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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: Dunnell Daleuski (707)882-2803 or ddaleuski@pauhs.org

504 Coordinator: Isis Skarra-Pergler (707)882-2134 or iskarra@pauhs.org

Title II Coordinator: Warren Galletti (707)882-2803 or wgalletti@mcn.org

2022-2023 Vision, Mission and Student Learning Outcomes

Vision

Preparing our students today for the challenges of tomorrow College, Career, Life.

Mission

Our Student Learning Outcomes core values of **Authentic**, **Respectful**, and **Responsible** are in direct service of our underlying vision to prepare our students today for the challenges of tomorrow. We are all held accountable to these core values, as they are essential to achieving excellence in Academics, Activities, Arts, Athletics, and Life. We believe that this school-wide focus allows us to develop and sustain a culture that promotes diversity, risk-taking, resilience, lifelong learning, and a sense of belonging. Through student-centered learning, cooperative educational practices, and adaptive interdisciplinary research students will be aware and prepared to pursue post-secondary education or training.

Student Learning Outcomes (SLOs)

A	<p>Authentic</p> <ul style="list-style-type: none"> • Integrity <ul style="list-style-type: none"> ○ High personal standards • Original thought and work <ul style="list-style-type: none"> ○ Communication in writing and orally 	<ul style="list-style-type: none"> • Communication Oral : The ability to communicate ideas through verbal presentation • Communication Written : The ability to communicate ideas through written language
R	<p>Respectful</p> <ul style="list-style-type: none"> • Self <ul style="list-style-type: none"> ○ Awareness ○ Management • Social <ul style="list-style-type: none"> ○ Awareness ○ Collaboration ○ Adaptive behavior ○ Civic engagement 	<ul style="list-style-type: none"> • Collaboration: The ability to work efficiently and productively in teams of diverse personalities and skill sets
R	<p>Responsible</p> <ul style="list-style-type: none"> • “Response” <ul style="list-style-type: none"> ○ Agency ○ Respond ethically • “Ability” <ul style="list-style-type: none"> ○ Knowledge, and Thinking ○ Digital Citizenship 	<ul style="list-style-type: none"> • Agency: The ability to be an advocate for your own success through persistence, flexibility, delayed gratification, and growth mindset • Knowledge and Thinking: The subject area content and discipline specific critical thinking skills associated with mastering a subject area

General Information

PAHS Principal—Mr. Marc Feliz

(707) 882-2134 ext. 214
mfeliz@pauhs.org

PAHS Physical and Mailing Address

Point Arena High School
270 Lake Street, P.O. Box 7
Point Arena, CA 95468

PAHS Office—Admin Assistant

Shasta Rasmusen
(707) 882-2134 X 210
srasmusen@pauhs.org

School website

www.pointarenaschools.org/pahs

District Office Physical & Mailing Address

Point Arena Schools District Office
45 Lake Street, PO Box 87
Point Arena, CA 95468

District Office Phone Number

(707) 882-2803

District Office Fax Number

(707) 882-2848

Board of Trustees

Robert Shimon, Board President

Cindy Cione

Mary Visher

Sal Martinez

Hillscan

Bob Gardiner

PAHS Office Hours:

7:30 a.m. to 4:00 p.m.

PAHS Office Phone Number

(707) 882-2134

PAHS Office Fax Number

(707) 882-3453

PAHS Office—Attendance

Victoria Flores
(707) 882-2134 X 211
vflores@pauhs.org

Library Information

Monica Benedict
(707) 882-2134 X 220
mbenedict@pauhs.org

District Office Personnel

Warren Galletti, Superintendent
Catherine Chin, Business Manager
Dunnell Daleuski, Human Resources
Kelly Piper, Accounts Payable
Lisa Riboli, District Secretary

District Office Hours:

8:00 a.m. to 4:30 p.m.

shimon@mcn.org

cynthiacione@gmail.com

mvisher@mcn.org

sal.martinez@mcn.org

shillscan@mcn.org

fanjam@mcn.org

Sigrid

Board Meeting Dates

Closed Session: 3:30 PM Open Session: 4:30 PM Location: PAHS Library

(Please access school website (<http://pointarenaschools.org/>) for meeting dates)

Student—Teacher—Parent—ARRticles in Practice

2022-2023

A successful education is the result of the combined efforts of the student, teachers, and parents.

Student Expectations:

I realize that my education is important. I know I am the one responsible for my own success.

Therefore, I agree to carry out the following to the best of my ability:

- Maintain a positive attitude and believe in my ability to grow
- Be authentic, be respectful, be responsible
- Follow the dress code every day
- Get to class on time every day with all of the learning materials I need
- Complete and turn in assignments on time
- Be a cooperative, collaborative and engaged learner
- Ask for help when needed, and advocate for myself
- Discuss my school day, good and bad, with my parents
- Complete assignments myself with original thoughts and words

Staff Expectations:

We understand the importance of the school experience to every student and our role as educators and models. Therefore, we agree to carry out the following to the best of our abilities:

- Staff will support and model the school's behavior, discipline, and dress codes
- Teach appropriate content standards and skills
- Set high expectations and strive to address the individual needs of each student
- Communicate regularly with parents regarding each student's progress
- Provide a safe, healthy, positive and rigorous learning environment for students
- Keep ECHO grades/assignments up to date
- Clearly communicate homework and class work expectations

Parent Expectations:

I understand that my participation in my student's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability:

- Register and access the AERIES Parent Portal and Parent Square for student Attendance
- Register and access the ECHO Browser for students assignments and grades
- Provide a quiet homework place/time every day for my student, and monitor completion
- Volunteer and attend my student's activities
- Contact the teacher(s) if I have concerns or questions
- Review all school communications, and keep my contact information up-to-date at school
- Encourage my student's literacy development through daily reading
- Attend parent conferences (SST, IEP, 504, etc.), and other school events
- Ensure my student gets adequate sleep and a healthy diet, and develops healthy habits
- Limit television, cell phone, social media, and video game time each day
- Model the behavior and attitude I hope to instill in my student

ABSENCES

If a student misses more than 10 days of school, due to the lack of learning time he/she is at risk of not passing. The possible consequences from poor attendance are, failure of a class, repeating a class, low grade point average, inability to participate in sports or other extra-curricular activities, failure to receive a high school diploma etc.

Education Code Section 48260 (a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the School Attendance Review Board (SARB).

STEPS TO FOLLOW WHEN ABSENT:

1. Absences must be cleared within 14 days or they stay unexcused.
2. Parent/guardian phones the school and informs the office of the student's absence by calling (707) 882-2134 Ext. 211 or 210 as soon as possible to clear a student's absence.
3. Parent/guardian may write an excuse giving the student's name, date, days of absence, reason for absence and his/her signature. **A doctor's note from a licensed physician is required after 10 absences.**
4. Student must present the note to the attendance clerk who will issue a Student Admit Slip to the student to present to each teacher.
5. Student must ask all teachers for make-up assignments. Assignments that are not made up will be reflected in the student's grade. (Each student is responsible for requesting work and completing and submitting the make-up work within the time). For excused absences, the student will be allowed to make up work. The student has the same amount of time as she/he was absent to turn in the work. This does not push back other due dates.

