

**Pacific Grove Unified
School District
Welcomes you**



Employee Orientation 2021-2022

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BOARD OF EDUCATION

The Pacific Grove Board of Education is an elected body of five trustees. The board works closely with the Superintendent and staff to provide leadership to the district.

John Paff, President
Brian Swanson, Clerk
Christy Dawson, Member
Carolyn Swanson, Member
Dr. Frank Rivera, Member

Regularly scheduled meetings of the Board of Education are typically held on the first and third Thursdays of each month. In addition, special meetings are held when there is a need. All meetings are open to the public.

Board agenda packets and minutes are posted on the district web site at www.pgusd.org.

The Board welcomes all district employees to attend their meetings. Should you have questions about an agenda item, you may contact the Superintendent's office at (831) 646-6510.



Pacific Grove Unified School Board Goals

“Challenging every student with exceptional learning opportunities”

Mission Statement

Pacific Grove Unified School District, in partnership with the community and with a focus on equity, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment.

The District will meet the diverse needs of all students by ensuring exceptional learning opportunities to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.

A. PGUSD District Goals

1. **Student Learning and Achievement:** Every student is performing at a minimum at grade level, engaged in his or her learning, and contributing positively to the community.
2. **Health and Safety of Students and Schools:** District students and staff are provided a safe and welcoming environment
3. **Credibility and Communication:** Credibility through effective and transparent communication with the public and stakeholders.
4. **Fiscal Solvency, Accountability and Integrity**

B. Goals Defined

1. **Improve and Enhance Student Learning and Achievement**

- Alignment of District budget with established priorities in Local Control and Accountability Plan (LCAP) and strategic plan so that every student is proficient or above grade level, engaged in his/her learning and contributing positively to the community
- Use data driven, standards-based instruction and curriculum with the goal of all students achieving at proficient or above
- Monitor and utilize multiple measures of assessment and metrics to monitor academic progress
- Monitor and respond to target student populations as identified by the LCAP, as well as other underserved student groups
- Maintain annual LCAP updates and perform regular surveys of service needs, including the social/emotional needs of students and families
- Assess programs and strategies to challenge students performing above grade level

2. **Health and Safety of Students and Schools**

- Provide safe and well-maintained facilities for students and staff
- Address student and staff health, wellness and social-emotional needs
- Support programs that enhance community, staff and student engagement and connectedness

3. **Maintain Credibility Through Effective and Transparent Communication with All Stakeholders**

- Determine strategies to inform the public on a timely basis on District plans and actions
- Board members will report on their community activities and actions impacting the District
- Acknowledge and celebrate stakeholder support in all programs

4. **Fiscal Solvency, Accountability and Integrity**

- Maintain fiduciary responsibilities
- Align budget with LCAP and strategic plan
- Maintain regular State updates and interim reporting, as well as periodic District updates to the Board
- Maintain a current budget handbook available to the public

Pacific Grove Unified School District

2021-22 Strategic Plan

BOARD GOAL: Student Learning and Achievement - Overall Educational Program: every student is proficient or above grade level, engaged in his/her learning and contributing positively to the community.

Strategy One: Develop and implement a comprehensive and standards-based educational program with respect to curriculum, instruction, course offerings, class size, support programs and facilities (P1, P2, P7)

- The District will focus on equity and equitable learning opportunities, *especially in light of support and intervention in transition from distance learning to in-person, by using relevant and inclusive curriculum, instruction and assessment*(P1, P6, P7, P8)
- All students will receive access to core programs in all content areas and student learning will be guided by California academic standards-based curriculum in all content areas, current California teaching standards, and local professional expertise (P2, P7)
- All students will be assessed for academic “learning gaps” due to Distance Learning gaps in the Fall 2021, if not sooner, and provided appropriate remedial learning opportunities
- Technology will be integrated in all subject areas, and distributed appropriately to all students, in order to engage students in 21st Century Learning, as detailed in the Educational Technology Plan and supported by site level support (IE: Ninjas) (P2, P4, P5)
- The Director of Curriculum will facilitate articulation across all grade levels via collaborative leadership avenues – core, arts and electives (P2, P4, P5, P8)
- Teachers will use consistent accountability measures that are aligned with the California State Standards and other California Standards of the Teaching Profession. Teachers and administrators will use the PLC process in conjunction with valid assessment data to identify students learning needs and adjust instruction accordingly. Students are also engaged in their own learning process through goal setting (P2, P4, P5)
- Teachers will utilize the core targets in the California Standards for Teaching Profession as part of regular instruction, program planning and professional development (P1, P2, P4, P5, P8)
- Students and parents will have a clear educational plan established, including student outcomes, with supplemental support provided to students according to their instructional needs based on assessment data (P2, P3, P4, P5)
- Programs will be instituted to maximize appropriate college preparation, application and acceptance (P5, P7)
- Intervention programs will be used District-wide to provide early and ongoing assessments to identify students who are not proficient at grade level and require targeted instruction to meet their individual needs, as aligned with the LCAP (P2, P4)

Pacific Grove Unified School District

2021-22 Strategic Plan

BOARD GOAL: Credibility, Confidence and Communication Accountability and Integrity: Student, family and community partnerships, relationships and dialog contribute to the success of every student.

Strategy Two: Staff Recruitment, Retention and Professional Development (P1)

- Highly qualified staff, with respect to credentials, training and experience, will be assigned to all courses and programs (P1)
- The District will create and maintain a recruitment plan that seeks to hire a representation of culturally and linguistically diverse professionals, managed by the Director of Human Resources Department, to address hiring needs, as aligned with the LCAP (P1)
- The District will implement a professional development plan, managed by the Director of Curriculum, that is data-driven, that matches both the Strategic Plan and the LCAP and implemented through the Single Plan for Student Achievement at each site (P2, P4)
- Staff evaluation will be aligned to the Strategic Plan, LCAP and the Standards of the Teaching Profession in the areas of credentialing requirements, professional development, standards-based instruction and assessment (P1)

Strategy Three: Maintenance of Effective Communications

- Parents and community members will be invited and recruited to participate in school site and District committees and programs, including stakeholder meetings as prescribed in the LCAP (P3, P5), so that all members have means to have their voice included in decision making.
- Translation services, at least for Spanish speaking families, will be provided at meetings and events if needed
- Ongoing communication will be facilitated between the school sites, the District Office, the School Board and the parent community, including monthly updates to the School District Overview, the weekly District newsletter, social media releases, and other communications tools. (P3)
- The District web-site, department and school web-sites, e-newsletters, and other media will be employed to deliver timely, relevant and accurate information to the PGUSD community. (P3, P5)
- District/site/student accomplishments and awards will be publicized community-wide (P3, P5)
- Parents and students will be informed, via electronic and print media, regarding pupil attendance, chronic absenteeism, drop-out rates, graduations rates, and other data relating to pupil engagement (P3, P5), and conferences will be conducted, as appropriate.

Pacific Grove Unified School District 2021-22 Strategic Plan

BOARD GOAL: Credibility, Confidence, Communication Fiscal Solvency, Program, Services and Budget Alignment

Strategy Four: Maintain a safe, clean and secure school environment (P6)

- Each campus will (P6):
 - provide a welcoming environment where students and staff may come to school each day feeling safe, respected, proud and can comfortably focus on learning
 - be free of all forms of violence
 - provide classrooms that are equipped for successful student learning
 - promote respectful conversations and encourage students to interact and mix freely
 - maintain and update a School Safety Plan and Emergency Management Plan
 - Provide services to address social-emotional and overall wellness needs
- Teacher/student interactions will reflect mutual respect and facilitate respectful dialog (P6)
- Facility operation and maintenance schedules will reflect the priorities of the District (P1)
- Surveys such as Healthy Kids Survey for Students and Parents, shall be used to measure sense of school safety and school connectedness (P3, P5, P6)

Strategy Five: The District budgetary process will reflect the Strategic Plan/LCAP goals

- Funding priorities and significant budget revisions will be connected to the Strategic Plan, Local Control Accountability Plan, Board Goals
- All program budgets will be routinely reviewed for relevance to core program and strategic plan goals
- District budget details will be made available to the public, with funding sources and their impact on the General Fund clearly identified in regular, public reports
- The budget process will allow for innovative and creative ideas/projects as aligned with the Strategic Plan and LCAP

Definition of Terms:

Local Control Accountability Plan (LCAP) State Priorities as per Education Code 52060 & 52066 fall into three categories:

Conditions of Learning, Pupil Outcomes & Engagement.

LCAP Priorities: (P1) Basic Services, (P2) Implementation of State Standards (Academic Content/Performance standards), (P3) Parental Involvement, (P4) Student Achievement, (P5) Student Engagement, (P6) School Climate, (P7) Access to Courses, (P8) Student Outcomes.

**Pacific Grove Unified School District
Division of Responsibilities
Administrators**

Dr. Ralph Gómez Porras – Superintendent

- ❖ Chief Executive Officer
- ❖ District Community Representative
- ❖ Board Policy and Administrative Regulation
- ❖ Advisor to the Board of Education
- ❖ District Staff and Instructional Leader
- ❖ Community Human Services District Representative
- ❖ Liaison with County Services and Programs
- ❖ Liaison to the Board on Employer/Employee Relations
- ❖ Personnel
- ❖ Classified/Certificated Negotiations

Song Chin-Bendib – Assistant Superintendent of Business Services

- ❖ Acting Superintendent – Business
- ❖ Budget
- ❖ Payroll/Accounting/Insurance/Accounts Payable/Accounts Receivable
- ❖ Mandated Costs
- ❖ Attendance Accounting
- ❖ MSIG Board Representative
- ❖ Risk Management – Workers' Comp
- ❖ Surplus Disposal

Sean Keller – Robert Down Elementary School Principal

- ❖ Staff Supervision, Evaluation, Leadership
- ❖ Instructional Leadership of School
- ❖ Site Budget Development and Oversight
- ❖ School Improvement Plan
- ❖ Special Education, Title I, GATE Committee, English Language Learner Programs

Buck Roggeman – Principal for Forest Grove Elementary School

- ❖ Staff Supervision, Evaluation, Leadership
- ❖ Instructional Leadership of School
- ❖ Site Budget Development and Oversight
- ❖ Before & After School Recreational Program Administrator (BASRP)
- ❖ School Improvement Plan
- ❖ Special Education, Title I, GATE Committee
- ❖ English Language Learner Programs (Title III, R-30 Language Assessment, ELAP)

Sean Roach – PG Middle School Principal

- ❖ Staff Supervision, Evaluation, Leadership
- ❖ Instructional Leadership of School
- ❖ Site Budget Development and Oversight
- ❖ Special Education, GATE, English Language Learner Programs
- ❖ Facilities Use
- ❖ School Site Council

Jason Tovani – PG Middle School Assistant Principal

- ❖ Student Discipline
- ❖ Emergency Procedures and Site Safety Committee
- ❖ Individual Education Plans (IEP's)
- ❖ Site Testing Coordinator
- ❖ Guest Teachers
- ❖ Sexual Harassment Prevention Training
- ❖ Classified Professional Growth Committee

Lito Garcia – PG High School Principal & CHS Principal

- ❖ Staff Supervision, Evaluation, Leadership
- ❖ Instructional Leadership of School
- ❖ Site Budget Development and Oversight
- ❖ Wester Association Schools and Colleges (WASC)
- ❖ Community High School
- ❖ Special Education
- ❖ Parent/booster clubs
- ❖ District Negotiation Representative

Shane Steinback – PG High School Assistant Principal

- ❖ Site Testing Coordinator
- ❖ Student Discipline
- ❖ Central Coast Section (CCS) / California Interscholastic Federation (CIF) District Representative
- ❖ Community High School
- ❖ Wellness Committee
- ❖ Athletics
- ❖ Career Technical Education (CTE)

Barbara Martinez – Adult School Principal / Safety

- ❖ Staff Supervision, Evaluation, Leadership
- ❖ Instructional Leadership of School
- ❖ Budget Approval
- ❖ Wester Association Schools and Colleges Advisory Committee
- ❖ High School Diploma Counseling and Schedule Development
- ❖ Coordinated Compliance Review
- ❖ Parent Education, Older Adults with Disabilities
- ❖ Coordinate Programs Preschool through Adult
- ❖ Emergency Procedures
- ❖ Preschools

Eric Saavedra – Adult School Program Coordinator And Adult School Program Specialists

- ❖ Coordinate Programs Preschool through Adult
- ❖ Staff Development
- ❖ Wester Association Schools and Colleges Coordinator
- ❖ GED/CAHSEE Testing Coordinator
- ❖ ABE/ESL/HS Diploma/Distance Learning
- ❖ Budget Development
- ❖ Community Partnerships

Ani Silva – Director I, Curriculum/Special Projects

- | | |
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| <ul style="list-style-type: none">❖ K-12 Curriculum: including Textbook Adoption and Staff Development Coordinator❖ Categorical Program Director❖ School Accountability Report Cards❖ Peer Assistance Review Committee Member | <ul style="list-style-type: none">❖ Induction Program Coordinator❖ District GATE Coordinator❖ District English Language Learner Coordinator❖ District Testing Coordinator❖ After School Enrichment Program❖ Local Control Accountability Plan |
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Billie Mankey–Director II, Human Resources

- | | |
|---|---|
| <ul style="list-style-type: none">❖ Certificated and Classified Personnel Recruitment❖ Certificated credentials, salary placement, and transcripts❖ Orientation Programs❖ Legal Compliance (employment/credentialing laws)❖ Peer Assistance and Review Committee Member❖ Teacher Induction | <ul style="list-style-type: none">❖ Classified Professional Growth Committee❖ STRS/PERS Retirement❖ Classification Studies❖ Evaluation Compliance and Tracking❖ Classified/Certificated Contract Management❖ Complaint Management❖ Classified/Certificated Negotiations |
|---|---|

Matthew Binder –Director of Educational Technology

- | | |
|---|--|
| <ul style="list-style-type: none">❖ Technology Ninja’s❖ District Educational Technology Plan❖ Classroom Technology Curriculum | <ul style="list-style-type: none">❖ Digital Tool’s Training❖ District Technology Committee❖ Illuminate |
|---|--|

Jonathan Mejia – Director of Technology Systems

- ❖ Technology Leadership
- ❖ District Technology Plan
- ❖ District Technology Committee

Clare Davies – Director I, Student Services

- | | |
|---|--|
| <ul style="list-style-type: none">❖ Special Education, Student Services❖ Health❖ 504 Meetings and Compliance❖ Attendance❖ Home Hospital | <ul style="list-style-type: none">❖ Speech Therapy❖ K-12 Counseling❖ Intervention Programs❖ Homeless and Foster Youth Liaison |
|---|--|

Matt Kelly –Director of Maintenance and Transportation

- | | |
|--|--|
| <ul style="list-style-type: none">❖ Construction Management❖ Deferred Maintenance Plan❖ Integrated Pest Management❖ Hazardous Materials | <ul style="list-style-type: none">❖ Asbestos and Lead Management Plan❖ Storm Water Pollution Prevention Plan❖ Maintenance, Operations, Transportation, and Grounds Departments |
|--|--|

Stephanie Lip – District Nutrition Director

- ❖ Directs the district Child Nutrition Program
- ❖ Supervises and trains food service personnel

Katrina Powley – District School Nurse

- ❖ Student Wellness
- ❖ Site Health Clerks

**District Office
SUPPORT STAFF**

Mandi Ackerman – Executive Assistant to the Superintendent

- ❖ Appointments with the Superintendent
- ❖ Board Packet Agenda and backup items
- ❖ Board Policy questions
- ❖ Student expulsion documentation preparation
- ❖ Meeting Agendas for Cabinet
- ❖ District activities calendar
- ❖ Administrator Notifications
- ❖ Annual Notice to Parents
- ❖ Classified and Certificated Bargaining Contract Maintenance

Leslie Ternullo – Administrative Specialist, Curriculum

- ❖ Appointments and Calendar for the Director of Curriculum
- ❖ Curriculum Textbook and material orders
- ❖ Data input and assessment tracking (GATE and English Learner)
- ❖ Testing materials and distribution
- ❖ Support for Curriculum Programs
- ❖ Support for After-school Enrichment Program (ASE)

Sara Birkett – Administrative Specialist, Student Services

- ❖ Support for Special Services
- ❖ Support for Intervention Programs
- ❖ Support for Speech Therapy

Angela Lippert – Personnel Specialist

- ❖ Support to Director of Human Resource
- ❖ Processing Substitute Applications
- ❖ TB testing
- ❖ Professional Growth Tracking
- ❖ Photo ID Badges
- ❖ Volunteer Database
- ❖ Substitute Calling System
- ❖ Maintain Files and Records
- ❖ Maintain the District Human Resources Web Site
- ❖ Fingerprinting

Kimberly Ortiz – Personnel Technician

- ❖ Support to Director of Human Resource
- ❖ Processing Substitute Applications
- ❖ TB testing
- ❖ Professional Growth Tracking
- ❖ Photo ID Badges
- ❖ Volunteer Database
- ❖ Substitute Calling System
- ❖ Fingerprinting

**District Office
SUPPORT STAFF**

Denise Engles – Administrative Secretary, Asst. Superintendent

- ❖ Business Office Operations
- ❖ Dispatching (Maintenance, Grounds, Transportation)
- ❖ District Forms
- ❖ Accounts Receivable/Billings/Cash deposits
- ❖ Purchase Order Processing
- ❖ Facility Use Requests
- ❖ Inventory Control Tagging
- ❖ Retiree Benefits

Angela Rodriguez – Fiscal Officer

- ❖ Budget
- ❖ State Reports
- ❖ Mandated Cost Logs
- ❖ District Attendance

Marie Faile – Payroll and Benefits Specialist

- ❖ Certificated and Classified Payroll
- ❖ Health Insurance / Benefits
- ❖ Workers Compensation
- ❖ Voluntary Deductions/Tax Sheltered Annuities
- ❖ Employee Attendance Tracking
- ❖ Paycheck Distribution

TBD – Account Clerk III - Accounts Payable

- ❖ Accounts payable processing and questions
- ❖ Employee Reimbursements
- ❖ Purchase Orders

Pacific Grove Unified School District - 2021-2022

180 Day School Calendar						Date	Event
	M	T	W	TH	F		
July 2021	26	27	28	29	30	7/30	New Hire Orientation
Aug 2021	2	3	4	5	6	8/2	Professional Development Day (Non Student Day)
	9	10	11	12	13	8/3	Welcome
	16	17	18	19	20	8/4	Teacher Prep Day (Non Student Day)
	23	24	25	26	27	8/5	First Day of School
	30	31	1	2	3		
Sept 2021	6	7	8	9	10	9/6	Labor Day Holiday
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	1	10/2	Butterfly Parade
Oct 2021	4	5	6	7	8	10/8	End of 1st Quarter (46 days)
	11	12	13	14	15	10/11-10/15	Fall Break
	18	19	20	21	22		
	25	26	27	28	29		
Nov 2021	1	2	3	4	5		
	8	9	10	11	12	10/11	Veterans day Holiday
	15	16	17	18	19	11/24	Minimum Day for Students and Classified Staff
	22	23	24	25	26	11/25-11/26	Thanksgiving Holiday
	29	30	1	2	3		
Dec 2021	6	7	8	9	10	12/17	End of 2nd Quarter (42 days)
	13	14	15	16	17	12/17	End of 1st Semester (88 days)
	20	21	22	23	24	12/17	Minimum Day for Students and Classified Staff
	27	28	29	30	31	12/20-1/3	Winter Break
Jan 2022	3	4	5	6	7	12/21-1/3	Winter Break
	10	11	12	13	14		
	17	18	19	20	21	1/17	Martin Luther King Holiday
	24	25	26	27	28		
	31	1	2	3	4		
Feb 2022	7	8	9	10	11		
	14	15	16	17	18	2/14-2/18	Presidents' Holiday
	21	22	23	24	25	2/21	Professional Development Day (Non Student Day)
	28	1	2	3	4		
March 2022	7	8	9	10	11	3/11	End of 3rd Quarter (42 days)
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	31	1		
April 2022	4	5	6	7	8	4/8	Minimum Day for Students and Classified Staff
	11	12	13	14	15	4/11-4/15	Spring Break
	18	19	20	21	22		
	25	26	27	28	29		
May 2022	2	3	4	5	6	5/27	End of 4nd Quarter (50 days)
	9	10	11	12	13	5/27	End of 2nd Semester (92 days)
	16	17	18	19	20	5/27	Last Day of School
	23	24	25	26	27	5/30	Memorial Day
	30	31				5/31	Teacher Prep Day (Non Student Day)
	First Day of School						Breaks
	Professional Development Day/Teacher Prep Day						Holiday (8 total)
	Welcome						Local Holiday (5 total)
	Minimum Day for Students and Classified Staff (4 total)						
185 Work Days - Current Teachers			186 Work Days - New Teachers			Instructional Days 180	

PACIFIC GROVE UNIFIED SCHOOL DISTRICT	
Classified Computation of Work Days for 2021-2022	
365 = days in one year	
104 = weekend days	
365 - 104 = 261 work days per year (wd/y)	
261 work days , 12 months = 21.75 work days per month (wd/m)	
12 Month Classified Employee	
261 work days per year - 14 holidays = 247 work days	Bus Trainer Disp. - TBD
· Vacation time can be used during all Breaks	Maintenance, Grounds, Custodian
· Pay Schedule = 12 checks	Confidential
	Acct Clerk III
11.5 Month Classified Employee	
251 work days per year - 14 holidays = 237 work days	Admin Assist. (AE)
· October Break = non-working days	Clerks (AE)
· Spring Break = non-working days	Admin Assist. IV (MOT)
· Pay Schedule = 12 checks	
11 Month Classified Employee	
11 months x 21. wd/m = 239 wd/y - 13 holidays = 226 work days	Admin Assist. IV (HS)
· Vacation time can be used during October, Winter & Spring Breaks	Admin Assist.III (HS)
· Pay Schedule = 12 equal checks July through June	Clerk III (HS) Account Clerk I
· Start July 20, 2021 - Last day June 17, 2022	Library Media Tech III (HS)
10.75 Month Classified Employee	
10.75 months x 21.75 wd/m = 234 wd/y - 13 holidays = 221 work days	Office Manager (FG) & (RD)
· Vacation time can be used during Winter & Spring Breaks	Admin Assist. IV (MS)
· October Break = non-working days	
· Pay Schedule = 12 equal checks July through June	
· Start July 20, 2021 - Last day June 17, 2022	
10.5 Month Classified Employee	
10.5 months x 21.75 wd/m = 228 wd/y - 13 holidays = 215 work days	Admin Specialist (DO)
· Vacation time can be used during Winter & Spring Breaks	Admin Assist. II (CHS)
· October Break = non-working days	Admin. Assist. II (HS)
· Pay Schedule = 12 equal checks July through June	Clerk III (MS)
· Start July 20, 2021 - Last day June 9, 2022	Career Tech
10 Month Classified Employee	
10 months x 21.75 wd/m = 218 wd/y - 13 holidays = 205 work days	Bus Drivers
· Vacation time can be used during Winter & Spring Breaks	Recreation Coord.
· October Break = non-working days	Recreation Leader
· Pay Schedule = 12 equal checks August through June	Computer Tech.'s
· Start July 28, 2021 - Last day June 3, 2022	
190 Day Classified Employee	
· All Breaks Off - Work student days + 5 days before school + 5 after school	Clerk III (RD), (FG)
· Pay Schedule = 12 equal checks July through June	Personnel Tech.
· Start July 27, 2021 - Last day June 3, 2021	
185 Day Classified Employee	
· All Breaks Off - Work student days + 5 days before school or after school	
· Pay Schedule = 11 equal checks August through June (see payroll to sign up for 12 month deferred Pay)	Library Tech II (MS), (FG), (RD)
· Start August 3, 2021 - Last day June 3, 2022	
180 Day Classified Employee	
· All Breaks Off - Work student days ONLY	Instructional Assist., Food Service, Noon Duty
· Pay Schedule = 10 equal checks August through May (see payroll to sign up for 12 month deferred Pay)	Campus Super., Para
· Start August 5, 2021 - Last day May 27, 2022	BASRP Rec. Attend., Healthcare Assist.

