

Paradise Charter Middle School

Student Contract

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STUDENT EXPECTATIONS

And

CAMPUS BEHAVIOR

All students are expected to follow the PCMS adopted rules and regulations.

They include the following:

- I. Dress
- II. Suspension and Expulsion Procedures
- III. Expected Campus Behavior
- IV. Student Activities
- V. Attendance
- VI. Bus/field trip behavior policy
- VII. Parental responsibility for transporting students

I. DRESS CODE

Dress and Grooming Policy

The goal of this policy is to create an effective learning environment for students, an effective work environment for staff and parent volunteers, and to provide everyone at PCMS with a positive social environment within which to learn and work. All provisions and guidelines of this policy apply at all times on campus, during off-campus outings and extra-curricular activities such as sports and music programs. At PCMS we embrace the Virtue of Modesty.

The dress code policy will include:

- a) Proper fitting clothing, not too tight or loose, unless fully covered front and back at fingertip length by a loose fitting garment.
- b) Pants above the hips with use of belt as needed.
- c) Undergarments are not to be displayed.
- d) No bare midriff or spaghetti strap tops. No see through (sheer) tops.
- e) No “short” shorts or skirts, hem lines to be fingertip length.
- f) Attire with obscene or vulgar statements or displaying contraband such as cigarettes, alcohol, drugs, etc. will not be allowed.
- g) Only appropriate jewelry and makeup can be worn.
- h) Any type of conventional footwear can be worn.
- i) P.E. clothing (shirts, shorts, shoes, socks and underwear) is required of 7th and 8th grade students. Clothing and equipment must be appropriate and well maintained.
- j) 6th grade students need to be sure to have sturdy shoes for P.E. class.
- k) Final interpretation and enforcement of dress code will be made by the principal.

II. SCHOOL DISCIPLINE GUIDELINES

A complete copy of the Suspension and Expulsion Policy and Procedures is available at the front office and can also be found in Section XI of the Charter.

A. **School Policy Statement**

1. One of Paradise Charter Middle School's major goals is to help students develop and maintain responsible behavior in order to perform at their highest academic level in school. The school staff works very hard with those students who have difficulties. Frequent contacts are made with parents

so that they may be aware of and help with any potential difficulties. The ultimate goal of the staff and principal is to assist in teaching the student responsibility and to assure the necessary instruction/behavior modification is taking place to effectively and positively change the student's inappropriate behavior.

2. Students may be disciplined for behavior/conduct related to school activity or school attendance occurring at Paradise Charter Middle School (a) while on school grounds, (b) while going to or coming from school, (c) during the lunch period, whether on or off the school campus, or (d) during going to, or coming from a school-sponsored activity. This includes all ASB activities such as skating parties, dances, field trips, and sporting events.

Every student is expected to fulfill the following responsibilities:

- a) Students will be responsible for understanding and following the rules and regulations for the classroom, and the school.
- b) Students will respect the valid authority of any member of the school staff and volunteers, including at all school functions whenever and wherever held.
- c) Students will come prepared for class and shall respect the rights of the other pupils to learn. Failing to do so, he/she will be disciplined in accordance with the Charter Policy and the rules and regulations of the school.
- d) Students will pursue the required course of study in which he/she is enrolled in a satisfactory manner.
- e) Students will maintain consistent, regular and prompt attendance.

B. Disciplinary Actions

1. At school, teachers are the primary agents in encouraging positive student behavior and in utilizing corrective measures to remedy negative behavior. Teachers and the principal will administer depending on the nature of an offense and the level of its severity, the following disciplinary alternatives, not inclusive or necessarily in this order. Discipline is generally progressive in nature. Out of school suspension or expulsion may be considered without exploring other alternatives depending on the nature of the offense.
 - a) Counseling/verbal warning
 - b) Loss of privileges/implement interventions
 - c) Parent notification and assignment detention
 - d) Parent/teacher conference and assignment of detention
 - e) Detentions
 - f) Assignment of special tasks
 - g) Suspension from classroom by the teacher
2. Referral to the principal for action may be necessary when classroom teachers have not been successful in correcting the student's actions or due to the nature of the offense. Parents of students who have been referred to the Principal for this reason will be called.
 - a) The principal will determine the severity of the disciplinary incident by examining the student's past behavioral history and the nature of the offense. Disciplinary action will be applied according to Paradise Charter Middle School policy and the rules and regulations of the school.
 - b) Principal actions are as follows: *(Generally several steps would be followed; however, the principal will determine the disciplinary action necessary according to the severity of the offense, implementing suspension or expulsion as necessary or appropriate.)*
 1. Counseling
 2. Parent notification/conference/detention
 3. Placement on school discipline steps/parent contacted/detention

