

Heights Elementary

Parent/Student Handbook

2023-2024



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The contents of this handbook are Heights specific. Heights Elementary follows the policies and Pittsburg Unified School District guidelines in the Student Rights and Responsibilities Handbook. Please reference this for additional information. A copy is provided to families at registration and can be found at [PUSD Student Handbook](#).

Equity Statement

Heights Elementary will seek to enable scholars to soar to new heights as we ***know, value, and give access*** to high expectations and culturally responsive teaching.

KNOW - We need to know who we are in the skin we are in, and the contributions of the groups that make up our community.

VALUE - As we examine our culture and areas of potential bias we seek to value each other, and recognize what we bring to the table of learning. This means we are not following a deficit model of thinking.

ACCESS - When we see our scholars' strengths we seek to increase their opportunities to learn with high expectations and provide access to a quality education, especially to those who have been historically unsupported.



Student-Parent-Teacher Compact

Heights Elementary School

Effective schools are the result of families and school personnel working together to ensure that children are successful in school. This compact is a voluntary agreement between home and school that recognizes the importance of each in the education of every child.

Parent/Guardian: I want my child to succeed. Therefore, I will encourage him/her by doing the following:

- *See that my child has a regular bedtime and is well rested.
- *See that my child is punctual and comes to school ready to learn.
- *Follow the health check in guidelines and keep my child at home if there are COVID symptoms.
- *Work in cooperation with my child's teacher and share any concerns.
- *Make every effort to attend school events, such as parent-teacher conferences, Open House, Back-to-School Night.
- *Make a sincere effort to participate in school functions.
- *Encourage my child's effort and stay aware of what my child is learning.
- *Encourage my child to practice Lifelong Guidelines and Life skills.
- *Encourage a positive attitude about school.
- *Provide a quiet time and place for homework and monitor TV viewing.
- *Read to my child/and/or encourage my child to read every day (20 minutes TK-2, and 30 minutes for grades 3-5)
- *Regularly monitor my child's progress in school.
- *Support the school's discipline and uniform dress code.

Signature _____ **Date** _____

Student Agreement: I want to succeed in school. Therefore, I will strive to do the following:

- *Come to school on time and ready to learn with any necessary materials.
- *Give my best effort in everything I do.
- *Practice Lifelong Guidelines and Life skills.
- *Follow posted procedures to ensure respect for myself, other people and property.
- *Complete and return homework.
- *Limit my TV watching and instead study or read every day after school.
- *Regularly talk to my parents and my teachers about my progress in school.
- *As for help when I need it.
- *Follow the school's uniform dress code.
- *Believe in yourself as the school moto says "I can, I will achieve."

Signature _____ **Date** _____

Staff/Teacher Agreement: I believe it is important for students to succeed in school. Therefore, I will *strive* to do the following:

- *Provide high-quality curriculum and instruction.
- *Provide a safe, nurturing and brain compatible environment in which all children can learn.
- *Respect cultural differences of students, and the varied talents and learning styles of all students so they can reach their full potential.
- *Provide assistance to families on what they can do to support their child's learning.
- *Maintain high expectations, a positive attitude, and help every child develop a love of learning.
- *Follow through with parents by way of phone calls, progress notes, report cards, and generally provide an opportunity to talk.
- *Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.

Signature _____ **Date** _____

2023-2024 SCHOOL CALENDAR

First Day of Instruction August 9, 2023
 Last Day of Instruction June 5, 2024

Please note that school will not be in session on the following days:

Labor Day	September 4, 2023
Fall Break	October 9-13, 2023
Staff Development Day	October 16, 2023
Veteran’s Day	November 10, 2023
Thanksgiving Holiday	November 20-24, 2023
Winter Break	December 25, 2023-January 8, 2024
Martin Luther King, Jr. Day	January 15, 2024
Lincoln’s Day	February 16, 2024
President’s Day	February 19, 2024
Cesar Chavez Day	March 28, 2024
Spring Break	March 29 - April 5, 2024
Memorial Day	May 27, 2024

2023-2024 INSTRUCTIONAL DAY AND MINIMUM DAY SCHEDULES

Day After Back to School Night	August 18, 2023
Parent Teacher Conference Week (adjusted schedule)	December 4-8, 2023
Day After Open House	April 18, 2024
Last Day of School	June 5, 2024

2023-2024 EMERGENCY MAKE-UP DAY – Potential School Day March 27, 2024

Every Wednesday will be an adjusted instructional day to allow for staff development.

