

Arena Elementary School

Parent and Student Handbook



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Principal*

Arena Elementary School
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Webpage: <https://pointarenaschools.org/aes/>

Point Arena Schools Equity Statement

Point Arena Schools* strive to give each and every student a high quality education where they can pursue their own future and make positive contributions in their local and global communities. To achieve this goal, we must build a learning community that values differences. We recognize diversity, equity, and inclusion are assets within our schools and must be considered at all levels of decision making.

We do this by:

Partnering With Families

- Building positive relationships and creating schools that are welcoming places for students, families, community members, board members, and staff.
- Valuing the identities of our students, families, community members, and employees in all aspects, including (but not limited to) their race, ethnicity, sexual orientation, gender identity, physical or mental ability, cultural heritage, socio economic status, citizenship status, English language mastery, religion or other individual circumstance.

Supporting Students

- Providing students with resources and support to meet their unique strengths and challenges.
- Making curriculum, enrichment activities, social-emotional support, and tutoring accessible.

Including Everyone

- Combating all forms of bigotry and bias, including but not limited to race, ethnicity, sexual orientation, gender identity, physical or mental ability, cultural heritage, socio economic status, citizenship status, English language mastery, religion or other individual circumstance.
- Using data to identify strengths and eliminate policies and practices that result in inequities.

Engaging Staff

- Prioritizing professional development focused on diversity, equity and inclusion.
- Connecting classroom learning with the identities and histories of our community.

Diversity means that there are lots of different kinds of people, with different backgrounds, cultures, and ways of being.

Equity is about making sure everyone has what they need to be successful, even if they start from different places.

Inclusion means everyone feels like they belong and are welcomed.

** Point Arena Schools include: Point Arena High School, South Coast Continuation High School, Arena Union Elementary, and Pacific Community Charter School*

Committee Revisions 5/28/2024

Point Arena Schools District Arena Elementary School ∞ Point Arena High School District Mission, and Goals **2024-2025**

MISSION

The mission of the Point Arena School District is dedicated to work as partners with staff, students, parents, and community to ensure that all students master grade level standards to become:

- Effective communicators and collaborators
- Respectful of self and others
- Independent lifelong learners
- Creative critical thinkers and problem solvers
- Responsible, contributing members of society who graduate prepared for college and/or career.

GOALS and PRIORITIES

1. Prepare each and every student for college and/or career and raise achievement in Math and English Language Development (ELD).
2. Create a safe, orderly, productive, positive, healthy learning environment that cherishes diversity and collaboration for each and every student.
3. Engage parents, guardians and the community in a healthy/collaborative working partnership that supports the growth and success of each and every student.

Point Arena School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.) For questions or complaints, contact: Title IX Coordinator: Michelle Egger (707) 882-2131, 504 Coordinator: Michelle Egger, (707) 882-2131, Title II Coordinator: Warren Galletti (707) 882-2803 or wgalletti@mcn.org)

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Sections: Please refer to the back of the handbook to find detailed information documents for topics listed below:

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Arrival and Dismissal Hours and Days of Instruction

Monday, Tuesday, Thursday, & Friday

Kindergarten	8:20 a.m. - 2:15 p.m.
Grades 1-3	8:20 a.m. - 2:15 p.m.
Grades 4-8	8:20 a.m. - 3:15 p.m.

Wednesday -Students are released at 1:35pm.

Minimum Days School is released early on the following

Parent Conference Week	1:35 p.m.
Day before Winter Break	12:30 p.m.
Last Day of School	12:30 p.m.

School Closure Days

Labor Day Holiday
 Arena Staff Developments
 Veteran's Day Holiday
 Thanksgiving Holiday & Admissions Day
 WINTER BREAK
 Martin Luther King Holiday
 President's Week
 SPRING BREAK
 Memorial Day Holiday

* Storm Days- Are extra days in our school calendar. If the school closes another day during the year due to a storm, school will be open on these days.

Getting To and From School

A crossing guard is positioned at the corner of Main Street and Highway One (School Street). The guard is on duty in the morning and at 2:15 p.m.