4. Probation (school restriction from student activities and extracurricular activities) parent contacted/detention
5. Lunch work detail/parent contacted/detention
6. Loss of privileges, i.e., sports, extracurricular activities
7. School suspension
8. Expulsion

C. **Disciplinary Step System**

1. A student is placed on Step 1 of the discipline system when referred to the principal because of repeated or less serious offenses (e.g., excessive violations for disruptive behavior). A teacher counsels the student and this action necessitates a call to the parent by the principal or head teacher. A letter is sent to the parents. (reference Item 2 above)
2. A student is placed directly on Step 2 of the discipline system for serious offenses (fighting, lying, cheating, truancy, forgery, defiance, damaging property, stealing, disruption, etc.) or if he/she has continued the type of behavior for which he/she was previously placed on Step 1. This action necessitates a conference with the parent/ student/ principal. A letter is sent to the parents.
3. A student is placed on Step 3 for continued misbehavior. This action necessitates a call and an additional conference with the parents and a follow-up letter is sent to the parents.
4. A student is placed on Step 4 for continued misbehavior or for a further serious offense. In a situation where a student commits an act serious enough to warrant disenrollment, the school principal will recommend disenrollment in writing to the Board of Directors and specify relevant conditions and issues. Both the parent(s)/guardian(s) and the student will be notified in writing of the disenrollment proceedings and their rights. The disenrollment hearing is formal and legal in nature. The parent and student may present the student's case for staying at Paradise Charter Middle School at that time.
5. The step system is progressive for a school year (i.e. a student who has been placed on Step 1, a further offense would place him on Step 2, 3, or 4 depending upon the seriousness of the offense). A student cannot be on the same discipline step twice within one school year.
6. Students on Steps 3 or 4 at the close of school will be on disciplinary probation the following year.

Students may be suspended or recommended for expulsion for any of the following acts when it is determined the pupil:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except self-defense.
3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.

13. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
18. Made terroristic threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
19. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
20. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
21. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
22. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.

- iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 2) “Electronic Act” means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- 1. A message, text, sound, or image.
 - 2. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - 3. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
23. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
24. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee’s concurrence.

Non-Discretionary Suspendable and Expellable Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined that the pupil:

Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee’s concurrence.

If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i)

bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

III. **EXPECTED CAMPUS BEHAVIOR**

A. **At All Times**

1. All students are responsible for respecting all adults and fellow students, and must be cooperative with valid school authorities.
2. Students must follow all classroom rules as specified by each classroom teacher. Continuing disregard of classroom rules will be considered defiance.
3. Students must fulfill all academic requirements as set forth by the teachers. Cheating on assignments and examinations will result in disciplinary action.
4. Students must treat substitute teachers with respect and obey the rules as set forth by the substitute teacher.
5. School fighting will not be tolerated.
6. No gum chewing is allowed on campus.
7. Students are not allowed out of class without a valid pass from the teacher.
8. Students are not to loiter in the bathroom.
9. Running on campus is not permitted except in the P.E. areas.
10. Sexual harassment will not be tolerated at any time or in any place.
11. The school cannot be responsible for students' possessions and school property issued to them.
12. On campus use of electronic signaling devices (radios, Walkman, disc players, video equipment, iPods, tablets, wireless cell phones, etc.) are prohibited unless approved for use with a school project.
13. Inappropriate physical contact will not be tolerated.
14. Students have the right to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, their writing, their clothing, and the printed materials they choose to post or distribute. However, expression that is obscene, libelous, or slanderous is prohibited. Also prohibited shall be material that so incites pupils as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school. A copy of the PCMS Publication Code policy is available upon request.