District Office- 435 Hillcrest Ave.		646-6553
	Business Office Fax	646-6582
	Main Fax	646-6500
	HR Fax	646-6527
	SPED Fax	646-6522
	Transportation Fax	372-7955
Superintendent	Ralph Porras	646-6520
Executive Asst. to Supt.	Mandi Ackerman	646-6510
Assistant Superintendent	Song Chin-Bendib	646-6509
Secretary to Asst. Supt.	Denise Engles	646-6517
Dir. of Human Resources	Billie Mankey	646-6507
Personnel Specialist	Angela Lippert	646-6593
Accounts Payable	TBD	646-6519
Fiscal Officer	Angela Rodriguez	646-6516
Nutrition Director	Stephanie Lip	646-6521
Dir. Facilities/Transportation	Matt Kelly	646-6537
Admin. Assist. II Facilities/Transp.	Lori Aiello	646-6530
Payroll/Benefits	Marie Faile	646-6515
Dir. Student Services	Clare Davies	646-6523
Adm. Specialist, Stdnt Svcs	Sara Birkett	646-6524
Dir. Curr. /Special Projects	Ani Silva	646-6526
Adm. Specialist, Curr.	Leslie Ternullo	646-6508
Personnel Technician	Kimberly Ortiz	646-6553
District Nurse	Katrina Powley	646-6514
Dir. Education Technology	Matthew Binder	646-6618
Digital Learning Teacher	Andrew Bradley	210
Director of Technology Systems	Jonathan Mejia	646-6525

Pacific Grove Middle School- 835 Forest Ave.		646-6568
	Fax	646-6652
Principal	Sean Roach	309
Secretary	Apple Atofau	300
Asst. Principal	Jason Tovani	308
Clerk III	Melissa Gibson	306
Clerk III, Attendance	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	Darcy Tuinenga	332
Library	Jodi Bitter	310
Boys Locker Room	Adan Hull/Chip Dorey	336
Girls Locker Room	Staphany Arriola/Dezi Pettas	335
Psychologist	Dessie Zanger	347
M/M	Amy Tulley	330
M/S	Jasona Prowse	325
RSP	Kathy Wheeler	331
RSP	Pam Gaul	352
M/M	Justin Matlow	312
Speech	Tara Tullius	334

Forest Grove School - 1065 Congress Ave.		646-6560
	Fax	648-8415
Principal	Buck Roggeman	200
Office Manager	Desiree Babas	201
Clerk III, Attendance	Nancy DaSilva	202
BASRP	Marlene Roman	224 or 646-6501
Cafeteria	Fran Castorina	203
ELD	Jennifer Smallwood	103
Health Clerk	Natalie Adams	221 or 646-6558
Library	Christine Gruber	204
Counselor	Zoe Roach	126
Speech	Molly Kriva	154
Psychologist	Thalia Jones	228
RSP	Katie Kreeger	129
Title 1	Mary Quindimil	152
M/M	Gretchen Kelly	102
M/M	Rebecca Boston	104
Custodian	Oscar Orozco	207
OT	Diane McCluskey	233
Computer Lab	Carey Parker	213

Robert Down School - 485 Pine Ave.		646-6540
	Fax	648-8414
Principal	Sean Keller	302
Office Mgr.	Amy Riedel	300
Clerk III, Attendance	Carey O'Sullivan	301
Health Clerk	Cindy Waznis	303
BASRP	Darryl Smith	646-6548
Cafeteria	TBD	131
Library	Anne Scanlon	112
Psychologist	Dessie Zanger	140
Counselor	Sonda Frudden	139
RSP	Heather Zunguze	121
RSP	Lauren Davis	116
M/S	Patty Bloomer	119
Speech	Laura Rivera	220
Computer Lab	Daniel Schwartz	317
OT	Megan Roach	220
Custodian	Edward Overstreet	TBD

Community High - 1004 David Ave. Bldg A		646-6535
	Fax	648-8417
Principal	Lito Garcia	646-6535
Teacher-in-Charge	Sheri Deeter	646-6535
Teacher	Christian Lamonea	646-6535
Admin. Assist. II	Luciana Morgan	646-6535

State Preschool- 1004 David Ave. Bldg A-3		
State Preschool	Diane Beron	646-6547

SPED Preschool- 1004 David Ave. Room E-4 Bldg B		
Teacher	Erin Homami	373-3138
Speech	Jennifer Pritchard	373-3139

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	Lito Garcia	273
Admin. Assist. IV	Jill Houston	311
Assistant Principal	Shane Steinback	274
Admin. Assist. III	Johanna Biondi	201
Clerk III, Attendance	DiAnna Gamecho	211
Athletic Director	Lauralea Gaona	201
Music Room	TBD	204
Cafeteria	Linda Lyon	202
Counselor, grades 11-12	Kristin Paris	279
Counselor, grades 9-10	Margaret Rice	278
Counselor, Outreach	Michelle Cadigan	332
Admin. Assist. II, Guidance	Summer Coe	277
Girls' Locker Room	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
RSP	Becky Goldfinch	285
RSP	Vivian Bliss	309
RSP	Nick Lackey	233
M/M	Alyce Avenell	292
SDC	Lysa Filcek	302
Clerk III, Student	Felicia Afifi	209
Speech	Tara Tullius/Jennifer Pritchard	301
AVID	Maddy Portela	285
Boys' Locker Room	Todd Buller	TBD
Campus Supervisors	Bob Howell/Ginny Roggeman	276
Drama	Jessica Grogan	288
ELD	Desma Johnson	226
Library Tech	Raymond DeVost	294
Resource Officer	Justin Hanks	272

North Monterey County Center for Independent Study	655-1430
1004 David Avenue in Building E, Room 2, at the Monterey Bay Charter School	
	Fax 655-1451

Adult School - 1025 Lighthouse Ave.		646-6580
	Fax	646-6578
Principal	Barbara Martinez	426
Program Coordinator	Eric Saavedra	420
Admin. Asst. IV	Michelle Maas	422
Clerk III-Main Office	Sandra Dorantes	400
Clerk III-Parent Ed	Diane Cate-Pegis	441
Clerk III-Parent Ed	TBD	442
Clerk III-Evening	TBD	400
Prog Spec HSD/HiSet	TBD	404
CDC-Child Care	Jenn Hall	434
CDC-Ext. Day Preschool	Kelly Ann Joyce	432
Dual Language Co-Op	Ariana Macias-Rivera	416
Lighthouse Co-Op	TBD	415
Pine Ave Co-Op	Jackie Kite	646-6583
State Preschool-David Ave	Diane Beron	646-6547
Transition Class	Lorraine Gonzales	646-6661
Custodian	Irene Asignacion/Nayan Pras	424

MCOE- 901 Blanco Rd., Salinas 93901		755-0300
P.O. Box 80851	www.monterey.k12.ca.us	753-7888
Superintendent	Deneen Guss	755-0301
	Fax	755-6473
Assoc. Supt.	Garry Bousum	755-0308
	Fax	753-0454
Dir. Personnel	Leigh Butler	784-4915
	Fax	754-3658
SELPA	Kenyon Hopkins	755-0342
	Fax	769-0732
MCOE Special Ed.	Terri Dye	755-6431

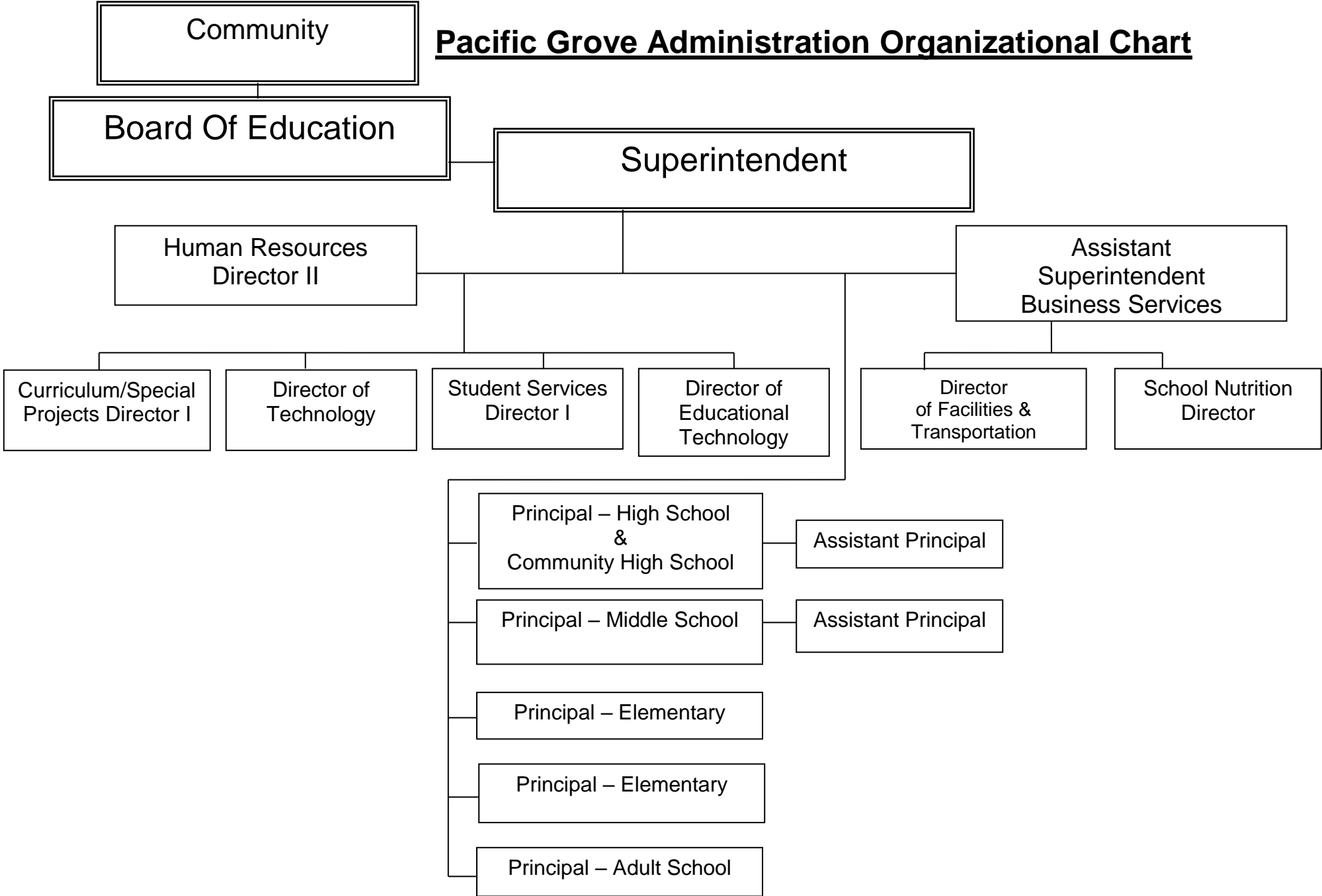
City of Pacific Grove- 300 Forest Avenue		
City Manager	Ben Harvey	648-3106
	Fax	657-9361
Recreation Dept.	Katie Clark	648-3130
300 Forest Avenue	Fax	648-9392
Fire Department	Non-emergency	646-3900
600 Pine Ave.	Emergency	911
Police Department	Non-emergency	648-3143
580 Pine Ave.	Police Administration	648-3147
	Fax	648-3163
	Emergency	911
	Dispatch	647-7911
	Records	648-3143
PG Post Office		373-2271
	Fax	373-4327

Board Meeting Calendar August – December 2021

Aug. 19	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School Night Dates ✓ Property Tax Report ✓ Quarterly Facilities Project Updates* ✓ Quarterly District Safety Update*	District Office
Sept. 2	Regular Board Meeting ✓ Unaudited Actual Report ✓ Local Control Accountability Plan Review	District Office
Sept. 16	Regular Board Meeting ✓ Williams Uniform Complaint Report	District Office
<i>TBD</i> Sept. 18 <i>*Saturday</i>	Special Board Meeting ✓ Foreign Language Program	District Office
<i>TBD</i> Sept. 25 <i>*Saturday</i>	Special Board Meeting ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revise	District Office
Oct. 7	Regular Board Meeting ✓ Superintendent Goals ✓ Budget Revision #1 on 2021-22 working budget (preliminary First Interim) ✓ Bus Ridership ✓ Week of the School Administrator	District Office
Oct. 21	Regular Board Meeting ✓ Quarterly District Safety Update*	District Office
Nov. 4	Regular Board Meeting ✓ PGHS Course Bulletin Information/Discussion	District Office
Nov. 18	Regular Board Meeting ✓ Intent Form Due (to serve as Board President or Vice President) ✓ Review of Special Education Contracts ✓ Quarterly Facilities Project Updates*	District Office
Dec. 16	Organizational Meeting ✓ Election of 2020-21 Board President and Clerk ✓ Budget Revision #2 ✓ First Interim Report ✓ PGHS Course Bulletin Action/Discussion ✓ Williams Uniform Complaint Report ✓ Employee Recognition ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report	District Office

**Quarterly District Safety Update and Quarterly Facilities Projects Update as needed*

Pacific Grove Administration Organizational Chart



HUMAN RESOURCE INFORMATION

Name Badge

Upon hire you will receive a name badge they will need to wear at all time when on campus. If you lose or need a replacement notify HR and they will print a new one and either pony it to you or you can pick up at HR. If HR has a photo on file then we can print one up otherwise you will need to make an appointment to get a new photo taken.

District Email

HR will email you your district email address and password.

We use the Google system for our PGUSD domain.

You can use the Google mail website and/or download the Google Mail app for your phone.

website: mail.google.com

username: First initial Last name@pgusd.org

District Forms

District forms can be found on District webpage www.pgusd.org under the staff tab/ staff forms

Master Contracts

Both PGTA and CSEA contracts can be found on the district webpage www.pgusd.org under the staff tab/ master-contracts

Keenan SafeSchool

Every fall you will need to complete the assigned Keenan trainings. They can be found on the district webpage under Staff/ Staff links the last one is the Keenan [Keenan Safe Schools – Required Safety Training on-line Courses](http://pgusd-keenan.safeschools.com/login) pgusd-keenan.safeschools.com/login

Login will be you district email address. No Password is needed

Emergency Forms

Every fall you will need to fill out or update your current Emergency Form. You will see an email from InformK-12 that HR will send out. Please complete it at your earliest convenience.

Attendance Sheets

Certificated Personal Necessity Leave Form and Classified Personal Necessity Leave Form can be found in the PGTA or CSEA contract and Orientation Handbook Complete this form and submit to supervisor for approval before leave.

Upon return the Certificated Absence Report or Classified Absence Report will need to filled out and approved by your supervisor.

Your office manager can help answer questions with these two forms.

If you require a substitute please put you substitute request into Frontline/Aesop as soon as possible.

Frontline/Aesop

You will be provided a Frontline account from HR upon hire. You will get an email to your district email from Frontline/Aesop follow link to set up your username and password. This is the absence management system that we use. If you cannot remember you username or forgot you password please call or email HR. They can give you your username or reset your password.

Employee Quick start Guide



Absence Management

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

CREATING AN ABSENCE

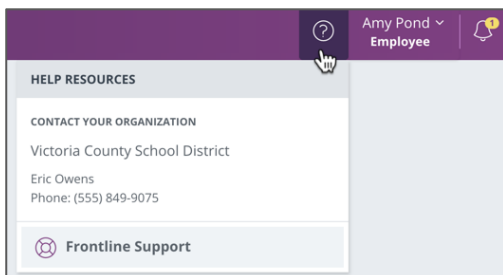
You can enter a new absence from your Absence Management home page under the **Create Absence** tab.

Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.

MANAGING YOUR PIN AND PERSONAL INFORMATION

Using the “Account” option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

Personal Info	Personal Info
Change Phone Pin	General Information
Shared Attachments	Name: Amy Pond
Preferred Substitutes	Phone: 6105553747
Excluded Substitutes	Email Address: Apond@education.com
Absence Reason Balances	Title:
	Room Number: Main Office
	Language: English Your language preference can be changed in your Account Settings .
	Address



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the Absence Management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.



PAYROLL INFORMATION / FORMS

PAYROLL INFORMATION

PAYDAY:

Payroll warrants are available on pay day, please see the Pay Date Calendar for actual dates. They will be delivered to your school site on pay day and will be held by the site secretary. If the end of the month falls on a weekend, payday is the preceding Friday. You must sign for your warrant. Warrants will not be released to anyone other than you without your written permission. If payday falls during a holiday, the warrants will be available in the district office. Notice of the times the office will be open during holidays will be sent to the school sites prior to the holiday breaks.

AUTOMATIC DEPOSIT:

Automatic payroll deposit is available to all employees. Employees enrolled in direct deposit, will receive all pay advices at their personal email address on file with PGUSD. Employees without a personal email address on file will receive their paperless pay advices to the employee's personal email address on file. Pay advices will be delivered in PDF format using a secure password-protected PDF. To view the PDF, employees will be asked to input a password, which is your Escape employee ID number. If you wish to enroll in automatic deposit, complete the ACH form on our website.

STIPENDS:

Stipends for extra duty assignments are paid as listed on the Special Assignment Salary Schedule. The assignments are paid on a monthly schedule or, in the case of coaching, when a Special Assignment timesheet is submitted and approved through Informed K12. It is important to keep track of your paperwork for submission. Extra duties are common, and they will also be tracked by timesheet. Timesheets MUST be turned in semi-monthly and not held for any reason. When your extra duty has been fulfilled a timesheet is turned into the site secretary for review. When it has been signed by management, it will be forwarded to the payroll department for payment. Stipends and extra duty timesheets are paid on Supplemental payrolls on or about the 10th day of the month.

DEFERRED PAY:

Employees may elect deferred pay so that they are paid equally over 12 months. During the months worked, 10 or 11, a portion of your after-tax

earnings are withheld to be paid on the month(s) that you do not work. Deferred pay will remain in effect until payroll is informed in writing of your request to cancel. Once cancelled, you may not elect deferred pay again until the start of the new school year. Forms are available on our website.

JURY DUTY:

When you are called to jury duty you must inform your supervisor and keep them informed as to whether you will be required to report. Because we are a state entity, there is no payment from the courts for your jury service. You do however, get a mileage reimbursement, which is not reportable to the district. You will be paid, by the District, for all days you are required to serve. At the end of your jury service please attach the paperwork provided by the court to your absence form.

STATE DISABILITY INSURANCE:

PGUSD does not participate in the state disability insurance program. Your sick leave is cumulative for that reason and there are provisions for differential pay, if needed. CTA offers disability insurance through American Fidelity, for members of CTA, at the employee's cost. Please contact the payroll office if you would like more information.

WORKERS COMPENSATION INSURANCE:

All employees of the Pacific Grove Unified School District are covered by Workers Compensation Insurance. It is imperative that you notify your Principal or Site Secretary, as soon as possible, in the event that you are injured in any way during working hours. No injury is too small. We must be notified so that you may be covered. If you have any questions, please call the payroll office at 646-6515.

HEALTH BENEFITS:

PGUSD is a member of the Monterey County Schools Insurance Company (MCSIG). This is a joint powers agency made up of school districts within Monterey county. The office for that agency is at: 76 Stephanie Drive, Salinas, CA 9390. The phone number is 831-755-0161. It is important that you come into the payroll office and sign up for your health benefits prior to the first paycheck in August. If you plan to add a spouse and children to your insurance coverage, we must have copies of your marriage license or domestic partner certificate and birth certificates for children. Benefits will not be active to your dependents until the required forms are received.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
PAY DAY SCHEDULE
2021/2022**

Supplemental Payroll	Friday, July 09, 2021
Regular Payroll	Friday, July 30, 2021
Supplemental Payroll	Tuesday, August 10, 2021
Regular Payroll	Tuesday, August 31, 2021
Supplemental Payroll	Friday, September 10, 2021
Regular Payroll	Thursday, September 30, 2021
Supplemental Payroll	Friday, October 08, 2021
Regular Payroll	Friday, October 29, 2021
Supplemental Payroll	Wednesday, November 10, 2021
Regular Payroll	Tuesday, November 30, 2021
Supplemental Payroll	Friday, December 10, 2021
Regular Payroll	Thursday, December 23, 2021
Supplemental Payroll	Monday, January 10, 2022
Regular Payroll	Monday, January 31, 2022
Supplemental Payroll	Thursday, February 10, 2022
Regular Payroll	Monday, February 28, 2022
Supplemental Payroll	Thursday, March 10, 2022
Regular Payroll	Thursday, March 31, 2022
Supplemental Payroll	Friday, April 08, 2022
Regular Payroll	Friday, April 29, 2022
Supplemental Payroll	Tuesday, May 10, 2022
Regular Payroll	Tuesday, May 31, 2022
Supplemental Payroll	Friday, June 10, 2022
Regular Payroll	Thursday, June 30, 2022

NOTE: Regular payroll pick-up is available at your designated site, no later than 2 p.m. on payday. Regular payroll includes time sheet pay for substitute, extra hours and overtime worked for regular employees with the pay period being from the 16th of the month to the 15th of the following month.

Supplemental checks will be mailed to the address on file. Supplemental pay dates are for special assignments and stipend payments.

Employees enrolled in direct deposit will have payments for regular and supplemental payrolls posted on payday. ACH pay advices will be delivered to the personal email address on file.

MONTEREY COUNTY SCHOOLS

2021-22 PAYROLL SCHEDULE

DATA ENTRY DEADLINE:	REGULAR & MANUAL PAYROLL	6:00 A.M.
<u>(Includes clearing labor errors)</u>	SUPPLEMENTAL PAYROLL	3:00 P.M.
WARRANT PICK UP:	REGULAR & SUPPLEMENTAL PAYROLL	8:00 A.M.-NOON
	MANUAL PAYROLL	10:30 A.M.-1:00 P.M.

JULY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 2	Fri. 2	Fri. 2
Sup.	Tue. 6	Thur. 8	Fri. 9
Man.	Thur. 15	Thur. 15	Thur. 15
Reg.	Mon. 26	Thur. 29	Fri. 30
2, 9, 15 - LIABILITY PAYROLLS			

AUGUST			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Thur. 5	Thur. 5	Thur. 5
Sup.	Thur. 5	Mon. 9	Tue. 10
Man.	Fri. 13	Fri. 13	Fri. 13
Reg.	Wed. 25	Mon. 30	Tue. 31

SEPTEMBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 3	Fri. 3	Fri. 3
Sup.	Tue. 7	Thur. 9	Fri. 10
Man.	Wed. 15	Wed. 15	Wed. 15
Reg.	Fri. 24	Wed. 29	Thur. 30

OCTOBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Tue. 5	Tue. 5	Tue. 5
Sup.	Tue. 5	Thur. 7	Fri. 8
Man.	Fri. 15	Fri. 15	Fri. 15
Reg.	Mon. 25	Thur. 28	Fri. 29

NOVEMBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 5	Fri. 5	Fri. 5
Sup.	Fri. 5	Tue. 9	Wed. 10
Man.	Mon. 15	Mon. 15	Mon. 15
Reg.	Mon. 22	Mon. 29	Tue. 30

DECEMBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 3	Fri. 3	Fri. 3
Sup.	Tue. 7	Thur. 9	Fri. 10
Man.	Wed. 15	Wed. 15	Wed. 15
Reg.	Fri. 17	Wed. 22	Thur. 23
MCOE CLOSED 12/24-12/31			

JANUARY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Wed. 5	Wed. 5	Wed. 5
Sup.	Wed. 5	Fri. 7	Mon. 10
Man.	Fri. 14	Fri. 14	Fri. 14
Reg.	Tue. 25	Fri. 28	Mon. 31

FEBRUARY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 4	Fri. 4	Fri. 4
Sup.	Mon. 7	Wed. 9	Thur. 10
Man.	Tue. 15	Tue. 15	Tue. 15
Reg.	Tue. 22	Fri. 25	Mon. 28

MARCH			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 4	Fri. 4	Fri. 4
Sup.	Mon. 7	Wed. 9	Thur. 10
Man.	Tue. 15	Tue. 15	Tue. 15
Reg.	Fri. 25	Wed. 30	Thur. 31

APRIL			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Tue. 5	Tue. 5	Tue. 5
Sup.	Tue. 5	Thur. 7	Fri. 8
Man.	Thur. 14	Thur. 14	Thur. 14
Reg.	Mon. 25	Thur. 28	Fri. 29

MAY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Thur. 5	Thur. 5	Thur. 5
Sup.	Thur. 5	Mon. 9	Tue. 10
Man.	Fri. 13	Fri. 13	Fri. 13
Reg.	Tue. 24	Fri. 27	Tue. 31

JUNE			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 3	Fri. 3	Fri. 3
Sup.	Tue. 7	Thur. 9	Fri. 10
Man.	Wed. 15	Wed. 15	Wed. 15
Reg.	Fri. 24	Wed. 29	Thur. 30

Man=Manual ♦ Reg=Regular ♦ Sup=Supplemental

Please make sure that your signed Pay01 report is submitted prior to payroll pick-up, which can be emailed to payroll-submit@montereycoe.org or faxed to (831) 753-1616.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 HILLCREST AVENUE
PACIFIC GROVE, CA 93950

**AUTHORIZATION OF AUTOMATIC DEPOSIT OF PAYROLL
WARRANTS**

The Monterey County Office of Education has the ability to deposit your paycheck/payroll warrant directly into your checking account. In order to do this; the Payroll Department must have the information contained on a personal check including name of the institution, address and account number (You **must** attach a voided check or a copy of a voided check to this form). This form must be submitted to Payroll no later than the 15th of the month. The automatic deposit becomes effective with the 2nd payroll warrant after this form is implemented, to allow for bank account verification.