ACADEMIC HONESTY POLICY

A primary goal of any educational institution is to promote the pursuit of intellectual integrity. Point Arena High School believes that education should reinforce values, teach citizenship, and provide an environment conducive to ethical behavior. The school maintains a climate in which honesty, courtesy, consideration, integrity and concern for others are highly valued. Cheating and plagiarism is an obstacle to achieving these goals. In any of its forms, regardless of the reason, cheating denigrates the value of education. The goal is to learn instead of simply earning grades. The primary expectation is all students will give their best authentic work and agency at all times.

Definition: Cheating/plagiarism is taking (or lending) at any time another person's work, information, ideas, research, or documentation, without properly identifying the originator. The teacher's professional judgment will determine whether cheating has occurred. Students are reminded not to give the instructor any cause to question whether a violation of the academic honesty policy has occurred. To avoid inadvertent dishonesty, the following list, which is not intended to be all-inclusive, delineates a variety of actions that may be construed to be cheating:

- Looking at someone else's paper during an exam, test, or quiz
- Talking with another student during an exam, test, or quiz
- Using any kind of "cheat notes"
- Letting someone else see one's own or another paper during an exam, test, or quiz
- Copying work assigned to be done independently or allowing someone else to copy one's own or another's work, including computer generated information and programs
- Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research
- Giving test information to students in other periods of the same teacher/same course
- Submitting individual projects not wholly one's own
- Fabricating or altering laboratory data
- Text messaging during an exam, test, quiz or independent assignment

ANNOUNCEMENTS

Announcements and important information is posted to PARENT SQUARE by the school office and if appropriate posted on the High School website for the community. **Announcements to the office should be submitted no later than 1:00 pm the day before needing to be sent out.**

ASSEMBLIES

Student behavior is expected to be respectful and responsible as well as courteous and appropriate at all times. When students attend a rally in the gym they are to sit with their specific class (senior, junior, sophomore, freshman). School rules will be enforced during assemblies/rallies.

ASSOCIATED STUDENT BODY CARDS

Students have pictures taken on picture day, which is typically during the month of September. All student pictures are made into student identification cards. The student identification cards are sold as a fundraiser for ASB. Student identification cards are used for discounts at sporting events, dances and other fun school events.

ATTENDANCE

Students learn when they are in school. Being on time and attending all scheduled days of school are important habits developed at an early age. Daily school attendance is compulsory (by law) for students from 6 to 18 years old. Daily school attendance improves student achievement. Teach your child to be on time and establish school attendance as an important family value.

EXCUSED Absences: Illness, death in the family, medical appointments (with a doctor's note), with advance written request appearance in court, observance of religious holiday, or school related activity, such as athletic events or field trips *as defined in the California Education Code* are excused absences. The student, parent or guardian may request homework and classwork. **Parents may only excuse up to 10 absences; a doctor's note by a licensed physician is required for all absences after 10.**

A student with an excused absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within the same number of days he/she was absent and shall be given full credit. The teacher of any class from which a pupil is absent shall determine the tests, and/or assignments, which shall be reasonably equivalent to, but not necessarily identical to, the test/assignments that the student missed during the absence. Students will have no less than one (1) day make up time for each day of excused absence. Time limits may be extended at a teacher's discretion.

UNEXCUSED Absences: A student with an unexcused absence from school **may not** attend any school-sponsored function (including athletic practices & games) the day of or weekend following the unexcused absence. Students with an excused absence must attend at least 50% of his/her academic classes of the school day and have the rest of the day excused to participate or attend any school event on the day of, or the weekend following, an absence (if the absence is on a Friday).

PLANNED ABSENCES: Independent studies forms for planned 5 – 10 day absences can be found in the front office. Any planned absences in excess of 10 days must include a meeting with the academic counselor/principal and all forms must be completed 10 days prior to leaving. Absences will only be excused based on work completed and turned in the date of students return to school.

ATHLETIC CLEARANCE

Athletic clearance packets may be picked up from the high school office, the coach, or the Athletic Director. A physical exam/medical clearance, drug test authorization and parent signatures included in the packet must be completed and turned into the office prior to athletic tryouts. The Athletic Handbook must be read and each athlete must sign an Athletic Contract prior to the first day of practice. The contract enumerates guidelines for participating in a team sport.

UNEXCUSED Absences: A student with an unexcused absence from school **may not** attend any school-sponsored function (including athletic practices & games) the day of or weekend following the unexcused absence.

ALL ATHLETES MUST COMPLETE AND TURN IN AN ATHLETIC PACKET TO THEIR COACH BEFORE ANY PRACTICES OR GAMES.

ATHLETICS

Interscholastic Athletics

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Basketball	
Girls Volleyball	Wrestling	Softball
Soccer		Baseball
Cross Country	Cheerleading	Golf
Cheerleading	Triathlon (Club)	Tennis

BOOSTERS CLUB

The Point Arena High School Boosters Club is a California non-profit 501(c)(3) Corporation made up of spirited volunteers, which was originally created to provide financial assistance that enabled any and all students to participate in athletics. Over the years, through membership fees, donations and fundraising activities, the Club has evolved to provide financial support to many school programs and extracurricular activities, for the benefit of students. Please join the Boosters Club. Information is available at <http://pointarenaschools.org/pahs/parents/boosters/>

BULLYING/UNLAWFUL HARASSMENT

Point Arena High School is committed to providing an educational environment ***free of any bullying and unlawful or offensive harassment.*** *The anti-harassment policy applies to all persons involved in the educational environment and prohibits unlawful harassment by any student or any employee.* Violation of this policy by a student may result in discipline, up to and including suspension or expulsion, depending on the nature and seriousness of the violation.

Unlawful harassment includes, but is not limited to:

1. Verbal conduct such as derogatory comments or noises
2. Visual conduct (such as hand gestures/gang signs/the finger)
3. Physical actions such as assault, unwanted touching, blocking or crowding of normal movement
4. Spreading rumors
5. Negative use of technology (texting, social media, etc.)
6. Retaliation for having reported or threatened to report harassment
7. Bystanders that do not attempt to stop the bullying, may be considered part of it, especially if they are encouraging the behavior and/or electronically documenting it.

If an individual thinks he or she is being unlawfully harassed, the individual should immediately notify an Administrator, Counselor, Teacher, or other staff member.

To file a complaint, the individual should provide details of the incident(s), the names of the individuals involved and the names of any witnesses.

The School encourages all individuals to immediately report any incidents of harassment forbidden by this policy immediately so that complaints can be resolved quickly and fairly.

BUS REGULATIONS

Riding the school bus is a privilege, not a right or requirement. Improper conduct on the buses will result in denial of that privilege. If a student loses their privilege to ride the school bus, it is up to the parent to find alternative means to get the child(ren) to school. Only regularly scheduled bus students are to ride the school bus. Bused students are to go immediately to the buses as they are dismissed from school in the afternoon.

CAFETERIA

The cafeteria is open daily during lunch and break. All school rules are enforced in the cafeteria to ensure a quiet and comfortable area is available for nutrition breaks. There is no charge for regular lunch and break meals. Any a la carte items must be paid for at time of purchase to the Point Arena High School cafeteria. Families are encouraged to create prepay accounts since there is a no charge policy.

All meals served meet USDA Child Nutrition Standards.

CARE OF SCHOOL PROPERTY

Students are responsible for laptops, textbooks, library books, and other school property on loan to them. If school equipment or materials are lost, damaged, or stolen, the student is held financially responsible until the obligation is cleared. Grades, diplomas, and transcripts may be withheld from students with outstanding obligations.