Grade Level	Regular Instructional Day Schedule	Adjusted Minimum Day Schedule all Wednesdays	Minimum Day Schedule
AM TK & Kindergarten PM Kindergarten	8:00 a.m. - 1:00 p.m. 10:00 p.m. - 3:00 p.m.	8:00 a.m. - 1:00 p.m.	8:00 a.m. – 12:00 p.m.
Grades 1, 2, and 3	8:00 a.m. - 2:30 p.m.	8:00 a.m. - 1:10 p.m.	8:00 a.m. – 12:00 p.m.
Grades 4 and 5	8:00 a.m. - 2:40 p.m.	8:00 a.m. - 1:20 p.m.	8:00 a.m. – 12:10 p.m.

ATTENDANCE, TARDINESS, AND ILLNESS

Attendance at school is necessary for school success. State law requires regular attendance except for illness. Attendance is monitored by computer (Ed. Code 48200), and excessive

absences are referred to the Child Welfare and Attendance Director. When children are absent, parents must send a written note to the teacher explaining the reason for the absence, or they may call the office at 473-2411. Our voicemail is also available for absence verification. Please leave your child's name, room number, and the reason for the absence.

Please make every effort to have your children arrive at school on time. Students are at a disadvantage when they arrive late, as they miss teacher direction or opening activities which set the tone for the day's learning. Late students must report to the office and must bring a note stating the reason for tardiness. If tardiness continues, parents will be notified by phone or by mail. If tardiness becomes chronic, a Child Welfare and Attendance officer will be referred to the parent, and a SARB contract will be made.

When a student comes to the office and reports an illness or injury that will require them to return home, the school will contact you for them to be picked up. Students are not allowed to walk home without an adult signing them out before the end of the regular school day.

Heights will follow the PUSD and Contra Costa County Health Department guidelines for COVID-19 safety which changed multiple times last year. Please use Parent Square to stay updated.

BREAKFAST AND LUNCH PROGRAM

Heights Elementary School has free breakfast and lunch for students. Breakfast begins at 7:30 a.m. and ends at 7:50 a.m. Breakfast is free for all students. Children may bring a sack lunch from home. Students may not share food in the cafeteria to avoid germs and exposing other students with food allergies. Soda and gum are not allowed at school and we strongly discourage any foods that are too sugary (especially candy), and large bags of chips.

COMMUNICATION

Heights uses ParentSquare for communication. Log in to your Aeries school account to sign-up and indicate your communication preferences. Heights rarely will send home paper flyers, please check ParentSquare for all updates.

HOMEWORK

Homework is assigned on a regular basis in all grades. Please contact your child's teacher about the homework policy.

INCENTIVES AND AWARDS

1. **Bear Paw Store** – Students who show the "3 Be's" (Be Responsible, Be Respectful, and Be Safe) throughout the day may receive a school "bear hug" award. Students may redeem these bear hug awards (tickets) for prizes at the student store at the end of each month. Occasional student assemblies will be held to honor students in each class for demonstrating good citizenship with the 3 Be's.
2. **i-Ready Awards** – Each class will be awarded for showing improvement and growth in reading and math.

3. **Attendance Awards** – Students who come to school every day, on time, for the full day, will receive various awards.

4. **CAASPP Assembly** – Students in 4th and 5th grades will receive a medal for each of the subjects for math and language arts if they scored proficient or advanced on the CAASPP State Test.

5. **Reading Challenge** – Each student is encouraged to read for a certain amount of minutes during winter, spring, and summer breaks to improve their reading. If he/she can complete the challenge, he/she will receive a new book, a prize, and a reading certificate.

