

Arena Elementary School

Parent and Student Handbook



Mrs. Michelle Egger
Principal

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

Point Arena Schools District Arena Elementary School ∞ Point Arena High School District Mission, and Goals 2026-2027

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)

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, socioeconomic 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, socioeconomic 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

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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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- Consequence Policy
- Middle School Participation Rules
- Chronic Absence and Truancy
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- Uniform Complaint Procedure Policy
- Uniform Complaint Procedure Regulation
- Safe Firearms Storage (07/03/2023)



Arrival and Dismissal Hours and Days of Instruction

Monday, Tuesday, Thursday, & Friday

TK/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
Indigenous Peoples' Day
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 built-in makeup days on the school calendar. If school is closed due to severe weather, classes will be held on these designated storm days to make up for the missed instructional day.

Getting To and From School

A crossing guard is positioned at the corner of Main Street and Highway One (School Street). The cross guard is on duty 3:15 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 Rancheria, 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. 3391, 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 SARF 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 1 to 15 Days, Independent study is available to students who must be out of school for 1 to 15 school days. Refer to page 9 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-Bullying BP 5131.2 for more information

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://pointarenschools.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, text messages 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.

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.

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-

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 a personal 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.

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. **Student meals are Free** through the Community Eligibility Provision Program. Adult 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 Universal Benefits Application 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 balanced 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 Diseases Please immediately report to your child's teacher or the school office any infectious diseases that your child is diagnosed with such as COVID-19, chickenpox, measles, pertussis (Whooping Cough), strep throat, mononucleosis, meningitis, and scabies, etc. Prompt notification helps the school take appropriate measures to reduce the risk of the illness spreading to other students and staff.

Health: Immunizations and Vaccinations

Effective July 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
7th-12th Admission: 1 Tdap in addition to the required k-12 admission

Health: Head Lice Parents/guardians are encouraged to notify the school if their child has head lice. Students with active head lice may remain at school until the end of the school day. Families will receive treatment information, and students will be checked upon returning to school. Student privacy will be respected.

Independent Study

Independent study is available to students who must be out of school for 1 to 15 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 15 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. 3390 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 items such as money, cell phones, jewelry, glasses, and keys should be brought to the school office. Unclaimed items will be donated to charity.

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

Rev. 07/23/2026

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:

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.

Parent Conferences & Report Cards

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

Parent conference or "student progress check-ins 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 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



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.

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.

Site 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 TK-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 shares 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.

Valuable, Electronics, and Treasures

The school is not responsible for lost stolen or damaged personal belongings including electronic devices such as cellphones, smartphones, tablets, laptops, cameras, headphones, gaming devices, toys or other valuable items brought to school common sense and consideration is the best guide in determining whether 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.

Section A

Student Conduct, Rules, Expectations and Emergencies

1. Rules and Expectations
2. Dress Code
3. Consequence Policy
4. Middle School Participation Rules
5. Chronic Absence and Truancy
6. Student Use of Technology/Internet
7. Student Conduct, Bus Conduct & Bullying
8. Behavior Communication Process
9. Behavior Communication Referral
10. Emergency Minimum Day Procedures
11. Arena Elementary School MAP
12. Student Accident and Sickness Health Insurance Plan
13. Middle School Supply List & Valuables Statement

Arena Elementary School Rules and Expectations

Area/Rule	Be Safe	Be Respectful	Be Responsible
All Common Areas	- Walk at all times. - Keep your hands, feet, body and personal belongings to yourself. - Use materials and equipment as instructed. - Alert adult to strangers on campus - Get adult help for accidents and spills. - Keep the school gates closed.	- Be polite, using words like “please” and “thank you” - Respect property, yours and others. - Touch property with permission only - Clean up after yourself and others. - Use kind and encouraging words. - Speak in a quiet voice. - Wait for your turn. - Follow adult directions. - Treat others, as you would like to be treated. - Hold door open for person(s) behind you. - Follow school dress code - No hoods/hats/beanies inside	- Follow the School Rules. - Know where you’re supposed to be and be there on time. - Obtain a pass when you’re out of your classroom. - Inform adults of vandalism and other problems. - Resolve conflicts peacefully. - Abstain from chewing gum or eating lollipops at school. - Put litter in trashcans. - Recycle aluminum, plastic and glass into recycle containers. - Take care of your personal belongings. - Use drinking fountains properly. - Abide by the school dress code.
Bathroom	- Keep the water in the sink. - Wash your hands. - Put used towels in the trashcan. - Keep your feet on the floor.	- Knock on the stall door. - Give people privacy. - Treat property with respect.	- Use a bathroom pass - Flush toilet after use. - Return to classroom/playground promptly. - Inform adults of vandalism or other problems. - Use bathroom properly.
Bus Area	- Stay behind designated line until an adult gives permission to load on buses. - Wait until the bus comes to a complete stop and opens it’s door before approaching it. - Stay at a safe distance when buses are arriving and departing. - Walk with your class to bus area. *On rainy days – Allow access to multipurpose room and hallway doors. Leave passing room.	- Allow smaller children to load first. - Wait your turn. - Follow adult directions.	- Take care of your personal belongings. - Remind others to follow the rules.
Dining Hall	- Keep your food to yourself. - Throwing items is prohibited. - Remain seated at all times. - Sit on the bench with your feet on the floor and facing the table. - Keep play equipment in a safe place and away from your table. - Consume all food and drink inside the dining hall. *Primary Grades – Sit at your own classroom table.	- Use good table manners. - Speak in low voices - Allow anyone to sit next to you. - Be polite to those serving you.	- Wait your turn. - Clear/Clean table and floor around you and others. - Raise hand and wait for permission to be excused or ask a question. - Compost your food and throw trash in bins. - Recycle in proper recycle bins. - Use your own money. - Obtain a pass to go to the bathroom, office, or classroom.
Office	- Walk to the office. - Use chairs and tables properly.	- Wait for your turn. - State your purpose calmly and politely.	- Use an office pass. - Obtain permission to use the phone (emergencies Only).

