

PARADISE HIGH SCHOOL

Home of the Bobcats



Student/Parent Handbook 2022-23

<p>Paradise High School Web Site www.phs.pusdk12.org</p> <p>Includes links to the following items:</p> <ul style="list-style-type: none">Daily BulletinAeries WebsiteUpdated Calendar of EventsSports SchedulesSARCAnd more...	<p>Main Office 7:30 AM – 4:00 PM Principal, Michael Ervin Assistant Principal, Christina Voigt</p>  <p>5911 Maxwell Drive Paradise, CA 95969 Phone (530) 872-6425 Fax (530) 872-6427</p>
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STATEMENT OF NON-DISCRIMINATION: The Governing Board of the PUSD prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Complaints alleging noncompliance with the District's policy of non-discrimination should be directed to Tom Taylor, Superintendent, at the Paradise Unified School District Office - 6696 Clark Road, Paradise, (530) 872-6400. A copy of the District's nondiscrimination policy is available from the District Office.

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Please review the material in this handbook.



The mission of Paradise High School is to work as a learning community to ensure that all students demonstrate high levels of academic achievement. Our school culture is focused on the shared commitment to be safe, respectful and responsible. We will work to empower and motivate all students to reach their learning potential and to realize their personal visions for the future.

Dear Students,

Welcome!

On behalf of the Paradise Unified School District School Board, Superintendent of Schools, faculty and staff, welcome to Paradise High School. We are honored and excited that you have chosen to be part of the Bobcat Family. This school year brings new opportunities and possibilities with the blending of two schools onto the Maxwell campus. Our academic programs, including Advanced Placement, Honors, UC/CSU A-G approved, Butte College 2+2+2, Project Lead the Way, and Career Technical Education (CTE) courses are designed and offered to challenge, motivate, and help you enjoy and achieve at the highest level possible.

Your high school years will provide you with challenging experiences that will help you grow academically, socially and emotionally. Our goal is to provide a comprehensive program in a safe environment that is conducive to making this time in your life exciting, motivating, enjoyable, and memorable.

At Paradise High School, we offer a comprehensive social program of student activities and athletics that can help you meet and interact with other students on campus. Whether you are interested in athletics, music, performing arts, student government, student clubs, or community service, we challenge you to actively participate. You will find these opportunities enriching and fulfilling.

This handbook contains important information for students at Paradise High School. Please read it carefully and discuss its contents with your parents, since you and they will be responsible for understanding the information and abiding by the policies stated. All students and parents/guardians must sign a statement acknowledging that they have read and understand the contents of the Paradise High School Handbook.

Paradise High School administration and staff look forward to working with you and your parents/guardians. If you have questions or concerns, please ask the appropriate people. We are here to support and assist you with your education and look forward to meeting each and every one of you!

Michael Ervin, Principal

Christina Voigt, Assistant Principal

2022-23

PUSD Governing Board

President	Melissa Crick
Vice President	Richard Gingery, Jr
Clerk	Emily Vail
Trustee at Large	Bill Sharrett
Trustee at Large	Susan Davis

PUSD Administration

Superintendent	Tom Taylor
Asst. Supt. Business Services	David McCready
Director of Student Services	Dena Kapsalis

PHS Hours

Attendance Office	Hours 7:30 A.M-4:00PM.	872-6425 ext. 3000
Health Clerk	Hours 7:30 A.M-4:00PM.	872-6425 ext. 3000
Main Office	Hours 7:30 A.M-4:00PM.	872-6425 ext. 3000/02
Transportation Dept.	Bus Time Schedule/Routes/Passes	872-6484

PHS VOICEMAIL/PHONE DIRECTORY (2022-23)
PHONE(530) 872-6425 FAX (530) 872-6427 counseling fax (530) 872-6418

Principal: Ervin, Mike 3009

Assistant Principal: Voigt, Christina 3005

OFFICE	COUNSELORS	SUPPORT STAFF
Attendance Clerk Gordon, Sara 3000	Johnsen, Alisa(E-I) 3023	Athletic Director Cleek, Jerry 3020
District Nurse Luevano, Kelli 3007	Rosan, Nicole (J-Z) 3003	Custodial Office 3018 Lounge 3017
Finance Clerk Springsteen, Michelle 3029	Steele, Amy(A-D)3021	Security Office Baker, Bryson, 3114
Principal's Secretary Foote, Kim 3002	BCOE - Edwards, MaryClare XXXXX	Site Psychologist Ingersoll, Carly 3115
Registrar Schofield, Cari 3027	BCOE Counselors XXXXX	Speech Therapist Heartstrong,Casi XXXXX
	YFC -Crayton, Liz XXXXX	

PHS Certificated Staff

Allan, Justin*	3128 128	Forward, Lowell	3507 507	Murphy, Janel*	3119/20 119/20
Bancroft, Mitchell	3116 116	Hansbrough, Chris	3506 506		3504 504
Baranek, Nancy	3502 502	Kagan, Rachel*	3124 124	Neves, Steve	3401/201 401/201
Brown, Dave	3129 129	Koehler, Donny*	3137 137	Najera, Yolanda*	3123 123
Buhler, Jacob	3136 136	Krinsky, Ambrosia	3208 208	Stewart, Vanessa	3111 111
Bullock, Josh*	3117 117	Krulder, Jori*	3134 134	Sutter, Matt	3118 118
Carlson, Cindy	3106 106	Linnet, JT	3302 302	Swenson, Sherry *	3135 135
Carroll, Doug	3121 121	Marsters, Wendy	3127 127	Swift, Stephanie	3402 402
English, Jessica	3126 126	Martin, Stacie*	3131/2 131/132	Williams, Kirk	3130 130
Forward, Lowell*	3505 505	Millone, Allyson	3301 301		
		Mortimer, Cameron	3133 133		

Paradise eLearning Academy (PeLA)

PELA Class	3405 403	Garcia, Michael	XXXX XXX	Parks, Tracy	3409 403
Ervin, Hilary	3406 403	Kerr, Shannon	XXXX XXX		

Cafeteria (Kitchen)	3400	Lunch Room in cafe	3405	Training Room	3308
Chorus/Drama Rm, 202	3202	PE/Boys	3302	Weight Room	3309
Fitness Room	3508	PE/Girls	3301	Woodshop	3503
FLS Room, 501	3501	Staff Workroom,	3112	Wrestling	3508
FLS Room, 502	3502	Soc. Sci. Office, 117/118	3020		
Health Office	3008	Student Store	3113		
Library	3107	TAP (Rachel Kagan)	3124		

*Denotes Department Chair
 08/02/22
 POLICE 872-6241

Paradise High School Bell Schedule (2021-22)



Regular Day Schedule Mon, Tues, Thurs, Fri

	Period	Start	Stop	
	Period 1	8:30 AM	9:27 AM	
	Period 2	9:32 AM	10:34 AM	
	Period 3	10:39 AM	11:36 AM	
	Period 4	11:41 AM	12:38 PM	
	LUNCH	12:38 PM	1:18 PM	
	Period 5	1:23 PM	2:20 PM	
	Period 6	2:25 PM	3:22 PM	

Wednesday PLC Day Schedule		
Period	Start	Stop
Period 1	8:30 AM	9:20 AM
Period 2	9:25 AM	10:20 AM
Period 3	10:25 AM	11:15 AM
Period 4	11:20 AM	12:10 PM
LUNCH	12:10 PM	12:50 PM
Period 5	12:55 PM	1:45 PM
Period 6	1:50 PM	2:40 PM
Teachers' PLC	2:45 PM	3:30 PM

Minimum Day Schedule		
Period	Start	Stop
Period 1	8:30 AM	9:07 AM
Period 2	9:12 AM	9:54 AM
Period 3	9:59 AM	10:36 AM
Period 4	10:41 AM	11:18 AM
Period 5	11:23 AM	12:00 AM
Period 6	12:05 AM	12:41 PM
Lunch	12:41 PM	12:55 PM

Paradise Unified School District 2022-23 Calendar

July						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
0 days						

August						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
12 days						

September						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
21 days						

October						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
21 days						

November						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
15 days for TK-6 16 days for 7-12						

December						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
16 days						

January						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
16 days						

February						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
18 days						

March						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
20 days						

April						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
14 days						

May						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
21 days						

June						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
6 days for TK-6 5 day for 7-12						

☀ First Day of School; Last Day of School
 No School
 Parent Conference Day (TK-6)
 Potential Make-Up Day
 Minimum Day

CED, PRES, & PRS Calendar Information

- 9/8 Minimum Day
- 10/13 Minimum Day
- 11/4 End of 1st Trimester (58 days)
- 11/10 Parent Conference Day (no school)
- 1/12 Minimum Day
- 2/9 Minimum Day
- 2/24 End of 2nd Trimester (59 days)
- 6/8 Minimum Day/Last Day of School/End of 3rd Trimester (63 days)

Key

- CED = Cedarwood Elementary School
- PRES = Paradise Ridge Elementary School
- PRS = Pine Ridge School