Parents who wish to volunteer to walk children to/from our school, please sign up in the school office. We will put parents in touch with one another.



Riding the Bus to School/Bus Conduct

The school provides bus transportation service for our students who reside in specific areas. Bus transportation is a privilege granted only to students who demonstrate good behavior. Please refer to section B in the handbook for more information. Speak to the bus garage at 882-2863 if you have questions about the bus service.

Driving Your Child to School & Carpooling

Parents delivering or picking up their child at school should use the east parking area on Main Street. The area marked in red is reserved for bus traffic.

We encourage you to form carpools. Please drop off and pick up children on the east side of the school, use the turnaround, and drive with special caution in our school zone.

Before and After School Supervision

Students should only be on school grounds when adult supervision is provided.

Before school supervision begins at 7:40 am. Please have your children arrive no earlier than 7:40 am.

After school supervision is only provided for students who are enrolled or are participating in school-sponsored activities. Students not

enrolled in school-sponsored activities are not allowed on the school campus after the school day has ended.

School District Boundaries

Arena Union Elementary School District boundary consists of Point Arena to Miner Hole Road west, Point Arena/Manchester Reservation, Gualala with south boundaries at the Sonoma/Mendocino County line and the Gualala ridge parallel northeast to the airbase on Eureka Hill Road.



Attendance

Attendance at school is mandatory in California, and regular attendance is essential to a student's success in school. Students are responsible for making up missed work while absent.

Any time your child is absent, PLEASE call the attendance office at 882-2131 ext. 231, or write a note explaining the reason for the absence. In the note, please state your child's name, the teacher's name, and the date of absence(s).

All absences must be cleared through the office with a written note or phone call from a parent or guardian.

Excused Absences

- 1) Personal illness or injury
- 2) Medical/dental appointments (Please note: After 14 verified excused absences for illness, all subsequent absences will only be excused with a doctor's note.)
 - a) A student in grades 7-12 who leaves school (with prior approval of the Principal or his/her designee) to obtain confidential medical services. The student is to return a copy of the medical professional's appointment verification form.
- 3) Exclusion
 - a) For failure to present evidence of immunization. The exclusion is only excused for five days per school year.
 - b) Carrier of a contagious disease or not immunized for a contagious disease.
- 4) Death of an immediate family member.
- 5) Upon written request of the parent/guardian and prior approval of the Principal or designee and pursuant to board policy, a student absence may be excused. Reasons include, but are not limited to:
 - a) Appearance in court.
 - b) Observation of a holiday or ceremony of his/her religion.
 - c) Attendance at religious retreats not to exceed four hours per trimester.
 - d) Employment interview or conference
 - e) Attendance at funeral services for someone not a member of the immediate family.
 - f) Family emergencies
 - g) Appearance at SARB or SART.

Unexcused Absences

Unexcused absences accumulate toward truancy, which is three or more unexcused absences in one school year, per Ed. Code. Parents are notified by mail when their student accumulates three or more unexcused absences.

1. Trips out of town other than medical appointments or independent study
2. Absences referenced in #5 above for which pre-approval is not obtained

Unexcused Absences cont'd

3. Absence due to non-attendance at field trip
4. Any other absences not referenced in #1-5 above

Education Code Section 48260 states: "Any pupil subject to compulsory full-time education.... who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each day of more than three days in one school year is a truant..." It is recommended that a student not be absent for more than 10 days during the school year. The school principal reviews low attendance student files and will formulate recommendations for alternative education programs or retention. Attendance at school has a direct impact on student academic performance.

Absent for 5 to 20 Days Independent study is available to students who must be out of school for 5 to 20 school days. Refer to page 6 for more information on **Independent study**.

Leave School Early If your child leaves school before the regular dismissal time, a note from the parent must be brought to the office before school. Parents or legal guardians must come to the office and sign out the student. Students are not allowed to sign themselves out.