Passing Areas	- Move to class on time. - Allow passing room for others. - Walk around corners.	Remember other people are working.	- Know where you're supposed to be and be there. - Use drinking fountain properly.
Playground	- Walk to and from playground. - Chips, rocks, and sticks belong on the ground. - Sit on the bench to eat snacks (First recess). - Stay within school and playground boundaries. - Stay within eyesight of the yard duty supervisor. - Carry playground equipment to and from the playground. - Be aware of where others are playing. - Keep the playground gates closed. - Primary yard: Chasing games prohibited on and between play structures.	- Use playground equipment properly. - Play fairly within the rules of the game. - Include everyone.	- Use playground equipment for purpose intended - Return all playground equipment. - Resolve conflicts peacefully. - Inform yard duty supervisor of vandalism or other problems. - Put litter in trashcans. - Listen for the bell and/or whistle and walk from the playground. - Get permission to leave playground. - Obtain a pass from yard duty to use bathroom, go to the office or elsewhere on campus. - Use the gates to retrieve play equipment from outside playground boundaries. - Use drinking fountains properly.
Special Events and Assemblies	- Sit properly on your bottom. - Walk in quietly - Wait for teacher signals during arrival and dismissal.	- Use good manners - Be quiet during presentation. - Focus on presentation. - Applaud at appropriate times. (Clap when you're suppose to) - Listen (Use your ears). - Hats off - Allow anyone to sit next to you. - Hold door open for person(s) behind you.	- Take care of personal belongings. - Obtain a pass for the bathroom, office or classroom.
AREA	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Music Room	- Keep hands, feet, and objects (including instruments) to self - Use materials, instruments, and equipment as instructed - Be aware of your surroundings - Sit in chairs with feet on floor and instrument in lap (when not playing) - Leave all illegal items at home (pocket knives, look-alike weapons, drugs, etc.)	- Be polite: "please", "thank you", "excuse me" - Raise hand before asking a question or making a comment - Follow teacher's directions the first time - Touch property with permission only (such as other instruments in the room) - Care for all equipment and instruments as instructed - Use positive & appropriate language - No violent gestures - Honor personal space - Follow school dress code	- Help others follow the rules - Be honest and fair - Leave the area as clean or cleaner than you found it - Be punctual - Leave all distractions (electronics, phones, and toys, etc.) securely in backpack - Report problems to the teacher - Enter classrooms only once instructed by the teacher

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

Arena Elementary School

"Dressed To Learn"

Students are required to dress in accordance with the following standards while at school and all school sponsored activities:

- Students are encouraged to dress in a manner that is comfortable and conducive to an active school day.
- Students may wear clothing without fear of or actual unnecessary discipline or body shaming.
- The student dress code should serve to support all students to develop a body positive self-image.

PERMITTED CONDUCT STANDARD-STUDENTS MAY WEAR

Clothing:

- Proper size and fit, allowing for ease of movement
- Sufficient to cover undergarments.
- May include commercial or athletic logos
- Sun Protective Clothing for outdoor use during the school day (Education Code 35183.5)
- Athleisure Wear- Athleisure outfits can include: tracksuits, sport jackets, hoodie pullovers or jackets (hood may be worn over head), yoga pants, tights, leggings, and shorts that look like athletic wear.
- Athletic Attire
- Pajamas/Loungewear/sweat pants
- Fitted Pants-skinny jeans, ripped jeans (as long as undergarments are concealed)
- Tops/Shirts-may include tank tops, spaghetti strapped, halter tops and midriff baring shirts
- Skirts, Dresses, and Shorts

Head Covering: Hats, caps and beanies may be worn outdoors for weather and sun protection. Head covering may be worn for weather, sun-protection, medical, religious, or emotional purposes.

Footwear: Shoes must be worn at all times. Sandals must have heel straps. Must be safe to wear at school and meet all standards outlined below.

Accessories: Belts, shoe laces, jewelry and other personal items must be safe to wear to school and meet all standards outlined below.

PROHIBITED CONDUCT STANDARD-STUDENTS MAY NOT WEAR:

Clothing, accessories and personal items (including backpacks, gym bags, binders, water bottles etc.) depicting language, writing, images, and/or insignia, which:

- Are vulgar, profane, sexually suggestive, hate speech, or violence
- Make reference to or depict drugs, alcohol, weapons, or tobacco.
- Create a hostile or intimidating environment
- Degrade race, gender, sexual orientation or religious affiliation.
- Portray persons dressed in a manner that does not comply with this dress code.
- Students may not wear helmets, hoods, or other head gear that obscure the face (except as a religious observance).

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)

Regulation 5132: Dress And Grooming

Status: ADOPTED

Original Adopted Date: 10/01/1996 | **Last Revised Date:** 06/23/2021 | **Last Reviewed Date:** 06/23/2021

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

Uniforms

In schools that require a schoolwide uniform, the principal, staff, and parents/guardians of the school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

Arena Elementary School Consequence Policy

Violation (Minor)	1st Offense	2nd Offense	3rd Offense	4th Offense
Disrupting Class	Student Conference with teacher or person on duty and teacher calls home	Referral with 1 Detention and Behavior Support Person calls home	2 days detention	3 detentions, Parent conference, possible suspension
Profanity				
Improper Clothing				
Harassing Student				
Cheating/Plagiarism				
Yard/Dining Hall Infractions				
Unprepared for class				
Electronic Device	Device confiscated, turned into the office, returned at day's end	Device confiscated, returned at day's end and 1 day detention	2 days detention and parent must retrieve device	
Defiance of Authority	1-3 day detention/parent contact	1-3 day suspension, parent conference	3-5 day suspension, SST	
Prohibited Items, ie., water pistol, candy				
Violation (Major)	1st Offense	2nd Offense	3rd Offense	
Possession/Use Tobacco	1-3 Day Suspension	3-5 Suspension	5 day+ Suspension, Recommend possible expulsion, possible referral to law enforcement	
Sexual Harassment				
Danger to Staff/Student				
Fighting				
Vandalism				
Profanity to Staff				
Possession of controlled substance or drug paraphenalia				
Violation (Serious)	1st Offense		2nd Offense	
Weapon Possession	5 day suspension Referral to Law Enforcement, Recommend Expulsion		5 day suspension Referral to Law Enforcement, Recommend Expulsion	
Arson				
Selling Controlled Substance				

The level of disciplinary action taken may be modified at the discretion of the teacher and/or administrator.

