

# Green Point School



## Student/Parent Handbook

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# Green Point School

## 2017-2018 School Calendar

August 2017						
Su	M	Tu	W	Th	F	Sa
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September 2017						
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December 2017						
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31						

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
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
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29	30	31				

January 2018						
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April 2018						
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July 2018						
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22	23	24	25	26	27	28
29	30	31				

 School Closed  
 Early Release Day

 First and Last Day of School  
 End of trimester also June 14

Sept. 4 Labor Day  
 Nov. 10 Veteran's Day  
 Nov. 20-24 Thanksgiving Break

Dec. 25-Jan. 5 Winter Break  
 Jan. 15 Martin Luther King  
 Jan. 19-23 President's Break

Apr. 16-20 Spring Break  
 May 28 Memorial Day

# GENERAL INFORMATION

District Address: 180 Valkensar Lane  
Blue Lake, CA 95525

District Phone: 668-5921  
- Please leave a message  
if you reach the  
answering machine.



Web Site: [www.humboldt.k12.ca.us/greenpoint\\_sd/](http://www.humboldt.k12.ca.us/greenpoint_sd/)  
The website has information about our school, monthly Board Agenda, the School Accountability Report Card, and student work.

School Hours: Grades K-8: 8:45 - 3:00

Early dismissal is the first WEDNESDAY of each month  
2:00 - Bus Leaves

Board of Trustees:	Term Expires
Ann Egan	2020
Susan Marshall	2020
Lindsey Keenan	2020

Administration:	Scotty Appleford	Superintendent
	Kathleen Wolfberg	Principal

Teachers:	Scotty Appleford	Grades K - 8
	Kathleen Wolfberg	Grades K - 8

Support Staff:	Juan Mendoza	Maintenance - Custodian
	Paul Wolfberg	Bus Driver
	Carilyn Goldammer	Resource Specialist



## ***SCHOOL SCHEDULE***

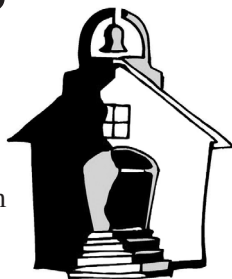
<b>School Starts: K - 8</b>	<b>8:45</b>
Recess - Grades K - 8	10:25 - 10:45
<b>Lunch - Grades K - 8</b>	<b>12:15 - 1:00</b>
Self-directed play - K	2:15 - 2:45
<b>Dismissal - Grades 1 - 8</b>	<b>3:15</b>
<b>First Wednesday - Gr. K-8</b>	<b>2:00</b>
Staff Development Meeting	



# ***SCHOOL POLICIES***

## ***ATTENDANCE***

**Attend every day unless ill.** Unexcused absences are considered TRUANT. If students are truant, we will be sending out Notification of Truancy letters to inform parents of the school's concern. This will include habitual tardiness as well as unexcused absences.



**Please be on time.** Student attendance is an important factor in helping students be successful in school. Please be sure that your child arrives at school ON TIME. When they come in late, it interrupts the rest of the class and the child has likely missed the start of the day's directions.

**Illness (excused absence):** When your child is ill, misses school, or will be late, please send a written excuse or phone stating the type of illness that caused him/her to be absent or late.

When a student incurs a communicable disease, he/she will not be allowed at school until the conditions no longer can be transmitted. Examples of communicable diseases are measles, chicken pox, head lice, scabies and pink eye. When your student contracts a communicable disease, please contact the school immediately.

**Students in grades 4-8 will be expected to make up work missed during their absences whether due to illness or truancy (including out of town trips, etc.)**

## ***INDEPENDENT STUDY (EXCUSED ABSENCE)***

When a student absolutely must be away from school, an **Independent Study Form** may be used. It will be necessary that the form be filed by student, parent and teacher at least 3 days BEFORE the days of absence. This will give the teachers time to plan the independent study work. If your child will be gone for 5 days or longer, it is very important for our attendance count to fill out and complete an Independent Study. In order for these days to be counted as days of attendance, the Independent Study Form and the student's work **MUST** be returned as follows: Grades K-3; one week; Grades 4-8: two weeks.

