



FAMILY HANDBOOK

2026-2027 SCHOOL YEAR

588 PEARSON ROAD PARADISE, CA 95969

(530) 872-6470

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August 1, 2026

Dear Parents and Guardians,

Welcome to the brand-new Paradise Elementary School, home of the Panthers! We are incredibly excited to open our doors and look forward to an amazing inaugural school year where our students will show their Panther pride, pounce on new opportunities, and leap to new heights in learning and growth.

To help you navigate our new campus, please take time to review the **Family Handbook**. Its purpose is to provide you with essential information regarding the policies and procedures for all areas and systems of the school.

Because information regarding school programs, staffing, and upcoming events may evolve as the year gets underway, **we strongly recommend that all parents ensure they have active access to the Parent Portal**. This portal will serve as the main avenue for daily and weekly communication between staff, the school, and your family. Additionally, you can always access our school website at <https://pes.pusdk12.org/> to stay up to date.

Paradise Elementary aims to develop competent, responsible, and self-directed students who positively impact their community. We want our Panthers to attain the skills, mindset, and character to succeed in their studies, welcome challenges, and create opportunities. Student learning is maximized within a safe, caring, and orderly environment. Our staff is fully committed to creating and maintaining a kind, respectful, and bully-free campus. When student discipline concerns arise, we are committed to working alongside parents to help our students make positive, peaceful choices.

Parent involvement is highly encouraged and welcomed at Paradise Elementary. Because we are a new school, we are actively relying on our community to build our foundation. We are looking for parents to share their time and leadership by:

- **Helping to establish a strong PTO:** Join us in building a parent-teacher organization from the ground up to support school events and enhance our educational environment.
- **Joining our Site Council:** Partner with staff to help guide school goals, programs, and community initiatives.

Here's to a fantastic first school year!

Warmly,

John Bettencourt, Principal

Paradise Elementary School

588 Pearson Road Paradise, CA 95969 / (530) 872-6400 / <https://pes.pusdk12.org/>

Paradise Elementary School

MISSION STATEMENT

Paradise Elementary School will strive to provide a purposeful, productive, and well-balanced curriculum that meets the state standards while encouraging an appreciation for the arts and sciences. We will work in partnership with the school community to provide a safe and supportive environment in which high expectations are established.

We aim for students to acquire the skills and knowledge necessary to become effective communicators, critical thinkers, and problem solvers motivated to engage in lifelong learning and empowered to achieve personal and educational goals. We will encourage our students to be compassionate, kind citizens who use their skills and knowledge in ethical ways to help make the world a better place.

We will continually evaluate our curriculum, learning resources, and facilities to ensure a learning environment that supports this mission.

CORE VALUES

Curiosity

Unity

Resilience

Excellence

Paradise Elementary Schedule 2026-2027

Schedule for Monday, Tuesday, Thursday, and Friday

	TK/K	1st	2nd	3rd	4th	5th	6th
School Begins	8:05	8:05	8:05	8:05	7:55	7:55	7:55
Instruction	8:05 - 9:20	8:05 - 9:40	8:05 - 9:40	8:05 - 10:00	8:00 - 10:00	8:00 - 10:20	8:00 - 10:20
Recess	9:20 - 9:40	9:40 - 10:00	9:40 - 10:00	10:00 - 10:20	10:00 - 10:20	10:20 - 10:40	10:20 - 10:40
Instruction	9:40 - 11:25	10:00 - 11:45	10:00 - 11:45	10:20 - 12:05	10:20 - 12:05	10:40 - 12:25	10:40 - 12:25
Lunch	11:25 - 12:05	11:45 - 12:25	11:45 - 12:25	12:05 - 12:45	12:05 - 12:45	12:25 - 1:05	12:25 - 1:05
Instruction	12:05 - 2:05	12:25 - 2:05	12:25 - 2:05	12:45 - 2:05	12:45 - 2:15	1:05 - 2:15	1:05 - 2:15
Dismissal	2:05	2:05	2:05	2:05	2:15	2:15	2:15

Schedule for Early Release Days (Every Wednesday)