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Middle School Participation Rules

Participation Eligibility Requirements	Athletic Activities	Academic Fieldtrips	Non-Academic Field Trips	Dances
Satisfactory Completion of assignments and a 2.0 GPA without an “F” grade	Attendance Prohibited if eligibility requirements are not met	Participation allowed upon the approval of the Principal and teacher	Attendance Prohibited if eligibility requirements are not met	Attendance Prohibited if eligibility requirements are not met
More than one behavioral referral during the quarter Will result in:	Student is responsible for completing one hour of community service for the second referral. Community service must be completed at least 5 days before the event. If a third referral is received the student will not participate	Participation allowed with approval of student’s teacher and administration.	Attendance prohibited if a third referral is received. Student is responsible for completing community service for the second referral	Attendance prohibited if student does not complete one hour of community service for the second referral or receives a third referral.
Suspension during the quarter	No Participation	Participation allowed with the approval of student’s teacher and administration	Attendance prohibited	Attendance prohibited
Attendance- More than 5 unexcused absences during a quarter	No Participation	No Participation	No Participation	No Participation

****Absences for sickness and family emergencies will be handled on an individual basis with teachers and administrator.**

****In special circumstances, teacher and administrator discretion will determine eligibility.**

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Policy 5113.1: Chronic Absence And Truancy

Status: ADOPTED

Original Adopted Date: 11/01/2012 | **Last Revised Date:** 03/12/2025 | **Last Reviewed Date:** 03/12/2025

The Governing Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district, and that students who are identified as chronically absent or truant receive appropriate support services and interventions as early as possible.

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district.

The Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy, including in relation to grade level and student subgroup patterns of chronic absence and truancy.

The Superintendent, attendance supervisor, or designee shall develop a tiered approach to reducing chronic absence. Such an approach shall include strategies for preventing attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment; relevant and engaging learning experiences; school activities that help develop students' feelings of connectedness with the school, including personalized relationships between students and teachers and/or support staff; school-based health services; letters alerting parents/guardians to the value of regular school attendance, including the use of bilingual aides and communication in the primary language used by parents/guardians; and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

The tiered approach shall also provide for early outreach to students as soon as they show signs of poor attendance or if they were chronically absent in the prior school year. Early intervention may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.

Students with serious attendance problems shall be provided with interventions specific to their needs, which may include, but are not limited to, health care referrals; transportation assistance; counseling, including trauma-informed practices, for mental or emotional difficulties; academic supports; efforts to address school or community safety concerns; discussions with the student and parent/guardian about their attitudes regarding schooling; or other strategies to remove identified barriers to school attendance. The Superintendent, attendance supervisor, or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

The Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.

Students who are identified as chronically absent or truant shall be subject to the interventions specified in law and administrative regulation.

To provide students with an opportunity to make up lost instructional time and offset absences, the Superintendent or designee may implement an attendance recovery program for students in grades transitional kindergarten-12. Any such attendance recovery program shall be operated in accordance with Education Code 46211 and as specified in the accompanying administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the basis for suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

The Superintendent, attendance supervisor, or designee shall periodically report to the Board regarding student attendance patterns in the district, including rates of chronic absence and truancy districtwide and for each school, grade level, and numerically significant student subgroup as defined in Education Code 52052. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to

develop annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

Policy 6163.4: Student Use Of Technology

Status: ADOPTED

Original Adopted Date: 07/01/2007 | **Last Revised Date:** 12/11/2024 | **Last Reviewed Date:** 12/11/2024

The Governing Board believes that effective use of technology is integral to the education and development of students. In order to promote digital citizenship, the Board recognizes that students must have access to the latest digital tools and receive instruction that allows students to positively engage with technology in ways that respect human rights and avoids Internet dangers. Technological resources provided to students, including technology based on artificial intelligence (AI), shall be aligned to district goals, objectives, and academic standards. The use of technology shall augment the use of Board adopted instructional materials.

The Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. Students shall be allowed to use such technology, including AI technology, in accordance with district policies, including, but not limited to, policies on academic honesty, data privacy, nondiscrimination, and copyright protections. All students using these resources shall receive instruction in the proper and appropriate use of technology. Such instruction shall incorporate students' responsibilities regarding academic honesty, honoring copyright provisions, assessing the reliability and accuracy of information, protecting personal data, and the potential for biases and errors in artificially generated content.

District technology includes, but is not limited to, computer hardware, software, or software as a service provided or paid for by the district, whether accessed on or off site or through district-owned or personally owned equipment or devices, including tablets and laptops; computer servers, wireless access points (routers), and wireless computer networking technology (wi-fi); the Internet; email; applications (apps), including AI apps; telephones, cellular telephones, smartphones, smart devices, and wearable technology; or any wireless communication device, including radios.

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this board policy and the district's Acceptable Use Agreement.

Before a student is authorized to use district technology, the student and the student's parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the student and parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that the use of district technology, as defined above, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in the use of district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and Board Policy/Administrative Regulation 5125 - Student Records.

Whenever a student is found to have violated board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and board policy.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update

procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

Internet Safety

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 7131; 47 USC 254; 47 CFR 54.520)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall regularly review current guidance regarding cybersecurity, data privacy, and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, the monitoring and response to cyberattacks, ensuring data privacy, and monitoring suspicious and/or threatening digital media content, in accordance with Board Policy 5125 - Student Records.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Policy 5131: Conduct

Status: ADOPTED

Original Adopted Date: 03/01/2010 | **Last Revised Date:** 06/11/2025 | **Last Reviewed Date:** 06/11/2025

The Governing Board believes that all students have the right to be educated in a safe and positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption to the school program
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district
6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited substances
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose with prior permission of the principal or designee (Penal Code 417.27)
9. Use of a smartphone or other mobile communication device in an unauthorized manner
10. Plagiarism or dishonesty on school work or tests
11. Wearing of any attire that violates district or school dress codes, including gang-related apparel
12. Tardiness or unexcused absence from school
13. Failure to remain on school premises in accordance with school rules
14. Other conduct prohibited by Education Code 48900-48915-48915

Employees are expected to enforce standards of conduct and when they observe or receive a report of a violation of these standards, to appropriately intervene, or seek assistance. As necessary, the employee shall refer the matter to a supervisor or the principal or designee.

When a school employee suspects that a search of a student or a student's belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with Board Policy and Administrative Regulation 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in an unauthorized manner, a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student.

or turned over to the principal or designee, as appropriate.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.