Any student who in any way deface, damage, or destroy school property may be subject to suspension, expulsion, or other consequences in lieu of, according to the nature of the offense. Any expense incurred by the school district in replacing or repairing school property lost or destroyed by a student shall be paid by the student, his/her parents, or guardian.

CELL PHONES

Cellular/digital telephones, or other mobile communication devices **are to be turned off in class and during instructional time.** The only exception is if the teacher or other district employee has directed the student(s) to use the phone for a valid instructional or other school-related purpose.

Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

If a staff member takes a device from a student the student will be able to pick it up from the office at the end of the school day. After 3 times per semester a parent will have to pick up the device from school.

CHANGING CLASS SCHEDULES

All classes except Economics and Civics are offered as yearlong classes. Once a student requests a class, every effort is made to meet this request. Due to the complexity of the master schedule and limited class offerings, some student requests may not be fulfilled. Students and parents must carefully think about the classes they request. Once classes are scheduled, the expectation is the student will stay in the classes. If a placement issue arises, the principal and/or counselor will determine whether a change needs to occur. No changes to class schedules will be made after the first 2 weeks of each semester unless deemed necessary by the principal and counselor. **Students may email the Counselor or sign up through Parent Square.**

If a student/parent has a concern about a class/teacher: At the first sign of difficulty:

1. The student should talk to the teacher. This will make the teacher aware of the student's concerns or frustrations and will facilitate accessing additional help from the teacher.
2. If the student feels he/she has tried the suggestions of the teacher with no success, a parent conference with the teacher should be scheduled. This can be done either by phone (informally) or in a parent-student-teacher conference scheduled with the Counselor. The purpose is to determine what the teacher, parent and student can do to improve the student's achievement in class.
3. If the student and teacher have both tried to improve the student's achievement in the class, the parents can appeal for administrative action with the counselor. The counselor will then meet with the parent, student, teacher and administrator to determine if there is anything else that can be done to resolve the concerns.

Parent and teacher conferences are established to improve communication and set a positive learning environment for the student.

CLASS MEETINGS

Class meetings are part of the students' schedules. Important class decisions are reached by students and class officers. The class meetings are held monthly with exceptions for big event planning. **All students are expected to attend.** Attendance will be monitored and graded as Agency. See the class president to put items on the agenda. Students will be removed and appropriate consequences administered if they are disruptive to the proceedings. Teachers/class advisors will assist in keeping order as part of their teaching responsibilities.

CLASS SALUTORIAN AND CLASS VALEDICTORIAN

Class Valedictorian (Ranked 1st in their class) and Class Salutatorian (Ranked 2nd in their class) must complete the requirements for entrance to the University of California.

CLASSROOM EXPECTATIONS

Teachers will establish and post expectations appropriate for their classroom setting.

COMPUTERS

Students at Point Arena High School will be issued school laptop computers (students may also bring their own device). Students are expected to bring the computer to school every day, just as they would a textbook, to enhance their ability for learning. Teachers will use computers for everyday classroom projects and written assignments.

Students are responsible for the computer and will be held accountable for any damage, including sticker removal that might be incurred while using the computer. Students will also be held accountable for any information on the computer whether it is written, downloaded or on a document.

Parents/Guardians may purchase low cost insurance to protect the computer in case of loss or damage.

COUNSELING AND GUIDANCE

Counselors are employees with whom you may freely discuss any concerns or questions which may arise. Information and advice, such as your course program, graduation, college entrance requirements, career exploration decision-making, scholarships, and fields of study are available from the school counselor. The school counselor will assist you in making the most appropriate decisions and planning relating to your educational future as well as personal and social goals in life.

COUNSELING/SOCIAL EMOTIONAL

A Student's physical and emotional health can greatly impact their academic health. Support is provided for students with all aspects of behavioral, academic and physical health. **Please ask to see Mrs. Miller or Isis.**

CYBERBULLYING

Any form of bullying or inappropriate behavior, whether committed personally or by means of an electronic act, will not be tolerated. A student may be suspended or expelled if he or she engages in an act of bullying including, but not limited to, bullying committed by means of an electronic act when the bullying occurs on campus, is related to a school event, is brought onto campus, causes a disruption on campus, or affects school attendance (*Ed code 48900(r)*).

DETENTION POLICY

Students may be given a detention by any staff member or administrator. The detention will be served at lunch unless other arrangements have been made with school administration. Failure to attend an assigned detention will result in an additional detention. Failure to attend either of the two assigned detentions will result in an "in-house" suspension.

If a student receives three (3) days of in-house suspension for not attending detention, they may be assigned at-home suspension. After seven (7) days total of suspension (in-school and at-home) there will be a meeting between school administration, student and parent/guardian examining alternative placement for the student.

DISPLAYS OF AFFECTION

In respect to other students and staff, kissing and other intimate gestures are not considered appropriate during the school day or at any school activities. Handholding and quick hugs are acceptable. *Inappropriate displays of affection are actions which make students or adults in the surrounding area feel uncomfortable.*

DRESS CODE AND APPEARANCE

Parents or guardians of students have the primary responsibility for establishing and implementing appropriate standards of dress and grooming. It is our responsibility to establish a classroom and campus atmosphere that fosters a productive environment for teaching and learning. Clothing worn on campus may be comfortable and casual, but must reflect good taste and a sense of modesty.

Clothing should be career ready. Clothing, jewelry, and personal items, such as backpacks and book bags, with language or images that are vulgar, sexually suggestive, discriminatory, obscene, libelous, contain threats, or that promote illegal or violent content such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, are prohibited

To promote safety: shoes must be worn at all times.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. No grade of a student participating in a physical education class shall be adversely affected due to the fact that the student does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the student's control. A student who violates the dress code shall be subject to appropriate disciplinary action.

DRUGS AND ALCOHOL ABUSE

The school will encourage students who use alcohol and drugs to participate in treatment programs. Any student who would like help in overcoming an alcohol or other drug related problem is encouraged to discuss the problem with a counselor or administrator.

Use, sale or possession of illicit drugs, narcotics, alcohol or an in-lieu substance on or near school property is prohibited. This includes traveling to school and/or going home from school or school activities. Law enforcement will be notified for violations of this policy.

In addition, athletes can/will be tested for drug usage under the policies and procedures adopted by the Board of Trustees.

DUAL ENROLLMENT

PAHS students that pass a dual enrolled transferable college course will receive a year's credit on their high school transcript. See Curriculum Guide for more information or make an appointment with the school counselor.

EMERGENCY DRILLS

Emergency drills are completed on a semester basis. Students are expected to follow the direction of teachers and school staff in a safe, responsible, and respectful manner at all times. Students will be trained in completing the following drills: earthquake, fire, and lock down.

EXPULSION

When a student commits an act listed in Education Code 48915(c), the Superintendent or designee shall have the discretion to determine whether to recommend to the Board that the student be expelled.

48915 (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- (1) Possessing, selling, or otherwise furnishing a firearm.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- (5) Possession of an explosive.