PHS, PELA, PHS & RDV Calendar Information

- 9/8 Minimum Day (7th-8th)
- 10/13 Minimum Day (7th-8th)
- 12/21 & 12/22 Minimum Day (9th-12th grade only - Finals)
- 12/22 End of 1st Semester (86 days)
- 1/12 Minimum Day (7th-8th)
- 2/9 Minimum Day (7th-8th)
- 3/10 End of 3rd Quarter (42 days)
- 6/6 & 6/7 Minimum Days (7th-12th; 9th-12th Finals)
- 6/6 RDV Graduation
- 6/7 Last Day of School End of 2nd Semester (94 days)
- 6/8 PHS and eLearning Graduation
- 6/8 Teacher Work Day (no school)

Key

- PHS = Paradise Junior High School
- PELA = Paradise eLearning Academy
- PHS = Paradise High School
- RDV = Ridgeview Continuation High School

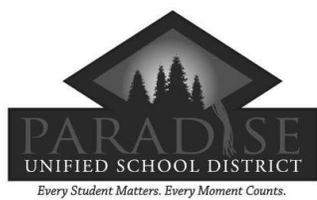
School-Wide Calendar Information

- 8/15 Teacher Work Day (no school)
- 8/16 First Day of School
- 9/5 Labor Day (no school)
- 11/11 Veterans' Day (no school)
- 11/21-11/25 Thanksgiving Break (no school)
- (5 school days - Thanksgiving 11/24)
- 12/23/2022-1/6/2023 Winter Break (no school)
- (11 school days - Christmas 12/25, New Year's Eve 12/31)
- 1/16 Martin Luther King, Jr. Day (no school)
- 2/17 Observation of Lincoln's Birthday (no school)
- 2/20 Presidents' Day and Washington's Birthday (no school)
- 3/10 Staff Development Day
- 3/13 Potential Make-Up Day
- 3/14 Potential Make-Up Day
- 4/7 Potential Make-Up Day
- 4/11-4/15 Spring Break (no school)
- (5 school days - Easter 4/9)
- 5/26 Potential Make-Up Day
- 5/29 Memorial Day (no school)

***Potential Make-Up Day:**

If school is canceled any day before a Potential Make-Up Day, students will have school on the Potential Make-Up Day.

If school is **not** canceled any day before a Potential Make-Up Day, students will not have school on the Potential Make-Up Day.



PHS - Schoolwide Learner Outcomes (SLOs)

Our students will "Rise Up"

Every student/graduate will be:

Respectful - of self, others, school, and environment. For example, students will:

- Welcome diversity and other points of view and practice positive solutions to differences/conflicts.
- Follow rules of school, community, state, nation, and global humanitarian laws or work to change the rules in an appropriate manner.
- Demonstrate respect for self, others, property, and the environment.

Informed - through finding, evaluating, and using information from a variety of sources. For example, students will:

- Gather, analyze and evaluate data.
- Demonstrate higher-level thinking processes, including creative and decision making skills.
- Use technology and networking tools to access, manage, integrate, evaluate, and synthesize information to successfully function in a knowledge-based economy.

Safe - personally, emotionally, and physically. For example, students will:

- Set appropriate goals for physical fitness, hygiene, nutrition, and emotional health.
- Work with others to identify problems.
- Reach consensus in a positive manner.

Excellent - in order to reach high levels of educational and academic success for all. For example, students will:

- Demonstrate an understanding of the content within the core academic areas, and will be able to integrate and apply the knowledge successfully.
- Read, write, and speak effectively and critically.
- Demonstrate readiness to enter post-secondary education and/or the work force.
- Demonstrate academic and personal honesty.

United - by understanding and honoring individual differences to work toward a common goal. For example, students will:

- Successfully and equitably participate in a group project, operating in a democratic process with assigned roles and the success of each individual depending on the success of the group.
- Work together to share information, solve problems, and make presentations.

- **Contribute time, energy, and resources to school, local, state, national, and global worthy causes.**

***Purposeful* - through engagement in learning and working towards a personal vision for the future.**

For example, students will:

- **Set, achieve, and evaluate goals, making student personally responsible and accountable for their own learning.**
- **Develop personal goals for career, family, and community life.**
- **Be responsible and accountable for their actions and choices.**

Attendance Policies and Procedures

We Believe

- That regular and punctual attendance is expected and essential for all students;
- That participation and timeliness may be counted in your grade;
- That your parent(s)/guardian(s) and you must share the responsibility for school attendance;
- That all assignments missed due to an excused absence may be completed for full credit.

Success in school is directly related to good attendance. Cooperation is needed between the school, parents, and students to make certain that each student is given the opportunity to be successful. We are all interested in encouraging students to maintain good attendance. Please let us know if there is any assistance we can provide.

California State Law requires that all persons under the age of 18, who have not graduated from high school, attend school. The only exceptions to this are in the case of personal illness, medical appointments, quarantines, a death in the immediate family, court appearances or for school-sponsored activities. All other types of absences (i.e. baby-sitting, work, personal trips/vacations, driver license appointments, etc.) are considered unexcused by the State of California and by Paradise Intermediate/Paradise High School. During the school year parents/guardians are **STRONGLY DISCOURAGED** from taking students on “vacations,” as they are disruptive to the educational process.

Periodically, conditions exist in which students are not able to attend class. When this happens, the student/parent(s) are responsible for the following: parents/legal guardians must clear absences within three school days following their student’s return to school or absences will be permanently unexcused and automatically converted to cuts. To clear absences call (530) 872-6425, press #1, and follow the prompt. You may call 24 hours a day, 7 days a week. State student’s name, parent’s name, date of absence and reason for absence. An automatic phone-dialer, working in conjunction with the attendance computer, will make day and evening calls when absences are not cleared. It is the student’s responsibility to inform the parent of his/her absence(s), inform the parent of the message from the phone dialer if received by the

student, and remind the parent of the three-day policy for clearing absences. Attendance letters will be mailed home via regular U.S. mail for students who are considered truant.

Parent notes must specify specific dates and duration of absence. If a student's absences due to illness become excessive (greater than 10% of the school year), the student will be placed on an attendance contract. All future absences due to illness must be verified by a physician, a health professional, school nurse, or other school personnel. Failure to provide verification will result in additional absences being recorded as unexcused. Non-illness absence for any other reason (i.e. going out of town even with parental excuse) can NOT be legally excused. Makeup work may not be accepted for unexcused absences.

School personnel and administrators will continue to take proactive steps to improve positive student attendance. The steps may include any or all of the following:

- Automated or personal phone calls to parents;
- Letters of concern mailed home with student attendance records and the number of instructional hours missed;
- Student and parent conferences with the teacher and/or administrator;
- Referral to SARB (Student Attendance Review Board) or Butte County Truancy Mediation Court.

Student Consequence Non-Attendance Policy

The following policy has been developed to encourage regular student attendance in all periods and to provide a plan of consequences when students fail to comply with attendance rules:

1. **Unexcused Absences = Saturday School:** Students who have five (5) or more unexcused class absences will be assigned Saturday School. Saturday School may also be used for violations that include: forged notes, cutting school, off campus during closed lunch, or by administrative discretion. Attendance letters will be mailed home via regular U.S. mail for students who have been assigned Saturday School. Failure to attend Saturday School may result in an in-school suspension and/or subsequent Saturday School Assignments. Saturday School will be offered the second Saturday of each month, unless notified.
2. **Tardies = Lunch Time Intervention:** A tardy is defined as being 30 minutes or less late to school or class without a valid excuse. The accumulation of three (3) unexcused tardies per month, as well as each subsequent tardy, will result in the assignment of one 30 minute lunch-time intervention. Lunch Time Intervention may also be used for behavior infractions. Students who fail to fulfill their lunch time intervention by the end of the calendar month will be assigned a Saturday School the following month.
3. **Formal Dances:** Students who have five (5) unexcused absences or three (3) or more days of suspension in any one period are not eligible to attend the next major dance (Winter Formal and Spring Prom).
4. **Work Permits:** Issuance of work permits will be contingent upon the following: 1) Regular (90%) attendance at school, 2) Acceptable citizenship, and 3) A 2.0 GPA with no "F"s as of the last grading period. Students who accumulate excessive absences or fail to maintain a 2.0 GPA may be denied a work permit or have an existing work permit revoked. This status will remain in effect until the student attends school positively and maintains a 2.0 GPA for an entire semester.

Independent Study

- **Short Term Independent Study Contract**

- While students are highly discouraged from missing school for reasons other than illness, family emergencies or special events sometimes necessitate travel out of the area. In order to avoid penalties for missing class for these reasons, students must contract to do work during the period of absence.
- Pre-Informed Independent Study Contracts must meet strict California State guidelines in order to result in excused absences:
 - Short term Independent Study (IS) needs to be a minimum of five (5) days and a maximum of ten (10) days. (Long term independent study must be approved by the administration).
 - Written requests should be made at least two weeks in advance. A parent/guardian is responsible to come in person to the main office to pick up a contract and receive the criteria.
 - IS will not be approved during the first or the last week of each semester. All finals must be taken at the school site.
 - Work must be returned within three days after coming back from IS.
- IS will not be approved if:
 - The student has five or more unexcused absences in any single period.
 - The student has two or more F grades.
- Partial attendance credit will be given for partial work turned into a teacher. Senior students need to be aware that this could affect senior activities, including the graduation ceremony.