Arena Elementary School
Post Office Box 45
Point Arena, CA 95468
(707) 882-2131

BEHAVIOR COMMUNICATION REFERRAL PROCESS

The following referral process is used when a student breaks the School Rules and Expectations, and/or the classroom rules. It is used in conjunction with the referral form. It is a progressive discipline system. Which culminates with a student-parent administrator consultation.

STEP 1: Issue of concern (Example: Defiance/Disrespect)

- A. Teacher models desired behavior and prompts student to comply.
- B. Teacher reminds student of positive behavior expectations.

STEP 2: Issue of concern (Example: Defiance/Disrespect)

- A. Teacher models desired behavior and prompts student to comply.
- B. Teacher issues warning and reminds student of positive behavior expectations
- C. Teacher completes referral form and submits to behavior support person or principal.

STEP 3: Issue of concern (Example: Defiance/Disrespect)

- A. Teacher models desired behavior and prompts student to comply.
- B. Teacher imposes intervention and reminds student of positive behavior expectations.
- C. Teacher completes referral form and submits to behavior support person or principal.
- D. Behavior support or principal contacts parents and requests conference.

STEP 4: Administrative Consequences:

- A. Teacher sends student and referral form to administrator.
- B. Administrator imposes consequence (such as detention, community service, loss of privilege).
- C. Administrator contacts parent to attend mandatory conference prior to restoration of the loss of privilege.

In addition to the above, continued problems may result in any or all of the following interventions, depending upon the number and/or severity of the violation: behavior contract, referral to counseling services, referral to Student Success Team, in-school suspension, continued loss of privileges, home suspension, law enforcement notification, recommendation for expulsion.

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

**Arena Elementary School
Behavior Communication Referral**

Student: _____ Grade: _____ Date: _____ Time: _____
Setting: _____ Others involved: _____
Referred by: _____ Classroom teacher: _____

This student has had problems: ☐ Being Safe ☐ Being Respectful ☐ Being Responsible

Issue of concern:

___ Abusive Language/Profanity	___ Aggressive/Unsafe Play	___ Defiance/Disrespect
___ Fighting	___ Cruel Teasing/Bullying	___ Habitual Tardiness
___ Uncooperative in Class	___ Vandalism	___ Endangering Safety
___ Use/Possession of prohibited substance/item		(To self and/or to others)

Brief Description of Behavior: _____

Intervention by Referring Staff

The signatures below indicate that the student has revisited our school expectations of being safe, being respectful & being responsible and understands the description of the issue of concern. The student has been informed of the following intervention(s).

___ Student Conference	___ Reteach Behavior (model desired behavior)		
___ Incentives	___ Time Away	___ Loss of Privilege	___ Apology: Verbal/Written
___ Mediation	___ Counseling	___ School Service	___ Classroom Modification
___ Behavior Contract	___ Parent Phone Call	___ Parent Conference	___ Parent Visit to Classroom
___ Other: _____	___ Administrative Intervention		

Comments: _____

Student Signature

Referring Staff Signature

Administrative Consequences

___ Student Conference with Principal/Designee	___ Parent Call/Conference from Principal/Designee	
___ Home Visit from Principal/Designee	___ Student Support Referral	___ Mediation
___ Loss of Privilege	___ School/Community Service	___ Counseling
___ Detention	___ Suspension In-school/Out-of-school	

Comments: _____

Please sign this form indicating that you understand the issue of concern, intervention(s) and consequence(s) given.

Student Signature & Date

Teacher Signature & Date

Parent/Guardian Signature & Date

Administrator Signature & Date



EMERGENCY MINIMUM DAY PROCEDURES

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 post on Social Media and 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 1 at the Garcia River, the District Superintendent will determine if a "Storm Day/School Closure" for all students is warranted. Parents will be notified of this via a *One Call Now* and/or *Parent Square* 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 the students.

7/27/2026

Board of Trustees

Sal Martinez, Board President – Sigrid Hillscan, Clerk of the Board
Cathy Frey – Kirk Mobert – Victor Aparicio – Darrell Bechtol Jr. – Mike Dinning

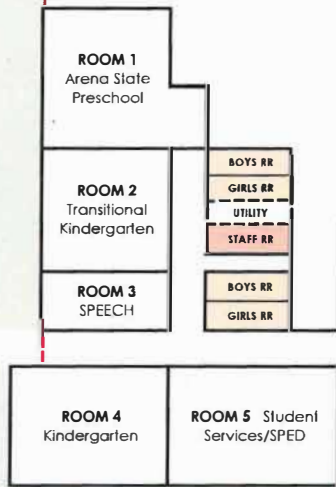
Point Arena School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, 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..)