## ***SCHOOL POLICIES, CONTINUED***

### ***ARTICLES FROM HOME***

Toys, models, playground equipment, electronic games, and headsets often cause a disruption in class or on the playground. These items can only be brought for class assignments. Headsets (iPods) may be listened to on the bus. Students who bring articles from home do so at their own risk.

If a classroom teacher agrees that a student may use a video camera for an assignment, written parent permission is required before the student brings it to school. It may only be used under the direct supervision of the teacher whether during class time or recess. The camera is to remain on the teacher's desk when not in use.

If articles brought from home become a disruption, the teachers may confiscate the item and will ask that the student leave the article at home.

### ***HOMEWORK***

An important part of the educational process is the home-school link. The goal of homework is to promote and develop thinking skills, self-discipline, study habits, and time management skills which go beyond the time students are in the classroom. Time for silent reading, reading to parents or siblings, hobbies, and other activities are valuable and appropriate ways to enhance a child's learning at home.

Students may have homework Monday through Thursday. The amount of time will vary according to grade-level and quantity of work assigned.

#### **• It is important that parents check the homework nightly.**

Parents as partners in teaching can help their children in the learning process by providing support and encouragement, by spending special time with them on assigned activities, and by helping them with a concept or with memorizing information.

### ***HOMEWORK HELPS FOR PARENTS***

- Provide a study corner with necessary materials and good lighting.
- Support, encourage, and show interest in your child's school work.
- Help your child schedule their time so they can participate in family and community activities and not have to stay up too late.
- If your child does not understand the work, please write a note to the teacher so she/he knows why the homework was not completed.
- If you feel that your child is usually spending too much or too little time on homework, please contact the teacher and discuss the situation.

## **SCHOOL POLICIES, CONTINUED**

### **PARENTS, VISITORS, VOLUNTEERS**

Volunteers are welcome in our school and are not only helpful, but bring many talents to be shared with students. Volunteers must schedule their time in advance with the classroom teacher so that lesson plans can be adjusted to meet student needs. Fingerprinting and a negative TB test are required by Ed code.

Volunteers are asked to keep all matters pertaining to individual children confidential. Finger printing is required.

### **PARENTAL COMPLAINT PROCEDURES**

Parental concerns regarding your child's academic, social, or emotional growth should:

- 1. Be brought to the attention of the classroom teacher.**

This will provide the parents and the teacher the opportunity to resolve misunderstandings, answer questions, and open channels of communication.

*If the concern remains unresolved, the parent should:*

- 2. Call the Superintendent.**

*If the concern remains unresolved, the parent should:*

- 3. Call a member of the School Board.**

Your concern can be placed on the Board Agenda by writing a letter to the School Board President. A brief outline of the nature of the concern is required. The request must be received by the Friday before the next scheduled board meeting.



## ***SCHOOL POLICIES, CONTINUED***

### ***IMMUNIZATION/PHYSICAL EXAM***

It is the parents' responsibility to keep their child's immunizations up to date. Students who have not completed the immunizations are not allowed to attend school.

#### ***Required:***

Immunizations BEFORE age 7: polio (3 times); DPT/TP (4 times); Measles, Mumps, Rubella (1 dose)

Immunizations schedule beginning AFTER age 7: polio ( 2 times + 1 booster); DPT/TD ( 2 times + 1 booster); Measles (1 time); Hepatitis B (upon entry into 7th grade); and chicken pox.

Please contact the school each time your child has had an immunization or a booster so the school may record it on the child's health record.

Entering kindergartners must have evidence of an oral exam by a dentist. First graders must have evidence of a physical exam. The forms are included in the kindergarten registration packet.

A physical exam for entering kindergarten will meet the requirement for entering 1<sup>st</sup> grade.

If a child is to be exempted for reasons of personal beliefs, the parent or guardian must sign and date the affidavit on the California School Immunization Record. First graders must have evidence of a physical exam that will meet the requirement for entering first grade.

Exemptions based on personal beliefs will not be accepted after January 1, 2016. Please consult the Humboldt County Health Dept. or Green Point School for more information.



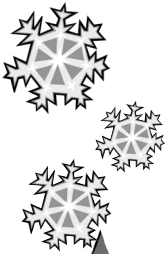
## **PARENT/TEACHER CONFERENCES**

Formal progress reporting will occur three times a year. Formal Conferences will be held the 1st week of December. At the end of the second trimester, conferences will be scheduled during March as needed.

