

**Paradise Charter School
Parent/Student Handbook
2019-2020**



**3361 California Avenue
Modesto, CA 95358
(209) 524-0184
www.paradiseesd.org**

Paradise Charter School
2019-2020
PARADISE CHARTER SCHOOL COMPACT

It is important that families and schools work together to help students achieve high academic standards. Through a process that includes Paradise Charter School teachers/staff, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

Staff Pledge:

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

- *To consider the personal worth of each individual student.*
- *To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living.*
- *To hold students accountable for their actions at all times.*
- *To recognize divergent ideas, opinions, and expressions objectively and deal with them in a balanced and unbiased manner.*
- *To keep parents and students informed with timely or periodic reports, including all pertinent data related to the students Paradise Charter School experience.*
- *To consistently critique my own performance with the objective of an ever-growing professional stature.*
- *To initiate and enforce individual classroom rules consistent with Paradise Charter School and District policies.*

Student Pledge:

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

- *To attend Paradise Charter School regularly and be on time every day.*
- *To come to Paradise Charter School ready to learn and work hard.*
- *To be prepared for class with the appropriate materials and work.*
- *To know and follow Paradise Charter School and class rules*
- *To respect the rights of Paradise Charter School personnel, fellow students, and the public in general, to, from, and during school.*
- *To resolve differences in a positive way and seek adult assistance and support with resolving differences.*
- *To limit my TV watching, Internet, and computer game activities and instead study or read every day after school.*
- *To participate in extra-curricular activities such as Guitar Club, Piano Club, Student Council, Safety Patrol, Yearbook, After School Program.*

Family/Parent Pledge:

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

- *To commit to making sure my child attends school regularly and is on time daily.*
- *To visit Paradise Charter School periodically to participate in conferences with teachers and administrator regarding the academic and behavioral status of their children.*
- *To treat Paradise Charter School staff with respect.*
- *To provide Paradise Charter School with current information regarding legal address, phone, medical data, and other facts which may help the school to serve the children.*
- *To provide a quiet time and place for homework and monitor TV/computer games and Internet viewing.*
- *To read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-8).*
- *To communicate first with the classroom teacher when I have a concern.*
- *To participate in Paradise Charter School PTC, Family Read-In, Paradise Charter School after school events and as instructional partners.*

Student Signature(s) _____ Student's Grade _____

_____ Student's Grade _____

Parent/Guardian Signature _____ Date: _____

(Please tear out and return to child's teacher.)

PARADISE CHARTER SCHOOL

3361 California Avenue
Modesto, CA 95358
(209) 524-0184
FAX (209) 524-0363

Dear Parents/Guardians:

This handbook is provided to better acquaint you with our school and the educational programs that are available. The board and staff believe Paradise Charter School is a special place where students have a unique opportunity to develop an appreciation for life-long learning and build a solid moral, physical and emotional foundation for successful entry into adulthood.

The very special school environment here results from three major sources: a school staff that is committed to building and maintaining a positive learning atmosphere where all pupils are nurtured and encouraged to *be and do* their best; parent/community involvement that greatly enhances the total school effort and gives our children a clear message of support, and encouragement; and a rich school/community heritage that includes a tradition of high value for education and schools, and equally high expectations for our school family-pupils, staff, parents, and the extended school community.

The Paradise Charter School Staff is committed to providing your children with the best education possible. We are focused on achieving to the State standards in all curricular areas, raising test scores to exceed the County and State averages, and to meet the academic, physical and emotional needs of all our students.

Only through continued, strong commitment of this community and effective efforts of the staff can our students be successful.



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PARADISE CHARTER SCHOOL

(209) 524-0184 FAX (209) 524-0363

The Board of Trustees meet monthly, usually on the third Wednesday of the month, at 6:30 p.m. The public is cordially invited to attend all board meetings.

SCHOOL STAFF

Superintendent/Principal

E. Heath Thomason

Administrative Secretary

Karen Speckman

Kindergarten

Miriam White

Grade 1

Elsa Torres

Grade 2

Christine Booth

Grade 3

Shelby Fox

Grade 4

Donna Walsh

Grade 5

Ruby McCurley

Grade 6

Tanner Johnson

Grade 7

Roxanne Padgett

Grade 8

Abigail Carter

PE/Title I/EL

Leslie Hoegh

Maintenance/Operations

Ignacio Leon

Title I/Compliance Officer

Lisa Bettencourt

Custodians

Karina Ponce & Vanessa Padilla

Attendance/Lunch

Gloria Silveira

School Nurse

Diana Gaede

Instructional Paraprofessional

Melody Brasil, Erica Haltom, Lillian Ruiz

✂ Please take note! This symbol acknowledges new or important information.

As a resident of the Paradise Charter School (PCS), your District Board of Trustees cordially invite you to attend Board meetings and to take an active role in the educational affairs at the district level.

All recommendations are considered and acted upon in public meetings. By state law, however, closed sessions are held in regard to personnel matters and business that may involve litigation, and/or other specified matters of a confidential nature.

A person wishing to address the Board should make a written request to the District Superintendent ten days prior to the meeting so that the item may be properly placed on the agenda.

The Paradise Charter School Board of Trustees is an elected body, which, with its appointed Superintendent, governs the Paradise Charter School as outlined in the State of California Education Code. There are three members on the governing board.

It is the responsibility of the District Board of Trustees to conduct the business and programs of the Paradise Charter School in accordance with the Constitution of California, the State Education Code, and Government Code.

The Board makes major policy decisions for the District in the areas of budgeting, curriculum, and advanced planning. Policies adopted by the District Board of Trustees are put into effect by the Superintendent.

District Board of Trustee members have no power to act individually in the name of the Board. Action can be taken only when the Board is meeting in formal session with a majority of its members present. Under current policy, the members can reserve judgment on any matter until they have an opportunity to receive a recommendation from the Superintendent and to discuss it with other Board members.

The Board recognizes that it has an obligation to the people of the Paradise Charter School to provide the best possible education for the youth of the District. The Board also recognizes it has a unique function to communicate the school programs and achievements to the Paradise Charter School community.

For these reasons, the Board encourages residents to make their desires known and to take an active part in the educational affairs of the Paradise Charter School.



Paradise Charter School Guidelines

Mission Statement

Paradise Charter School is an innovative approach to K-8 education in Modesto, California. Using the "school within a school" model, the goal is to create a quality, site-based school of choice which will stress character development, leadership, technology, citizenship, honor and educational excellence. Paradise Charter School provides an ideal environment for students to reach their highest academic potential. The school's primary focus is on meeting the state standards. The school has open communication with both students and parents through the student handbook, Back-to-School nights, Open House, parent conferences, and PTC events. Students are encouraged to be actively involved in the school through many activities, clubs, and sports programs that are available. We believe that preparing students for the real world is critical to lifelong success. Our core belief is that all students can be successful if learning institutions: Define what students need to know and be able to do, provide a set of linked, relevant learning experiences that allow students to show what they know, and give students the time and attention they need to be successful.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Students who must leave school during the day should have a note from their parent/guardian giving the reason and the time the student should be excused. If a parent/guardian is going to pick up the student, it is essential that the parent/guardian come directly to the office, ask for their child, and sign him/her out. **Do not go directly to the classroom.** For your child's protection, it is our policy not to release pupils to anyone other than the parent/guardian without that parent's/guardians specific written authorization.

PARENT COMMUNICATION WITH TEACHERS

Parent conferences are regularly scheduled for all students at the end of the first grading period. Conferences are also arranged as deemed necessary for the remainder of the school year. Parents are urged to contact their child's teacher by leaving a phone message on the teacher's voice mail for a return call or an e-mail message, whenever there is any concern about classroom activities, student performance or behavior, including a request for a formal conference with that teacher. E-mail addresses are usually the first letter of the teacher's first name and their last name followed by @paradiseesd.org.

MESSAGES FOR STUDENTS

To minimize classroom interruptions, please discuss after-school plans with your children **before** they leave for school. Excessive message requests cause a hardship for the office staff and disrupt learning. While there are unavoidable situations that occur from time to time, we do appreciate your cooperation in keeping such requests to a minimum. Messages called in to students after lunch will most likely be delivered at the end of the school day.

✂ **We do not allow** students to bring cell phones to school. Cell phones have access to internet, email, text messaging and cameras. If a student is in possession of a cell phone at school, it may be taken and will need to be picked up at the end of the day by a parent/guardian.

OFFICE TELEPHONE

Our telephone system is for the business operation and other necessary communications that pertain to the school. It is available for students' use **only** in case of emergency or to notify parents/guardians if they are to remain after school by teacher's request. It has become necessary to restrict calls that unnecessarily tie up the telephone that **are not an emergency.** Please plan with your child **before** they leave for school to minimize telephone usage.

CLOSED CAMPUS

Paradise Charter School is a closed campus. The primary reason for a closed school campus is to better provide for student safety. All students are expected to remain on campus during the entire school day and shall not leave school without parental/guardian approval and must check-out in the office when doing so. Willful failure to comply with this regulation will result in a disciplinary conference with the principal. Repeated violations will result in suspension from school for disobedience to the reasonable authority of the school administration and the board-approved rules set forth to maintain an appropriate level of student safety.

STUDENT VISITORS AT SCHOOL

Requests for students to have other children attend their class with them will be routinely denied. Liability insurance only covers enrolled students.

LOST AND FOUND

Unclaimed items, clothing, etc. are placed in the Lost and Found bin. Students should have their belongings marked or labeled for identification and accept responsibility for their care. Parents and/or students may check the bin located in the gymnasium lobby for lost items before or after school.

SCHOOL TO HOME TRANSPORTATION

It is expected that all students return home from school by the same means as they arrived to school. To ensure your child's safety the school would appreciate a signed note by the parent if your child is to return home by different means.

Students who are going to another student's home after school must provide a written note signed by their parents. This note needs to be signed by the teacher, and the front office. These signatures are to be obtained before school, during recess or lunch break. This is done so the school personnel have knowledge of the student not going to their own residence.

Students at school are not allowed to use the school phone to make arrangements to go to other student's homes after school. However, there are occasions where parents call because they forgot to write a note that morning for their child and we will draft a note and sign it, "per phone conversation with parent" and that note will be given to the teacher to pass on to the student. In this instance, the school secretary must be given at least one half hour to accomplish this procedure.

BICYCLE SAFETY

As of January 1, 1994, it is required that all bicycle riders under the age of 18 must wear a helmet when riding on any public street or roadway. We believe it is important and necessary for all our students to comply with this law if they wish to ride their bicycles to our school. For the safety of your child we ask that every child wear a helmet when riding bicycles to and from school. Students are to lock their bikes to the bike racks located near the Gym and are not to ride in the parking lot when entering and exiting the school.

SKATE BOARDS

Students riding skateboards to and from school must wear a helmet and upon arriving at the school, carry their skateboard to the classroom where it is to remain until it is time to leave for home. Then the skateboard is to be carried to the parking lot where it may be ridden home.

HOME-PREPARED FOODS AND FOOD HANDLING

The following policies and procedures were adopted by the Board of Trustees and are considered to be good health practices. Paradise Charter School will no longer allow home prepared food to be brought to school except as an individual lunch or snack. Commercially prepared food is allowed; however, we request that parents contact the

classroom teacher prior to bringing any food to school. Paradise does encourage healthy eating habits for our students. Teachers can help parents select appropriate commercially prepared items for classroom parties and celebrations.