MAP
 ARENA ELEMENTARY SCHOOL
 20 School Street
 Point Arena, CA 94568

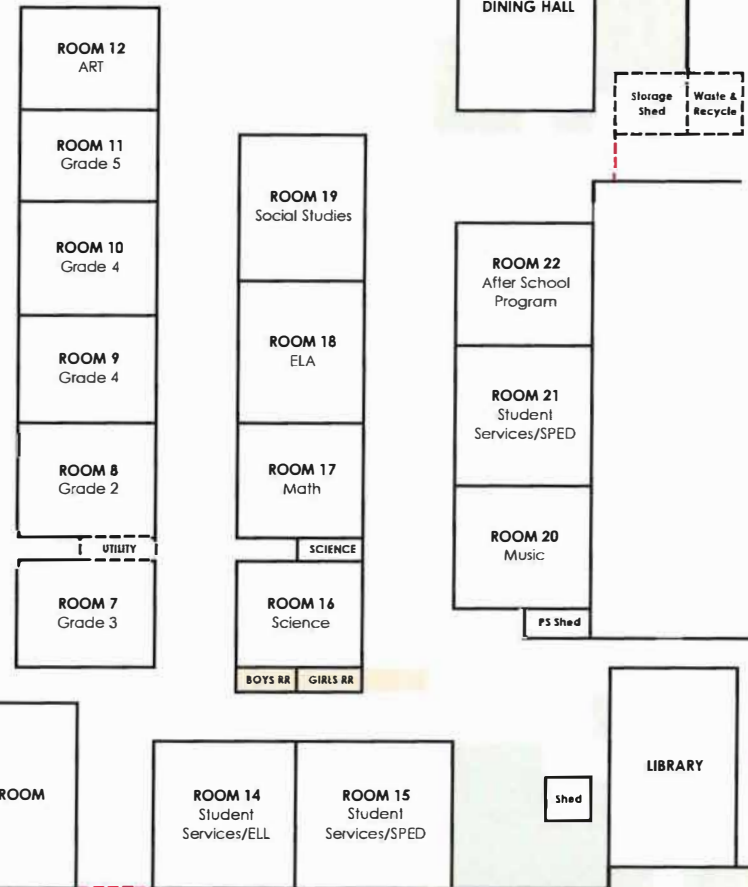


SCHOOL STREET/HIGHWAY ONE

Primary Yard



Main Yard



LAKE STREET

MAIN STREET

7/21/26



Student Accident & Sickness Insurance

Enroll online at

www.myers-stevens.com

District Zip: 95468

District: POINT ARENA JT UNION SD

School: ARENA UNION ELEMENTARY



Arranged and Administered by

 **myers / stevens / tooney**



WHY STUDENT INSURANCE IS IMPORTANT

Some families have little or no financial resources to fall back on during an unexpected emergency. Uncovered costs of medical care following an injury or illness may be a serious problem for families.

MYERS-STEVENSON & TOOHEY CAN HELP!

Our plans can provide useful insurance protection for your children. They can even be used to assist with the high co-insurance, deductibles and other cost sharing requirements common to many of today's health plans. To assist you during unforeseen emergencies and help expand your choice of provider, your school has partnered with us to offer voluntary coverage for accidents or illnesses.

WITH OUR PLANS:

- Use the doctor or hospital you want...no restrictions!
- Enhanced Concussion Benefits added
- Enrollment is easy - online, mail and fax
- Every enrollee receives personalized ID cards as proof of coverage



Arena Elementary School
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MIDDLE SCHOOL SUPPLY LIST

It is recommended, but not required that 6th, 7th and 8th grade students have the following materials every day! Be ready for class and prepared to learn.

- Book bag or backpack
- Calculator
- 2GB USB Flash Drive (Highly recommended)
- Three-ring binder
- Binder paper (lined, 3-hole punched notebook paper)
- Set of binder dividers
- Pencil pouch for the binder
- Pens (blue or black) Red ink is never acceptable for assignments.
- #2 pencils, always have two sharpened pencils with you
- Erasers
- Set of colored pencils
- Inch/millimeter ruler
- "Recreational" reading book

VALUABLES:

The school cannot be responsible for valuables, such as electronics (smart phones, iPhones, Ipods/mp3 players, tablets, computers, cameras, games, etc.) toys, or unusual items brought to school.

If a student chooses to bring a cell (smart) phone or other electronic device to school, the item must be kept in a backpack or purse during class instruction, or at the teacher's request, placed in a secure classroom pouch/holder. Never leave valuables unattended in a backpack or purse outside of the classroom.

Electronics used during the school day without permission will be confiscated and returned as per our policy.

The school is not responsible for missing cell phones or other electronics if the student chooses to bring them to school. Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school.

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

Section B

Policies, Regulations and Notifications

1. Nondiscrimination/Harassment
2. Nondiscrimination District Programs & Activities
3. Parent Rights and Responsibilities
4. Student and Family Privacy Rights
5. Health Insurance Portability & Accountability Act (HIPAA)
6. Sexual Harassment
7. Visitors/Outsiders
8. Volunteer Assistance
9. Uniform Complaint Procedure Policy
10. Uniform Complaint Procedure Regulation
11. Safe firearms Storage

Policy 5145.3: Nondiscrimination/Harassment

Status: ADOPTED

Original Adopted Date: 10/01/2014 | Last Revised Date: 09/10/2025 | Last Reviewed Date: 09/10/2025

The Governing Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities.

This policy shall apply to all acts constituting unlawful discrimination or harassment related to district activity or attendance, to acts which occur off campus or outside of district-related or district-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Board and the Superintendent in enacting policies and procedures that govern the district.

The Board prohibits, at any district school or activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; a 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. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in district programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination could occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates, participates, or refuses to participate in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6; 34 CFR 106.8)

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to

student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination related to a district activity, attendance, or district-related or district-sponsored activity, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

When a student has been suspended, or other means of correction have been implemented against the student for an incident of racist bullying, harassment, or intimidation, the principal or designee may engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee may also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures, when required by law. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Policy 0410: Nondiscrimination In District Programs And Activities

Status: ADOPTED

Original Adopted Date: 02/01/2014 | Last Revised Date: 09/10/2025 | Last Reviewed Date: 09/10/2025

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities.

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the Board and the Superintendent in enacting policies and procedures that govern the district. (Education Code 234.1)

District programs, activities, and practices shall be free from unlawful discrimination against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; parental, marital, and family status; and veteran or military status; a 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. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688, 29 USC 621, 42 USC 2000d-2000d-7, 2000e-2)

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on any of the categories identified above.

District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources.

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Additionally, the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be adopted by the Board or district if the use would subject a student to unlawful discrimination as specified in Education Code 220. (Education Code 244)

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Derogatory Native American terms, including Apaches, Big Reds, Braves, Chiefs, Chieftains, Chippewa, Comanches, Indians, Redskins, Savages, Squaw, and Tribe, shall not be used for any school or athletic team name, mascot, or nickname, unless permitted in accordance with Education Code 221.3.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. The Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

All complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures, for students, and Administrative Regulation 4030 - Nondiscrimination in Employment, for employees.