6. **Beary Pawesome Party** – Grade levels will set goals 5 times a year for students to earn a reward activity during the day.

Each year a committee of teachers will consider new and engaging ways to reward students. More may be added throughout the year.

MAKE-UP WORK FOR CHILDREN OUT ILL

If your child is out of school for two days and is not expected to return on the third day due to illness, you may request work for him/her. Call the school office before school dismissal on Day 2 of the illness, and the teacher will be notified. Work may be picked up the following day. Please remember, teachers need time to comply with the request, and sometimes a substitute may be present, in which case the teacher may not get the message until after she/he returns.

MESSAGES FOR STUDENTS

We consider learning time an absolute necessity, and we will not interrupt a classroom to deliver non-emergency messages. Please discuss plans for after-school care, lunch money, early dismissal, etc., with your child before they leave for school.

OFFICE HOURS

Heights is a closed campus. Families who need assistance may come to the school office. Please call when you arrive and a staff member will support you (925) 473-2410. The office staff is available between the hours of 7:30 a.m. and 4:00 p.m., to assist you. Our voicemail system can aid in verifying absences. You may call the system 24 hours a day. When you call the voicemail, please be sure to leave your name, your child's name, room number, and a reason for being absent. The Attendance Line number is (925) 473-2411.

TK - 5TH GRADE DROP OFF AND PICK UP PROCEDURES

To make dropping off and picking up your children a smooth and safe process please follow the guidelines below.

Drop Off

School opens at 7:30 AM. No students should be on campus before 7:30 AM as there is no adult supervision before this time. All students must be dropped off on the Riverview side of school and enter through the black gates. Do not use the faculty parking lot to drop off your students. This slows down the designated carline. Students are safer in the carline area and do not have to walk in front of traffic.

Please keep in mind that Heights Elementary is a closed campus. Any adult visitors must enter the main office. Breakfast is free to all students and is available from 7:30 AM – 7:50 AM.

Afternoon kindergarteners can be dropped off at 9:50 in the Riverview carline.

Pick Up

Kindergarten through third graders will all be escorted to carline on the Riverview side of school. There are lines designated for each grade level. Please allow room for the students to walk out to their lines. Any families who are walking can pick up their students from this area. Cars must display the school-issued placard that has the students' names and color-coded grade levels. Please pull as far forward as possible along the curb, but avoid the handicap loading zone. Cars stopped in this area may be given a ticket. Do not stop as soon as you see your child. Pull forward as far as possible, we will have your student walk to you. This will enable us to get as many cars in and out in a timely manner. Please also do not use the pull out lane to call your children out to you. You must pull in along the curb. It is too dangerous to have students walk into the street to your car.

Every Wednesday, families of kindergartners will pick up students on the Seeno side of the school.

Fourth and fifth graders may walk to Seeno or Riverview side. Please make arrangements with your child to meet you at your preferred location. Please keep in mind that there is no carline on Seeno Street.

CURRICULUM

Heights uses the district adopted materials from McGraw-Hill Wonders and Houghton Mifflin Harcourt GoMath, in addition to various supplemental materials to depending on the grade level. To see what your child should know during the school year reference the California Department of Education Website <https://www.cde.ca.gov/re/cc/index.asp>. There are also wonderful videos that demonstrate the milestones your student should learn by the end of the year (English: <https://www.greatschools.org/gk/milestones/> / Spanish: <https://www.greatschools.org/gk/milestones/?lang=es>).

REPORTING TO PARENTS

Report cards are issued three times a year: in December, March, and June. Also, teachers may use progress reports between report card periods, weekly assignment reports, daily progress reports or informal notes or calls to parents. Some teachers also use newsletters to inform parents. We encourage you to call teachers if you have any concern about your child's progress at any time.