- **Long Term Independent Study**

- is available for students through E-Learning, or in extreme cases where a schedule cannot be rearranged to accommodate all courses

Rights of Eighteen-Year-Olds

Eighteen-year-old students are not required by law (EC 48200) to attend school. All adult Paradise High School students must adhere to the following regulations:

- Regular and punctual school attendance;
- Follow all rules and regulations as set forth by school policies, Student Handbook, governing Board Policies, State Board of Education Policies, and local, state and national laws;
- Maintain a minimum of a “D” grade in all classes;
- Provide the school with written and signed verification for all absences and/or tardies;
- Provide the school with a doctor’s verification of illness if absences appear to be excessive – greater than 10% of the school year.

General School Information

Academic Awards

Students receiving a 3.50 GPA for the first time will be awarded their Academic “P”. If their GPA is a 4.0 at this time, they will also be awarded their Academic Star. Each additional semester that a student obtains a 3.50-3.99 GPA they will receive an Academic Bar, and if they

earn a 4.0 GPA or higher they will receive their Academic Star. Freshmen, sophomores and juniors must have at least a 30-credit schedule each semester for this to apply. Seniors are eligible with an approved 20-credit semester schedule.

Advanced Placement/Honors Classes

Students at Paradise High School may take college level courses through the advanced placement program. Most colleges and universities award credit to students with satisfactory performance on the Advanced Placement exams. This credit may allow college English and math majors to pursue more advanced classes or qualify as an English or math requirement for non-English and non-math majors. Advanced placement courses are offered in American Government, Biology, Calculus, AP Statistics, English 11, English 12, U.S. History, and Physics. Students may be eligible for state funds to cover AP test fees. In addition to advanced placement courses, Paradise High School offers English 9 Honors, English 10 Honors, Chemistry, advanced courses in Anatomy/Physiology, Chorus, Art, and Marching Band. Additionally, four-year courses are offered in Spanish.

Aeries

Parents' and Students' Accounts:

Parents and/or students may create an Aeries.NET account by logging on to the Aeries site at <https://goo.gl/QAS4WG>. You can also access this on the PHS home page at <http://phs.pusdk12.org/>. In order to create your account, you will need an email address and the following information which can be acquired from the PHS office:

- Student's permanent ID number
- Student's verification passcode (VPC)
- Home telephone number

Associated Student Body Cards (ASB)

ASB stickers are available to all students to purchase at the beginning of each school year. An ASB sticker allows for **free** admission to regular season home sporting events and discounted tickets to dances. If students transfer to another school during the year, their ASB sticker will become invalid.

Butte College Programs Available at PHS

- **Dual Enrollment:** High school students enrolled in two separate academically related institutions, taking college courses on the high school campus during regular school day. College courses will be taught by an instructor meeting the minimum college requirements.
- **Concurrent Enrollment:** High school students enrolled in two separate academically related institutions, attending the college campus.
- **College Connection (Grade 12):** College Connection is a self-contained, alternative high school/college partnership program located on the Butte College campus. The key goals of the program are to assist students in developing the necessary study skills to successfully transition to college-level work and to provide students with the opportunity to take challenging courses in an enriched learning environment. As a result, many students are able to earn

almost a year of college credit while still completing their high school graduation requirements.

- **2+2+2 Program:**

The 2+2+2 Program is a Butte College Partnership Agreement; Butte College has identified certain high school classes that are judged to be equivalent in scope, content and skill level to selected Butte College courses. By completing these courses, students can earn both high school and college credit. Courses include: A+ Computer Repair, Advanced Computer Applications, Architectural Drawing, Auto 1, Auto Restoration, Automotive Technology, Child Development, Computer Game Programming, Engineering and Architectural Design, Fashion Design, Graphic Design, Photography, Public Speaking, and Yearbook. **Not all courses are offered annually.**

California Scholarship Federation

The California Scholarship Federation (CSF) is a statewide organization that honors students for outstanding academic achievement and encourages them to use their talents to serve the community. The CSF motto is: Scholarship for Service. Students who earn Life Membership in CSF are recognized at graduation with the Gold Seal of CSF on their diploma and transcript and are eligible for scholarships at some private colleges and universities. In order to become a member:

- Students must sign up by the posted deadline for membership in the California Scholarship Federation (CSF) every semester that they qualify;
- Students who qualify for membership in CSF must complete an application and turn it into the advisor by the announced date. To verify grades, the report card must be presented at the time of application.
- To qualify for CSF, students earn points as follows:
 - A -- 3 points
 - B -- 1 point
 - B -- 2 points (if earned in a school-designated honors course)

Based on fall grades, freshmen will be eligible in the spring as Associate Members. Ten (10) points are required for each semester's membership. Physical Education grades do not count. Seven (7) of the ten (10) points must be earned in courses listed on the back of the application (most academic courses are acceptable). D's or F's disqualify a student from membership.

Students earn Life Membership by qualifying and applying for CSF membership during four of the six semesters of their sophomore, junior, and senior years. One semester must be earned during the senior year. Membership earned based on freshman grades does not count toward Life Membership.

Career Technical Education (CTE)

CTE classes provide students with the opportunity to explore career fields with hands-on experiences. CTE classes develop technical skills grounded in academics; workplace skills which increase employability; and personal skills which lead to success in the workplace. Some examples of courses offered are Agricultural Mechanics, Building Construction, Computer Game Programming, Engineering, Medical and Hospital Careers, Sports Medicine and Yearbook.

Class Loads Requirements

Students in grades 9-11 shall be enrolled in at least six courses each semester. Seniors may have a reduced load if they are on target to graduate and they meet all requirements as stipulated in the California Education Code. This requirement shall not apply to students enrolled in College Connection, courses at accredited postsecondary institutions, independent study, special education programs in which the student's individualized education program establishes a different number of courses, continuing education classes, or any other course of study authorized by the Board that is equivalent to the approved high school course of study. (Ed Code 46145)¹

Clubs

Clubs and organizations at Paradise High School are formed to explore and develop personal interests, promote understanding, develop leadership, and foster greater knowledge of school functions. Joining a club is an excellent way to meet people, explore new ideas, and provide services to the school and community. Clubs organize fund-raising projects, take field trips, and provide many exciting and interesting programs throughout the year. Information on all clubs may be obtained in the Main Office. Students interested in forming a club should contact one of the school administrators for the necessary application paperwork.

College & Career Readiness

Paradise High School offers a variety of Career Pathways which prepare students for post-secondary education leading to careers in high wage, high demand, and high growth industries. Career Pathways include a sequence of Career and Technical Education (CTE) courses that concentrate on skills for careers within a particular industry. Completed along with academic core classes that meet high school graduation requirements and college prep requirements, these courses help to prepare students for post-secondary training.

Computer Use

Computer use is available for all students in the library computer lab prior to school, during lunch and after school. You must obtain permission from your teacher to use the computer lab during class time.

In order to use the Internet, students and their parents must sign the PUSD Student Use of Technology Agreement and Release of Liability contract. By signing the form, students agree to use the Internet in a responsible, efficient, ethical, and legal manner. Abuse of Internet use policies may result in suspension of privileges for a period of time, suspension from school, and/or legal action due to the results of inappropriate action.

Due to issues and concerns arising from on campus use of social media, Paradise Unified has blocked all social media sites from their server.

Counseling Services

Counseling services are available to every student in our school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study techniques, help with home, school and/or social/emotional concerns,

¹

student conflict resolution, or any question that students wish to discuss with their counselor. Counselors are available in the Main Office.

Credit Recovery

Credits may be recovered at Paradise High School through E Learning. These limited course offerings are only offered after a student has failed a core class and thus his or her graduation status is in jeopardy. The courses will be completed on-line under staff supervision. The courses are remedial in nature and will earn a “cr” designation on a transcript. These classes do not meet the a-g requirements for admission to the CSU or UC education programs, but successful completion will earn full credit toward high school graduation.

Crisis Response Plan

Providing for student safety when school is in session is a major responsibility of any school staff. It demands a continuing program requiring careful planning so that the principals and school staff are prepared to make prompt and responsible decisions in any situation that could threaten the safety of students. The decision to close schools, or an individual school, and evacuate the students before the regularly scheduled closing time is one decision that might have to be made. This need could arise from a relatively minor emergency, such as a prolonged interruption in power, or from a major event such as: fire, disastrous earthquake, severe storm, or military alert. Evacuation would take place as soon as it appeared safe to do so.

The evacuation site for PHS students is the Paradise Performing Arts Center at 777 Nunneley Rd. Our schools are not equipped to bed and feed students in the event of a prolonged emergency. If a major emergency occurs when schools are in session, information will be broadcast to parents over local radio (town emergency radio station AM 1500), television stations and the School District’s School Messenger communication service (reverse 911 program). We hope that a disaster requiring the closing and evacuation of schools never occurs, but if it does, the safety of your son or daughter will be given the highest priority by the staff.

Gifts/Student Contact

All personal student contact during the course of the school day **must** be made through the Attendance Office at 872-6425. School telephones are business phones and may not be used by students for any reason except as deemed necessary by school personnel. Gift items such as flowers and/or balloons should not be delivered to the school during school time. Students are not to conduct personal business during class time. Making guidance counselor appointments, using the phone, etc., must be done before or after school, during the passing period, or during lunch.

Grading (Academic) Scale

% Score	Grade	GPA
97+	A+	4.0
93-96	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0

80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
Below 60	F	0.0

The following is an interpretation of our academic grading system:

A = Indicates that the student has completed excellent work and has mastered the course objectives, consistently does excellent work with skill and thoroughness; and consistently has applied knowledge gained to new situations.