Cooking in classrooms as a part of the instructional program will still be allowed. Instructional staff will be required to follow guidelines for food handling preparation in classrooms. Food prepared in classrooms may only be served in individual portions. No food may be served communally.

CLASSROOM FOOD HANDLING PROCEDURES

The following is a list of the fundamentals of proper food handling:

1. All participants must wash their hands prior to handling food. Participants should be directed not to touch anything other than the food and the food preparation utensils. The teacher is responsible for ensuring that the students do not contaminate their hands without repeating the washing process.
2. All fresh foods and utensils must be washed on site before preparation. Food must be purchased from a licensed food retailer. Home-grown foods may not be used in the classroom.
3. Foods that have been partially or fully prepared at home should not be brought into the classroom.
4. Foods must be served in individual portions. Foods may not be served communally. The teacher should monitor students to ensure that students do not share food.
5. People serving food must wear sterile gloves during serving.
6. The teacher is responsible for the proper handling of any foods that need refrigeration, cooking or heated storage.

PARADISE CHARTER SCHOOL MEAL PROCEDURES

Charges must be cleared each month or no more lunches will be supplied.

Each and every morning, teachers take a meal count. If your child is to be tardy and desires a school lunch the office personnel **must** be notified (524-0184) **before 8:45 a.m.** so Paradise Charter School can tell Ceres Unified School District Food Service the exact number of lunches to be delivered. **We order no extra lunches.**

* Per California State Law all purchased school meals must be consumed on school grounds.

WELLNESS PLAN and POLICY: SALES OF FOODS AND BEVERAGES OUTSIDE OF REIMBURSABLE SCHOOL MEALS.

All foods and beverages sold individually outside the reimbursable school meal program (including those sold through student store, snack bar, vending machines, or other fundraising activities) during the school day, or through programs for students after the school day, will meet the SB12 requirements and the following nutrition and portion size standards.

NUTRITION STANDARDS FOR INDIVIDUAL FOODS AND BEVERAGES

◆ Beverages

- **Allowed:** Beverages that meet SB 965 and SB 12 requirements.

- Not Allowed: Soft drinks containing caloric sweeteners; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, including energy drinks, but excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).
- ◆ **Foods**
 - A food item sold individually:
 - ◆ Will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;
 - ◆ Will have no more than 35% of its weight from added sugars;
 - ◆ One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;
 - ◆ One ounce for cookies;
 - ◆ Four ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery goods;
 - ◆ Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;
 - ◆ Eight ounces for non-frozen yogurt;
 - ◆ Twelve fluid ounces for beverages, excluding water, sports drinks and juices;
 - ◆ Fruits and non-fried vegetables are exempt from portion-size limits.

Fundraising Activities. To support children's health and school nutrition-education efforts, school fundraising activities will not solely focus on food and will use foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Paradise Charter School encourages organizations to support our educational programs and students through fundraising and will continue to promote their support even though their fundraising activities may not follow the above nutrition and portion size standards for foods and beverages sold individually. However, Paradise Charter School will encourage fundraising activities that promote physical activity.

Snacks. Snacks served during the school day or in after-school programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.

Rewards. Paradise Charter School will discourage the use of foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment.

Paradise Charter School desires to involve the community and local businesses in our educational program and will continue to encourage their support even though the focus may be rewarding academic performance or good behavior with food.

Celebrations. Paradise Charter School should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually. Class celebrations will be scheduled on the last Friday of each month, unless otherwise directed by the classroom teacher.

School-Sponsored Events. Foods and beverages offered or sold at school-sponsored events outside the school day do not have to meet the nutritional requirements.

Sharing of Foods and Beverages. Paradise Charter School discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diet. If your child does not bring a lunch to school to eat, they will not be allowed to accept food from their friends.

NUTRITION AND PHYSICAL ACTIVITY PROMOTION AND FOOD MARKETING

Nutrition Education and Promotion. Paradise Charter School aims to teach, encourage, and support healthy eating by students. Paradise Charter School should provide nutrition education and engage in nutrition promotion that:

- ◆ Offers at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- ◆ Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, and social sciences;
- ◆ Includes enjoyable developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, farm visits, and school gardens;
- ◆ Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- ◆ Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- ◆ Teaches media literacy with an emphasis on food marketing; and
- ◆ Includes training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting. For students to receive the nationally recommended amount of daily physical activity (i.e., at least 20 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- ◆ Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- ◆ Opportunities for physical activity will be incorporated into other subject lesson; and
- ◆ Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
- ◆ Paradise Charter School will support parents' efforts to provide a healthy diet and daily activity for their children.
- ◆ Paradise Charter School encourages parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards for individual foods and beverages.

Food Marketing in Schools. School-based marketing will be consistent with nutrition education and health promotion. As such, Paradise Charter School will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION

Daily Physical Education (P.E.) K-8. All students in grades K-8, including students with disabilities, and/or special health-care needs, will receive physical education (200 minutes every ten days) for the entire school year. Students are to spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity. Students, with illnesses, may be excused from PE for (1) day with a signed parent note. Additional

days need a note signed by a physician. Students excused from PE will either assist in another classroom or complete assignments at the tables.

Daily Recess. All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity. Extended periods of two or more hours of inactivity are discouraged. Periodic breaks are encouraged during which students are encouraged to stand and be moderately active.

Physical Activity Opportunities Outside of School Hours. Paradise Charter School encourages physical activity programs outside of school i.e., youth football and the Shiloh/Paradise Baseball Association.

Physical Activity and Punishment. Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) as punishment.

Safe Routes to School. The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school.

Use of School Facilities Outside of School Hours. School spaces and facilities should be available to students, staff and community members before, during and after the school day, on weekends and during school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity programs only after being reserved through the District Office and have a completed Use of Facility Form on file.

ATTENDANCE

Studies show that there is a direct correlation between good school attendance and high student achievement. We encourage you as parents to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis.

Since July 1, 1998 schools will receive state funding only for students who actually attend school. If you find it necessary to keep your child out of school for reasons other than illness, we encourage you to send your child to school for at least part of the day. Then your child will not be counted absent for the day and will not miss out on important school assignments. We want to avoid the unnecessary absences that reduce district resources and limit your child's opportunity to get good grades.

A written note from the parent/guardian must verify all absences and accompany the student upon their return to school.

ATTENDANCE POLICIES

The California Education Code states that each person between the ages of 6 and 18 years not otherwise exempted is subject to compulsory full-time education.

1. When absent from school students need a note from their parent/guardian stating the reason for the absence which is to be presented to the student's teacher upon their return to school.
2. Make-up school work will be allowed - only when an absence is excused. It is the student's responsibility to contact the teacher to determine what work is to be made up. School work during unexcused absences cannot be made up and thus receive a failing grade.

3. Leaving school during the day must first be preceded by permission from the office. A written note from home for reasons such as dental or medical appointments, etc., is necessary. All students must be signed out by their parent/guardian. Minors are not permitted to take students from school.
4. **Tardies:** Paradise Charter School recognizes tardy to be anytime a student arrives to school after 8:30 a.m. (third bell).
Unexcused Tardy: A student who is late for school (after 8:30 a.m.) and has no note will be considered unexcused tardy. Three unexcused tardies will prevent a student from receiving the perfect attendance award. For each three unexcused tardies a detention will be issued.
Excused Tardy: A student who is late for school (after 8:30 a.m.) due to an appointment and has provided a note on the day the tardy occurred is considered an excused tardy. That tardy will not count against perfect attendance and will not count toward detention.

EXCUSED STUDENT ABSENCES

Excused student absences include the following:

1. Illness
2. Quarantine directed by a county or city health officer
3. Having medical, dental or optometry services rendered
4. Attending funeral services of a member of the pupil's immediate family to the extent of not more than one day if service is conducted in California and not more than three days if the service is conducted outside of California. School districts are no longer funded for excused absences.
5. For physical education excuses, a student must have a written note from home and in some cases from a physician to be excused.

ATTENDANCE ACTION PLAN

Each parent, guardian, or other person having control or charge of any child between the ages of 6 and 18 years shall send the child to the public full-time school for the full time for which the public schools are in session.

1. Child misses 3 days of school and/or tardy in excess of 30 minutes on each or more than 3 days and has been reported as truant, an Excessive Absence Notice will be mailed to the parent/guardian. The parent/guardian is to make contact with the principal concerning the notice and excessive absences.
2. Child misses 10 unexcused days of school and has been reported truant, and Excessive Absence Notice will be mailed to the parent/guardian. The parent/guardian is to call and schedule an appointment with the principal. If no appointment is made, administrator may conduct a home visit.
3. Child misses 15 days of school and has been reported truant, an Excessive Absence Notice will be mailed to the parent/guardian. The attendance supervisor will schedule an appointment for the parent/guardian. If appointment is not kept, administrator will conduct a home visit.
4. Child misses 20 days of school and has been reported truant, an Excessive Absence Notice will be mailed to the parent/guardian informing them that they must attend an attendance hearing before the Paradise Charter School Board. At this hearing, if the child fails to provide reasons as to why his/her absences were excused or he/she fails to attend, the student may be placed on probation.
5. Absences due to head lice are considered excused, but only up to a period of three (3) days. After the three day period, students are expected to be in school. If the absence exceeds the three day period, these absences will be considered unexcused.

FAILURE FOR UNEXCUSED ABSENCES

Attendance and participation in daily classroom activities is an essential part of the learning process. Excessive unexcused absences prevent the student from successfully meeting course requirements. It is our policy to encourage a teacher to include participation in daily classroom activities as one of the criteria used in assigning a grade for the subject and to permit a lower grade to be given because of excessive absences.

It is our policy to permit a teacher to assign a failing grade to any student whose unexcused absences from a teacher's class equal or exceed five (5) days in a quarter.

The following procedures are followed in assigning a failing grade:

1. The teacher keeps an accurate record of unexcused absences of students in his/her class.
2. When the student has accumulated three (3) unexcused absences from a teacher's class, that student is in danger of failing the course because of unexcused absences. The parents/guardians have an opportunity to meet with the teacher to discuss subject requirements and the student's absences.
3. When the student has accumulated or exceeded five (5) unexcused absences during a quarter, the parents or guardians of the student are to be notified by the teacher that the student may receive a failing grade for the subject because of unexcused absences. The student and the student's parents/guardians have an opportunity to meet with the teacher and the principal or his designee to explain the absences.
4. A failing grade assigned to the student on the basis of excessive/unexcused absences is indicated by a notation on the written report card and in the student's records.

Any absence means the district may not claim A.D.A. The student or his/her parent/guardian are given a reasonable opportunity to explain the absences before the failing grade is assigned.

MONTHLY ATTENDANCE CLUB

✂ Each student that does not have a tardy or an absence during the month will receive a ticket for a treat at the end of the month. **Excused tardies and absences will not be accepted to receive a treat.** Students will also earn a ticket to be included in a drawing at the end of each trimester for a chance to win a big prize. Every trimester the students that have earned a ticket from the Monthly Attendance Club will get a chance to have their winning ticket pulled to win a prize. This year we will have two tickets pulled for each drawing. The final drawing will be a very exiting prize. Remember - every day counts!

EVERY MONDAY MATTERS CLUB

✂ Each teacher will select two students to meet with Mr. Thomason on Mondays so that all students will have an opportunity to be recognized. Students will be rewarded for good behavior during the prior week, positive reinforcement, recognition of a student who made a small change to achieve a big accomplishment.