STUDENT CONDUCT & DISCIPLINARY ACTION

The Heights staff is committed to working with the community to create an environment where everyone feels welcomed and valued. Heights has high expectations and promotes partnerships with families in providing education for all students regardless of race, gender, ethnicity, religion, culture, or socio-economic background. There are 3 simple school rules known as the "3 Be's." Students are shown what it means to be safe, be respectful, and be responsible in every setting. Every teacher has their own behavior incentive system that reinforces the 3 Be's. Please see your teacher's policy. The school also has the following supports.

Tier 3 – Highest Level of Supports & Intervention for Some Students
Tier 1 and 2 supports, 504 Plans, IEPs, behavior support plans, student success team meetings, individual therapy through Lincoln Child Center, on and off campus suspension
Tier 2 – Additional Supports for All Students
Tier 1 supports, Rise Up small group mindfulness practice through the arts, small group skill building with counselor, community service, PeaceMakers & Peace Path
Tier 1 – All Students
Classroom mindfulness lessons and practice, quiet corner time, sensory tools, alternative seating, restorative justice, bear paw incentives, prep points prizes, verbal encouragement, behavior assemblies

STUDENT COUNCIL

Heights Elementary School has a student leadership group known as the Student Council. Student leaders are selected at the beginning of the school year. Students who serve on the Student Council have the opportunity to become involved with activities and services to other students in ways that benefit the entire school. Some of the activities and services include school beautification, planning events that demonstrate school pride, running the school store, sponsoring school-wide assemblies, and other school-wide projects.

STUDENT ENTRANCE

Students are not allowed to arrive at school before 7:30 a.m. There is no supervision before 7:30 am. Kindergarten students wait with their families on the Seeno side of the school. Teachers will greet them at the black side gate. First through fifth graders will enter campus through the gates on the Riverview side of school. After 8:10 a.m., the school will be locked. Anyone coming to the school needs to enter from the front. **All visitors need to sign in at the Main Office.**

RAINY DAY OR INCLEMENT WEATHER

Children arriving at school on rainy days should go directly to the cafeteria. They will wait there until they are dismissed to the classrooms.

APPROPRIATE DRESS FOR SCHOOL

The Pittsburg Unified School District has adopted a mandatory uniform policy for all students in grades K-8. We expect all students to follow this policy. We feel that this policy promotes a positive school climate as well as improved academic focus.

- Pants/shorts – Navy Blue fitted at the waist and may not be more than one size too large or one size too small. Walking shorts will not be shorter than mid-thigh. Fabric should be twill, cotton blend, or corduroy.
- Shirts/Blouses – White or Navy Blue collared shirts, such as polo, Oxford, turtleneck, or mock turtleneck. Spirit shirts from school may be worn on Fridays and designated days.
- Skirts/Jumpers/Skorts – Navy Blue must be worn with an appropriate uniform shirt, blouse or sweater.
- Shoes – Must be safe and appropriate for school attire. Flip-flops and sandals are not allowed.
- Outerwear (jackets, sweaters, and coats) – Do not have a uniform requirement.
- No make-up for elementary students; it creates a distraction from learning.

Occasionally there are “free dress” days where students can come to school dressed in non-school uniforms. Shorts, skirts, and dresses must not be shorter than mid-thigh. Shirts must cover the torso and have sleeves at least two fingers thick.

BICYCLES, SKATEBOARDS, SCOOTERS

Bicycles may be ridden to school and are to be parked only in the bicycle rack on the Seeno side of the school. Students **MUST WEAR BIKE HELMETS AT ALL TIMES** when riding bikes to and from school. Bikes must be walked on the sidewalks in the school areas at all times. The school cannot assume responsibility for bicycles brought to school. Skateboards, “Wheelies” Scooters, and Roller Blades may **NOT** be brought to school.

TOYS

Students are **NOT** to bring toys to school. This includes hand-held video games, trading cards, iPods, iTouches, laser pointers, personal baseball gloves, footballs, rubber bands and looms, yo-yo's, and any type of electronic device, etc. These may get lost or stolen and often cause a major disturbance. Toys taken from students will be kept until parents come to claim them, or until the end of the school year if a student repeatedly brings toys to school.

