff on whether to evacuate or shelter in place.
- If sheltering in place, close all exterior doors and windows.
- Notify the office of any injuries.
- The teacher in charge will notify the DO and the Maintenance Department.
- The teacher in charge will issue a letter to be sent home with students explaining the situation. E-Mails will be sent to emergency contacts.
- If students must be dismissed from school, see the “Dismissal” section.

MEDICAL EMERGENCY/FIRST AID

Call 911 immediately if:

- A student is having serious difficulty breathing.
- A student is bleeding severely.
- The medical situation appears to be severe or is rapidly deteriorating.

If a teacher or other staff member must call 911, the principal should be notified immediately, and the principal will notify the District Office. An adult should go to meet the emergency vehicle(s) to direct them toward the injured or ill student.

Call the office for assistance if:

- A student has fallen unconscious but is breathing well.
- A student has been injured but is not bleeding severely.
- A student has a medical problem such as a seizure or asthma attack.
- Any medical situation arises that appears to be somewhat serious but not life-threatening.

REMEMBER:

- **DO NOT** move an injured student.
- **WEAR GLOVES** and practice safety procedures when dealing with blood or other body fluids.

FIRST AID SUPPLIES

- First aid supplies found in every classroom include: red bag
- School-wide first aid supplies can be found in the office.

Pacific Grove Community High School

Intruder/Lockdown Information

In the event there is an intruder on campus Remain Calm! Hostile individuals are often disturbed, avoid antagonizing them.

SHELTER IN PLACE

- You will hear an announcement from Staff:

“Attention Staff and Students: This is a LOCKDOWN!”

- **Remember: C-C-C Close/Cover/Communicate**
- Instruct students to **move into nearest classrooms and secure doors**
- **Duck and Cover** under tables or near desks. (If level of safety permits, we will instruct you to continue teaching as normal, but remain in a secured classroom. Do not let anyone leave the classroom.)
- **Turn off lights, close windows, shades, curtains**
- Barricade doors if needed
- Do not allow students to leave. Help students to remain calm and quiet
- Turn on your computer, if safe, to receive e-mail.
- Turn down cell phones and radios
- **Take roll** and determine if you have all of the students you are accountable for.
- Display a **RED card** in your window if you have **more than OR not all** of your students.
- Display the **GREEN card** in your window if you have all of your students in your school
- **Immediately send an email to Barbara Martinez**, with “Red” or “Green” in the tag line. **In the body of the email list the names of students or adults who are missing, extra in the school, or injured.**
- If we do not see the Red/Green Card in your window and do not receive an email from your school, we will assume the Intruder is inside your room.
- Wait near your computer for further instructions.

PE/Garden:

- If you are on the field or in the garden, remain and keep students calm and quiet. Use the radios to signal to the office, “red or green.”

HOSTAGE SITUATION

- Remain calm and keep your distance
- Talk with the intruder, only if necessary, in a low non-threatening manner
- Do not attempt to deceive or threaten the intruder
- Maintain order among students

NOTE: BE CONSTANTLY ALERT AND PREPARED FOR VIOLENCE. IF INJURIES OCCUR IDENTIFY NUMBER OF PATIENTS, LOCATION AND EXTENT OF INJURIES.

UTILITIES

Utility Information for Community High School:

Important Phone Numbers:

- PG&E 800-743-5000
- PG Public Works 648-3122
- Cal-Am Water 373-3051
- AT&T Cable 1-800-945-2288

GAS shut off(s) located..... Outside in back of school across the walk from the Utility Closet
WRENCH(ES) for shutting off gas

ELECTRICAL shut off(s) located... Inside CC – Utility Closet in back of school next to Resource Room

WATER shut off(s) located.....Left side of building across the walkway from the 2 RRs (restrooms)