INDEPENDENT STUDY

✂ **Please note that participating in independent study will prevent students from receiving the perfect attendance award.**

Attendance and participation in daily classroom activities is an essential part of the learning process. Excessive unexcused absences prevent the student from successfully meeting course requirements. Occasionally a student must be absent for an extended period of time. Students who are to be absent five (5) days or more are eligible for independent study. This program is an option available to provide students an opportunity to not miss out on their education and to maintain their school attendance.

An Independent Study Agreement form should be obtained from the school office two or more weeks before the date the student will not be in school attendance. This agreement states the school's responsibilities, the

student's responsibilities, and the parent/guardian/caregiver's responsibilities. **Please give the teacher at least two weeks' notice to prepare materials for students.**

Along with the Independent Study Agreement is a Student Work Assignment Record. This document must be completed by the teacher and explains the student work being assigned for the student to complete while on independent study. Copies of this document will need to be made for each assignment given to the student and must accompany the assignments when they are turned in to the teacher upon the student's return.

Some important information needs to be highlighted for teachers. First, the teacher must provide the student all assignments equal to the work being assigned to students who are in regular school attendance. Second, all work is due to the teacher upon the first day of the student's return to the classroom. Third, all student work and forms must be turned in to the office after the teacher has recorded the student's grades. The original work and forms must be kept by the school for auditing purposes.

If all the student work is not completed and turned in on the first day of the student's return to school, the student has not fulfilled their contract. This will result in five days or more of unexcused absences thus a failing grade for all independent study work assigned. It is our policy to permit a teacher to assign a failing grade to any student whose unexcused absences from a teacher's class equal or exceed five (5) days in one trimester.

Juvenile Court School Students

Education Code sections 200 and 220 permits a juvenile court school student, or the person holding the right to make educational decisions for the student, to voluntarily defer or decline issuance of her or his diploma until after the student is released from the juvenile detention facility, thereby allowing the student to take additional coursework at a local educational agency. The county office of education is to notify the student, the person holding the right to make educational decisions for the student, and the student's social worker or probation officer of all of the following:

1. The student's right to a diploma;
 2. How taking coursework and meeting other educational requirements will affect the student's ability to gain admission to a post-secondary educational institution;
 3. Information about transfer opportunities through the California Community Colleges; and
- The option to defer or decline the diploma and take additional coursework.

Special Programs

PARENTS' CLUB

This is an active club that is dedicated to serving Paradise Charter School. They have been responsible for many worthwhile projects to generated funds that benefit the entire school. These fundraisers help with equipment purchases, field trips, and other special needs.

SCHOOL-BASED COORDINATED PROGRAM (SBCP)

Our K-8 school is involved in a state-funded program that provides funds to serve special needs students. This program includes offerings for students who may need language-specific instruction, students who need tutorial assistance in certain academic areas, and those who qualify for intensive reading instruction. The SBCP is based on the educational needs of the individual student, specifies improvement objectives, and necessary steps to achieve these targets.

SCHOOL SITE COUNCIL

The School Site Council meets as an advisory committee for our categorical programs. The council is made up of parents, teachers, classified, and administrative personnel.

TITLE I

Paradise Charter School is a Title I, Schoolwide Program (SWP). Title I is a federally funded program that serves to assist students. The purpose of a Title I (SWP) is to improve academic achievement throughout a school so that all students, particularly the lowest-achieving students, demonstrate proficiency on the State's academic standards.

TECHNOLOGY

Paradise Charter School (PCS) provides internet access for all its students, K-8. PCS recognizes the importance of the use of technology as an educational tool for learning to support PCS's instructional goals and the California State Content Standards utilizing the National Educational Technology Standards (NETS). We currently have chromebooks for grades 6th through 8th and a computer lab for grades kindergarten through 5th.

PCS acknowledges the fact that there is information available that may be inappropriate for student use, and it is PCS's intent to protect students from this inappropriate information. PCS's internet access is filtered by Stanislaus County Office of Education.

It should be understood that willful access to inappropriate material in any form is a violation of this policy and may result in the revocation of internet access.

RESOURCE

Resource is a program for children with assessed special learning difficulties. A Resource teacher is under contract with Paradise Elementary School District to work with the students, teachers, and parents/guardians as needed.

SPEECH

Speech is for children with assessed speech articulation needs. A speech therapist is under contract to work with the students, teachers and parents/guardians as needed.

LIBRARY

The library is an important resource in every child's education. Curious minds can be cultivated and enriched; the love of reading and the enjoyment of the written word is perhaps the single most important ingredient in the development of a true life-long learner. Students are encouraged to handle and browse through books, check out books, read and listen while books and stories are read to them.

All the books in the Paradise Charter School Library have been color coded for readability levels according to Accelerated Reader, a computer-based comprehension program. Students are tested to determine each student's readability level.

Students are taught how to conduct research, collect data, check out books, and return them in a timely manner. Check out procedures and guidelines are posted in the library and carefully explained to all students.

All lost books are to be reported to the librarian immediately. After a reasonable search time, a letter will be sent home giving the name of the book and the replacement cost. **All books must be returned or paid for before the June report cards are issued to the student responsible for the missing/lost book.**

Library use rules are as follows:

- Noise level at a minimum. Violators will return to their classroom.
- No leaning or sitting on bookshelves.

- Books and magazines not being checked out must be returned to their proper location on the shelves before students leave the library.
- Books are not to be abused. Willful damage or abuse will result in loss of library privilege.

These rules are intended to teach responsibility and good citizenship. In doing so, the books and the library will be maintained in the best possible condition to serve all students at Paradise Charter School.

Assessments and Accountability

Part 1: (CAASPP) California Assessment of Student Performance and Progress

Grade levels 3-8 are given the CAASPP test. This testing program is based on the California content standards by grade level. These assessments cover mathematics and language arts. The results for these assessments are reported as follows: Standards Exceeded, Standards Met, Standards Nearly Met, Standards Not Met.

Part 2: CST (California Science Test)

Science: In specific grade levels, students will take the CST, California Science Test exam. The results for these assessments are reported as follows: Standards Exceeded, Standards Met, Standards Nearly Met, Standards Not Met.

Dress Code

Philosophy

The school shall have authority over student dress and grooming matters as may affect the learning environment necessary to provide a quality education at Paradise Charter School.

Guidelines & Requirements For Pupil Dress and Grooming

Pupil conduct with respect to dress, grooming, and appearance that disrupts or tends to disrupt the educational process or offset the health and/or safety of individuals shall be prohibited.

1. Neatness, cleanliness, and appropriateness are emphasized.
2. The following are considered inappropriate for school:
 - a) Excessive make-up;
 - b) Bare midriffs;
 - c) ✂ Saggy/baggy pants; boy's tank tops or muscle shirts;
 - d) Shirts/tank tops with low neck lines;
 - e) Any clothing with obscene/suggestive writing or drawing;
 - f) Shoes with heels that are dangerous for school activity;
 - g) Tank tops with exaggerated arm and neck openings, spaghetti straps, razor backs, and halter tops.
3. Appropriate dress includes a coat or jacket in cold weather.
4. Modest walking shorts are allowed. Length of the shorts are to be no shorter than to the tip of the middle finger when arms are at the student's side.
5. Dress length shall be such that girls can perform routine school activities, such as sitting, reaching, bending, etc., and easily maintain modesty.
6. Shoes must be worn at all times.
7. No flip-flops or foot attire without heel straps are allowed.
8. Appropriate footwear is required for athletic activities.
9. Hair length and style for both male and female pupils shall be such that no unusual attention is drawn to an individual pupil. Any unnatural hair color is not allowed.
10. No clothing may be worn which:
 - Displays a slogan or picture portraying any alcohol, tobacco, or drug product.

- Is offensive to school staff/administration
 - Is disruptive to the school environment
11. No caps or hats are to be worn indoors.
 12. Any attire/paraphernalia/symbol that signifies gang involvement/affiliation verified by juvenile authorities will not be permitted on the school grounds.
 13. Earrings may be worn as long as they do not pose a safety hazard to the student, i.e., hoops, dangling earrings and naval piercing.
 14. ✂ Lip rings, nose rings, tongue piercing, eyebrow piercing and other visible piercing will be removed due to potential safety hazard to the student.
 15. ✂ Tattoos and other permanent unnatural skin staining must be covered at all times.

Consequences:

First offense: Warning to the student; notification of parents of the incident. Student may be sent home to dress properly, if necessary.

Second offense: One (1) day suspension.

Third offense: Three (3) day suspension.

Fourth offense: Five (5) day suspension.

Bus Conduct Code For Field Trips The Paradise Charter School District has contracted with Storer Transportation Company to provide our students with all our bus transportation. Storer is thus responsible for providing safe transportation for us. The Education Code provides all schools with sufficient authority to set rules that will ensure student security while at school and during transportation activities. The prime consideration for Storer, the bus drivers, the School Board, the staff and administration of Paradise is for the safest possible transportation of our students.

Riding on a school bus is a privilege. Students who repeatedly demonstrate a willful disregard for the rules necessary to insure safe bus transportation may have their bus privilege permanently revoked. Parents are asked to join the Storer and school staff in expecting appropriate conduct on the bus.

The following **Bus Rules** have been established for the safety of all bus riders. We ask that parents review these rules with their child.

1. Students are to stay seated at all times while riding the bus.
2. Students are to sit facing forward, with all body parts inside the bus.
3. Loud talking or excessive noise is strictly prohibited.
4. Students are to exhibit courtesy to the driver and others on the bus.
5. Students are to refrain from placing hands on any other bus riders.
6. Windows are **not** to be adjusted by students.
7. Vandalism or damage to any part of the bus is strictly prohibited.
8. No profanity, food or drink, hazardous objects of any kind, nor animals-insects-reptiles, will be permitted on the bus.

All school rules of conduct on the school site also pertain while riding the bus and may incur school suspensions as well. Aggressive, physical behavior (fighting, assaulting or hitting others) and verbally abusing or intimidating other pupils may result in the immediate suspension of bus privileges and/or suspension from school. **Drivers must report infractions of these rules.**

Consequences: (Bus Rules)

First incident: Driver warning; may assign a seat.

Second incident: Conferences with student; seat assignment; parent notification; report made to principal.

Third incident: Bus conduct report filed; conference with principal; bus privilege may be suspended.

Fourth incident: Citation filed; conference with principal; suspended from bus use for up to five days; parent/principal conference.

Fifth incident: Citation filed; 10 days suspension of bus privileges; parent/principal conference.

Sixth incident: Students may be denied bus privileges for the remainder of the school year.

Parents' Rights

PARENT NOTICE OF RIGHTS AND RESPONSIBILITIES

State law requires that parents or guardians be notified of their rights and responsibilities in certain matters pertaining to their children's education.

Absence for Religious Exercises and Instruction: Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. No pupil shall be excused from school for such purpose on more than four days per school month. (Ed. Code, § 46014)

Comprehensive Sexual Health Education and HIV/AIDS Prevention Education: A parent or guardian has the right to excuse their child from comprehensive sexual health education and HIV prevention education. A parent or guardian who wishes to exercise this right must state their request in writing. (Ed. Code, § 51938) A parent or guardian may inspect the written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. Parents have a right to request that the District provide them with a copy of the California Healthy Youth Act (Education Code section 51930 et. seq).