B = Indicates that the student has completed above average work, mastered almost all of the course objectives; and has applied knowledge gained to new situations.

C = Indicates that the student has completed average work and has mastered many of the objectives of the course.

D = Indicates that the student has completed below average work and has mastered few of the objectives of the course.

F = Indicates that the student's work fell below a level acceptable for the course and was unsatisfactory.

I = Indicates incomplete work.

Graduation Requirements

Paradise High School will issue a diploma certifying high school graduation to each student who meets the district approved course of study (230 credits) and competency requirements. Any identified special education student with an approved Individual Educational Plan (IEP) will qualify for a diploma or certificate of completion by meeting the standards specified in their plan. To receive a diploma, a student must complete eight (8) semesters of high school coursework resulting in 230 credits earned.

HIGH SCHOOL GRADUATION - COLLEGE ENTRY REQUIREMENTS

Subject Area	PHS	CSU**	UC**
English	40	4 years	4 years
Mathematics	30	3 years req'd 4 yrs recommended	3 years req'd 4 yrs recommended
CTE†		N/A	N/A
Visual/Performing Arts (Fine Arts)	10	1 year***	1 year***
World Languages		2 years	2 years req'd 3 yrs recommended
World History	10	1 year	1 year
US History	10	1 year	1 year
American Government	5	N/A	N/A
Economics	5	N/A	N/A
Integrated Technology/Career Education	10	N/A	N/A
Life Science	10	1-year lab	1-year lab
Physical Science	10	1-year lab	1-year lab 3 yrs recommended
Physical Education	40*	N/A	N/A
Electives	70	1 year***	1 year***
Total	230		
Assessments		ACT or SAT	ACT or SAT

*2 years may be waived if student passes 5 out of 6 standardized state fitness tests while enrolled in PE.

**Grades of "C" or better are required for acceptance into UC/CSU system.

***Courses taken must be from the UC/CSU approved A-G list.

Learn more about college admissions: <http://www.CaliforniaColleges.edu>

†Qualifying CTE Courses: A+ Computer Repair, Advanced Auto, Adv. Child Development, Adv. Computer App, Adv. Culinary Arts, Architectural Drawing, Auto 1, Child Development, Comp. Game Prog., Comp. Integrated Manufacturing (PLTW 3), Culinary Arts, Fashion Design, Emergency Medical Skills, Engineering & Architectural Design, Intro to Engineering Design (PLTW 1), Medical & Hospital Careers, Multimedia Applications, Principles of Engineering (PLTW 2), Small Business Entrepreneurship, Wood Manufacturing, Yearbook.

Additional information on graduation requirements and specific courses of study can be found in the Program Planning Guide which is available in the Main Office or the Guidance Office.

Graduation Ceremony and Senior Activities – BP 5127.1

High school graduation ceremonies shall be held to recognize those students who have earned a diploma of high school graduation or certificate of completion by successfully completing the requirements set by district policies. The Board of Trustees believes that these students deserve a public celebration that recognizes the significance of their achievements and encourages them to continue the pursuit of learning throughout their lives.

The Board desires to maintain high standards of student academic achievement. Research indicates a direct correlation between regular attendance and academic achievement. Students must attend school each day in order to achieve high academic standards and successfully complete their high school education. The Board also desires students attending Paradise High School to maintain high levels of conduct and behavior. To participate in the senior activities and the graduation ceremony each student is required to follow the expectations as stated below:

1. Students must meet all academic expectations as set forth by the State of California and the Board of Trustees.
2. Attendance – Attend each class daily
 - a. When a student reaches 5 (FIVE) unexcused absences in any one class during the second semester of their senior year, the student will be ineligible to participate in senior activities, including but not limited to, prom, senior picnic/activity, senior all night graduation party, and senior breakfast or the commencement ceremony unless they attend a Saturday School prior to attending the activity. This option may only be used once. Any further unexcused absences beyond this point will

make the student ineligible to participate in any of the above activities or commencement ceremony.

3. Student Behavior/Conduct
 - a. A student may not be suspended from school for five or more days during their senior year.
4. Graduation Ceremony Contract
 - a. In order to participate in the graduation ceremonies, each participant and his/her parent/guardian must sign a contract which must be on file at the school agreeing to abide by the specified code of dress and behavior for the ceremony.
5. Graduation Ceremony Attire
 - a. Students must wear approved graduation caps and gowns. Gowns may not be altered in any manner or fashion. Graduation caps may be decorated within school policies (no alcohol, drug logos, profanity, etc).
 - b. However, any graduating student who has completed basic training and is an active member of any branch of the United States Armed Forces may, at his/her option, wear his/her military dress uniform at the ceremony. (Education Code [35183.3](#))
 - c. Before being admitted to the ceremonies, each participant will be visually checked for appropriate dress and inappropriate items. A visual check may include a school official requesting the student to open his/her graduation gown.
6. Graduation Ceremony Practices
 - a. In order to ensure that all students are honored respectfully and that the decorum of the ceremony is preserved, students are required to attend both graduation practices prior to graduation. Arrangements must be made ahead of time with school administration regarding any exception request.
7. Exceptions To Graduation Requirements

Any exceptions to the graduation requirements of the Paradise Unified School District may be made only with the principal's recommendation and the approval of the superintendent and/or Board of Trustees.

I.D. Cards

Rapid student identification is a key component of school safety. Although school personnel work hard to know students at PHS, it is not an easy task to know all students by face and name. A PUSD Student ID Card will be issued to every student at the beginning of the school year. This card **should be carried at all times**. The student should be prepared to show the card to any staff member, campus security or administrator when requested. The Student ID Card may be required for admission to athletic games or any other school sponsored dance. Only the person to whom it is issued may use this card.

Injuries at School

If a student is injured while at school, the student should notify his/her teacher and report to the Main Office. If it is necessary for the student to go home, the office will contact the parents/guardians to grant permission to leave school. **Under no circumstances are students to leave campus on their own, or stay in the restrooms.** In the case of accidental injury, an accident report must be filled out by the appropriate faculty, or by the office.

Link Crew

Link Crew is a high school transition program that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed, Link Crew trains mentors from our junior and senior classes to be Link Crew Leaders. As positive role models, Link Crew Leaders are mentors and student leaders who guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate freshman success. In addition to the academic and emotional support, Link Crew provides many opportunities for the freshmen at Paradise High School to get involved in activities.

Medications Taken at School

The California Education Code states: "Any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, will be assisted by the School Nurse or other designated school personnel if the school district received: (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil."

PHS has a medication form which doctor and parent may sign, or you may bring your own statements from physician and parent. A prescription label on a medication container does not suffice as a physician's written statement. School districts may not administer any type of medication unless it is prescribed by a physician. Only medication prescribed by a doctor may be brought to school and only with the doctor's and parent's written permission. It is important to bring the original prescription bottle with no more than a one week supply of medicine at a time.

Parking (Students)

Parking at Paradise High School is a privilege. The school will regularly patrol the parking lots, maintain security in the lots with regular patrols and video surveillance, and may assist students who lock their keys in their cars, leave their lights on or need other assistance during school hours. It is easier to provide this assistance when we can determine vehicle ownership. To gain and maintain the privilege and services, a student must adhere to the following:

- Complete and return the Parking Register form to the main office by August 26th.
- Senior and Junior drivers will have priority
- Park ONLY in designated student parking lots (lot is located around the Green Gym). During the hours 7:00am-4:00pm all staff and visitor parking areas are off limits to students.
- Display parking permits from the car's rear-view mirror at all times.
- Follow the maximum speed limit of five miles per hour (5 M.P.H.) while driving a vehicle in campus parking lots.
- Observe all driving regulations as designated by the California State Vehicle Code.
- Be a licensed and insured driver.

- Students are prohibited from parking their vehicles in the designated Staff/Visitor/unauthorized (delivery areas, bus, handicap, fire lanes, emergency exit zones) areas on campus.
- Students are forbidden from parking on the corner parking lot/property during school hours.
- Students who park their vehicles in restricted areas will be subject to having their on-campus parking privileges revoked.
- Students participating in extracurricular activities may park in the student parking lot on non-school days and after 4:00pm on school days.
- Students who park their vehicles in restricted or non-approved areas during school hours will have their privileges revoked.
- Students who drive vehicles in a reckless manner on or near the campus are liable for forfeiture of their on-campus driving and parking privileges, and/or assigned Saturday School, and/or suspension, and/or referral to the Paradise Police Department.

By issuance of a permit, the Paradise Unified School District and/or Paradise High School does not assume liability for any property damage to any private automobile parked on its property. The owner-operator(s) of all private vehicles accepts responsibility for their own property and agrees they are parking at their own risk.

Personal Property

PERSONAL PROPERTY OF IMPORTANCE OR VALUE, INCLUDING LARGE SUMS OF MONEY, SHOULD NOT BE BROUGHT TO SCHOOL. Loss, theft, or damage of personal property is not the responsibility of Paradise High School or the Paradise Unified School District. This includes personal property left in a locker.

Project Lead the Way (PLTW)

Project Lead the Way Engineering is about applying engineering, science, math, and technology to solve complex, open-ended problems in a real-world context. Students focus on the process of defining and solving a problem, not on getting the “right” answer. They learn how to apply STEM (Science, Technology, Engineering & Mathematics) knowledge, skills, and habits of mind to make the world a better place through innovation.