Eligibility for School Sponsored Activities

If your child plans to attend an after-school activity (game, dance, after-school tutoring, etc.), he/she must attend five hours of that school day. Middle school parents must review the Activity Participation Rules contained within this packet with their students.

Tardy Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any child who arrives at school after class begins is considered tardy. Tardies over 30 minutes for reasons other than illness or medical appointment are unexcused per Ed. Code and accumulate toward truancy.

If your child is tardy, please go to the attendance office for a tardy slip.

Medical and Dental Appointments-Please make every effort to schedule doctor and dentist appointments after school hours.

If your child's appointment must be scheduled during school hours, please make the effort to schedule after the Language Arts and math periods from 8:20 -12:00 p.m. This would greatly support our academic goals.

Assemblies

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, awards, and cultural presentations. Special attention to etiquette and good citizenship is expected of all students.

Awards



Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, attendance and good citizenship. We promote these awards as a means of also prompting the effort they require. Students will be acknowledged at ceremonies we invite you to attend.

Among the awards students may receive are the following:

1. Grades K-8 Classroom Awards: based on academic performance, attaining proficiency in language arts and math, citizenship, and attendance.
2. Grades 7-8 Honor Roll and Principal's Honor Roll: Each semester students who have the equivalent of a "3.0" or "3.5 and above GPA" average respectively are named to these honor rolls.

Bullying

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device.

Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. Refer to Section A of the handbook- Student Conduct, Bus Conduct & Bullying

Calendars

An event calendar is included in the school's monthly newsletter called "The Beacon" and one may be requested from the school office.

A district master calendar listing school closures, minimum days and holidays is available online at <https://pointarenaschools.org/aes/> and in the school office.

Change of Address, Telephone and Emergency Contacts


For emergency and administrative reasons, it is very important that every student maintains an up to date address and telephone record at the school office. Please notify the school immediately if any changes in your vital personal information occur during the school year.

School Colors and Mascot



Our school mascot is a friendly Pirate and our school colors are blue and gold. We encourage our students to identify with these symbols as a representation of our school pride and spirit! Every Friday is Pirate Pride Day!

Communication-How Arena communicates to Families

"The Beacon" , our monthly newsletter includes the Principal's letter, activity calendar and a monthly meal menu.

Your child's teacher may call you or will send home pertinent information regarding news in the classroom, homework assignments, and upcoming events.

Reminder Binders will be given to students in grades 4-8. It is a student organizer that features weekly calendar pages to help students plan and organize homework assignments. Each classroom teacher will utilize it to connect and communicate with parents.

Parent Square and One Call Now are an automated phone dialing, cellphone text and email systems used to notify families of important school schedule changes, transportation delays, cancellations, special events, and emergency situations. Please make sure your telephone and email information is up to date with the school office.

Complaints

Complaints regarding school-related issues, facilities, and/or staff shall follow the uniform complaint procedure described in Section B of the handbook- Complaint Rights & Procedures.

Computers and the Internet

Arena is fortunate to have computers in every classroom and a laptop cart for school use. Your child will have an opportunity to use the computer for keyboarding skills, educational skill games, and research and Internet access. It is important that your child learn appropriate care and use of the classroom computer. At the middle school level, students will be required to sign a computer use agreement and have a flash drive to use the laptops.

Any parent who wishes that their child have access to the Internet, must read and sign the "Acceptable Use Contract for Student Users" form. See Section A for more information.



Dress Code "Dressed to Learn"

Students are expected to wear appropriate clothing and accessories for school. Clothing that is gang related, promotes alcohol, drug, or tobacco-related language, logos and/or pictures or is out of compliance with the "Dressed to Learn" dress code is not permitted on campus or at any school function.

Dress Code "Dressed to Learn"

Please refer to Section A of the handbook for specific requirements on our "Dress and Grooming" codes. We ask that you support the school's learning environment by sending your child to school in appropriate clothing.

Personal Electronic Devices- smartphones and smart devices, tablets, laptop/computer, personal digital assistants (PDA), pagers, MP3 players, wearable technology, any wireless communication device and/or future technological innovations

Personal electronic device use is not permitted during school hours. Parents may call the office during the school day and leave messages for their child(ren).