Parents or guardians shall be notified in writing if the District plans to administer an anonymous, voluntary and confidential test, questionnaire or survey containing age-appropriate questions about the pupils' attitudes concerning or practices related to sex in grades 7 to 12 and given the opportunity to review the test, questionnaire or survey. A Parent or guardian has the right to excuse their child from the test, questionnaire, or survey by stating their request in writing. (Ed. Code, § 51938)

Every child's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction as to the date of such instruction and whether the instruction will be taught by District personnel or by outside consultants. If outside consultants are used, the name of the organization of each guest speaker will be identified.

Excuse from Instruction in Health: Upon written request of a parent, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)

Administration of Medication: Medication prescribed by a physician for a child may be administered during the school day by a registered nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician, or a physician assistant as specified by law. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49423, 49423.1, 49423.5, 49480)

Students on Medication: Parents are to notify the principal if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal or school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480)

Immunizations: The District shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Health and Safety Code section 120370. The immunization exemption based on personal beliefs has been eliminated. (Health & Safety Code, § 120325). A student who, prior to January 1, 2016, submitted a letter or affidavit on file at the District, stating beliefs opposed to immunization, is permitted to enroll in that institution until the student enrolls in the next grade span. Grade span means: 1) birth to preschool; 2) kindergarten and grades 1 through 6, inclusive, including transitional kindergarten; and 3) grades 7 through 12, inclusive. On or after July 1, 2016, the District shall exclude from school for the first time or deny admittance or deny advancement to any student to the 7th grade unless the student has been immunized for his or her age as required by law. (Health & Safety Code, § 120335). A student may still be exempted from the immunization requirement based on medical condition or circumstances. A parent or guardian must file with the District a statement from a licensed physician saying that the immunization is not considered safe and is not recommended based upon the nature or duration of the medical condition or circumstances, including, but not limited to, the family medical history. (Health & Safety Code, § 120370) A parent or guardian may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. (Ed. Code, §§ 48216, 48980(a), 49403, Health & Safety Code, §§ 120325, 120335)

Physical Exams and Testing: The District is required to conduct certain physical examinations and vision, hearing and scoliosis testing of students unless the parent has a current written objection on file. However, the child may be sent home if he or she is believed to be suffering from a recognized contagious or infectious disease. (Ed. Code, §§ 49451, 49452, 49452.5 and 49455; Health & Safety Code, § 124085)

Confidential Medical Services: For students in grades 7 through 12, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Ed. Code, § 46010.1)

Medical Coverage for Injuries: Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without his or her consent or, if the pupil is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472)

Medical and Hospital Services Not Provided: The District does not provide medical and hospital services for students injured while participating in athletic activities.

Services for Students with Exceptional Needs or a Disability: State and federal law require that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. (Ed. Code, § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. §104.32) The District official listed

below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone:

Lisa Bettencourt
3361 California Ave., Modesto, CA 95358
209-524-0184

No Academic Penalty for Excused Absence: No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (Ed. Code, §§ 48205, 48980(j))

A pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

"Immediate family," as used in this section refers to mother, father, grandmother, grandfather, or a grandchild of the pupil or of the spouse of the pupil, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the pupil, or any relative living in the immediate household of the pupil. (Ed. Code, § 48205)

Equal Opportunity: Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the Education Amendments of 1972.) Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the District official listed below at the following address and telephone:

Heath Thomason
3361 California Ave., Modesto, CA 95358
209-524-0184

Complaints (Special Education): Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. Parents may submit a description of the manner in which the parent believes special education programs for handicapped do not comply with state or federal law or regulations to:

Heath Thomason
3361 California Ave., Modesto, CA 95358
209-524-0184

Release of Student Information: The District does not release information or records concerning a child to noneducational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies or institutions unless the parent or guardian notifies the District in writing not to release such information:

Name, address, telephone, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institution attended. (Ed. Code, §§ 49060 et seq., 49073, 20 U.S.C. § 1232g, 34 C.F.R. § 99.7) In accordance with state and federal law, the District may also make available photographs, videos, and class rosters.

Directory information will not be released regarding a pupil identified as a homeless child or youth unless a parent, or pupil accorded parental rights, has provided written consent that directory information may be released. (Ed. Code, § 49073(c), 20 U.S.C. § 1232g, [42 U.S.C. § 11434a\(2\)](#))

Inspection of Student Records: State law requires that the District notify parents of the following rights which pertain to student records. (Ed. Code, §§ 49063, 49069, 34 C.F.R. § 99.7)

a. A parent, guardian, or foster family agency, short-term residential treatment staff or caregiver as entities that may be legally authorized to access student records has the right to inspect and review student records relating directly to his or her child during school hours or obtain a copy of such records within five (5) business days of his/her request.

b. Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at his/her child's school. The principal of each school is ultimately responsible for maintenance of student records.

c. A parent with legal custody has a right to challenge information contained in his/her child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.

A parent may file a written request with the Superintendent of the District to remove any information recorded in the written records concerning the child which is alleged to be:

- (1) Inaccurate.
- (2) An unsubstantiated personal conclusion or inference.
- (3) A conclusion or inference outside of the observer's area of competence.
- (4) Not based on the personal observation of a named person with the time and place of the observation noted.
- (5) Misleading.
- (6) In violation of the privacy or other rights of the pupil.

Within thirty (30) days, the Superintendent or designee shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the District, and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegations, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student. (Ed. Code, § 49070)

If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the District Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070-49071 to assist in the decision making. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records to the extent required by law. Student Records Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code, § 49064)

School officials and employees having a legitimate educational interest, as well as persons identified in Education Code sections 49076 and 49076.5 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental consent. "School officials and employees" are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff

and District-employed law enforcement personnel), a Board member, a person or company with whom the District has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist), or a parent or student whose access to student records is legally authorized. A "legitimate educational interest" is one held by a school official or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code, §§ 49063(d), 49076, 49076.5, 20 U.S.C. § 1232g)

Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.

Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232g(g))

Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.

Family Educational Rights and Privacy Act: In addition, parents have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying parents of these rights is attached.

Student Discipline: District and School rules pertaining to student discipline are available to parents or guardians of district students in the school office. (Ed. Code, § 35291)

Dissection of Animals: If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project or test for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information or experience required by the course of study. (Ed. Code, §§ 32255-32255.6)

Temporary Disability: A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil's parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's need for individualized instruction. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. (Ed. Code, §§ 48206.3, 48207, 48208, 48980(b))

Student Residency: A student may be enrolled in the District if (1) the student's parent, legal guardian or other person having control and charge of the student resides in the District (Ed. Code, §48200); (2) the District has approved interdistrict attendance (Ed. Code, § 46600); (3) the student is placed in a regularly established children's institution, licensed foster home, or family home; (4) the student is a foster child who remains in his or her school of origin pursuant to Education Code Section 48853.5(f) and (g); (5) the student is emancipated and lives within the District; (6) the student lives in the home of an adult who has submitted a caregiver affidavit; (7) the student resides in a state hospital within the District; or (8) the student's parent or legal guardian resides outside of the boundaries of the school district but is employed and lives with the student at the place of his/her employment within the school district boundaries for a minimum of three days during the school week. (Ed. Code, § 48204). The law allows, but does not require, a district to accept a student for enrollment where at least one parent or legal guardian of the student is physically employed within the district's boundaries for a minimum of 10 hours during the school week. (Ed. Code, §48204). A student also complies with the residency requirements for school attendance in a school district if he or she is a student whose parent is transferred or pending transfer to a

military installation within the boundaries of the school district while on active duty pursuant to an official military order. However, the parent must provide proof of residence in the school district within ten days after the published arrival date provided on official documentation. (Ed. Code, § 48204.3) Children of military families are eligible for the same graduation requirement exemption related to local graduation requirements granted to a student in foster care, a student who is a homeless child or youth, or a student who is a former juvenile court school student and who transfers between schools. (Ed Code, §51225.1). Additionally, children of military families now qualify for district acceptance of coursework done by a student while attending another school and prohibition on requiring students to retake courses or partial courses. (Ed Code, § 51225.2).

A student whose parents/guardians were residents of the state but departed California against their will, complies with the residency requirements for district attendance and shall be admitted by the governing board of the school district regardless of the student's current residency if the student:

1. Provides official documentation evidencing the departure of his/her parents/guardians against their will; and
2. Must have moved outside of California as a result of his/her parents/guardians departing California against their will, must have lived in California immediately before moving outside of California, and provide information and evidence demonstrating that she/he was enrolled in a public school immediately before moving outside of California.

"Departed California against their will" means any of the following: The person was in custody of a government agency and was transferred to another state; was subject to a lawful order from a court or government agency that authorized the person's removal from California; was subject to a lawful order; or was removed or is permitted to depart voluntarily pursuant to the federal Immigration of Nationality Act. (Ed Code § 48204.4).

Education Codes 200 and 220 state that the governing board/body is required to provide information to parents/guardians regarding their children's right to a free public education regardless of parents/guardians status or religious beliefs and prohibits discrimination on the basis of immigration status. The board/body shall investigate complaints based on immigration status, bullying other students based on actual or perceived immigration status or religious beliefs or customs.

Sexual Harassment Policy: Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the District's policy on sexual harassment is attached. (Ed. Code, §§ 231.5, 48980(g))

Notice of Alternative Schools: California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- b. Recognize that the best learning takes place when the student learns because of the student's desire to learn.
- c. Maintain a learning situation maximizing student self-motivation and encouraging the student in his or her own time to follow his or her own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student's teachers of choices of learning projects.

d. Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.

e. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for parent information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (Ed. Code, § 58501)

Nutrition Program: The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code, § 49510 et seq.)

U.S. Department of Education Programs: The following applies only to programs directly funded by the U.S. Department of Education:

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the children.

No student shall be required, as part of any applicable U.S. Department of Education funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- a. political affiliations or beliefs of the student or student's parents;
- b. mental and psychological problems of the student or his/her family;
- c. sex behavior or attitudes;
- d. illegal, anti-social, self-incriminating or demeaning behavior;
- e. critical appraisals of other individuals with whom respondents have close family relationships;
- f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. religious practices, affiliations, or beliefs of the student or student's parent; or
- h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. (20 U.S.C. § 1232h)

Uniform Complaint Procedures:

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:

State and federal law prohibit discrimination in education programs and activities. The District is primarily responsible for compliance with federal and state laws and regulations. (Cal. Code Regs., tit. 5, § 4620.)

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261.) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender

(includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), nationality (includes citizenship, country of origin and national origin), race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq., 66260-66264, Cal. Code Regs., tit. 5, § 4900 et seq., 20 U.S.C. § 1681 et seq., 29 U.S.C. § 794, 42 U.S.C. § 2000d et seq., 42 U.S.C. § 12101 et seq., 34 C.F.R. § 106.9) The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

The District's Uniform Complaint Procedure may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying. (Cal. Code Regs., tit. 5, §§ 4610, 4630, 4650, Ed. Code, § 234 et seq., 48900(r).)

