

ANNUAL PARENT & STUDENT HANDBOOK



PARADISE CHARTER MIDDLE SCHOOL

2022-2023

Paradise Charter Middle School

GENERAL INFORMATION	4
Welcome.....	4
School Mission Statement.....	4
Commitment to Students and Parents	4
School Contact Information.....	4
2022-2023 Dates to Remember.....	4
Daily Schedule	5
Staff Directory	6
STUDENT ENROLLMENT AND DISENROLLMENT.....	7
Enrollment.....	7
Disenrollment	7
Handbook Accessibility (Print and Web).....	7
Non-Discrimination and Uniform Complaint Process (UCP)	7
ATTENDANCE	8
BEHAVIOR AND EXPECTATION	9
Recognizing Students for Positive Behaviors.....	9
Positive Behavior Interventions and Supports (PBIS).....	9
Restorative Practices.....	9
Annual Surveys.....	10
Dress and Grooming.....	10
Cell Phones & Other Personal Property	11
Harassment	11
Use of School Materials and Repayment	11
Expected Campus Behavior	12
DISCIPLINE.....	12
Consequences for Misuse of Personal Electronic Devices.....	13
Conduct Procedures	13
Suspension/ Expulsion	14
ENGAGEMENT	15
Communication, Conferences, Staff Accessibility	16
ACADEMICS	18
Academic Integrity	18
Required Courses	18
State and Local Assessments	18
STUDENT HEALTH AND WELLNESS.....	20
Medical and Medication.....	20
Vision/Hearing/Scoliosis.....	21
Diabetes.....	21
Emergencies and First Aid	23
CA Healthy Youth Act.....	23
Counseling.....	23
Suicide Prevention	24
Nutrition.....	24
Community Resources.....	25
SCHOOL SAFETY & TRANSPORTATION.....	25
Pick Up and Drop Off	25
Field Trips	25

Emergency Preparedness	26
Blood-borne Pathogens and Infectious Materials.....	27
Volunteers and Visitors.....	27
Student Injuries.....	28
STUDENT RECORDS, DATA & PRIVACY	28
Directory Information.....	30
Marketing: Disclosure of Student Information.....	30
Medical Record Sharing	30
Illegal Recording of Confidential Communication.....	31
Electronic Products or Services That Disseminate Advertising.....	31
APPENDIX.....	32

GENERAL INFORMATION

Welcome

Welcome to the 2022-2023 school year!

We are delighted to welcome you to the PCMS community where parents are valued partners in helping students develop in every aspect of their growth. These formative years present the opportunity for students to mature into responsible young adults who contribute to their well-being of their community.

Our experienced staff are dedicated to educating your student in their content area of expertise, to teach them how to think, not just what to think to ensure cognitive development. They will challenge them to grow socially through positive interactions with peers and staff, emotionally through the instruction and interactions in our Health & Wellness classes, physically through our physical education program and access to our field and basketball courts for activity. We are intentional in designing every aspect of our program to emphasize character and basic virtues.

Thank you for choosing PCMS for your student's middle school experience! Here's to a great year!

Ben Landers

School Mission Statement

Paradise Charter Middle School (PCMS) endeavors to create an environment that allows students to pursue intellectual and social success. We believe that an effective partnership among parents, teachers and students- within a culture that emphasizes character development- is the best way to provide our students the opportunity to succeed and enhance the greater community.

Commitment to Students and Parents

Paradise Charter Middle School staff take pride in

- developing each student's academic potential to the fullest.
- advising parents frequently of student progress, including
 - meetings, telephone contact and letters from individual teachers and the Executive Director regarding academic performance and student behavior,
 - regular quarterly report cards for all subjects, and
 - mid-quarter student progress reports.

School Contact Information

6473 Clark Rd., Paradise, CA 95969 (Behind the CMA Church)

Phone: (530) 872-7277

Fax: (530) 762-4478

Website: <https://www.pcmsbulldogs.org>

2022-2023 Dates to Remember

8/16	First Day of School
9/2	Staff Development Day (no school)
9/5	Labor Day Holiday

10/14	End of First Quarter
11/11	Veteran's Day Holiday
11/21- 11/25	Thanksgiving Break
12/21	End of First Semester
12/22	Potential Weather Make-Up Day*
12/23-1/6	Winter Break
1/16	MLK Holiday
2/17 & 2/20	Presidents' Holiday
3/10	End of Third Semester
3/13 & 3/14	Potential Weather Make-Up Day*
4/7	Potential Weather Make-Up Day*
4/10-4/14	Spring Break
5/29	Memorial Day Holiday
5/30	Fun Day
5/31	Awards Assembly/Talent Show
6/1	Last Day of School and Graduation

***Potential Weather Make-Up Day**

If school is **not** canceled due to weather any day before a scheduled make-up day, students will not have school on the Potential Make-Up Day.

Daily Schedule

Monday through Thursday Schedule – 8:45-3:15

Time	6th A	6th B	7th A	7th B	8th A	8th B
1st 8:45-9:45	Math	English	History	Science	English	Math
2nd 9:45-10:45	Science	History	Science	History	Math	PE
Break 10:45-10:55	Break					
3rd 10:55-11:55	English	Math	Math	English	PE	Science
4th/Lunch 11:55-12:55	History	Science	7/8 Lunch 11:55-12:25			
5th/Lunch 12:25-1:25	6th Lunch 12:55-1:25		English	PE	Science	History
6th 1:25-2:25	Wellness	Wellness	PE	Math	History	English

7th 2:25-3:15	PE	PE	Wellness	Wellness	Wellness	Wellness
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Friday/Assembly Schedule – 8:45-12:55

Time	6th A	6th B	7th A	7th B	8th A	8th B
1st 8:45-9:45	Math	English	Math	Science	English	Math
2nd 9:45-10:45	Science	History	Science	Math	Math	English
Break 10:45-10:55						
3rd 10:55-11:55	English	Math	History	English	Science	History
4th/Lunch 11:55-12:55	History	Science	English	History	History	Science