CELL PHONES

Student may not use their cell phones while on school property. They are not to be heard or seen during the day. If your child uses his/her cell phone during the day, it will be confiscated and returned only to the parent. If this behavior occurs again, it will be held in the school safe until the end of the trimester.

FIRE DRILLS

Elementary schools are required to hold fire drills monthly and disaster drills periodically. Children are instructed as to procedures and routes early in the school year. During a fire drill students must quickly and quietly line up single file and walk to their assigned area on the playground. There is to be **NO** talking so that students may hear teacher instructions, if necessary.

STUDENT PLACEMENTS

We take into consideration but do not guarantee parent placement requests. To achieve balance in classrooms and to maximize learning for all students, we use the following criteria:

1. Total number of students in each class
2. The balance of boys and girls
3. Distribution of second language students
4. A reasonable range of student achievement/leadership in each class
5. Teaching style/student learning style compatibility
6. Structure of the class (i.e., combination classes, multi-age classes)
7. Number of times student has been in combination class
8. Separate some students for academic/behavior reasons

Staff is provided based on a 24:1 ratio for grades K-3, and 32:1 ratio in grades 4 and 5. Combination classes are formed when the number of students at each grade level exceeds the limit as stated above. Student enrollment figures change during the summer months which cannot be predicted by the school. In the event the changes are drastic, combination classes may be formed or dissolved to accommodate the enrollment change. We regret this inconvenience, but we have no way of predicting more accurately due to families moving in or out of the area. Parents may submit a specific time and teacher request at the end of the year for the following year. The priority is given to balancing class lists, and then parent requests are taken into account.

TELEPHONES

The office telephone is a business telephone and is available for student use only in case of emergency, or by teacher request when students need to notify parents that they are to remain after school. We need to restrict calls for forgotten homework, books, lunch money, request to visit friends' homes, etc. We ask that parents help their child plan ahead and make arrangements before school.

Heights Elementary School
PARENT INVOLVEMENT POLICY

The involvement of parents and guardians in the education of their children is essential to the academic success of our Heights Elementary students. The staff actively involves parents and guardians in their children's education and assists them in helping their children through the following practices:

- I. **Parent Participation/Family Learning Opportunities:** Heights provides various opportunities throughout the year for parents and families to come together with the staff to develop skills to support our students. Our Parent Coordinator assists with this process. We also have an active Leadership Team which plans several evening family activities each year.
- **Jump Start Registration:** During August each year families are asked to complete Required paperwork prior to the start of school. This paperwork is then turned in at our Jump Start Event where our staff welcomes our Heights students and families to the new school year. Students also receive their classroom assignments at this time.
 - **Back to School Night:** Parents are invited to meet with the teacher the second or third week of school to hear an overview of the year and develop a clear understanding of the expectations and learning goals for the year.
 - **Parent/Teacher Conferences:** The parents of each student meet individually with the teacher in October to discuss grades, concerns, and plans for student achievement.
 - **Family Literacy Night:** Families have the opportunity to attend an evening designed to provide instruction in how to read with children at home. Age-appropriate books are given to each child to encourage a love of reading.
 - **Family Science Night:** This learning opportunity focuses on the investigative process and involves the entire family.
 - **ELAC:** Guest speakers assist parents with techniques to help their children at home. ELAC members are kept informed of school activities and programs.
 - **Staff Development:** Consultants work with staff to improve teaching strategies and to provide better understanding of our rich and diverse ethnic population.
 - **Student Success Teams:** This team consists of a classroom teacher, an administrator, our Resource teacher, the school psychologist, and the parents. Concerns are discussed and plans are developed to provide the best learning environment possible for the student.
 - **IEP Meetings:** An individualized Education Plan meeting is held annually for each child who qualifies for special education services to review the goals and objectives. Parents, administration, support staff, regular education and special education teachers are in attendance.
 - **Open House:** This well-attended annual event provides students a chance to show what they have done throughout the year. Parents take advantage of this opportunity to preview the learning expectations for the following grade level.
- II. **Two-Way Communication:** At Heights we conduct effective communication from school to home and from home to school about school programs and children's progress. Communication is two-way and ongoing throughout the year.
- **Parent/Student/School Compact:** Each parent and student is required to read, understand, and sign a parent/student/school compact each year. This compact outlines the roles and responsibilities of each entity in order to achieve student success.

