

Pacific Union School Parent/Student Handbook

Welcome to Pacific Union Elementary School! Our TK – 8th grade school has been fortunate to have wonderful students, a caring, dedicated staff and supportive parents and guardians that all work together to create our positive learning community. We also enjoy a strong partnership with our Parent Teacher Organization (PTO) and community that is reflected in a warm, nurturing environment here at Pacific Union School.

Our staff believes that each child is important. Within our Code of Conduct, we have guidelines for a safe, comfortable environment where children feel they belong and where academic, social and emotional needs can be addressed. The motto of being Safe, Responsible, and Respectful is core to our Code of Conduct.

This handbook contains useful information for both parents and students regarding Pacific Union School District. You will find information highlighting some of the district's policies, guidelines, and schedules that are necessary for the safety, welfare and well being of our students. I encourage you to review the contents of this handbook and share appropriate information with your child. As a parent or guardian, your interest and involvement with your child's education will promote a positive attitude toward learning and academic achievement.

All of us look forward to an exciting, productive and successful year!

Sincerely,



Karla K. Darnall
Superintendent/Principal



Mission Statement & Goals

The mission of Pacific Union School is to educate our students to become lifelong learners who will contribute productively to the world they inherit. Pacific Union addresses the diverse needs of all students. In alliance with the community, Pacific Union's highly qualified staff provides a safe and healthy environment where students experience opportunities to become positive and successful citizens.

We believe:

1. In maintaining a highly qualified, dedicated staff that is positive role models for our students.
2. In surrounding our students with positive influences and a healthy, safe, and caring environment.
3. In supporting and celebrating diversity and showing mutual respect for one another.
4. There are many successful ways of teaching and learning, and all students will be given opportunities to be successful.
5. In supporting students' opportunities to learn in our local and natural environment.
6. In supporting the involvement of the school's families and the greater community in the school's activities.
7. Students learn from exploration experiences and will be given opportunities to exchange ideas in their educational programs and environmental surroundings.
8. In supporting strong relationships between home and school.
9. The school has a responsibility to the greater community and should serve as an essential community center.
10. All students have value and education is an important step to their future.

The District

Pacific Union School is an elementary school including grades transitional kindergarten through eight in the Pacific Union School District serving children in the community of Arcata which includes the areas of Pacific Manor, Vassaide Estates, Valley East, Valley West, West End Road, North Bank Road, Janes Creek and Hunt's Drive. School enrollment at the start of this school year was around 535.

Pacific Union has an outstanding staff consisting of 23 regular education teachers, one speech specialist, two counselors, three special education teachers, one special day class teacher, one English Learner teacher, one library technician, one nurse, one music teacher, one reading specialist, one psychologist, classroom assistants and two administrators. 100 percent of our teaching staff have taken advanced college classes and participated in professional growth workshops and are certified as Highly Qualified by the No Child Left Behind and with Cross Cultural, Language, and Academic Development (CLAD) certification. Our before and after-school childcare program has a full-time director and several part-time staff.

District Superintendent/Principal

Karla K. Darnall

Associate Principal

Alyse Eckenrode

Board of Trustees

Jason Barr

Karan Collenberg

Ted Weller, Clerk

Chris Emmons, Member

Dirk Luoma

Welcome to a meeting of your Board of Trustees. The purpose of each trustee meeting is to determine policies, practices, and procedures, which will provide a quality education for the children of the Pacific Union School District--your children. Your attendance and interest are valued and appreciated. The Pacific Union School District is governed by a five-member Board of Trustees elected by the citizens of Pacific Union School District. The Governing Board is the unit of authority over the district. It has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting. The board member has no individual authority. Individually, the board member may not commit the district to any policy, act, or expenditure. The board member represents and acts for the community as a whole and does not represent any fractional segment of the community. The Board of Trustees of the Pacific Union School District promotes student-centered decisions. A district mission has been adopted and is reflected in the annual goals and supported in the annual budget.

Board Of Trustees Meetings

Regular meetings of the Board of Trustees are held on the second Thursday of each month. Unless otherwise posted, the meetings are held at 6:00p.m. in the multi-purpose room of Pacific Union School. For specific information, call the superintendent's office at 822-4619. Agenda items are considered and acted upon in public meetings. However, by State law, closed sessions may be held to consider personnel matters, negotiations, pupil disciplinary actions, business which may involve litigation, and proposed property acquisitions.

Board Meeting Procedures – Agenda/Agenda Items

Any person who wants to request an item be placed on the agenda can do so by completing the District Agenda Item Request form. This request form, and any supporting information must be received by the district eight (8) working days prior to the meeting.

Emergency items may be added to the agenda by vote of the Board. This vote must follow the proper procedure.

Members of the public may address the trustees regarding an agenda item after the presentation has been made. Anyone wishing to address the trustees will stand and state their name and any group they are representing. There will be a time limit of three (3) minutes per person per item. There will be a total time limit of fifteen (15) minutes per agenda item. If there are representatives from opposing points of view, each side will be allotted half the total time. The Board President may take a poll of the audience and may ask that additional persons speak only if they have something new to add. The discussion of the agenda item will take place after the Public Comments and be limited to the Governance Team. If needed, the Governance Team may direct questions to the presenter. The Trustees may make a motion on the item and vote on the motion. They may also table the item for another time or take no action.

Public Concerns-Comments From The Audience Regarding Non-Agenda Items

Any person may address the Trustees on items not appearing on the agenda. This includes non-agenda materials distributed at the meeting. Any person who has specific complaints or charges against an employee shall be notified of the complaint process and the rights of the employee to have complaint process followed. Anyone wishing to address the trustees will stand and state their name and any group they are representing. There will be a time limit of three (3) minutes per person and a total time limit of fifteen (15) minutes per concern. If there are representatives from opposing points of view on a matter, each side will be allotted half the total time. The Board President may take a poll of the audience and may ask that additional persons speak only when they have something new to add. The Trustees may ask a question for clarification, make a brief statement, turn the item over to the Administration, place the item on a future agenda, or take the matter under advisement. No discussion of the item will take place at that time. No action will be taken by the Trustees on the item at that meeting.

Administrative Reports And School Board Correspondence

Discussion of items in Administrative Reports and School Board Correspondence shall be reserved for the Governance Team.

Addressing The Board

No disturbance or willful interruption of any board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate their privilege of address or removal from the meeting.

Each person who addresses the board, must be first recognized by the presiding officer. Comments must be addressed to the board as a whole and not to individual staff members or district employees. The board and staff are not obligated to comment on or respond to addresses by the public.

PACIFIC UNION SCHOOL DISTRICT

2016-2017 SCHOOL CALENDAR (adopted 3/10/16)

SCHOOL MONTH	MON	TUES	WED	THURS	FRI	NOTES & HOLIDAYS	ADA DAYS
	22	23	24	(25)TDD	26	1 Buyback Day & 1 TDD	
<i>All Mondays M</i>	29	30	31	1	2	FIRST STUDENT DAY 8/29	
FIRST MONTH	5	6	7	8	9	LABOR DAY	
August 29 to	12	13	14	15	16		
September 23	19	20	21	22	23		19
	26	27	28	29	30		
SECOND MONTH	3	4	5	6	7		
September 26 to	10	11	12	13	14		
October 21	17	18	19	20	21		20
	24	25	26	27	28**		
THIRD MONTH	31	1	2	3	4		
October 24 to	7j	8j	9j	10j*	11	VETERANS' DAY	
November 18	14p	15p	16p	17p	18p		19
	21	22	23	24	25	THANKSGIVING RECESS	
FOURTH MONTH	28	29	30	1	2		
November 21 to	5	6	7	8	9		
December 16	12	13	14	15	16M		15
	19	20	21	22	23	WINTER RECESS	
	26	27	28	29	30	WINTER RECESS	
	2	3	4	5	6		
FIFTH MONTH	9	10	11	12	13		
December 19 to	16	17	18	19	20**	MARTIN LUTHER KING DAY	
January 27	23	24	25	26	27		18
	30	31j	1j	2j	3j		
SIXTH MONTH	6	7	8	9	10		
January 30 to	13	14	15	16	17		
February 24	20	21	22	23	24	PRESIDENTS' WEEK RECESS	15
	27	28	1	2	3		
SEVENTH MONTH	6	7	8	9	10*		
February 27 to	13p	14p	15p	16p	17p		
March 24	20	21	22	23	24		20
	27	28	29	30	31**		
EIGHTH MONTH	3	4	5	6	7		
March 27 to	10j	11j	12i	13i	14M		
April 21	17	18	19	20	21	SPRING RECESS	15
	24	25	26	27	28		
NINTH MONTH	1	2	3	4	5		
April 24 to	8	9	10	11	12		
May 19	15	16	17	18	19		20
	22	23	24	25	26		
TENTH MONTH	29	30	31	1	2	MEMORIAL DAY	
May 22 to	5	6	7	8	9		
June 16	12	13	14	15	16M	LAST DAY OF SCHOOL 6/16	19