	TK/K	1st	2nd	3rd	4th	5th	6th
School Begins	8:05	8:05	8:05	8:05	7:55	7:55	7:55
Instruction	8:05 - 9:20	8:05 - 9:40	8:05 - 9:40	8:05 - 10:00	8:00 - 10:00	8:00 - 10:20	8:00 - 10:20
Recess	9:20 - 9:40	9:40 - 10:00	9:40 - 10:00	10:00 - 10:20	10:00 - 10:20	10:20 - 10:40	10:20 - 10:40
Instruction	9:40 - 11:25	10:00 - 11:45	10:00 - 11:45	10:20 - 12:05	10:20 - 12:05	10:40 - 12:25	10:40 - 12:25
Lunch	11:25 - 12:05	11:45 - 12:25	11:45 - 12:25	12:05 - 12:45	12:05 - 12:45	12:25 - 1:05	12:25 - 1:05
Instruction	12:05 - 1:10	12:25 - 1:10	12:25 - 1:10	12:45 - 1:10	12:45 - 1:15	1:05 - 1:15	1:05 - 1:15
Dismissal	1:10	1:10	1:10	1:10	1:15	1:15	1:15

Schedule for Minimum Days (9/12, 10/10, 1/9, 2/13, 6/5)

	TK/K	1st/2nd	3rd	4th	5th/6th
School Begins	8:05	8:05	8:05	7:55	7:55
Instruction	8:05 - 9:20	8:05 - 9:40	8:05 - 10:00	8:00 - 10:00	8:00 - 10:20
Recess	9:20 - 9:40	9:40 - 10:00	10:00 - 10:20	10:00 - 10:20	10:20 - 10:40
Instruction	9:40 - 11:25	10:00 - 11:25	10:20 - 11:25	10:20 - 11:30	10:40 - 11:30
Dismissal	11:25	11:25	11:25	11:30	11:30

Paradise Elementary School
SCHOOL STAFF
2026-2027 School Year

<u>Transitional Kindergarten (TK)</u> Dakota Smith-Stahl <u>TK/K Combo</u> Kellie Bainbridge <u>Kindergarten</u> Kelly Levin <u>First Grade</u> Jacob Melvin <u>Second Grade</u> Kelli Jensen <u>Third Grade</u> Mariah Mattis <u>Fourth Grade</u> Olivia Burke Annabelle Mahon <u>Fifth Grade</u> Teri Kelly <u>Sixth Grade</u> Jennifer Lundberg <u>Title I Reading Intervention Teacher</u> Katy Fritz <u>Special Education Teachers</u> Megan Lema - RSP Jana Bradford - FLS <u>PE Teacher 4th-6th</u> Katie Rusten	<u>Speech/Language Specialist & Aide</u> <u>Paraeducators</u> Elijah Aguilar-Sebastian - Intervention Specialist Molly Citro - STAR Intervention Stacy Orndorff - STAR Intervention Samantha Reng - SPED RSP Karrol Owen - SPED RSP Vacant - SPED FLS <u>Other Support Staff</u> Executive Secretary - Alba Turenne Health Tech/Librarian/Secretary- Kathy Lewis Lead Custodian-Daryll Williamson PM Custodian-Mitch Azevedo Rachael Wilder - Kitchen manager Rosa O'Connor - Cook Emily Clark - Music/Band Michelle Wilson - ART John Bettencourt - Principal <u>Boys and Girls Club</u> Site Coordinator - Gena Tramain
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ACCEPTABLE USE OF TECHNOLOGY

The Paradise Unified School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

ACCIDENTS AND INJURIES

If your child has an accident or becomes ill at school, first aid will be administered by a staff member. In the event of a serious medical emergency, you must provide our school with accurate and adequate information on your child's emergency card so that there will be no difficulty or delay in reaching you or another adult as specified by you. Those adults you select to respond to our school if you cannot be reached should always bring photo identification with them. If you or your designated adults cannot be reached, the school administration will make the necessary decisions to render aid to your child, including, but not limited to, contacting the school nurse, contacting the paramedics, and/or transporting your child to the hospital by ambulance. Children who are ill or injured will not be released to walk home.

ANIMALS

Animals other than those brought specifically for class purposes are prohibited on the school grounds and on school buses. Any stray animal found on the school grounds during class sessions is subject to assistance from Animal Control.

APPOINTMENTS

We urge families to schedule medical and other appointments on non-school days and in the afternoon of early dismissal days and minimum days. If students must leave school before dismissal, parents must sign their child out from the main office. If a child returns to school following an appointment, they must check into the office to be readmitted to class.