B. **Before School**

1. After exiting busses or cars upon arrival at school, students must go onto the campus immediately.
2. Students will remain in the quad area before school unless playing an organized game in the P.E. area.

3. Students may never leave campus without permission.

C. Lunch/Brunch Behavior

1. All students must eat in designated school areas, i.e., cafeteria/ picnic tables.
2. Cutting in line is not allowed in the cafeteria or lunch line.
3. All students are responsible for throwing away their trash and keeping the lunch area clean.
4. Students must remain in the lunch area.

IV. Visitors to School Campus

PCMS encourages parents/guardians and other interested members of the community to visit the School and view the educational program. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher's and principal's written permission.

To ensure the safety of students and staff as well as to minimize interruption of the instructional program, the School has established the following procedures to facilitate visits during regular school days:

1. Visits during school hours should first be arranged with the teacher and principal or designee, at least three (3) days in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three days in advance. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the principal or designee.
2. All visitors shall register with the front office immediately upon entering any school building or grounds when during regular school hours. When registering, the visitor is required to provide his/her name, age (if under 21), his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.
3. A principal, or designee, may refuse to register a visitor if it is believed that the presence of the visitor would cause a threat of disruption or physical injury to teachers, other employees, or students.
4. A principal or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt the school's orderly operation. If consent is withdrawn by someone other than the principal, the principal may reinstate consent for the visitor if the principal believes that the person's presence will not constitute a disruption or substantial and material threat to the school's orderly operation. Consent cannot be withdrawn for more than fourteen (14) days.
5. The principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.
6. The principal or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.

Penalties

If a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime which is punishable by a fine of up to \$500.00 or imprisonment in the County jail for a period of up to six (6) months or both. Additionally, further conduct of this nature by the visitor may lead to the School's pursuit of a restraining order against such visitor which would prohibit

him/her from coming onto school grounds or attending School activities for any purpose for a period of three (3) years.

VI. ATTENDANCE

- A. Students are expected to maintain regular attendance and to be at school on time. Chronic absences or tardiness may result in further consequences.
- B. All students must obtain an early dismissal slip from the office to leave school before regular dismissal time.
- C. Absences without valid excuse for more than three (3) days for the school year classify a student as being truant by state law (Education Code 48260). All students must bring a note from the parent or guardian or have them telephone to clear absences before re-admittance to school.
- D. All students must clear absences and obtain tardy permits from the attendance office before going to class.

VII. BUS/FIELD TRIP BEHAVIOR

- A. Field trips offer learning possibilities. For all students to benefit from the trip and to help insure the safety of all participants, certain safeguards must be noted.
- B. All field trips must have prior approval by the PCMS Board of Directors.
- C. If trip pre-requisites are not met, the student may not participate. Pre-requisites include but are not limited to:
 - a) Only currently enrolled PCMS students may attend field trips.
 - b) Students shall have regular attendance and be in good standing as determined by school administration prior to attending a field trip.
- D. At the beginning of the school year, a universal permission slip will be sent home to be filled out by the parent. An information slip with pre-requisites shall be returned for each field trip by an indicated date, signed by both the student and the parent/guardian.
- E. Gender appropriate chaperones will be provided when necessary.
- F. All drivers must carry a minimum of \$100/300,000 liability limits and must provide the school with proof of current insurance and driver's license prior to departure. All volunteer drivers must also obtain a criminal background check conducted by the California Department of Justice ("DOJ"). Employees or volunteers whose DOJ report reveals a Driving Under the Influence conviction shall not be permitted to transport students or operate a PCMS vehicle for ten (10) years from the date of the conviction. Any employee or volunteer convicted of a felony shall not be permitted to transport VCS students on school business.
- G. The school standards of conduct will be maintained on all field trips:
 - a) Follow the driver's instructions.
 - b) Comply with all vehicle laws, such as child restraint and seatbelt laws.
 - c) Load and unload vehicles in an orderly fashion.
 - d) Remain seated, facing forward.
 - e) Keep all parts of body inside the vehicle.
 - f) Treat others with respect.