State/National Testing

- **AP - Advanced Placement Exams**

The College Board offers exams in several college subjects each May. This is a strictly-formatted and academically-rigorous national testing program. Students are charged \$93 per test by the College Board. Financial assistance is available based on need. Most colleges and universities will recognize a score of 3 or better (the equivalent of a "B+" grade in a college course) for units at their institution and allow students to waive a requirement for entry-level freshman courses such as U.S. History or English. Students are advised to check with the college of their choice to

determine what scores are required for credit and what requirements can be met through these exams.

- **CAST – California Standards Test**

The State of California requires each school to administer the CST in Science to 10th grade students each year. The CST provides data for the level of proficiency each student has reached in meeting the state science standards.

- **CELDT – California English Language Development Test**

Students who are not fluent in the English language are required by the State of California to take the California English Language Development Test (CELDT) to measure their oral English fluency.

- **SBAC - Smarter Balanced Assessment**

The State of California requires each school to administer the Smarter Balanced Assessment program to students each year. The California SBAC Test provides data for the level of proficiency each student has reached in core content subjects at the 11th grade level. The Early Assessment Program (EAP), used by some colleges for course placement, is part of this exam. All 11th grade students take the California Science Test as part of the SBAC Assessment.

Visitors and Loitering

ALL VISITORS MUST SIGN IN AT THE MAIN OFFICE. Persons not enrolled in, nor having business with, the high school may not loiter on or near the campus. Loitering near a public school is in violation of state law. California State Penal Code will be enforced.

- **Visitor Passes/Students:** passes will not be issued to former students. We encourage alumni to visit before or after school or at sporting events.
- **Visitor Passes Parents/Other Adult Guests:** occasionally, we receive requests from parents or other adults who would like to visit our campus and perhaps visit the classrooms to observe student behavior, instructional practices, etc. While we like to discourage interruptions and disruptions to the instructional process, the administration considers the worthiness of each such request on an individual basis. Adult visitors are informed that if such a request is granted, we will require at least one day's notice in order to inform staff members. Visitors are also instructed to report to the main office, sign-in in the "Visitor's Log," and they are issued a visitor's badge to wear during the duration of the visit. Thank you.

Student Conduct Expectations

Behavior - *Be Respectful. . . Be Responsible. . . Be Safe. . .*

Paradise High School is dedicated to being a place of mutual respect. It is an expectation that students will follow directions whether given by administrators, teachers, substitutes, classified staff (including campus supervisors) and any adult employed by the Paradise Unified School District. It is expected that students will conduct themselves in such a fashion that everyone will feel safe and free from harassment, both physical and emotional.

Paradise High School has implemented the PBIS (Positive Behavior Interventions Support) Program. The main focus of PBIS is to provide a clear system to teach, monitor and acknowledge appropriate behavior. While many faculty and students have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Our school-wide Positive Incentive Program benefits ALL students who follow our school-wide expectations. PBIS focuses on positive behavior and students are taught, and rewarded for, following the expectations in all areas. Students must be problem-solvers, act responsibly, work hard, and show respect in and out of the classroom.

PHS's Behavioral Consequence Plan is in compliance with California Education Code and will apply to students while on the school grounds; while going to or from school; during lunch, whether on or off campus; during or while going to or from any school-sponsored activity; and/or during any other event related to school activities or attendance (EC 48900). Respect and courtesy for persons and property is expected at all times. Where a specific penalty for violating a rule is not listed, the consequences assigned will be in proportion to the severity of the infraction.

PHS's Universal Code of Conduct

BE RESPECTFUL

We will:

- Treat everyone with dignity and respect
- Use appropriate language
- Be kind, not hurtful
- Be open-minded
- Take care of our environment, including personal property and school property

BE RESPONSIBLE

We will:

- Be on time
- Come prepared
- Be accountable for choices and actions and understand the consequences
- Express your needs in a respectful manner
- Complete and submit all work on time

BE SAFE

We will:

- Act in a manner that does not endanger self or others
- Resolve conflict peacefully
- Establish and maintain an environment that is free from harassment, violence, and bullying
- Be aware of surroundings at all times
- Report unsafe situations and conditions

Universal Behavioral Consequences:

Behavioral Consequences may include, but are not limited to the following:

- Student counseling;
- Notification of parent(s)/guardian(s);
- Withholding of privileges;
- Removal from the classroom;
- After school detention, lunch detention, and/or Saturday School;
- Suspension from school;
- Expulsion from school and all school-sponsored activities and events for a definite period of time, not to exceed two calendar years, provided that the appropriate procedures are followed;
- Notification of juvenile and law enforcement authorities whenever the conduct involved illegal drugs (controlled substances), look-alikes, alcohol, weapons, or where there is violent conduct causing injury to person or property damage.

PHS Behavior Matrix

PHS Behavior Matrix	Classroom	Halls	Cafeteria & Quad	Library & Computer Labs	Restrooms Locker Rooms	School Sponsored Activities
Be Respectful	<p>Use appropriate language.</p> <p>Take care of property.</p> <p>Be open-minded. Treat everyone with dignity and respect.</p> <p>Follow staff directions.</p>	<p>Use appropriate language & voice volume.</p> <p>Treat everyone with dignity and respect.</p> <p>Use <i>Catch & Release</i>.</p>	<p>Use appropriate language.</p> <p>Use appropriate body contact.</p> <p>Use <i>Catch & Release</i>.</p>	<p>Use appropriate language.</p> <p>Leave your work area clean & return materials used.</p>	<p>Use appropriate language.</p> <p>Treat everyone with dignity and respect.</p>	<p>Use appropriate language.</p> <p>Treat everyone with dignity and respect.</p> <p>Use <i>Catch & Release</i>.</p>
Be Responsible	<p>Be on time.</p> <p>Come prepared.</p> <p>Complete and submit all work on time.</p>	<p>Move to and from classes on time.</p> <p>Keep campus clean.</p>	<p>Be accountable for your actions and choices.</p> <p>Express yourself in a respectful manner.</p> <p>Keep campus clean.</p>	<p>Complete and submit the Internet Use form.</p> <p>Use the internet for intended use.</p> <p>Return books on time.</p>	<p>Use restroom & locker rooms for intended use only.</p> <p>Take care of school property & secure personal property.</p> <p>Clean up after yourself.</p>	<p>Backpacks not permitted unless a participating athlete.</p> <p>Keep facilities clean.</p>
Be Safe	<p>Resolve conflict peacefully.</p> <p>Harassment, violence, and bullying free.</p> <p>Report unsafe situations and conditions.</p>	<p>Be aware of surroundings at all times.</p> <p>Resolve conflict peacefully.</p> <p>Walk to the right.</p>	<p>Resolve conflict peacefully.</p> <p>Report unsafe situations and conditions.</p> <p>Act in a way that keeps self & others safe.</p>	<p>Report unsafe situations and conditions.</p>	<p>Report unsafe situations & conditions.</p> <p>Act in a way that keeps self & others safe.</p> <p>Harassment, violence, and bullying free.</p>	<p>Stay in the designated seating/standing area.</p> <p>Follow directions of staff and officials.</p>



Academic Integrity

We value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance a grade on an individual assignment or a course grade. Cheating represents a violation of mutual trust and respect between teacher and student. The following is a list of behaviors that constitute academic dishonesty. This list may be incomplete due to new forms of cheating, plagiarism and other forms of dishonesty that may arise as technology becomes more advanced. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask the teacher for clarification.

Cheating on Exams

- Copying from others;
- Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher permission;
- Having or using a communication device such as a cell phone, MP3 or MP4, PDA or electronic translator to send or obtain unauthorized information;
- Taking an exam for another student, or permitting someone else to take a test for you;
- Providing or receiving information about all or part of an exam, including answers;
- Having or using a “cheat sheet” that is not authorized by the teacher;
- Altering a graded exam and resubmitting it for a better grade;
- Working together on a take-home exam, unless specifically authorized by the teacher;
- Gaining or providing unauthorized access to examination materials.

Plagiarism in Papers and Assignments

- Including in any assignment turned in for credit any materials not based on your own research and writing. This includes: using the services of a commercial term paper company, using the services of another student, and copying part or all of another person’s paper and submitting it as your own;
- Acting as a provider of paper(s) for a student or students;
- Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers;
- Failing to use quotation marks where appropriate;
- Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes, and/or bibliography;

- Making up data for an experiment;
- Citing nonexistent sources.

Other

- Misrepresenting your academic accomplishments, such as by tampering with computer records;
- Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or paper;
- Failing to promptly stop work on an exam when the time allocated has elapsed;
- Forging a signature;
- Hoarding or damaging library materials to limit the success of others.

If a student is found to be cheating, he/she will receive an "F" or a zero on that assignment. If that student cheats on a subsequent assignment, the student will, at the discretion of the teacher involved, receive an "F" for the grading period. A third occurrence may result in failure of the course for the semester in which the incident occurs. Parents will be notified of each occurrence of plagiarism and/or cheating. Incidents of cheating will be reported in writing to the counselor/administrator and will be placed in students' discipline files. Certain severe acts of cheating may result in a recommendation for expulsion.