Staff Directory

First	Last	Email	Title
Beverly	Landers	blanders@pcms.tv	Executive Director
Jennifer	Duran	jenniferduran@pcms.tv	Office Manager (M-Th)
Amy	Behlke	abehlke@pcms.tv	6 th Grade ELA/History Teacher
Brian	Faith	bfaith@pcms.tv	7 th & 8 th Grade History Teacher
Chris	Palmer	cpalmer@pcms.tv	6 th Grade Math/Science Teacher
Yvette	Kolstad	ykolstad@pcms.tv	7 th & 8 th Grade ELA Teacher
Todd	Lanam	tlanam@pcms.tv	7 th & 8 th Grade Math Teacher
Chloe	Patton	cpatton@pcms.tv	7 th & 8 th Grade Science Teacher
Hope	Bolin	hbolin@pcms.tv	Cooking Teacher
Tim	Howey	thowey@pcms.tv	Gardening and Health & Wellness Teacher
Tom	LeRossignol	trossignol@pcms.tv	Physical Education Teacher
Pat	Singer	psinger@pcms.tv	ASP & Yard Supervision
Connor	Cline	ccline@pcms.tv	Yard Supervision, Tech Support & ASP Coach

STUDENT ENROLLMENT AND DISENROLLMENT

Enrollment

Paradise Charter Middle School is a CA public school of choice. As a public school, PCMS is required to follow many state regulations including those related, but not limited to student attendance, immunizations, and state assessments. Any 6th-8th grade student wishing to attend will be enrolled on a space-available basis. When space is limited, a random public lottery is held.

To begin the process, visit the PCMS website to locate the 'Enrollment' tab and

1. Follow the current year application link to the PMCS Lottery Enrollment/ Waiting List Application form.
 - a. If the current year lottery is already closed, complete the interest form requesting your student be added to the waitlist or enrolled based on available space.
 - b. If you want to enroll your student for the coming year, locate the Lottery Application form and complete it by the deadline to be included in the random selection process.
2. A legal parent or guardian must complete each form on behalf of the minor student.
3. A PCMS employee will contact you to welcome you to PCMS and request you:
 - a. complete online registration and turn in required and suggested paperwork.
 - b. attend a registration meeting.
 - c. attend an optional orientation.

Disenrollment

Students wishing to disenroll must contact the office directly and provide specific information regarding the new school of record. Once students are disenrolled from PCMS classes, PCMS staff will forward the student's cumulative file to the school on file.

Handbook Accessibility (Print and Web)

A copy of this handbook is available on the school website and a printed copy is available at the school office upon request. Please allow 24- business hours for pick-up of printed materials from the time of the request.

Non-Discrimination and Uniform Complaint Process (UCP)

The Board of Directors is committed to equal opportunity for all individuals in education. School programs and activities shall be free from discrimination, including harassment, based on a student's: disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other protected class.

Complaint Process

PCMS ensures it is compliant with all applicable federal and state laws and regulations. However, there may be times when students may take issue with employees or students or someone may believe that a violation of federal or state law is occurring the school. PCMS encourages the person(s) complaining to first address the issue with the other person directly using conflict resolution skills when possible.

Any student who feels that they are being or have been subjected to harassment, discrimination, intimidation and/or bullying should immediately contact their teacher or any other trusted

employee of the school. Staff must report complaints to the Executive Director within one (1) day of receipt of the complaint. Complaints can also be filed directly with the Executive Director by visiting the office.

Any school employee who observes any incident of harassment involving a student shall report this observation to the Executive Director within one (1) day, regardless of whether the victim files a complaint.

In any case of harassment involving the Executive Director, the employee who receives the student's report or who observed the incident shall report to the President of the Paradise Charter Middle School Board of Directors.

The Executive Director or Board President will immediately investigate the complaint in accordance with PCMS Administrative Regulations. Where the Executive Director or Board President finds that sexual harassment has happened, they shall take prompt, appropriate action to end the harassment and address its effects on the victim. The Executive Director or Board President will also advise the victim of any other remedies that may be available. The Executive Director or Board President will refer the matter to law enforcement authorities, where required.

The following person(s) has been designated to handle inquiries regarding the Uniform Complaint Process, including non-discrimination policies:

Name/Title: Beverly Landers, Executive Director
Address: 6473 Clark Rd. Paradise, CA 95969 (Behind the CMA Church)
Phone: (530) 872-7277

If the complaint is against the Executive Director the Board President can be contacted through the PCMS website <https://www.pcmsbulldogs.org/governing-board-plc/>.

Policies can be requested at the school office or located on the PCMS website [Policies | Paradise Charter Middle School \(pcmsbulldogs.org\)](#).

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

ATTENDANCE

Students are expected to maintain regular attendance and to be at school on time. Chronic absences or tardiness may result in referral to the School Attendance Review Board (SARB)

All students must obtain an early dismissal slip from the office to leave school before regular dismissal time. A parent must check the student out of the school office when that student leaves prior to the end of the school day.

Absences without a valid excuse for more than three (3) days for the school year or is tardy or absent for more than any 30-minute period during the school year without a valid excuse on three occasions in one school year, or any combination of the above classify a student as being truant (Education Code 48260). Parents or guardians must send a note to the school with their student or

call the office to clear absences. Absences must be cleared and/or a tardy permit obtained from the attendance office before going to class.

BEHAVIOR AND EXPECTATION

PCMS takes an objective view of behavior, recognizing that home, family, community issues, and trauma can impact a student's social-emotional development. PCMS has adopted a Multi-Tiered System of Support, which includes restorative and trauma-informed practices, social-emotional learning, and schoolwide positive behavior interventions and support to preemptively teach students about expectations and personal accountability.

Recognizing Students for Positive Behaviors

Students at PCMS are regularly recognized for making the right choice. PCMS staff focus on noticing those students who demonstrate the virtues being emphasized monthly, as well as the foundational virtues of respect and responsibility. Every morning at our all-school flag ceremony, we begin the day with an inspirational message about the virtue we are focusing on. At the end of each month, students are presented the opportunity to recognize peers who they see demonstrating the virtue of the month in their daily interactions. Those students who receive the most nominations, receive a virtue award at the flag ceremony, and their parents are invited to attend. At the end of the year, students are also recognized for outstanding character as well as academic achievement.

Positive Behavior Interventions and Supports (PBIS)

Positive Behavior Interventions and Supports is a proactive approach to supporting students in school. It is designed to impact student outcomes every day and create a school where all students can be successful and thrive in safe, predictable, positive, consistent, and equitable learning environments. PBIS supports all students with the use of positive behavior interventions ranging from a school-wide system to the development of individualized plans for specific students.