- LEGAL HOLIDAY
- LOCAL RECESS
- * END OF TRIMESTER
- ** END OF QUARTER
- () TDD TEACHER DUTY DAY (NO SCHOOL FOR STUDENTS)
- 🍏 STAFF DEVELOPMENT BUYBACK DAY
- p or j PARENT CONFERENCE DAY p=TK-6th grade j=7th-8th grade
- M MINIMUM DAY-2:15 DISMISSAL (all Mondays and designated days)
- MINIMUM DAY-12:15 DISMISSAL (last day of school 6/16/17)

1ST TRIMESTER	53 DAYS
2ND TRIMESTER	63 DAYS
3RD TRIMESTER	64 DAYS
TOTAL	180 DAYS
1ST QUARTER	44 DAYS
2ND QUARTER	42 DAYS
3RD QUARTER	45 DAYS
4TH QUARTER	49 DAYS
TOTAL	180 DAYS

The district has an established procedure for considering complaints regarding individual employees. Persons, including members of the board, school employees, and members of the public, requesting an opportunity to present complaints to the board about a specific employee, shall first notify the Superintendent. Notice will be given to the person against whom the complaints are directed. If the complaint is not resolved satisfactorily at the administrative level, the matter will be scheduled for a closed session meeting of the board. The employee complained against must be given at least 24 hours written notice of the opportunity to request that such complaints be heard in open session of the board, or to be present in closed session if the board so agrees.

Order Of Business

Trustee meetings are business meetings held in public. The agenda is posted prior to a meeting. The agenda provides the specific sequence of the meeting. Generally, information considered by the board includes: public comments, reports, consent agenda, information/possible action items, correspondence/board announcements/board comments, and business items.

Superintendent's Responsibilities

The superintendent is the chief executive officer of the school district and serves as the advisor and secretary to the Board of Trustees. The prime responsibility is to provide for the effective operation of the entire school program within policies set by the board. The trustees encourage you to see the Superintendent about issues of concern. Contact the Superintendent's office to schedule an appointment.

Administration

Karla Darnall/Superintendent/Principal
Alyse Eckenrode/Associate Principal

School Board

Jason Barr
Karan Collenberg
Chris Emmons
Dirk Luoma
Ted Weller

Teachers

Alyssa Burrus	MaryAnn Loch
Michelle Butler	Lindsay Neely-Mangos
Carol Crivelli	Stacey Navarre
Evan Fontaine	Cheryl Paul
Danielle Foreman	Jennifer Pierce
Jason Francis	Jesse Re
Rico Guilbert	Greg Stackhouse
Calisa Holm	Sarita Villanueva
Sarah Hughes	Angela Vogt
Mark Huschle	Carlee Wallace
Daniel Klein	Molly Wasko
Kevin Lane	Stefanie Watson

Teaching Assistants

Annamarie Ahmed	Catherine Josang
Jennifer Balmeo	Jennifer Larson
Linda Barney	Nicael Leistikow
Andie Brands	Reyna Mejinez
Michael Davidson	Amy Roemer
Amy Dewey	Lisa Sharry
Laura Escutia	Elizabeth Simovich
Katina Gibbs	
Andrew Gonzalez	
Sharon Gulbransen	
Lonette Hannon	

Other Staff

Resource Specialists: Emily Florian, Devany Garcia, Sari Swede, Reading Specialist, Sophia Pelafigue, English Learner teacher: Tami Davies-Hughes, Music: Jim Hatchimonji, Counselor: Krista Sanders, Counselor/School Psychologist: Tonja Speed, Speech Therapist: Bonita Peck, Technology: Paul Feist, Daycare: Gown Vang, GATE Facilitator: Elizabeth Simovich, Business Manager: Laurie Hackney, School Secretaries: Barbara Hooper, Lori Acorn, Librarian: Nicole Matas, Transportation Supervisor: Susan Moxon, Maintenance Supervisor: Rich Moxon, Playground: Woha'li Bishop, Danny Nguyen, Gail Zanotti, Cooks: Karin Mason, Kara Thomson, Michaela Baxter, Bus Drivers: Susan Moxon, Rich Moxon, Alan Atkinson, Crosswalk Guard: John Credico, Lunchroom Monitors: Katie Morris, Daycare Aides: Sam Crivelli, Michael Davidson, Matthew Perry, Daniel Schaefer, Gail Zanotti

School Hours

Teachers are at school from 8 a.m. to 3:45 p.m. unless participating in district activities. Children who walk are asked to arrive no earlier than 7:45 a.m. All children should go directly home after school except when special arrangements have been made by parents or teachers. Because Monday is a minimum day, all classes in grades 4-8 are dismissed at 2:15

Kindergarten

8:30 School Begin
11:00-11:45 Lunch
2:15 Dismissal

Grades 1-3

8:30 School Begins
9:45-10:00 Recess (Grades 1,2,3)
11:15-12:00 Lunch (Grades 1,2)
11:25-12:10 Lunch (SDC)
11:40-12:25 Lunch (Grades 2/3, 3, 4)
2:15 Dismissal

Grades 4-6

8:30 School Begins
10:05-10:25 Recess (Grades 4,5,6)
12:05-12:50 Lunch (Grades 5, 6)
3:00 Dismissal / Monday 2:15 Dismissal

Grades 7-8 - Monday

8:30-8:40 Homeroom
8:40-9:25 Period 1
9:25-10:10 Period 2
10:10-10:55 Period 3
10:55-11:10 Recess
11:10-11:55 Period 4
11:55-12:30 Period 5
12:30-1:15 Lunch
1:15-1:30 Period 5 Cont'd
1:30-2:15 Period 6
2:15-3:00 Period 7

Grades 7-8 - Tuesday-Friday

8:30-8:45 Homeroom
8:45-9:40 Period 1
9:40-10:35 Period 2
10:35-10:50 Recess
10:50-11:40 Period 3
11:40-12:30 Period 4
12:30-1:15 Lunch
1:15-2:10 Period 5
2:10-3:00 Period 6
3:00 Dismissal

Grades 7-8 Schedule, Events

In order to prepare the upper grade students for high school within the elementary school setting, we have devised a schedule which allows students and teachers to rotate on a limited basis. The schedule is divided into the following areas: homeroom, English language arts, science, math, social studies, P.E. and other areas of study such as yearbook, leadership, art, music, robotics, and student council, which are offered at various times throughout the year. At times the above areas are combined into an integrated curriculum for several weeks. All students are given a homework planner to encourage parents to check nightly for assignments.

8th grade trip--This is certainly the highlight of the students' elementary school experiences. The 8th grade raises money for an annual trip through a variety of fundraising activities.

There will be no fundraising during school hours and that includes outside organizations; Campfire, Girl Scouts, Boy Scouts, etc. All fundraisers will be outside and away from the school or at least one half hour after the school day.

Magazine Drive--Fourth through eighth grade students sell magazine subscriptions, totes and other products for prizes and to help raise money for the 8th grade class trip and other activities. This drive is during September.