EXTRA-CURRICULAR, DANCES AND ATHLETICS ELIGIBILITY

Students must be academically eligible (2.0 or higher), no more than 1 F, have no unexcused absences, no unserved detentions or suspensions, and not be truant in order to be eligible to attend or participate in extracurricular activities. All students must take 20 credits each semester to maintain progress towards graduation.. Eligibility will be determined using the 1st quarter, 1st semester, 3rd quarter, and 2nd semester grades. *A student may use **one** waiver to participate in athletics (**One** grading period in length) during their 4 years in high school.*

Dances:

In order to be eligible students must not be on suspension and have attended school the day of or the Friday before the event if it takes place on the weekend. The doors will close one hour after start of dance. There is no re-entry after a student has left a dance unless they are escorted out and back by a staff member. Students will be individually screened when entering the dance. *A Breathalyzer* may be used at dances. If a student is found to be under the influence, parents and law enforcement will be notified. All school rules will be followed. Students not enrolled at PAHS must have a guest pass and arrive and leave with their PAHS sponsor. A guest pass must be turned in 5 days prior to the event and approved by Point Arena High School administration 48 hours prior to the event. The guest must provide an ID card with a photograph. No guests, older than 20, are allowed. Any Point Arena student who has invited a guest is responsible for that guest. All dances will be chaperoned by teachers, parents, and an administrator. All regulations pertaining to student conduct while in school are in effect, including dress code. Elementary and middle school students are not allowed at Point Arena High School dances.

Field Trips:

In order to be eligible students must not be on suspension and have attended school the day of or the Friday before the event if it takes place on the weekend.

FUNDRAISING

All fundraising events must be coordinated through the ASB advisor and Athletic Director when appropriate.

GRADING SYSTEM AND REPORT CARDS

There are two grading systems. ECHO will be used for classroom assignments and projects. AERIES will be used for semester grades and attendance. The multi-outcome scoring grade book in ECHO allows teachers to grade using multiple weighted categories of desired outcomes. While each teacher may weigh categories different based on subject area focus the five outcomes remain consistent: Agency/Effort, Collaboration, Oral Communication, Written Communication, and Content Knowledge and Thinking.

Grading Multi-Outcomes	Description of Multi-Outcome
Agency/Effort	A combination of a learner's mindset and ability to manage the learning process.
Collaboration	The ability to be a productive member of diverse teams through strong interpersonal communication, a commitment to shared success, leadership, and initiative
Oral Communication	The ability to communicate knowledge and thinking through effective oral presentations.
Written Communication	The ability to communicate knowledge and thinking through writing.
Content Knowledge and Thinking	The ability to reason, problem solve, develop sound arguments or decisions, and create new ideas by applying the knowledge and skills of a discipline.

Teachers, students and parents may access semester and final grades as well as attendance on AERIES. The evaluation of student achievement in AERIES will be recorded as follows:

A – Advanced
Standard

B-Proficient

C-Developing

D-Emerging F-Below

I-Incomplete

P-Pass

NM-No Mark

An incomplete is given only in those cases where illness, emergency, or by pre-arrangement the student has not been able to complete his/her assignments. Students have a maximum of one quarter to clear an incomplete. An incomplete on the report card becomes an "F" one academic quarter from date issued. Make-up work is the responsibility of the student.

The Point Arena Joint Union High School year is divided into four quarters with report cards issued at the end of each quarter. The first quarter and the third quarter grades are progress grades only and are not posted on the student's permanent record. Semester grades are issued in December and June and represent the quality of the overall work for each semester. Semester grades are used for determining credits towards graduation and college. Quarter/semester grades determine athletic eligibility.

Aeries Parent Portal/Parent Square provides the parent access to view his/her student's official school records. It is expected all parents will register to access the student grades and absence records online. The URL for the Point Arena High School AERIES Parent Portal website is <https://www.accessmystudent.com/pointarena/>

ECHO Parent Portal Through ECHO, parents will have up-to-date grades and knowledge of student(s) performance on completing homework, performing on tests/quizzes. For detailed help regarding how to access ECHO, please refer to the "Parent and Observer" section located at the help center: <http://help.echo-ntn.org/hc/en-us> . **Call Shasta Rasmusen 882-2134 Ext 210 for additional details.**

POINT ARENA HIGH SCHOOL GRADUATION REQUIREMENTS

Students are required to have a minimum of 250 credits for graduation, meet the Algebra 1 content standards requirement and complete their required community service hours to receive a high school diploma. Ten credits are granted for successfully completing most year-long courses.

Social Studies	30 Credits – 3 years
10 Credits – World History 10 Credits – U.S. History 5 Credits – Civics 5 Credits – Economics	
English	40 Credits – 4 years
4 years of English	
Mathematics	30 Credits – 3 years
Minimum of three (3) courses (10 credits each), placement based on criteria listed in course descriptions: Algebra 1, Geometry, Algebra 2, Pre-Calculus, Statistics, Business Math, AP Calculus AB/BC, AP Computer Science. Alg. 1 & 2, and Geometry are CSU and UC requirements with C or better. Algebra 1 must be passed in order to graduate from PAHS	
Science	20 Credits – 2 years
10 Credits Physical Science – Earth Science, Chemistry, Physics, STEM Robotics, AP Computer Science 10 Credits Life Science – Biology, AP Bio.	
Visual/Performing Arts	10 Credits – 1 years
10 Credits of Art, Ceramics, Drama, Guitar, Concert Choir, Band	
Foreign Language	10 Credits – 1 years
Spanish 1-3, Shop (wood, automotive, etc.), Agriculture	
Physical Education/Health	20 Credits – 2 years
10 Credits – 9 th Grade Physical Education/Health	

10 Credits – Physical Education 2, Weight Training (must pass 9 th grade PE to take Weight Training)	
Electives	90 Credits
Community Service	40 Hours
TOTAL CREDITS	250 CREDITS
TOTAL SERVICE HOURS	40 HOURS
<i>Class of 2023</i>	10 Hours
<i>Class of 2024</i>	20 Hours
<i>Class of 2025</i>	30 Hours
<i>Class of 2026</i>	40 Hours
* Any credits in excess of those required above count towards elective credits once the required subject area credits have been earned.	

HALLWAY PASSES

Students should be out of class only at the beginning and the close of school, lunch and break, and while moving from one class to another unless they have special permission or special duties that require them to be out of class. **Students not in class during class time must have passes.** Students are expected to follow all school rules.

HAZING

See Bullying

HATE VIOLENCE

Hate Violence is the use of threat of force to willfully injure, intimidate, interfere with, oppress or threaten the rights of another person; or to knowingly deface, damage or destroy the property of another person to intimidate or interfere with the rights of that person, because of his/her race, color, religion, ancestry, national origin, disability, gender or sexual orientation. (*Ed Code 48900.2.3*). Any student who engages in either harassment or hate violence may be recommended for expulsion on even the first offence.

HONOR ROLLS

Each semester students have the opportunity to attain the honor of placement on the Principal's List or Honor Roll lists. This achievement can be of value to students whether they are going to college or applying for a job. The honor roll communicates that a student has applied him/herself and has worked hard.

Principal's List - All students at Point Arena High School who exhibit superior academic achievement (3.75 GPA or higher) will be placed on the Principal's List. This GPA will be compiled each semester.

To qualify for placement on the High Honor Roll, a student must earn a 3.75 average in a 25-unit course of study, which includes the traditional University (A-G) entrance requirements. No student will be placed on the Principal's List with a "D" or "F" grade. Teacher assistant (TA) classes do not figure into the GPA calculation.

Honor Roll – All students at Point Arena High School who exhibit academic achievement of (3.5 to 3.74GPA) will be placed on the Honor Roll. This GPA will be compiled each semester.

To qualify for placement on the Honor Roll, a student must earn a (3.5-3.74) average in a 25-unit course of study, which includes the traditional University (A-G) entrance requirements. No student will be placed on the Honor Roll with a "D" or "F" grade. Teacher assistant (TA) classes do not figure into the GPA calculation.