With PBIS, all students receive Tier I supports, such as positive reinforcement of expected student behaviors, access to the curriculum and additional supports, as needed. When students do not respond to Tier I supports, they may need additional interventions and/or services. Tier II supports are based on the root cause of the behavior and are monitored closely with the expectation that students will not need extra support for the long term. Tier III interventions, services and supports are applied to those few students that do not respond well to Tier I and Tier II supports and interventions.

Restorative Practices

Restorative Practices are a set of principles and processes that aim to establish, maintain, and repair relationships. When harm occurs, restorative practices focus on meeting the needs of those affected by the harm while giving voice to the person who caused harm. Students experience firsthand the impact of their actions, allowing them to develop empathy, engage in collaborative problem solving, and take accountability for the harm they have caused. The aim of restorative practices is to heal relationships rather than be punitive. Restorative practices are not disciplinary actions and should not be considered disciplinary responses to inappropriate behavior.

Restorative questions are part of an informal conversation between a student and a staff member in response to a challenging behavior or situation. The questions promote student reflection and accountability such as

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

A student who participates in restorative practices is still eligible and should receive an appropriate consequence aligned with CA legal requirements, Board Policy, Administrative Regulations and/or the consequences described in this document.

Annual Surveys

Students and school staff take an annual School Climate Survey. The results are presented at council, staff, and board meetings. Data informs areas of school-wide growth. Parents may elect to have their students not participate in the survey at registration or in writing throughout the school year.

Dress and Grooming

PCMS strives to create an effective learning environment for students, an effective work environment for staff and volunteers, and to provide everyone at PCMS with a positive social environment within which to learn and work.

PCMS intends to demonstrate to students that clothing that is appropriate in one setting may not be appropriate in other settings. PCMS staff believe that the following guidelines create a productive learning/work environment while allowing individuals a good measure of freedom to choose their daily school attire. All students are required to show proper attention to personal cleanliness, health, neatness, safety, appearance and suitability of clothing for school activities. All provisions and guidelines of this policy apply at all times on campus, during off-campus outings and extra-curricular activities such as field trips, sports and music programs)

Guidelines for attire:

- a. Proper fitting clothing, not too loose or too tight.
- b. Pants worn above the hips with use of belt as needed.
- c. Undergarments are not to be displayed. No pajamas or other sleepwear.
- 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 or longer.
- f. No clothing, jewelry, or accessories which are, or include, a picture, writing, or insignia which:
 - (1) is gang related;
 - (2) presents a safety hazard to the wearer or others;
 - (3) advertises or symbolizes any type of alcohol, drugs, tobacco, or gambling;
 - (4) includes or depicts weapons or acts which are illegal, violent, obscene, or hazardous to one's health;
 - (5) is sexually suggestive, vulgar, discriminatory, defamatory, obscene; or
 - (6) contain threats.
- g. Only appropriate jewelry and makeup can be worn.
- h. Any type of conventional footwear can be worn.
- i. Students must wear appropriate athletic footwear in P.E. class.

Final interpretation and enforcement of dress code will be made by the Executive Director. If the Executive Director determines that a student's attire violates the dress code, one or more of the following may occur:

1. The student may be asked to briefly leave class to change clothing to align with this dress code.
2. PCMS may confiscate items that violate the dress code.
3. PCMS may notify the student's parents/guardians of the dress code violation(s).
4. PCMS may schedule a conference with the student's parents/guardians to discuss the dress code violation(s).

Cell Phones & Other Personal Property

The school is not responsible for students' personal possessions. Please leave valuable personal items at home. The use of personal electronic devices is prohibited unless approved for use with a school project. Cell phones must be turned off when students arrive on campus. They must remain off until the student leaves campus. If a student feels they need to make a call, they can request to do so from their phone while supervised in the school office. Parents must call the office to contact their child or to deliver a message.

The rules regarding cell phone usage apply to all students unless expressly written into an Individualized Education Plan (IEP) or authorized by a physician based on medical need.

Harassment

Any student who engages in harassment of anyone at school or at a school-sponsored or school-related activity is in violation of Board Policy will be subject to disciplinary action. additional information is in the *Transportation and Safety* section of this handbook.

Use of School Materials and Repayment

Students are expected to take full responsibility for the care and maintenance of their school assigned materials, including electronic devices. The student may incur fees associated with maintenance or repairs associated with violation of the terms of the Internet Use Policy Agreement and this Handbook.

PCMS staff may inspect a student's issued Chromebook if there is reason to believe that the student has violated the terms of the *Internet Use Policy Agreement* or has engaged in other misconduct while using the device. PCMS provides a web filtering service for the provided Chromebook using a third-party application. This application allows PCMS staff to monitor student web traffic along with GPS location while using the device. Failure to abide by the terms and conditions of this agreement may result in removal of the device from the assigned user.

All technology devices must be returned at the end of the school year to be updated, serviced, and stored safely for the summer. Students, who withdraw, are suspended or expelled, or terminate enrollment for any reason, must return their issued technology device within ten (10) days. Parents/students are responsible for downloading and storing any personal images or data prior to returning the Chromebook. PCMS will not be responsible for any lost images or data.

If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that parent/guardian will be subject to criminal prosecution or civil liability. The parent/guardian will also pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report being filed with the local police department and/or grades, diploma, and transcripts being withheld.

Expected Campus Behavior

PCMS maintains high expectations for...	We DO NOT accept:
<ul style="list-style-type: none"> • consistent and regular attendance • respecting adults (including staff, teachers, substitute teachers) and fellow students • cooperating with school authorities • following all classroom rules • fulfilling all academic requirements as set forth by the teachers • ensuring all assignments and tests reflect one's own work 	<ul style="list-style-type: none"> • fights, threats, violence • bullying, intimidation, harassment • drug possession/sales • vandalism • cheating/ plagiarism • forgery or theft • prejudice and hate crimes • conduct that disrupts the learning environment • chewing gum while on campus • loitering (hanging out) in the bathrooms • running on campus, except as permitted in designated PE areas • leaving class without permission from the teacher • inappropriate physical contact • use of cell phone during school hours

Arrival Expectations

When arriving on campus students are expected to

1. remain on campus
2. follow school rules outlined in this handbook

Meal Expectations

While on break or at lunch, all students are expected to

1. eat only in designated school areas
2. throw away their own trash and keep the lunch area clean

Student Activities

All school sponsored activities (e.g., skating parties, dances, field trips, and sporting events) are subject to Paradise Charter Middle School's rules and regulations.