ARRIVAL TIME

At 7:35, students can have breakfast or go to their assigned playground on campus. For parents who have to drop off their child at school due to employment, we do offer student supervision in the cafeteria beginning at 7:20. During times of inclement weather, students will wait in the cafeteria until 7:55 (4th-6th) and 8:05 (grades TK-3) and then be released to walk to their classrooms. Students arriving after the start of school must check in at the office to receive a tardy note to give to their teacher.

ATTENDANCE

Regular school attendance is a necessary component of a child's success at school. **"At School, On Time, Ready to Learn,"** our school motto, stresses the importance of your child coming to school on time every day. Students with excessive absences do not perform as well as those who attend daily. The California Education

Code lists excused absences: illness, quarantine, medical appointment, bereavement, court appearance (of the student), or religious observance. All other absences (including parent illness, car trouble, etc.) are considered unexcused.

Compulsory education laws require us to monitor and report excessive absenteeism. When absences approach 10% of the elapsed school year, they will be monitored through the Student Attendance Review Team (SART) process. Students will be referred to the Student Attendance Review Board (SARB) if attendance does not improve. SARB conducts legal hearings and can refer students and parents to outside agencies. We encourage you to contact our school anytime to review your child's attendance records and request support.

BATHROOM USE

Students are encouraged to use the bathroom during recess and lunch periods to avoid loss of learning time and class interruptions.

BEHAVIOR EXPECTATIONS

We feel that each student and staff member at Paradise Ridge Elementary School is entitled to a safe and respectful learning environment. With support, we believe that all students can behave responsibly and appropriately for school. Each student is held accountable for behavior that disrupts or inhibits teaching/learning and is guided in making amends with those impacted.

The general rules for behavior and safety are as follows:

1. Keep your hands, feet, and objects to yourself.
2. Follow the directions/instructions of adults.
3. Use appropriate language.
4. Treat all school and personal property with care.

We recognize students for making appropriate choices via:

1. Specific verbal praise
2. Individual classroom incentives
3. "Good News" notes
4. Panther Paws-Students use Panther Tickets to purchase items from the student store and to participate in monthly prize drawings.

Should a student choose to break a rule; school staff will administer one or more of the following consequences based on the severity and frequency of the student's actions:

1. Warning/reminder of the school rule
2. Receive additional instruction on rule/procedure
3. Time out in the classroom
4. Time out in another classroom
5. Recess restriction
6. Restorative Conversations
7. Referral to the principal for counseling/plan to make amends
8. School-based community service

9. Parent conference
10. Referral to counseling and community agencies
11. Removal from classroom
12. Develop behavior plan
13. In-school suspension
14. Out-of-school suspension
15. Referral to community day school or home studies
16. Expulsion

Schoolwide Expectations

	Classroom	Playground	Lunch tables, and Cafeteria	Sidewalks	Restrooms	Assemblies
Safe	Use seating appropriately Keep hands and feet to yourself Walk at all times Maintain personal space	Walk in from recess Stay within boundaries Use equipment properly Follow school rules for games	Walk Hands and feet to yourself Keep all food to self Use two hands to carry your tray	Walk Look in the direction you are walking Stay to the right Stay away from doors Stay out of the hallways before class, and during recess	Walk into the restroom Wash your hands when finished Keep water in the sink	Walk to seating area Keep hands and feet on your lap Face the front Sit on your bottom
Responsible	Be ready to learn Be on time Ask questions Focus on your work stay clean and organized	Return equipment to where it belongs Use the restroom, and get drinks before the bell rings Leave toys at home Throw away Trash in Garbage cans	Clean up after yourself Raise your hand to receive help Remain seated until excused Five people on each side of the salad bar	Stay on walkways Keep hands and feet to yourself Stand in line appropriately Stay out of hallways during recess and lunch times	Flush the toilet Put paper waste in the trash Notify custodian or teacher if there is a problem Leave when you are done	Be alert for directions Follow adult instructions for seating, arrival, & dismissal Keep your eyes on the speaker
Respectful	Listen to the speaker Follow adult directions Use books/tools appropriately	Take turns Help others when needed Use kind words Encourage others Play Fairly Include others Stop, Walk, Talk procedures when there is conflict or challenges	Allow anyone to sit next to you Use appropriate voice level and language Say please and thank you	Use quiet voices Hold door for others Be polite Say "excuse me" Greet people politely Keep walkways clean	Eyes to yourself Quiet voices Wait quietly for your turn Respect school property	Use applause only Use quiet voices while waiting Be silent during the performance