INDEPENDENT STUDY

See Attendance

INSURANCE

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement may be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling (707) 882-2134. The school district does not carry medical or hospital insurance for injuries received at or near the school or its activities, nor for damage or loss of personal property. Your family may already have adequate coverage. California law requires that a student be covered by a minimum of \$1,500.00 hospitalization benefits to be eligible for after-school athletic activities. All athletes must complete a "Responsibility Statement for Participation in High School Athletics" form.

LEAVING SCHOOL

If it is necessary for a student to leave school, he/she must have written permission from a parent/guardian. The student must bring a written excuse to the Attendance Clerk before school or during lunch, and secure an OFF CAMPUS PASS before leaving school property. In an emergency, a parent may call the school and speak with the Attendance Clerk to give the student permission to leave campus. **Text messages are not an acceptable form of communication nor will they be accepted as notes to allow a student to leave school.**

Students must sign out in the main office before leaving campus. Students are not allowed on the Arena Elementary Campus or Charter School during the school day unless they are assigned to be there.

LIBRARY

Students are welcome to use the library during open hours. A student may check out a book by following the guidelines established by the library tech. Reference books will not be taken out of the library.

LOCKERS

Students are expected to sign up and access the lock combination for a book locker from the school office. Only school locks may be used on a locker. Lockers are school property and may be searched by school personnel.

LOST AND FOUND

Articles found in and around the school should be turned in to the office where the owner(s) may claim their property by identifying it. Any unclaimed clothes will be donated.

OPEN CAMPUS AT LUNCH

The Board of Education of the Point Arena Schools District, *pursuant to Section 44808.5 of the Education Code*, permits, **with parent consent**, students enrolled at Point Arena High School, to leave the school grounds during the lunch period.

The privilege of open campus may be revoked from individual students for disciplinary, attendance or by written parent request reasons. The principal may revoke the open campus privilege to any or all students at any time.

Neither the school district nor any officer or employee thereof shall be liable for the conduct nor safety of any pupil during such time as the pupil has left the school grounds.

PARKING AND DRIVING ON CAMPUS

The Point Arena High School parking lot is subject to the same laws that govern the roads and highways. Any law enforcement officer is authorized to patrol and cite on school grounds, if necessary.

- Student parking is only allowed in the student parking lot by the cafeteria. Parking is prohibited in the following locations: red curbs, handicapped spaces without a permit, fire or bus lanes.
- No driving or parking on grass or dirt.
- School speed limit is 5mph.
- Students must provide proof of driver's license and insurance to the Campus Security Officer or Office Staff.
- Vehicles must display Parking Pass given to approved drivers and vehicles from the office at all times.
- **Vehicles are off limits during school hours, except with lunch privilege. You may ask for an escort to your vehicle between classes if you forget something.**

Student safety is not negotiable. Students found violating these rules or operating in an unsafe or reckless manner will lose their parking privileges on campus. Also, students who use their vehicles to cut school or leave campus without authorization may not be allowed to park on campus.

PACIFIC COMMUNITY CHARTER HIGH SCHOOL

Students from PCCHS may take up to 3 classes at PAHS if there are seats available and join our athletic teams. Students must be full time PAHS students (take 4 or more classes at Point Arena High School) in order to be eligible to get into dances without a pass, receive PAHS academic awards, join ASB, etc.

PCCHS students may be dropped from PAHS classes if they have not attended classes for 14 days in a quarter. Student and Charter High School will be informed of the decision, if necessary, in order to ensure academic support for the students.

PLAGIARISM

Academic honesty is highly valued at our school. Students must always submit work that represents their original words or ideas. If any words or ideas used in a class posting or assignment submission does not represent the student's original words or ideas, all relevant sources must be cited along with the extent to which sources were used. All assignments except those designated as "group" are meant to represent the effort of each individual student. Collaboration by multiple students on individual assignments constitutes academic dishonesty. Group projects and assignments should represent equal efforts by all group members.

Plagiarism ranges from "purchasing" papers to unintentionally failing to document appropriately a quoted or paraphrased source. This includes failure to cite parenthetically sources that are included in the end-of-text references. All plagiarism is as a serious academic violation and may result in a failure of the assignment or class, a possible redo of the assignment or class, parent/guardian notification, etc.

SEARCHES AND THE USE OF DRUG DOGS

Because of the school's concern for the health, welfare and safety of all students, drug-sniffing dogs may be employed at any time to patrol halls, lockers and parking lots on school grounds. Any vehicle entering the school grounds may be subject to a search.

SEXUAL HARRASSMENT

Sexual Harassment is prohibited by law and by *Point Arena Schools District Policy*.

Definition: Unwelcome sexual advances; requests for sexual favors; other verbal or physical conduct of a sexual nature.

- Sexual harassment will not be tolerated.
- Students who sexually harass others may be subject to disciplinary action up to and including expulsion.
- District employees who permit or engage in sexual harassment may be subject to disciplinary action up to and including dismissal.
- The district prohibits retaliation against anyone who complains about or reports sexual harassment.
- Complaints of sexual harassment shall be promptly investigated and will remain confidential.
- SEXUAL HARASSMENT may include, but is not limited to one or more of the following:
 - Questioning one's sexual behavior
 - Repeating sexually oriented jokes
 - Displaying sexually suggestive pictures or objects
 - Writing obscene graffiti
 - Making sexually explicit demands of someone

Students who feel they are the target of any type of harassment must:

- Know your rights under the harassment policy.
- Tell the harasser their words/actions are offensive and to stop.
- Avoid being alone with the harasser.
- Report the incident to one of the following: Principal, Counselor, Teacher, or other staff members.
- Record the incident in writing. Write down what happened, where it happened, when it happened, who else was present that saw or heard it, and how you reacted. Save any notes or pictures you receive from the harasser.
- Ask any witnesses to write down what he/she saw or heard without any help from you or anyone else.
- Document dates and times if possible.

SKATE BOARDS/ BICYCLES

Skateboards and bicycles may be used as transportation to and from school. Students will not be permitted to ride a bicycle or skateboard on campus. Skateboards, one wheels, scooters, etc. must be checked into the office at the beginning of each school day.

SPECTATOR'S CODE

Spectators can do the following to promote good sportsmanship:

- Remember that student athletes play organized sports for their own fun and athletic development. They are not pro athletes.
- Be on your best behavior. Do not use profane language or harass players, coaches or officials.
- Applaud good plays by your own team and the visiting team.

- Show respect for your team's opponents. Without them there would be no games or competition.
- Never criticize a student athlete for making a mistake during a competition.
- Condemn the use of violence in all forms.
- Respect the officials' decisions.
- Encourage players to always play according to the rules.
- Never berate your opponent's school or mascot.
- Never create or display negative signs.

SPEECH

Students may express their opinions verbally or symbolically, under the following conditions:

- Students **may not** foster disruption of the educational process.
- Students **may not** make scurrilous, slanderous, or libelous statements or writings.
- Students **may** actively and vigorously search for truth by discussion and examination of various views without fear of recrimination.
- Students **should** consider and weigh the effects of their speech and actions on the honor and reputation of others as well as on themselves.
- Students **must avoid** personal invective, abuse, and obscenity.
- Students **must** keep petitions free from all obscenities, libelous statements and personal attacks.