DISCIPLINE

Discipline is applied according to California law, Paradise Charter Middle School Policy and the rules and procedures outlined in this Handbook.

Consequences for Misuse of Personal Electronic Devices

- **First offense:** Staff will collect the device. The student may pick up the device at the end of the day.
- **Second offense:** Device is collected and delivered to the office. Parent/guardian is notified. Student may pick up the device at the end of the day.
- **Third offense:** The student is not allowed to bring their device to school.
- **Fourth offense:** Restorative practice and progressive discipline procedure.

Conduct Procedures

At the beginning of the school year or upon enrollment during a transfer, the Executive Director notifies students and parents/guardians, in writing, of the school rules related to discipline including the school's progressive discipline procedure.

Teachers are responsible for encouraging positive student behavior and utilizing positive behavior intervention strategies to dissuade negative behavior. These strategies may include, but are not limited to the following:

1. Use of positive behavior supports
2. Warnings and redirection to appropriate on task behaviors
3. Teacher-Parent-Student conference
4. Social emotional learning instruction
5. Instruction in pro-social behavior or anger management
6. Use of restorative practices
7. Referral to counseling
8. Convening a Student Study Team

Other more punitive consequences (e.g., detention, suspension, expulsion) described in Policy and this document, may be implemented in a logical and progressive order and will be based on the seriousness of the offense.

Progressive Discipline Procedure

The step system is progressive for a school year. A student cannot be on the same discipline step twice within one school year.

Referral to the Executive Director may be necessary when the classroom teacher or other staff have implemented positive behavior intervention strategies, worked collaboratively with the parent/guardian and have not been successful in modifying the student's behavior.

When a student is referred to the Executive Director, the Executive Director will determine the severity of the disciplinary incident by examining the student's past behavioral history, teacher/staff positive behavior strategy implementation and effectiveness documentation and the nature of the offense itself.

The Executive Director will contact the parent/guardian to support the 'Step' process and may request a conference and/or a Student Study Team (SST) meeting to develop a strategic and supportive plan for the student.

General Overview of the 'Step' Process

- **Step 1** indicates a repeated or less serious offense (e.g., disruptive behavior, defiance). A teacher/staff member counsels the student. The staff member may call the parent/guardian. Staff document the call.
- **Step 2** is for serious or repeated offenses (e.g., fighting, lying, cheating, truancy, forgery, damaging property, stealing, repeated offenses addressed in Step 1). This action necessitates a phone or in person conference with the parent/guardian and student. The offense, meeting and/or call are documents with agreed upon next steps and/or expected outcomes.
- **Step 3** is the result of continued misbehavior. This action necessitates a call and an additional conference with the parent/guardian and the Executive Director and staff member will follow-up documentation of the behavior, next steps, including a Student Study Team (SST) meeting. The Executive Director schedule the SST will mail/email a follow up letter to the parent/guardian documenting the meeting and include SST date, time and location. The SST will further document next steps and expected outcomes. Written details will be shared with the parent/ guardian and student.

Suspension/ Expulsion

PCMS staff are expected to enforce disciplinary rules and procedures fairly and consistently amongst all students. When the school rules and/or policy is/are violated, it may be necessary to suspend or expel a student from regular classroom instruction. At the same time, PCMS intends to provide effective interventions for pupils who engage in acts of problematic behavior to help them change their behavior and avoid such exclusion. The Executive Director may use their discretion to provide alternatives to suspension or expulsion to address student misconduct.

A suspended student may not be on or near any school grounds (within 600 feet in any direction) while they are suspended from school. Absence from school due to suspension is unexcused, and class work is made up at the discretion of the teacher.

The Executive Director **will immediately suspend** a student, **and recommend for expulsion**, a student who has committed one or more of the following acts identified for mandatory expulsion:

- Possessing, selling or otherwise furnishing a firearm when a school employee verifies firearm possession
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault or committing a sexual battery
- Possession of an explosive

A student who has committed one of the following acts of misconduct **must be recommended** for expulsion unless the Executive Director determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.

- Causing physical injury to another person, except in self-defense
- Possession of any knife, explosive or other dangerous object of no reasonable use to the student
- Unlawful possession of any controlled substance with limited exceptions

- Robbery or extortion
- Assault or battery on a school employee

All other suspensions/expulsions are at the discretion of the Executive Director.

When a student commits an act serious enough to warrant expulsion, the Executive Director will recommend disenrollment from PCMS in writing to the Board of Directors. The recommendation will specify charges against the student. The parent(s)/guardian(s) and student will be notified in writing of the expulsion and disenrollment proceedings and their right to due process. This notification will include copies of relevant policy.

The disenrollment hearing is formal and legal in nature. The Executive Director or designee will support the parent and student with understanding due process so they may effectively present the student's case for remaining enrolled at Paradise Charter Middle School.

Behavior related policies can be accessed on the PCMS website or on request at the school office.

ENGAGEMENT

The following responsibilities are a list of practices that will ensure the success of students at PCMS.

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. Please see school office staff, teachers, or your Parent Leadership Council Grade level representative for ways you can be involved in the decision-making process and/or donate your time.

Students Will Assume Responsibility for the Following:

1. Obey all general rules of the school.
2. Maintain good citizenship/behavior.
3. Maintain regular school attendance and promptness.
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/guardian 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.

Communication, Conferences, Staff Accessibility

PCMS communicate with parents and guardians on their student's progress in multiple ways, including

- parent-teacher-student conferences
- quarterly progress reports and end of semester report cards
- response to email and phone messages within a timely manner

Conferences

Conference appointments are available with any staff member working with the student. A parent/guardian may request a conference by contacting the teacher or the office.

Staff Accessibility

Staff email information is posted on the school website and in the *Parent/Student Handbook*. Staff can also be reached by contacting the office.

Engagement Opportunities

The involvement and participation of parents/guardians is critical to the success and operation of PCMS. In addition to three seats on the Board of Directors, parents/guardians can be directly involved in the decision-making process by participating in the following:

PCMS Parent Leadership Council (PLC)

This group meets on the second Tuesday of each month at 5:00pm. The PLC plays a crucial role in maintaining a shared vision for the school and building a positive school community. PLC meetings are public meetings. Any member of the public may attend (observe) and/or make public comment. To participate as a member of the PLC, please contact the Executive Director.