If a student chooses to bring any of mentioned above electronic devices to school, the item must be kept in a backpack or purse at all times.

Personal Electronics used without permission during the school day will be confiscated and may be retrieved from the office at the end of the day.

The school is not responsible for lost or stolen devices.



Emergency Drills

Emergency drills for fire, earthquake, civic unrest and bus emergencies are conducted during the school year.

Detailed escape plans are posted inside the door of each classroom. For emergency drills, each class has an escape route to an outside area a safe distance from the building. Students are conducted to these designated areas in a safe, quiet, and orderly manner.

Emergency Information

An emergency minimum day is defined as a day on which students will be dismissed early due to any of the following emergencies:

1. Power outage of at least 90 minutes
2. Flood *
3. Fire
4. Earthquake

5. Gas leak
6. Any other health-threatening situation

If the Superintendent declares an emergency minimum day the following procedure will be implemented:

1. A One Call Now and/or Parent Square will notify families of School Closure.
2. District Office will be responsible to notify radio stations.
3. Buses will take students home.
4. All 6 -12th grade bus students will be allowed to get off the bus.
5. All PreK-5 grade students must be released to the custody of an adult (18 years or older), or a family member who is at least in 6th grade.
6. Any PreK-5 grade student who cannot be left with a responsible adult or appropriate family member will be brought back to school and remain there until a parent picks him/her up.

*Regarding the Garcia River and Flooding

- If the district is notified of the closure of Highway One at the Garcia River, the District Superintendent will determine if a "Storm Day/School Closure" is warranted. Parents will be notified of this via One Call Now and/or ParentSquare message, and radio stations will also be notified.

These guidelines ensure a minimum number of problems on an emergency minimum day. Please understand the first priority is the safety of our students.

Facilities

Asbestos Management Plan – The District recognizes that it has an obligation to locate and reduce or eliminate potential risks to health and the environment, to use environmental resources in a responsible way, and to educate students and staff about environmental issues. A current Management Plan for asbestos containing material in school buildings is available upon request. Parents are encouraged to report any health hazards to individual school administrators or to the district office. (Code of Federal Regulations Title 40, 763.93)

Pesticide Use at School -The District is required to notify you, under section 17612(a) of the Education Code, of any use of pesticides in the district. At this time, Point Arena Schools District does not use chemical pesticides. (July 17, 2023)

Field Trips

Throughout the school year, classroom teachers schedule field trips. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of our community. Parents will receive notice of field trips in advance of the scheduled trip date. Although each classroom sets up fundraisers, sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs. No student will be kept from attending a field trip due to cost.

Field Trips cont'd

Parents are encouraged to attend field trips with their children. Please refer to Volunteer Assistance in the handbook.

Food and Drinks

Student Wellness Nutritional Guidelines



Snacks: We encourage children to bring nutritious snacks: fruit, raw vegetables, sandwich, nuts, raisins, etc. from home. Snacks may be consumed at

designated times and locations as determined by the classroom teacher and administration.

Class Parties: We encourage parents/guardians or other volunteers to support the district's nutrition education program. Please consider nutritional quality when selecting snacks, which may be donated for occasional class parties. Limit foods or beverages that do not meet nutritional standards to no more than one food or beverage per party. Class parties or celebrations shall be held after the lunch period when possible.

Please contact the classroom teacher for approval before making a class snack donation.



Food Service

National School Lunch and Breakfast Program- The State of California has implemented the Universal Meals

Program that will allow all students to eat both breakfast and lunch at no cost.

Break and Lunch:

- **Student meals are Free** through the Community Eligibility Provision Program.
- **Adults meals are \$5.00** each.

Please Note: Although all students may eat for free regardless of eligibility, we are required by federal regulations to process Alternate Income forms for Community Eligibility Provision (CEP) program. We ask that each family complete and return an application.