Pacific Union Basketball /Volleyball Tournaments Each year we sponsor a boys' and girls' basketball tournament and a girls' volleyball tournament. The tournaments are major fundraisers for our athletic department and support all athletics.

Academic Recognition

Many opportunities are available for students to participate in events which provide challenge and recognition. These events include HSU's math tourney, HSU's History Day, Math Counts, Writers Conference, County Academies, Science Fair, Yearbook, Honor Roll and Honorable Mention, Principal's 100 Book Reading Club, Accelerated Reader Program, Geography Bee, Writers in the Mist, and Spelling and Math Bees.

Other Recognitions

Primary, intermediate, and junior high award assemblies honor students in academic fields, behavior, citizenship, and sportsmanship. Students school-wide are also honored periodically for being a good example of Pacific Union's "Safe, Responsible, Respectful" Code of Conduct with a special lunch hosted by administration. Other assemblies are held to recognize a variety of accomplishments.

Athletics

Volleyball, basketball, golf, cross country, soccer and track are offered to students who maintain a "C" average and have a good citizenship record. Our mascot is a wildcat, and the school colors are green, gold, and white. We encourage our students to identify with these symbols as a representation of our school pride and spirit. We encourage students and parents to attend these events showing support and spirit. We may have a small charge for admission to athletic events with a discount given to students. Concessions are also available at many of the events for your enjoyment and for funds to purchase equipment, provide referees, and support the whole athletic program. Family passes are available for entry to our league games, excluding tournaments.

Music

The music program is designed to help provide a balanced, well-rounded education to all of our students. Music education specifically focuses on creating music and developing an awareness of the beauty in music.

General music strives to give all of the students a broad music education. Students learn basic music skills such as in-tune singing, a feeling for the beat, and music literacy. Students also gain exposure to the world of music including its great composers, compositions, and the music of many cultures.

The pull-out program is for 4th-8th grade students who have interest in further developing their ability in band, orchestra, chorus, and strings. Some classes require audition; some classes are for beginners and others for intermediate skills. The pull-out program takes the student out of their regular classroom to participate in twice a week group practices. The music ensembles represent our school in concerts at the school and in the community. Look for the up-coming performances to see and hear our amazing musicians in action.

Organizations And Clubs

Although these might change from year to year, we offer Student Council, Leadership Team, and other clubs. These clubs are open to all interested students at a variety of grade levels.

Counseling

In an effort to meet the social and emotional needs of students, certified counselors are available to aid students with personal or academic needs.

Transportation

Busing is provided for students who are not within walking distance of the school. It is important to remember, however, that riding the school bus is a privilege which may be revoked at any time. Students must follow the good conduct rules set up by the transportation staff in order to help provide a safe environment for the bus ride to and from school or on school-sponsored field trips.

Emergencies

In case of any emergency, we will always first call parents/guardians. It is very important that you keep an up-to-date emergency number on file in the school office in case we can't reach you. Please phone the school when you have any changes.

The person designated as your emergency number should be someone who can reach the school in a reasonable length of time. If you or the person designated cannot be reached, our only resource is to use our judgment in getting medical attention for a sick or injured child.

School Pictures

Children have their pictures taken on picture day in September. Student ID cards can be purchased for \$1. Individual pictures will also be taken and may be purchased in a variety of optional packages on a prepaid basis only. The school assumes no responsibility for the quality of the pictures, but it will cooperate with parents, students and the photographers to promote their satisfaction with the program. If parents are not satisfied with their child's picture, a make-up day will be scheduled.

Telephone Messages

Delivering personal messages to students disrupts instructional time and involves many people. If a call is absolutely necessary, please call as early as possible. It is extremely difficult to deliver messages minutes before school is out for the day. Overnight trips, after school visits and child care are to be arranged prior to the school day. Voice mail is available to take your messages from 4 p.m.-8 a.m. In an emergency, students may request to call from a classroom or seek assistance from the office.

Visitors

Parents are welcome and encouraged to visit the school. However, when you arrive on campus for any reason, (drop off forgotten items, projects, library books, volunteer in a classroom, etc.), please check in at the school office. Do not go directly to the classroom. Once you register at the school office and obtain either a visitor or volunteer badge, you will be directed to your child's classroom. Before leaving the school, please return the badge to the office and sign out.

Lost And Found

Please see that your child's name is plainly written on his/her lunch-boxes, jackets, sweaters, and other personal belongings. Even upper grade students should have this done to their sweaters and jackets. There is a lost and found box in the multi-purpose room and the gymnasium where you or your child may check for lost articles. Clothing not claimed is donated to a charitable organization each month. Items left on the school bus are placed in the lost and found also.

Cafeteria

Our excellent cafeteria serves nutritious meals every school day. Students may buy lunch for \$2.10 and those who bring their lunch can purchase milk for 35 cents. Adults may buy lunch for \$3.10 and milk for 35 cents. It is more convenient if you pay by the week or month. No charges will be allowed. A full breakfast is available every morning beginning at 7:45a.m. for \$1.00 for students and \$2.00 for adults. Please do not send food that needs to be heated. On the last full day of school, all students bring a sack lunch and have an outdoor picnic. Games, softball, and fun are featured events. No cafeteria service will be available.

The Library

Our school library is open from 8:00a.m.-3:30 p.m. Monday through Friday. Books may be checked out for a two-week period by students, parents, and our staff.

Each class has an assigned hour every week to visit the library for book check out, story time, or for research, upon the request of the teacher. The librarian reads a story to K-3 grade classes during their visits.

Students may check out two books at a time, except kindergarten who may check out one book for one week. Three renewals are available. Overdue books must be returned or paid for before further books may be checked out. Report cards will not be issued to students who have books overdue.

Pets

As a general guideline, pets are not allowed on campus. On special occasions with teacher and administration's approval, exceptions may be allowed.

School Nurse, Psychologist

Humboldt County Office of Education provides the district with the services of a nurse and psychologist. The nurse conducts health screenings such as vision and hearing, and scoliosis. After reviewing the health status of students, the nurse often counsels parents and may refer the child for further examination. The psychologist does testing for our Special Education program, attends individual education plan meetings, and consults with parents and staff.

MEDICATIONS

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

Prescription and Non-Prescription Medications

1. The district has a medication form that must be filled out and signed by the parent and the physician.
2. Must be clearly identified as to the name and type of medication.
3. Must be in original container.
4. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
5. The prescription must be current.
6. Refrigeration is available.
7. Medication will be given by school personnel.

Safety

Once a month we perform a Fire, Earthquake or Lockdown drill.

Preparing Your Child to be Home Alone--

1. Write down emergency phone numbers your child might need to have, and put them close to your phone: police, fire, doctor, mother at work, father at work, family friend on your block.
2. Write down the things your child should do when he leaves home: turn off lights, close and lock windows, turn water off, check the stove, bring in cat or dog or put them out, lock all doors, make sure he/she has the key.

Home Study Guidelines

Home study serves an important purpose in the child's school life. It is a means of reviewing and reinforcing the lessons taught in school. Home study is also a way to help a child develop work and study habits that will assist him/her throughout the years spent in school.

Home study shall be a thoughtfully planned, well-organized regular part of the educational program. Home study shall reinforce and be an extension of classwork. Reading, writing, and thinking experiences in literature, math, history, science and fine arts may be extended through home study.

Home study shall be given at the teacher's discretion based on the ability and needs of the individual student. Before students are assigned independent practice and application as home study, they shall first have had guided practice and application with supervision and feedback. Students shall receive prompt and informative feedback on completed assignments including reteaching as needed. All written homework should be evaluated. Homework shall never be given as discipline or for punitive reasons.

Average Daily Home Study Times by Grade in Minutes

TK-K	1-2	3-4	5-6	7-8
Per Teacher	10-20	20-30	30-60	60-90

Home Study Parent Tips

- Encourage students to take responsibility for doing assigned work.
- Help students work out a good study schedule.
- Plan homework time so as not to conflict with enjoyable family time or other outside activities.
- Share your child's work to reinforce the importance of homework and help the child to understand that you are interested in his progress.
- Give praise for a job well-done.