- a. Any individual, public agency or organization has the right to file a written complaint alleging that he/she has personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (Cal. Code Regs., tit. 5, § 4630(b)(1))
- b. Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)
- c. Complaints must usually be filed with the superintendent/designee of the District.
- d. Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the district superintendent or designee for an extension of up to ninety (90) days following the six (6) month time period. Extensions will not be automatically granted, but may be granted for good cause. (Cal. Code Regs., tit. 5, § 4630(b))

Complaints Other Than Discrimination, Harassment, Intimidation, and Bullying:

The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination, harassment, intimidation, and bullying.

a. Written complaints may be made regarding:

- (1) Adult Education
- (2) Consolidated Categorical Aid Programs
- (3) Every Child Succeeds Programs, including improving academic achievement, compensatory education, limited English proficiency and Migrant Education
- (4) Career Technical Education
- (5) Child Care and Development
- (6) Child Nutrition

- (7) Special Education
- (8) "Williams Complaints"
- (9) Pupil Fees
- (10) Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)
- (11) Student Parent Lactation Accommodations
- (12) Course Assignments
- (13) Physical Education Instructional Minutes
- (14) Foster Youth, Homeless Youth, and former Juvenile Court School Student Services
- (15) Regional Occupational Centers and Programs

(Cal. Code Regs., tit. 5, §§ 4610(b), 4630, Ed. Code, §§ 222, 35186, 47606.5, 47607.3, 48853.5, 49013, 49069.5, 51210, 51223, 51225.1, 51225.2, 51228.1, 51228.2, 51228.3, 52060-52075, and 52334.7.)

Any individual, public agency or organization has the right to file a written complaint alleging that the District has violated a federal or state law or regulation governing any program listed in items 1-15 above. (Cal. Code Regs., tit. 5, § 4630(b)(1))

Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)

Complaints must usually be filed with the superintendent or designee of the District under the timelines established by District policy. (Cal. Code Regs., tit. 5, § 4630(b))

Within 60 days from the date of receipt of the complaint, the District's responsible officer or his/her designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to 5 CCR § 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

b. Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened time line for the following areas: (Ed. Code, § 35186)

- (1) Insufficient textbooks and instructional materials;
- (2) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils; or
- (3) Teacher vacancy or misassignment.

A complaint of noncompliance with Education Code section 35186 may be filed with the school principal or designee under the Uniform Complaint Procedures. A complainant not satisfied with the resolution of a Williams Complaint has the right to bring the complaint to the district governing board at a regularly scheduled hearing. In the case of a complaint regarding emergency or urgent school facilities conditions, a complainant has the right of appeal to the State Superintendent of Public Instruction.

Pupil Fees Complaints: A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal under the Uniform Complaint Procedures. A complaint shall be filed not later than one calendar year from the date the alleged violation occurred. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsible Official: The District official responsible for processing complaints is listed below at the following address:

Heath Thomason
3361 California Ave., Modesto, CA 95358
209-524-0184

Complaints Made Directly to the State Superintendent:

Complaints may be filed directly with the State Superintendent of Public Instruction in the following cases:

- (1) Complaints alleging that the District failed to comply with the complaint procedures described herein, including failure or refusal to cooperate with the investigation.
- (2) Complaints regarding Child Development and Child Nutrition programs not administered by the District.
- (3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level.
- (4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
- (5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.
- (6) Complaints alleging immediate and irreparable harm as a result of applying a district-wide policy in conflict with state or federal law and that complaining at the local level would be futile.
- (7) Complaints relating to Special Education, but only if:
 - (a) District unlawfully refuses to provide a free appropriate public education to handicapped students; or
 - (b) District refuses to comply with due process procedures or fails to implement due process hearing order;
or
 - (c) Children may be in immediate physical danger, or their health, safety or welfare is threatened; or
 - (d) A handicapped pupil is not receiving the services specified in his/her Individual Educational Program (IEP); or
 - (e) The complaint involves a violation of federal law.
- (8) The District refuses to respond to the State Superintendent's request for information regarding a complaint originally filed with the District.

(Cal. Code Regs., tit. 5, §§ 4630, 4650)

Appeals:

a. Except for Williams Complaints, a complainant may appeal the District's decision to the California Department of Education. (Ed. Code, § 262.3(a), Cal. Code Regs., tit. 5, § 4632)

(1) Appeals must be filed within fifteen (15) days of receiving the District decision.

(2) Appeals must be in writing.

(3) Appeals must specify the reason(s) for appealing the District decision, including whether the facts are incorrect and/or the law has been misapplied.

(4) Appeals must include a copy of the original complaint and a copy of the District decision.

(5) Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department's receipt of the appeal.

(6) If the school/District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/District must provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

b. If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, § 4665)

(1) Reconsideration must be requested within thirty-five (35) days of receiving the Department of Education report.

(2) The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

Civil Law Remedies:

In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. (Ed. Code, § 262.3(b), Cal. Code Regs., tit. 5, § 4622)

Pupil-Free Staff Development Day and Minimum Day Schedule: A copy of the District's pupil-free staff development day and minimum day schedules is attached for reference. A pupil's parent or guardian will be notified during the school year of any additional minimum days and pupil-free staff development days no later than one month before the actual date. (Ed. Code, §48980(c))

Review of Curriculum: A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for parent review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (Ed. Code, §§ 49063, 49091.14)

Transitional Kindergarten: A school district or charter school may admit a child, who will have his/her fifth

birthday after December 2, to a transitional kindergarten at the beginning of or at any time during the school year with parental/guardian approval if:

- (a) the governing board or body determines that the admittance is in the best interests of the child, and
- (b) the parent/guardian is given information on the advantages and disadvantages and any other explanatory information on the effects of early admittance. (Ed. Code, § 48000)

Child Find System: Policies and Procedures: Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the Director of Student Services and/or Special Education, or his/her designee. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code section 56300 et seq. (Ed. Code, § 56301, 34 C.F.R. § 104.32(b))

School Accountability Report: Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the District. (Ed. Code, § 35256)

Asbestos Management Plan: An updated management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)

Every Student Succeeds Act (ESSA): The California Department of Education has transitioned from the requirements of the No Child Left Behind Act to the new Every Student Succeeds Act. Both of these laws modify the Elementary and Secondary Education Act of 1965 (ESEA). As updates are provided by the California Department of Education, the following parent notice requirements may change and new notice requirements may be added.

Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides: Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he/she teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether he/she has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to the parents' child and, if so, their qualifications. (Section 1111(h)(6)(A) of the ESEA, as amended by NCLB)

Information Regarding Individual Student Reports on Statewide Assessments: Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student. (20 U.S.C. § 6311(h)(6))

Limited English Proficient Students: A notice will be given to parents of limited English proficient students regarding limited English proficiency programs after the beginning of the school year (or, for students identified later in the school year, within two weeks). Notice includes: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student's level of English proficiency and how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available programs; how the recommended program will meet the student's needs; the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable, and; parent options for removing a student from a program and/or declining initial enrollment. (Section 3302(a) of the ESEA, as amended by NCLB)

Program Improvement Schools: Parents shall be notified when their child's school is identified a "program improvement" school. Parents must be notified as to what the identification means, how the school compares to other District schools, the reasons for the identification, how the low achievement is being addressed by the

school, District, or State, and how the parents can be involved. The parents must also be notified about the opportunities for school choice and supplemental instruction. (20 U.S.C. § 6316(b)(6))

The information provided above is available upon request from each child's school or the district office. Additional notices that may be required shall be sent separately. (20 U.S.C. §§ 6301 et seq.)

Language Acquisition Program: If a school district implements a language acquisition program pursuant to Education Code section 310, it must do the following: 1) comply with the kindergarten and grades 1-3, inclusive, class size requirements specified in Education Code section 42238.02 and (2) provide the parent or legal guardian of a minor pupil annually, or upon the pupil's enrollment, with information on the types of language programs available to pupils enrolled in the school district, including, but not limited to, a description of each program.

Children In Homeless/Foster Care Situations and Former Juvenile Court School Students: Each local district shall designate a staff person as a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (Ed. Code, § 48852.5, 42 U.S.C. § 11432(g)(1)(J)(ii).) A district serving a homeless child must allow the child to continue his/her education in the school of origin through the duration of homelessness at the point of any change or any subsequent change in residence once a child becomes a homeless child. If the child's status changes before the end of the academic year so that he/she is not homeless, the district must allow a child in high school to continue his/her education in the school of origin through graduation. For a child in grades K through 8, the district must allow the formerly homeless child to continue his/her education in the school of origin until the end of the academic school year. A homeless child transitioning between school grade levels must be allowed to continue in the school district of origin in the same attendance area. If a homeless child is transitioning to a middle or high school where the school designated for matriculation is in another school district, the homeless child must be allowed to continue to the school designated for matriculation in that school district. The new school is required to enroll the child immediately regardless of any outstanding fees, fines, textbooks or other items or moneys due to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including medical records, proof of immunization history, and proof of residency. (Ed. Code, § 48852.7)

Each local district shall also designate a staff person as the educational liaison for foster children. The educational liaison shall disseminate a standardized notice to foster children that has been developed by the State Department of Education and includes complaint process information. (Ed. Code, § 48853.5)

The district serving the foster child shall allow the foster child to continue his/her education in the school of origin under specified circumstances. If it is determined that it is in the best interests of the foster child to transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including immunization history. The last school attended must provide all records to the new school within two business days of receiving the request. (Ed. Code, §§ 48853, 48853.5)

The district receiving a transfer request or notification of a student in foster care shall, within two business days, transfer the student out of school and deliver the educational information and records to the next educational placement. Grades and credits will be calculated as of the day the student left school and no lowering of grades will occur as a result of the student's absence due to the decision to change placement or for a verified court appearance or related court activity. (Ed. Code, § 49069.5)

The district shall exempt from local graduation requirements a student in foster care or a student who is a homeless child or youth or who is a former juvenile court school student and who transfers between schools under certain circumstances. (Ed. Code, §51225.1)

A district shall accept coursework done by a student in foster care or who is a homeless child or youth or who is a former juvenile court school student while attending another school. The district is prohibited from requiring those students to retake courses or partial courses they have satisfactorily completed elsewhere. (Ed. Code, § 51225.2)

A complaint of noncompliance alleging violations of these sections, except for Education Code section 48852.7, may

be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

Sex Equity In Career Planning: Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (Ed. Code, § 221.5(d))

Pesticide Products: All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The attached list provides the name of each pesticide product, the active ingredient(s) and the Internet address for further information. Parents or guardians may request prior notice of individual pesticide applications at the school. If a parent wishes to be notified every time a pesticide is going to be applied, he or she must complete the attached form and return it to his or her child's school. A copy of the integrated pest management plan for the schoolsite or District may be provided on the school website or viewed at the school office. (Ed. Code, §§ 48980.3, 17611.5, 17612)

PE Instructional Minutes: The adapted course of study for grades 1 through 8 in an elementary school must include physical education for not less than 200 minutes each ten school days, exclusive of recesses and the lunch period. (Ed. Code, §§ 51210, 51223)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

Pupil Fees: A pupil enrolled in a public school must not be required to pay a pupil fee for participation in an educational activity. (Ed. Code, § 49011)

(a) The following requirements apply to prohibited pupil fees:

(1) All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge.

(2) A fee waiver policy shall not make a pupil fee permissible.

(3) School districts and schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.

(4) A school district or school shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.

(b) Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. School districts, schools, and other entities are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, § 49010 et seq.)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 49013)

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise the parent or eligible student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The School will make a reasonable attempt to notify the parent or eligible student of a records request by officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202-5920

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)--
 1. Political affiliations or beliefs of the student or student's parent;

2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of --
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - Inspect, upon request and before administration or use --
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Paradise School District will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Paradise School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Paradise School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Paradise School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any unprotected information survey not funded in whole or in part by the Department of Education.