Paperless Pay Stub: PGUSD requires employees who elect direct deposit to receive paperless pay stubs at the personal email address provided. The employer-issued email address will be used as default if a personal email is not provided. Paperless pay stubs will be delivered in a secured, password-protected PDF.

It is extremely important that you notify the Payroll Department if you change banks or change bank account numbers at your current bank.

If you have any questions please contact the Payroll Department at 831-646-6515 or via email Payroll@pgusd.org.

ATTACH YOUR CHECK HERE

In signing this form, the employee shall hold harmless the school district; its employees and agents, for the entire automatic deposit process of any and all payroll warrants. It is the responsibility of the employee to submit the correct information, which will result in the automatic deposit of funds to the proper account.

The authority granted by the execution of this form is to remain in full force and effect until the employee revokes it in writing. Revocation must occur at least 10 working days prior to the end of the month by notifying the Payroll Department in writing to allow the Office of Education a reasonable opportunity to act on it, or upon termination of my employment from the District.

I have read and understand the above information concerning automatic deposit authorization and I hereby authorize the Pacific Grove Unified School District and the Monterey County Office of Education to deposit my entire payroll warrant (and/or corrections to the previous credits) to the institution indicated on the attached personal check. The institution is authorized to credit and/or correct the amounts to my account.

Type of Account: Checking Savings
Financial Institution Name: _____
Account Number: _____
Routing Transit Number: _____

Print Name

Employee Email Address

Authorizing Signature

Date

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 HILLCREST AVENUE
PACIFIC GROVE, CA 93950

DEFERRED PAY ELECTION FORM

EMPLOYEE NAME: _____

SCHOOL SITE: _____ WORK YEAR (10 OR 11 MONTHS) _____

SOCIAL SECURITY NUMBER: _____

How Deferred Pay works:

A portion of your net pay (after taxes) is withheld each month that you are paid. This shows up as "Deferred Pay" on your paystub. IF every month your net pay (after taxes) is exactly the same, the amount that was withheld for 10 months is divided in half and paid to you in June and again in July. For 11 months, the amount withheld will be paid to you in July. The amount paid out in June and July, or just July, is approximately the amount of net pay that you were paid each of the ten months.

If during the 10/11 months, your pay changes for any reason, the amount withheld for deferred comp changes, so therefore the amount to be paid out in June and July will differ from the previous months' net pay. The amount you are paid out on your non work month(s) is EXACTLY the amount that you had deferred (withheld) during the 10/11 months of pay.

Payout(s) of deferred pay are net pay only, no gross pay, no deductions, and no taxes.

I understand that if I decide to stop participation in the Deferred Pay Program during the work year, I must submit a written request to Payroll to do so. It is further understood that I would not be able to reinstate the Deferred Pay Program until the beginning of the next school year. I understand that during the next payroll cycle after cancellation, I will be paid out the amount withheld in full.

REGARDING YOUR _____ **(School Year)** SALARY (CHECK ONE):

_____ I prefer to register for the Deferred Pay Program, and hereby request that a portion of my monthly, after tax earnings, are set aside for the month or months that I do not work.

_____ I prefer to **not** register for the Deferred Pay Program, I understand I will not receive a check in the months I do not work.

Employee Signature

Date

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED - 10 MONTH
2021 HEALTH, DENTAL, & VISION RATES
PAYROLL CHANGE EFF 12/23/20 PREMIUMS EFF 01/01/2021-12/31/21

COST BASED OFF	\$ 6,225.36	DISRICT YEARLY CONTRIBUTION EE ONLY	10 PAY PERIODS FTE	1
COST BASED OFF	\$ 6,501.36	DISTRICIT YEARLY CONTRIBUTION EE+1 & FAMILY	10 PAY PERIODS FTE	1

PLAN	COVERAGE OPTIONS	2020 MONTHLY PREMIUM	DISTRICT MONTHLY CONTRIBUTION	EMPLOYEE MONTHLY COST
PPO \$25	EMPLOYEE ONLY	1237.20	622.54	614.66
	EE + 1	2468.40	591.03	1877.37
	FAMILY	3206.40	591.03	2615.37
PPO \$30	EMPLOYEE ONLY	1123.20	622.54	500.66
	EE + 1	2240.40	591.03	1649.37
	FAMILY	2911.20	591.03	2320.17
PPO \$40	EMPLOYEE ONLY	1064.40	518.78	545.62
	EE + 1	2124.00	591.03	1532.97
	FAMILY	2757.60	591.03	2166.57
PPO \$50	EMPLOYEE ONLY	998.40	518.78	479.62
	EE + 1	1993.20	591.03	1402.17
	FAMILY	2589.60	591.03	1998.57
PPO \$60	EMPLOYEE ONLY	898.80	518.78	380.02
	EE + 1	1786.80	591.03	1195.77
	FAMILY	2323.20	591.03	1732.17
EPO SOUTHERN CA	EMPLOYEE ONLY	804.00	518.78	285.22
	EE + 1	1600.80	650.14	950.66
	FAMILY	2078.40	591.03	1487.37
DENTAL	EMPLOYEE ONLY	59.00	0.00	70.80
	EE + 1	107.00	0.00	128.40
	FAMILY	176.00	0.00	211.20
VISION	EMPLOYEE ONLY	12.00	0.00	14.40
	EE + 1	20.00	0.00	24.00
	FAMILY	35.00	0.00	42.00

*PLEASE NOTE EMPLOYEE COST MAY VARY DUE TO ROUNDING
RATES SUBJECT TO CHANGE ANNUALLY

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CERTIFICATED - 10 MONTH
2021 HEALTH, DENTAL, & VISION RATES
PAYROLL CHANGE EFF 12/23/20 PREMIUMS EFF 01/01/2021-12/31/21

COST BASED OFF	\$ -	DISTRIC YEARLY CONTRIBUTION EE ONLY	10 PAY PERIODS FTE	1
COST BASED OFF	\$ 4,624.00	DISTRIC YEARLY CONTRIBUTION EE+1 & FAMILY	10 PAY PERIODS FTE	1

PLAN	COVERAGE OPTIONS	2020 MONTHLY PREMIUM	DISTRICT MONTHLY CONTRIBUTION	EMPLOYEE MONTHLY COST
PPO \$25	EMPLOYEE ONLY	1237.20	0.00	1237.20
	EE + 1	2468.40	462.40	2006.00
	FAMILY	3206.40	462.40	2744.00
PPO \$30	EMPLOYEE ONLY	1123.20	0.00	1123.20
	EE + 1	2240.40	462.40	1778.00
	FAMILY	2911.20	462.40	2448.80
PPO \$40	EMPLOYEE ONLY	1064.40	0.00	1064.40
	EE + 1	2124.00	462.40	1661.60
	FAMILY	2757.60	462.40	2295.20
PPO \$50	EMPLOYEE ONLY	998.40	0.00	998.40
	EE + 1	1993.20	462.40	1530.80
	FAMILY	2589.60	462.40	2127.20
PPO \$60	EMPLOYEE ONLY	898.80	0.00	898.80
	EE + 1	1786.80	462.40	1324.40
	FAMILY	2323.20	462.40	1860.80
EPO SOUTHERN CA	EMPLOYEE ONLY	804.00	0.00	804.00
	EE + 1	1600.80	462.40	1138.40
	FAMILY	2078.40	462.40	1616.00
DENTAL	EMPLOYEE ONLY	59.00	0.00	59.00
	EE + 1	107.00	0.00	107.00
	FAMILY	176.00	0.00	176.00
VISION	EMPLOYEE ONLY	12.00	0.00	12.00
	EE + 1	20.00	0.00	20.00
	FAMILY	35.00	0.00	35.00

*PLEASE NOTE EMPLOYEE COST MAY VARY DUE TO ROUNDING
RATES SUBJECT TO CHANGE ANNUALLY

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED - 11 MONTH
2021 HEALTH, DENTAL, & VISION RATES
PAYROLL CHANGE EFF 12/23/20 PREMIUMS EFF 01/01/2021-12/31/21

COST BASED OFF	\$ 6,225.36	DISTRICT YEARLY CONTRIBUTION EE ONLY	11 PAY PERIODS FTE	1
COST BASED OFF	\$ 6,501.36	DISTRICT YEARLY CONTRIBUTION EE+1 & FAMILY	11 PAY PERIODS FTE	1

PLAN	COVERAGE OPTIONS	2020 MONTHLY PREMIUM	DISTRICT MONTHLY CONTRIBUTION	EMPLOYEE MONTHLY COST
PPO \$25	EMPLOYEE ONLY	1124.73	565.94	558.79
	EE + 1	2244.00	591.03	1652.97
	FAMILY	2914.91	591.03	2323.88
PPO \$30	EMPLOYEE ONLY	1021.09	518.78	502.31
	EE + 1	2036.73	591.03	1445.69
	FAMILY	2646.55	591.03	2055.51
PPO \$40	EMPLOYEE ONLY	967.64	518.78	448.86
	EE + 1	1930.91	591.03	1339.88
	FAMILY	2506.91	591.03	1915.88
PPO \$50	EMPLOYEE ONLY	907.64	518.78	388.86
	EE + 1	1812.00	591.03	1220.97
	FAMILY	2354.18	591.03	1763.15
PPO \$60	EMPLOYEE ONLY	817.09	518.78	298.31
	EE + 1	1624.36	591.03	1033.33
	FAMILY	2112.00	591.03	1520.97
EPO SOUTHERN CA	EMPLOYEE ONLY	730.91	518.78	212.13
	EE + 1	1455.27	591.03	864.24
	FAMILY	1889.45	591.03	1298.42
DENTAL	EMPLOYEE ONLY	59.00	0.00	59.00
	EE + 1	107.00	0.00	107.00
	FAMILY	176.00	0.00	176.00
VISION	EMPLOYEE ONLY	12.00	0.00	12.00
	EE + 1	20.00	0.00	20.00
	FAMILY	35.00	0.00	35.00

*PLEASE NOTE EMPLOYEE COST MAY VARY DUE TO ROUNDING RATES SUBJECT TO CHANGE ANNUALLY

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED - 12 MONTH
2021 HEALTH, DENTAL, & VISION RATES
PAYROLL CHANGE EFF 12/23/20 PREMIUMS EFF 01/01/2021-12/31/21

COST BASED OFF	\$ 6,225.36	DISRICT YEARLY CONTRIBUTION EE ONLY	12 PAY PERIODS FTE	1
COST BASED OFF	\$ 6,501.36	DISTRICIT YEARLY CONTRIBUTION EE+1 & FAMILY	12 PAY PERIODS FTE	1

PLAN	COVERAGE OPTIONS	2020 MONTHLY PREMIUM	DISTRICT MONTHLY CONTRIBUTION	EMPLOYEE MONTHLY COST
PPO \$25	EMPLOYEE ONLY	1031.00	518.78	512.22
	EE + 1	2057.00	541.78	1515.22
	FAMILY	2672.00	541.78	2130.22
PPO \$30	EMPLOYEE ONLY	936.00	518.78	417.22
	EE + 1	1867.00	541.78	1325.22
	FAMILY	2426.00	541.78	1884.22
PPO \$40	EMPLOYEE ONLY	887.00	518.78	368.22
	EE + 1	1770.00	541.78	1228.22
	FAMILY	2298.00	541.78	1756.22
PPO \$50	EMPLOYEE ONLY	832.00	518.78	313.22
	EE + 1	1661.00	541.78	1119.22
	FAMILY	2158.00	541.78	1616.22
PPO \$60	EMPLOYEE ONLY	749.00	518.78	230.22
	EE + 1	1489.00	541.78	947.22
	FAMILY	1936.00	541.78	1394.22
EPO SOUTHERN CA	EMPLOYEE ONLY	670.00	518.78	151.22
	EE + 1	1334.00	541.78	792.22
	FAMILY	1732.00	541.78	1190.22
DENTAL	EMPLOYEE ONLY	59.00	0.00	59.00
	EE + 1	107.00	0.00	107.00
	FAMILY	176.00	0.00	176.00
VISION	EMPLOYEE ONLY	12.00	0.00	12.00
	EE + 1	20.00	0.00	20.00
	FAMILY	35.00	0.00	35.00

*PLEASE NOTE EMPLOYEE COST MAY VARY DUE TO ROUNDING
RATES SUBJECT TO CHANGE ANNUALLY

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CERTIFICATED - 12 MONTH
2021 HEALTH, DENTAL, & VISION RATES
PAYROLL CHANGE EFF 12/23/20 PREMIUMS EFF 01/01/2021-12/31/21

COST BASED OFF	\$ -	DISTRICT YEARLY CONTRIBUTION EE ONLY	12 PAY PERIODS FTE	1
COST BASED OFF	\$ 4,624.00	DISTRICT YEARLY CONTRIBUTION EE+1 & FAMILY	12 PAY PERIODS FTE	1

PLAN	COVERAGE OPTIONS	2020 MONTHLY PREMIUM	DISTRICT MONTHLY CONTRIBUTION	EMPLOYEE MONTHLY COST
PPO \$25	EMPLOYEE ONLY	1031.00	0.00	1031.00
	EE + 1	2057.00	385.33	1671.67
	FAMILY	2672.00	385.33	2286.67
PPO \$30	EMPLOYEE ONLY	936.00	0.00	936.00
	EE + 1	1867.00	385.33	1481.67
	FAMILY	2426.00	385.33	2040.67
PPO \$40	EMPLOYEE ONLY	887.00	0.00	887.00
	EE + 1	1770.00	385.33	1384.67
	FAMILY	2298.00	385.33	1912.67
PPO \$50	EMPLOYEE ONLY	832.00	0.00	832.00
	EE + 1	1661.00	385.33	1275.67
	FAMILY	2158.00	385.33	1772.67
PPO \$60	EMPLOYEE ONLY	749.00	0.00	749.00
	EE + 1	1489.00	385.33	1103.67
	FAMILY	1936.00	385.33	1550.67
EPO SOUTHERN CA	EMPLOYEE ONLY	670.00	0.00	670.00
	EE + 1	1334.00	385.33	948.67
	FAMILY	1732.00	385.33	1346.67
DENTAL	EMPLOYEE ONLY	59.00	0.00	59.00
	EE + 1	107.00	0.00	107.00
	FAMILY	176.00	0.00	176.00
VISION	EMPLOYEE ONLY	12.00	0.00	12.00
	EE + 1	20.00	0.00	20.00
	FAMILY	35.00	0.00	35.00

*PLEASE NOTE EMPLOYEE COST MAY VARY DUE TO ROUNDING
RATES SUBJECT TO CHANGE ANNUALLY

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE
2021/2022**

*21/22 Pending Negotiations

185 Work Days

Exhibit 4

	BA+75 prof credits or MS + 30 or Doctorate					
	BA	BA+15	BA+30	BA+45 or MA	BA+60 or MA +15	VI
STEP	I	II	III	IV	V	VI
1	60,640	65,863	69,939	72,865	74,642	75,270
2	61,899	67,488	71,934	75,229	77,372	78,368
3	63,157	69,114	73,929	77,590	80,103	81,466
4	64,417	70,741	75,922	79,954	82,833	84,564
5	65,674	72,369	77,917	82,315	85,563	87,663
6	66,935	73,995	79,911	84,676	88,294	90,760
7	68,194	75,623	81,906	87,041	91,023	93,858
8	69,453	77,250	83,901	89,403	93,755	96,957
9	69,453	78,874	85,896	91,765	96,485	100,054
10	70,205	79,628	89,442	95,680	100,488	104,432
11				98,102	103,557	107,570
12					106,289	110,962
13					109,138	114,062
17					112,772	117,874
22						121,685
25						125,635
27						129,164

NOTE: The additional units must be obtained following the completion of a degree.

a.) Longevity Stipends

\$600 stipend after year 10 (This is already included in the salary schedule and subject to COLA)

\$750 additional stipend at years 20-24, years 25-29 and year 30 and above (Not subject to COLA)

Stipends are based on initial salary placement plus accumulated years of satisfactory service thereafter.

b.) Masters/Doctorate Stipend \$1500.00 stipend for Masters or Doctorate Degree beginning 7/1/2006, Effective 15/16 Master Stipend increase to \$2,000.

Ph.D. \$1,000 Effective 7/1/2021

c.) Health Allowance Payment-\$10361.00 changed to \$3000 eff. 4/1/2015. Changed to \$3350 eff 7/1/2019. Changed to \$4700 eff 7/1/2020

In addition to other compensation, each certificated, full time employee, who is enrolled in the Dist./Assoc. medical, dental and vision insurance plans, shall have their annual compensation increased by the amount of this payment. The payment shall be made in equal installments over the normal monthly payroll. Eligible part-time employees shall receive a share of the "Health allowance" per contract subject to enrollment in the insurance plans. \$4624 per year for dependent coverage as a district contribution Eff 7/1/2019
(See Article III.2)

d.) Speech Pathologist Stipend effective 15/16 \$1,000

Increase 2.53% effective 7/1/2003, Increase 2.41% effective 7/1/2004_ VI-25 added in 2004, added V-17 in 2005

Increase 4% effective 7-1-2005, increase o 5.43% effective 7/1/2006

Increase 3.42% effective 7-1-2007, increase 0.7% effective 7-1-2008, increase in lieu to \$10361.00 as of 7-1-2010

Increase 0.7% effective 7/1/2011, Increase 2% effective 7/1/2012, increase 2.25% eff. 7/1/2013

Increase 2.25% eff 7/1/2014, \$7361 added each cell from Health Allowance eff.4/1/2015, Inc 3.25% eff. 7/1/15, Inc 3.5% eff. 7/1/2016, Inc 3.5% eff. 7/1/2017

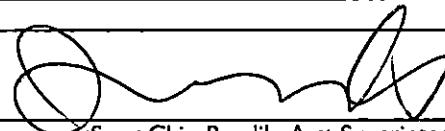
Increase 3.2% salary .55% for value of addtl training day .25% premium to additional trainin day eff. 7/1/2018

Increase 2% Base Salary effective 7/1/2019; Increase 2.27% Base Salary effective 7/1/2020

*Step-VI-27 Effective 7-1-2005

7/26/2021

Date



Song Chin-Bendib, Asst Superintendent/CBO

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
 PSYCHOLOGIST SALARY SCHEDULE 2021/2022
 *21/22 Salary Schedule pending negotiations

Exhibit 5

203 Work Days			
	BA +45 or MA	BA+60 or MA+15	BA+75, INCLUDING MA or MA+30
STEP	I	II	III
1	103,121	106,747	109,856
2	106,747	109,856	113,483
3	109,856	113,483	117,110
4	113,483	117,110	120,217
5	117,110	120,217	123,844
6	120,217	123,843	126,951
7	123,843	126,951	130,580
8	126,951	130,580	134,205
9	130,580	134,205	137,313
10	131,331	134,959	138,066
11	131,331	134,959	138,066
12	131,331	134,959	138,066
13	131,331	134,959	138,066
17	131,331	134,959	138,066

NOTE: The additional units must be obtained following the completion of a degree. The base salary of the psychologist is the first column and first step of the teacher's salary schedule. The base salary multiplied by the appropriate ratio will equal the total salary for the psychologist. The ratio provides for the responsibility assumed by the psychologist and an extended work year of 20 days beyond that expected of teachers. Ratio included in the salary calculations above. An employee within the district who assumes the position of school psychologist will be placed on the next highest level of the schedule above his current annual salary.

a.) Longevity Stipends

\$600 stipend after year 10 (This is already included in the salary schedule and subject to COLA)
 \$750 additional stipend at years 20-24, years 25-29 and year 30 and above (Not subject to COLA)
 Stipends are based on initial salary placement plus accumulated years of satisfactory service thereafter.

b.) Masters/Doctorate Stipend \$1,500.00 stipend for Masters or Doctorate Degree eff. 15/16 Masters Stipend increase to \$2,000

c.) Health Allowance PAYMENT -- \$3,350.00 eff. 7/1/2019. Health allowance inc. to \$4,700 eff. 7/1/2020

In addition to other compensation, each certificated, full time employee, who is enrolled in the Dist./Assoc. medical, dental and vision insurance plans, shall have their annual compensation increased by the amount of this payment. The payment shall be made in equal installments over the normal monthly payroll. Eligible part-time employees shall receive a proportional share of the Health Allowance subject to enrollment in the insurance plans. Eff 7/1/19 \$4,624.00 per year for dependent coverage as a district contribution.(See Art. III.2)

Increase of 2.53% effective 7/1/2003, Increase of 2.41% effective 7/1/2004_ VI-25 added in 2004, added V-17 in 2005

Increase of 4% effective 7-1-2005, increase of 5.43% effective 7/1/2006

Increase of 3.42% effective 7-1-2007, Increase .7% effective 7-1-2008, increase 1.14% effective 7-1-2010

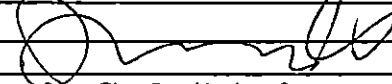
Inc. of 0.7% eff. 7-1-2011, Inc. of 2% eff. 7-1-2-12, 13/14 inc. 2.25%, 14/15 inc. 2.25%, 3.25% inc. eff 7/1/15, 3.5% eff. 7/1/16

Added \$ 7361 to each cell from HA eff. 4/1/2015

3.5% increase eff 07/01/2017, eff. 7/1/2018 inc 3.2% salary .55% for value of addtl training day .25% premium to additional trainin day

2% Base Salary inc. eff 7/1/19, 2.27 Base Salary inc. eff 7/1/2020

**COVID-19 20/21 Calendar to include 205 days vs. 203 Days

Date 7/2/2021 
 Song Chin-Bendib, Asst Superintendent/CBO

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
COUNSELOR SALARY SCHEDULE
2021-2022 195 WORK DAYS**

*2021-2022 Salary Schedule Pending Negotiations

	BA	BA+15	BA+30	BA+45 or MA	BA+60 or MA +15	BA+75 prof credits or MS + 30
STEP	I	II	III	IV	V	VI
1	65,515	71,158	75,563	78,723	80,644	81,322
2	66,876	72,915	77,719	81,277	83,595	84,669
3	68,235	74,671	79,874	83,829	86,544	88,016
4	69,597	76,429	82,026	86,382	89,492	91,364
5	70,955	78,187	84,182	88,934	92,444	94,711
6	72,317	79,944	86,336	91,487	95,392	98,057
7	73,676	81,702	88,492	94,039	98,345	101,405
8	75,037	83,462	90,646	96,592	101,293	104,752
9	75,037	85,215	92,802	99,144	104,243	108,099
10	75,850	86,030	96,634	103,373	108,568	112,829
11				105,990	111,883	116,220
12					114,835	119,885
13					117,913	123,233
17					121,839	127,353
22						131,470
25						135,737
27						139,549

NOTE: The additional units must be obtained following the completion of a degree.

a.) Longevity Stipends

\$600 stipend after year 10 (This is already included in the salary schedule and subject to COLA)

\$750 additional stipend at years 20-24, \$1,500 years 25-29 and \$2,250 year 30 and above (Not subject to COLA)

Stipends are based on initial salary placement plus accumulated years of satisfactory service thereafter.

b.) Masters/Doctorate Stipend \$1500.00 stipend for Masters or Doctorate Degree beginning 7/1/2006, Effective 15/16 Master Stipend increase to \$2,000.

c.) Health Allowance Payment-\$10361.00/changed to \$3000 eff. 4/1/2015. Changed to \$3350 eff 7/1/2019, Changed to \$4700 eff 7/1/2020

In addition to other compensation, each certificated, full time employee, who is enrolled in the Dist./Assoc. medical, dental and vision insurance plans, shall have their annual compensation increased by the amount of this payment. The payment shall be made in equal installments over the normal monthly payroll. Eligible part-time employees shall receive a share of the "Health allowance" per contract subject to enrollment in the insurance plans. \$4624.00 per year for dependent coverage as a district contribution.