Winter Traditions

Students may bring canned food to school the last week before winter vacation. The cans are collected by a local organization and given to needy families in the area. All students enjoy the winter and community sing-along the day before winter break. Various holiday programs may also be presented. The Parent Teacher Organization sponsors Cider on the Sidewalk.

Back To School Night

This orientation night, for parents only, provides an opportunity for the school community to meet the Pacific Union staff and become acquainted with the school site and facilities. Parents can meet the teachers, review daily schedules, thumb through textbooks and other materials, and learn about the classroom philosophy, including discipline procedures and homework.

Open House

This special night is held annually in April or May. At this time, parents are able to see their child's work displayed in the classroom, and look at other classrooms.

Field Trips

During the school year, teachers may take their classes on educational trips outside school grounds. These trips are considered an extension of classroom instruction. If space permits, parents are welcome to accompany classes, siblings are not allowed on school field trips. Permission slips and medical release forms must be on file for each student and parent. Minor siblings are **not** allowed on field trips.

Arriving and Leaving During School Hours

Pacific Union is a closed campus. This means that students are not allowed to leave the campus during the school day unless the student brings a note from a parent/guardian to the school office prior to the start of school or their parent/guardian contacts or comes to the school office to complete a Permit to Leave School Grounds form and checks them out. Students who arrive at school after 8:30a.m., must also check in through the school office.

Students are not allowed to walk home for lunch unless they live within a short walking distance from school and have a completed Permit to Leave School Grounds form on file in the office. Other students may go to lunch with a parent/guardian by completing the proper form at the school office. This form only allows students to go to their **own home** or to leave campus with their **own parent or guardian**.

Students must sign out in the office when leaving campus and sign in if they return to school that same day. This procedure applies to all students--whether they are leaving campus one time or are going home for lunch on a regular basis.

Minimum Days

Each Monday is designated an early dismissal day for grades 4-8. Students will be dismissed at 2:15 p.m. on minimum days. The teachers will use the time for staff and department meetings.

Class Lists

Because careful consideration must be given to developing effective classrooms, much time and effort is used to prepare class lists. The process begins with teachers from both the past school year as well as teachers from the incoming grade level meeting and conferring on each individual child. A variety of factors are considered by the committee: individual needs, strengths, learning styles, interest and peer relationships. They then look at the class as a whole. It is important to have a balance of students in ability, leadership, ethnicity and ratio of boys/ girls.

Inter-district Requests

The Pacific Union Board of Trustees believes the first priority for participation in the district's education programs must be the students who reside within the district's boundaries. However, the Board recognizes that under special circumstances, it may be in the best interests of the child for the parent and district to consider applications for nonresident student attendance. School Board policy states that nonresident student attendance shall be considered. Transportation is the responsibility of the parent. For further information, including transfers to other districts, please contact the Superintendent. Inter-districts must be renewed annually.

Conference-Report Cards

The school provides the parents with a detailed report of their child's progress three times during the year for grades TK-8. Two conference weeks are scheduled for teachers to update parents on student progress in grades TK-6 and three conference weeks are scheduled for grades 7 and 8. Report cards will be given to parents at those times and will also be sent home the last day of school in June for all students.

Computer Lab

Pacific Union has a computer lab which all classes use to meet the needs of students in achieving the goals in our Technology Plan.

Parent Volunteer Opportunities

This is a great time for parents to volunteer for one of the many groups and classrooms which exist to improve the school and enrich the educational experience of our students. Besides the following, parent volunteers are needed to help with athletics, music and play performances, and special events. A parent volunteer handbook is available in all classrooms for parents to read and sign.

Parent-Teacher Organization

Welcome to the school year. As a parent of a Pacific Union student, you are a member of the Parent-Teacher Organization. This organization's goals are to host fun-filled events, furnish important parenting information, and to provide our children with all the "extras" that we can. We ask that you not only attend our monthly meetings, Carnival, Talent Show, and other activities, but that you also provide some of the "People Power" necessary to put them on. If you would like to participate, please call 822-4619 or email: pacificunionpto@yahoo.com. Thank you.

School Site Council

This state-required council made up of parents and staff meets monthly. Its function is to be an advisory body for Title I programs and the Single Plan for Student Achievement in the areas of planning, implementation, evaluation, and budget. All parents are invited to attend.

Technology

This committee meets regularly to advance technology and multimedia at our school. As we strive to improve our technology, your help is vital and appreciated. If you have any questions, please contact Paul Feist at 822-4619.

Parent Help

Parents are encouraged to participate in all grade levels as room helpers, field trip helpers, special project assistants, and as instructional assistants. In addition to classroom volunteers, help is needed in the library and all special programs. Help is always needed and appreciated. Please contact the school if you are interested in participating in any of these activities and have not yet signed up to volunteer. Every volunteer must register in the office upon arrival.

Outdoor Education

Our outdoor education area includes a wonderful arboretum and garden. These sites provide hands-on outdoor environments to educate students about natural resources, horticulture, botany, land stewardship, and cooperative group efforts. Work days are planned through out the year and volunteers are always welcome.

Learn To Earn

The Parent-Teacher Organization staffs this in-school banking program on Fridays from 7:50-8:20 in the Multi-Purpose room. Deposits are made at the Arcata branch of Umpqua Bank where students must have an account. Parents can open an account at the branch. Students can use existing Umpqua Bank accounts. This is open to all TK-8 students.

A to Z Eyecare

A to Z Eye Care will be in the multi-purpose on the first Friday of each month from 8:15-8:45a.m. to make minor adjustments to frames and lenses of your child's glasses. If you wish to take advantage of this wonderful opportunity for your student, you must complete a Release form, available in the school office.

Change Of Address Or Phone Number

It is very important, for emergency and administrative reasons, that every student maintain an up-to-date address and phone number record at the school office. Please notify the school office immediately if you have a change of address or phone number during the school year.

State And Federally Funded Programs

In addition to basic school aid, Pacific Union receives state and federal money recognizing the need of our students to have every educational opportunity available. All of the following programs require a high level of coordination and parent support. A more expanded description of each program appears in the School Plan available for check out through the library.

Title I-Economic Impact Aid

Pacific Union is a school-wide Title I school. These programs provide funding for additional instructional assistance from highly qualified paraprofessionals. Materials and training for both classified and certificated staff are also provided.

Special Education-Speech

Special education is a federal, state and locally funded program providing individualized education plans for qualifying students who may need a part-time alternative learning environment, modified curriculum, or in-class support. For example, special education services may include assistance from the resource specialist teacher or the speech therapist.

Additional Programs

Although these programs carry no grant monies specifically, some of them receive funding from our funded programs: HSU (6-8 grades) Talent Search, tutoring, homework place, community networks. Pacific Union provides additional programs and resources to students through various partnerships. These vary from year to year and include programs such as Talent Search (grades 6-8), Puentes (support for English Learner student), Indian Education, and many programs through Decade of Difference. California Healthy Kids survey is completed every year.

Proposition 39

Proposition 39, passed by the voters in November 2012, established a Clean Energy Job Creation Fund for five years. Some of this money has been allocated to schools to use for projects which improve energy efficiency. Pacific Union School is participating in this program which will include a needs assessment and energy-efficient projects.

Title II - Teacher Quality

Provides funds for further reducing class size and providing staff development to certificated and classified staff.

English Learners (EL)

The District funds an English Development Program to help students whose second language is English. The Board of Trustees has set up procedures to ensure English Learners (EL) are provided an enriched core curriculum which helps them to achieve academic success at the same level as their English-proficient peers. EL students, as identified by (CELDT) California English Language Development Test scores and home language surveys, are offered on an average of 150 minutes weekly language acquisition tutoring by a credentialed language teacher. Ongoing monitoring is provided by homeroom teachers to those EL students who have become proficient in English to make sure of their continued English language skills development.