- Any non-emergency, invasive physical examination or screening as described above. Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

HEALTHY SCHOOLS ACT OF 2000

Notice to all students, parents/guardians and employees of the Paradise School District: Assembly Bill 2260 went into effect on January 1, 2001. This legislation enacted Education Code sections 17608 et seq. which require, among other things, that school districts notify parents and staff about the use of pesticides at school. The purpose of this legislation is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools. Towards this end, and pursuant to the requirements of this legislation, please be advised of the following:

The Paradise School District expects to use the following pesticides at its campus during the upcoming year:

<u>Pesticide Name</u>	<u>E.P.A. Reg. Number</u>	<u>Active Ingredient(s)</u>
Scott's Snap Pac Weed & Feed	538-314	2,4-D, dimethylamine salt.723%; Mecoprop-p, dimethylamine salt.148%; Dichlororpo-P, dimethylamine
Round Up Weed & Grass Killer	71995-25	Glyphosate 18%, Diquat 0.73%

Parents/guardians of the Paradise School district can register with the District's designee, Karen Speckman, to receive notification of individual pesticide applications by calling 209-524-0184. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

If you wish to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code section 13184, you can do so by accessing the Department's web-site at www.cdpr.ca.gov.

Definition of Parent

Legally, *parent* is defined as anyone having legal custody of a child. *Parent* also includes persons having custody of a minor if neither parent nor the guardian can be notified of educational actions under consideration. *Parent* also includes a parent surrogate. (Education Code 56028)

Immunization for Communicable Diseases

In accordance with the California Health & Safety Code, sections 3380-3389, every student up to age 18 that is enrolled in public or private school is required to be fully immunized against polio, diphtheria, pertussis, tetanus, measles, mumps, and rubella. For all Kindergarten and seventh grade entrants, hepatitis B is required. The parent/guardian has the right to sign an affidavit stating that such immunization is contrary to his/her beliefs.

First Grade Physical Examinations

State law requires that all children must have a physical check-up with 18 months prior to, or 90 days after their first grade entry. The health check-up may be performed by your family physician, the Public Health Clinic, or by other Child Health Disability Prevention (CHDP) program providers. Forms and information are available in the Paradise Charter School Office.

A student may be exempt from this requirement when the parent or guardian completes the appropriate form: "Waiver of Health Check-up for School Entry."

Administration of Prescribed Medication

If your child has been prescribed medication by a physician either on a continuing or episodic basis, or needs to take "over the counter" medications while in school, your child may be assisted by school personnel if the **Parent Request for Administration of Medication** form is filled out and signed by both the physician and the parent, and returned to the school office, along with the medication. No student may have any form of medication on his/her person or in his belongings at anytime during the school day. Such medication, if found in a student's possession, will be confiscated and may be dealt with as a discipline matter.

Health Tests

Vision - Students in all grades will have a vision screening. Parents of students who should be referred for a medical follow-up are notified.

Speech - Students referred by teachers or parents for speech help are screened by the speech therapists after parent notification. Parents are informed of results of the screening and parent permission is required before children in need of speech therapy can participate in the program.

Hearing - Students in grades K, 1, 2, 3, 5 and 8 have a hearing screening. Parents of students who should be referred for a medical follow-up are notified.

Color Vision

All 1st grade boys will have a color vision screening. Parents of students showing any deficit will be notified.

Scoliosis

All 7th grade girls and 8th grade boys will have a scoliosis screening. Results of screening will be sent home and parents of students who should be referred for a medical follow-up are notified.

Sex Education Courses and Family Life Education

The school may not require students to attend any class in which human reproductive organs and their function and processes are described, illustrated or discussed. Whenever such classes are offered, the school must (a) notify parents in advance in writing; (b) provide an opportunity prior to the class for the parent to inspect and review all materials; and (c) provide sufficient opportunity for the parent to request in writing that his/her child be excused from the class and a provision for a substitute assignment(s) be made.

Parental rights for notice, materials inspection, and opportunity to request student non-participation units of instruction in venereal disease education are essentially the same as for sex education classes.
(Education Code 518200)

This section does not apply to descriptions or illustrations of human reproductive organs that may appear in any science, hygiene, or health textbook. (Education Code 51550)

Excuse from Instruction on Religious (Moral) Grounds

Whenever any part of the instruction in health, family life education, or sex education conflicts with the beliefs of the parent/guardian of a pupil, the student, on written request, shall be excused from the part of the training which is in conflict with such religious training and beliefs.

Nondiscrimination on the Basis of Gender

Federal Law P.L.920318 (Title IX) requires that no person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance. A complaint procedure to be used regarding this law may be obtained from the school office.

Parent/Individual Rights & Safeguards for Exceptional Children

Any individual from ages 1-21 that experiences learning, behavioral, and/or speech/language difficulties may require Special Education services. Parents/guardians, and when appropriate the student, have the right to participate in the development and review of the student's individualized education program (IEP). Due process and procedural safeguards provide that children in Special Education programs and their parents/guardians are given their rights by schools according to the law. A school district may contract with a private school to provide those special education and related services specified in a student IEP. (Education Code 56032) Contact the principal to obtain more information (Education Code 56300 - 56301)

Rights of Parents Regarding Student Records

Parents of currently enrolled or former students have an absolute right to access any and all student records, related to their children, which are maintained by the school district. These rights include (a) review and inspection; (b) interpretation by certificated personnel; and (c) written request to challenge the content and have information removed. (Education Code 43063, 49069, and 49070) An appointment must be scheduled with the school administration.

Alternative School Notice

California law authorizes all school districts to provide for alternative schools. Alternative schools are defined as a school, or separate class group within a school, operated in a manner designed to: maximize the opportunity for students to develop self-reliance, initiative, kindness, spontaneity, resourcefulness, creativity, and responsibility.

In the event any parent, student, or teacher is interested in further information concerning alternative schools, the school principal and the county superintendent of schools have copies of the law available for your information and review. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs. (Education Code 58501)

Corporal Punishment

No person employed by or engaged in a public school shall inflict, or cause to be inflicted, corporal punishment upon a student. (Education Code 49001)

Field Trip Chaperones

✂ For the safety and protection of our students, Paradise Charter School requires all chaperones to complete a Chaperone Application and have on file in the school office.

Please note the rules for Paradise Charter School field trips:

- ◆ All students must ride to and from the event on district provided transportation.
- ◆ Those who are not registered chaperones or student participants will not be permitted to join a fieldtrip at its destination.

- ◆ Numbers of chaperones may be limited due to space on the bus.
- ◆ All chaperones must be at least 21 years of age.
- ◆ Dress appropriately. You are a representative of Paradise Charter School.
- ◆ No siblings can attend.
- ◆ Supervise your group at all times.
- ◆ Chaperones may not discipline a student or another chaperone.
- ◆ Get to know the students in your group. Make the trip a great experience for everyone in the group.
- ◆ Follow the planned timeline and itinerary. Be sure your group is in the right place at the right time.
- ◆ Accompany your students to the restroom area. The entire group **must** stay together.
- ◆ **Never** permit students to leave your group and chaperones **must** stay with their assigned group.
- ◆ Smoking, tobacco products, and alcohol are not permitted.
- ◆ Do not use profane or inappropriate language, including conversations with other chaperones.
- ◆ Do not buy drinks, snacks, treats, or souvenirs for your group unless it has been planned as part of the trip.
- ◆ Do not ask other chaperones to supervise your group.
- ◆ Do not use cell phones during the entire trip, except for emergency purposes.
- ◆ All student illnesses must be immediately reported to the field trip coordinator.
- ◆ In an emergency, always contact the field trip coordinator first. In an EXTREME emergency, call 911. Always remain calm.
- ◆ Failure to comply with any of these Field Trip rules could result in removal from the field trip, not being allowed to chaperone in the future, and/or disciplinary action being taken.

✧ School Rules

- Students are to walk when inside the buildings, on the sidewalks, when going to lunch, and exiting the cafeteria.
- When using a ball, it may not be thrown against or toward the buildings or used near building windows.
- Gum is not allowed on campus at any time, before or after school, for any event, or occasion. Students who bring or use gum on campus will be given an automatic detention.
- Students may not bring iPods, radios, tape recorders, DVD players, pagers, cell phones, electronic games/toys, or any other electronic device to school. Toys, games, trading cards, etc. are NOT permitted. All such items will be confiscated and appropriate action will be taken.
- Students are to follow the rules of the playground as explained to them by their teachers each year, e.g. NO wrestling, tackling, rough physical play. No contact games.
- Students are expected to follow the standards of behavior set by the school while in class, on the playground, and during all school related activities. In behavior and attitude, students are expected to respect self, others, (adults and children); to respect school property and the property of others; and to use appropriate language.
- Students are to care for their textbooks. Charges for lost or damaged and/or library books will be billed accordingly.
- Restrooms are not appropriate areas for play and/or socializing. Students are to exit immediately after use.
- All litter should be disposed of properly in a trash can.

- Students are to follow the lunchroom rules and cooperate with the supervising personnel.
- Public displays of affection, e.g. hugging, kissing, handholding, between students is not considered appropriate school social behavior.
- Soda is NOT permitted on our school campus.

✂ Cafeteria Rules

- Walk when entering and leaving the cafeteria
- Enter the cafeteria as a class
- Walk inside the cafeteria, running is not allowed
- Form and keep a single line at each service station
- Maintain your place in line; no cutting or saving spaces
- Refrain from pushing, shoving, horse playing while in line
- Make sure you have all the items you need when going through the line: silverware, milk, condiments, etc.
- Pick a table and sit down
- Use appropriate utensils to eat food
- Eat only your own food, no sharing or trading
- Do not throw any object no matter how small, for however short distance.
- Raise your hand if you need help
- Raise your hand to ask permission to leave your seat
- Use soft voices to talk to neighbors at your table. Do not talk across the cafeteria.
- Do not leave the building during lunch!
- Remain seated at the table until dismissed by an adult
- Leave the table and floor clean, each student is responsible for cleaning up his or her eating space
- Place all trash in garbage cans
- Food may never be taken out of the cafeteria
- All other school rules apply during the lunch period
- Students who do not adhere to the rules listed above will be disciplined accordingly.

Playground Rules

Play Areas

There are separate and specific areas on the playground for student recreation and recess activities. The Kindergarteners have their own area; grades 1 & 4 primary playground; and grades 5 through 8 on the exercise equipment. Student's grades 1-8 may play on the blacktop and grassed playfields.

GENERAL PLAYGROUND RULES

- During all recesses, students should be involved in some type of physical activity, preferably an organized game. Small groups of students may be allowed to walk the track and talk. Groups of students will not be allowed to congregate for the purpose of socializing.
- Use play equipment for its intended use.
- Do not stand on top of bars.
- No play equipment in the restrooms.
- Do not kick balls while on the blacktop.
- The game of TAG is not allowed.
- Students are not to pick up or carry other students.
- No cursing, vulgarity or verbal harassment.
- Do not climb trees.
- Do not stand on tables or benches.
- Students must have permission to leave the playground areas.
- Do not walk on grass inside the sidewalk areas.
- ✂ **Not Allowed**: beverages containing caffeine, including energy drinks, but excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).
- STUDENTS NEED TO USE RESTROOMS AND GET DRINKS OF WATER DURING RECESS. ALL GAMES AND ACTIVITIES MUST IMMEDIATELY STOP WHEN THE BELL RINGS AND STUDENTS ARE TO LINE UP.

Equipment Use

All balls and other equipment should be returned to the cage at the end of recess. Balls should not be kicked on the blacktop area. Volleyballs should not be kicked.