Our Food Service is making efforts to ensure our students are receiving healthy nutritious meals every day. Good nutrition will build a foundation for healthy kids. It starts with a balance diet that includes foods from all the food groups – dairy foods, lean meats or beans, whole grains, fruits and vegetables, and in moderation; sugar and fats.

Important Reminder: Students with allergies must have a “Medical Statement for Children with Allergies/Chronic Diseases” form signed by the child’s physician before food substitutions can be made. Please make sure your student has a current statement on file.

Monthly menus are provided to students and posted. You may send a sack meal if your child doesn't like or eat something on the menu. The only substitutions provided are for students with allergies as stated above.

Health Topics

Health Instruction Health instruction dealing with such areas as nutrition, dental health, disease process, safe living, vision and hearing, drugs, alcohol, community health, physical fitness, mental-emotional health, human reproduction, and sexually transmitted diseases including HIV/AIDS is part of the school curriculum. Prior to

instruction, parents are notified regarding the material to be presented, and offered opportunities to preview materials dealing with human reproduction and sex education.

A student may be excused from health instruction related to human reproduction and sexually transmitted diseases on written request from parent.

Oral Health Requirement An oral health assessment is required for children entering kindergarten or first grade. The parent/guardian must submit proof of an oral health assessment performed by a licensed dentist by May 31st of the first school year. (Ed Code 49452.8) The goal of this program is to establish a regular source of dental care for every child. The program will identify children who need further examination and dental treatment. Dental decay is the most common chronic childhood disease and is easily preventable. Dental decay affects nearly two-thirds of California's children by the time they reach third grade. This law is intended to raise parents' awareness of the importance of oral health to overall health and readiness to learn.

Health: Type 2 Diabetes - As of July 1, 2010, pursuant to E. C. 48980, California State law requires the school to provide Type 2 Diabetes information to parents/guardians of incoming 7th grade students.

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease

Type 2 Diabetes in children is a preventable and treatable disease. Parents/guardians are encouraged to have their child screened by an authorized health care practitioner for **risk factors** of the disease, such as; excess weight, family history, inactivity, specific prone ethnicities, and puberty. As well as, screen **warning signs** such as; increased hunger, even after eating, unexplained weight loss, increased thirst, dry mouth, and frequent urination, Feeling very tired, Blurred vision, Slow healing of sores or cuts, dark velvety or ridged patches of skin, especially on the back of the neck or under the arms, irregular periods, no periods, and/or excess facial and body hair growth in girls, and high blood pressure or abnormal blood fats levels

A health care practitioner may request tests of your child's blood glucose to determine if he/she has diabetes or pre-diabetes.

Health: Infectious Disease Please immediately report to your child's teacher or the school office any infectious diseases that your child has acquired such as Covid-19, chicken pox, measles, pertussis (Whooping Cough), strep throat, mononucleosis, meningitis, scabies and head lice, etc. This will assist the school in preventing the condition from spreading.

Health: Immunizations and Vaccinations

Effective January 2019, California schools are required to check immunization records for all new student admissions to TK/Kindergarten through 12th grade and all students advancing to 7th Grade before entry. Proof of the following must be presented to the school office:

K-12 Admission: 4 Polio, 5 DTaP, 3 Hep B, 2 MMR, and 2 Varicella vaccinations

7th-12th Admission: 1 Tdap in added to the required k-12 vaccinations.

Independent Study

Independent study is available to students who must be out of school for 5 to 20 school days. It should be requested from the school office or classroom teachers at least **a week in advance** of the absence to give them time to prepare the work and the contract.

A signed contract with all the assignments completed confers full attendance credit to the student for the period of absence. Trips out of town without an independent study contract are unexcused, as are days missed due to non-attendance at or ineligibility for field trips. Absences in excess of 20 days require a student be dis-enrolled and enrolled in the site of relocation.

Inter-district/Out of district/Alternative Attendance BP5117(a)

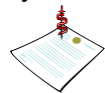
The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. Upon request by students' parents or guardians, the Superintendent or designee may approve inter district attendance permits with other districts on a case-by-case basis to meet individual student needs.