(See Article III.2)

d.) <u>Speech Pathologist Stipend</u> effective 15/16 \$1,000			
Increase 2.53% effective 7/1/2003, Increase 2.41% effective 7/1/2004, VI-25 added in 2004, added V-17 in 2005			
Increase 4% effective 7-1-2005, increase o 5.43% effective 7/1/2006			
Increase 3.42% effective 7-1-2007, increase 0.7% effective 7-1-2008, increase in lieu to \$10361.00 as of 7-1-2010			
Increase 0.7% effective 7/1/2011, Increase 2% effective 7/1/2012, increase 2.25% eff. 7/1/2013			
Increase 2.25% eff 7/1/2014, \$7361 added each cell from Health Allowance eff.4/1/2015, Inc 3.25% eff. 7/1/15, Inc 3.5% eff. 7/1/2016, Inc 3.5% e			
Inc 3.2% salary .55% for value of addtl training day .25% premium to additional trainin day eff. 7/1/2018			
Inc 2% Base Salary effective 7/1/2019			
*Step VI-27 Effective 7-1-2005			
**Counselors Salary Schedule effective 7/1/2020			
**Due to COVID-19, 20/21 Calendar to include 197 working days vs. 195 working days. Salary increased by 2 days for 20/21 only.			
*REVISED 7/1/2021- Inc 2.27% Base Salary effective 7/1/2020			

7/2/2021 

Date Song Chin-Bendib, Assistant Superintendent/CBO

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
STATE PRESCHOOL TEACHER SALARY SCHEDULE
2021/2022***

*Pending Negotiations

185 Work Days

STEP	A	B	C
1	38868	40633	44169
2	40633	42419	45920
3	42419	44168	47721
4	44168	45920	49490
5	45920	47721	51241
6	47721	49490	52983
7	47721	51241	54790
8	47721	52983	56579
9	47721	54790	58337
10	47721	54790	60099

Masters Degree \$1,000.00 eff. 15/16 masters stipend increase to \$2,000

A	Associate Teacher Title Authorization on Child Development Permit Matrix
B	Teacher Title Authorization on Child Development Permit Matrix
C	Master Teacher Title Authorization on Child Development Permit Matrix

*Health Allowance PAYMENT- \$3,000 to \$3,350 per year eff. 7/1/19

In addition to other compensation, each qualified full time employee, who is enrolled in the District medical, dental and vision insurance plans, shall have their annual compensation increased by the amount of this payment. The payment shall be made in monthly installments over the normal monthly payroll. Eligible part-time employees shall receive a proportional share of the health allowance payment subject to enrollment in the insurance plans. Eff 7/01/2019 \$4624.00 per year is also available for dependent coverage as a district contribution.

**The schedule and the Health Allowance amount, has been increased, beginning in 2006/2007, by the same rate as the state funded cost of living adjustment for the State preschool program.

06/07 Increase 5.92%, 07/08 increase 4.53%, 12/13 increase 1.45%

13/14 Increase 2.25%, 14/15 Increase 2.25%, added \$7361 to each cell eff.4/1/2015, 3.25% eff 7/1/15, 3.5 % eff. 7/1/16
3.5 % eff. 7/1/17, eff. 7/1/2018 Inc 3.2% salary .55% for value of addtl training day .25% premium to additional training day, 2% Base Salary inc. eff. 7/1/19, 2.27% Base Salary inc. eff. 7/1/20

7/26/2021 

Date Song Chin-Bendib, Asst Superintendent/ CBO

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
 CLASSIFIED SALARY SCHEDULE
 2020/2021

173.33 hours month

RANGE	A	B	C	D	E	F	G	H	I	J	HR.EQUIV
							10 YR	15 YR	20 YR	25 YR	
20	2785	2942	3103	3253	3412	3573	3680	3791	3905	4021	16.07
21	2864	3015	3171	3330	3499	3665	3774	3888	4004	4125	16.52
22	2942	3102	3253	3412	3574	3752	3865	3981	4100	4224	16.97
23	3015	3171	3330	3499	3665	3849	3963	4083	4205	4332	17.39
24	3102	3253	3412	3574	3752	3964	4084	4207	4332	4463	17.90
25	3171	3330	3499	3665	3849	4050	4172	4296	4426	4559	18.29
26	3253	3412	3573	3752	3964	4146	4271	4398	4531	4667	18.77
27	3330	3499	3665	3849	4050	4257	4385	4517	4651	4792	19.21
28	3412	3573	3752	3964	4147	4365	4495	4630	4769	4912	19.68
29	3499	3664	3849	4050	4257	4481	4615	4753	4897	5043	20.19
30	3573	3752	3966	4146	4365	4569	4706	4847	4992	5142	20.61
31	3664	3849	4051	4257	4481	4699	4840	4985	5135	5288	21.14
32	3752	3964	4147	4365	4569	4820	4965	5114	5267	5425	21.65
33	3848	4050	4257	4481	4699	4945	5093	5246	5403	5566	22.20
34	3964	4146	4366	4569	4820	5067	5219	5376	5536	5703	22.87
35	4049	4256	4482	4699	4946	5183	5338	5498	5664	5833	23.36
36	4146	4364	4570	4820	5067	5325	5484	5650	5818	5993	23.92
37	4256	4481	4700	4945	5183	5440	5604	5772	5945	6123	24.55
38	4364	4568	4821	5067	5325	5580	5747	5918	6097	6280	25.18
39	4481	4699	4947	5183	5440	5724	5896	6072	6254	6442	25.85
40	4568	4819	5068	5325	5580	5871	6047	6228	6416	6607	26.35
41	4699	4945	5184	5440	5724	6012	6192	6379	6570	6767	27.11
42	4819	5067	5326	5580	5871	6175	6359	6551	6747	6949	27.80
43	4945	5183	5441	5724	6012	6327	6517	6713	6913	7120	28.53
44	5066	5324	5581	5871	6175	6483	6677	6877	7084	7297	29.23
45	5183	5439	5725	6012	6327	6625	6824	7029	7239	7457	29.90
46	5324	5578	5872	6175	6483	6809	7013	7224	7440	7663	30.72
47	5439	5723	6014	6327	6625	6982	7191	7407	7629	7858	31.38
48	5578	5870	6176	6483	6809	7152	7368	7588	7816	8049	32.18
49	5723	6012	6329	6625	6982	7332	7552	7778	8010	8251	33.02
50	5870	6174	6485	6809	7152	7518	7744	7975	8214	8461	33.87
51	6011	6327	6626	6982	7332	7699	7930	8168	8413	8665	34.68
52	6174	6482	6810	7152	7518	7900	8137	8381	8632	8892	35.62
53	6326	6624	6984	7332	7700	8084	8327	8577	8833	9099	36.50
54	6482	6808	7154	7518	7900	8302	8552	8809	9072	9344	37.40
55	6624	6981	7334	7699	8084	8513	8767	9031	9302	9581	38.22
56	6808	7151	7520	7900	8303	8719	8982	9250	9528	9814	39.28
57	6981	7331	7701	8084	8513	8923	9191	9467	9751	10044	40.28
58	7151	7518	7902	8303	8720	9145	9419	9702	9993	10293	41.26
59	7331	7699	8087	8513	8924	9372	9653	9943	10240	10547	42.30

Long. inc. of 3% for 10, 15, 20 & 25 years, granted on anniver of initial date of employmer

Inc. 2% eff. 7-1-2002, 3.13% inc. eff. 7-1-2003, 04/05 inc. added to employee benefits.

Inc. of 5.36% eff. 7-1-2005. Inc. of 5% eff. 7-1-2006, Inc. of 3.69% eff. 7-1-2007

Inc. of 2.0% eff. 7-1-2008, Inc. 1.4% eff. 7-1-2010, Inc. of 0.7% eff. 7-1-2011

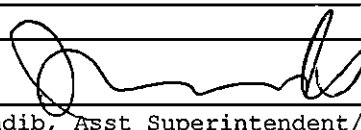
Inc. of 1.45% eff. 7-1-12, 2.5% eff. 7-1-13, 2.5% eff. 7-1-14, 3.5% eff. 7-1-15, 3.5% eff. 7-1-16

Eff. July 1, 2013 salaries increased 7% and employees will pay their own PERS contribution

3% Eff. July 1, 2017 - 02/01/2018 .5% added= 3.5% eff 07/01/2017, eff 07/01/2018 3.2%

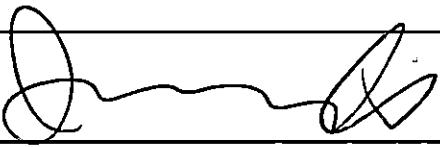
2.21% Base Salary inc. eff 7/1/19, 3% Base Salary inc. eff 7/1/2020

CLASS 20_21

7/2/2021 
 Date Song Chin-Bendib, Asst Superintendent/CBO

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
 OCCUPATIONAL THERAPIST SALARY SCHEDULE 2020/2021
 BA + Occ. Therapist Certificate 185 days

STEP	1	2	3	4	5	6	7	8
	82187	85458	88730	92001	95274	105087	109709	113023
Health Allowance HA \$3000 eff.4/1/2015, \$3,350 eff 7/1/2019, \$4,700 eff 7/1/21								
0.70%	increase effective 7/1/2011							
1.45%	increase effective 7/1/2014							
7%	increase & employee pays PERS							
2.50%	effective 7/1/2013							
2.50%	effective 7/1/2014							
\$7,361	added each cell from HA eff.4/1/2015							
3.25%	effective 7/1/2015							
3.50%	effective 7/1/2016							
3.50%	effective 07/01/2017							
3.20%	effective 07/01/2018							
2.00%	effective 07/01/2019							
2.27%	effective 07/01/2020							

7/2/2021 

OT_20_21

Date

Song Chin-Bendib, Asst Superintendent/CBO

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CONFIDENTIAL SALARY SCHEDULE
2020/21**

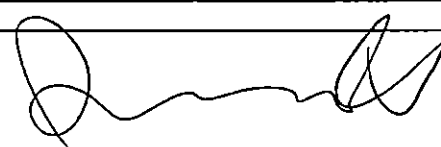
	A	B	C	D	E	F	G 10YR	H 15YR	I 20YR	J 25YR	STEP A HOURLY EQUIV.
Executive Assistant (Superintendent)	75533	78996	82622	86426	90414	94595	97433	100356	103367	106467	\$ 36.31
Administrative Secretary I (Asst. Supt)	69850	73039	76028	79887	83560	87408	90031	92732	95513	98379	\$ 33.58
Fiscal Officer	75484	78944	82183	86369	90355	94529	97366	100287	103295	106394	\$ 36.29
Payroll-Benefits Specialist	67181	70243	73449	76812	80336	84030	86551	89148	91823	94578	\$ 32.30
Personnel Technician	61307	64086	66996	70048	73248	76601	78899	81266	83703	86215	\$ 29.47
Personnel Specialist	64809	67751	70833	74063	77449	80996	83426	85929	88507	91162	\$ 31.16

*position created 12/10/2009, revised to 12 month 12/13

Health Allowance PAYMENT \$3,000 Note: In addition to other compensation each full time confidential employee who is enrolled in the district medical, dental, and vision plans shall have their annual compensation increased by the amount of this payment. The payment shall be made in installments over the normal monthly payroll. Eligible part-time employees shall receive a proportional share of the allowance subject to enrollment in the insurance plans.

- 3.13% increase effective 7-1-2003
- 4.46% increase effective 7-1-2004
- 2.5% increase effective 7-1-2005
- 5.68% increase effective 7-1-2006
- 3.49% increase effective 7-1-2007
- 2.0% increase effective 7-1-2008 No increase Effective 7-1-2009
- 1.4% increase effective 7-1-2010
- 0.7% increase effective 7-1-2011
- 1.45% increase effective 7/1/2012
- 2013-14 Effective July 1, 2013 salaries were increased 7.00% & employees pay own PERS contributions
- 2.5% increase effective 7/1/2013
- 2.5% increase effective 7/1/2014; 3.5% increase eff 07/01/2015
- Added each cell \$ 2936 from HA eff. 7/1/15, added 10,15,20,25 longevity Columns eff. 7/1/15
- 1/1/2016 Business Services changed to reflect Personnel Technician (180 day employee)
- 3.5% increase eff 07/01/2016 Column name changed 7/1/2016 1=A/ 2=B/ 3=C/ 4=D/ 5=E/ 6=F
- Percentage of increase at Step 3 in accordance with research that showed each position (not Business Services) and the % difference to make them at least 3rd on the grid. From that point each salary step is figured at the median % of 4.81 to make a uniform grid. Steps 1 and 2 are also 4.81% below Step 3 and 2. Calculate col 1 and 3 with % of increase beginning in 06/07
- 3 % increase eff. 7/1/2017 - 02/01/2018 .5% eff 07/01/2017 = 3.5% eff 07/01/2017 ; 3.2% inc. eff 07/01/2018
- 2.21% Base Salary inc. eff. 7/01/2019; 3.0% inc. eff. 7/01/2020

7/2/2021



CONF_20_21

Date

Song Chin-Bendib, Asst Superintendent/CBO

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
MANAGEMENT SALARY
2020/2021**

POSITION	WK YEAR	1	2	3	4	5	6	7	8
High School Principal	220	157,648	161,569	165,478	169,401	173,310	177,228	181,142	186,546
**Adult School Principal	220	147,593	151,258	154,924	158,584	162,251	165,915	169,576	174,634
Middle School Principal	215	146,075	149,701	153,330	156,954	160,582	164,206	167,833	172,838
Elementary Principal	215	144,838	148,449	152,032	155,627	159,285	162,818	166,552	172,168
High/ Middle Asst. Principal	210	138,893	142,338	145,783	149,234	152,681	156,125	159,568	164,324
**Adult School Asst. Principal	220	137,770	141,187	144,605	148,026	151,447	153,794	158,277	162,994
Summer School Principal	24	11,407	11,781	12,043	12,302	12,569	12,833	13,094	13,456
Curriculum/Sp Proj Director	220	145,459	149,067	152,677	156,292	159,903	163,514	167,118	172,103
Student Services Director	220	147,593	151,258	154,924	158,584	162,251	165,915	169,576	174,634
Director Educational Technology	215	136,251	137,627	139,018	140,423	141,841	143,273	144,720	148,431
Human Resources Director II	225	148,544	152,230	155,917	159,610	163,298	166,984	170,667	175,756
Nutrition Director	220	92,801	96,757	100,713	104,670	108,626	112,582	116,538	120,495
Technology Systems Coordinator	222	127,773	129,276	130,796	132,328	133,877	135,443	137,023	138,620
Director Facilities & Transportation	225	128,467	131,734	135,088	138,525	141,963	145,485	149,098	152,799
Adult School Program Coordinator	220	77,380	78,154	78,935	79,724	80,520	81,325	82,138	82,960

Health Allowance payment \$3000 eff. 7/1/2016-\$872 to each cell

Note: In addition to other compensation each full time management employee who is enrolled in the district medical, dental and vision plans, shall have their annual compensation increased by the amount of this payment. The payment shall be made in installments over the normal monthly payroll. Eligible part-time employees shall receive a proportional share of the Health Allowance subject to enrollment in the insurance plans.

Earned doctorate stipend=3.02% of Step 1 of Assist Principal's salary

Paid ACSA Dues eff 7/1/16 ~ Dir. ET add/ Dir. Ed.Inf.Tech inc. to comps

Longevity to be instituted in the 2006-07 school year, requires years to be served in Management capacity in PGUSD.

completion of 10 years of service 2.5% of salary (effective 7-1-2006)

completion of 12 years of service 2.5% of salary (effective 7-1-2006)

completion of 15 years of service 2.5% of salary (effective 7-1-2006)

completion of 20 years of service 2.5% of salary (effective 7-1-2006)

** Eligibility for these steps require 10 or more years of service with the Pacific Grove Unified School District

Dir Ed Tech added 2010/11 * not eligible for increase 10/11

Nutrition Director added 2006/2007 Dir. Fac. & Trans added 10/30/2014

Increase of 7.0% effective 7-1-2005, Increase of 6.87% effective 7-1-2006, Increase of 4.0% effective 7-1-2007

Increase of 2.0% effective 7-1-2008, increase 1.4% effective 7-1-2010, increase of 0.7% effective 7-1-2011

** Revision incorporates Adult School Administrators into the Management Salary Schedule. Previously separated as

Increase of 1.45% effective 7-1-2012, Increase of 2.25% effective 7-1-2013

2013-2014 Eff July 1, 2013 Classified Management salaries increase 7% and employees will pay their own PERS contributions.

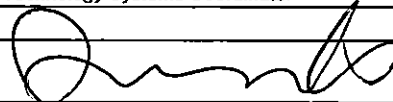
Increase of 2.25% effective 7-1-2014, Increase 3.5% eff 7/1/15, Increase 3.5% eff. 7/1/2016

Add 5 days to elem prin. Rate change eff. 7-1-2015, Add 10 days to Curr/Sp. Proj.Dir eff.7/1/2015; 3.5% increase eff 07/01/2017; 3.2% inc eff 07/01/2018

eff 02/13/2019 add Adult School Program Coordinator 220 work days

eff 06/20/2019 for 2019/2020 remove Director of Educational and Informational Technology replace with Technology Systems Coordinator

2.21% Base Salary inc. eff. 7/1/19, 3.0% Base Salary inc. eff. 7/1/20

7/2/2021 
Date Song Chin-Bendib, Assistant Superintendent/Business Manager

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
2019/2020 STIPENDS

HIGH SCHOOL-TIER I

POSITION	TIME	FTE Funded	1ST/2ND YEAR	3RD/4TH YEAR	5+ YEARS
Athletic Director	Teacher-Year	1.0	\$6,194	\$6,659	\$7,158
Football (8/16-11/20)					
Varsity	Season	1.0	\$3,717	\$3,995	\$4,295
Assistants	Season	3.0	\$2,684	\$2,886	\$3,102
JV	Season	1.0	\$2,684	\$2,886	\$3,102
Volleyball (9/1-11/15)					
Varsity	Season	1.0	\$3,717	\$3,995	\$4,295
JV	Season	1.0	\$2,684	\$2,886	\$3,102
Boys Basketball (11/1-3/1)					
Varsity	Season	1.0	\$3,717	\$3,995	\$4,295
Assistant	Season	1.0	\$2,684	\$2,886	\$3,102
JV	Season	∅	\$2,684	\$2,886	\$3,102
Girls Basketball (11/1-3/1)					
Varsity	Season	1.0	\$3,717	\$3,995	\$4,295
Assistant	Season	1.0	\$2,684	\$2,886	\$3,102
JV	Season	∅	\$2,684	\$2,886	\$3,102
Wrestling (11/1-3/1)					
Varsity	Season	1.0	\$3,717	\$3,995	\$4,295
Assistant	Season	1.0	\$2,684	\$2,886	\$3,102
Baseball (2/1-6/1)					
Varsity	Season	1.0	\$3,717	\$3,995	\$4,295
Assistant	Season	∅	\$2,684	\$2,886	\$3,102
JV	Season	1.0	\$2,684	\$2,886	\$3,102
Softball (2/1-6/1)					
Varsity	Season	1.0	\$3,717	\$3,995	\$4,295
JV	Season	1.0	\$2,684	\$2,886	\$3,102
Track (2/1-6/1)					
Varsity	Season	1.0	\$3,717	\$3,995	\$4,295
Assistants	Season	2.0	\$2,684	\$2,886	\$3,102
Soccer (11/1-3/1)					
Varsity Boys	Season	1.0	\$3,717	\$3,995	\$4,295
JV Boys	Season	1.0	\$2,684	\$2,886	\$3,102
Varsity Girls	Season	1.0	\$3,717	\$3,995	\$4,295
JV Girls	Season	1.0	\$2,684	\$2,886	\$3,102
Lacrosse					
Varsity	Season	1.0	\$3,717	\$3,995	\$4,295
JV	Season	1.0	\$2,684	\$2,886	\$3,102

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
2019/2020 STIPENDS

HIGH SCHOOL-TIER II

POSITION	TIME	FTE Funded	1ST/2ND YEAR	3RD/4TH YEAR	5+ YEARS
Cross Country (9/1-12/1)	Season	1.0	\$2,891	\$3,108	\$3,341
Assistant	Season	∅	\$2,684	\$2,886	\$3,102
Golf					
Boys	Season	1.0	\$2,891	\$3,108	\$3,341
Girls	Season	1.0	\$2,891	\$3,108	\$3,341
Swimming					
Girls (09/1-11/1)	Season	1.0	\$2,891	\$3,108	\$3,341
Boys (2/1-6/1)	Season	1.0	\$2,891	\$3,108	\$3,341
Swimming/Diving					
Assistant	Season	1.0	\$2,684	\$2,886	\$3,102
Tennis					
Girls (09/1-11/1)	Season	1.0	\$2,891	\$3,108	\$3,341
Boys (2/1-6/1)	Season	1.0	\$2,891	\$3,108	\$3,341

MIDDLE SCHOOL

POSITION	TIME	FTE Funded	1ST/2ND YEAR	3RD/4TH YEAR	5+ YEARS
Athletic Director	Teacher-Year	1.0	\$2,643	\$2,841	\$3,054
Volleyball Girls					
6th grade	Season	1.0	\$1,156	\$1,243	\$1,336
7th grade	Season	1.0	\$1,156	\$1,243	\$1,336
8th grade	Season	1.0	\$1,156	\$1,243	\$1,336
Volleyball Boys					
6th grade	Season	1.0	\$1,156	\$1,243	\$1,336
7th grade	Season	1.0	\$1,156	\$1,243	\$1,336
8th grade	Season	1.0	\$1,156	\$1,243	\$1,336
Basketball Boys					
6th grade	Season	1.0	\$1,156	\$1,243	\$1,336
7th grade	Season	1.0	\$1,156	\$1,243	\$1,336
8th grade	Season	1.0	\$1,156	\$1,243	\$1,336
Basketball Girls					
6th grade	Season	1.0	\$1,156	\$1,243	\$1,336
7th grade	Season	1.0	\$1,156	\$1,243	\$1,336
8th grade	Season	1.0	\$1,156	\$1,243	\$1,336
Wrestling					
	Season	∅	\$1,156	\$1,243	\$1,336
Soccer					
Boys	Season	1.0	\$1,156	\$1,243	\$1,336
Girls	Season	1.0	\$1,156	\$1,243	\$1,336

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
2019/2020 STIPENDS

MIDDLE SCHOOL

POSITION	TIME	FTE Funded	1ST/2ND YEAR	3RD/4TH YEAR	5+ YEARS
Track	Season	1.0	\$1,156	\$1,243	\$1,336
Cross Country	Season	1.0	\$1,156	\$1,243	\$1,336
Golf	Season	∅	\$1,156	\$1,243	\$1,336
Tennis	Season	∅	\$1,156	\$1,243	\$1,336

OTHER FACTOR ASSIGNMENTS

POSITION	TIME	FTE Funded	1ST/2ND YEAR	3RD/4TH YEAR	5+ YEARS
HS Musical					
Advisor	Spring	1.0	\$2,610	\$2,806	\$3,016
Assistant	Spring	1.0	\$1,123	\$1,207	\$1,298
Music Performance Coach					
Instrumental Performance	Year	1.0	\$2,552	\$2,743	\$2,949
Vocal Performance	Year	1.0	\$1,020	\$1,097	\$1,179
HS Band/Orch					
Director	Fall	1.0	\$2,610	\$2,806	\$3,016
HS Band/Orch					
Director	Winter/Spring	1.0	\$2,610	\$2,806	\$3,016
HS Drama Coach	Teacher-Year	1.0	\$2,598	\$2,793	\$3,002
HS Spirit Squad Advisor	Teacher-Year	1.0	\$2,598	\$2,793	\$3,002
HS Dance Squad Advisor	Teacher-Year	1.0	\$2,598	\$2,793	\$3,002
Newspaper Advisor	Teacher-Year	∅	\$2,598	\$2,793	\$3,002
Yearbook Advisor					
High School**	Teacher-Year	1.0	\$4,749	\$5,105	\$5,488
Middle School	Teacher-Year	1.0	\$1,652	\$1,776	\$1,909
Middle School Paper Advisor	Work-Year	∅	\$595	\$639	\$687
MS Noon Act. Dir	Year	1.0	\$2,610	\$2,806	\$3,016
Middle School Musical Advisor	Work-Year	∅	\$2,552	\$2,743	\$2,949
Stage Crew	Work-Year	∅	\$892	\$959	\$1,031
Middle School Spirit Squad Advisor	Work-Year	∅	\$1,334	\$1,434	\$1,542
Middle School Student Gov	Work-Year	∅	\$2,965	\$3,187	\$3,426

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
2021/2022 STIPENDS

OTHER FACTOR ASSIGNMENTS

POSITION	TIME	FTE Funded	1ST/2ND YEAR	3RD/4TH YEAR	5+ YEARS
Lead Teacher Community High	Work-Year	1.0	\$8,177		
Teacher Instructional Hourly Rate	Per Hour		\$51.30		
Teacher Non Instructional Hourly Rate	Per Hour		\$16.52		
Special Assignment Rate	Per Hour		\$12.24		
Science Camp /Over Night Camp Trips 4 teachers / 20 days	5 days @ Daily Rate		\$107.37		
Teacher in Charge	Daily*		\$90.85		

Choral Stipend (Saturday Class) - address student needs at grades 9th-12th. Will be paid quarterly from the general fund, and only when it is not feasible for current staffing to maintain 9th-12th grade chorus due to master scheduling time constraints. Paid \$2500 per quarter not to exceed \$10,000 per year. MOU 5/16/17

Curriculum Coordinator - The stipend for all secondary curriculum coordinators shall be a base of \$300 with an additional \$20 increment per section. At the elementary level, the hourly instructional rate will be paid to designated coordinators up to \$770 per assignment

*Any teacher acting as principal will be paid the daily factor if the principal is gone from the school site. A teacher - in - charge shall be paid for a half-day assignment on a prorated basis.