SPORTSMANSHIP

Sportsmanship is the practice of playing fair, of taking defeat without complaint, or victory without gloating, and treating opponents with respect, generosity, courtesy, etc. Sportsmanship is a blending of cheers for your team and applause for the opponents, observing the letter and spirit of the rules, and showing consideration for others. Sportsmanship is respect, respect for others and for one's self.

STUDENT ACTIVITIES

School activities are open to all students regardless of race, color, creed, sex, religion, gender identity and national origin or physical handicap in accordance with federal and state law, school policy, and eligibility requirements.

STUDENT GOVERNMENT (ASSOCIATED STUDENT BODY, ASB)

Your Student Government provides for student activities, serves as a training experience for both leaders and followers, promotes the common good and gives students a share in the management of the school. Student Government develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to involve students in school affairs and helps solve problems that may arise. Members of ASB are student representatives and work close with administration teams for the betterment of PAHS.

STUDENT RIGHTS

The school district policy manuals in the library have specifics on grievance procedures, exploitation, questioning and apprehension and invasion of privacy.

A student has the right to a hearing or conference concerning any process or events here at school. Any decision can be appealed, but you must request the appeal. The appeal process is called a grievance procedure and should be done in writing to the administration here at school by submitting a *Student Grievance Form*, kept in the Principal's Office.

Access to student records is limited to authorized persons. Information concerning access and confidentiality of records can be found in the *Education Code 49069, 49073-49077*. Also, you may look at the *C.A. Admin. Code, Section 433-438. 16010-16030*. Students who reach eighteen (18) years of age may have access to their records as per procedure outlined in the Education Code. Students eighteen (18) years of age and older must also abide by all of the rules and procedures of the school.

A student has a right to due process and the school must inform students and parents that they must know the following:

1. Rules and regulations
2. Charges in discipline cases
3. Can see the record(s) and get a copy
4. Can confer with an administrator
5. Can challenge the evidence

STUDENT SUCCESS TEAM (ACADEMIC STUDY TEAM)

The Student Success Team (SST) or Academic Study Team (AST) develops intervention programs for students who need support to be successful in high school. It is an attempt to identify the problem, engage the student in problem solving, and then implement a solution. Referrals may be made by staff members, parents, an administrator, or by the student themselves.

SUSPENSION

Suspension means the removal of a pupil from ongoing instruction for adjustment purposes. (Ed. Code 48923)

Students shall be suspended when other means of correction fail or when the student's continued presence is likely to be dangerous or disruptive to others. *According to Ed. Code 48900, students may be suspended or expelled for the following reasons:*

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred with by the principal or the designee of the principal.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any *controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code*, an alcoholic beverage, or an intoxicant of any kind.

- D. Unlawfully offered, arranged, or negotiated to sell any *controlled substances listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code*, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material as controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stolen or attempted to steal school property or private property.
- H. Committed an obscene act or engaged in habitual profanity or vulgarity.
- I. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any *drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code*.
- J. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- K. Knowingly received stolen school property or private property.
- L. Made unwelcome sexual advances, requests for sexual favors, or otherwise engaged in inappropriate verbal or physical conduct of a sexual nature.
- M. Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Possessed or used any electronic signaling device, including, but not limited to paging and signaling equipment, while on campus, while attending any school-sponsored activity, or while under the supervision and control of any district employee, without the prior consent of the principal or the principal’s designee. (*Education Code Section 48901.5*)
- O. Committed *sexual harassment as defined in Education Code Section 212.5*. This conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This sub-section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (*Education Code Section 48900.2*)
- P. Caused, attempted to cause, threatened to cause, or participated in an act of *hate violence as defined in subdivision (e) of Education Code Section 33032.5* This sub-section applies to pupils enrolled in any of grades 4 to 12, inclusive. (*Education Code Section 48900.3*)
- Q. Intentionally engaged in harassment, threats, or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment. This sub-section applies to pupils enrolled in any of grades 4 to 12 inclusive. (*Education Code Section 48900.4*)
- R. Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - 1. “*Bullying*” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils *as defined in Section 48900.2, 48900.3, or 48900.4*, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - a. Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person property.

- b. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - c. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
2. “*Electronic act*” means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wired or wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- a. A message, text, sound, or image(s).
 - b. A post on a social Network Internet Web site, including, but not limited to:
 - I. Posting to or creating a burn page. “*Burn page*” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph R.1.
 - II. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph R.1. “*Credible impersonation*” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - III. Creating a false profile for the purpose of having one or more of the effects listed in paragraph R.1. “*False profile*” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

Notwithstanding paragraph R.1. through subparagraph R.2. above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

3. “*Reasonable pupil*” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- S. A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- 1. While on school grounds.
 - 2. While going to or coming from school.
 - 3. During the lunch period whether on or off the campus.
 - 4. During, or while going to or coming from, a school-sponsored activity.
- T. A pupil who aids or abets, *as defined in Section 31 of the Penal Code*, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have

committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

- U. As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- V. For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior *as specified in Section 48900.5*.
- W. It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Alternatives to Suspension

This sub-section does not apply if suspension or expulsion is required by Policy or the Education Code.

The following is a list of other actions administration may choose when suspension is deemed inappropriate:

Letter of apology/restitution activity	Counseling/Peer Counseling	Social probation
Loss of privileges	Student/parent conference/contract	Drug Counseling
After-School Detention	Campus Beautification	Social Skills Group
No contact contract	Checking in/out daily	Lunch Detention
Peer mentor	Special Assignment	Community Service
Conflict mediation	Assign as an assistant	Class Schedule change
Parent required to attend classes	Financial restitution	SARB referral
Letter to parent/guardian	Restriction/loss of tech. privileges	Involuntary transfer
Substance abuse contract	Behavior Support Contract	Weekly behavior report
Revoke off campus privilege during lunch		

Suspension: Procedures for Teachers

(Education Code Section 48910)

1. A teacher may suspend any pupil from his/her class, for any of the acts enumerated in *Education Code Section 48900 (see paragraph I.C.2)* for the day of the suspension and the day following.
2. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or designee for appropriate action.
3. As soon as possible, the teacher shall contact the parent or guardian of the pupil asking them to attend a parent/teacher conference regarding the suspension. Whenever practicable, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests.
4. The pupil shall not be returned to the class from which he/she was suspended, during the period of the suspension, without the concurrence of the teacher and the principal.
5. A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day, this paragraph

shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

6. A teacher may also refer a pupil, for any of the acts enumerated in *Education Code Sections 48900, 48900.2, 48900.3, 48900.4 and 48901.5 (see paragraph I.C.2)*, to the principal for consideration of a suspension from school.
7. A teacher may require the parent or guardian of a pupil suspended by the teacher for violating *sub-section (i) or (k) of Education Code Section 48900 (see paragraph I.C.2. i and k.)* attend a portion of a school day in his or her child's or ward's classroom in accordance with Board Policy. (*Education Code Section 48900.1*)

TARDY POLICY

Being tardy is a behavioral problem which impacts the learning of the student who is tardy as well as all students in the class. A student is considered "tardy" if he/she is not in their assigned place (determined by each teacher) when the bell rings. On the 5th tardy (overall, not per class), student will be assigned lunch detention. Each tardy after 5 tardies will result in another lunch detention. Failure to attend lunch detention will result in in-school suspension. Tardies will reset each semester.