- g) Keep the vehicle clean.
- h) Talk quietly.

VIII. PARENTAL RESPONSIBILITY FOR TRANSPORTING STUDENTS

- A. The student pick-up and drop-off zones for the PCMS will be in the general area in front of the school
- B. Although the staff supervises all afternoon and evening activities, parents are expected to pick up their student within 15 minutes of the time students are told to have their parents arrive.
- C. Staff who are responsible for supervising these events have agreed to work beyond the regular workday for these activities, but have not volunteered to stay indefinitely.
- D. If students, whether they are spectators or participants, are not picked up within the 15 minute period allowed (barring unforeseen emergencies with appropriate notification of school personnel) the following consequences occur:

The 1st time the parent may receive written notice of a violation of drop off and pick up procedures.

The 2nd time the parent may be required to meet with the principal or attend the first portion of the school day with their student.

The 3rd time the parent may lose drop-off/pick up privileges or have to attend a full day of school with the student.

At any time, PCMS can contact appropriate law enforcement agencies or child protective services for a child who is left unattended by the parent/guardian.

IX. DIRECTORY INFORMATION AND PUPIL RECORDS

The Family Educational Rights and Privacy Act (“FERPA”), a Federal law, requires that the School, with certain exceptions, obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised the School to the contrary in accordance with this policy.

“Directory information” is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. PCMS has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

If you do not PCMS to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing at the time of enrollment or re-enrollment. Please notify the following:

Jennifer Robbins or Chris Reid at 6473 Clark Rd Paradise, CA, 95969

Pupil records maintained by the School consist of any item of information directly related to an identifiable pupil, including but not limited to subjects taken, grades received, standardized test results, attendance record, and health record. Pupil records are maintained at each school where the pupil is attending. The school principal or designee is responsible for maintaining each type of pupil record and the information contained therein. Additional records, such as psychological and special education reports, are maintained at those respective offices. Except for directory information, pupil records are accessible only to parents or legal guardians, a pupil 16 years or older or having completed the 10th grade, the personnel, including independent contractors, for the School who have a legitimate educational interest in the pupil and other specified persons under certain circumstances prescribed by law. Pupil records pupil may be obtained within five (5) business days of request by the parent/guardian. When a student moves to a new school/ school district, records will be forwarded upon request of the new district within 10 school days. If you believe the School is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-4605.

X. NONDISCRIMINATION

PCMS does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

The School adheres to all provisions of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Individuals with Disabilities in Education Improvement Act of 2004.

PCMS is committed to providing a work and educational atmosphere that is free of unlawful harassment. The School prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. The School will not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which the Charter School does business, or any other individual, student, or volunteer. This policy applies to all employees, students, or volunteers and relationships, regardless of position or gender. The School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

XI. UNIFORM COMPLAINT POLICY (UCP) ANNUAL NOTICE

The School has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The School shall investigate and seek to resolve complaints using policies and procedures known as the UCP adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender,

disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:
Special Education Programs
Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Principal Chris Reid
6473 Clark Rd Paradise, CA 95969
530-872-7277

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The School person responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the School's procedures.

The complainant has a right to appeal the School's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of the School's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of [the LEA]'s complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures is posted in every classroom and shall be available free of charge in the Main Office.

XII. ADMINISTRATION OF MEDICATION AT SCHOOL

Any pupil who is required to take, during the regular schoolday, medication prescribed for him or her by a physician and surgeon, or ordered for him or her by a physician assistant practicing in compliance with Chapter 7/7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the school nurse or designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if the Charter School receives the appropriate written statements as follows:

1. In order for a pupil to carry and self-administer prescription auto-injectable epinephrine, the Charter School shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the Charter School and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication.
2. Additionally, the school nurse or trained personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. The Charter School will ensure it has the appropriate type of epinephrine auto-injector on site (i.e., regular or junior) to meet the needs of its pupils. The Charter School will ensure staff properly store, maintain, and restock the epinephrine auto-injectors as needed.
3. The Charter School will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of epinephrine auto-injectors based on the standards developed by the Superintendent of Public Instruction. The Charter School will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an epinephrine auto-injector to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.
4. In order for a pupil to be assisted by the school nurse or other designated school personnel in administering medication other than emergency epinephrine auto-injectors, the Charter School shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that the Charter School assist the pupil in the matters set forth in the statement of the physician and surgeon or physician assistant.