*A substitute will be provided for the class of a teacher-in-charge if the principal expects to be off-site for the entire day

** Subject to ongoing negotiations

An employee who is assigned only a portion of the duties of the regular full assignment shall receive a prorated portion of the full salary (e.g. a coach working only one half of the full coach assignment will receive only one-half of the full salary.)

7/26/2021

Date



Song Chin-Bendib, Asst Superintendent/CBO



PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras
Superintendent
(831) 646-6520
Fax (831) 646-6500
rporras@pgusd.org

Song Chin-Bendib
Assistant Superintendent
Business Services
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www.pgusd.org

Electronic District Forms

- [Special Assignment Time Sheet](#)
 - This form is to be submitted electronically and can be found at the pgusd.org under staff – staff forms – District Forms. Paper submission are no longer accepted.
- Request for off campus activity (Hyperlink will be added soon)
 - This form is to be submitted electronically and can be found at pgusd.org under staff – staff forms – district forms. Paper submission are no longer accepted.
- [Request to attend Conference/Training/Meeting](#)
 - This form is to be submitted electronically and can be found at pgusd.org under staff – staff forms – district forms. Paper submission are no longer accepted.
- [Request for use of School Facilities Form](#)

CLASSIFIED TIMESHEET
Pacific Grove Unified School District

CLASSIFIED PAYROLL TIME SHEET

WORK PERFORMED:

Name of Employee: _____

Sub for Emp: _____ (name of employee that is out)

Month: _____ /

Year: _____ OT _____

				Last 4 of SS#		School or Department:			
Date	IN	OUT	TOTAL	Work Performed	Date	IN	OUT	TOTAL	Work Performed
1					16				
2					17				
3					18				
4					19				
5					20				
6					21				
7					22				
8					23				
9					24				
10					25				
11					26				
12					27				
13					28				
14					29				
15					30				
					31				
COLUMN TOTAL					COLUMN TOTAL				
					FINAL TOTAL				

Pay cycle: 16th of the month to the 15th of the following month. **SITE/DEPT DEADLINE: 16-31 DUE ON THE FIRST, BY 10 A.M., 1-15 DUE ON THE 16TH BY 10 AM.** All hourly, daily, or Other Work Pay must be approved by the District Payroll Office before payment can be made.

Fund	Resource	Year	Goal	Funct.	Object	Sub-Obj	Site	Program	Mgmt	Straight	OT HRS	Payroll USE

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

CERTIFICATED TIMESHEET
Pacific Grove Unified School District

CERTIFICATED PAYROLL TIME SHEET

WORK PERFORMED:

Name of Employee: _____

Sub for Emp: _____ (name of employee that is out)

Month: _____ / Year: _____

					Last 4 of SS#		School or Department:		
Date	IN	OUT	TOTAL	Work Performed	Date	IN	OUT	TOTAL	Work Performed
1					16				
2					17				
3					18				
4					19				
5					20				
6					21				
7					22				
8					23				
9					24				
10					25				
11					26				
12					27				
13					28				
14					29				
15					30				
					31				
COLUMN TOTAL					COLUMN TOTAL				
					FINAL TOTAL				

Pay cycle: 16th of the month to the 15th of the following month. **SITE/DEPT DEADLINE: 16-31 DUE ON THE FIRST, BY 10 A.M., 1-15 DUE ON THE 16TH BY 10 AM.** All hourly, daily, or Other Work Pay must be approved by the District Payroll Office before payment can be made.

Fund	Resource	Year	Goal	Funct.	Object	Sub-Obj	Site	Program	Mgmt	Straight	OT HRS	Payroll USE

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CERTIFICATED ABSENCE REPORT

Employee _____ Date(s) Absent _____

School or Work Location _____

REASON FOR ABSENCE (check one)

- | | |
|---|--|
| <input type="checkbox"/> Bereavement | <input type="checkbox"/> Leave without pay |
| <input type="checkbox"/> Industrial illness or accident | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Inservice release time * ¹ | <input type="checkbox"/> Personal illness |
| <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Witness Leave |
| <input type="checkbox"/> Leave with differential pay, when authorized | |

*¹ Note: HR keeps records of inservice release time. Use of inservice release time must be coordinated with HR prior to use.

PERSONAL NECESSITY LEAVE (not more than seven days per school year)*²

- Serious illness or death in family (beyond Bereavement Leave)
- Accident to person and/or property of immediate family
- Leave with prior authorization (Use "Request for Personal Necessity Leave" form)
- Three days leave with prior notification to Principal but without explanation

*² Note: Personal necessity leave will be charged to sick leave unless you prefer they be charged to an Inservice Release Day instead.

Employee's Signature

Date

_____ Approved _____ Not approved

Supervisor's Signature

Date

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR PERSONAL NECESSITY LEAVE

To: Immediate Supervisor (normally site principal or designee:

Personal necessity leave is requested on _____
date/dates

for the following reason or purpose: (seven days per school year limit

It is not possible for me to accomplish the above during non-working hours. I understand that approval of this request will result in an equivalent reduction of my accumulated sick leave benefits.

Signature

To: _____

From: Immediate Supervisor

Response: _____

Signature

Note: contract language states that "In the event of a denial by the immediate supervisor, the employee shall have the right to meet with the Superintendent to appeal the decision. The Superintendent's decision shall be presented to the employee in writing in a timely fashion."

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

CLASSIFIED ABSENCE REPORT

Employee: _____ Date(s) Absent: _____

School or Work Center: _____

CHECK REASON FOR ABSENCE AND EXPLAIN IN SPACE PROVIDED:

- | | |
|--|--------------------------------|
| _____ Sick Leave | _____ Personal Necessity Leave |
| _____ Industrial Accident or Illness Leave | _____ Childbirth Leave |
| _____ Bereavement Leave | _____ Child Rearing Leave |
| _____ Jury Duty or Witness Leave | _____ Vacation Leave |
| _____ Absence for Promotional Examination | _____ Military Leave |
| _____ Leave of Absence without Pay | _____ Voting Leave |
| _____ Leave of Absence for Study or Retraining | _____ Other _____ |

	I certify that during my absence I was ill or injured and unable to work.
	Attached is a doctor's verification of illness.
	I certify that I have not consulted a physician but was treated by someone in a religious sect.

Approved Disapproved

Employee's Signature Date

Supervisor's Signature Date

**REQUEST FOR
PERSONAL NECESSITY LEAVE
or
VACATION LEAVE**

To: Superintendent (site principal) or designee.

From: _____ (Employee)

PERSONAL NECESSITY LEAVE is requested on _____ (date/dates)
for the following reason or purpose: (Seven days per school year limit)

A. ____ _____

B. ____ I have contacted the Superintendent or his/her designee for confidential reasons.

It is not possible for me to accomplish the above during non-working hours. I understand that approval of this request will result in an equivalent reduction of my accumulated sick leave benefits.

Signature of Employee

VACATION LEAVE is requested on _____ (date/dates)

Signature of Employee

To: _____

From: Immediate Supervisor

Your request is: Approved Disapproved

Signature of Superintendent or Designee

REQUEST FOR FLEX TIME

I _____ hereby request the flexing of my time, in accordance with Article IV F of the CSEA contract.

The time I request to work beyond my normal schedule is as follows:

Identify Date(s)

Identify Time(s)

The time I request to take off through use of the above noted time is as follows:

Identify Date(s)

Identify Time(s)

Employee Please Print

Employee Signature

Date

- Approved
- Not approved

Supervisor

Date



Pacific Grove Unified School District

Personal Information Change Form

Please submit ALL name/address/phone changes on this form to Human Resources

Date: _____
Name: _____ Last First

Name Change: (Must include copy of new Social Security Card)

New Name: _____
Last First

Address Change:

New Physical Address

New Mailing Address:

_____	_____
_____	_____
_____	_____

Telephone Number Change:

New Phone Number: _____

If you have district insurance you will ALSO need to fill out a change form for MCSIG (the form is located in the staff forms on our web site)

Please let your union president know so they can update your information with your union.

Employee Signature

Office Use Only	<input type="checkbox"/> Payroll	<input type="checkbox"/> MCSIG	<input type="checkbox"/> STRS	<input type="checkbox"/> Additional Benefits
<input type="checkbox"/> Personnel/Escape	<input type="checkbox"/> CSEA/CTA	<input type="checkbox"/> PERS		

TIME OF HIRE PAMPHLET

This pamphlet, or a similar one that has been approved by the Administrative Director, must be given to all newly hired employees in the State of California. Employers and claims administrators may use the content of this document and put their logos and additional information on it. The content of this pamphlet applies to all industrial injuries that occur on or after January 1, 2013.

WHAT IS WORKERS' COMPENSATION?

If you get hurt on the job, your employer is required by law to pay for workers' compensation benefits. You could get hurt by:

One event at work. Examples: hurting your back in a fall, getting burned by a chemical that splashes on your skin, getting hurt in a car accident while making deliveries.

—or—

Repeated exposures at work. Examples: hurting your wrist from using vibrating tools, losing your hearing because of constant loud noise.

—or—

Workplace crime. Examples: you get hurt in a store robbery, physically attacked by an unhappy customer.

Discrimination is illegal

It is illegal under Labor Code section 132a for your employer to punish or fire you because you:

- File a workers' compensation claim
- Intend to file a workers' compensation claim
- Settle a workers' compensation claim
- Testify or intend to testify for another injured worker.

If it is found that your employer discriminated against you, he or she may be ordered to return you to your job. Your employer may also be made to pay for lost wages, increased workers' compensation benefits, and costs and expenses set by state law.

WHAT ARE THE BENEFITS?

- **Medical care:** Paid for by your employer to help you recover from an injury or illness caused by work. Doctor visits, hospital services, physical therapy, lab tests and x-rays are some of the medical services that may be provided. These services should be necessary to treat your injury. There are limits on some services such as physical and occupational therapy and chiropractic care.

- **Temporary disability benefits:** Payments if you lose wages because your injury prevents you from doing your usual job while recovering. The amount you may get is up to two-thirds of your wages. There are minimum and maximum payment limits set by state law. You will be paid every two weeks if you are eligible. For most injuries, payments may not exceed 104 weeks within five years from your date of injury. Temporary disability (TD) stops when you return to work, or when the doctor releases you for work, or says your injury has improved as much as it's going to.
- **Permanent disability benefits:** Payments if you don't recover completely. You will be paid every two weeks if you are eligible. There are minimum and maximum weekly payment rates established by state law. The amount of payment is based on:
 - Your doctor's medical reports
 - Your age
 - Your occupation
- **Supplemental job displacement benefits:** This is a voucher for up to \$6,000 that you can use for retraining or skill enhancement at an approved school, books, tools, licenses or certification fees, or other resources to help you find a new job. You are eligible for this voucher if:
 - You have a permanent disability.
 - Your employer does not offer regular, modified, or alternative work, within 60 days after the claims administrator receives a doctor's report saying you have made a maximum medical recovery.
- **Death benefits:** Payments to your spouse, children or other dependents if you die from a job injury or illness. The amount of payment is based on the number of dependents. The benefit is paid every two weeks at a rate of at least \$224 per week. In addition, workers' compensation provides a burial allowance.

OTHER BENEFITS

You may file a claim with the Employment Development Department (EDD) to get state disability benefits when workers' compensation benefits are delayed, denied, or have ended. There are time restrictions so for more information contact the local office of EDD or go to their web site www.edd.ca.gov.

If your injury results in a permanent disability (PD) and the state determines that your PD benefit is disproportionately low compared to your earning loss, you may qualify for additional money from the Department of Industrial Relation's special earnings loss supplement program also known as the return to work program. If you have questions or think you qualify, contact the Information & Assistance Unit by going to www.dwc.ca.gov and looking under "Workers'

Compensation programs and units” for the “Information & Assistance Unit” link or visit the DIR web site at www.dir.ca.gov.

Workers’ compensation fraud is a crime

Any person who makes or causes to be made any knowingly false statement in order to obtain or deny workers’ compensation benefits or payments is guilty of a felony. If convicted, the person will have to pay fines up to \$150,000 and/or serve up to five years in jail.

WHAT SHOULD I DO IF I HAVE AN INJURY?

Report your injury to your employer

Tell your supervisor right away no matter how slight the injury may be. Don’t delay – there are time limits. You could lose your right to benefits if your employer does not learn of your injury within 30 days. If your injury or illness is one that develops over time, report it as soon as you learn it was caused by your job.

If you cannot report to the employer or don’t hear from the claims administrator after you have reported your injury, contact the claims administrator yourself.

Workers’ compensation insurance company or if employer is self-insured, person responsible for handling the claim is:

Address: _____

Phone: _____.

You may be able to find the name of your employer’s workers’ compensation insurer at www.caworkcompcoverage.com. If no coverage exists or coverage has expired, contact the Division of Labor Standards Enforcement at www.dir.ca.gov/DLSE as all employees must be covered by law.

Get emergency treatment if needed

If it’s a medical emergency, go to an emergency room right away. Tell the medical provider who treats you that your injury is job related. Your employer may tell you where to go for follow up treatment.

Emergency telephone number: Call 911 for an ambulance, fire department or police. For non-emergency medical care, contact your employer, the workers' compensation claims administrator or go to this facility:

_____.

Fill out DWC 1 claim form and give it to your employer

Your employer must give you a [DWC 1 claim form](#) within one working day after learning about your injury or illness. Complete the employee portion, sign and give it back to your employer. Your employer will then file your claim with the claims administrator. Your employer must authorize treatment within one working day of receiving the DWC 1 claim form.

If the injury is from repeated exposures, you have one year from when you realized your injury was job related to file a claim.

In either case, you may receive up to \$10,000 in employer-paid medical care until your claim is either accepted or denied. The claims administrator has up to 90 days to decide whether to accept or deny your claim. Otherwise your case is presumed payable.

Your employer or the claims administrator will send you "benefit notices" that will advise you of the status of your claim.

MORE ABOUT MEDICAL CARE

What is a Primary Treating Physician (PTP)?

This is the doctor with overall responsibility for treating your injury or illness. He or she may be:

- The doctor you name in writing *before* you get hurt on the job
- A doctor from the medical provider network (MPN)
- The doctor chosen by your employer during the first 30 days of injury if your employer does not have an MPN or
- The doctor you chose after the first 30 days if your employer does not have an MPN.

What is a Medical Provider Network (MPN)?

An MPN is a select group of health care providers who treat injured workers. Check with your employer to see if they are using an MPN.

If you have not named a doctor before you get hurt and your employer is using an MPN, you will see an MPN doctor. After your first visit, you are free to choose another doctor from the MPN list.

What is Predesignation?

Predesignation is when you name your regular doctor to treat you if you get hurt on the job. The doctor must be a medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or a medical group with an M.D. or D.O. You must name your doctor in writing *before* you get hurt or become ill.

You may predesignate a doctor if you have health care coverage for non-work injuries and illnesses. The doctor must have:

- Treated you
- Maintained your medical history and records before your injury and
- Agreed to treat you for a work-related injury or illness before you get hurt or become ill.

You may use the “predesignation of personal physician” form included with this pamphlet. After you fill in the form, be sure to give it to your employer.

If your employer does not have an approved MPN, you may name your chiropractor or acupuncturist to treat you for work related injuries. The notice of personal chiropractor or acupuncturist must be in writing *before* you get hurt. You may use the form included in this pamphlet. After you fill in the form, be sure to give it to your employer.

With some exceptions, state law does not allow a chiropractor to continue as your treating physician after 24 visits. Once you have received 24 chiropractic visits, if you still require medical treatment, you will have to select a new physician who is not a chiropractor. The term “chiropractic visit” means any chiropractic office visit, regardless of whether the services performed involve chiropractic manipulation or are limited to evaluation and management.

Exceptions to the prohibition on a chiropractor continuing as your treating physician after 24 visits include postsurgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the postsurgical component of the Division of Workers’ Compensation’s Medical Treatment Utilization Schedule, or if your employer has authorized additional visits in writing.

WHAT IF THERE IS A PROBLEM?

If you have a concern, speak up. Talk to your employer or the claims administrator handling your claim and try to solve the problem. If this doesn’t work, get help by trying the following:

Contact the Division of Workers’ Compensation (DWC) Information and Assistance (I&A) Unit
All 24 DWC offices throughout the state provide information and assistance on rights, benefits and obligations under California's workers' compensation laws. I&A officers help resolve disputes without formal proceedings. Their goal is to get you full and timely benefits. Their services are free.

To contact the nearest I&A Unit, go to www.dwc.ca.gov and under “Workers’ Compensation programs and units”, click on “Information & Assistance Unit.” At this site you will find fact sheets, guides and information to help you.

The nearest I&A Unit is located at: Address: _____ Phone number: _____.

Consult with an attorney

Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fees may be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at (415) 538-2120 or go to their website at www.californiaspecialist.org. You may get a list of attorneys from your local I&A Unit or look in the yellow pages.

Warning

Your employer may not pay workers' compensation benefits if you get hurt in a voluntary off-duty recreational, social or athletic activity that is not part of your work-related duties.

Additional rights

You may also have other rights under the Americans with Disabilities Act (ADA) or the Fair Employment and Housing Act (FEHA). For additional information, contact FEHA at (800) 884-1684 or the Equal Employment Opportunity Commission (EEOC) at (800) 669-4000.

The information contained in this pamphlet conforms to the informational requirements found in Labor Code sections 3551 and 3553 and California Code of Regulation, Title 8, sections 9880 and 9883. This document is approved by the Division of Workers' Compensation administrative director.

Revised 6/17/14 and effective for dates of injuries on or after 1/1/13

PREDESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or medical group if:

- on the date of your work injury you have health care coverage for injuries or illnesses that are not work related;
- the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for nonoccupational illnesses and injuries;
- prior to the injury your doctor agrees to treat you for work injuries or illnesses;
- prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor's name and business address.

You may use this form to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN

Employee: Complete this section.

To: _____ (name of employer) If I have a work-related injury or illness, I choose to be treated by:

(name of doctor)(M.D., D.O., or medical group)

(street address, city, state, ZIP)

(telephone number)

Employee Name (please print):

Employee's Address:

Name of Insurance Company, Plan, or Fund providing health coverage for nonoccupational injuries or illnesses:

Employee's Signature _____ Date: _____

Physician: I agree to this Predesignation:

Signature: _____ Date: _____
(Physician or Designated Employee of the Physician or Medical Group)

The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

§ 9783.1. DWC Form 9783.1 Notice of Personal Chiropractor or Personal Acupuncturist.

NOTICE OF PERSONAL CHIROPRACTOR OR PERSONAL ACUPUNCTURIST

If your employer or your employer's insurer does not have a Medical Provider Network, you may be able to change your treating physician to your personal chiropractor or acupuncturist following a work-related injury or illness. In order to be eligible to make this change, you must give your employer the name and business address of a personal chiropractor or acupuncturist in writing prior to the injury or illness. Your claims administrator generally has the right to select your treating physician within the first 30 days after your employer knows of your injury or illness. After your claims administrator has initiated your treatment with another doctor during this period, you may then, upon request, have your treatment transferred to your personal chiropractor or acupuncturist.

NOTE: If your date of injury is January 1, 2004 or later, a chiropractor cannot be your treating physician after you have received 24 chiropractic visits unless your employer has authorized additional visits in writing. The term "chiropractic visit" means any chiropractic office visit, regardless of whether the services performed involve chiropractic manipulation or are limited to evaluation and management. Once you have received 24 chiropractic visits, if you still require medical treatment, you will have to select a new physician who is not a chiropractor. This prohibition shall not apply to visits for postsurgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the postsurgical component of the Division of Workers' Compensation's Medical Treatment Utilization Schedule.

You may use this form to notify your employer of your personal chiropractor or acupuncturist.

Your Chiropractor or Acupuncturist's Information:

(name of chiropractor or acupuncturist)

(street address, city, state, zip code)

(telephone number)

Employee Name (please print):

Employee's Address:

Employee's Signature _____ Date: _____

NOTICE TO EMPLOYEES UNEMPLOYMENT INSURANCE BENEFITS

This employer is registered under the California Unemployment Insurance Code and is reporting wage credits to the Employment Development Department (EDD) that are being accumulated for you to be used as a basis for Unemployment Insurance benefits.

You may be eligible to receive Unemployment Insurance benefits if you are:

- Unemployed or working less than full-time.
- Out of work due to no fault of your own and physically able to work, ready to accept work, and looking for work.

Employees of Educational Institutions:

Unemployment Insurance benefits based on wages earned while employed by a public or nonprofit educational institution may not be paid during a school recess period if the employee has reasonable assurance of returning to work at the end of the recess period (California Unemployment Insurance Code section 1253.3). Benefits based on other covered employment may be payable during recess periods if the unemployed individual is in all other respects eligible, and the wages earned in other covered employment are sufficient to establish an Unemployment Insurance claim after excluding wages earned from a public or nonprofit educational institution(s).

Note: Some employees may be exempt from Unemployment and Disability Insurance coverage.

The fastest way to file for Unemployment Insurance (UI) is with UI Online at www.edd.ca.gov/UI_Online.