Surveys and Meetings

The Executive Director meets with families each summer and surveys are administered twice a year. Meetings and surveys are designed to elicit feedback on important topics like school climate, culture and identified need. While attendance at meetings and completion of surveys are voluntary, the school cannot act on identified need without parent, guardian, and student input. Please take the time to make your voice heard on school matters that are most important to you and your family.

Students also meet with the Executive Director to provide one-to-one feedback and complete a spring school climate survey that supports decision-making and planning for the upcoming year.

Aeries Parent Portal, REMIND and Email

PCMS keeps parents updated through various online platforms.

- Aeries Parent Portal allows parents direct access to student gradebooks for real-time tracking of assignment completion and test scores.
- The REMIND app allows parents to receive immediate notification from the school and submit electronic responses via any smart device.

- Email is the good old-fashioned way of communicating less critical, but important information to families. Please ensure PCMS has a current, valid email address on file to remain up to date on school events and other important communications.

School Events and Field Trips

Parents/guardians are encouraged to attend and/or supervise school sponsored events, including fieldtrips as schedules allow.

Although schoolwide events occur throughout the year, PCMS arranges one annual overnight trip per grade level.

Families that wish to participate in chaperoning school sponsored activities, including overnight trips can receive financial assistance for Department of Justice fingerprint clearance. Please see the school office and the *Transportation & Safety* section of this handbook for additional details.

Student Council

Students can actively engage in their middle school career and the PCMS decision-making process by participating in Student Council. Student Council meets once a week during school hours under the leadership of a Student Council Advisor, currently Mr. Brian Faith.

Elections are held in August. Students may run for the following positions: president, vice-president, secretary, treasurer, 6th grade representative, 7th grade representative or 8th grade representative.

After School Program

The after-school program keeps students engaged free of charge Monday-Thursday from 3:15pm-5:15pm. The after-school program provides snacks, academic support by teachers in their classrooms, crafts, down time, homework support, and other various activities including cooking, gardening, art, physical fitness, field trips, video games (Nintendo Switch), organized sports. Contact the school office for registration information. Space is limited.

Athletics

The staff at PCMS believes that a sports program can benefit middle school students in many ways that not only build skills but enhance academics and develop strong interpersonal relationship skills and moral character.

The PCMS athletics program is focused on fundamental goals as they pertain to the growth of our students.

- Develop scholarship, health, strength, agility, coordination skills, recreational interests, physical fitness, and healthy lifestyle habits
- Learn sportsmanship, fair play, honesty, healthy competition, and respect for rules and authority
- Develop personal character and virtues
- Have fun with fellow students and participating teams

Athletics Offered

Volleyball (Co-ed): 7th Grade Team, 8th Grade Team

Boys Basketball: 7th Grade Team, 8th Grade Team
Girls Basketball: 7th Grade Team, 8th Grade Team
Girls on the Run (each spring)

ACADEMICS

PCMS staff makes every effort to set up students for academic success; however, students and parents/guardians must equally participate by ensuring that students attend school each day complete their work. If a student is struggling to complete their assignments, it is essential that the student or parent contact the teacher right away by telephone or e-mail. If a student is unable to attend school, the parent and student should call the teacher as soon as possible to notify the teacher and request missed assignments. By asking for support when needed and completing missed assignments, students are less likely to fall behind in required coursework.

Academic Integrity

Academic Integrity is the commitment to and demonstration of honest and moral behavior in an academic setting. All members of the school community have responsibilities relating to Academic Integrity.

Student Responsibilities

- Submit original work and give credit to other peoples' ideas
- Homework is done on time and on your own, when appropriate
- Ask for help from teachers
- Surround yourself with a positive environment
- Use good time management: balance schoolwork with extracurricular activities
- Do not cheat or get involved in any form of plagiarism
- Take pride in your work
- Actively participate in class and ask questions
- Come to school
- Help peers prevent and avoid cheating
- Do not share work with other students
- Review Academic Integrity Policy with parents/guardians

Consequences for Violations

PCMS considers violations of academic integrity responsibilities to be a serious offense. The conduct procedure outlined in previous pages will be implemented for any violation of academic integrity.

Required Courses

PCMS provides students with a rigorous curriculum that meets California's State Standards for academic achievement. Mathematics courses focus on depth of understanding of concepts. History class focuses on guiding students to be active thinkers who can clearly express their ideas through writing. English and history teachers collaborate regularly developing 6th-8th grade span reading and writing units. Science teachers at PCMS collaborate to create a broad scientific experience. Physical education is provided for all students in grades 6-8 with a specific focus on wellness for 7th and 8th grade students.

State and Local Assessments

Statewide Testing

PCMS students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes including the requirement this data be used as a first level determination in the ability of Paradise Charter Middle School to renew its charter every five years.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

- **Smarter Balanced Assessments**
The Smarter Balanced computer adaptive assessments are aligned with the California State Standards. English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.
- **California Science Tests (CAST)**
The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).
- **California Alternate Assessments (CAAs)**
Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.
- **CAA for Science**
Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks.
- **English Language Proficiency Assessments for California**
The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.
- **Physical Fitness Test**
The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

State Assessment Exemptions

Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their student from any or all of the CAASPP assessments. Exemption requests must be made annually in writing and submitted to the Executive Director.

Parents and students are cautioned that once enrolled in high school exempting students from certain state tests (such as the grade 11 Smarter Balanced Tests in English and/or Math) will make students ineligible for state and federal recognition programs such as the State Seal of Biliteracy, the Golden State Seal Merit Diploma, the President's Awards (for Educational Excellence and Achievement) and the Early Assessment Program of College Readiness.

If a parent or guardian submits an exemption request after testing has begun, any tests completed before the request was submitted will be scored and the results reported to the parent or guardian and included in the pupil's records. For more information, contact the Executive Director.

Local Assessments

PCMS participate in two local assessment administrations throughout each year to assess students' growth and provide intervention in preparation for annual state assessments. Local assessments include reading and mathematics and are part of the PCMS educational program. These assessments are required to ensure educational access and benefit.