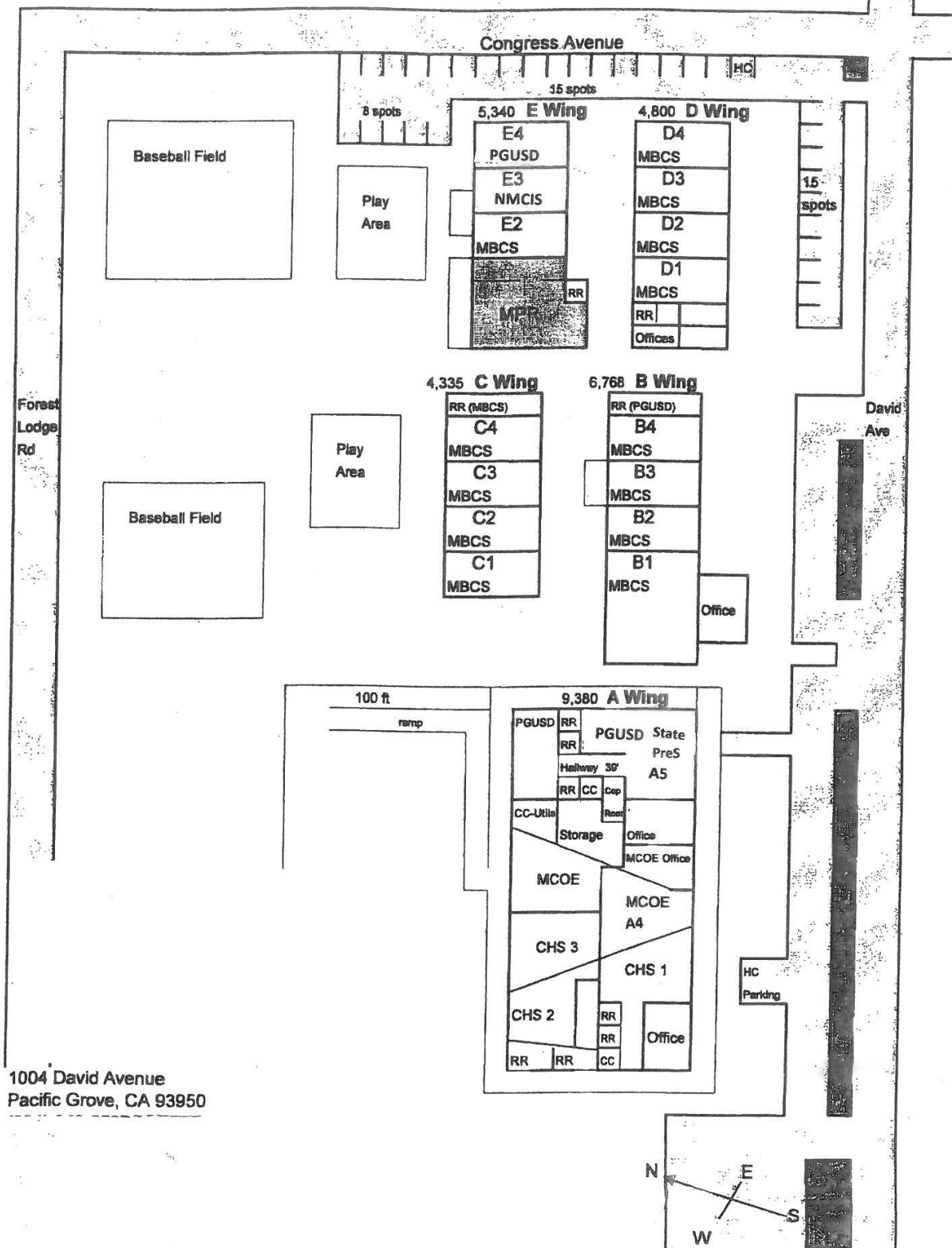
STAFF LIST - See calendar for school days

Name	Room	√d by	Comments
Matt Bell Principal	Pacific Grove High School Office		
Brad Woodyard Lead teacher	Rm 2/Rm 3/Garden 8:30-2:30		
Kim Shurtz Teacher	Rm 1 8:30-2:30		
Charlyce Estes Admin. Asst.	Office 8:00-1:00		
Abram DeAnda Counselor	Resource Room Monday 9:00-12:00		
Nicholas Lackey Resource Specialist	Resource Room Wed 9:00-10:00		
Leslie King District Psychologist	Resource Room Days TBD		

David Avenue Site Contacts

School	Location	Contact/Title	Work #	Cell#
Monterey Bay Charter School	Office – D-1/ School-Bldg B,C,D,E (Rm 2 & 4)	Cassandra Bridge, Director Kristi Heath, Admin Coordinator Elisa Tacconi, Asst. Director	655-4638 x102 655-4638 x105 FAX 655-4815	521-1072 333-6097 541-944-7461
North Monterey County Independent Study	Building E Room 3	Luke Samuels, Teacher	655-1430	
Pacific Grove Community High School	Building A Rooms 1-3 & Room behind Room 5	Matt Bell, Principal Brad Woodyard, Lead Teacher Charlyce Estes, Admin Asst.	646-6535 646-6535 646-6535	915-1026 236-7032
PGUSD SPED Pre-School	Building A Room 4	Erin Homami, Director Belen (Maria) Sicairos April Gabriel, Central Coast		402-6490 (559) 940-8636
PGUSD State Preschool	Building A Room 5	Diane Beron, Director	646-6547	324-3838
PGUSD Psychologist	Building A Room behind Room 5	Leslie King		238-1038

David Avenue Campus



1004 David Avenue
Pacific Grove, CA 93950

PGUSD

Parking

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
PACIFIC GROVE COMMUNITY HIGH SCHOOL
2016-2017**