✂ Personal sports equipment is not allowed at school with the exception of softball equipment. Mitts are allowed after the first Shiloh-Paradise practice, and other softball equipment will be allowed on the playground after Spring Break. Baseball bats are only allowed during teacher supervised P.E. The following equipment is not to be on the playground at any time unless it is part of an instructional physical education activity: Frisbees; cell phones; radios/tape-players/walkman radios; hardballs; food or gum of any kind; any other object the yard duty supervisors believe to be unsuitable.

Discipline Policy

Philosophy

The Paradise Charter School believes that all children are entitled to the kind of discipline that teaches self-control and emotional stability. To do so, the school provides a discipline structure that will promote attitudes and understanding which pupils will need to function effectively in their futures. The Board's position is that appropriate discipline be established and maintained by the staff and administration in our school.

To stress the importance of prevention of discipline problems before deeply set patterns of negative behavior develop, our belief is that parent involvement at the earliest possible time is critical. Parental awareness of and understanding of potential problems have been shown to be very effective in assisting the school in preventing and eliminating negative pupil behaviors that detract from a safe and productive learning environment at the school. Because of that reason, Paradise Charter School uses a system of "warnings". These "warnings" are slips issued to students that require a parent's signature and must be returned to school the following day.

Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment, or making threats against students, staff, or district property even if such misconduct occurred off-campus and during nonschool hours. (Ed. Code, §48900(r))

Discipline Program

In all discipline, individual student consideration will be taken.

Educational & Behavioral Goals

Paradise Charter School believes in the importance of each child developing:

- Respect for himself and the capacity to maintain individuality while respecting the same right for every other individual;
- Self-awareness, self-esteem, self-confidence, and self-discipline;
- Personal responsibility for one's own actions;
- A cooperative attitude for living and working with others;
- The knowledge of and appreciation of the rights, privileges, benefits, and responsibilities of individuals living in a democracy.

Warning: Warnings are given to students who have broken school rules on the yard. These student behaviors are not usually serious in nature but warrant parent notification and documentation. Warnings may also include a "Time Out" for the offending student. A collection of three Warnings in one month is an indicator of a habitual behavior problem and on the third Warning a Detention will also be given and also with subsequent Warning thereafter for that month. Warning slips must be returned to school signed by the parent/guardian. If not returned signed, an additional Warning will be given and "Second Notice" will be written across it. Teachers will be required to track and monitor student Warnings. Issued Warnings will be placed in the teacher's box. Students who are habitual offenders will go directly to the next discipline step, being Detention.

Time Out (On The Wall): A student is placed in Time Out when that student has been a problem on the yard and needs immediate disciplinary action or disciplinary action is needed to reinforce a rule. If a student leaves the wall without permission, refused to do Time Out, is found eating or communicating to other students, that student will be given a Detention for defiance and possibly In-House Suspension depending on the severity of the defiance.

Detention

Detention is a consequence for infractions of school and classroom rules which requires a student to spend a specified amount of time on the designated day of the infraction. A detention is usually issued after verbal warnings have been given to the students and therefore is considered a serious matter. Depending on the student action, a detention may be issued without a verbal warning, e.g. student uses profanity.

A detention slip is filled out and signed by the teacher giving the detention. The detention slip **MUST BE SIGNED** by a parent and/or guardian and returned to the issuing teacher the following day. Any student who acquires excessive detentions is liable for suspension and/or other appropriate action. Five detentions are considered excessive. If a student fails to return the signed detention slip or fails to appear at an assigned detention, or arrives late to an assigned detention-----additional detention time will be assigned at the teacher's discretion.

The teacher who issues the detention to the students decides which option to choose for the serving of the detention. The options include:

- Serving the detention on Tuesday/Wednesday following the issue of the detention. If serving detention after school, students may report to the library immediately after dismissal or additional time will be added to the detention.
- Serving the detention next day, or teacher's choice of day following the issue of the detention (The issuing teacher supervises these detentions individually).
- Serving the detention as part of a recess and/or lunch period on the day of the infraction or on the date designated by the issuing teacher (Supervised by the issuing teacher).
- Serving detention after school on the day of the infraction with issuing teacher. If the teacher feels a student needs to serve detention immediately that day, parent permission must be granted.

Classroom Detention: Teachers may have their own detention program for classroom rules that have been broken. These programs may vary from teacher to teacher and are separate from school detentions.

Referral: Referrals are issued to students who have reached a level of behavior that warrants their removal to the office for sterner disciplinary measures, i.e. parent phone call from the site administrator, In-School suspension, investigation for Suspension or even some strong counseling from the site administrator. Also, referrals can be used to inform the administration of a student behavior problem that may need looking in to.

Contracts: Habitual offenders for Defiance & Disobedience may be placed on a Behavior or Homework Contract.

In-School Suspension: In-School Suspension is issued to students who have reached a severe level of discipline by breaking either a school rule, class rule, or the Education Code. If it is an Education Code violation, it is most likely not a severe Education Code issue or a Suspension would have been appropriate. A phone call receiving permission from parents is expected, if contact is not made an In-School Suspension form needs to be signed by the parent and returned informing parents that their child will be placed on In- School Suspension and will not be participating in the regular classroom and all school sponsored activities. Students will be placed in a study carrel for the term of the In-School Suspension to complete classroom assignments, eat lunch, and have no recess privileges. If a disruption occurs on behalf of the In-School suspended student, a regular Suspension could occur.

Suspension

This is issued for severe cases and especially Education Code violations. Students may receive from one (1) to five (5) days of suspension from school for their behavior.

Suspension by the principal's designee, or the superintendent shall be preceded by an informal conference which is conducted by the principal or his/her designee between the student and, whenever practical, the teacher, supervisor, or school employee who referred the student to the principal. At the conference the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her defense. [Education Code 48911 (d)].

A principal's designee, or the superintendent may suspend a student without affording the student an opportunity for a conference only if the principal or his/her designee, determines that an "emergency situation" exists. If a

student is suspended without a conference prior to a suspension, both the parent and the student shall be notified of the student's right to return to school for such purpose. The conference shall be held within two (2) school days, unless the student waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the student is physically able to return to school for the conference. [Education Code 48911 (c)].

At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian of the student in person or by telephone. [Education Code 48911 (d)]. Whenever a student is suspended from school, the parent/guardian shall be notified in writing of the suspension. The notice shall be insofar, as is practical, in the primary language of the pupil's parent/guardian. Included in this notice is a request that the parent/guardian attend a conference with school officials regarding the student's behavior, including notice that state law requires parents/guardians to respond to such request without delay. [Education Code 48911 (d)].

If suspension is ordered by a principal's designee, or the superintendent, the student or student's parent/guardian shall have the right to request a meeting with the superintendent/designee. The meeting shall be held within three (3) school days of the time such a request is received by the principal/designee. [Education Code 48914 (a)].

If a meeting is requested and held according to ED 48914 (a), a superintendent/designee shall render a decision within two (2) school days. [Education Code 48914 (d)].

A student may be temporarily removed from school for disciplinary reasons by a teacher or administrator. A Principal or teacher may suspend for up to five days for a single incident. A parent/teacher conference shall be attempted as soon as possible regarding the suspension. A telephone conference may be substituted if a personal meeting cannot be arranged. The principal shall attend the conference if either the teacher or parent/guardian shall so request. A suspension may be extended under certain circumstances, such as when an expulsion hearing is pending with the Board of Trustees. Students who accumulate more than 20 days suspension in the same school year will be referred to an available Alternative Education program.

Pupils may be **suspended** or **expelled** for their behaviors related to school activities or attendance, which may occur at any time, including but not limited to:

- On the grounds during the school day;
- While going to or from school;
- During lunch period
- During, going to, or from other school-sponsored activities.

Expulsion

Expulsions are only considered in extreme discipline cases and are outlined in the California Education Code.

In a case where expulsion is being processed by the governing board, the superintendent/designee may extend the suspension until such time as the governing board has rendered a decision, provided that the superintendent/designee has determined that the presence of the pupil at the school or in an alternative school placement would cause danger to person or property or a threat of disrupting the instructional process. [Education Code 48911 (g)]. The student and the student's parent/guardian shall be entitled to a hearing to determine whether the student should be expelled. An expulsion hearing shall be held within thirty (30) days of the date the principal or superintendent determines that the student committed any of the acts enumerated in EC 48900, unless the student requests in writing that the hearing be postponed. The student shall be entitled to at least one postponement for a period of not more than thirty (30) calendar days of an expulsion hearing. In the event that compliance by governing board with the above time requirements is impractical, the expulsion hearing

may be delayed for good cause, up to five (5) additional days. Reasons for the extension shall be part of the record at the time of the hearing. [Education Code 48918 (a)].

Written notice of the hearing shall be forwarded to the student at least ten (10) calendar days prior to the date of the hearing. [Education Code 48918 (b)].

The governing board shall conduct a hearing to consider the expulsion of a pupil in a session closed to the public unless the pupil or the pupil's parent/guardian request, in writing, at least five (5) days prior to the date of the hearing, that the hearing be a public meeting. [Education Code 48918 (c) (d)].

The expulsion order and the causes therefore shall be recorded in the pupil's mandatory interim record and shall be forwarded to any school in which the pupil subsequently enrolls upon request from the admitting school for the pupil's school records. [Education Code 48918 (j)].

A decision of the governing board whether to expel a pupil shall be made within ten (10) school days following the conclusion of the hearing, unless the pupil requests in writing that the decision be postponed. If the hearing is held by an administrative panel, or if the district governing board shall make its decision about a pupil's expulsion within forty (40) days after the date of the pupil's removal from his/her school of attendance for the incident for which the recommendation for expulsion is made by the principal or superintendent, unless the pupil requests in writing that the decision be postponed.

Written notice of any decision of the governing board to expel or to suspend the enforcement of the expulsion order during a period of probation shall be sent by mail, using "proof of service" method to the pupil or parent/guardian. The notice shall include notification of the right to appeal the expulsion to the Stanislaus County Board of Education. [Education Code 48918 (i)].

A school district's Board of Trustees has the authority to expel students for serious and/or repeated offenses. Both the student and the parent/guardians must receive appropriate notices of such actions and be informed of their rights of appeal. Expulsion hearings are held in a formal manner, and must follow established legal procedures. In certain cases wherein the school administration finds that expulsion is somehow inappropriate due to an individual's circumstance, a written report shall be submitted to the board which describes the incident and providing rationale for the expulsion to be set aside. (Education Code 48925 and 48915)

Alternative Education Programs In the event that a student is expelled or has accumulated more than 20 days of suspension in the same school year Paradise Charter School District has on file a 922 plan to assist in referring that student to the correct placement at an available Alternative Education Program.

Causes for School Discipline (Reference California Education Code section 48900 - Misconduct).

- A. Steal/Damage/Destroy school property or private property
All students are expected to take care of items the school and others let you use. If a student damages, destroys, or steals something on purpose, they have broken this rule.
- B. Disobedience/Defiance of school authority.
Disobedience/defiance means refusing to do what an adult tells a student to do. While at school, in the classroom, on the playground, or on a field trip, students are expected to treat all school staff with respect and follow their directions. Students are expected to follow their directions the first time they are given.