STUDENT HEALTH AND WELLNESS

Medical and Medication

Students may not carry and/or self-administer prescription auto-injectable epinephrine, or inhaled asthma medication, or have authorized school personnel administer medications or otherwise assist a student in administering his or her medication, without a copy of the following:

- A written statement from the student's authorized health care provider specifying:
 - the medication the student is to take,
 - the dosage,
 - the period of time during which the medication is to be taken,
 - a statement that the medication must be taken during regular school hours,
 - details regarding the method, amount and time schedule by which the medication is to be taken
- A written statement by the student's parent or guardian initiating a request to have the medication administered to the student or to have the student otherwise assisted in the administration of the medication, as outlined in the health care provider note. The written statement must:
 - provide express permission for PCMS to communicate directly with the authorized health care provider, as may be necessary, regarding the authorized health care provider's written statement.
- In the cases of self-administration of asthma medication or prescription auto-injectable epinephrine, PCMS must also receive:
 - a confirmation from the authorized health care provider that the student is able to self-administer the medication and
 - a written statement from the parent/guardian consenting to the student's self-administration and releasing PCMS and its personnel from civil liability if the self-

administering student suffers an adverse reaction by self-administering his/her medication.

New statements by the parent/guardian and the authorized health care provider are required annually and whenever there is a change in the student's authorized health care provider, or a change in the medication, dosage, method by which the medication is required to be taken or date(s), or time(s) the medication is required to be taken.

PCMS will provide each parent with a reminder at the beginning of each school year that they are required to provide the proper written statements.

Parent(s)/guardian(s) of students requiring administration of medication or assistance with administration of medication shall personally deliver or have the student deliver the medication for administration to the Executive Director or designated office staff.

A certified nurse who is employed by PCMS will administer or assist in administering the medication to the student. If a nurse is not available, a designated PCMS employee or employees who is/are legally able to and have consented to administer or assist in administering the medication to the student will administer the medication or otherwise assist the student.

PCMS will notify the parent/guardian within 10 business days of receiving the request for administration and the physician statement regarding which school employee(s), if any, will administer medication to the student, and what the employee(s) will do to administer the medication to the student or otherwise assist the student in the administration of the medication.

Parent(s)/guardian(s) may terminate consent by providing PCMS with a signed written withdrawal of consent on a form obtained from the school office.

Vision/Hearing/Scoliosis

Students will be screened for vision, hearing and scoliosis. PCMS adheres to Education Code Section 49450, *et. seq.*, as applicable to the grade levels served.

Diabetes

Type 2 diabetes affects the way the body can use sugar (glucose) for energy.

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease. The following risk factors are associated with an increased risk of type 2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- **Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.
- **Get more physical activity.** Increase physical activity to at least 60 minutes every day.
- **Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes, a condition which may lead to type 2 diabetes.

Emergencies and First Aid

All teachers are certified in first aid and CPR and are re-certified every other year in either first aid or CPR. First aid will be administered whenever necessary by trained staff members. When necessary, the appropriate emergency personnel will be called to assist.

Resuscitation Orders

PCMS employees are trained and expected to respond to emergency situations without discrimination. If any student needs resuscitation, trained staff shall make every effort to resuscitate the student. PCMS does not accept or follow any parental or medical “do not resuscitate” orders. School staff should not be placed in the position of determining whether such orders should be followed.

Emergency Contact Information

For the protection of a student’s health and welfare, PCMS requires the parent/guardian(s) of all students to keep current with emergency information including the home address and telephone number, business address and telephone number of the parent/guardian(s), and the name, address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent/guardian cannot be reached.

Emergency Aid to Students with Anaphylactic Reaction

Trained School personnel may immediately administer an epinephrine auto-injector to a person suffering, or reasonably believed to be suffering, from an anaphylaxis reaction at School or a School related activity when a physician is not immediately available. “Anaphylaxis” means a potentially life-threatening hypersensitivity to a substance. Symptoms of anaphylaxis may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock or asthma. Causes of anaphylaxis may include, but are not limited to, an insect sting, food allergy, drug reaction and exercise.

CA Healthy Youth Act

As a California public school, PCMS is required to offer a Sexual Health and HIV/AIDS at least once to middle school students. Parents/guardians are allowed to review the Sexual Health Education curriculum upon request. Please contact the school office to make this request.

PCMS provides this instruction in students’ 8th grade year. Parents/guardians may request in writing that their child not participate in all or part of any comprehensive sexual health education, HIV/AIDS prevention education, or assessments related to that education.

Prevention of Human Trafficking

To support topics covered under the CA Healthy Youth Act, PCMS provides parents and guardians with human trafficking information in the Appendix of this document.

Counseling

The school counselor may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by their credential. Such services may include, but are not limited to, support related to the student’s social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness.

Written parent/guardian consent will be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law. Any information of a personal nature disclosed to a school counselor by a student 12 years or older, or by his/her parent/guardian, is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information.

Suicide Prevention

Protecting the health and well-being of all students is of utmost importance to Paradise Middle School staff. The Board of Directors has adopted a suicide prevention policy which will help to protect all students with implementation of the following:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other Paradise Charter Middle School employees who interact with students, as described in the accompanying administrative regulation
2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the Paradise Charter Middle School suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
 - a. Students can also access national resources for additional support, such as:

The National Suicide Prevention Lifeline
1.800.273.8255 (TALK)
www.suicidepreventionlifeline.org

The Trevor Lifeline – 1.866.488.7386
www.thetrevorproject.org

6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

Nutrition

The Charter School shall provide each needy student, as defined in Education Code Section 49552, with one nutritionally adequate free or reduced-price meal, as defined in Education Code Section 49553(a), during each school day.

Due to the Camp Fire, ALL PCMS students qualify for free school breakfast and lunch, Monday through Thursday through the 2022-2023 school year.

Lunches & Breakfasts are provided by the Paradise Unified School District Food Services from the Community Eligibility Provision Program.

Community Resources

The school website provides students and their parents/guardians with community agencies, organizations, or health care provider resources that offer qualified professional assistance.

SCHOOL SAFETY & TRANSPORTATION

Pick Up and Drop Off

The student pick-up and drop-off zones will be in the general area in front of the school.

Although the staff supervises all afternoon and evening activities, parents are expected to pick up their student within 15 minutes of dismissal from the school day/after school program or any school sponsored activity. Please be courteous to the PCMS staff. They also have families and other responsibilities beyond the school day.

When students 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 student may not attend the next after/off campus school event.
- The 2nd time the student may not attend the next three after/off campus school events.
- The 3rd time the student is barred from all future after school/ off campus events.

These rules apply whether students are spectators or participants in a school sponsored activity.

Field Trips

Field trips offer learning opportunities; therefore, no student will be excluded from participation. For all students to benefit from a trip and to help ensure the safety of all participants, certain safeguards are in place.