The Superintendent or designee shall ensure that inter district permits specify the terms and conditions agreed to by both districts for the granting, denial, or revocation of the permit as well as the standards for reapplication.

The inter district attendance permit shall not exceed a term of five years and shall stipulate the terms and conditions under which inter district attendance shall be permitted or denied. (Education Code 46600)

The Superintendent or designee may deny inter district attendance permits because of overcrowding within district schools or limited district resources.

Injuries and Insurance – Our school does not provide medical



insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school activities. Our school offers a private student accident & health insurance plan from Myers & Stevens to purchase to defray the cost of medical treatment for illness or injuries to students that arise out of accidents occurring while being transported to and from school, while at school, or while involved in school-related activities. (E.C. 49472)

This plan is voluntary and optional. There are several plans: healthcare, accident, dental, and pharmacy coverage.

If you are interested in purchasing the student accident/health insurance, please visit the Myers & Stevens website at <https://myers-stevens.com/> to enroll or contact the school office at 882-2131 ext. 202 for more information.

Lost and Found

To prevent loss of personal belongings, such as clothing, backpacks, lunch bags or boxes, please remember to put your child's name (or markings) on everything that he/she brings to school. If your child's name is on all belongings, return of lost items is much more likely. All clothing, backpacks or other large items found on campus are located in the main hall near the office. Small non-clothing items such as money, cell phones, jewelry, glasses, and keys should be brought to the school office.

Lost and Found Give Away

At least three times a year, posted in the monthly bulletin and/or at Back to School Night, Open House Night and the end of the year, we

ask students and parents to come and claim their lost items. Unclaimed items will be donated to charity.

Map of the School

Please refer to Section A of the handbook.



Medical First Aid & Emergency Care

In case of an illness or injury, school staff will care for your child and render the following aid:

Minor First Aid and Illness

Staff will only render first aid treatment for abrasions, scrapes, cuts and bumps and/or take a temperature reading. A note will be sent home with your child explaining what was done.

No invasive treatment (tweezers, scalpel, needles) will be performed on any student for the removal of any foreign object from the body, including splinters, gravel, nails, glass and/or wood chips.

Moderate First Aid and Illness

If medical treatment is necessary, the office will use the information on the emergency card to communicate with the parents and/or other adults.

Severe First Aid, Illness and Medical Emergency Care, we will take the above steps and call 911.

Medical information

Anaphylaxis Treatment (EpiPen)/Ed Code 49414

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, and medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment.

Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. The Epi-Pen rapidly delivers a pre-measured, sterile, single dose epinephrine by direct injection through the skin. Arena Union Elementary School District is authorized to provide epinephrine auto-injectors to trained staff to use to provide emergency medical aid to students suffering from an anaphylactic reaction.

*Consent for the Epi-Pen is located on the emergency card.

Medical information

Asthma Inhalers As of January 1, 2005, state law allows students with asthma to carry their own inhalers on campus as long as the student's parents and the physician (or health care provider) give written permission.

Keep in mind that younger children may not be able to handle the responsibility of carrying an inhaler and so we urge you to discuss your child's circumstances with your physician.

Be aware that the school may take disciplinary action if a student misuses an inhaler in any way, including sharing it or spraying it at anyone. In these circumstances, the question of a student's maturity may be raised with the physician and the student may lose the privilege to carry their personal inhaler.

We encourage all asthmatic students to have an Action Plan on file and an extra inhaler in the school office.

Medication at School

If your child must bring medication to school, the following requirements must be met:

Medication at School cont'd

Over the counter medication is not encouraged: If your child needs to take an aspirin, antihistamine, cough drop, etc., the parent may come to school to administer it or have a written statement from the authorized health care provider, the parent, or guardian. The school does not provide or sell any over the counter medication of any kind to students.

Parents must provide the following:

1. The medication to be administered and it must be in its original container.
2. A written statement from an authorized health care provider requesting assistance with the medication and explicit instructions for administering it, including the method, dosage, and times the medication is to be taken.
3. **A non-prescription medication consent form may be obtained from the school office.
4. **Middle school students may carry a one-day supply of over the counter medication when it does not require either refrigeration or security.