- **Title I:** There are two Title I meetings during the school year that inform parents about the Title I program and related site expenditures. All parents are encouraged to attend.
- **ParentSquare:** Heights uses ParentSquare for communication. Log into your Aeries school account to sign-up and indicate your communication preferences. Heights rarely will send home paper flyers, please check ParentSquare for all updates. ParentSquare is in most family languages and is the primary form of communication with teachers.
- **Monthly Parent Awareness Workshops for Student Success (PAWSS):** Parents are invited to attend monthly meetings to learn about programs at school and how they can support students at home.
- **Progress Reports:** Student progress reports are given out mid-trimester to allow adequate time to make necessary adjustments and keep parents informed.
- **Report Cards:** Standards-based report cards are given at the end of each trimester and include both grades in academics and citizenship as well as anecdotal comments.
- **Phone Calls:** Teachers and administration are available to parents by phone. Calls are returned quickly and concerns are dealt with as effectively as possible. Teachers and administrators call parents whenever possible to provide positive feedback to parents, as well as asking for support with academic and behavioral needs.
- **ELD Notification:** ELL students are assessed on an annual basis and these results are mailed to parents with an explanation of the available programs and waiver option. Informational meetings are conducted in English and Spanish to answer questions and provide any necessary information.
- **ELD/Skills Groups Placement:** ELL students are placed with properly credentialed teachers and in groups consisting of not more than two ELD levels for English Language Development. Parents are notified of the ELD or Skills Group placement and progress.
- **CAASPP Results:** The results of the CAASPP testing are mailed to each home during the fall. These results are reviewed by the teacher during parent/teacher conferences.

III. **Volunteer Opportunities:** There are many opportunities for volunteers to participate in a meaningful way at Heights Elementary. The Parent Coordinator oversees many of these activities. Parents can sign up to volunteer for various activities at our Jump Start event.

- **Classrooms:** Many parents and community members volunteer on a regular basis in specific classrooms assisting teachers with paperwork and individual tutoring.
- **Picture Days:** Parent volunteers help and assist with transitions with children.
- **Vision and Hearing Screenings:** Parent volunteers assist at these screening by moving students through the process in a timely manner.
- **Book Fair:** Twice each year, our Volunteer Coordinator or librarian hold a book fair to give families a chance to purchase reading material at a convenient location.
- **Hoops/Jump Rope for Heart:** Every February, our P.E. teacher and the American Heart Association put on this event to increase awareness of the importance of exercise and to raise money for the American Heart Association. Many parents and community members lend their support to make this a successful day.

- **Olympics:** This annual event is a highlight of the year. Parents, community members, and high school students provide support during the day.

IV. Decision Making/Leadership Opportunities: At Heights we work to include families as participants in school decisions. We work to develop parent leaders and representatives. Heights Elementary has an active School Site Council and English Learners' Advisory Committee. These groups are made up of parents, administrators, teachers, and classified staff members who meet on a monthly basis to build the school level plan, assist in school budget decisions, examine assessment results, and monitor school and student progress.

V. Collaboration with our Community: At Heights we work to coordinate resources and services from the community for families, students, and the school. Heights has several programs that involve our community.

- Contra Costa County Mobile Health Van:** Each Tuesday the mobile health van will be available at the site to provide health related services for our students. A health educator will also be available to provide assistance to families in securing Medical or Healthy Families healthcare services.
- Operation School Bell:** Each year our Family Liaison works with the Diablo Valley Assistance League in Walnut Creek to provide students with new uniforms, warm jackets, shoes, backpacks and toiletries.
- Cross County Partnership:** Green Valley Elementary School in Alamo is in an active partnership with Heights Elementary. Each year the Green Valley parents and teachers donate hundreds of lightly used and new books to Heights for our Family Literacy Night.
- Contra Costa County Dental Services:** Once a year permission slips may be sent home for students to get a dental visit at school. Students may receive sealants.
- Vision to Learn:** Students who don't pass the annual vision assessment, may be sent home a permission slip to have a mobile van asses and fill a prescription for eye glasses.