TECH CENTER

Contact the District Office for information regarding the TECH Center. (707) 882-2803

TECHNOLOGY USE

- Students will be subject to school and law enforcement consequences for accessing, creating and/or distributing electronic media that is inappropriate or disruptive in nature or that causes harm to another person on campus.
- Violation of any user contract, school rules, laws, or procedures will result in a disciplinary referral. Students will be required to make restitution (which includes parts and labor costs) for any damage caused by willful misconduct, careless disregard of appropriate use rules, or mishandling.
- Disciplinary action may include warning, loss of privilege, suspension, expulsion, restitution, and/or referral to the Mendocino County Sheriff's Office Crimes Division.
- Equipment may be used only with specific permission from a teacher. Any use of any technology in a manner not approved by a teacher is a violation. Each student and parent will sign a district computer use agreement.
- A teacher or administrator has the right to remove any personal technology that is disrupting the educational atmosphere in their classroom or on the Point Arena High School campus. Students who bring personal technology on campus, along with their parents, acknowledge that right.
- Students will keep all personal technology in a safe and secure place at all times. Point Arena High School will not assume liability and can often do little to address lost or stolen electronics.

TELEPHONES/Cell Phones

Students will be permitted to use office telephones to complete emergency personal calls, but must first have permission of the office staff. Personal cell phones may be used for emergency calls, but students must obtain permission from the office. Calls may not be made during class time unless it is a real and verified emergency. Students may not step out of class to “call their mom” for non-emergency reasons.

TESTING

- **Test Results, Purpose and Use:** Within 20 working days of receiving results of standardized achievement test, Point Arena High School shall report results of tests, test purpose, individual score and intended use (*EC. 60641*).
- **Advanced Placement (AP) Examination Fees:** There is funding available to qualified low-income students to cover the cost of the Advanced Placement exam fees.
- **CAASPP:** Students in grades 3-8, and grade 11, are required to take the State online, computer-based testing in Mathematics and English. This test (CAASPP) is used to determine how well students have mastered the Common Core State Standards.
- **Accommodations for Students with Disabilities:** If a student’s IEP or 504 Plan does not address standardized testing, the student shall be permitted to take the tests with any accommodations or modifications provided for general classroom testing in their IEP or 504 Plan.
- **ELPAC Test Results:** For each pupil assessed using the English Language Proficiency Assessments for California (ELPAC) the School shall notify parents or guardians of the pupil’s results of testing from the test publisher. Notification shall be given within 30 calendar days of receipt of ELPAC test results.

TEXTBOOKS

All textbooks are loaned to students for use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure name, grade, and school are written on the book label in case the book is misplaced. Students/Parents will be required to pay for lost or damaged books and school-issued materials.

THEFTS AND VANDALISM

All incidents of tampering with personal or school property should be reported to Campus Security. Students responsible for such behavior will be subject to disciplinary action and referral to law enforcement. Restitution will be made as provided for by law. Point Arena High School is not responsible for any lost or stolen items brought on campus.

TOBACCO POLICY

Point Arena Joint Union School District is a smoke-free District. Tobacco use (including e-cigarettes, snuff, chew, etc.) or possession is not permitted on district property or at school sponsored activities at any time, including evenings and weekends.

VISITORS/TRESPASSING

All visitors within the school require advance arrangements and approval by the campus administration. All visitors having business with the school must first report to the office for proper clearance and to sign into the visitor's book.

Former students may not visit campus without arrangements being made from the teacher they would like to visit and consent of the Principal. Former students may not visit classrooms during instruction time (unless giving a presentation for an instructor). This means former students may visit a teacher with prior permission before school, lunch time, or after school. Former students will not be allowed to visit classes during instructional time, and will be asked to leave campus.

Visitors must enter the campus through the main office to inquire about the visitation privilege. Failure to comply with the above request may result in *illegal trespassing as defined by Penal Code 626.8 and Ed. Code 32211*.

WEAPONS

Firearms, knives, explosives, fireworks, wallet chains, spiked belts or wristbands, and other instruments considered dangerous may not be brought onto campus. Consequences will range from suspension to expulsion from the school district and possible arrest.

WORK PERMITS

The state law requires that students under 18 years of age have a work permit to work outside of their homes. Permits will be issued by the office staff if a student meets the academic and attendance eligibility requirements.

Point Arena High School Discipline Matrix

All violations listed in the following discipline matrix are taken from "*California State Education Code*" and will be upheld by Point Arena High School administration.

All school rules are enforceable on the way to or leaving school or any school sponsored activity, during school, at break or lunch, during the period that school is in session when the student is truant from school, at school activities, or to and from school activities on or off campus. The area of school supervision includes the campus, the perimeter of the campus and sidewalks on both sides of the street adjacent to the school as well as the student parking lot. All school rules are also in effect at all school events and activities, regardless of where the event is located.

The Discipline Matrix provides an indication of the types of behavior violations and potential consequences that may occur for breaking a school rule. Please be aware that all policies are in effect for the entire school year.

E.C. 48903: Involuntary transfer to an alternative education program:

Involuntary transfer to an alternative program shall be imposed only when other means fail to bring about improved behavior. Involuntary transfer will be based on the finding that the student:

- Has received an inordinate amount of school suspensions (10 days)
- Has been habitually truant and referred to SARB
- Has committed an illegal act enumerated in the *Education Code, Section 48900*

Any violation of the following sections of the *California State Education Code* is grounds for either suspension or expulsion from the district.

Discipline Matrix

Education Code Violation	1st Violation	2nd Violation	Additional Violations
48915 (c) (1) Possession, selling, or otherwise furnishing a firearm	5 day suspension, law enforcement notification, and mandatory recommendation for expulsion	N/A	N/A
48915 (c) (2) Brandishing a knife	5 day suspension, law enforcement notification, and mandatory recommendation for expulsion	N/A	N/A
48915(c) (3) Unlawfully selling a controlled substance	5 day suspension, law enforcement notification, and mandatory recommendation for expulsion	N/A	N/A
48915 (c) (4) Committing or attempting to commit sexual assault or battery	5 day suspension, law enforcement notification, and mandatory recommendation for expulsion	N/A	N/A
48915 (c) Possession of an explosive	5 day suspension, law enforcement notification, and mandatory recommendation for expulsion	N/A	N/A
48915 (a) (1) Causing serious physical injury to another person, except in self-defense	3-5 day suspension, law enforcement notification, request of expulsion unless the principal finds that expulsion is inappropriate due to the particular circumstances	5 day suspension, law enforcement notification, and request for expulsion	N/A
48915 Possession of any knife, or other dangerous object of no reasonable use to the pupil	3-5 day suspension, law enforcement notification, request of expulsion unless the principal finds that expulsion is inappropriate due to the particular circumstances	5 day suspension, law enforcement notification, and request for expulsion	N/A