Prescription medication

The California Education Code allows students to take physician-prescribed medication during the regular school day provided the school district has received:

1. A written statement from the physician with explicit instructions, detailing the method, amounts and times schedule by which the medication is to be taken.
2. A written statement from the student's parent or guardian requesting assistance with administering the medication.
3. The medication must be properly labeled by the pharmacist or physician and in the original prescription container. The label must list the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication.
4. Forms for Medication Use at School are available in the school office.

Parent Involvement – Ed Code 11503

You are a valued and very special resource. Parents are encouraged to visit, volunteer, and share time and resources with their child's classroom. Your involvement is welcome.

If you plan to volunteer more than 6 days in the classroom or at meal times, please contact the Point Arena Schools District to begin the required fingerprinting process for our school campus. To participate as a field trip driver and/or in an overnight field trip, safety clearance and fingerprinting is required. The necessary documents can be obtained at the Point Arena Schools District Office.

Parent Information

Parent Annual Notification - Consistent with Education Code Section 48980 and other state and federal laws which require districts to annually notify students, parents, and guardians of their legal rights and responsibilities.

Student and Family Privacy Rights -The Governing Board believes that personal information concerning district students and their families should be kept private in accordance with law. The Superintendent or designee shall consult with parents/guardians regarding the

development and adoption of this policy. Refer to section B for more information.

Collection of Personal Information for Marketing Purposes -The Board prohibits district staff from administering or distributing to students survey instruments that are designed for the purpose of collecting personal information for marketing or for selling that information.

Protection of Pupil Rights -The Protection of Pupil Rights Amendment (PPRA) requires written consent from parents prior to their students participating in a survey regarding student & family beliefs, morality, and similar issues.

School Accountability Report Card- The School Accountability Report Card (SARC) is an informational report of conditions, needs, and progress at our school. This is an opportunity to review achievements, make improvements and set a vision for our school. To view our report card, visit the school office or view it on-line at www.pointarenaschools.org.

Parent Conferences & Report Cards

If a parent conference is desired, an appointment should be set with the teacher.

Parent conference or "student progress "check in" can be arranged at any time during the school year.

Contact your child's teacher if you have concerns regarding grades, behavior or school activities. Please call ahead to be sure that the teacher is available. Since teachers have many school obligations in addition to their regular classroom program and preparation, conferences should be held during non-instructional time.

Parent Teacher Conference Week for kindergarten through eighth grade are held during the month of October each school year. Teachers will arrange conferences with parents. At these conferences, parents will be informed of their child's academic and social progress.

Report cards are issued following the completion of each grading period.

School Grading periods- kindergarten through grade 5 are trimesters and grades 6 through 8 are on the quarter system. Progress reports are issued by teacher discretion to students in danger of failing.



School Pictures

Individual student portraits are scheduled during the month of September. A notice and an order form will be sent home with your child one week prior to the portrait day.

Payment must accompany the order form on the day of sitting.

School pictures may also be ordered online. Please follow the picture day notice with online purchase instructions.

Any clothing worn to school on this day must conform to general school standards of safety and personal respect. Make up day is during the month October.

Student Photographs and Social Media Release

From time-to-time pictures are taken around campus. These photo opportunities are during award ceremonies, presentations, classroom lessons, and include candid shots of students on campus. These

pictures may be used on the school website, in newsletters, or school approved social media.

A photo release is required to publish in any media mentioned above.

School Rules & Expectations and Middle School Participation Rules

Our school rules are Be Safe, Be Respectful and Be Responsible. Refer to section A of the handbook for detailed expectation and participation rules.

Sections-Check the back of the handbook for documents not found here.

School Site Council

The School Site Council is made up of the principal, teachers, classified staff, parents, and community members. They recommend how money from the government is spent on instruction for our students.

This council meets monthly and is a wonderful way to be proactive about your child's education and be involved in the school. If you are interested in becoming a member or would like to attend a meeting, please contact the school office.