Assemblies/Rallies

Students are required to attend assemblies/rallies scheduled during the school day, unless otherwise notified. Students should be punctual, remain during the entire performance, and conduct themselves appropriately. Teachers will take roll for the assembly. All school rules apply.

Bicycles, Skateboards, Roller Blades, and Scooters

These means of transportation may not be ridden on campus at any time. These items may be confiscated. Bicycles are to be parked in the provided bike racks. Theft or loss of these items is not the school's responsibility and students bring these items at their own risk. (Town Ord. 10.34.030).

Bullying/Harassment-Board Policy (5137.1a)

The Paradise Unified School District believes that all students have a right to a safe and healthy school environment. The Paradise Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions for any reason, including race, religion, and sexual preference. Such behaviors include, but are not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber-bullying.

If such activity is engaged in: on campus; during school-sponsored activities, including any sports activities; on any district provided transportation or at any official school bus stop; in utilizing school provided or owned/leased electronic computer equipment; or is received with the

assistance of school provided owned/leased equipment, then the individual(s) shall be subject to discipline pursuant to the District's disciplinary policy.

The complete policy will be sent home with each student at the beginning of the school year, requiring signatures from both the student and parent/guardian. This signed policy must be returned and will remain on file for the current school year.

Classroom Behavior

Teachers have the right to establish their own set of classroom rules. Students will come to class prepared to work, with both materials and a positive attitude. Students who receive a pass to come to the office are to bring all of their possessions from the classroom in the event that their appointment lasts past the end of the period. Students are expected to be in class on time, to remain seated until dismissed by the teacher, and to secure a pass if it becomes necessary to leave class during the period.

Dances

All Students must have a completed and signed 2022/2023 Dance Contract on file prior to attending any school dances.

Dances are for Paradise High School students and their guests only. Guests are allowed to attend the Winter Ball and Prom. You may be denied entrance into dances if you have a continual pattern of unexcused absences or tardies OR have not responded to interventions. Behavioral issues can also hinder your ability to attend a dance or extra-curricular event. Paradise High School students must present their PHS Student ID.

Cards at the door. Students or guests who do not show a current Student ID Card will NOT be admitted to dances.

- Dances are a privilege. All school rules apply;
- Students who have five (5) unexcused absences in any one period that they have not cleared by attending Saturday School or three (3) or more days suspension in any one period are not eligible to attend the next major dance (Winter Formal and Spring Prom);
- No dance shall start until all assigned chaperones have arrived;
- Paradise High School dances are closed to non-students with the exception of the Winter Ball and the Prom;
- Guest passes must be completed and turned into administration one week prior to the last day of sales. No eighth-grade students allowed. Guests may be no older than twenty years old;
- Admission to a dance will be allowed for only one hour after the dance has started unless the student has made prior arrangements with administration;
- A student who leaves a dance before it is over will not be readmitted. Parent notification may be made;
- No "freak," "grinding," or other sexually-suggestive dancing. First offenses will result in a warning. A second offense will result in the student's dance wristband being removed. Any subsequent offenses will result in the student being asked to leave the dance;
- All students must be picked up within 30 minutes after the dance is over;
- Water bottles, drink containers, and backpacks are not allowed at school dances;

- The school dress code will be eased--strapless and halter tops or gowns will be permitted. However, attire must FULLY cover the body from a reasonable (not plunging) neckline to hemline. Front torsos between neckline and hemline must not be visible;
- If a top or dress has a low-cut back, it should not be cut lower than a person's natural waistline (where hands normally rest on top of hips);
- Students wearing inappropriate clothing will not be allowed into the dance or will be asked to leave.
- All students attending dances consent to an alcohol breathalyzer test. Students who blow positive alcohol tests will not be permitted into dance and parents will be contacted.



PHS Dance Contract 2022/23

5911 Maxwell Drive, Paradise, CA 9596

530) 872-6425 FAX (530) 872-6427

This is an agreement between the student, the parent(s), and the administration of Paradise Intermediate/ Paradise High School. By signing this agreement, you, your parents, and the principals have an understanding of what is allowed, and what isn't allowed at our school dances. You have also indicated your intent to abide by these expectations at PHS dances. If a student is ejected from two dances they will not be allowed to attend any other dances for the remainder of the year, including WINTER BALL AND/OR PROM.

- Dances are a privilege. All school rules apply.
- Students who leave the dance will not be allowed to re-enter.
- Water bottles, drink containers, backpacks and oversized bags are prohibited; all bags are subject to search.
- Paradise High School dances are closed to non-students with the exception of the Winter Ball and the Prom.
- Students will not engage in inappropriate dance behavior (NO “grinding”, or other inappropriate dancing, no wandering hands, etc.). First offenses will result in a warning. A second offense will result in the student’s wrist band being removed. Any subsequent offenses will result in the student being asked to leave the dance.
- Public displays of affection will not be allowed (making out, groping, etc.).
- Students will not attend the dance under the influence of drugs, alcohol, or any other illegal substance. The administrator reserves the right to test any student entering or leaving a school-sponsored dance. All school rules and procedures will be enforced for violators. By signing this form, parents give permission for their children to be tested with a breathalyzer and for police to be called to interview the student if needed.
- The school dress code will be eased--strapless and halter tops or gowns will be permitted. However, attire must FULLY cover the body from a reasonable (not plunging) neckline to hemline. Front torsos between neckline and hemline must not be visible. If a top or dress has a low-cut back, it should not be cut lower than a person's natural waistline (where hands normally rest on top of hips). Students wearing inappropriate clothing will not be allowed into the dance or will be asked to leave.
- Alcohol breathalyzer

Student name (print): _____ Student Signature _____

Date: _____ Parent name (print): _____

Parent phone number(s): Home: _____ Cell: _____

Administrator’s signature: _____ Date: _____

Michael Ervin, Principal

Christina Voigt, Assistant Principal

Degrading and Inflammatory Statements and Behavior

Lack of respect demonstrated through the use of symbols traditionally used for the purpose of intimidation, harassment, name-calling, vandalism, intimidation, and force or threat of force will not be tolerated. This may include acts which demean or put down another person because of their perceived ethnicity, national origin, family status, appearance, immigration status, religious beliefs, gender, sexual orientation, age, disability, political affiliation, or any other physical or cultural characteristic. Inflammatory statements and behavior also include acts which encourage others to engage in conduct that is physically or emotionally injurious to another person, is illegal, or disruptive to school. Examples follow:

- Creating, writing, posting, or circulating demeaning jokes, leaflets, or caricature;
- Defacing, removing, or destroying posted material;
- Possessing, distributing, or posting hate literature;
- Using racial or bigoted insults, taunts, symbols or slurs;
- Provoking or encouraging student fights by pushing, cheering, taunting, videotaping/filming or running to a fight.
- Posting or participating in any of the above on social media.

Disruptive Individual(s) Must Leave School Grounds

Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the school's principal or other administrators.

Administration will contact law enforcement regarding any person who fails to comply with a directive to leave campus.

Dress Code and Personal Appearance

Paradise High School places responsibility for personal appearance and dress on the parents and students of this school. Parents may be contacted to bring appropriate clothing for violators of the dress code. In extreme cases or for repeated violations, further disciplinary action such as suspension or expulsion may be warranted. Clothing may not be obscene, vulgar, or likely to have a disruptive effect on the educational process. The following guidelines meet these goals.

Clothing must cover the body with no undergarments exposed. Unacceptable clothing include:

- Exposed midriff, cleavage and/or too short of shorts;
- Pajama pants and/or lounge wear;
- Backless, strapless, and/or tube tops.
- Shoes or sandals must be worn at all times. Slippers are not acceptable.
- Any clothing that is sexually suggestive or accessories that display or promote the use of alcohol, tobacco, drugs, racial or ethnic slurs, gang affiliation or identity, violence, or profanity is not allowed.
- Student clothing and personal appearance should promote an environment of school pride and professionalism.

Drug/Alcohol Policy

Paradise High School will not tolerate the use of, possession of, or association with, illegal drugs including alcohol while at school or school activities. Students in violation of section 48900 (c) of the education code will:

- Be suspended for up to five days;
- Attend a drug-awareness program;
- Return to school under a behavior contract;
- Be referred to a counselor (counseling);
- On a second offense, the student may face a hearing with the Governing Board, be cited by law enforcement or possibly face expulsion from Paradise High School.

Tobacco/Electronic Smoking Devices Use Policy

All use of tobacco (smoking, chewing, etc.) and/or electronic smoking devices on school campus is against both the California Education Code as well as the Penal Code. Tobacco and/or electronic smoking devices use will not be allowed on the school campus, including the parking lots. If a student is found to be in possession and/or using/consuming tobacco/electronic smoking devices within this area, in addition to the tobacco/electronic smoking devices being confiscated, the following three-step program will be enacted:

- 1st offense: The student will receive a written notice and be referred to the tobacco assessment officer. After assessment, the student will be referred to Saturday school, Cessation Program, or an after-school diversion program.
- 2nd offense: The student will be cited by a School Resource Officer (SRO) or law enforcement and referred to the tobacco assessment officer. The student will attend a diversion program or be referred to court.
- 3rd offense: The student will be cited by either a SRO or law enforcement and referred to assessment. If a diversion program has been attended, the student may be referred to court.

Electronic Devices (Cell Phones, IPODs, MP3 Players, CD Players, Tablets, etc.)