BEVERAGES/SNACKS

Per state nutritional guidelines, we request that students **do not** bring energy drinks, coffee drinks, or soda to school. In addition, we ask that parents send students to school with healthy snack choices like granola bars, crackers, and string cheese. **Please avoid** providing unhealthy snacks like ramen noodles, chips, or candy. A "second chance" breakfast is available during snack recess for students who do not eat breakfast at school. **There is no sharing of food.**

BICYCLE/SCOOTER SAFETY

Upon entering the school grounds, students must walk their bikes to and from the bike racks and lock their bikes to the racks. The school is not responsible for lost, damaged, or stolen bicycles. Parents should discuss bicycle safety with their children. Disregarding bicycle safety rules will result in the denial of the privilege to ride a bike to school. Note: Children are required by law to wear a bicycle safety helmet. These regulations refer to E-bikes, and E-Scooters as well.

BREAKFAST

Breakfast is served in the cafeteria from 7:35 to 8:05 a.m. Students must be in line to be served breakfast by 7:45 a.m. Students who elect not to have breakfast may go to the cafeteria for “second chance breakfast” during their snack recess.

BULLYING

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. To be considered bullying, the behavior must be aggressive and include the following:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Definition of Cyberbullying

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Types of Bullying

There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- Physical bullying involves hurting a person’s body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching

- o Spitting
- o Tripping/pushing
- o Taking or breaking someone's things
- o Making mean or rude hand gestures

Preventing Bullying

Our staff will do the following to prevent bullying and to help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports by doing the following: be empathetic to their concerns-affirm their feelings and ask them what happened
- Take families' concerns about bullying seriously.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline policy.
- PROVIDE AN IMMEDIATE CONSEQUENCE FOR RETALIATION AGAINST STUDENTS WHO REPORT BULLYING.

Reporting Bullying

Under Assembly Bill 9 (Seth's Law),

- All credible incidents are reported to the school administration within 24 hours.
- Within three school days, the incident is investigated
- If no evidence of bullying is found, students are reminded of the school's anti-bullying information.
- If bullying has occurred, a plan for the bullied student and bully is developed separately. The incident is documented.

BUSES

Riding the bus is a privilege. Students are expected to adhere to all school rules when riding the bus. Students who violate the rules may be issued a citation from the bus driver. If a student receives a bus citation, the privilege may be removed. Serious violations may also result in disciplinary measures. The procedures below will ensure your child's safety.

1. All school rules are in effect at the bus stops and on the bus. Children who fail to follow these rules will receive a bus citation.
2. Parents and guardians must opt for their child to be a bus rider or a walker. It becomes confusing to the student and the staff when a child's method of transportation is changed. We ask parents to choose one method of transportation for the school year.
3. Children may not bring friends with them on the bus.

BUS EXPECTATIONS

BE SAFE

- Students must follow the driver's instructions at all times.
- Students must remain seated and facing forward with their feet on the floor.
- All body parts must remain inside the bus and away from open windows.
- When loading, students must remain at least 12 feet away from the bus until the doors are opened!

- Students must observe pedestrian safety at all times and are not to cross the street unless escorted by the driver.
- Emergency equipment is not to be tampered with unless instructed by the bus driver in the event of an emergency.

BE RESPECTFUL / BE KIND

- Students must not spray aerosols, colognes or perfumes on the bus.
- No Littering ~ No objects of any kind are to be thrown in or out of the bus.
- Students are not to interfere with other students or their possessions.
- Cell phones & electronic devices must not be seen.

BE RESPONSIBLE

- Every student must be registered to ride the bus.
- Students must talk quietly (no yelling, screaming or other loud noise that may distract the driver).
- Eating, drinking and chewing can be choking hazards and are not permitted on the bus.

CALENDARS

The school calendar is located on the homepage of the Paradise Elementary website. It has events for the entire school year and is regularly updated by our office staff. Parents are invited to attend school-wide events and to participate in parent committees, such as the Parent Teacher Organization (PTO) and School Site Council (SSC). In addition to the school calendar, information will be communicated through the AERIES Parent Portal.

CAMERAS AND CAMPUS SECURITY

The PUSD Board of Education is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft. The Board believes that the reasonable use of surveillance cameras will help the district achieve its goals for campus security.

District surveillance system recordings may be used in disciplinary proceedings, and the matters captured by the camera may be referred to local law enforcement, as appropriate.