Instructional Days

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

* minimum day for students

180

H = Holiday **LH = Local Holiday**

PACIFIC GROVE COMMUNITY HIGH SCHOOL 2016-2017

Safety Drills- Calendar

Date	Time	Length of Drill	Type
September 14, 2016 Wednesday	10:10 a.m.	15 minutes	Evacuation/Fire
October 20, 2016 Thursday	10:20 a.m.	30 minutes	Earthquake Great California Shake-Out
January 20, 2017 Friday	10:10 a.m.	20 minutes	Intruder
April 19, 2017 Wednesday	10:00 a.m.	15 minutes	Evacuation/Fire

EMERGENCY TELEPHONE NUMBERS

(If dialing from school phones, dial "9" before dialing the number)

Police	911/831-648-3143
Sheriff	911
Fire Department	911/831-648-3143
Paramedics	911/831-648-3143
C.H.O.M.P	831-624-5311
Pacific Grove Unified School District Office	831-646-6509
Red Cross Monterey Chapter	831-624-6921
District Transportation	831-646-6643
District Maintenance	831-646-6537
California High Patrol	831-796-2100
Poison Control	800-784-2433
Child Protective Services	831-755-4661
PG&E	800-743-5000
Water	888-237-1333

District Office- 435 Hillcrest Ave.		646-6510
	Business Office Fax	646-6582
	Main Fax	646-6500
	HR Fax	646-6527
	SPED Fax	646-6522
Superintendent	Ralph Porras	6520
Executive Asst. to Supt.	Mandi Freitag	6510
Assistant Superintendent	Rick Miller	6509
Secretary to Asst. Supt.	Denise Engles	6517
Dir. of Human Resources	Billie Mankey	6507
HR Assistant	Angela Lippert	6593
Accounts Receivable	Denise Engles	6517
Attendance	Nancy Bernahl	6516
Accounts Payable	Elyse Thomas	6519
Fiscal Officer	Nancy Bernahl	6516
Nutrition Director	Dianne Hobson	6521
Dir. Maint./Operations	Matt Kelly	6537
Payroll/Benefits	Carole Anloff	6515
Dir. Student Services	Clare Davies	6523
Adm. Specialist, Stndt Svcs	Lindsey Reese	6524
Dir. Curr. /Special Projects	Ani Silva	6526
Adm. Specialist, Curr.	Leslie Ternullo	6508
Sub Clerk	Kelly Van Houtan	6553
Transportation	Lisa Stacks	6643
Dir. Technology	Bruce Cates	6525
District Nurse	Katrina Powley	6514
Instructional Technology, Data and Assessment - TOSA	Matthew Binder	6618
Elementary Ed Tech & Data Analysis - TOSA	Juliana Daycuyan	6618
Pacific Grove Middle School- 835 Forest Ave.		646-6568
	Fax	646-6652
Principal	Sean Roach	309
Secretary	Patti Odell	300
Asst. Principal	Jason Tovani	308
Clerk	Apple Atofau	306
Clerk	Robin Cochran	305
Cafeteria	Fran Petty	338
Computer Lab	Grayson Fong	311
Counselor	Janie Lawrence	304
Custodian	Jason Cota	301
ELD	Susan Torres	344
Health Clerk	Tammie Kirmil	307
Home Economics	Linda Goulet	332
Library	Jodi Bitter	310
Boys Locker Room	Dennis Chappin/Chip Dorey	336
Girls Locker Room	Wendi Roland	335
Psychologist	Dessie Zanger	347
SDC	Mary Schumaker/ Amy Tackett/ Darcy Tuinenga	330
RSP	Kathy Wheeler	312
RSP	Pam Gaul	352
RSP	Justin Matlow	331
Speech	Amy Tackett	334

Forest Grove School - 1065 Congress Ave.		646-6560
	Fax	648-8415
Principal	Buck Roggeman	200
Office Manager	Deborah Marchese	201
Office Clerk	Nancy DaSilva	202
BASRP	Marlene Roman	6501
Cafeteria	Fran Castorina	6567
ELD	Jayne Lord	6504
Health Clerk	Candice Guidotti	6558
Library	Christine Gruber	204
Counselor	Zoe Roach	6528
Speech	Aina Gessaman	154
Psychologist	Mindy Faia	127
RSP	Danielle Hartnett	129
SDC	Mary Quindimil	102
SDC	Glynis Barrett	107
Custodian	Oscar Orozco	205
OT	Diane McCluskey	233