There is a proper time and place for the use of electronic devices. All electronic devices must be turned off and not in use during class time unless requested to be used by the teacher for instructional purposes. If the device is used or turned on without teacher approval, it will be confiscated and turned into a staff member in the main office.

- 1st offense: The device will be held by the teacher and returned to the student at the end of the period
- 2nd offense: The device will be held in the front office until the end of the day.
- 3rd and each subsequent offense: The student's parent or guardian will be required to come to the school to pick up the device.

The school takes no responsibility for the loss or damage of such devices and will not investigate loss or theft.

Fights/Student Conflicts

What to Do to Avoid a Fight

- Let an administrator, counselor, or campus security know if you are feeling unsafe, threatened, or harassed. These feelings may interfere with your ability to

concentrate on your schoolwork, so it is important that the problem be addressed quickly.

- Avoid listening to, and spreading, gossip. The only thing that comes from gossip is hurt feelings and anger.
- Adopt the attitude, “If I did not hear it with my own ears, it is not worth being hurt or angry about it.”
- Don’t confront another student when angry; the other person may react defensively, unsure of what you might do. Ask for help from a teacher or staff member, if you are not able to forget about or ignore what the other student is doing that makes you angry.
- Make an appointment with your guidance counselor or a peer counselor. He/she can give you additional suggestions, meet with the other student, or arrange a meeting for the students involved in order to solve the problem in a safe and non-confrontational manner.

Definitions and Consequences Associated with Fighting

- **Breaking Up or Preventing a Fight** is characterized by: seeking help from the nearest adult; encouraging students to walk away; surrounding a friend and moving him/her away from the argument.
- **Defending One’s Self** is characterized by putting hands up to block or prevent a hit; putting hands out to keep the other student at a distance; repeating over and over the desire to NOT fight; calling for help; turning away; walking away.
- **Threatening/Initiating Fights** will be treated the same as fighting. The following behaviors communicate a willingness to fight: remaining engaged in an argument; stepping threateningly towards the other student; clenching fists; throwing down items being held, i.e. backpack, books, etc.; removing outer garments such as a jacket; threats via text message; and posts on social networking sites or any electronic means. Threats to any school employee or their property, including via the Internet, will result in a 5-day suspension and possible recommendation for expulsion.
- **Fighting** is defined as mutual combat, contributing to or perpetuating a fight.
 1. 1st offense: Up to 5-days suspension
 2. 2nd offense: Up to 5-days suspension/citation by Paradise Police Department/possible recommendation for expulsion
 3. 3rd offense: 5-days suspension/citation by Paradise Police Department/recommendation for expulsion
- **Causing Serious Injury**
 1. 1st offense: 5-day suspension, possible recommendation for expulsion, possible notification of law enforcement agencies.
- **Jumping In** is joining in on another student’s fight or contributing to/perpetuating the fight.
 1. 1st offense: Up to 5 days suspension, possible recommendation for expulsion
- **Running to or Being Present to Watch/Video a Fight** escalates the potential of a fight occurring and the seriousness of the fight.
 1. 1st offense: Up to 1-day suspension
 2. 2nd offense: Up to 3-days suspension
 3. 3rd offense: Up to 5-days suspension

Hall Passes

All students must have a written pass with time, date and purpose of being out of class to be in the hall during class time.

Prohibited Items and Behaviors

Paradise Intermediate/Paradise High School has the right to confiscate any prohibited items found on campus and may not return these items. Paradise Intermediate/Paradise High School administration and campus security will not investigate lost or stolen prohibited items, including electronic devices, tablets, iPods or cell phones. Paradise Intermediate/Paradise High School administration also reserves the right to amend these prohibited items at any time based on the distraction to the educational environment. The following items are prohibited on PHS campus:

- Pets and/or animals of any type;
- Aerosol paint cans/scribes, etching tools or any items that can be considered used for vandalism or tagging;
- Magnum markers or any permanent marking pen;
- Writing tag insignias on any items, including backpacks, papers, clothing or schoolbooks;
- Candy or food sales on campus unless prior approval by administration has been given;
- Firearms or other weapons as defined in section 12020 of the California penal code and any knife as defined in 653k, and 626.10 of the California Penal Code (this includes any item that could be considered dangerous);
- Fireworks, flares, stink bombs or other explosives or incendiary devices;
- Pepper spray/mace;
- Tasers;
- Laser light pens (without specific permission from a teacher);
- Littering;
- Spitting;
- Squirt guns, paint guns, and water balloons;
- Toy and/or look-alike weapons.

Note: All knives will be considered weapons and are prohibited on campus. All weapons are prohibited on campus, in vehicles on campus, and at any school event.

Behavioral Consequence for bringing prohibited items to campus or any school sponsored event may include, but are not limited to the following:

- Student counseling;
- Notification of parent(s)/guardian(s);
- Withholding of privileges;
- Removal from the classroom;
- After school detention, lunch detention, and/or Saturday School;
- Suspension from school;
- Expulsion from school and all school-sponsored activities and events for a definite period of time, not to exceed two calendar years, provided that the appropriate procedures are followed;
- Notification of juvenile and law enforcement authorities whenever the conduct involved illegal drugs (controlled substances), look-alikes, alcohol, weapons, or where there is violent conduct causing injury to person or property damage.

Physical Contact

Physical contact between students should not be harmful, harassing, or embarrassing to the students or adults. Students must refrain from overt demonstrations of affection. Students are encouraged to use “Catch and Release” (hug and let go). Forms of sexual harassment that may cause embarrassment or humiliation, such as “pantsing” or demonstrating obscene gestures, will not be tolerated.

Social Networking

Photos posted via social media become the property of the social media site. You may delete the photo from your profile, but the photos remain on the social media site’s server. Internet search engines such as Google or Yahoo may still find the image long after you have deleted it from your profile. In addition, even if your profile is set to private, a friend can always download and save incriminating photos that third parties, such as authorities, can use against you in the future. Paradise Intermediate/Paradise High School students should avoid incriminating photos or statements depicting violence, hazing, sexual harassment, vandalism, stalking, underage drinking, selling, possessing, or having controlled substances. The *Universal Behavior Consequences* will apply.

Video Taping / Photography / Recording

Any on campus use of a video/audio recording device, including cameras and camera phones, before/during/after school and/or during school-sponsored activities, without the explicit permission from a teacher or administrator, is strictly prohibited and may result in a one- to five-day suspension. Cameras/video recorders will be confiscated. Parents/guardians will be required to meet with an administrator in order to have these items returned to the student.

Athletic and Extra-Curricular Policies (see the PHS Athletic Handbook)

Academic Eligibility

Academic eligibility is required for participation in all organized sports activities, dance team and cheerleading, tryouts for and participation in musicals and other theatrical productions, elected and appointed student offices and positions, and other school-wide activities. In order to encourage and promote academic excellence, all students participating in extra-curricular activities shall demonstrate satisfactory minimum progress in meeting the requirements of graduation by undertaking the prescribed course of study and meeting the standards of proficiency established by the district. In order to be eligible for participation in extracurricular activities, the following will apply:

- The student will have earned a GPA of no less than 2.0 in all classes attempted during the previous grading period—eligibility will be checked at the end of each grading period and each semester.
- A positive record of citizenship, monitored by the school administrator, is also required for participation in extra- curricular activities.
- Athletes/performers must attend practice every day on time. Missing practice may result in losing a position/part or reduced playing/stage time. If an athlete/performer cannot attend practice/rehearsal due to an illness or emergency, it is their responsibility to inform the coach/director prior to the next practice or competition.
- The student will have earned credits each semester as follows:

	1st Semester	2nd Semester
Freshmen	30	60

Sophomore	90	120
Junior	150	180
Senior	210	230

- The student will be currently enrolled and passing no less than four classes.
- Students must be in attendance at school the full day to be eligible for a contest and/or extra-curricular activity that day unless excused by an administrator.
- A student failing in any subject will not be excused from that class during the regular school day.
- Athletes and Performing Artists are visible representatives of the school and the team/cast. Athletes/performers are expected to be role models and provide support and leadership to other students and the staff.

Academic Probation

The student will be on “academic probation” during the next grading period/semester (whether out for a sport/activity or not) if he/she does not achieve the standards set forth above. The student will have the next grading period to raise his/her GPA to 2.0 and/or the next semester to get his “credits earned” back to minimum levels as shown above. Academic probation means a student may continue to participate in their activity but should work to improve his/her grades. If the student fails to reach the academic minimums during the probation period, he/she will become ineligible for competition during the next grading period (for GPA) or semester (for credits).

Fan Behavior Policies

Paradise High School Spectators/Fans/Team Followers:

- Understand that in high school athletics the gym/pool/field/diamond/court is considered another classroom;
- Focus on positive team support and rooter spirit. Refrain from obscene, unsportsmanlike, and unacceptable cheers and yells;
- Work closely with the rooting section and take a positive role in controlling unacceptable behavior by that rooting section; model appropriate behavior;
- Understand the role of educational athletics as one part of a comprehensive high school experience;
- Do not use obscenities, racial slurs, personal insults, and other unacceptable comments before, during, and after athletic contests, or disrupt the contest in any way;
- Stay off the field/court at all times; stay in the designated seating/standing area;
- Refrain from confronting officials, coaches, players, and others before, during, or after an athletic contest;
- Leave all backpacks at home, in lockers, automobiles, etc. During athletic contests, no backpack will be allowed in the gym or in the football stadium. Students with backpacks will not be allowed entrance;
- No outside food or drink will be allowed in the football stadium or gym.
- Unaccompanied minors under the age of fourteen will not be permitted at high school athletic events without administrative approval.