Parents will be notified of the date and time of the conference. We will make every attempt to coordinate families. If there are any problems with a specific time, you may request an alternate. Conferences will be held two times a year.

## **EARLY DISMISSALS**

The first Wednesday of each month has been set aside for staff meetings, curriculum planning, and program assessment. Each of these days will be an early dismissal day with school being dismissed at 2:00 PM for students in grades K-8.



## **WEATHER/DISASTER EMERGENCIES**

It is important for you to completely fill out the yearly Emergency Update so that phone numbers, work schedules, and persons authorized to pick up your child are accurate.

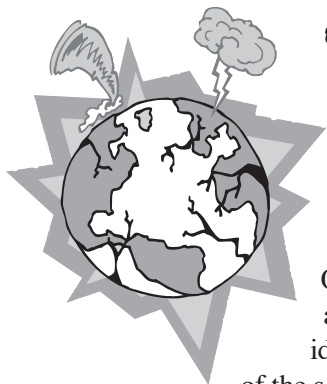
### **SNOW/HAZARDOUS WEATHER CONDITIONS**

In the event of snow or hazardous weather conditions, the decision to close school will be made before 7:00 AM. The closure will be announced on local radio stations, and staff will telephone to notify parents. If school is in session, and it is necessary to dismiss

the students early, parents will be called before students are sent home. Depending on the situation, the students will be taken home on the bus, by a parent or person authorized by parent, or by a staff member. \*



*\* If you cannot make it to school and you cannot reach us, call HCOE operator at 445-7000.*



## **EARTHQUAKE OR OTHER DISASTER**

In the event of a major disaster, SCHOOL WILL NOT BE DISMISSED and children will remain under the supervision of school staff. Pupils shall be released ONLY TO PERSONS AUTHORIZED BY PARENTS, OR PARENTS THEMSELVES. Persons authorized by the parents will be required to identify themselves to an assigned staff member of the school to sign out the pupil by date and time.

At the school, we keep a full list of all emergency numbers for the county as well as for each student. Our 2-way radio and a ham radio are designed to have open communication with the County Office of Education, which will coordinate all emergency information. We are equipped with flashlights, warming blankets, and have access to water. Emergency food contributions are appreciated.



## **MEETINGS AND ORGANIZATIONS**

### **SCHOOL BOARD**

The Board of Trustees meets the second Thursday of each month in the Meeting Room. The regularly scheduled meeting time is at 6:00 P.M. The public is encouraged to attend.

### **SCHOOL SITE COUNCIL**

The School Site Council is the School's advisory group for the School Improvement Program. This advisory group helps to decide on how special monies from the State will be spent to improve the total school program, environment, or curriculum. This committee consists of parents, teachers, and community members who are interested in our school. The group meets several times a year. All interested parents are welcome to attend. All parent input is encouraged.

# **SERVICES AND PROGRAMS**

## **STATE CATEGORICAL PROGRAMS:**

(Gate, School & Library, School Improvement, School Safety & Staff Development)  
*For the next 4 years, the State has allowed districts to use these funds for regular educational purposes.*



### **EIA**

This State program funds extra teacher help for the students below grade level.

### **CLASS SIZE REDUCTION PROGRAM**

These funds are used to partially fund the TK-3 teacher and Instructional aides.

### **RESOURCE SPECIALIST PROGRAM ( INCLUDES SPEECH THERAPY)**

The Resources Specialist Program is a State and Federally funded program that was developed for students with exceptional needs. If you feel your student might have a learning problem or disability, you may request he/she be tested. You may contact your child's teacher about testing.

A speech therapist is available to help children with speech-related problems. Referrals can be made to your child's teacher.

## **FEDERAL PROGRAMS**

### **REAP & TITLE II**

These programs are designed to help "at risk" students in grades K-8 who are experiencing difficulty in meeting grade level standards. Funding is used for teacher time to provide smaller groupings in math and language arts.

## ***SERVICES AND PROGRAMS, CONTINUED***

### ***SCHOOL PSYCHOLOGIST & SCHOOL NURSE***

We are provided with the services of a school psychologist three days a year. Among other duties, the psychologist tests students with special academic or emotional needs.