Robert Down School - 485 Pine Ave.		646-6540
	Fax	648-8414
Principal	Linda Williams	300
Office Mgr.	TBD	300
BASRP	Henrietta Rivera	6548
Cafeteria	Summer Coe	131
Clerk III, Attendance	Krista Tadlock	301
Health Clerk	Cindy Waznis	303
Library	Anne Scanlon	112
Psychologist	Dessie Zanger	140
Counselor	Sonda Frudden	139
RSP	Katie Kreeger	125
RSP	Michele Knight	142
SDC	Kilene Brosseau	119
State Preschool-David	Diane Beron	6547
Speech	Laura Rivera	220
Co-op Preschool	Jennifer Ross	6583
Computer Lab	TBD	124
OT	Megan Roach	120

Adult School - 1025 Lighthouse Ave.		646-6580
	Fax	646-6578
Principal	Barbara Martinez	426
Admin. Asst. IV	Michelle Maas	422
Clerk III Main Office	Ginny Roggeman	400
Clerk III Main Office	Susan Lozada	420
Clerk III ESL/HSD	Marion Heebink	404
Clerk III Parents Place	Diane Cates-Pegis	441
Clerk III Evening	Joanne Nolan-Stewart	442
Evening Supervisor	Laverne Baker-Leyva	405
Prog Spec HSD/HiSet	Sarah Weber	401
Prog Spec ESL	Janet Thayer	405
Preschool Class	TBD	416
Transitions Class	Lorraine Ramirez	414
Prog Spec Parents Place	Kristen Stember	443
Pine Ave Co-Op	Jennifer Ross	6583
Lighthouse Co-Op	Maurisa Alt/ Larise Baker-Leyva	415
Custodian	Ireneo Asignacion	424

Revised August 4, 2016

Pacific Grove High School – 615 Sunset Ave.		646-6590
	Main Office Fax	646-6660
	Library Fax	646-6602
	ASB Fax	646-6513
	Cafeteria Fax	646-6538
Principal	Matt Bell	273
Secretary to Principal	Rachel Mein	208
Assistant Principal	Sean Keller	274
Secretary to AP/Registrar	Cynthia Russell	201
Attendance	DiAnna Gamecho	211
Activities Director/Yrbook	Balena Lominario	289
Athletic Director	Todd Buller	293
Band Room	David Hoffman	204
Cafeteria	Linda Lyon	202
Counselor, A-L	Kristin Paris	279
Counselor, M-Z	Pat Rolander	278
Guidance Secretary	Debby Farmer	277
Girls Gym	Donna O'Donnell	230
Head Custodian	Miguel Soria	238
Career Center Technician	Janet Light	269
Health Clerk	Tammie Kirmil	212
Library	Alex Morrison	240
Psychologist	Leslie King	210
SpEd- SDC	Becky Goldfinch	236
SpEd- RSP	Vivian Michaele	309
SpEd- RSP	Nick Lackey	233
Woodshop	TBD	229
Student Store/ASB Clerk	Felicia Afifi	209
Speech	Amy Tackett/ Molly Kriva	301
AVID	Nicole Bulich	282
Boy's Locker Room	Todd Buller	293
Campus Supervisors	Bob Howell/Stacy Himenes	276
Drama	Katie Selfridge	288
ELD	Janine Olin	282
Library Tech	Jonathan Mejia	294
Resource Officer	Billy Hawkins	272

Community High – 1004 David Ave. Bldg A		646-6535
	Fax	648-8417
Principal	Matt Bell	6535
Teacher-in-Charge	Brad Woodyard	6535
Teacher	Kimberley Shurtz	6535
Secretary	Charlyce Estes	6535
State Preschool	Diane Beron	6547

Itinerant Pre-School Program- 1004 David Ave.		646-6596
Teacher	TBD	6596

Monterey County Office of Education		755-0300
	Fax	753-7888
	www.monterey.k12.ca.us	
Superintendent	Nancy Kotowski	755-0301
	Fax	755-6473
Assoc. Supt.	Garry Bousum	755-0308
	Fax	753-0454
Dir. Personnel	TBD	784-4915
	Fax	754-3658
SELPA	Carol Lankford	784-4231
	Fax	769-0732
MCOE Special Ed.	Michele Saleh	755-6437

City of Pacific Grove		
City Manager	Ben Harvey	648-3106
300 Forest Avenue	Fax	657-9361

Recreation Dept.	Don Mothershead	648-3130
300 Forest Avenue	Fax	648-9392

PG Library	Main Number	648-5760
550 Central Ave.	Reference Desk	648-5762

Chamber of Commerce	Moe Ammar, Pres.	373-3304
	Fax	373-3317

Fire Department	Business/non-emergency	646-3900
600 Pine Ave.	Emergency	911

Police Department	Police/non-emergency	648-3143
580 Pine Ave.	Police Administration	648-3147
	Fax	648-3163
	Emergency	911
	Dispatch	647-7911
	Records	648-3143

PG Post Office		373-2271
	Fax	373-4327

PB Post Office		622-9509
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