Pursuant to 34 CFR 104.8 and 106.8, the Superintendent or designee shall notify students, parents/guardians,

employees, employee organizations, 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 the annual parental notification distributed in accordance with Board Policy/Exhibit(1) 5145.6 - Parent/Guardian Notifications and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. Additionally, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Education Code 48985; 20 USC 6312)

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district's web and mobile applications comply with technical standards prescribed by law, and as necessary, shall provide appropriate auxiliary aids and services to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of district services, programs, or activities. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school websites, note takers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. The compliance officer shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Human Resource Analyst
45 Lake Street, PO Box 87
Point Arena, CA 95468
(707) 882-2803

Regulation 5020: Parent Rights And Responsibilities

Status: ADOPTED

Original Adopted Date: 11/01/2002 | **Last Revised Date:** 03/11/2026 | **Last Reviewed Date:** 03/11/2026

Parent/Guardian Rights

The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making the request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled (Education Code 51101)

Parents/guardians may observe instructional and other school activities that involve their child in accordance with Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians. Upon written request by a parent/guardian, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations. (Education Code 49091.10)

2. To meet, within a reasonable time of their request, with their child's teacher(s) and the principal (Education Code 51101)
3. Under the supervision of district employees, to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher (Education Code 51101)
4. To be notified on a timely basis if their child is absent from school without permission (Education Code 51101)
5. To receive the results of their child's performance and the school's performance on standardized tests and statewide tests (Education Code 51101)

For parents/guardians of English learners, this right shall include the right to receive the results of their child's performance on the English language development test. (Education Code 51101.1)

6. To request a particular school for their child and to receive a response from the district (Education Code 51101)
7. To have a school environment for their child that is safe and supportive of learning (Education Code 51101)
8. To examine the curriculum materials of the class(es) in which their child is enrolled (Education Code 51101; 20 USC 1232h)

Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments including textbooks, teacher's manuals, films, audio and video recordings, and software, stored by the classroom teacher. (Education Code 49091.10)

Each school site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course. (Education Code 49091.14)

The school may charge an amount not to exceed the cost of duplication if a hardcopy is created. (Education Code 49091.14)

9. To be notified of the opportunity to opt their child out of certain instruction, as required by law (Education Code 51240, 51938)
10. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child (Education Code 51101)
11. For parents/guardians of English learners, to support their child's advancement toward literacy (Education Code 51101.1)

The Superintendent or designee may make available, to the extent possible, surplus or undistributed instructional materials to parents/guardians pursuant to Education Code 60510. (Education Code 51101.1)

12. For parents/guardians of English learners, to be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures, and school improvement efforts (Education Code 51101.1)
13. To have access to the student records of their child (Education Code 51101)
14. To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish (Education Code 51101)
15. To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Education Code 48980, attendance policies, dress codes, and procedures for visiting the school (Education Code 51101)
16. To be notified, as early in the school year as practicable pursuant to Education Code 48070.5, if their child is identified as being at risk of retention, and of their right to consult with district personnel responsible for a decision to promote or retain their child and to appeal such a decision (Education Code 51101)
17. To receive notice and information about and to opt out of any psychological testing involving their child (Education Code 51101)
18. To receive notice and information about and to opt out of any assessment, analysis, evaluation, or monitoring of the quality or character of the student's home life, any form of parent/guardian screening or testing, any nonacademic home-based counseling program, parent/guardian training, or any prescribed family education service plan, and to inspect any survey collecting personal information (Education Code 49091.18; 20 USC 1232h)
19. To participate as a member of a parent advisory committee, school site council, or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations (Education Code 51101)

For parents/guardians of English learners, this right shall include the right to participate in school and district advisory bodies in accordance with federal and state law and regulations. (Education Code 51101.1)

20. To question anything in their child's student record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school (Education Code 51101)
21. To provide informed, written parental consent before their child is tested for a behavioral, mental, or emotional evaluation

A general consent, including medical consent used to approve admission to or involvement in a special education or remedial program or regular school activity, shall not constitute written consent for these purposes. (Education Code 49091.12)

22. For parents/guardians of English learners, to be given any required written notification, under any applicable law, in English and the student's home language pursuant to Education Code 48985 (Education Code 51101.1)

These rights shall be exercised in accordance with applicable Board policy and administrative regulation.

Parent Responsibilities

Parents/guardians may support the learning environment of their child by: (Education Code 51101)

1. Monitoring attendance of their child
2. Ensuring that homework is completed and turned in on time
3. Encouraging their child to participate in extracurricular and cocurricular activities

4. Monitoring and prohibiting or regulating the use of social media and other forms of online entertainment viewed by their child
 5. Working with their child at home in learning activities that extend the classroom learning
 6. Volunteering in their child's classroom(s) or for other school activities
 7. Participating in decisions related to the education of their own child or the total school program, as appropriate
-

Regulation 5022: Student And Family Privacy Rights

Status: ADOPTED

Original Adopted Date: 03/01/2004 | Last Revised Date: 06/23/2021 | Last Reviewed Date: 06/23/2021

Surveys Requesting Information about Beliefs and Practices

A student's parent/guardian, or a student who is an adult or emancipated minor, shall provide prior written consent before the student is required to participate in a survey inquiring about one or more of the following: (Education Code 51513; 20 USC 1232h)

1. Political affiliations or beliefs of the student or his/her parent/guardian
2. Mental or psychological problems of the student or his/her family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom the student has close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers
7. Religious practices, affiliations, or beliefs of the student or his/her parent/guardian
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

If a student participates in such a survey requesting information about personal beliefs and practices, school officials and staff members shall not request or disclose the student's identity.

Notwithstanding the above requirements for prior written consent, the district may administer to students in grades 7- 12 anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about student attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate. (Education Code 51938)

If the district administers a voluntary survey that already includes questions pertaining to sexual orientation and/or gender identity, the Superintendent or designee shall not remove such questions. (Education Code 51514)

Parent/Guardian Access to Surveys and Instructional Materials

The parent/guardian of any district student, upon his/her request, shall have the right to inspect: (Education Code 51938; 20 USC 1232h)

1. A survey or other instrument to be administered or distributed to his/her child that either collects personal information for marketing or sale or requests information about beliefs and practices
2. Any instructional material to be used as part of his/her child's educational curriculum

Within a reasonable period of time after receiving a parent/guardian's request, the principal or designee shall permit the parent/guardian to view the survey or other document he/she requested. A parent/guardian may view the document any time during normal business hours.

No student shall be subject to penalty for his/her parent/guardian's exercise of any of the rights stated above. **Health**

Examinations Authorized school officials may administer to any student any physical examination or

screening permitted under

California law. However, no student shall be subjected to a nonemergency, invasive physical examination without prior written notice to his/her parent/guardian, unless an applicable state law authorizes the student to provide consent without parent/guardian notification. (20 USC 1232h)

Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a properly authorized hearing, vision, or scoliosis screening. (20 USC 1232h)

Notifications

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of: (20 USC 1232h)

1. The district's policy regarding student privacy
2. The process to opt their children out of participation in any activity described in this administrative regulation and the accompanying Board policy
3. The specific or approximate dates during the school year when the following activities are scheduled:
 - a. Survey requesting personal information
 - b. Physical examinations or screenings
 - c. Collection of personal information from students for marketing or sale

Prior to administering any anonymous and voluntary survey regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

Parents/guardians shall also be notified of any substantive change to this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

Policy 5145.7: Sexual Harassment

Status: ADOPTED

Original Adopted Date: 03/01/2012 | **Last Revised Date:** 09/10/2025 | **Last Reviewed Date:** 09/10/2025

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to maintaining a welcoming, safe, and supportive school environment that is free from discrimination and harassment. The Board prohibits at district or at district-sponsored or district-related activities, sexual harassment, as defined in the accompanying administrative regulation, targeted at any student.