A school nurse will be available two days a year. The nurse deals with student health concerns, records, screening, and health education. If special attention is required for your child, notify the office or your child's teacher.

We often have students that ask to have Tylenol. **We cannot dispense any medication without direct parental permission.**

**Please remember that all medications that must be taken at or during school time must be taken to the office or teacher, along with a parent permission slip. Label clearly and include instructions.**

## **LUNCH PROGRAM**



In 2008, the district decided to cancel participation in the NSLP, and provide food on an “as needed” basis to all students. The food shall be nutritious, low in fat/sugar and include locally grown or produced as often as possible.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also

shall encourage school staff to avoid or limit the use of non-nutritious foods as a reward for students’ academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district’s nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

Parents are encouraged to include the following in their students’ lunch:

- Re-usable containers.
- A balanced meal with a fruit or vegetable, protein, and a whole-grain.
- Provide a nutritious snack item daily.
- Avoid sugary foods, as they affect behavior and learning ability.
- Send a water bottle.
- Please keep candy at home.

## ***FAMILY - SCHOOL COMPACT***

An important part of the educational process is the home-school link. In order to help ALL students, including RSP, GATE, and regular ed, to show yearly progress and to become proficient in the State Content and Performance standards, students, staff, and families agree to these responsibilities.

### ***STAFF RESPONSIBILITIES:***

1. Establish a classroom atmosphere that elicits proper behavior and enables every student the full opportunity to learn without disruption.
2. Teach classes through interesting and challenging lessons designed for students to show proficiency in the State Content and Performance standards.
3. Provide assistance to families concerning what they can do to support their child's learning.
4. Communicate with parents regarding student academic and behavioral progress through conferences, notes, or telephone calls.
5. Ensure that students experiencing difficulty in school are provided with extra help and support.
6. Participate in professional development opportunities that improve teaching and learning.

### ***PARENT RESPONSIBILITIES***

1. Assure that students are in school, on time, and prepared for the school day.
2. Provide a quiet time and place for homework and monitor TV viewing.
3. Support, encourage, and show interest in your child's school work. Some examples might be helping with homework, seeing that they read or are read to, helping them study and checking that they return their homework to school.
4. Get involved with school by attending conferences, communicating with the teacher, volunteering, and attending school activities.

### ***STUDENT RESPONSIBILITIES***

1. Come to school prepared to learn. Be on time and bring all necessary books, materials and homework assignments.
2. Know and follow school and classroom rules and behave in a manner that does not disrupt or interfere with other students' learning.
3. Communicate regularly with parents and teachers about school experiences so they can help me be successful in school.
4. Show respect for the school, classmates, staff, and family.



# ***SCHOOL RULES***

1. Do not push, fight, or misuse anyone's property.
2. Show respect toward all staff, visitors, volunteers, and fellow students.
3. Follow the directions of adults in authority.
4. The following are **not** allowed:
  - a. Use of offensive language (swearing or hurtful).
  - b. Stealing, lying, cheating or defacing property.
  - c. Possession of alcohol or any illegal substance.
  - d. Weapons or objects used as weapons.
  - e. Lighters, matches or objects that can ignite a fire.

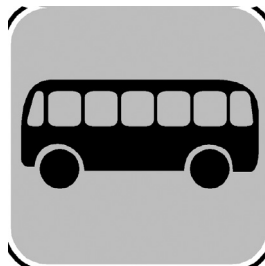
## ***CONSEQUENCES***

Students choosing not to follow the rules whether at school, on the bus, or participating in school sponsored field trips/activities will take the consequences for their actions. The consequences will vary depending on the nature and severity of the discipline problem.

1. A warning will be given.
2. A student may be given a time out or be benched for part of recess or other appropriate consequence, such as losing a privilege.
3. A detention slip will be given for repeated behaviour problems. Parents must sign the slip and return it to school.
4. Students who receive more than 5 detention slips will not be eligible to participate in over-night trips. They must not be on suspension for 5 school days before the trip departure.
5. A discipline conference with the Administrator, parents, and student will be called. At the time, the problem will be identified and a plan developed for its resolution. It will be the responsibility of all participants to support the plan.
6. Students will be responsible to reimburse the school for books and materials that are damaged beyond normal wear.