- All field trips must have prior approval by the PCMS Board of Directors.
- Only currently enrolled PCMS students may attend field trips.

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.

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.

The school standards of conduct will be maintained on all field trips:

- Follow the driver's instructions.
- Load and unload vehicles in an orderly fashion.
- Remain seated, facing forward.

- Keep all parts of body inside the vehicle.
- Treat others with respect.
- Keep the vehicle clean.
- Talk quietly.

The Executive Director requests all chaperones be positive role models for students by monitoring the use of inappropriate language, including gossip. **Without exception, all school sponsored events, including fieldtrips, are drug and alcohol free.** Gender appropriate chaperones will be provided when necessary.

Harassment, Discrimination, Intimidation and Bullying Information

PCMS ensures all students receive age-appropriate anti-harassment training and information on reporting harassment. Such instruction and information may include:

What acts and behaviors constitute harassment

A clear message that students do not have to endure these behaviors;

Encouragement to report observed instances of such behaviors, even where the victim of the has not complained;

Information about the person(s) to whom a report of these behaviors should be made.

PCMS also provides training to staff to ensure they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment, discrimination, intimidation and/or bullying.

Emergency Preparedness

PCMS adheres to an Emergency Preparedness Handbook drafted specifically to the needs of the facility in conjunction with law enforcement and the Fire Marshal. This handbook shall include but not be limited to the following responses: OSHA policy compliance, fire, flood, earthquake, terrorist threats, and hostage situations. This handbook shall include an evacuation plan, and general school safety, injury, and illness prevention.

Staff shall receive training in emergency response, including appropriate "first responder" training or its equivalent.

PCMS is committed to providing a safe, positive learning environment for students, families, and employees. PCMS practices regular drills as required by the state such as lockdown, earthquake and fire drills. All staff are trained to be proficient in knowing what to do during an emergency and when to do it, ensuring the safest environment possible for our school community.

PCMS utilizes facilities that are either compliant with the Field Act or facilities or that are compliant with the California Building Standards Code. PCMS tests sprinkler systems, fire extinguishers, and fire alarms annually at its facilities to ensure that they are maintained in an operable condition at all times.

School Safety Plan

PCMS last revised its Comprehensive School Safety Plan in Spring 2022 and has adopted this plan for the 2022/2023 school year.

The PCMS school safety program includes strategies to support school climate and youth development and the physical safety of students and staff; evacuation and relocation plans, plans to communicate with parents/guardians, to reunite students with parents/guardians after an emergency event occurs, and to keep students safe until reunification is achieved.

Annually, PCMS school staff review and are trained on the Comprehensive Safety Plan.

At a minimum, PCMS policies and procedures comply with laws related to:

- Documenting immunizations of new students
- Requiring proof of tuberculosis screening for staff at time of hire and every four years thereafter
- Requiring cleared fingerprints at time of hire and receiving subsequent arrest notifications from Department of Justice prior to hire
- Developing emergency-response procedures
- Training for staff in emergency response, including appropriate first responder training or its equivalent and prevention strategies regarding contact with blood-borne pathogens
- Assuring staff are trained and implement mandated child abuse reporting that conforms to current law
- Training and procedures are in place to assist with the prevention of acts of bullying and cyberbullying including the availability of the California Department of Education online training module to all employees who interact with students or an equivalent
- The adoption of a suicide prevention policy and training for staff
- Assuring that school buildings meet Fire Marshall approval and have been evaluated by structural engineers to present no substantial seismic safety hazard to the extent required by the education code for building requirements
- Establishing the school as a drug, alcohol, and tobacco free workplace
- Maintaining annually reviewed Site Safety Plans
- Compliance with the Americans with Disabilities Act

Blood-borne Pathogens and Infectious Materials

PCMS meets state and federal standards for dealing with blood-borne pathogens and other potentially infectious materials in the workplace. Whenever exposed to blood or other body fluids through injury or accident, students and staff should follow the latest medical protocol for disinfecting.

Volunteers and Visitors

Paradise Charter Middle School and its Board of Directors recognize that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Executive Director, or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in school

activities, including advisory, decision-making, advocacy roles, and activities to support learning at home.

Parent volunteers are always encouraged on campus. Any parent who wants to volunteer on a regular basis must have fingerprints on file with the Executive Director, or designee. Parent volunteers must be approved by their student's teacher, as well as the Executive Director. Visitors must sign in and sign-out upon entering and leaving campus. All visitors must be approved by the Executive Director.

Student Injuries

Student accidents should be reported immediately. If a pattern of student accidents or injury is suspected by a PCMS staff person, a review of incidents may be conducted to determine the cause of the reoccurrence. Immediately following an accident and following any necessary medical attention, the Executive Director directs that the following steps be taken:

1. Employee immediately reports a student accident or injury to the Executive Director.
2. Employee completes a Student Accident Report and forwards to the Executive Director on the day of the incident unless there are extenuating circumstances. All pertinent facts and information should be included with the report.
3. The Executive Director may forward a copy of the report to the insurance company for any serious student accident.
4. The Executive Director may request an investigation of the incident.

STUDENT RECORDS, DATA & PRIVACY

Special Education: Inspection of Records

Upon request, parents or guardians of children with exceptional needs may examine and receive copies of the student's records within five business days after a request is made and prior to any Individualized Education Program meeting, hearing or resolutions session regarding their child.

Pupil Records; Notification of Rights

Parents and individuals who have completed and signed a Caregiver's Authorization Affidavit, have rights concerning pupil records under Education Code section 49063. These rights include:

- The right to inspect and review the student's education records within five (5) business days of the day the school receives a request for access. Parents or eligible students should submit to the Executive Director, or designee a written request that identifies the record(s) they wish to inspect. The Executive Director, or designee will arrange for access and notify the parent or caregiver.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the Executive Director, 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 them of their 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.

- 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 has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, Paradise Charter Middle School will disclose education records without parental consent.
- When a student moves to a new district, Paradise Charter Middle School will forward the student's records upon the request of the new school district within 10 school days.