Additionally, the Board prohibits retaliatory behavior or action against any person who reports, files a complaint, testifies about, assists with, or otherwise supports a complainant in alleging sexual harassment, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1, 221.8; 34 CFR 106.71)

The district strongly encourages students who feel that they are being or have experienced sexual harassment on district grounds or at a district-sponsored or district-related activity, or off-campus when the conduct has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee.

Any employee who receives a report or observes an incident of sexual harassment by or against a student in a district education program or activity shall report the incident to the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures or Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures concurrently meets the requirements of Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures.

The Title IX Coordinator shall offer and coordinate supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of this policy in the manner specified in the accompanying administrative regulation.

The Superintendent or designee shall ensure that all district staff are trained regarding this policy, and that employees required to receive training related to their duties under Title IX receive training as specified in Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment. (Government Code 12950.1; 2 CCR 11023, 11024; 34 CFR 106.45)

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained



2240 Old River Road
Ukiah, CA 95482-6156

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NICOLE H. GLENTZER
Superintendent of Schools

SERVICE

EXCELLENCE

INNOVATION

TEAMWORK

NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about your child may be used and released and how you can get access to this information. Please review this document carefully.

The Mendocino County Office of Education (MCOE) and its contract agencies/schools are required by federal law, the Health Insurance Portability and Accountability Act (HIPAA), to make sure that your child's Protected Health Information (PHI) is kept private. PHI includes information that we have created or received about your child's past, present, or future health/medical conditions that could be used to identify your child. Unless you give us written authorization, we will only release your health/medical information for treatment, payment or health care operations or when we are otherwise required or permitted by law to do so. Not every use is listed, but the ways we can use and release information fall within one of the descriptions below.

1. **Appointment reminders and health-related benefits or services:** We may use PHI to send you appointment reminders. We may also use PHI to give you information about other health care related treatment and services.
2. **Treatment:** We may use and release your child's PHI to those who provide your child with health care services or who are involved with your child's care such as doctors, nurses and other health care professionals. PHI may also be used for referrals to hospitals, specialists, or for other treatment alternatives. For example, we may share the PHI with relevant school staff for Individualized Educational Program (IEP) purposes to recommend appropriate Special Education related services to address your child's health needs while at school.
3. **To receive payment for the treatment that was provided to your child:** We may use and release your child's PHI in order to bill and receive payment for treatment and services your child received in the school or community setting. For example, MCOE bills Medicaid for services that are provided to Medi-Cal eligible students.
4. **Health Care Operations:** We may use and release your PHI in order to administer our school-based health centers. For example, members of our quality improvement team may use information in your child's health record to review the care and outcomes for quality improvement purposes.
5. **To meet legal requirements:** We may use and release PHI to government officials or law enforcement agencies when federal, state, or local laws require us to do so. We also share PHI when we are required to do so in a court or other legal proceedings. For example, if a law says we must report private information about students, who have been abused we will provide such information.
6. **To report Public Health activities:** We may use and release PHI to government officials in charge of collecting certain public health information. For example, we share general information about births, deaths, and some statistical information about diseases such as SARS, and small pox.
7. **For Research purposes:** We do not release PHI for purposes of medical research. We do, however, use PHI to create a collection of information that cannot be traced back to your child.
8. **To avoid harm:** In order to avoid a serious threat to the health and safety of a person or the public, we may provide PHI to law enforcement, emergency personnel, or others who may be able to stop or lessen the harm.
9. **Fundraising:** We may use and release the PHI toward applying for grants and /or funding agencies to obtain funds for the enhancement and expansion of our services. (Although allowable by law, it is not MCOE practice to use or release your PHI in a manner that can be traced back to your child.

Your Rights

- See or obtain a copy of information that we have about your child, or correct your child's personal information that you believe is missing or incorrect. If someone else (such as your doctor) gave us the information, we will tell you who, so that you can ask them to correct it.
- Ask us not to use your health information for payment or health care operations activities. (We are not required to agree to these requests.)
- Ask us to communicate with you about health matters using reasonable alternative means or at a different address, if communications to your home address could endanger you.
- You have a right to withdraw or revoke your consent in writing at any time. However, we may refuse to continue to treat a child if the parent revokes his or her consent.
- Receive a list of disclosures of your health information that we make on or after April 14, 2003, except when:
 - You have authorized the disclosure;
 - The disclosure is made for treatment, payment or health care operations; or
 - The law otherwise restricts the accounting.
- If you have any questions, please call 1-(707) 467-5173

Complaint Process

If you believe that we have violated your Privacy rights, you may send your written complaint to:

Mendocino County Office of Education/SELPA
2240 Old River Road
Ukiah, CA 95482
Attn: Gina Danner, Executive Director, SELPA

Alternative method of processing a complaint:

U.S. Department of Health and Human Services
200 Independence Ave, S.W.
Room 509F HHH Bldg
Washington DC 20201

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to the harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

Disciplinary Actions

Upon completion of an investigation of sexual harassment, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon completion of an investigation of sexual harassment, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

The Superintendent or designee shall maintain records in accordance with law, including in accordance with Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures, and district policies and regulations, of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Regulation 1250: Visitors/Outsiders

Status: ADOPTED

Original Adopted Date: 06/01/1996 | **Last Revised Date:** 03/12/2025 | **Last Reviewed Date:** 03/12/2025

The Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Education Code 32211; Penal Code 627.6)

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session. (Education Code 35160)

Registration Procedure

In order to register, a visitor shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. Name, address, and occupation
2. Age, if less than 21
3. Purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Principal's Registration Authority

The principal or designee may refuse to register any visitor if the principal or designee reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee may revoke any visitor's registration if there is a reasonable basis for concluding that the individual's presence on school grounds would interfere, or is interfering, with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

When a visitor fails to register, or when the principal or designee denies or revokes a visitor's registration privileges, the principal or designee shall request that the individual promptly leave school grounds. If a visitor is shown reasonable cause to believe that the visitor is willfully disrupting the orderly operation of a school the principal or designee may issue a "Stay Away Letter" in accordance with Penal Code 626.4.