# ***SCHOOL BUS RULES***



## **BUS RULES:**

1. Walk, do not run in the bus.
2. Fasten your seatbelt snugly and remain seated until the door opens.
3. Change seats only when told by the bus driver.
4. No seats can be reserved.
5. Talk in a quiet voice.
6. Obey the bus driver.
7. No eating, drinking, or gum chewing on the bus.
8. Children getting off at stops other than their regular one are required to bring a note to the driver.

## **BUS DISCIPLINE PROCEDURE:**

Students who do not respond to the directions of the bus driver after a warning will be given a School Bus Slip to inform teachers, and parents of the problem.

<u>First slip:</u>	The slip must be signed by the parent.
<u>Second slip:</u>	Student will be referred to the Principal; the slip must be signed by the parent.
<u>Third slip:</u>	Suspension of riding privileges for up to three days.
<u>Fourth slip:</u>	Referral to the School Board will be made for loss of bus privileges.

***School rules also apply at bus stops, while on school grounds after regular school hours, and during evening events.***

# **DRESS AND GROOMING**

In cooperation with teachers, students and parents/guardians, the superintendent or designee shall regularly review district regulations and may establish additional school rules governing dress and grooming.

The following guidelines shall apply to all regular school activities:

1. Shoes or sandals must be worn at all times. During P.E., athletic footwear must be worn.
2. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, violent, profane, or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs and alcohol.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. In consideration of others, please refrain from heavy application of body fragrance.
6. Hair shall be clean and neatly groomed. Hair sprays/applications that drip when wet are prohibited.
7. Personal grooming must be restricted to the restroom.



# **LEGAL REPORTING REQUIREMENTS**

## **SUSPENSION OR EXPULSION** (Education Code 48900)

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

- a. Willfully caused, attempted to cause, or threatened physical injury to another person; used force except in self-defense;
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object;
- c. Unlawfully possessed, used, sold, or furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind;
- d. Unlawfully offered to sell any controlled substance, alcoholic beverage, or controlled substance;
- e. Committed robbery or extortion;
- f. Caused or attempted to cause damage to school or personal property;
- g. Stolen school or private property;
- h. Possessed or used tobacco or nicotine products;
- i. Committed an obscene act or engaged in habitual profanity or vulgarity;
- j. Unlawfully offered to sell any drug paraphernalia;
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel.

A pupil may be suspended or expelled for the acts listed above and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

1. While on school grounds;
2. While coming to or going home from school;
3. During lunch period;
4. During, or while going to or coming from a school activity.

## **EXPULSION**

The principal SHALL recommend a pupil's expulsion for violation of a, b, c, and e listed above, or for assault or battery upon any school employee, unless the principal finds, and so reports in writing to the governing board, that expulsion is inappropriate due to the particular circumstances of the incident.

If you wish to have a full copy of Green Point School's Suspension/Expulsion Policy BP5144.1, please call the school.

# Green Point School District

— BP 5145.7 (a)

## Students

### Sexual Harassment

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure for any reason any harassment which impairs the educational environment or a student's emotional well-being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee. Staff shall similarly report any such incident they may observe, even if the harassed student has not complained.

The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

## Grounds for Suspension and Expulsion

Any student, including a student with disabilities, may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense (Education Code 48900(a))

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, such a student may be suspended or expelled pursuant to Education Code 48900(a) when he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(t))

2. 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 student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))

7. Stole or attempted to steal school property or private property (Education Code 48900(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))

10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties (Education Code 48900(k))

12. Knowingly received stolen school property or private property (Education Code 48900(l))

13. Possessed an imitation firearm (Education Code 48900(m))

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. (Education Code 48900(m))

14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

17. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events.

18. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 (items #20-22 below), that has any of the effects described above on a reasonable student.

Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

19. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or 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, even if there is no intent of actually carrying it out. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

20. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

22. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within any other school district, at any time, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds

2. While going to or coming from school (cf. 5131.1 - Bus Conduct)

3. During the lunch period, whether on or off the school campus (cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

## PARENTAL ANNUAL NOTICE INFORMATION SHEET

Pursuant to Education Code section 48980, this is to inform you that:

- ☐ The District provides a fingerprinting program pursuant to Education Code section 32390
- ☒ The District does NOT provide a fingerprinting program pursuant to Education Code section 32390.