Guidelines:

- The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional.
- Medication shall be administered only during school hours if determined by a physician to be necessary.
- Designated staff shall keep records of medication administered at the Charter School.
- All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.
- Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to extended holidays.
- Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes).
- The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
- A pupil may be subject to disciplinary action if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.
- Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the Executive Director in consultation with the parent or guardian and the pupil's medical professional.

XIII. SPECIAL EDUCATION

PCMS is dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. PCMS is a school of Paradise Unified School District for purposes of special education and works cooperatively with the District any other local education agencies (LEAs) to ensure that students with exceptional needs are served, and when appropriate, Individualized Education Programs (IEPs) are prepared and/or maintained. PCMS ensures the provision of special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (IDEIA), Education Code requirements, and applicable policies and practices of the District.

PCMS offers high quality educational programs and services for all its students in accord with the assessed needs of each student. PCMS collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to best serve the educational needs of each student.

XIV. HOMELESS STUDENTS

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434(a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Runaway children or children who are abandoned; and
5. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

School Liaison

The Principal or designee designates the following staff person as the School Liaison for homeless students (42 USC 11432(g)(1)(J) & (e)(3)(C).):

Principal Chris Reid
6473 Clark Rd Paradise, CA 95969
530-872-7277

The School Liaison shall ensure that (42 USC 11432(g)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at Charter School.
3. Homeless students and families receive educational services for which they are eligible, including Head Start and Even Start programs.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, and soup kitchens.
6. Enrollment/admissions disputes are mediated in accordance with law, the Charter School charter, and Board policy.
7. Parents/guardians are fully informed of all transportation services, as applicable.

8. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

For any homeless student who enrolls at PCMS, a copy of the School's complete policy shall be provided at the time of enrollment and at least twice annually.

**PARADISE CHARTER MIDDLE SCHOOL
COMMITMENT
TO STUDENTS AND PARENTS**

- A. Develop each student's academic potential to the fullest.
- B. Advise parents frequently of student progress.
 1. Home/school communication includes letter and telephone contacts from individual teachers and administrators about academic performance and student behavior.
 2. These written reports are also sent to parents:
 - a) Regular report cards for all subjects are issued to all students every quarter (nine-week periods).
 - b) The student's progress reports will be sent home mid-quarter.
 - c) The school notifies parents of students who are in serious academic trouble.
 - d) Students' behavior will also be noted on the report card and progress reports.

**SUMMARY STATEMENTS
FROM THE
PARADISE CHARTER MIDDLE SCHOOL
CONTRACT**

Parents Will Assume Responsibility for The Following:

1. Support good, regular attendance.
2. Check homework completion and make-up of missed work.
3. Review, sign, and return promptly school policy, progress reports, contracts, and assignment sheets.
4. Reply promptly to school requests for conferences.
5. Parents/guardians are encouraged to participate in the day to day activities of Paradise Charter Middle School. Parents/guardians are encouraged to sign a contract committing to donate voluntary hours per family per year at PCMS. Please see school office staff, teachers, or your Parent Leadership Council Grade level representative for ways you can donate your time.

Students Will Assume Responsibility For The Following:

1. Obey all rules of the school.
2. Maintain good citizenship/behavior.
3. Maintain regular school attendance and promptness, including arriving on time to all classes.
4. Complete the daily homework and make up missed assignments.
5. Take necessary materials to classes daily.
6. Take home letters, reports, conference requests, contracts, and return them with a parent or guardian's signature.
7. Abide by the dress code.

Staff Will Assume Responsibility for The Following:

1. Develop each student's academic potential to the fullest.
2. Remind parents of important dates for each semester.
3. Keep parents informed regularly of student progress.