Attendance Information

Good attendance is the first step in a student's success. As a parent or guardian, you have the power to insure an excellent attendance performance. Encouraging punctuality is a fundamental component of forming good daily habits. Please help to insure that your student is promptly at school.

Students who must be absent from school for a period of time due to a medical or dental appointment are required to attend school prior and after the appointment. Students may be considered truant for unaccounted appointment time.

Students who plan to be absent from school for five or more days may request an Independent Study Contract from the school office and homeroom teacher two weeks prior to the absence. All of the Independent Study Contract assignments are required to be completed and returned upon the first day of returning to school. Students who do not complete and return the contract on their return date, will not be allowed to arrange future independent study contracts.

****When children miss school, they miss out on valuable learning time****

The Pacific Union Board of Trustees adheres to the California State Education Code Section 46010 and 48205 regarding the attendance requirements. The following absences are deemed excused:

Excused Absences

Section 46010 and 48205 defines an excused "justifiable personal absence" as: illness, quarantine, medical, dental, optometry, chiropractic services, funeral for an immediate family member, jury duty, court appearance, observance of religious holiday or ceremony, attendance at a religious retreat (limited to four hours per semester), and a board pre-approved absence, requested in writing, by the parent who is consistent with board policy.

Absences For Personal Reasons

We understand that family emergencies may occur. In the case of a family emergency, please contact the homeroom teacher and the school office to request an administrative approval. Students who plan to attend a family trip may request an Independent Study Contract for five days or more. Students who plan to be absent for less than five days are required to request homework from their teacher at least three days prior to the planned absence and inform the school office.

Exclusion From School

The State of California requires students to be excluded from school for the following purposes:

Contagious health problems - Students who have received an immunization waiver or do not have current immunizations may be temporarily excluded from attending for his/her protection. Head lice - Students who have excessive nits will be required to be excluded from school. Proper treatment and removal of the nits are required prior to returning to school. Students must not be absent from school an unreasonable amount of time. School staff is required to inspect the student prior to entering the classroom.

Unexcused Absences

Any absence that is not listed under the California Education Code Section 46010 and 48205 within five (5) days, will be recorded as unexcused. Unexcused absences are non-productive for your student and the school. Common unexcused absences are as follows: overslept, lost shoes, no clothes, car won't start, babysitting, family errand, out to breakfast or absences not reported to the school. Classroom holiday parties are scheduled after lunch. Students not attending for religious purposes are required to attend school prior to the holiday party. Students not attending school for the entire day will be classified as unexcused.

Truancy

Any unexcused absence from school for more than (3) three days or absent from school for more than (30) thirty-minutes without a valid reason are considered truant. A truancy notice will be sent to your home alerting the parent or guardian of the problem. Upon the fifth unexcused absence or truant tardy, a student is considered habitually truant. Habitually truant will commence in the legal process. Under the State of California, parents and guardians are responsible for the punctual and regular attendance of their students. It is our goal to partner with our students and parents. Please join us to assist in your student's success at school.

Suspension

Suspensions from class and school are generally given for major infractions of the school rules and policies. Although most suspensions are made by the administration, it is also possible for a classroom teacher to suspend a student from class.

Suspension by a teacher may be an in-school suspension and can be for up to two days. The suspensions rendered by the administration can be either in-school or at home and will vary from half a day to five days depending upon the severity of the infraction. All suspensions at home require that the parents confer with the administration prior to the child returning to class.

Independent Study

Independent Study is available to Pacific Union School District students for a minimum of five (5) complete absent days from school. Student and/or the parent/guardian are required to notify both the teacher(s) and the school attendance clerk two (2) weeks prior to the planned absence. An Independent Study Contract will consist of class assignments for the student planning to be absent with the exact absent dates. Both the parent/guardian and the student are required to sign and date prior to the absence. The student is required to return ALL completed schoolwork upon the day of returning to school. If the Independent Study schoolwork is not completed satisfactorily, the student will receive unexcused absences for the days not attending school and will be deemed truant.

Withdrawals

Parents or guardians are required to notify the school prior to withdrawing their student from school. Teachers and staff will evaluate the student's progress and prepare the student's file for forwarding to their next school of enrollment.

Day care

Pacific Union School is very fortunate to administer an award winning day care program on our campus. The program is facilitated within two adjoining classrooms, one for grades transitional kindergarten through third grades and the other for fourth through eighth grades. The students spend their time at day care with a highly qualified staff within a safe and happy environment playing with friends, participating in enriching, stimulating activities, and can obtain assistance with their homework. The day care program is available before school from 7:00 a.m. to 8:00 a.m. and after school from 2:15 p.m. to 6:00 p.m. Students who attend day care pay a nominal fee. Parents may choose to contract for a specific number of hours per month or use the "drop in" services. All day care parents and guardians are required to complete the day care registration packet prior to student attendance.

Educare

Pacific Union School is pleased to facilitate the Humboldt Educare preschool program on our campus. Our students have the opportunity to interact with the preschool on a regular basis. The preschool enhances our campus with a very cheerful and positive atmosphere that we warmly welcome within our school community.

Substitute Teachers

Every student, periodically will be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers leave for personal business, professional training, or family emergencies. Our school uses only highly skilled professionals as substitutes.

Insurance

In an effort to support eligible Pacific Union families with their healthcare needs, we can assist with the application process for low cost/no cost Healthy Families and Medi-Cal. The school meets the insurance coverage requirements as outlined in Ed Codes 32221 and 35331 through a Student Accident Insurance program. This program is an excess policy secondary to any other insurance families may have.

Website

The Pacific Union website provides up-to-date information about our school including events, breakfast and lunch menus, School Accountability Report Card, Code of Conduct, school forms, Board of Trustee meeting agendas, and other items. Please visit at www.pacificunionschool.org. Electronic copies of the monthly newsletter will be sent to your email. Please provide an email address to the office. Also, a copy can be viewed on our website

Parking Lot

All students and adults are to **utilize the crosswalks** for everyone's safety. When driving in the parking lot, please enter from the south end only. The **right lane** against the curb is for dropping off and picking up students, and drivers **may leave their vehicles**. The middle lane is intended for parents who wish to wait in their vehicles for students. The left lane is for through traffic only. **Drivers may not leave their vehicles from the middle and left lanes**. Designated parking spots are also available on the far left side of the parking lot.

Parking is also available for special events in the back of the school near the gym. The doctor's complex and Mad River Hospital parking lots are not public parking lots. Please be respectful of our neighbors and find parking in designated areas on the streets and on campus.

Personal Items

Students are encouraged to leave toys and valuables at home unless they are intended for a specific purpose in the classroom. Ipods, handheld electronic games and other electronics are to remain at home and are not allowed at school. Cell phones are turned off and are not in sight during the school day unless otherwise instructed by school staff.

Identity Shield

All staff, students and/or parents who report the presence of "injurious objects" (guns, knives, weapons) on school grounds or other suspicious activity shall be protected and their identity shielded.

The procedure for identity protection is to call the Superintendent or Associate Principal to report the situation. All information given will need to be verified. A report will be made by the Superintendent or Associate Principal reporting the facts and procedures followed to address the situation without using the name of the staff, student and/or parent who reports the situation.

Uniform Complaint Procedure

The Pacific Union School District has a primary responsibility for insuring that the district complies with state and federal laws and regulations governing education programs implemented by the district and civil rights protections regarding sex, sexual orientation, gender, age, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

In accordance with state law, this is to notify you that you have a right to file a written complaint in accordance with the provisions of Title 5 of the California Administrative Code Sections 4600 and following in the event you believe that the Pacific Union School District is in violation of state or federal laws in that it unlawfully discriminates in the following programs: Child Nutrition programs, Special Education programs, or in any other program receiving state or federal funding. In the event that a complaint is filed with the district and a decision is issued, this is to notify you further of your right to appeal a decision by the district to the State Superintendent of Schools.