Sexual Harassment-Student

Please read and review the detailed sexual harassment information in Section B of the handbook.

Special Services and Programs for Students

The Academic Success Team (AST) is designed to offer assistance and suggestions to the teacher and family of a particular student who may be having academic and/or behavioral problems in the classroom. The team is made up of parents, principal, school psychologist, teachers, and other support staff and is part of our blended service model.

KUDOS After School Program is a 5 day a week program with daily enrichment classes. Program hours are as follows:

2:15-5:30pm for grades K-3.

3:15-5:30pm for grades 4-8.

On Wednesday the after-school program begins at 1:35pm.

It is the parent/guardian's responsibility to pick up their child from the after school program on time. Transportation is also provided upon request.

English Language Learners

Students whose primary language is not English and who are identified as limited in English language ability will receive English language development instruction. Students will be tested in English by a State adopted oral language test each fall.

Special Education

Special Education services are provided to students who meet the eligibility criteria set by the State of California and the Federal Government. Special Education students have the potential to receive instruction and guidance by a resource specialist in alternative settings, as well as in their regular classes.

Speech and Language Program Specialized instruction and support is provided to students with articulation, language development, and voice & fluency disorders. Referrals come from parents and

classroom teachers or as a result of speech and language screenings done each school year.

Student Council

Arena Student Council is a student group with leadership roles who organize and carry out school activities and service projects. The council share students' ideas, interests, and concerns that are important to our school community. They raise funds for school-wide activities, social events and contribute to school spirit. Parent mentors are welcome and encouraged. Please let the office know if you would like to work with these young leaders.

Tardiness - See Attendance



Telephone

The office telephone is a business phone and is not intended for student use. Students are not allowed to use the telephone to make personal arrangements, such as requesting permission for alternative after school arrangements. We prefer these arrangements be made prior to coming to school. If a child forgets their after-school plans, we will contact the parent. Classroom telephones are for staff use only. If a child is sick and needs to leave campus, they must come to the office. The office will notify the parent of the situation.

Technology-Student Use

Technological resources provided by the district shall be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use. All technology equipment loaned to student must sign a technology use agreement and return equipment in good working order.

Refer to Section A of the handbook for Student Use of Technology.

Textbooks



Textbooks are furnished by Point Arena Schools District and are issued to students. These books are on loan to the students during the school year and should be treated as borrowed property. If a book is lost, misused, or damaged beyond reasonable wear, the parent is responsible for the replacement cost of the book.

Our textbooks are expensive and an important academic resource; the average replacement price for each textbook is \$75.00

Tobacco-Free School

Arena Elementary School is a smoke-free District.

We recognize the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke. We desire to provide a healthy environment for students and staff.

Smoking or use of any tobacco-related products (e-cigarettes, vaping, snuff, chew, etc) and disposal of any tobacco-related waste are prohibited within the boundaries of any playground, prohibited at any time in any district-owned or leased buildings, as well as on district property and in district vehicles. This prohibition applies to all staff, students and visitors at any instructional program, activity or athletic event including evenings and weekends.

Valuables, Electronics, Toys and Treasures

The school is not responsible for personal valuables, which includes electronic devices; cell phones, smartphones, PDAs, Ipods/mp3 players, tablets, computers, video equipment, cameras, games, toys, or unusual items brought to school. Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school.

Visitors and Volunteers

For the safety of our students, visitors and volunteers, we require all visitors and volunteers to sign in at the school office upon entering school grounds, and to acquire a visitor badge. Parents and community members are welcome and are encouraged to visit the school.

Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

Volunteer Assistance

If you plan to volunteer more than 6 days in the classroom or at meal times, please contact the school district to begin the required fingerprinting process for our school campus. Safety clearance and fingerprinting is required for all school field trips drivers and/or overnight field trips.

The necessary documents can be obtained at the Point Arena School District Office. Refer to Section B of the handbook for more information.

Volunteers shall act in accordance with district policies, regulations, and school rules.