- C. Fighting or threatening others.
Fighting or threatening others on the school grounds or while going to and from school is not allowed. Students must keep their hands, feet, and other objects to themselves. Students must not tell others they are "going to get them" or hurt them in any way.
- D. Profanity/Name Calling/Teasing. Name-calling, teasing, or using swear words will not be allowed.
- E. Completing school work. When a teacher gives an assignment, it is to be completed and turned in at the required time. A student is expected to meet the deadline unless there is good reason otherwise.
- F. Things student cannot bring to school without teacher's permission because they could interfere with rights of other students to learn. There are some things a student must not bring to school without permission because they may disrupt the class or interfere with the rights of others to learn. Some of these things are pets, radios, toys, games, dice, playing cards, tape players, and collectable cards.
- G. Things that are against the law to bring to school: There are other things that must not be brought to school because it is against the law and is of potential danger to the student and others. The laws about these items say students can be expelled from school (no longer able to attend this school) for such violations. Some of these items are but not limited to: matches, firecrackers of any kind, pills, medicines, pocketknives, and all other weapons.
- H. Things you don't sell or trade at school: Clothing items are examples of things you don't sell or trade at school.
- I. Cheating: Copying another student's work, getting answers verbally from another student, or in any way obtaining unauthorized assistance on tests, quizzes, or other graded assignments, assisting others to do so, and plagiarism from print or technology sources are all considered *cheating*.

Serious Conduct Code Violations: Causes for Suspension from School

(Reference California Education Code section 48900 – Misconduct).

- A. Cause, attempt to cause, or threaten to cause physical injury to another person.
- B. Cause or attempt to cause damage to school or private property.
[Penal Code section 594 - Ed Code section 48900 (f)].
- C. Threatening, intimidating, menacing, or harassing any other person (including sexual harassment as defined in existing Board Policy). (Penal Code section 415: Education Code 48900 (a and/or K) and 48900.2).
- D. Engaging in hazing, or any other behavior that degrades or disgraces another person. [Ed Code sections 32050-52; Education Code section 48900 (a and/or K)].
- E. Steal or attempt to steal school or private property. [Ed Code section 48900 (g)].
- F. Knowingly receive or possess stolen school or private property at school. [Ed code section 48900 (L)].
- G. Any act of Defiance or Disobedience (either actions or language) against school personnel, or refusing to comply with reasonable requests or directives of school personnel. [Ed code section 48900 (k)].

- H. Commit obscene acts, engage in habitual profanity, or vulgarity, including racial/ethnic slurs (verbally or in writing).
- I. Possession of any objects on campus which could be considered dangerous or potentially dangerous. [Ed code section 48900 (b)].
- J. Behavior on Bus.

Consequences: See pages 18 and 19 of this handbook.

- J. Possession or use of tobacco or any tobacco or nicotine products. (Including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, or chew packets). [Ed Code section 48900 (b)].

Note: No school shall permit the smoking or use of tobacco, or any tobacco or nicotine product, by pupils of the school while the pupils are on campus or while attending any school-sponsored activity or while otherwise under the supervision of school personnel. [Ed Code section 48901].

- K. Tampering with school property or belongings of another person. [Ed Code section 48900 (k)].
- L. Interfering with the peaceful conduct of the campus or classroom. [Ed Code section 48900 (k)].
- M. Loitering on or about any school campus without lawful purpose. [Penal Code sections 653 (g) and 627; Ed Code sections 48900 (k)].
- O. Dress, grooming, or appearance which disrupts, or tends to disrupt the educational process, or affect the health or safety of any individual at school. [Ed Code section 48900 (k)].

Important Notice: Any clothing or attire that displays a logo or message associated with alcohol; tobacco products; violence; or in any way relates to gang involvement, membership, or activity is expressly prohibited.

- P. Possession of any object not of a dangerous nature, in any unauthorized context or location on campus, which is disruptive or may tend to be disruptive to the learning process. [Ed Code section 48900 (k)]. Examples: Radios, cell phones, tape players, Walkman, MP3-style devices, dice, or other gambling items.
- Q. Forgery. [Ed Code section 48900 (k)].
- R. Possession or use of any electronic signaling device, not of a medical or health purpose. [Ed Code section 48901.5].
Note: Such unauthorized devices will be confiscated by school personnel. Such items will be returned to the parent, but not to the student.

Causes of Mandatory Suspension On First Offense:

- A. Possession, use, or be under the influence of any intoxicant or controlled substance. [Health & Safety Code section 11053; Ed Code section 48900 (c)].
- B. Unlawful possession of, or unlawfully offered, arranged or negotiated the sale of drug paraphernalia. [Health & Safety Code section 11014.5; Ed Code section 48900 (j)].

- C. Fire-setting or attempted fire-setting. [Penal Code section 455; Education Code Section 48900 (k)].
- D. Willful defiance or disruption of the school, bomb threat, or otherwise interfering with the peaceful conduct of the activities of the school. [Penal Code sections 602.9 and 14834; Ed Code section 48900 (k)].

Note: Restitution for resulting costs and/or damages are the responsibility of the parent. Depending on the circumstances, the school administration may recommend an expulsion hearing on the first offense. Law enforcement agencies will be notified as per Ed Code section 48904.

Causes for Mandatory Recommendation for Expulsion on First Offense: Ed Code 48915 authorizes the school administration to **recommend expulsion**, upon finding that the student violated any of the following:

- A. Causing serious injury to another person, except in self-defense. [Ed code sections 489150 and 48900 (a)].
- B. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds. [Ed Code sections 48915 and 48900 (b)].
- C. Furnish, offer or negotiate the sale of a controlled substance or drug paraphernalia. [Health & Safety Code section 11053; Ed Code section 48900 (c)].
- D. Robbery or extortion. [Ed Code sections 48900 (e); and 48915].
- E. Threaten, attack, or commit assault or battery on school personnel.

Note: A **recommendation for expulsion** may be made upon finding that the pupil violated Ed Code 48900 (f) through (l) and either of the following: Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or danger to the physical safety of the pupil or others.

Special Note: **Consequences for special education students must always include the IEP (Individual Education Plan) process.**

Important Information to Parents:

- **Consequences** are determined by the *number of violations occurring in the same school year*.
- No student may be suspended or expelled for any of the acts enumerated in Education Code 48900 unless the act is related to school activity or school attendance. Pupils may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, but not limited to, any of the following:
 - While on the school campus;
 - While going to or coming from school;
 - During lunch period;
 - During or while going to or from a school-sponsored activity.
- Students accumulating 20 days of suspension are subject to involuntary transfer to an alternative education program.
- Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to person or property, even though the specific offense may not be defined in this Student Conduct Code.

- Parents or minor children are liable for the willful misconduct of said minors that may result in:
- Injury or death to another pupil or school employee;
- Damaged or defaced real or personal property belonging to the school district, school employees, or other pupils.
- The parental liability shall not exceed \$10,000. The parent/guardian shall also be liable for the amount of any reward not exceeding \$10,000.
- Parents and students have a right to appeal disciplinary action taken against a student. A meeting must be requested with the principal prior to any further appeal.
- Law enforcement may be notified if incidents required by law or when deemed appropriate by the school administration.
- Students may be suspended on the first offense if it is determined that the student's presence constitutes a danger to persons or property, or threatens to disrupt the instructional process.
- For misconduct that is gang-related, students may be suspended for 5 days on the first offense and involuntarily transferred to an alternative education program placement. For violations A through K that immediately follow, the students may be recommended for an alternative education placement or expulsion on the first or any subsequent incident, should such incident be of extremely serious or compelling circumstances.

Student Behavior Sexual Harassment Policy

Sexual Harassment Defined

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. By legal definition, sexual harassment includes unwelcome sexual advances and other behaviors of a sexual nature that are offensive to another person. Any pupil who takes part in such harassment of another will be subject to disciplinary action.

The Paradise Charter School seeks to maintain a learning environment that promotes the self-respect and dignity of each pupil and staff member. Sexual harassment will not be tolerated within this district.

Any pupil who feels he or she has been or are being harassed in this manner should contact the principal immediately.

The following are excerpts from Paradise Charter School District Policy – Code of Conduct (BP) 5145.7

Introduction

It is the intent of the Board of Trustees that a suitable academic and work environment that protects the dignity and promotes mutual respect of all pupils and staff be maintained at all times at Paradise Charter School. The Board therefore prohibits all unlawful sexual harassment of any pupil by any employee, another pupil, or any other person in or from the school.

The Board expects pupils and/or staff to report all such incidents to be reported to the principal immediately. Complaints are to be handled confidentially, fair treatment provided all parties involved, and investigated promptly.

Persons who file sexual harassment complaints shall not be retaliated against for making such complaint.

Forms of Sexual Harassment

Sexual harassment may occur as a pattern of degrading sexual speech or action ranging from verbal or physical annoyances or distractions to deliberate intimidation and valid threats or sexual demands. Forms of sexual harassment include, but are not limited to, the following:

- **Verbal harassment** - Derogatory comments, jokes, or slurs; graphic verbal commentaries about an individual's body or dress; sexually degrading words to describe an individual.
- **Physical harassment** - Unnecessary or offensive touching, or impeding, or blocking movement or passage.
- **Visual harassment** - Derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures; suggestive or obscene letters, notes, or invitations.
- **Sexual favors** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature upon which is conditioned an academic or other benefit or decision, or which unreasonably interferes with a student's classroom performance, or created an offensive classroom or related environment.
- **Reprisals** - Making threatening reprisals after a negative response to sexual advances.

Complaint Procedures

Any pupil who feels that he/she is being sexually harassed should immediately contact the school principal. If an allegation involving sexual harassment is not promptly addressed by the principal, a second-level complaint can be filed with the Board of Trustees in accordance with the district's Uniform Complaint Procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Consequences for Sexual Harassment

Any pupil who engages in sexual harassment of anyone in or from the district is subject to disciplinary action as provided in the Student Conduct Code.

Notifications

Teachers are to discuss this policy with their classes in age-appropriate ways and assure them they need not endure any form of sexual harassment at this school.

PUBLIC COMPLAINT PROCEDURES

Concerned parties may file a complaint regarding the condition of public school restrooms on the Restroom Maintenance Complaint Form SAB 892 which is provided for you in the School Office.

TOBACCO FREE SCHOOL POLICY

Background

Research statistics substantiate tobacco product use as the source of health problems in the United States today. Nicotine, an addicting drug found in all tobacco products, is the leading cause of premature death, disease, and disabilities in our country. It contributes to heart attacks, strokes, high blood pressure, emphysema, and several forms of cancer. Smoking is hazardous to non-smokers as well as smokers. Recent studies indicate that serious health problems are caused by exposure to secondary smoke.

Every year hundreds of thousand of adolescents begin smoking and using smokeless tobacco. In doing so, many model adult behavior and a majority of them go on to become regular tobacco users as adults.

Purpose

The Governing Board of the Paradise Charter School acknowledges its responsibility to provide a healthy, pleasant, and productive environment for staff, students, and the community. The Board further believes that education has a central role in establishing positive behavior patterns related to good health. Consistent with this mission, the District shall encourage programs and activities that help our students resist tobacco use.

The District is equally concerned with the health and well being of its employees and also recognizes the importance of adult role modeling for pupils during their formative years. Therefore, the Board shall promote a tobacco-free environment within and about all district facilities, district owned property, district vehicles, and school activities.

PESTICIDE USE ANNUAL NOTIFICATON

Pursuant to the Healthy Schools Act of 2000, schools are required to annually notify parents of the dates and time of Pesticide use, and the type of chemicals utilized. The pesticides that are used periodically are listed under the Healthy Schools Act of 2000 section. Occasionally, Stanislaus Mosquito Abatement will spray for mosquitoes. Any spraying will be done either before or after school. Spraying for mosquitoes is not allowed while students are on campus.