You may also file for Unemployment Insurance by calling toll-free from anywhere in the U.S. at:

English	1-800-300-5616	Mandarin	1-866-303-0706
Spanish	1-800-326-8937	Vietnamese	1-800-547-2058
Cantonese	1-800-547-3506	TTY	1-800-815-9387

Note: Waiting to file a claim could delay benefits.

EDD representatives are available Monday through Friday between 8 a.m. and 12 noon (Pacific Time).

CURRICULUM FORM

2021/2022 Textbook Order Form	School:	Grade:	Subject:
--------------------------------------	----------------	---------------	-----------------

<ul style="list-style-type: none"> • <i>Please fill out COMPLETELY</i> • <i>Return to LESLIE TERNULLO: Curriculum Office or SARA BIRKETT: SPED Office at the DO.</i> • <i>Attach additional pages as needed</i> 	Date:
	Publisher:
	Publisher Address:
	Publisher Phone:
	Publisher Fax:
Publisher Rep/Any other info:	

Name of Text/Workbook	Grade Level	Date Published	ISBN or Item Number	Quantity	Price	Total Cost

Person Submitting Order (please print):	Subtotal:	
Department Chair Signature:	Tax (8.25%):	
Principal's Signature:	Shipping (10%):	
Curriculum Signature:	TOTAL:	

**DISTRICT FORMS /
SAMPLES AND
INSTRUCTIONS**

Food Service Field Trip Form

Please complete and fax
no later than

7 SCHOOL DAYS BEFORE THE TRIP

Teacher's Name

School Site

Day and Date of Trip

Destination

Time of Departure

Number of students requesting a sack lunch _____

Lunches will be delivered to the office on the day of the field trip.
Please return cooler box to cafeteria when you return to school.

STUDENT NAME	STUDENT NAME	STUDENT NAME
1	7	13
2	8	14
3	9	15
4	10	16
5	11	17
6	12	18

Please fax to:
Stephanie Lip, School Nutrition Director

Fax: 646-6500

Phone: 646-6521

slip@pgusd.org

**It is required by the State Government under the National School Lunch Program that we provide meals for needy students even when students are not on campus.



PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras
Superintendent
(831) 646-6520
Fax (831) 646-6500
rporras@pgusd.org

Song Chin-Bendib
Assistant Superintendent
Business Services
(831) 646-6509 Fax (831) 646-6582
schinbendib@pgusd.org

www.pgusd.org

Electronic District Forms

- [Special Assignment Time Sheet](#)
 - This form is to be submitted electronically and can be found at the pgusd.org under staff – staff forms – District Forms. Paper submission are no longer accepted.
- Request for off campus activity (Hyperlink will be added soon)
 - This form is to be submitted electronically and can be found at pgusd.org under staff – staff forms – district forms. Paper submission are no longer accepted.
- [Request to attend Conference/Training/Meeting](#)
 - This form is to be submitted electronically and can be found at pgusd.org under staff – staff forms – district forms. Paper submission are no longer accepted.
- [Request for use of School Facilities Form](#)

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

School: _____

PURCHASE REQUISITION - PRE AUTHORIZATION

Your Name: _____ Date _____

Dept./Fund to Charge _____

Select One Below

OFFICE, PREPARE A PURCHASE ORDER _____	I WILL SELF-PURCHASE AND SUBMIT FOR REIMBURSEMENT _____
---	--

Is this for Curriculum software from Measure A? Yes _____ No _____

If yes, requires Curriculum Director approval prior to purchase

Vendor Name: _____

Address: _____ email: _____

City: _____ State _____ Zip: _____

Telephone: _____ Fax: _____

Page#	Quantity	Unit	Catalog No.	Item Description	Price	Extension

Subtotal: _____
Sales Tax 8.75% _____
Shipping 12% min. _____
Total _____

_____ Date _____
Approved by Principal:

_____ Date _____
Director of Curriculum (only required for curriculum software from Measure A)

Vendor # _____

PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR REIMBURSEMENT

Purchases using the reimbursement procedure are discouraged and are conducted at the employee's own risk. The district is not committed to reimburse an employee unless prior authorization has been obtained. (Board Regulation #3310)

Name: _____

Date: _____

Type of expense: _____

School/Dept. _____

(Specify: conference, travel, instructional supplies, admin. supplies, etc.)

Directions: Be specific. **NOTE THAT FIRST AND LAST DAY MEALS ARE REIMBURSABLE AT 75%.** If expense is for mileage specify from...to... in Location column and attach a mileage map printout from your site to event venue. Each trip should be listed separately. All expenditures must be accompanied by the ORIGINAL ITEMIZED RECEIPT.

Date Incurred	Location	Type of Expense	Purpose of Expense	Receipt Attached	Reimbursable Amount *

Signature of Person Claiming Expense Reimbursement

Total Reimbursement _____

Principal or Supervisor

Accounts to be charged:

Business Office Authorization

* Per Board Policy

NOTE: This form will not be honored unless it is signed by the principal or program administrator.

**BOARD POLICY AND / OR
REGULATIONS**

Pacific Grove Unified School District

STUDENT WELLNESS

Pacific Grove Unified School District has the responsibility to ensure that our schools offer the best possible climate for the education of students in the 21st century. The Board of Education is committed to providing a school environment that promotes and protects student mental, physical, and emotional health and well-being, recognizing the important connection between healthy lifestyle choices and a student's ability to learn and achieve high standards. The Board values students and respects their right to receive a high quality education in a setting free from commercial influences. The Board believes students need a comprehensive wellness education program, including adequate exercise, nourishing foods, and a knowledge of health principles in order to ensure their future well-being. Because the Board recognizes the importance of involving parents, students, food service professionals, administrators, teachers and community health educators in the process of developing and implementing this wellness policy, the Board will maintain a committee dedicated to student wellness. The Healthy, Hunger-Free Kids Act was passed in 2010.

Legal Reference

EDUCATION CODE

3350-33354	CDE responsibilities re: physical education
35182.5	Advertising
38080-38103	Cafeteria, establishment and use
38086	Free Fresh Drinking Water
44807.5	Recess Restrictions
45103.5	Contracts for management consulting services; restrictions
48931	Authorization and sale of food
48980	Notice at beginning of term
49430-49436	Pupil Nutrition, Health, and Achievement Act of 2001
49490-49493	School breakfast and lunch programs
49500-49505	School meals
49510-49520	Nutrition
49530-49536	Child Nutrition Act
49540-49546	Child care food program
49547-49548.3	Comprehensive nutrition services
49550-49562	Meals for needy students
49565-49565.8	California Fresh Start pilot programs
49570	National School Lunch Act
51200	Course of Study
51210	Course of study, grade 1-6
51210.1-51210.2	Physical Education, grades 1-6
51210.4	Nutrition education
51220	Course of study, grade 7-12
51222	Physical education
51223	Physical education, elementary schools
51520	School premises; prohibited solicitations

Pacific Grove Unified School District

Students

Policy #5030

STUDENT WELLNESS

51795-51798 School instructional gardens
51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organization
15510 Mandatory Meals
15530-15535 Nutrition Education
15550-15565 School lunch and breakfast programs

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.33 National School Lunch Program
210.30 Wellness Policy
220.1-220.22 National School Breakfast Program
245.1-245.13 Determination of eligibility for free and reduced price meals

UNITED STATES CODE, TITLE 20

1232,g Federal Education Rights and Privacy Act
6301-6514 Title 1 Program

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, Especially:
1758b Local wellness policy
1771-1793 Child Nutrition Act, including:
1773 School breakfast program
1779 Rules and regulations, Child Nutrition Act

HEALTH AND SAFETY CODE

113700-114455 California Uniform Retail Food Facilities Law
114200-114245 Vending machines

OTHER

0520.2 Title 1 Program Improvement Schools
3353 Free and Reduced Price Meals
3513.3 Tobacco-Free Schools
3550 Board policy Food Service/Child Nutrition

Pacific Grove Unified School District

Students

Policy #5030

STUDENT WELLNESS

3554	Other Food Sales
3555	Nutrition Program Compliance
5131.6	Alcohol and Other Drugs
5131.61	Drug Testing
5125	Student Records
5131.6	Substance Abuse
5131.62	Tobacco
5131.64	Alcohol testing
5141.4	Child Abuse Reporting
5141.31	Immunization
5141.3	Health Examinations
5141.24	Special Health Care Issues
5141.6	Student Health and Social Services
6142.1	Sexual Health and HIV/Aids Prevention Education
6020	Concepts and Roles - Parent Involvement
6164.2	Guidance/Counseling Services
5142.8	Comprehensive Health Education
6143	Course of Study
6162.51	Standardized Testing and Reporting Program
6171	Title 1 Programs
6190	Evaluation of the Instructional Program

STUDENT WELLNESS

As directed by the Board of Education, a series of regulations have been drafted to implement a complete Student Wellness Program. These regulations should be implemented in context with health and physical education classroom activities, school events, food service operations and other food sales.

Health Education

To achieve the goal of health literacy, students must comprehend a set of core health concepts and develop skills to apply the knowledge in their own life. The following are objectives that will be instructed at the elementary, middle and high school. Instruction will occur as part of the Physical Education, health, and/or other appropriate curriculum.

1. Students will develop knowledge and skills related to personal health and disease prevention.
2. Students will demonstrate ways in which they can maintain and enhance their health and well-being.
 - a. Students will demonstrate the ability to use goal-setting and decision-making skills.
 - b. Students will demonstrate the ability to practice health-enhancing behaviors to reduce health risks.
3. Students will understand and demonstrate behaviors that prevent disease.
 - a. Students will demonstrate self-management skills to improve personal health.
4. Students will understand and demonstrate how to play a positive, active role in promoting the health of their families.
5. Students will understand and accept individual differences in growth and development.
6. Students will identify information, products and services that may be helpful or harmful to their health.
 - a. Students will demonstrate the ability to access valid health information and health-promoting products and services.
 - b. Students will analyze the influence of culture, media, technology and other factors on health.
7. Students will receive instruction in nutrition concepts.
 - a. As reinforcement, nutrition education should be integrated into classroom instruction in core subjects such as math, science, language arts, social science, as well as before and after school programs.
 - b. Emphasize promotion of fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, food safety and the caloric balance between food intake and energy expenditure.

STUDENT WELLNESS

Student will receive information and resources to promote healthy mental practices.

By the time a student graduates they will have received instruction in the following areas:

- Nutrition and physical education.
- Growth, development and sexual health.
- Injury prevention and safety.
- Alcohol, tobacco and other drugs
- Mental, emotional and social health
- Personal and community health.

Physical Education

Students in grades K-12, including students with disabilities and special health care needs, will receive physical education instruction.

- a. 200 minutes every 10 days for students in grades K – 6
 - b. 400 minutes every 10 days for students in grades 7 – 8 and two years of Physical Education in Grades 9 – 12.
- Temporary exemptions from physical education should be limited to students whose medical condition(s) do not allow for inclusion in the general, modified, or adapted physical education program.
 - High school students who are exempt from two years of physical education in grades, 10, 11 or 12, per local district policy, must be provided with the opportunity to participate in a variety of physical education elective courses.
 - High school physical education course content will include each of the following areas: effects of physical activity on dynamic health, mechanics of body movement, aquatics, gymnastics and tumbling, individual and dual sports, rhythm and dance, team sports, and combatives.
 - Class size is consistent with the requirements of good instruction and safety.
 - School districts will administer a physical fitness test annually to all students in grades five, seven, and nine during the months of February, March, April or May.
 - Students will receive their individual fitness test results upon completing the test.
 - All physical education will be taught by credentialed teachers with training in physical education.
 - All elementary students will have at least 20 minutes a day of supervised recess, which will be distributed throughout the day, thus integrating physical activity with classroom learning.

STUDENT WELLNESS

- Teachers and other school personnel should not use physical activity (e.g. running laps, push-ups) or withhold opportunities of physical activity (e.g. loss of recess or physical education) as punishment.

Classroom Activities and School Events

Activities, which include celebrations, rewards, fundraising, and other school-sponsored events, shall support children's health, nutrition education, and physical fitness.

- Foods of minimal nutritional value shall not be distributed to students by teachers, staff or volunteers.
 - Planners of special events such as PTA's, room parents, and athletic boosters are encouraged to support student wellness by selecting food and beverage items which comply with State and Federal laws, provide opportunities for positive food choices by children and adults, and reinforce the teachings of the District's Health curriculum. (See Exhibit A.) Food prepared in commercial kitchens should be encouraged.
 - Parents are encouraged to support the District's nutrition education efforts by considering nutritional quality when selecting foods sent to school, either for individual or for class consumption. Student allergies and health issues need to be considered when sending food to school.
 - Teachers, staff, and volunteers are encouraged to support student wellness by modeling good nutrition and fitness practices for their students. For example, in the classroom, during instructional time, adults should not consume food and beverages that do not meet nutritional standards.
 - The District will protect and promote mental health by limiting commercial influences in school to those which support a climate of wellness and healthy lifestyle principles.
 - Teachers and parents shall not compete with the National School Lunch Program by providing food to be served to students during the times that school breakfasts or lunches are being served to students.
1. Schools should limit non-holiday *celebrations that involve food* (such as birthdays) during the school day to one party per class per month. Foods and beverages provided for classroom activities should be in accordance with state and federal nutrition standards, with not more than one food or beverage being served that does not meet nutritional standards. Food presentations associated with specific curriculum units may occur more frequently, but should promote healthy choices as part of their instructional nature.
 2. Schools will not use foods or beverages as *rewards* for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

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STUDENT WELLNESS

3. Items and activities for *student clubs and school-wide fundraisers* shall be pre-approved by the Superintendent, or designee, and shall follow the Student Wellness standards and shall be health-promoting items when possible. (See Exhibit B.) Fundraising plans by High School clubs and student organizations shall be pre-approved by the Pacific Grove High School administration, and Associated Student Body. Groups should work with the Nutrition Director to ensure that all regulations are followed. Items should not compete with or impair student participation in the school food service program.
4. *School-sponsored events outside of the school day* (i.e. activities formally approved by the school or District administration or Board, and for which the District and its employees have supervisory responsibility, such as, but not limited to athletic events, dances, performances, or fundraisers involving food) will support the principles of the Wellness Policy and will provide children and adults with opportunities for positive food choices by including foods and beverages which comply with State nutrition standards. All positive food choices shall be designated on the menu.

Guidelines for Food Service Operations

To increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the District.

With Board approval, the District may enter into a contract for management consulting services or a contract with a private company that enables a school to offer students food items that comply with State and District nutritional standards. The franchise agreement and food purchases shall be subject to the competitive bidding requirements of the National School Lunch and School Breakfast Programs.

Food Services on School Premises

To reinforce the District's comprehensive program of student wellness activities, foods provided on school premises shall:

1. Be carefully selected so as to contribute to students' nutritional well being and the prevention of chronic illness.
2. Be in compliance with nutritional standards as set forth in California statutes, and meet all legal requirements for participation in the National School Lunch and School Breakfast Programs.
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthy food choices.
4. Be served in age-appropriate quantities at reasonable prices.
5. Be offered in pleasant surroundings, which provide adequate space and time for student eating, relaxation, and socializing.
6. Students will have access to free, safe drinking water and cups during meal service.

Students shall have access to hand washing before eating any school meal or snack.

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STUDENT WELLNESS

Parents/guardians are encouraged to support the District's nutrition education efforts by considering nutritional quality when providing foods for individual students, occasional class functions, or school-wide events.

Nutritional Standards for Food and Beverages Sold at Schools

The school day is effective from midnight to one-half hour after the school day ends.

SOLD means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

ELEMENTARY SCHOOLS

FOOD

The Food Services program will ensure the only foods, in addition to the USDA reimbursable meals, that may be sold to a student at an elementary school during the school day must meet all of the following regulation to be considered compliant. (Education Code 49430, 49431, 49431.7: CA Code sections 15575, 15578: Code of Federal Regulations sections 210.11, 220.12)

1. No more than 35 percent of total calories from fat;(except nuts, nut butter, seeds, reduced-fat cheese, dried fruit+nut/seed combo), AND
2. No more than 10 percent of total calories from saturated fat;(except reduced-fat cheese, dried fruit+nut/seed combo with no added fat/sugar), AND
3. No more than 35 percent sugar by weight (except fruit, non-fried vegetables, dried fruit+nut/seed combo with no added fat/sugar, AND
4. Less than 0.5 grams trans-fat per serving AND
5. No more than 200 mg of sodium AND
6. No more than 175 calories per serving

AND

Must also meet ONE of the following:

- a. Fruit
- b. Non-fried vegetable
- c. Dairy food
- d. Nuts, Seeds, Legumes, Eggs, Cheese
- e. Whole Grain Item

A whole grain items contains:

- The statement "Diets rich in whole grain foods"
- Whole grain listed as the first ingredient
- A combination of whole grain ingredients comprising at least 51% of the total grain weight OR
- At least 51% whole grain by weight

BEVERAGES

Pacific Grove Unified School District

STUDENT WELLNESS

A compliant beverage must be marked or labeled as a fruit and/or vegetable juice, milk, non-dairy milk, or water AND meet all criteria under the specific category.

(Education Code 49431.5) California Code of Regulations section 15576, Code of Federal Regulations section 210.10, 210.11, 220.8, 220.12

Compliant Beverages:

1. **Fruit or Vegetable juice;;**
 - that are composed of no less than 50 percent fruit juice and
 - have no added sweeteners AND
 - No larger than 8 fl.oz. serving size

2. **Drinking water;**
 - with no added sweetener

- 3. **Milk;**
 - Cow's or goat's milk AND
 - 1% and nonfat AND
 - contains Vitamin A & D AND
 - greater than 25% calcium Daily Value per 8 fl.oz AND
 - Less than 28 grams of sugar per 8 fl.oz. AND
 - no more than 8 fl. oz. serving size

- 4. **Non-dairy milk;**
 - nutritionally equivalent to milk

MIDDLE AND HIGH SCHOOL.

The Food Service program will ensure the only foods, in addition to the USDA reimbursable meals, which may be sold to a student during the school day in the middle, or junior, or high schools are:

(Education Code 49430, 49431.2,49431.7, California Code of Regulations sections 15575, 15577, 15578, Code of Federal Regulations section 210.11, 220.12

COMPLIANT FOODS

SNACKS

1. "Snacks" food items must be:

1. Less than or equal to 35 percent of its total calories from fat, except the following foods are exempt from this specific requirement:
(Nuts, nut butters, and seeds, reduced fat cheese, dried fruit+nut/seed combo) **AND**

2. Less than 10 percent of its total calories from saturated fat, except the following foods are exempt from this specific requirement:

(Reduced-fat cheese, dried fruit+nut/seed combo) **AND**

3. Less than or equal to 35 percent sugar by weight
(Except fruits and non-fried vegetables, dried fruit+nut/seed combo), **AND**

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4. No more than 200 calories per individual food item **AND**

No more than 200 milligrams sodium per container

AND must meet one of the following

Be a fruit, vegetable, dairy, protein or whole grain item, (or have one of these listed as the first ingredient **OR**

Be a combination food containing at least ¼ cup fruit or vegetable.

ENTRÉE

5. An individual entrée item sold to a student in middle, junior, or high school must :

- a. Contain no more than 400 calories per entree, **and**
- b. Contain no more than 4 grams of fat per 100 calories contained in each entree, and shall be categorized as entree items in the School Breakfast Program or National School Lunch Program.
- c. Contain less than 0.5 grams trans-fat per serving

Non-compliant food may be sold from one-hour after school through midnight.

BEVERAGES

A compliant beverage must be marketed or labeled as a fruit and/or vegetable juice, milk, non-milk, water, or electrolyte replacement beverage/sport drink **AND** meet all the criteria under that specific category. Education Code Section 49431.5, California Code of Regulations Section 15576, Code of Federal Regulations sections 210.10, 210.11, 220.8, 220.12

COMPLIANT BEVERAGES

1. Fruit or vegetable juice drinks that are composed of no less than 50 percent juice and have no added sweetener and no larger than 12 fl.oz serving size
2. Drinking water with no added sweetener, and no serving size limit
- 3.

Milk: one-percent-fat milk, nonfat flavored milk,(cow or goat milk), **and** contains Vitamin A & D **and** more than 25% calcium per 8 fl.oz **and** no more than 28 grams of total sugar per 8 fl oz.**and** 12 fl.oz serving size.

4. Low-calorie Electrolyte Replacement Beverages (NOT ALLOWED IN MIDDLE SCHOOL)
 - Water as first ingredient
 - Less than 16.8 grams added sweetener/8fl.oz.
 - Less than 40 calories/8 fl.oz
 - 10-150 mg sodium/8 fl. oz
 - 10-90 mg potassium/8 fl.oz
 - No added caffeine
 - Less than 12 fl. oz. serving size
5. No-calorie Electrolyte Replacement Beverage (NOT ALLOWED IN MIDDLE SCHOOL)
 - Water as the first ingredient

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STUDENT WELLNESS

- Less than 16.8 grams added sweetener/8 fl.oz
- Less than 5 calories/8 fl.oz (or less than 10 cal/20 fl.oz)
- 10-150 mg sodium/8 fl.os.
- 10-90 mg potassium/8 fl.oz
- No added caffeine
- Less than 20 fl. oz. serving size

Non-compliant beverages may be sold from one-half hour after school through midnight.

Free and Reduced Priced Meals

The Board recognizes that adequate nutrition is essential to child development and learning, and that some families may be unable to provide breakfast and lunch for their children. In accordance with law, the District shall provide nutritionally adequate free and reduced priced meals for students whose families meet federal eligibility criteria.

Free and reduced lunch application forms are available all year round and parents can apply at any time during the school year. Forms are available in each school site office and online at PGUSD.org.

1. Students eligible to receive free or reduced price meals will not be treated differently from other students or easily identified by their peers or non-designated school employees.
- 2.
3. Food services may utilize electronic identification and payment systems; will promote the availability of school meals to all students; and may use non-traditional methods for serving meals, such as "grab and go" or classroom breakfasts/snacks.
4. Field trip lunches can be requested for when students will be off campus at lunch time.

Other Food Sales

The Board shall ensure that food sales by school-related groups and the use of vending machines are in compliance with the nutrition standard set forth by state and federal law. Such foods and beverages, (including those sold in snack lines, student stores, vending machines, and fundraising efforts) shall not impair, compete, or conflict with student participation in the District's food service program. Sanitation and safety procedures shall comply with the requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code 113700 -114455.

The Superintendent, or designee, shall approve the sale of food items by student or adult organizations in accordance with law, Board policy, and administrative regulation.

No foods of minimal nutritional value shall be sold on school premises during the school day (as defined as midnight until one half hour after the official school day ends).

When vending machines are sponsored by the District, the Superintendent, or designee shall determine how and where vending machines may be placed at school sites, District offices, or other school facilities.

Pacific Grove Unified School District

Students

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STUDENT WELLNESS

Parent Education

To reinforce and support the District's comprehensive Wellness Policy, the Superintendent or designee will direct each school site to develop a strategy to educate and involve parents/guardians. These strategies shall include: monthly information about healthy eating and/or physical activity, notification and information regarding Wellness Policy updates and any new related regulations.

Policy Implementation

The Superintendent, with the assistance of the Wellness Committee, will establish a plan for measuring implementation of this Student Wellness Policy. The plan will include the designation of one or more persons in the District or at each school charged with operational implementation.

Wellness Committee duties shall include the examination of related research and laws, assessment of student needs, and the review of existing policies. In raising awareness about student health issues, the committee may survey parents, conduct forums, or collaborate with appropriate community agencies.

Each school site shall post the District's policies and regulations on nutrition and physical activity in public view in all school cafeterias or eating areas. The policy will also be posted on the Food Service page on the District's website.

Pacific Grove Unified School District

Students

Exhibit 5030-A

STUDENT WELLNESS – Positive Food Choices

These references are offered as an informational resource, not an endorsement. Many other items not listed may meet standards. Please refer to product labels.