Pursuant to sections 49520 and 48980, you are hereby notified of the availability of the program prescribed under the Duffy/Moscone Family Nutrition Education and Services Act of 1970 (sections 49510 through 49520) as follows:

The information requiring notice under section 49063 is as follows:

- (a) Types of pupil records: Cumulative Record File:  
course of study, directory information, health record, test results,  
report cards (copy)
- (b) Official responsible for maintenance of records: teachers, nurse, secretary
- (c) Location of the log: District Office
- (d) Criteria used in defining "legitimate educational interest" and "school officials and employees" as used in sections 49064 and 49076: "one whose duties and  
responsibilities require that they have access."
- (e) Policies for reviewing and expunging records (see sections 49066, 49067, 49069, 49070, 49071, 49072, 49075, 49077, quoted above:   
Board Policy and Administrative Regulation 5125  
Board Policy and Administrative Regulation 5125.1
- (f) Right of parent to access to pupil records: See sections 49069 quoted above.
- (g) Procedures for challenging content of pupil records: See sections 49070 and 49071 quoted above.
- (h) Cost of reproducing copies of records: Five cents per page after the first three pages.
- (i) Categories designated as directory information: student name, address, date & place of  
birth, grade, school of previous attendance, telephone number (not released  
without parent/guardian permission.
- (j) Other rights (See all sections of quoted herein):   
(see printed pages)



## §3080, 4600, 4960 TITLE 5 CCR UNIFORM COMPLAINT PROCEDURES

The school district has primary responsibility to ensure that its program and activities are available to all persons without regard to race, ancestry, ethnic group, identification, religion, creed, age, sex, color, physical or mental disability, marital or parental status. This school district shall investigate complaints of unlawful discrimination in its programs or activities.

Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding a public education agency's alleged violation of federal and state law including allegations of unlawful discrimination in specified programs and activities which receive state or federal funding. Such complaints include allegations that the local educational agency has failed to implement a student's individualized education program.

Complaints must be filed in writing with the appropriate complaint 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 Superintendent of Public Instruction.

In accordance with adopted procedures, complaints will be investigated and a written decision sent to the complainant within 60 days. If the complainant is not satisfied with the local educational agency's decision, the complainant may file within fifteen (15) days a receipt of the decision a written appeal with the California Department of Education in Sacramento, California. A copy of the local educational agency's policy and complaint procedures may be obtained through the superintendent's office.

Complainants also may 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 Aid Society, a mediator, or dispute resolution service.

### \*Complaint Officer(s)

For complaints concerning Discrimination

Title of Compliance Officer: Scotty Appleford

Address: Green Point School

180 Valkensar Lane, Blue Lake, CA 95525

Telephone Number (707) 668-5921

## **NOTICE OF NON-DISCRIMINATION**

The Green Point School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the District's non-discrimination policies:

Name: Scotty Appleford

Address: 180 Valkensar Lane

Telephone No.: (707) 668-5921

For further information regarding non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1 (800) 421-3481.



## Williams Complaints Classroom Notice

### ***Notice to Parents, Guardians, Pupils, and Teachers***

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at [http://apps.humboldt.k12.ca.us/sites/greenpoint\\_sd/](http://apps.humboldt.k12.ca.us/sites/greenpoint_sd/). You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

**COMPLAINT FORM:**  
**Uniform Complaint Procedure for Instructional Materials, School Facilities and Teacher Certification**

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? \_\_\_\_ Yes \_\_\_\_ No

Contact Information:

Name:

Address:

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School:

Course title/grade level and teacher name:

Room number/name of room/location of facility:

Date problem was observed:

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply: A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

- \_\_\_\_ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- \_\_\_\_ A pupil does not have access to instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
- \_\_\_\_ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- \_\_\_\_ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)

- \_\_\_\_ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
- \_\_\_\_ A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20% English learners in the class.

\_\_\_\_\_ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions:

\_\_\_\_\_ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition and any other emergency conditions the Office of Education determines appropriate.

\_\_\_\_\_ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

\_\_\_\_\_ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.

4. High school exit exam intensive instruction and services:

\_\_\_\_\_ Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

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Please file this complaint with the principal of the school or Executive Assistant

Green Point School District  
180 Valkensar Lane  
Blue Lake, CA 95525

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

Revised 7/8/09