Note: Contents of Student Handbook may be subject to change.

Parents will be notified of any changes.

- Requires corrective action by the LEA if noncompliance issues are identified during the investigation.
- Provides monitoring and technical assistance to LEAs to ensure resolution of findings of noncompliance.
- Where applicable, notifies the parties of the right to request reconsideration of the CDE's decision/report by the Superintendent of Public Instruction at the CDE within 35 calendar days of the receipt of the decision/report.
- For those programs governed by part 76 of Title 34 of the Code of Federal Regulations, notifies the parties of the right to appeal to the United States Secretary of Education.

Williams Complaints

A Williams complaint concerns instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment, and may be filed anonymously. LEAs must have a complaint form available for these types of complaints, but will not reject a complaint if the form is not used as long as the complaint is submitted in writing. Under applicable regulations, a notice must be posted in each classroom in each school notifying parents and guardians of the matters subject to a Williams complaint and where to obtain a form to file a complaint.

A Williams complaint must be resolved by the school principal or by the district superintendent or his or her designee. A complainant who is not satisfied with the resolution has the right to describe the complaint to the governing board of the school district at a regularly scheduled meeting of the board. Except for complaints involving a condition of a facility that poses an emergency or urgent threat, there is no right of appeal to the CDE.

In the case of complaints concerning a condition of a facility that poses an emergency or urgent threat, a complainant who is not satisfied with the resolution has the right to file an appeal to the Superintendent of Public Instruction at the CDE within 15 calendar days of receiving the LEA's decision.

For further information on Williams complaints please go to the CDE Web site and search for Williams Facilities Complaints and Appeals.

Additional Information

For additional information, contact the appropriate office listed, or visit the UCP Web page at <http://www.cde.ca.gov/ucf/cr/uc/>.

Uniform Complaint Procedures

Authorized by:
California Code of Regulations, Title 5
Sections 4600-4687



CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

Revised April 2016

Contacts for Programs and Services Covered Under the UCP

Adult Education and Regional Occupational Centers and Programs, Career/Tech Ed (CTE) Leadership and Instructional/Support Office; 916-322-5050

After School Education and Safety, After School Division; 916-319-0923

Agricultural Vocational Education, Career & College Transition Division; 916-319-0887

American Indian Education, Centers and Early Childhood Education Program Assessments, Coordinated Student Support Division; 916-319-0506

Career/Technical Education, Career and College Transition Division; 916-322-5050

Child Care and Development (including State Preschool), Early Education and Support Division; 916-322-6233

Child Nutrition, Nutrition Services Division; 800-952-5609

Discrimination, Harassment, Intimidation, Bullying, Student Lactation Accommodations, and LGBTQ Resources, Education Equity UCP Appeals Office; 916-319-8239

Educational Rights of Foster and Homeless Students, Coordinated School Health and Safety Office; 916-319-0914

Local Control Funding Formula/Local Control and Accountability Plan (LCFF/LCAP): Content or Procedures, Local Agency Systems Support Office; 916-319-0809; Fiscal, School/Fiscal Services Division; 916-322-3024

No Child Left Behind (2001) programs (Title I-III), including improving academic achievement, compensatory education, English learners, and migrant education (to be replaced by the Every Student Succeeds Act (ESSA) beginning in 2016-17), Categorical Programs Complaints Management (CPCM) Office; 916-319-0929

Physical Education, Instructional Minutes, Science, Technology, Engineering, and Mathematics (STEM) Office; 916-323-5947

Pupil Instruction, Course Periods Without Educational Content or Previously Completed Courses, Categorical Programs Complaints Management (CPCM) Office; 916-319-0929

School Facilities for Williams Complaints), School Facility Planning Division; 916-322-2470

Special Education, Procedural Safeguards and Referral Services Unit; 800-906-0648

Tobacco-Use Prevention Education, Coordinated School Health & Safety Office; 916-319-0914

Unlawful Pupil Fees, Categorical Programs Complaints Management (CPCM) Office; 916-319-0929

Uniform Complaint Procedures



What is a UCP complaint?

A complaint under the Uniform Complaint Procedures (UCP) is a written and signed statement by an individual, public agency, or organization alleging a violation of federal or state laws governing certain educational programs.

What agencies are subject to the UCP?

The UCP covers alleged violations by local educational agencies (LEAs) (school districts and county offices of education) and local public or private agencies which receive direct or indirect funding from the State to provide any school programs, activities, or related services. Charter schools which receive federal funds are also subject to the UCP or where specified in statute.

What educational programs and services are covered by the UCP?

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Career Technical Education
- Child Care and Development (including State Preschool)
- Child Nutrition
- Discrimination, harassment, intimidation, bullying, student lactation accommodations, and Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) resources
- Foster and Homeless Students
- Local Control Funding Formula (LCFF) and Local Control and Accountability Plans (LCAP)
- No Child Left Behind Act (2001) programs (Titles I-VII), including improving academic achievement, compensatory education, English learner programs, and migrant education (to be replaced by the Every Student Succeeds Act (ESSA) beginning in 2018-17)
- Physical Education: Instructional Minutes
- Pupil Instruction: Course Periods Without Educational Content or Previously Completed Courses
- Regional Occupational Centers and Programs
- Special Education
- Tobacco-Use Prevention Education
- Unlawful Pupil Fees

What issues are not covered by the UCP?

Not all complaints fall under the scope of the UCP. Many concerns are the responsibility of the LEA, including classroom assignments, common core, grades, graduation requirements, hiring and evaluation of staff, homework policies and practices, provision of core curricula subjects, public meeting laws (such as the Brown Act), student advancement and retention, student discipline, student records, and other general education requirements. The LEA, however, may use its local complaint procedures to address complaints not covered by the UCP.

In addition, the following complaints are referred to other agencies for resolution and not subject to the UCP:

- Allegations of child abuse are referred to County Departments of Social Services, Protective Services Divisions, or appropriate law enforcement agency.
- Health and safety complaints regarding a Child Development Program are referred to the Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
- Employment complaints are sent to the California Department of Fair Employment and Housing.
- Allegations of fraud are referred to the responsible Division Director at the California Department of Education (CDE).

How do I file a UCP complaint and how is it processed?

The LEA's UCP complaint policies and procedures provide the information needed to file a local complaint. Each LEA must annually notify its students, employees, parents/guardians, school and district advisory committees, appropriate private school officials and other interested parties of the LEA's UCP complaint policies and procedures, and the opportunity to appeal the LEA's Decision to the CDE. LEAs must provide their complaint policies and procedures free of charge.

What are the responsibilities of the complainant?

- Receives and reviews the UCP complaint policies and procedures from the LEA.
- Files a written complaint by following the steps described in the LEA's UCP complaint procedures.
- Cooperates in the investigation and provides the LEA investigator with information and other evidence related to the allegations in the complaint.
- May file a written appeal to the CDE within 15 calendar days of receiving the LEA's decision if he or she believes the LEA's decision is incorrect.
- Must specify the basis for the appeal and whether the LEA's facts are incorrect and/or the law is misapplied. The appeal packet must contain a copy of the original complaint to the LEA and a copy of the LEA's decision.

- Where applicable, within 35 calendar days of receiving the CDE's decision or report, may submit a request for reconsideration by the Superintendent of Public Instruction at the CDE. The CDE's decision or report will notify the complainant if there is a right to request reconsideration. The request for reconsideration must designate the finding(s), conclusion(s), or corrective action(s) in the CDE's decision or report for which reconsideration is requested, and the specific basis for requesting reconsideration. The request must also state whether the findings of fact are incorrect and/or the law is misapplied.

What are the responsibilities of the LEA?

- Ensures compliance with applicable federal and state laws and regulations.
- Adopts UCP complaint policies and procedures consistent with the California Code of Regulations, Title 5 Sections 4600-4687.
- Designates a staff member to be responsible for receiving, investigating and resolving complaints and makes sure the staff member is knowledgeable about the laws/programs he or she is assigned.
- Must give the filing party an opportunity to present information and/or evidence relevant to the complaint.
- Protects complainants from retaliation.
- Resolves the complaint and completes a written report within 60 calendar days of receipt of the complaint unless extended by written agreement of the complainant.
- Must advise the complainant of the right to appeal the LEA's decision to the CDE within 15 calendar days of receiving the decision.

What are the responsibilities of the CDE?

- The UCP authorizes the CDE to process appeals of the LEA's decision on UCP complaints or, in certain specified situations, to intervene directly and investigate the allegations in the complaint. The CDE:
- Reviews, monitors and provides technical assistance to all LEAs regarding the adoption of UCP complaint policies and procedures by the LEA's governing board.
 - Refers a complaint to the LEA for resolution when appropriate.
 - Considers a variety of alternatives to resolve a complaint or appeal when:
 1. The complainant alleges and the CDE verifies that, through no fault of the complainant, the LEA fails to act within 60 calendar days of receiving the complaint.
 2. The complainant appeals an LEA decision if he or she believes the decision is factually and/or legally incorrect.
 3. When requested by the complainant, the CDE determines when direct intervention is applicable.