The California Department of Education Nutrition Service Department has a quick reference card for Public Schools which provides a quick guide to compliant foods, snacks and drinks:

<http://www.cde.ca.gov/ls/nu/he/compfoodsrefpub.asp>

One of the many informative features of this website is the “**Nutrition Calculator**” which will determine instantly whether or not an individually packaged food item would meet the nutrition standards for fat, saturated fat, and sugar established by California legislation:

<http://www.californiaprojectlean.org>

Seven pages of healthy snack ideas with preparation and serving tips:

www.cspinet.org/nutritionpolicy/healthy_school_snacks.pdf

California Healthy Kid Resources center provides ideas for healthy school snacks:

<http://www.californiahealthykids.org>

Centers for Disease Control have information on school health, physical activity and healthy eating:

<https://www.cdc.gov/healthyschools/npao/strategies.htm>

Pacific Grove Unified School District

Students

Exhibit 5030-B

STUDENT WELLNESS – Healthy Fundraising Alternatives

The following are offered as an informational resource, not an endorsement.

Fundraises, which include lists of suggested events for schools, sports, and clubs that offer healthy alternatives, and do not include the sale of food items.

<http://www.californiaprojectlean.org/docuserfiles/Ideas%20for%20healthy%20fundraising%20fact%20sheet.pdf>

Resources for healthy schools including creative financing and fundraising, snack and vending ideas, communication of policy, etc.: <http://actionforhealthykids.org>

Suggestions and products for school fundraisers that teach nutrition. This site offers ideas for generating revenue with products that educate parents and are beneficial to children's health.
<http://www.fundraisers.com/ideas/lunchboxcomics>

Links to sites that offer fund raisers for schools:

<http://www.actionforhealthykids.org/storage/documents/parent-toolkit/fundraisers-family-health-f1.pdf>

<https://healthymeals.fns.usda.gov/hsmrs/Kansas/Fundraising%20Ideas%20for%20Schools.pdf>

https://www.multicare.org/file_viewer.php?id=8348&title=Cash+without+Calories+-+School+Activity

https://www.michigan.gov/documents/mdch/Healthy_Fundraising_369122_7.pdf

Alternative ways to reward students:

https://healthymeals.fns.usda.gov/hsmrs/Connecticut/Food_As_Reward.pdf

http://polkdhsd7.sharpschool.com/UserFiles/Servers/Server_3751710/File/D7%20PBS%20Behavior%20Intervention%20Website%20Resources/Rewards%20Kids%20Will%20Crave.pdf

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

Mandated Policy

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, gender identity or expression, or genetic information, sex, sexual orientation, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all District activities.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act.

Annually, the Superintendent or designee shall review district programs and activities to ensure removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. The Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his or her findings and recommendations to the Board after each review.

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, notetakers, written materials, taped text, and Braille or large print materials.

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations and applicants for admission and employment, and sources of referral for applicants about the District's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalogue, application form or other recruitment materials distributed to these groups.

The Superintendent or designee shall also provide information about related complaint procedures.

In compliance with law the District's nondiscrimination policy shall be published in the individual's primary language to the extent practicable.

Legal Reference:

EDUCATION CODE

[200-262.4](#) Prohibition of discrimination

[48985](#) Notices to parents in language other than English

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

Mandated Policy

[51007](#) Legislative intent: state policy GOVERNMENT CODE
[11000](#) Definitions
[11135](#) Nondiscrimination in programs or activities funded by state
[11138](#) Rules and regulations
[12900-12996](#) Fair Employment and Housing Act
[54953.2](#) Brown Act compliance with Americans with Disabilities Act PENAL CODE
[422.55](#) Definition of hate crime
[422.6](#) Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 5
[4600-4687](#) Uniform complaint procedures
[4900-4965](#) Nondiscrimination in elementary and secondary education programs receiving state financial assistance
UNITED STATES CODE, TITLE 20
[1400-1482](#) Individuals with Disabilities in Education Act
[1681-1688](#) Discrimination based on sex or blindness, Title IX
[2301-2415](#) Carl D. Perkins Vocational and Applied Technology Act
[6311](#) State plans
[6312](#) Local education agency plans
UNITED STATES CODE, TITLE 29
[794](#) Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
[2000d-2000d-7](#) Title VI, Civil Rights Act of 1964
[2000e-2000e-17](#) Title VII, Civil Rights Act of 1964 as amended
[2000h-2000h-6](#) Title IX
[12101-12213](#) Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
[35.101-35.190](#) Americans with Disabilities Act
[36.303](#) Auxiliary aids and services
CODE OF FEDERAL REGULATIONS, TITLE 34
[100.1-100.13](#) Nondiscrimination in federal programs, effectuating Title VI
[104.1-104.39](#) Section 504 of the Rehabilitation Act of 1973
[106.1-106.61](#) Discrimination on the basis of sex, effectuating Title IX, especially:
[106.9](#) Dissemination of policy

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January, 1999

Nondiscrimination in Employment Practices in Education, August, 1991

Pacific Grove Unified School District

Mission and Goals

Board Policy #0410

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

Mandated Policy

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
2010 ADA Standards for Accessible Design, September 2010

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

Pacific ADA Center: <http://www.adapacific.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act:
<http://www.ada.gov>

Pacific Grove Unified School District

All Personnel

Policy #4040

EMPLOYEE USE OF TECHNOLOGY

The Governing Board recognizes that technological resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating District and school operations. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the District's technological resources predominately for purposes related to their employment. Such use is a privilege which may be revoked at any time.

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or District operations without authority.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography, and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 700 1; 47 USC 254)

To ensure proper use of the system, the Superintendent or designee may monitor the District's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. If passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

The Superintendent or designee shall establish administrative regulations that outline employee obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use shall result in cancellation of the employee's user privileges, disciplinary action and/or legal action in accordance with law, Board policy and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use the District's technological resources. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

In the event that the use of an electronic resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employees' exclusive representative.

Legal Reference:

EDUCATION CODE

51870-51874 Education technology

GOVERNMENT CODE

3543.1 Rights of employee organizations

Pacific Grove Unified School District

All Personnel

Policy #4040

EMPLOYEE USE OF TECHNOLOGY

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

UNITED STATES CODE, TITLE 20

6801-6979 Technology for Education Act

7001 Internet safety policy and technology protection measures, Title III funds

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

CDE PUBLICATIONS

K- 12 Network Technology Planning Guide: Building the Future, 1994

CDE PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

WEB SITES

CDE: <http://www.cde.ca.gov>

CSBA: <http://www.csbc.org>

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

American Library Association: <http://www.ala.org>

Pacific Grove Unified School District

All Personnel

Policy #4019.11

SEXUAL HARASSMENT

Mandated Policy

The Governing Board desires to provide District employees with a working environment that is free from harassment. In order to achieve this end, the Board prohibits sexual harassment of District employees by anyone, in any manner, and shall not tolerate retaliatory action or behavior against a District employee or other person who complains, testifies or otherwise participates in the complaint process pursuant to Board policy and administrative regulations.

This policy shall apply to District employees, and when applicable, to interns, volunteers, and job applicants.

Any District employee who permits, engages in or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment of another District employee or student shall be in violation of this policy and is subject to disciplinary action, up to and including dismissal. An employee shall be deemed to have permitted sexual harassment where he/she has knowledge that a student or an employee has engaged in sexual harassment and fails to report such student or employee to the appropriate authorities, whether or not the victim makes a complaint

A supervisor, principal or District administrator other than the Superintendent or designee who receives a harassment complaint shall promptly notify the Superintendent or designee.

Any employee or applicant for employment who feels that he/she or another individual in the District is being sexually harassed should immediately contact his/her supervisor, principal, other District administrator or the Superintendent or designee in order to obtain procedures for reporting a complaint.

Complaints of sexual harassment can be filed in accordance with AR 4030 - Nondiscrimination in Employment.

Any District employee who feels that he/she has been sexually harassed or who has knowledge of any instance of sexual harassment by another employee or a student, shall immediately contact his/her supervisor, principal, Superintendent or designee, or other District administrator, to obtain procedures for reporting a complaint. However, an employee may bypass his/her supervisor in registering a complaint where the supervisor is the alleged perpetrator of the sexual harassment.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation and correction of sexual harassment, including but not limited to:

1. Providing periodic training to all employees in accordance with law and administrative regulation.
2. Publicizing and disseminating the District's sexual harassment policy to staff
3. Ensuring prompt, thorough and fair investigation of complaints in a way that respects the privacy of all parties concerned, to the extent necessary
4. Taking timely and appropriate corrective/remedial actions after completion of investigation.
This may require subsequent monitoring of developments.

Pacific Grove Unified School District

All Personnel

Policy #4019.11

SEXUAL HARASSMENT

Mandated Policy

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex, especially:

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

LABOR CODE

1101 Political activities of employees

UNITED STATES CODE, TITLE 42

2000d - 2000d-7 Title VI, Civil Rights Act of 1964

2000e - 2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2 - 2000h-6 Title IX, 1972 Education Act Amendments

CODE OF REGULATIONS, TITLE 2

11009 Employment Discrimination

11021 Retaliation

11023 Harassment and Discrimination Prevention and Correction

11024 Sexual Harassment Training and Education

11034 Terms, Conditions, and Privilege of Employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in Elementary and Secondary Education Programs Receiving State Financial Assistance

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Juarez v. Ameritech Mobile Systems, (N.D. Ill.) 746 F.Supp. 798

Dornhecker v. Malibu Grand Prix Corp., (5th Cir. 1987) 828 F.2d. 307

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

EEOC: <http://www.eeoc.gov>

OCR: <http://www.ed.gov/offices/OCR>

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

As part of its commitment to provide a safe and healthful work environment, the Governing Board recognizes the importance of developing an exposure control plan. The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the District's exposure control plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

The Superintendent or designee may exempt designated first aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations. (8 CCR 5193(f))

Any employee not identified by the Superintendent or designee as having occupational exposure may submit a request to the Superintendent or designee to be included in the training and hepatitis B vaccination program. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

Legal Reference:

LABOR CODE

142.3 Authority of Cal/OSHA to adopt standards

144.7 Requirement to amend standards

CODE OF REGULATIONS, TITLE 8

3204 Access to employee exposure and medical records

5193 California bloodborne pathogens standards

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

CDE PROGRAM ADVISORIES

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

WEB SITES

OSHA: <http://www.osha.gov>

Cal/OSHA: http://www.dir.ca.gov/occupational_safety.html

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Pacific Grove Unified School District

All Personnel

Policy #4019.43

UNIVERSAL PRECAUTIONS

In order to protect employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions be observed throughout the District.

Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

Employees shall immediately report any exposure incident or first aid incident in accordance with the District's exposure control plan or other safety procedures.

Legal Reference

HEALTH AND SAFETY CODE

117600-118360 Handling and disposal of regulated waste

120875 Providing information to school Districts on AIDS, AIDS-related conditions and Hepatitis B

120880 Information to employees of school District

CODE OF REGULATIONS, TITLE 8

5193 California bloodborne pathogens standard

5193 California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

CDE PROGRAM ADVISORIES

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

WEB SITES

Centers for Disease Control and Prevention: <http://www.cdc.gov>

DRUG AND ALCOHOL-FREE WORKPLACE

The Governing Board believes that the maintenance of drug- and alcohol-free workplaces is essential to school and District operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school District workplace. These prohibitions apply before, during and after school hours. A school District workplace is any place where school District work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under District jurisdiction; or during any period of time when an employee is supervising students on behalf of the District or otherwise engaged in District business.

The Superintendent or designee shall notify employees of these prohibitions. (Government Code [8355](#); 41 USC 702)

An employee shall abide by the terms of this policy and notify the District, within five days, of any criminal drug or alcohol statute conviction that he/she receives for a violation occurring in the workplace. (41 USC 702)

The Superintendent or designee shall notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

The Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code [44011](#). If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction. (Education Code [44836](#), [45123](#))

A classified employee may be reemployed after conviction of such an offense if the Board determines, from the evidence presented, that the person has been rehabilitated for at least five years. (Education Code [45123](#)).

The Board may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

The Superintendent or designee shall establish a drug-and alcohol-free awareness program to inform employees about: (Government code [8355](#)).

1. The dangers of drug and alcohol abuse in the workplace
2. The District policy of maintaining drug and alcohol-free workplaces
3. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs
4. The penalties that may be imposed on employees for drug and alcohol abuse violations.

Pacific Grove Unified School District

All Personnel

Policy #4020

DRUG AND ALCOHOL-FREE WORKPLACE

Legal Reference:

EDUCATION CODE

[44425](#) Conviction of controlled substance offenses as grounds for revocation of credential

[44836](#) Employment of certificated persons convicted of controlled substance offenses

[44940](#) Compulsory leave of absence for certificated persons

[44940.5](#) Procedures when employees are placed on compulsory leave of absence

[45123](#) Employment after conviction of controlled substance offense

[45304](#) Compulsory leave of absence for classified persons

GOVERNMENT CODE

[8350-8357](#) Drug-free workplace

UNITED STATES CODE, TITLE 20

[7101-7165](#) Safe and Drug-Free Schools and Communities

UNITED STATES CODE, TITLE 21

812 Schedule of controlled substances

PUBLIC LAW 107-110

[4111-4117](#) Safe and Drug Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

[1308.01-1308.49](#) Schedule of controlled substances

Pacific Grove Unified School District

TOBACCO-FREE SCHOOLS/SMOKING

Mandated Policy

The Governing Board recognizes that the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff.

The Board further prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (*Health and Safety Code* 104420 and 104559; *Labor Code* 6404.5; 20 USC 6083). This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity or athletic event on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form and includes the use of an electronic smoking device that creates an aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code [48901](#))

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (*Health and Safety Code* [104495](#))

Legal Reference

BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act

EDUCATION CODE

Pacific Grove Unified School District

Business

Policy #3513.3

TOBACCO-FREE SCHOOLS/SMOKING

Mandated Policy

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

PENAL CODE

308 Unlawful to sell or furnish tobacco products to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

7111-7122 Student Support and Academic Enrichment Grants

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PERB RULINGS

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Pacific Grove Unified School District

PERSONNEL LEAVES

Whenever possible, employees shall request personal leaves in advance and prepare suitable lesson plans or instructions for a substitute employee.

Bereavement

Employees are entitled to a leave of up to three days, or five days if out-of-state travel is required, upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194)

At the employee's request, bereavement leave may be extended under personal necessity leave provisions. (Education Code 44981, 45207)

Members of the immediate family shall include: the mother, father, grandmother, grandfather, or grandchild of the employee or the employee's spouse; the employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister; or any relative living in the employee's immediate household. (Education Code 44985, 45194)

At his/her discretion, the Superintendent or designee may grant additional unpaid bereavement leave.

Personal Necessity

Employees may use up to seven days of their accrued sick leave during each contract year for reasons of personal necessity. (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions. (EC 44981, 45207)
2. An accident involving the employee's person or property or the person or property of a member of the immediate family. (Education Code 44981, 45207)
3. A serious illness of a member of the employee's immediate family. (EC 44981)
4. Required court appearance. (Education Code 45207)
5. Fire, flood, or other immediate danger to the home of the employee.
6. Personal business of a serious nature which the employee cannot disregard.

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, no such leave shall be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters that can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects true personal necessity.

The employee shall request advance permission for personal necessity leave, except in urgent situations such as the death or serious illness of a member of the immediate family or an accident

Pacific Grove Unified School District

All Personnel

Regulation #4061.2

PERSONNEL LEAVES

involving the employee's person or property or the person or property of a member of the immediate family.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed District absence form to his/her immediate supervisor. (EC 44981 & 45207)

Personal Leave for School Activities

Any employee who is a parent, guardian or grandparent having custody of one or more children in grades K-12 may use up to 40 hours of personal leave, vacation or compensatory time off each school year in order to participate in school activities. Such leave shall not exceed eight hours in any month of the school year, and the employee shall give reasonable advance notice of the absence. If both parents of a child are employed at the same work site, this leave shall be allowed for the first parent who applies; simultaneous absence by the second parent may be granted by the Superintendent or designee. (Labor Code 230.8)

The employee shall use existing vacation, personal leave or compensatory time off for purposes of this leave and shall provide documentation from the school upon request to prove that he/she participated in school activities at the time of the leave. (Labor Code 230.8)

In lieu of using vacation, personal leave or compensatory time off, eligible employees giving reasonable advance notice may take up to 40 hours without pay each school year for this purpose, not to exceed eight hours in any month.

Legal and Civic Duties

Employees shall be granted leave with pay to appear in court as jurors and may be granted leave to appear in court as witnesses other than litigants. (Education Code 44036, 44037)

The employee shall turn over to the District any jury or witness fees received. (Education Code 44036)

Notices, summons and subpoenas for court appearances shall be submitted to the District office when requesting leave.

Employees shall be granted up to 20 days of paid leave per year for service performed within the state on any boards, commissions, committees or groups authorized by Education Code 44987.3, provided the organization informs the District of the service and reimburses the District upon request for compensation paid to the employee's substitute and for actual related administrative costs. (Education Code 44987.3)

Legal Reference:

EDUCATION CODE

44036-44037 Leaves of absence for judicial and official appearances

44963 Power to grant leaves of absence (certificated)

Pacific Grove Unified School District

All Personnel

Regulation #4061.2

PERSONNEL LEAVES

44981 Leaves of absence for personal necessity (certificated)
44985 Leave of absence due to death in immediate family (certificated)
44987.3 Leave of absence to serve on certain boards, commissions, etc.
45190 Leaves of absence and vacations (classified)
45194 Bereavement leave of absence (classified)
45198 Effect of provisions authorizing leaves of absence
45207 Personal necessity (classified)

FAMILY CODE

6211 Domestic violence

LABOR CODE

230 Time off to appear in court
230.1 Time off for victims of domestic violence
230.3 Volunteer firefighters; discrimination
230.4 Volunteer firefighters
230.8 Leave to visit child's school
233 Illness of child, parent or spouse

CALIFORNIA CONSTITUTION

Article 1, Section 8 Religious discrimination

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VII, Civil Rights Act of 1964

COURT DECISIONS

Rankin v. Commission on Professional Competence (1988) 24 Cal.3d 167

Pacific Grove Unified School District

TRAVEL EXPENSES

The Governing Board shall authorize payment for per diem meal expenses, including travel, incurred by any employee performing authorized services for the District.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

All out-of-state travel for which reimbursement will be claimed shall have Board approval. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.

Authorized employees may use District credit cards while attending to District business. Under no circumstances may personal expenses be charged on District credit cards.

Legal Reference:

EDUCATION CODE

44016 Travel expense

44032 Travel expense payment

44033 Automobile allowance

44802 Student teacher's travel expense

Pacific Grove Unified School District

PROFESSIONAL GROWTH

The Governing Board recognizes its obligation to help teachers meet their responsibility for fulfilling the professional growth requirements of their credentials. The Board expects that the increased competence attained by these teachers during their professional growth activities will contribute significantly to the District's educational program.

Title 5, Section 80556 requires the Superintendent or designee to designate one or more credentialed persons as professional growth advisors. Title 5, Section 80556 also mandates the District to adopt policies and procedures for the selection of these advisors.

The Superintendent or designee shall maintain procedures for the selection of professional growth advisors. These procedures shall be designed to provide for the best possible match between teachers and advisors.

The Board may appoint one or more professional growth panels to participate in selecting, orienting and assisting professional growth advisors. (Title 5, Section 80556)

The Board may appoint one or more professional growth panels to resolve disputes between teachers and professional growth advisors. (Title 5, Section 80556)

The Superintendent or designee shall provide the Board with recommendations for panel membership. Panels may include administrators, teachers, parents and other members of the community.

Legal Reference:

EDUCATION CODE

44277-44279 Requirements for professional growth

CODE OF REGULATIONS, TITLE 5

80550-80565 Generally, especially

80550 Professional growth requirements definitions

80552-80553 Specific renewal requirements

80554-80555 Elements of professional growth plan and professional growth record

80556 Professional growth advisors, and employing agencies; roles and responsibilities

80558 Definition of professional growth activities

80565 Professional service requirements

SUGGESTED AREAS FOR PROFESSIONAL GROWTH COURSES

A Professional Growth Award is earned by completion of nine (9) approved units.

Work Related Studies (Revised 12/06)**Area 1: Courses open to all employees regardless of current job assignment:**

- Bookkeeping/Accounting
- Child, Family and Community Relations
- Computer and Software courses
- CPR
- English
- First Aid
- Human Relations
- Mathematics/Statistics
- Nutrition
- Principals of Management
- Psychology
- Public Relations
- Telephone Etiquette
- Typing/Keyboarding
- Inservice Workshops sponsored by the District
- Approved correspondence courses

Area 2: Courses open to Maintenance, Grounds and Operations Families:

- Basic Custodial Training
- Heating/Plumbing and Furnace Equipment Repair and Operation
- Horticulture
- Landscape Gardening
- Preventive Maintenance
- Use of Pesticides and Insecticides

Area 3: Courses open to Food Service Families:

- Food Safety Certification
- Food Service Management

Area 4: Courses open to Instructional Assistant, Library, Computer and BASRP Families:

- Administration and Supervision of Programs for Young Children
- Art, Music and Science for the Young Child
- Child Care
- Child Development
- Classroom Techniques
- Introduction of Child Psychology
- Introduction to High School/Elementary Curriculum
- Principals of Working with Young Children
- Library Training (Library only)

Area 5: Courses open to Administrative and Clerical Families:

- Business Coursework
- Data Processing
- Office Procedures
- Payroll Record Keeping
- Personnel Management
- Transcription

Other courses, including General Education Courses to complete College Degree, may be approved for work related if approved by Employee's Administrative Supervisor and by the Professional Growth Committee.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
Professional Growth Credit Form for Classified Employees

INSTRUCTIONS: *Submit one copy. List only one course on each application; submit to the Professional Growth Committee **prior to undertaking course.***

Name Date

Applicant School/Department Position

Course/Workshop Title and Number Units Hours

Name of School Where Course is Given Beginning/Ending Dates of Course

Course Description (Attach Copy of Catalog or Course Offering):

Work Related (check one) Yes _____ No _____

If Work Related, Please Explain Why: _____

Supervisor's Comments: _____

Supervisor's Signature
(not required for courses listed in Appendix C)

COMMITTEE ACTION

Date of Action _____ Units/Hours Approved _____ Work [] General []

Comments: _____

Return application to Professional Growth Committee with verification of completion of coursework, certificate, transcript, or grade print out.

A signed certificate of completion or transcript MUST accompany this form.

FRAGRANCE FREE WORKPLACE AND LEARNING ENVIRONMENT

Employees, students, and visitors to our school district may have sensitivity and/or allergic reactions to various fragrant products. Therefore, in-so-much as possible Pacific Grove Unified School District is a fragrance-free workplace. The Governing Board believes that the use of fragrance-free products helps create a safe and healthy workplace and learning environment. Fragrances from perfumes, lotions, air fresheners, candles and other personal care products that are not fragrance-free have been associated with adverse health effects including headaches, asthma, allergies, sinus problems, and skin rashes. The use of scented products has also been associated with difficulty in concentration, which can affect student learning. In order to promote the health and comfort of District students and staff, and to promote a healthy learning environment, the Governing Board establishes the following fragrance free policy to protect indoor air quality.

The use of air fresheners, candles, plug-ins, potpourri, and incense is prohibited in any District facility, including District owned vehicles.

The use of scented cleaning products other than those purchased by the District is prohibited for cleaning classrooms and District offices.

Employees should refrain from using and wearing personal care products that are perceptible and cause health problems to others. Personal care products include, but are not limited to, cologne, perfume, aftershave lotions, scented lotions, fragranced hair products, body sprays, scented deodorants, hand sanitizers and similar products.

CAMPUS AND FACILITY SECURITY

The Board of Trustees is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting District property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures that are consistent with the goals and objectives of the District's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

(cf. [0450](#) - Comprehensive Safety Plan)

Surveillance Systems

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for security of campuses and other district facilities. In consultation with the safety planning committee and/or relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras, including on school buses. The Superintendent or designee may add, remove or relocate cameras based upon district need. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Cameras placed on school buses may have both audio and video capabilities. Audio capability in other surveillance locations shall be enabled so that sounds are recorded.