In accordance with law, you are also notified that you may have civil law remedies in addition to remedies through this complaint process. In addition to the complaint process set forth in the district's policy regarding uniform complaint procedures, you may also have the right to have the State Department of Education directly intervene under certain circumstances, which are set forth in Section 4650. Should you have any questions concerning the complaint, you may contact the Superintendent of Pacific Union School District, the District's designated responsible person to process complaints, for clarification and review. You may also request a written copy of the District's Uniform Complaint Procedure which clarifies appeal processes, timelines for appeals to be filed and a timeline for seeking civil law remedies in discrimination complaints.

Pacific Union's Code of Conduct
Over 50 Years of Excellence
 2016-2017



Everyone at Pacific Union is excited about the Code of Conduct presented below. Each year input from students, parents, and staff at Pacific Union is used to update the Code of Conduct created in 2006. The Code of Conduct is a framework for behavior here at Pacific Union. Being ***Safe, Responsible, and Respectful*** are the criteria established for role models for students, staff, and parents/guardians here at Pacific Union School.

Students and staff use the phrase, “Are you being ***Safe, Responsible, and Respectful!***?” when talking about behaviors on campus. We continue to be excited about this positive approach to discipline here and would like you to take some time to talk to your student about this Code of Conduct. – Remember it is important to be ***Safe, Responsible, and Respectful.***

Safe

Safety	Students - Be a Role Model	Parents/Guardians - Be a Role Model	All School Staff - Be a Role Model
Coming to and from school	Sit properly and obey bus rules. Walk on the sidewalks or shoulder of roads. Obey all traffic, bike, and parking lot rules. Be respectful to staff and students. Go directly to your bus/home/daycare. No electronic devices on campus.	Check your child's backpack for appropriate materials. Obey all traffic and parking lot rules (reduced speed, do not abandon vehicles). Agree on after school plans and notify appropriate school personnel.	Follow up on reports of inappropriate behavior from students. Be on time for safety duties (bus, parking lot, yard). Maintain safety and security in the building and playgrounds.
School Day	Be a good role model. Walk in the halls on your right. Cell phone is turned off and not in sight. No electronic devices on campus. Keep hands and feet to yourself. Follow adult directions on campus. Know and follow emergency procedures. Use school equipment/materials properly and follow playground rules.	Give the school working phone numbers. Update phone numbers, if changed. Follow school rules while on campus. Wear proper ID badge. Follow school emergency procedures.	All adults wear ID badges. Assist parents/guests who are visiting the school. Be on time for safety duties (bus, parking lot, yard). Enforce school rules in a fair and consistent manner.
After School Activities: (Day Care, sports, concerts, etc.)	Keep hands and feet to yourself. Follow school rules. Exhibit respectful behavior. Play fairly.	All students will go to daycare or home if not involved in school-based activity. Read and follow: District Discipline Policy District Safety Plan	Enforce school rules. Assure safety and security.

Responsible

Responsibility	Students - Be a Role Model	Parents/Guardians - Be a Role Model	All School Staff - Be a Role Model
Coming to and from school	Have your school materials organized, complete and brought to school. Arrange after school plans prior to school day. Be on time to school. (8:25 am) Be helpful and kind to other students.	Send child/ren to school: On time With proper clothing, labeled with name Healthy and rested Sign/return classroom or school forms/assignments/materials.	Be on time. Use appropriate assembly etiquette. Turn off computers and lights, and secure classroom at the end of the day.

Pacific Union's Code of Conduct
Over 50 Years of Excellence
 2016-2017

Responsible (cont.)

Responsibility	Students - Be a Role Model	Parents/Guardians - Be a Role Model	All School Staff - Be a Role Model
School Day	Be ready to learn. Be prepared for class. Follow the dress code. Use equipment properly and take care of school and personal items.	Attend: Parent/teacher conference. Back to school night. Notify school regarding absences. Monitor your child's medications. Do not allow electronic equipment at school. (School district is not responsible for the loss, theft, and damage of students' electronic equipment.)	Dress appropriately - with ID badge. Build a good relationship with parents and students. Be prepared for class. Value our time. Honor your commitments to your colleagues.
After School Activities: (Daycare, sports, concerts, etc)	Follow staff directions. Be on time for all after school events including bus. Cell phone on vibrate and use in appropriate places on campus.	Pick up your child/ren on time. Obey parking lot rules. Park in legal areas and areas that do not block school traffic flow. Do not abandon vehicles. Have a positive attitude toward education. Be involved.	Have students on time to bus. Be available for students who need help. Be helpful to other staff, parents and visitors.

Respectful

Respect	Students - Be a Role Model	Parents/Guardians - Be a Role Model	All School Staff - Be a Role Model
Coming to and from school	Use appropriate language. Do not litter. Use manners with neighborhood homeowners, school staff, and each other. Walk on the sidewalks or shoulders off road.	Use appropriate language. Adhere to parking lot rules. Park in legal areas and areas that do not block school traffic flow. Do not abandon vehicles. Stop for buses with red flashing lights.	Use appropriate language. Park in appropriate and legal areas.
School Day	Respect others; their bodies, their feelings, and their things. Use appropriate assembly etiquette. Any headgear is removed and out of sight while indoors. Use appropriate language and voice level. Cell phone is turned off and not in sight. No gum on campus. Take care of school and school grounds.	Any headgear is removed and out of sight while indoors. Introduce yourself. Use appropriate language. Use appropriate assembly etiquette. Treat all people with courtesy and respect. Make appointments with your child's teacher. Cell phone on vibrate and use in appropriate places on campus.	Model and maintain a climate of dignity. Listen to students. Use appropriate language. Use appropriate assembly etiquette. Treat all people with courtesy and respect. Cell phone on vibrate and use in appropriate places on campus.
After School Activities: (Daycare day, sports, concerts, etc.)	Use appropriate language and voice level. Follow adult directions. Follow school rules. Play fairly. Exhibit respectful behavior. Use appropriate assembly etiquette. Cell phone on vibrate and use in appropriate places on campus.	Use appropriate language. Use appropriate assembly etiquette. Use appropriate etiquette at games, plays, music concerts. Model sportsmanship.	Use appropriate language. Model and maintain a climate of dignity.

Sexual Harassment Policy

Pacific Union has a board policy in place that prohibits sexual harassment within the educational environment and within the work environment. The purpose of this policy is intended to supplement, not replace, any applicable state and federal laws and regulations. Because of its length, the entire policy is not printed here, but is available in the office.

Asbestos Management Plan

Pursuant to Title 40 CFR Part 763 Subpart E (AHERA), our school is required to inform you that a copy of this school's AHERA Management Plan is available for your inspection in the school office. It contains information regarding inspections, response actions, and post-response action activities, including periodic re-inspections and surveillance activities that are planned or in progress. Should you wish to review the AHERA Management Plan, please contact the office to arrange for an opportunity. An application (Form ACC-1) will be sent to you to document your request. Application review and report preparation will require a maximum of five days. Thank you for your attention in these matters.

Wellness - Class Parties

Responding to the State and Federal mandates and parent concerns, our Student Health, Nutrition and Wellness Committee and School Board have developed and adopted our program during the school day. The District is compliant with SB12 and our new program supports student health, including specific desired outcomes related to healthy eating and exercise.

All class parties will be after lunch and each class may have one party per month. Monthly parties may be designed to celebrate birthdays, holidays, or other special events. We encourage healthy snacks for class parties and reinforce healthy eating practices at school. Food items for class parties may include two non-compliant foods and other foods should not have more than 35% of its total calories from fat, not more than 10% of its total calories from saturated fat, not more than 35% of its total weight composed of sugar, including naturally occurring and added sugar and not more than 175 calories per individual food item.

Because many students and adults have food allergies, only food items approved by the classroom teacher will be permitted at class parties. Cupcakes, cookies or other treats brought on other days of the month will not be shared with the class.