A foster family agency with jurisdiction over a currently enrolled or former pupil, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver who has direct responsibility for the care of a pupil may access the current or most recent records of grades, transcripts, attendance, discipline, online communications on school platforms, any IEPs or Section 504 plans maintained by the responsible LEA of that pupil. The above-referenced individuals may access the pupil records listed above solely for the purpose of monitoring the pupil's educational progress, updating and maintaining the pupil's education records as required by Welfare and Institutions Code section 16010, and to ensure the pupil has access to educational services, supports and activities, including enrolling the pupil in school, assisting the pupil with homework, class assignments, and college and scholarship applications, and enrolling the pupil in extracurricular activities, tutoring and other afterschool or summer enrichment programs.

"Student Records" do not include:

- Instructional, supervisory or administrative notes by school staff that are made only for that staff member or his/her substitute
- Records of a law enforcement unit that were created for use by the law enforcement unit
- Employee records made for personnel use
- Records of a doctor, psychologist, psychiatrist or other treatment provider and/or assistant regarding a student who is 18 or older or who is attending a postsecondary educational institution. In this case, "treatment" does not include remedial instructional measures.

Parents have a 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 is:

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

Directory Information

"Directory Information" includes one or more of the following items: student's name, address, telephone number, email address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. Paradise Charter Middle School has determined that the following individuals, officials, or organizations may receive directory information:

- Certain school publications
- Outside organizations including, but not limited to, companies that manufacture or publish yearbooks
- Other select groups with a legitimate educational interest.

No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. However, directory information related to homeless and unaccompanied youth will not be released without the express written consent for its release by the eligible pupil, his/her parent or guardian.

PCMS may disclose appropriately designated "directory information" as specified herein without written consent unless advised to the contrary in accordance with procedures.

Parents/guardians must notify Paradise Charter Middle School in writing every year if they do not want the school to disclose directory information from their child's education records without prior written consent.

Also, in accordance with Section 49073.2, PCMS will not include the directory information or the personal information of a pupil or of a parent or guardian of a pupil in the minutes of a meeting of its governing body, except as required by judicial order or federal law, if a pupil who is 18 years of age or older or a parent or guardian of a pupil has provided a written request to the secretary or clerk of the governing body to exclude his or her personal information or the name of his or her minor child from the minutes of a meeting of the governing body. Personal information includes a person's address, telephone number, date of birth, and email address.

Marketing: Disclosure of Student Information

PCMS makes student directory information available in accordance with state and federal laws. This means that each student's name, birthday, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and the previous school attendance may be released to agencies such as the local PTA or Parent Club. If you do not wish this information released, please contact the school.

Medical Record Sharing

Medical information may be shared with local health departments and the State Department of Public Health. Any information shared shall be treated as confidential medical information. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it; and the student or parent or guardian may

refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both. You can obtain more information regarding medical record sharing by contacting the nurse through the school office.

Illegal Recording of Confidential Communication

It is unlawful to intentionally eavesdrop or record the confidential communication between two or more parties without the consent of all parties to the confidential communication. The eavesdropping or recording of a confidential communication includes by means of any electronic amplifying or recording device whether the communication is carried on among the parties in the presence of one another or by means of a telegraph, telephone, or other device, except a radio. Such an act is punishable by a fine not exceeding two thousand five hundred dollars (\$2,500), or imprisonment in the county jail not exceeding one year, or in the state prison, or by both that fine and imprisonment. Additionally, pursuant to Education Code section 51512, the use by any person, including a student, of any electronic listening or recording device in any classroom without prior consent of the teacher and the Executive Director is prohibited. Any person, other than the student, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation is subject to PCMS's disciplinary procedures.

Electronic Products or Services That Disseminate Advertising

If PCMS enters a contract for electronic products or services that requires the dissemination of advertising to students, written notice must be provided to the parents or guardians of the students that the advertising will be used in the classroom or other learning centers.

APPENDIX

KNOW THE WARNING SIGNS AND AFFECTS OF EXPLOITATION

According to national statistics, most children who are trafficked have a history of sexual abuse from earlier in their childhood. According to research out of the University of Pennsylvania School of Social Work, nationally, 95% of "teen prostitutes" were victims of earlier childhood sexual abuse. Noticing the warning signs of abuse can help these children receive the services they need so they are not further victimized or exploited.

Homeless, runaway/throwaway and foster children are the most vulnerable population of kids that are at risk for sex trafficking. According to researchers out of Arizona State University's Office of Sex Trafficking Intervention and Research, vulnerable girls may be recruited "into the life" by friends or over the internet. Pimps often act as a boyfriend. They might befriend a victim or require one of their current victims to befriend a new girl.



YOUNGER CHILDREN

- Gradual or sudden changes in behavior
- Cruelty to others
- Cruelty to pets
- Recurring nightmares
- Disturbed sleep patterns
- Fear of the dark
- Regression behavior like bed wetting
- Unusual interest in/ knowledge of sex
- Expressing affection in ways that are inappropriate for a child of that age
- Sexual Acting Out/ Inappropriate sexual play (with self, other children)
- Fear of a certain person/ intense dislike of being left somewhere
- Change in behavior around a specific person
- Afraid to be left alone
- Loss of or lack of interest in friends, school sports, or other activities
- Fear of participating in physical activities at school

TEENS

- Extreme and/ or unexplained anger
- Running away
- Low self-esteem
- Self-destructive behaviors/ self harm
- Seductive behavior
- Promiscuous behavior
- Eating disorders
- Anxiety and/ or Depression
- Alcohol or substance abuse at young age
- Difficulty establishing relationships with family members and peers at school
- Signs of PTSD from prior trauma
- Sexually Transmitted Diseases
- Inadequately dressed for school
- Teens carrying large amounts of cash with no probable way of obtaining it
- Multiple sexual partners at a young age
- Constantly running away from home
- Often using their friends as "cover-ups" for their whereabouts

If you suspect Human Trafficking, call the National Human Trafficking Hotline at 1-888-3737-888 or New Mexico's Human Trafficking Hotline at 505-GET FREE

2022-2023 ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

Dear Parent/Guardian and Student:

Paradise Charter Middle School is required to annually notify parents/legal guardians of minor students, and in certain cases, students of certain rights and responsibilities.

Please complete the "Acknowledgment of Receipt and Review" form below and return it to the school.

ACKNOWLEDGMENT OF RECEIPT AND REVIEW

Signature on the notice is an acknowledgment by the parent/guardian and student that they have been informed of their rights and responsibilities and does not indicate that consent to participate in any program or activity has been given or withheld.

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Address: _____

Home Telephone Number: _____

Signature of Parent/Guardian

Date: _____

Signature of Student

Date: _____