Education Code Violation	1st Violation	2nd Violation	Additional Violations
48915 (a)(3) Unlawful possession of any controlled substance	3-5 day suspension, possible law enforcement notification, request of expulsion unless the principal finds that expulsion is inappropriate due to the particular circumstances	5 day suspension, law enforcement notification, and request for expulsion	N/A
48915 (a) (5) Assault or battery upon a school employee	3-5 day suspension, law enforcement notification, request of expulsion unless principal finds that expulsion is inappropriate due to the particular circumstances	5 day suspension, law enforcement notification, and request for expulsion	N/A
48900 (a) (1) Cause, attempted to cause, or threatened to cause physical injury to another person Threat Fight (mutual)	3-5 day suspension	5 day suspension	5 day suspension, possible alternative school placement, request for expulsion
48900 (a) (2) Willfully used force or violence upon another person, except in self-defense	3-5 day suspension	3-5 day suspension, law enforcement notification, possible request for expulsion	5 day at-home suspension, law enforcement notification, possible alternative school placement, request for expulsion
48900 (b) Possession, sale or furnishing of any knives, firearms, or dangerous objects	3-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances	3-5 suspension, possible law enforcement notification	5 day suspension, law enforcement notification, possible alternative school placement, possible request for expulsion
48900 (c) Possession, use, sale, or furnishing, or otherwise under the influence of alcohol, controlled substance, or intoxicant Sale	3-5 day suspension, possible law enforcement notification, possible transfer to alternative site and expulsion hearing	5 day suspension, possible transfer to alternative site, expulsion hearing	5 day suspension, transfer to alternative site and request for expulsion Expulsion hearing
48900 (d) Offering, arranging, or negotiating to sell a controlled substance listed in Chapter 2 of Division 10 of the health and Safety Code, an alcoholic beverage or an intoxicant of any kind and either sold, delivered or otherwise furnished to a person another liquid substance or material and represented liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant	3-5 day suspension, possible law enforcement notification, possible transfer to alternative site and expulsion hearing	3-5 day suspension, law enforcement notification, possible alternative school placement, possible request for expulsion	5 day suspension, law enforcement notification, alternative school placement, request for expulsion
Education Code Violation	1st Violation	2nd Violation	Additional Violations

48900 (e) Committed or attempted to commit robbery or extortion	3-5 day suspension, law enforcement notification, possible request for expulsion unless the principal finds that expulsion is inappropriate, due to the particular circumstance	5 day suspension, possible alternative school placement, law enforcement notification, and possible request for expulsion	5 day suspension, alternative school placement, request for expulsion
48900 (f) Caused or attempted to cause damage to school or private property Minimal damage Extensive damage	3-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Restitution Other	3-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Restitution Other	3-5 suspension Possible alternative school placement, request for expulsion Restitution
48900 (g) Stolen or attempted to steal school property or private property	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances possible law enforcement notification Other	3-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances possible law enforcement notification Other	3-5 suspension, Law enforcement notification possible request for expulsion possible law enforcement notification Other
48900 (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and e-cigarettes	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Other	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Other	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Law enforcement notification possible request for expulsion
48900 (i) Committed an obscene act or engage in habitual profanity Obscene act Habitual profanity	1-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Other	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Other	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances possible request for alternative school placement
48900 (j) Possessed offered, arranged, or negotiated to sell any drug paraphernalia	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Other	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Other	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances possible request for alternative school placement
Education Code Violation	1st Violation	2nd Violation	Additional Violations

<p>48900 (k) Willful Defiance and/or Disruption of School Activities</p> <ul style="list-style-type: none"> • Cheating/Plagiarism • Forgery • Dress code violation • Gang affiliation or behavior • Gambling • Defiance of authority • Unauthorized parking • Failed to serve detention • Electronic device violation • Closed campus violation • Lunchtime off campus violation • Initiating a false fire alarm • Inappropriate computer access • Reckless driving • Trespassing • Verbal altercation • Other disruptive or defiant behavior 	<p>Warning</p> <p>Loss of privileges</p> <p>In-school suspension</p> <p>Other</p> <p>Suspension</p>	<p>Warning</p> <p>Loss of privileges</p> <p>In-school suspension</p> <p>Other</p> <p>2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances</p>	<p>Warning</p> <p>Loss of privileges</p> <p>In-school suspension</p> <p>Other</p> <p>2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances</p>
<p>48900 (l) Knowing received stole school or private property</p>	<p>2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances</p> <p>Other</p>	<p>2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances</p> <p>Other</p>	<p>2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances</p>
<p>48900 (m) Possession of an imitation firearm that is substantially similar in physical properties to and existing firearm as to lead a reasonable person to conclude the replica is a firearm</p>	<p>2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances</p> <p>Other</p>	<p>2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances</p>	<p>2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances</p>
<p>48900 (n) Committed or attempted to commit sexual assault or battery</p>	<p>5 day at-home suspension, law enforcement notification, possible alternative school placement, and recommendation for expulsion hearing</p>	<p>N/A</p>	<p>N/A</p>
<p>48900 (o) Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation</p>	<p>2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances</p> <p>Other</p>	<p>2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances</p>	<p>2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances</p> <p>Possible request for expulsion hearing</p>
<p>Education Code Violation</p>	<p>1st Violation</p>	<p>2nd Violation</p>	<p>Additional Violations</p>
<p>48900 (p) Unlawfully offered</p>	<p>2-5 suspension, unless principal</p>	<p>5 day suspension, possible</p>	<p>5 day suspension,</p>

arranged to sell, negotiated to sell, or sold prescription drugs	finds that suspension is inappropriate due to the particular circumstances	alternative school placement, law enforcement notification, possible request for expulsion hearing	alternative school placement, law enforcement notification, request for expulsion hearing
48900 (q) Engaged or attempted to engage in an act of hazing initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause bodily danger, physical harm, or personal degradation, or disgrace resulting in physical or mental harm, to any student or other person attending school	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Other	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances	5 day suspension, alternative school placement, request for expulsion hearing
48900 (r) Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Other	Consequences in lieu of suspension, 3- 5 day at-home suspension, possible alternative school placement, law enforcement notification, possible request for expulsion hearing	5 day at-home suspension, alternative school placement, law enforcement notification, request for expulsion hearing
48900 (t) Aided or abetted in the infliction or attempted infliction of physical injury to another person	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Other (possible request for expulsion if there is a result of great bodily harm)	Consequences in lieu of suspension, 3- 5 day at-home suspension, possible alternative school placement, law enforcement notification, possible request for expulsion hearing	5 day at-home suspension, alternative school placement, law enforcement notification, request for expulsion hearing
48900.2 Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal, or physical conduct of a sexual nature	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Other Possible law enforcement notification	3-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances enforcement notification, possible request for expulsion hearing	5 day at-home suspension, alternative school placement, law enforcement notification, request for expulsion hearing
48900.3 Causing, threatening, or attempting to cause, or participating in an act of hate violence as defined as willfully interfering with or threatening another person or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation; speech that threatens violence, when the	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Other	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Possible law enforcement notification, possible alternative school placement, possible	5 day at-home suspension, alternative school placement, law enforcement notification, request for expulsion hearing

perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence		request for expulsion hearing	
48900.4 Intentionally engage in harassment, threats, and/or intimidation which are directed against school district personnel or pupils, that sufficiently severe or pervasive, and invading the rights of either school personnel or pupils by creating substantial disorder and creates an intimidating or hostile education environment	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances Other	3- 5 day at-home suspension, possible alternative school placement, law enforcement notification, possible request for expulsion hearing	5 day at-home suspension, alternative school placement, law enforcement notification, request for expulsion hearing
48900.7 Making terrorist threats against students, school officials and/or property	2-5 suspension, unless principal finds that suspension is inappropriate due to the particular circumstances possible law enforcement notification, possible request for expulsion hearing Other	3- 5 day at-home suspension, possible alternative school placement, law enforcement notification, possible request for expulsion hearing	5 day at-home suspension, alternative school placement, law enforcement notification, request for expulsion hearing