Business and non-instructional operations - 3513.3

Tobacco-Free Schools - The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. (cf. 4159/4259/4359 - Employee Assistance Programs) (cf. 5131.62 Tobacco), (cf. 6142.8 Comprehensive Health Education), (cf. 6143 Courses of Study) *Note: Health and Safety Code 104420 mandates receiving Tobacco Use Prevention Education (TUPE) funds to adopt a tobacco-free campus policy that prohibits the use of tobacco anytime, anywhere in district-owned or leased buildings, on district property and in district vehicles. However, districts that do not receive TUPE funds may still choose the more stringent requirements in Option 1 if desired.** Option 1: (Districts Receiving TUPE Funds) The board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety code 104420; Labor Code 6404.5; 20 USC 6083) Legal Reference: Education Code: 48900 Grounds for suspension/expulsion, 48901 Prohibition against tobacco use by students, Health and Safety code: 39002 Control of air pollution from non-vehicular sources, 104350-104495 Tobacco use prevention, especially: 104495 Prohibition of smoking and tobacco waste on playgrounds, Labor code: 6404.5 Occupational safety and health: use of tobacco products. Labor Code: 6404.5 Occupational safety and health: use of tobacco products, United States Code, Title 20, 6083 Nonsmoking policy for children's services, 7111-7117 Safe and Drug

Free Schools and Communities Act, PERB Rulings, Eureka Teachers Assn. v. Eureka City Schools District (1992) PERB Order #955 (16 PERC 23168), CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside United School District (1989) PERB Order #750 (13 PERC 20147) Management Resources: Web Sites CDE: <http://www.cde.ca.gov>

California Department of Health Services: <http://www.dhs.ca.gov>, Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html> Environmental Protection Agency: <http://www.epa.gov> (10/95 7/02 7/03)

AR 3513.3 Business and Non-instructional Operations - Tobacco Free Schools

Notifications: Districts receiving Tobacco Use Prevention Education (TUPE) funds are required by Health and Safety Code 104420 to communicate information about the district's policy, as described in the following paragraph. Other districts may delete or revise this paragraph as desired.** Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students and the community. (Health and Safety Code 104420)

Option 1: Districts Receiving TUPE Funds:

Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property. (Health and Safety code 104420) At each entrance to a building or structure, the Superintendent or designee shall post a sign stating "No Smoking" or "Smoking is prohibited except in designated areas" as appropriate. (Labor Code 6404.5) Enforcement/Discipline. Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Education Code Section 51513

No test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality, and religion, or any questions about the pupil's parents' or guardians' beliefs and practices in sex, family life, morality, and religion, shall be administered to any pupil in kindergarten or grades 1 or 12, inclusive, unless the parent or guardian of the pupil is notified in writing that this test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the pupil to take this test, questionnaire, survey, or examination.

**Pacific Union School District
Notice of Uniform Complaint Procedure**

The Pacific Union School District shall follow the uniform complaint procedure described below when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The uniform complaint procedure described below shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and developmental programs, child nutrition programs, special education programs, implementation of the Local Control Funding Formula (LCFF), and federal safety planning requirements. Individuals, agencies, organizations, students and interested third parties have the right to file a complaint using this procedure described below. The district shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations.

Complaints must be filed in writing and with the appropriate compliance officer identified below. Complaints alleging discrimination must be filed not later than six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the district superintendent or his or her designee.

Complaints will be investigated and a written decision sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The district's person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621. If the complainant is not satisfied with the local educational agency's decision, the complainant may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education (CDE) in Sacramento, California. The appeal to CDE must include a copy of the locally-filed complaint and a copy of the district's decision.

Complainants may also pursue available civil law remedies, including, but not limited to, injunctions, restraining orders or other orders in federal or state court. Further information about such remedies may be available through a public or private interest attorney, the County Lawyer Referral Service, Legal Aide Society, a mediator, or dispute resolution service.

A copy of the district's policy and complaint procedures may be obtained free of charge through the office of the Superintendent of the Pacific Union School District.

Compliance Officer:	Superintendent/Principal
Address:	Pacific Union School District 3001 Janes Road Arcata, Ca. 95521
Phone:	707 822-4619

Legal Reference: Title 5 California Code of Regulations Section 4622
E(3) 1312.4

DISCIPLINE AND SCHOOL RULES - - A SHARED RESPONSIBILITY WITHIN THE CODE OF CONDUCT AND STUDENT-TEACHER-PARENT CONTRACT

The Student is responsible for:

1. Respecting the authority of teachers, administrators, and other school staff who enforce district policy and school rules regarding discipline and conduct.
2. Behaving in the classroom and on the school campus in a manner that does not disrupt or interfere with the rights of others to learn.
3. Actively attending classes daily on time.

The Parent is responsible for:

1. Reinforcing children at home who demonstrate appropriate behavior.
2. Reviewing school discipline rules and regulations with family members to ensure that they are familiar with and understand the standards of conduct expected by school authorities.
3. Cooperating with school officials in carrying out appropriate discipline penalties when such action is necessary.

The Teacher is responsible for:

1. Assisting in the development and enforcement of school rules.
2. Establishing a classroom management program and atmosphere that promotes proper behavior and which gives every student full opportunity to pursue his/her studies without disruption.
3. Communicating with students and parents regarding behavior success, problems, and solutions.

The Administrators are responsible for:

1. Eliminating vagueness and inconsistency from rules and responsibilities.
2. Supporting teachers by developing behavioral agreements on disruptive students and by holding conferences with parents to get commitments to agreements.
3. Recognizing and rewarding outstanding student behavior, as well as academic achievement, in the school.

STUDENT SCHOOL RULES: GENERAL

1. Remain within school boundaries during school hours unless given permission by the office to leave campus. Once a student is dropped off in the morning, student is not allowed to leave campus unless authorized by the office.
2. Complete all work assigned.
3. Keep hands, feet, and objects to self. A student must not interfere with the rights of others to learn.
4. Use common sense--if you think there's a chance you or someone else might get hurt, "Don't do it".
5. Spitting and obscene language are considered inappropriate behaviors.
6. In order to maintain proper respect for our campus, do not make fun of a person's name, appearance, or ability.
7. Parents picking up students other than their own must be identified on the child's emergency card in the office.
8. No electronic games, gameboys, CD players, etc. allowed at school without the school's permission.
9. Cell phones are allowed, however, they are to remain OFF and out of sight during school hours. Cell phones may be used as personal learning devices only with the school's permission.
10. No selling of candy or other food items during school hours.
11. Chewing gum is not allowed.
12. Children are only allowed to bring toys from home when requested by the classroom teacher.

ATTENDANCE

Attendance is very important to us and your child. Please call the office the morning of the absence. If this is not convenient, then a note should be sent to us with your child upon his/her return explaining the reason and dates of the absence. It is vitally important that your child's absence is verified before he/she returns to class.

The district has an Attendance Policy, which provides for consequences when a child has excessive unexcused tardies (3,6,9,12,15); excessive unexcused absences (1,2,3,etc., 9, etc.); and excessive excused absences (7,10,20,25).

ARRIVAL AND DEPARTURE

Enter the school parking lot only on the south end and leave only at the west and north exits. Parents delivering or picking up students before or after school should utilize the right lane for pick up and drop off only. The middle lane is for drivers who want to wait in their vehicles for students. The left lane is for through traffic only.

1. Bicycle, skateboarding and scooter riding are not allowed on campus before, during or after school.
Be sure to park bicycles in the bike racks provided. Bicycles may be confiscated if parked in other areas. Bicycles, skateboards, scooters must be walked across the parking lot, street, and on campus.
2. A student may only be picked up at school during the school day by an adult listed on that student's Emergency List. The adult must meet the student at the school office.
3. Students who do not ride the bus to and from school should not arrive at school before 7:45 a.m. and should go directly home immediately following dismissal unless other arrangements are made with teachers or other staff members. "Visiting" businesses or other students' homes when coming to school or on the way home is not permitted.
4. Use of the office phone will not be allowed without the permission of a staff member and only in emergency situations. There is a student telephone in the multi-purpose room for emergency phone calls. Students must get permission from the office to use the telephone during school hours.
5. Students need to be picked up promptly after school or will be placed in daycare at the parent's expense.