VI. Evaluating Parent Involvement: Heights Elementary conducts an annual survey of parent satisfaction with teacher, administrator and overall school effectiveness and friendliness at Open House. The results provide a framework for change and growth.

LIBRARY PERMISSION SLIP

Heights Elementary 2023-2024

Please sign and return as soon as possible to your child's teacher. If you do not return the slip, your child will not be allowed to borrow books.

- Kindergarten, First, Second, and Third grade students will be allowed to borrow one (1) book per week. Fourth and Fifth grade students will be allowed to borrow two (2) books each week.
- Books are to be returned the following week during their library time and new books may be borrowed. Students who have not returned their books will not be allowed to borrow more books until ALL books have been returned.
- If the books are not returned for three (3) consecutive weeks they will be considered lost and a bill will be sent to your home. If a book is damaged beyond repair or lost, you will be billed for the cost of replacing the book. This cost includes sales tax and processing fees and the total price will be rounded to the nearest dollar. Borrowing privilege will be suspended until the bill has been paid in full or the book is returned.

Student Name _____
(Print)

Room # _____ Teacher's Name _____

Grade _____ Patron ID # _____

- YES, my child has permission to borrow Library books for the current school year and I agree to pay for any lost or damaged library books.
- NO, my child **does not** have permission to borrow Library books.

Parent/Guardian Signature Date

**PITTSBURG UNIFIED SCHOOL DISTRICT
STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT 6162.7(d)
CONSENT AND WAIVER**

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

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

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

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

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

A. The content of any advice or information received by a student or employee from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice;

B. Any costs, liability or damages caused by the way the student or employee chooses to use his/her District Network access;

C. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of The District;

D. While the Pittsburg Unified School District supports the privacy of electronic mail, students must assume that this cannot be guaranteed.

STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT 6162.7(d)

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

1. My use of the Pittsburgh Unified School District's Technology must be consistent with the Pittsburgh Unified School District's primary goals.

2. I will not use the Pittsburgh Unified School District Technology for illegal purposes of any kind.

3. I will not use the Pittsburgh Unified School District Technology to transmit threatening, obscene, or harassing materials. The District will not be held responsible if I participate in such activities, and is not responsible for such behavior on my part.

4. I recognize that the Pittsburgh Unified School District cannot be held responsible for the conduct of others on the Internet who might engage in the sending of threatening, obscene, or harassing materials that I might receive as a result of using the District Technology to access external resources. I agree to notify my instructor or supervisor immediately if I receive any such materials. I also recognize that email access from school should not be considered secure and teachers may reserve the right to review its content.

5. I will not use the Pittsburgh Unified School District Technology to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network. I will print only to my local printer.

6. Files accessible via the Pittsburgh Unified School District Technology are assumed to be the property of organizations and individuals unless otherwise specified. I will respect the rights of copyright holders and not use any such materials without their express permission.

7. I agree not to use the Pittsburgh Unified School District Technology resources to conduct or engage in personal business for profit on behalf of others or myself.

Student's Name _____ Student's ID _____
(Please Print)

Student's Signature _____ Date _____

Parent's Name _____ Date _____
(Please Print)

Parent's Signature _____

Pittsburg Unified School District

Office of Student Services

Jennifer Clark, Director

2000 Railroad Ave, Suite D • Pittsburg, CA 94565

(925) 473-2347 • Fax (925) 439-1650



PARENTS / VISITORS ON SCHOOL CAMPUSES

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

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

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

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

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

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

Parent/Guardians or visitors that do not conduct themselves in a civil manner will be escorted off campus with the possibility of further actions taken to secure the safety of our students.

Sincerely,

Laura Francis
Principal