Surveillance footage may be viewed at any time, as needed, by employees so authorized by the Superintendent. Surveillance footage may be shared with law enforcement at the discretion of district administration. Data shall be available for up to thirty days, unless maintained as a student or personnel record.

(cf. [5131.1](#) - Bus Conduct)

(cf. [5145.12](#) - Search and Seizure)

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur. The Superintendent or designee shall also provide written notice to students and parents/guardians about the district's surveillance system, including the general locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

(cf. [5144](#) - Discipline)

(cf. [5144.1](#) - Suspension and Expulsion/Due Process)

Pacific Grove Unified School District

CAMPUS AND FACILITY SECURITY

To the extent that any images from the district's surveillance system are preserved or maintained as to create a student record as defined under the federal Family Educational Rights and Privacy Act ("FERPA") and other applicable law, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed only in accordance with applicable law. For example, an image may become a student record if it is maintained and used in a student discipline hearing.

To the extent that any images from the district's surveillance system create a personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

Legal Reference:

EDUCATION CODE

32020 Access gates

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school Districts

38000-38005 Security patrols

49050-49051 Searches by school employees

49060-49079 Student records

PENAL CODE

469 Unauthorized making, duplicating or possession of key to public building

626-626.10 Disruption of schools

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

COURT DECISIONS

New Jersey v. T.L.O. (1985) 469 U.S. 325

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

Schools and Law Enforcement Agencies, 1999

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

Pacific Grove Unified School District

Business

Policy #3516

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

Mandated Policy

The Board of Education recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code [3100](#))

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling all emergencies and disasters and which shall be included in the comprehensive school safety plan.

In the event of a federally declared emergency, salaried employees of the school district shall be entitled to overtime pay if/as documented from the start and throughout the duration of said emergency.

Legal Reference:

EDUCATION CODE

[32001](#) Fire alarms and drills

[32040](#) Duty to equip school with first aid kit

[32280-32289](#) School safety plans

[32290](#) Safety devices

[39834](#) Operating overloaded bus

[46390-46392](#) Emergency average daily attendance in case of disaster

[49505](#) Natural disaster; meals for homeless students; reimbursement

GOVERNMENT CODE

[3100](#) Public employees as disaster service workers

[8607](#) Standardized emergency management system

CODE OF REGULATIONS, TITLE 5

[550](#) Fire drills

[560](#) Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

[2400-2450](#) Standardized emergency management system

UNITED STATES CODE, TITLE 42

[12101-12213](#) Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Avian Influenza, Governance and Policy Services Fact Sheet, April 2006

911! A Manual for Schools and the Media During a Campus Crisis, 2001

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Pandemic Influenza Planning Checklist, 2006

CONTRA COSTA COUNTY OFFICE OF EDUCATION

Pandemic Flu School Action Kit, June 2006

GOVERNOR'S OFFICE OF EMERGENCY SERVICES

School Emergency Response: Using SEMS at Districts and Sites, June 1998

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003

WEB SITES

CSBA: <http://www.csba.org>

Pacific Grove Unified School District

Business

Policy #3516

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

Mandated Policy

American Red Cross: <http://www.redcross.org>

California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/ls/ss/cp>

California Emergency Management Agency: <http://www.calema.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Contra Costa County Office of Education, Pandemic influenza
resources: http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit

Federal Emergency Management Agency: <http://www.fema.gov>

U.S. Department of Education, Emergency Planning: <http://www.ed.gov/admins/lead/safety/emergencyplan>

U.S. Department of Homeland Security: <http://www.dhs.gov>



THE BIG FIVE

Pacific Grove Unified School District

SCHOOL EMERGENCY GUIDELINES
IMMEDIATE ACTION RESPONSE

Immediate Action Response: The Big Five

RESPONSE

Response is the process of implementing appropriate actions while an emergency situation is unfolding. In this phase, schools mobilize the necessary resources to address the emergency at hand.

CALLING 911

When calling 911 be prepared to remain on the phone and answer specific questions. In order to complete an accurate assessment of the situation, the 911 Dispatcher must obtain as much information as possible to best inform emergency responders and engage the appropriate level of medical response.

WHEN REPORTING AN EMERGENCY

- Remain calm and speak slowly and clearly
- Be prepared to provide name, location of the incident, and caller's location, if different from the scene of the emergency
- Although caller ID information may transfer immediately to the 911 Dispatcher, it is **not** available in all locations. The 911 Dispatcher will confirm and verify the phone number and address for EVERY call received
- Answer all questions asked by the 911 Dispatcher, even those that seem repetitious
- Do not hang up until the Dispatcher says to do so

CALLING 911 FROM A CELL PHONE

- 911 calls from cell phones may need to be transferred to another agency because cell phone calls are often sent to a 911 answering point based on cell radio coverage. Cell coverage areas don't always match political boundaries
- Know your cell phone number and be prepared to give the dispatcher an exact address

When calling 911, time is of the essence. Remain calm; speak slowly and clearly. The 911 Dispatcher needs to gather the correct information the first time he/she asks for it.



Immediate Action Response: The Big Five

IMMEDIATE ACTION RESPONSE: THE BIG FIVE

An Immediate Action Response is a protocol that can be implemented in a variety of different emergency situations. When an emergency occurs, it is critical that staff members take **immediate** steps to protect themselves, their students, and other people on campus. With an Immediate Action Response, staff can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations.

Staff members must become familiar with each Immediate Action Response and be prepared to perform assigned responsibilities. All students must be taught what to do in the event that any of these response actions is implemented.

IMMEDIATE ACTION RESPONSES: THE BIG FIVE

ACTION	DESCRIPTION
SHELTER IN PLACE	Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units
DROP, COVER & HOLD ON	Implement during an earthquake or explosion to protect building occupants from flying and falling debris
SECURE CAMPUS	Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned
LOCKDOWN / BARRICADE	Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement
EVACUATION	Implement when conditions outside the building or off-site are safer than inside or on-site. Requires the orderly movement of students and staff from school buildings to a pre-determined safe location

Immediate Action Response: The Big Five

SHELTER IN PLACE

SHELTER IN PLACE is a short-term measure implemented to isolate students and staff from the outdoor environment and prevent exposure to airborne contaminants or threats posed by wildlife or other hazards. The procedures include closing and sealing doors, windows, and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights.

SHELTER IN PLACE is considered appropriate for, but is not limited to, the following types of emergencies:

- External Chemical Release
- Fire in the Community
- Hazardous Material Spills

During a Shelter-in-Place response as a result of air contamination, the HVAC systems must be shut down to provide protection from outside air. Students and staff may freely move about inside the buildings, but no one should leave the room until directed by fire officials, law enforcement, or site administration.

SHELTER IN PLACE:

- Requires an understanding that all heating, air conditioning, and ventilation systems may be shut down immediately
- Requires an understanding that all pilot lights and sources of flame may need to be extinguished
- Requires an understanding that any gaps around doors and windows may need to be sealed
- Allows for free movement within classrooms or offices



Immediate Action Response: The Big Five

SHELTER IN PLACE

STAFF ACTIONS:

- Immediately clear students from the halls. Stay away from all doors and Windows
- Keep all students in the classroom until further instructions are received. Support those needing special assistance
- Secure individual classrooms: a) close doors and windows; b) shut down the classroom HVAC system; c) turn off fans; d) seal gaps under doors and windows with wet towels, duct tape, or other materials if instructed by School Incident Commander
- Take attendance and call or e-mail status to school secretary, according to site protocol

Wait for another action or, if **ALL CLEAR** announcement is issued, return to normal class routine



Immediate Action Response: The Big Five

DROP, COVER AND HOLD ON

DROP, COVER AND HOLD ON is the immediate action taken during an earthquake to protect students and staff from flying and falling debris. It is an appropriate action for, but is not limited to, the following types of emergencies

- Earthquake
- Explosion

In the event of an explosion, earthquake, or other event causing falling debris, immediately "DROP, COVER, and HOLD ON." Students and staff should drop to the floor, duck under a sturdy desk or table, cover the head with arms and hands, and hold onto furniture. Turn away from windows to stay clear of breaking glass. Individuals in wheelchairs can remain in the chair if mobility is limited. Move wheelchair against an interior wall and lock the wheels. Protect head by covering with arms if possible.

DROP, COVER, AND HOLD ON:

- Must be practiced for immediate and automatic response
- Is the single most useful action to protect oneself in an earthquake
- In the event it is impossible to duck under sturdy furniture, continue to cover face and head with arms and hold onto something sturdy
- Requires an awareness that most injury in earthquakes is the result of breaking glass or falling objects
- Requires an awareness that fire alarms and sprinkler systems may go off in buildings during an earthquake, even if there is no fire
- Requires alert attention to aftershocks
- Requires that staff and students assist those with special needs to ensure safe cover for all

Evacuate only if there is damage to the building, the building is on fire, or location is in a tsunami zone



Immediate Action Response: The Big Five

DROP, COVER AND HOLD ON

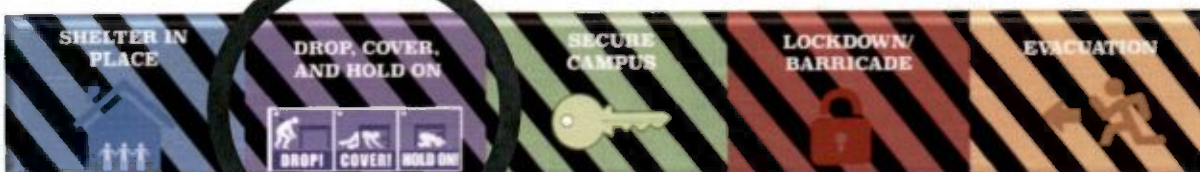
STAFF ACTIONS: INSIDE

- At first recognition of an earthquake, instruct students to move away from Windows
- Initiate **DROP, COVER AND HOLD ON** procedures. Immediately drop to the floor under desks, chairs, or tables. With back to windows, place head between knees, hold on to a table leg with one hand and cover the back of the neck with the other arm
- Move as little as possible. However, if a person is unable to find protection under sturdy furniture, direct them to shelter against an **interior** wall and turn away from windows and other glass
- Any person in a wheelchair should shelter against an **interior** wall. Turn back to the windows, lock the wheels, and if possible, protect head and neck with arms
- Each time an aftershock is felt, **DROP, COVER AND HOLD ON**. Aftershocks frequently occur minutes, days, even weeks following an earthquake
- When it appears safe to release from Cover, assess any injuries and/or damage and report status to Incident Commander according to site communications protocol. Be prepared to call 911 directly if necessary
- Wait for further instructions from School Incident Commander or First Responders or if that seems unlikely and building is compromised, evacuate students to predetermined Evacuation Assembly Area

STAFF ACTIONS: OUTSIDE

- Find a clear spot and drop to the ground. (Stay away from buildings, power lines, trees and streetlights, etc.)
- Commence **DROP AND COVER** in the **DROP, COVER AND HOLD ON** procedures

Place head between the knees; cover back of neck with arms and hands



Immediate Action Response: The Big Five

DROP, COVER AND HOLD ON

STAFF ACTIONS: OUTSIDE

- Any person in a wheelchair should find a clear spot, lock the wheels, and if possible, place head between the knees; cover back of neck with arms and hands
- Remain in place until shaking stops or for at least 20 seconds
- Each time an aftershock is felt, **DROP AND COVER**. Aftershocks frequently occur minutes, days, even weeks following an earthquake
- When it appears safe to move, report location, injuries and/or any damage to School Incident Commander according to site communications protocol

Wait for further instructions from School Incident Commander or First Responders, or if that seems unlikely, evacuate students to predetermined Evacuation Assembly Area



Immediate Action Response: The Big Five

SECURE CAMPUS

SECURE CAMPUS is implemented when the threat of violence or police action in the surrounding community requires precautionary measures to ensure the safety of staff and students. When a campus is in **SECURE CAMPUS** status, classroom instruction and/or activity may continue as long as all classroom and office doors are locked and all students and staff remain inside **through the duration of the event**. Outer gates and other entrance/exit points can be closed (**NOT LOCKED**) to deter a potential perpetrator from entering school grounds.

This response is considered appropriate for, but not limited to, the following types of emergencies:

- Potential threat of violence in the surrounding community
- Law enforcement activity in the surrounding community

A **SECURE CAMPUS** response may be elevated to **LOCKDOWN / BARRICADE** in which case instruction immediately ceases and students and staff follow **LOCKDOWN / BARRICADE** procedures.

Secure Campus is a precautionary measure against the threat of potential violence in the surrounding community. Secure Campus requires locking all classroom/office doors and closing entrance and exit points on the school's perimeter. The objective is to protect against a potential threat at large in the community from coming onto campus. Secure Campus differs from Lockdown/Barricade in that it allows classroom instruction to continue.

SECURE CAMPUS:

- Is intended to prevent a potential community threat from entering campus
- Heightens school safety while honoring instructional time
- Requires that **all** exterior classroom / office doors are locked and remain Locked
- Is intended to prevent intruders from entering occupied areas of the Building
- Requires that students and staff remain in **SECURE CAMPUS** status until **ALL CLEAR** is issued by School Incident Commander



Immediate Action Response: The Big Five

SECURE CAMPUS

STAFF ACTIONS:

- Move to the door and instruct any passing students to return to assigned classroom immediately
- Close and lock the door
- Continue the class instruction or activity as normal
- Enforce the no entrance; no exit protocol. Remain in the classroom or secured area and wait for further instructions
- Be alert to the possibility that the response may elevate to **LOCKDOWN / BARRICADE**
- Do not call the office to ask questions; School Incident Commander will send out periodic updates
- Wait for another action or, if **ALL CLEAR** is issued, return to normal class routine

STAFF ACTIONS: IF STUDENTS ARE ENGAGED IN CLASS ACTIVITY ON AN OUTLYING FIELD (PE OR OTHER ACTIVITY)

- Gather students together and organize into an orderly formation
- Inform students that as part of **SECURE CAMPUS** procedures, the class will move immediately to a pre-determined classroom location
- Proceed to pre-determined classroom location as quickly as possible
- Once inside, take attendance to ensure all students are accounted for
- By classroom phone, cell phone, walkie-talkie, or other means, contact School Incident Commander to report class location and any absent or missing students
- Implement all classroom policies and procedures for **SECURE CAMPUS** status
- Wait for another action or, if **ALL CLEAR** announcement is issued, return to normal class routine



Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

LOCKDOWN / BARRICADE is implemented when the imminent threat of violence or gunfire is identified on the campus or the school is directed by law enforcement. During **LOCKDOWN / BARRICADE**, students are to remain in designated classrooms or lockdown locations at all times. Do not evacuate until room is cleared by law enforcement or site administration. This response is considered appropriate for, but not limited to, the following types of emergencies:

- Gunfire
- Threat of extreme violence outside the classroom
- Immediate danger in the surrounding community

Lockdown/Barricade is a protective action against human threat while Shelter-in-Place protects against environmental threat. Lockdown/Barricade requires closing and locking doors and barricading with heavy objects. No one is allowed to enter or exit until door-to-door release by Law Enforcement or School Incident Commander. Shelter-in-Place calls for closed, unlocked doors and allows for the free movement of staff and students within the classroom or office.

LOCKDOWN / BARRICADE:

- Is a response to an immediate danger; it is **not** preceded by any warning
- Demands quick action; an active shooter, for example, can fire one round per second
- Requires common sense thinking under duress; do what must be done to best ensure survival of both students and staff
- If it is possible to safely **get off campus** with students, take that action immediately (Run)
- If it is not possible to get off campus, **quickly lockdown** inside a safe room and **barricade** the entrance (Hide)
- Once a room is secured, no one is allowed to enter or exit under any Circumstances
- In the extreme instance that a Violent Intruder is able to enter a room, occupants should be prepared to fight back (Fight)



Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

“THINK ON YOUR FEET”

In the event of a Violent Intruder on campus, quick thinking is imperative for survival. Especially when an active threat of violence is present, an individual will have to think on his/her feet to quickly determine the best course of action. These choices may include getting off campus, hiding, implementing Lockdown/Barricade or even, in the most extreme of situations, fighting an assailant. Understanding and practicing these options can help an individual respond decisively and in so doing, best ensure the safety and survival of self, students, and other staff. In the event of a Violent Intruder on campus, expect to hear noise from alarms, gunfire, explosions and shouting. It is not uncommon for people confronted with a threat to first deny the possible danger rather than respond. Quality training can help individuals think clearly in the midst of a chaotic scene. Proper training should include helping staff recognize the sounds of danger and teaching them to forcefully communicate and take necessary action. These actions would likely include:

Escape / Get Off Campus

- Only attempt this if you are confident the suspect(s) is not in the immediate vicinity
Safely get off campus; find a position of cover or safe place for assembly
- Guide/instruct others you encounter on the way to follow you to safety
- Call 911 immediately to report location and request emergency services if necessary
- Once in a safe place – stay there

Hide / Lockdown/Barricade

- Clear all hallways; get students and staff inside immediately
- Once locked and barricaded inside a room, follow all protocols for Lockdown/Barricade as practiced
- Direct all those in the room to remain still and quiet; turn off/silence cellphones
- If unable to find cover inside a secure room, quickly seek out a hiding place on campus

Fight

- If confronted by an assailant, as a last resort, consider trying to disrupt or incapacitate through aggressive force or by using items in the environment such as fire extinguishers or chairs
- There are documented instances where aggressive action on the part of the victims resulted in stopping the attacker
- Fighting back is NOT an expectation, merely one option for a last resort response



Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

STAFF ACTIONS: IF STUDENTS ARE IN CLASS AT TIME OF LOCK DOWN / BARRICADE

- Immediately** move to the door and check for passing students. Divert as many students as possible into the classroom
- Lock and close the door and barricade with heavy objects
- Close blinds and turn off lights. If the door has a window, cover with a pre-cut piece of heavy black construction paper
- Instruct students to stay quiet and out of sight. Relocate against the wall least visible to the outside and most out of the line of harm
- Turn off television, LCD projector, document camera, etc. The room should be dark and quiet
- Silence all cell phones
- DO NOT OPEN THE DOOR FOR ANYONE.** Law enforcement and/or School Incident Commander will use keys to unlock door and clear the room.
- Only If** there is a life-threatening emergency inside the room and there is no other way to request medical assistance, place a red colored item (card, red cross, sweatshirt, etc.) on/in the window or slide under the outside door
- If an active threat is still present at the time Law Enforcement comes on scene, Law Enforcement will ignore the red signal until the active threat has been neutralized
- If safe to do so, locate emergency packet and attendance roster. Remove staff ID placard and put it on
- If safe to do so, take attendance and document on appropriate form
- Remain in the classroom or secured area until further instructions are provided by School Incident Commander or law enforcement
- Do **NOT** call office to ask questions; School Incident Command will send out periodic updates
- In the extreme instance that a Violent Intruder is able to enter a room, occupants should be prepared to fight back (Fight)

Maintain order in all areas of shelter or assembly and await the arrival of law enforcement. Be ready for lengthy stay of 2-4 hours



Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

STAFF ACTIONS: IF STUDENTS ARE OUT OF CLASS AT THE TIME OF LOCK DOWN / BARRICADE

- Move students to nearest available safe building or location, without drawing attention to self or students. If doors are locked, continue to look for a safe area. Consider moving students off-campus if that seems the safest option
- Do **not** chase students that run. Let them go
- Do **not** go into rooms that cannot be secured and offer no way out
- If secure inside a room, lock all doors, close blinds/curtains, turn off lights, and direct students to relocate against the wall least visible to the outside and most out of the line of harm
- Instruct students to stay quiet and out of sight
- Silence all cell phones
- Turn off television, LCD projector, document camera, etc.
- Remain calm. If safe to do so, attempt to maintain separation between students and the perpetrator
- Only If** there is a life-threatening emergency inside the room and there is no other way to request medical assistance, place a red colored item (card, red cross, sweatshirt, etc.) on/in the window or slide under the outside door
- If an active threat is still present at the time Law Enforcement comes on scene, Law Enforcement will ignore the red signal until the active threat has been neutralized
- If safe to do so, locate emergency packet and remove staff ID placard and put it on
- If safe to do so, take attendance and document on appropriate form
- If safe to do so and according to site communications protocol, contact School Incident Commander or designee to document your whereabouts as well as any students/staff under your supervision
- In the extreme instance that a Violent Intruder is able to enter a room, occupants should be prepared to fight back (Fight)

Maintain order in all areas of shelter or assembly and await the arrival of law enforcement. Be ready for lengthy stay of 2-4 hours



Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

STAFF ACTIONS: IF STUDENTS ARE ENGAGED IN CLASS ACTIVITY ON AN OUTLYING FIELD (PE OR ACTIVITY CLASSES)

- Gather students together and organize into an orderly formation
- Inform students that as part of **LOCKDOWN / BARRICADE** procedures, the class will evacuate off-campus to a pre-determined Off-Site Evacuation Location
- Follow pre-arranged evacuation route to evacuation location
- Should the group be confronted by the intruder who is intent on doing harm, consider taking defensive measures to run, hide or fight the assailant
- Upon arrival at the pre-arranged location, take attendance
- By radio communication or cell phone, contact School Incident Commander or designee or 911 Dispatcher to report class location and any absent or missing students
- Maintain order in all areas of shelter or assembly. Do not release students to parent/guardian until instructed by School Incident Commander or law enforcement



Immediate Action Response: The Big Five

EVACUATION

EVACUATION is implemented when conditions make it unsafe to remain in the building. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.

EVACUATION is considered appropriate for, but is not limited to, the following types of emergencies:

- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Fire
- Earthquake

In the event of an explosion, earthquake, or other event causing falling debris, **EVACUATION** will be preceded by a "DROP, COVER and HOLD ON" protocol. Students and staff should drop to the floor, duck under a desk or table, cover the head with arms and hands, and hold onto furniture.

EVACUATION:

- Requires exit from the building to a designated safe site, on-campus or off-site
- May require that students and staff rely on district bus transportation
- May require staff to exit via alternate routes based on circumstances
- Requires that students remain with assigned teachers unless circumstances prohibit that
- Requires that staff and students assist those with special needs to ensure for safe egress of all



Immediate Action Response: The Big Five

EVACUATION

STAFF ACTIONS:

- Prepare students to leave all belongings and calmly exit the building
- Gather emergency supplies/materials (Go Pack) including the student roster for current class and that of "Buddy Teacher"
- Remove staff ID placard from emergency materials and put it on
- Ensure that the door is closed, but **unlocked**
- Check with "Buddy Teacher(s)" to determine each other's health status, need to assist with injuries, need to stay with injured students, responsibility to ICS duty, etc.
- If necessary, one "Buddy Teacher" will evacuate both classrooms
- Take care to ensure the safety and address the unique needs of students or staff with disabilities according to site protocol
- Emphasize that the class stay together en route to the Evacuation Assembly Area
- Appoint a responsible student to lead class while teacher brings up the rear, seeing that everyone has cleared the room. Follow closely with the class, actively monitoring safe egress. Give clear direction for all students to go to designated Evacuation Assembly Area
- Use the designated evacuation routes and reassemble in the assigned Evacuation Assembly Area
- According to site protocol, take attendance once class is safely in assembly location
- According to site protocol, report missing students
- Remain in the Evacuation Assembly Area until further instructions
- Wait for another action or, if **ALL CLEAR** announcement is issued, return to school buildings and normal class routine



Immediate Action Response: The Big Five

EVACUATION

HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, but lifting them may be dangerous. Some non-ambulatory people also have respiratory complications. Oversee their careful evacuation from smoke or vapors if danger is immediate.

To alert visually-impaired individuals:

- Announce the type of emergency
- Offer arm for guidance
- Tell person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

To alert individuals with hearing limitations:

- Turn lights on/off to gain person's attention –OR–
- Indicate directions with gestures –OR–
- Write a note with evacuation directions

To evacuate individuals using crutches, canes or walkers:

- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site, if possible –OR–
- Use a sturdy chair (or one with wheels) to move person –OR–
- Help carry individual to safety

To evacuate individuals using wheelchairs

- Give priority assistance to wheelchair users with electrical respirators
- Most wheelchairs are too heavy to take downstairs; consult with the affected individual to determine the best carry options
- Reunite person with the wheelchair as soon as it is safe to do so