PLAYGROUND

1. The most important rule is to play safely. Students who insist on interfering with the rights of other students will be removed from recesses and offered alternative activities.
2. Students in grades 4-8 are not allowed in the hallways at anytime without teacher permission.
3. The front parking lot and entrance way are off-limits without direct supervision of the classroom teacher.
4. Without adult supervision, no balls are allowed on the playground smaller than a 12" ball.
5. No metal or aluminum bats allowed.
6. Eating on the playground is not permitted except during a supervised snack break at the Friendship Square--and then only while they are not involved in a playing activity.
7. The arboretum and garden areas are available to all students with direct supervision of the classroom teacher.

LUNCH

1. Students who eat lunch at home must have a note from their parents on file in the office giving them permission to go home at lunch. This note allows them to go home only, not to neighboring businesses or friends' houses. Students going home for lunch must first go to the office to sign out and to sign in upon their return from lunch.
2. No student is allowed to go off campus with another student's parent during lunch (out to lunch).
3. Students eating lunch in the cafeteria must display acceptable manners and self-control, use inside voices, no sharing food and no playing in the cafeteria.
4. The stage area is off-limits without the permission of school personnel.
5. No glass bottles allowed at school.
6. No soda, sugar drinks, etc. allowed during school hours.

AFTER SCHOOL ACTIVITIES

1. To participate in a sports activity after school, the student must have appropriate forms on file with the Associate Principal.
2. To take part in after school activities, the student must attend school half of that day.
3. School rules apply to after school activities.
4. Student players and spectators must remain on the school grounds while attending activities.
5. Soda cans, plastic soda bottles, candy wrappers, etc. will be allowed at these events only if they are disposed of properly - no glass bottles at any time.

APPROPRIATE DRESS POLICY

Students who attend Pacific Union School are important people. We want our students to develop a sense of personal worth and dignity. Grooming and attire are an important part of children's self image. We believe our dress policy helps students become responsible for and concerned about their personal appearance.

Students will not be allowed to wear the following attire:

1. Short shorts and extreme mini-skirts; sagging pants exposing underwear (loose pants require the wearing of a belt).
2. Clothing with suggestive words; obscene pictures; that display drugs, alcohol, or tobacco products or that advocate racial, ethnic or religious prejudice.
3. Excessive make-up, body marking/tattooing.
4. Bandanas and gang type of clothing.
5. Backless shoes, sandals without heel straps, flip flops or shoes that convert to roller skates.
6. Hats indoors. Hats are allowed during outdoor activities only and must be worn properly.
7. Low plunging necklines, bare midriff, tank tops, halter tops, or beach type apparel.

Clothing must provide for protection, warmth, and modesty. Parents will be notified if the child's apparel is inappropriate and will be required to bring appropriate replacements before the child will be allowed back into the classroom.

EXCESSIVE SHOWS OF AFFECTION/FRIENDSHIP

Shaking hands, a soft pat on the back are acceptable ways of showing affection/friendship toward another person. Other behaviors-such as kissing, holding hands, inappropriate hugging, wrapping one's arms and legs around another, sitting on another's lap, tickling another--are not considered appropriate behaviors for a school setting. Students who persist in performing these excessive shows of affection will be subject to disciplinary consequences.

BUS REGULATIONS

1. Students should board the bus from the same stop each day. Be sure to be on time.
2. Parents are encouraged to accompany younger children to and from the bus stops.
3. Students should board the bus as directed by the bus driver. To aid in discipline, the driver may assign regular seats.
4. No animals may be transported on the bus.
5. Do not open windows.
6. No eating, drinking or gum chewing allowed on the school bus.
7. Students riding on the bus shall not cause disturbances that are a bother to other riders.
8. Students will remain seated until the bus has come to a complete stop. No seat changing. Upon departing the bus, students must go directly home, not to neighboring businesses or friends' homes.
9. Students must get off at their regular bus stop unless parents provide a note granting permission for another stop; students must have a Bus Transportation Request in office.
10. Students should not board bus without a driver present.
11. Pointed objects (pencils, pens, etc.) should be kept in a container.
12. Classroom projects being taken home should be kept in a bag (i.e. plants, boards, etc.)
13. Kindergarten students must be accompanied by an adult or older sibling at the bus stop before the driver will release him/her.

The bus driver follows prescribed procedures when students violate bus rules. These include:

a) For minor violations, drivers may first choose to counsel the student.

b) For repeated violations, (minor infractions), the driver will give the student a School Bus Incident Report. This report describes the infraction and informs the student and the parent of the consequence for the infraction, based on the number of times the student has received an

Incident Report.

1st Offense- The driver and principal will meet with the student to discuss the incident, and school site consequences may be assigned. Incident Report will be sent home to parent to be signed and returned.

2nd Offense-Principal/Driver/Parent/Student will meet to discuss the problem. The parent will be informed of subsequent consequences for continued disorderly conduct or persistent refusal to submit to the authority of the bus driver.

3rd Offense-Director of Transportation/Principal will notify the parent of a five (5) consecutive school days denial of transportation privileges, which may include field trips.

4th Offense-Director of Transportation/Principal will notify the parent of ten (10) consecutive school days denial of transportation privileges, which may include field trips.

5th Offense-Director of Transportation/Principal will notify the parent that suspensions are not working and transportation privileges are denied for the remainder of the semester, which may include field trips.

Severe Offense-The incident and the consequences will be stated on the Incident Report and the parent will be notified.

Note: Children who repeatedly disobey bus rules on the bus, will be denied the privilege of school bus transportation.

FIELD TRIPS

1. Teachers/Coaches will take responsibility for maintaining discipline of their group.
2. Adequate supervision should be provided by the teacher/coach who has organized the field trip.
3. Bus drivers' responsibility will be for safe transportation of students, setting the rules that should be followed and checking bus safety.
4. Students may not board bus at any time without driver present.

VOLUNTEERS

1. You must sign in at the school office upon arrival. If you are working with students without the teacher supervision, you must be fingerprinted.

SUSPENSIONS/EXPULSIONS

The California Department of Education has identified a number of specific acts that represent grounds for suspension as well as expulsion from a school. They are identified in full in Education Code Sections 48900, 48900.2 and 48901.5. They cover acts that are related to school activities or school attendance occurring within a school, including but not limited to the following circumstances: (a) while on school grounds, (b) while going to or coming from school; (c) during the lunch period, whether on or off the school campus; and (d) during, or going to or coming from, a school sponsored/school related activity. Unless excessive, alternatives to suspension or expulsion will be used against students who are truants, tardy, or otherwise absent from assigned school activities.

A pupil shall not be suspended or recommended for expulsion unless the superintendent or the principal of the school in which the student is enrolled determines that the pupil has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person. This includes students who engage in activities that can be construed as fighting.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession, the pupil had obtained written permission from a certificated school employee, which is concurred by the principal or the principal's designee. (Note: current Ed. Code now also includes the possession of an imitation firearm as suspendable/expellable offense.)
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or any intoxicant of any kind.
4. Unlawfully offered or arranged or negotiated to sell any controlled substance listed in Chapter 2 either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clover cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this does not prohibit use or possession by a pupil of his or her own products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (NOTE: Current education code also includes committed or attempted to commit sexual assault or committed a sexual battery as suspendable and expellable offenses.)
10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
11. 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.
12. Knowingly received stolen school property or private property.
13. Harassed, threatened, or intimidated a pupil who is a complaining witness or witnesses in a school disciplinary hearing.
14. 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.

15. 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 pervasive to have a negative impact upon the individual's performance or to create an intimidating, hostile, or offensive environment. This subsection shall not apply to pupils enrolled in kindergarten and grades 1 to 3 inclusive.

16. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (grades 4-12, inclusively).

17. 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 (grades 4-12, inclusively).

18. Made terroristic threats (a statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat and causes the person threatened to be in sustained fear for his or her safety or for his or her immediate family's safety, or for the protection of school district or personal property, even if there is no intent of actually carrying it out against school officials or school property, or both).

19. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug soma.

20. Engaged in or attempted to engage in hazing.

21. Engaged in the act of bullying, which means any severe or persuasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act.