When a visitor is directed to leave, the principal or designee shall inform the visitor that if the visitor reenters the school within seven days the visitor may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal either of these determinations by submitting, within five days after the person's departure from school, a written request for a hearing to either the Superintendent or the principal of the school at which the registration was denied or revoked. This request must state why the person believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

Policy 1250: Visitors/Outsiders

Status: ADOPTED

Original Adopted Date: 07/01/2010 | **Last Revised Date:** 03/12/2025 | **Last Reviewed Date:** 03/12/2025

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program consistent with this Board policy, the accompanying administrative regulation, and any procedures established by the Superintendent or designee.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours shall be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

Any person who is not a student or staff member shall register immediately as a visitor upon entering any school building or grounds when school is in session. The principal or designee shall provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

Any visitor who is in a school building or on school grounds when school is in session shall behave in an orderly manner while on school grounds and by utilizing the district's complaint process if they have concerns with any district program or employee. In accordance with Penal Code 626.7 and Administrative Regulation 3515.2 - Disruptions, the principal or designee shall request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds, in accordance with Board Policy and Administrative Regulation 3515.5 - Sex Offender Notification. The principal shall report to the Superintendent or designee anytime such a request is received and notify the Superintendent or designee if permission is granted or denied. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

Point Arena School District Volunteer Requirements and Recommendations

VOLUNTEER TYPE	No person may volunteer on any level if they are required to register as a sex offender, therefore all volunteers should at least be screened through a Sex Offender Registry	District Authorized Driver Packet including: DMV pull notification to verify driving record meets district requirements declaration page of car insurance policy meeting minimum insurance requirements	Activity Supervisor Clearance Certificate (includes fingerprinting) or Department of Justice/Federal Bureau of Investigation Criminal Background Check
Volunteer Supervisors for breakfast, lunch or nutritional periods	REQUIRED		REQUIRED IF ON SITE OVER 6 DAYS
Volunteer aides under the immediate supervision and direction of certificated personnel of the district in a classroom or on a field trip	REQUIRED		REQUIRED IF ON SITE OVER 6 DAYS
Field Trip Drivers	REQUIRED	REQUIRED BY DISTRICT	
Overnight Chaperone	REQUIRED	REQUIRED BY DISTRICT	REQUIRED BY DISTRICT
Volunteer for an Activity Program including but not limited to: scholastic programs, interscholastic programs, and extracurricular activities sponsored by a school district or school booster club.			REQUIRED

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)

Policy 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 05/01/2017 | Last Revised Date: 09/10/2025 | Last Reviewed Date: 09/10/2025

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500, 52616.18)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, a person's actual or perceived race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55; or based on the person's association with a person or group with one or more of these actual or perceived characteristics (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 5 CCR 4610; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

However, the UCP shall not be used to investigate and resolve employment discrimination complaints. (5 CCR 4611)

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and newcomer students (Education Code 48645.7, 48850, 48853, 48853.5, 48911, 48915.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 12030, 52059.5, 64000; 20 USC 6301 et seq.)
13. Instructional Materials and Curriculum: Diversity (Education Code 243)

A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)

14. Local control and accountability plan (Education Code 52075)
15. Migrant education (Education Code 54440-54445)
16. Physical education instructional minutes (Education Code 51210, 51222, 51223)
17. Student fees (Education Code 49010-49013)
18. Reasonable accommodations to a lactating student (Education Code 222)
19. Regional occupational centers and programs (Education Code 52300-52334.7)
20. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8200-8488, 33315)
23. State preschool health and safety issues in license-exempt programs (Education Code 8212)
24. School or athletic team names, mascots, or nicknames pursuant to Education Code 221.3
25. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
26. Any other state or federal educational program the SPI or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination, the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity, was subjected to sexual harassment, as defined in 34 CFR 106.30

Such a complaint shall be addressed through the federal Title IX complaint procedures as specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department
 5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education (5 CCR 3200-3205)
 6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with Board Policy 3555 - Nutrition Program Compliance (5 CCR 15580-15584)
 7. Any complaint alleging discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance (5 CCR 15582)
 8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures (Education Code 35186)
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Regulation 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 05/01/2017 | **Last Revised Date:** 09/10/2025 | **Last Reviewed Date:** 09/10/2025

Except as may otherwise be specifically provided in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the accompanying Board policy.

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment, who is responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying, and in Administrative Regulation 5145.7 - Sexual Harassment, who is responsible for handling complaints regarding sexual harassment.

Human Resource Analyst
45 Lake Street, PO Box 87
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The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include, but need not be limited to, all of the following:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such person(s) will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and newcomer students as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 and 34 CFR 106.8 shall be posted on district and school websites, published in handbooks or catalogs, and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance (Education Code 49013, 52075)

A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. (Education Code 49013)

3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred (5 CCR 4630)

For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)

4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination (5 CCR 4630)

The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation
7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action

When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the complaint within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

The compliance officer shall begin an investigation into the complaint within 10 business days of receiving the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Investigation Report

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

If the Board decides not to hear the complaint, the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Investigation Report

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law

3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE (Education Code 262.3)
2. The 60-day moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education's Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school practices or procedures; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law
3. The material findings of fact in the district's investigation report are not supported by substantial evidence
4. The legal conclusion in the district's investigation report is inconsistent with the law
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP
6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Health and Safety Complaints in License-Exempt Preschool Programs

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from CDE's website. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

Firearms Safety Memorandum

To: Parents and Guardians of Students in the **Point Arena School District**

From: Warren Galletti

Subject: California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Point Arena School District** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.¹
 - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.²
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.³
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.⁴

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

Warren Galletti

Date published: July 3, 2023
California Department of Education

¹ See California Penal Code sections 25100 through 25125 and 25200 through 25220.

² See California Penal Code section 25100(c).

³ See California Civil Code Section 29805.

⁴ See California Civil Code Section 1714.3.