CELL PHONES

While the Paradise Elementary staff acknowledges the importance of electronic communication between students and their parents, it must also be noted that instructional time is precious and must be protected from unnecessary disruption. Students with cell phones and wearable electronics, may not turn on or use their phones or wearable electronics on school grounds until the end of the instructional day, unless there is a life-threatening situation. If a cell phone or watch rings or a student uses one without permission, school staff will follow this protocol: confiscate it, send it to the office, and file a discipline referral. After the first infraction, the student may pick up the cell phone at the end of the school day. On the second infraction, a parent must pick up the cell phone. On the third infraction, the cell phone must be picked up by a parent, and the student loses the privilege of bringing the cell phone to school.

CLOSED CAMPUS

Paradise Elementary School is a closed campus. Once a student arrives at school, he or she may not leave without being checked out through the main office. All visitors are required to sign in through the main office.

CONTACTING YOUR CHILD DURING SCHOOL HOURS

Take the time each day before your child leaves for school to inform them of after-school arrangements. To ensure an uninterrupted learning environment, we cannot interrupt classrooms to deliver messages or items to your child. The teacher will be emailed that an item is waiting in the office, but please note that teachers may not review their email until the end of the day.

CURRICULUM STANDARDS

Paradise Unified School District has developed and adopted curriculum standards as per California State mandates and aligned to the Common Core State Standards (CCSS). Student progress will be monitored using multiple forms of assessment data, including the Smarter Balanced Assessment, IXL Reading and Math Assessments, Amplify dyslexia screener, and District Benchmarks.

DANGEROUS OBJECTS

Gag toys (such as shocking devices), laser devices, bullets, toy guns of any kind, guns, and knives of any kind or sharp objects are considered dangerous objects and are strictly prohibited. Possession and/or use of such items may lead to suspension and/or a recommendation for expulsion in accordance with California Ed. Code.

DISCIPLINE PLAN

At Paradise Elementary, we believe all students have the right to learn and all teachers have the right to teach. To ensure a safe and distraction-free learning environment, Paradise Elementary utilizes the following to teach, model, and help students internalize important character traits: PBIS school-wide expectations, monthly virtues, and the SchoolTools.TV daily character education lessons. Each teacher has a fluid and progressive discipline plan in place that includes both rewards and consequences. Rewards may include praise, parent contact, and other teacher-choice acknowledgments. Consequences are progressive, and include verbal warnings, written warnings, parent contact, and office referrals. If a student is referred to the office, their behavior has been deemed by the teacher as detrimental to the learning environment or the safety of themselves or others. The principal will handle all discipline progressively. This may include verbal warning, written warning, parent contact, or other more formal discipline aligned with PUSD Board Policies and California Education Code. School teachers and administrators have discretion with respect to the application of these guidelines on a case-by-case basis. Progression may vary depending on the severity of offenses or the number of repeated offenses. Every effort is made to respect the privacy rights of all children. Although your student may report what they perceive to be the consequences of another student's actions, this information is only shared with each child's own parent or guardian.

DISMISSAL

Students in TK-1st grade will remain with their teacher until the parent/caregiver shows to pick them up. The student will then be released by their teacher to go to the front gates where they will either be guided to the waiting parent or escorted to their parent's car. All grades 2-6 "parent pick-up" students will be escorted to the front courtyard by their teacher. Once their parents arrive, students will be released to exit the front gates to go to their parents.

All students must be picked up by 2:45 p.m. (1:45 p.m. on early dismissal days).

DRESS CODE

The Governing Board of the Paradise Unified School District encourages students to dress appropriately for school, noting that when they are neatly attired and take pride in their appearance, there is less misbehavior and a more effective learning environment is created.

1. Clothing apparel may not be obscene, vulgar, or contain negative school statements.
2. Hair should be clean and neatly groomed and should not disrupt the learning process.
3. Gang-related apparel is considered to be hazardous to the health and safety of the school environment and shall be prohibited at all times.
4. Hats or attire which condone, advertise, or encourage gang activity, violence, or the use of drugs, alcohol or tobacco are not allowed. Hats, hoods, or other headgear are to be removed when indoors.
5. Tops and dresses should adequately cover the body so as not to offend teachers, staff, parents, or other students.
 1. Halter tops, tube tops, spaghetti strap shirts, loose-fitting tank tops (straps must be a minimum of 1.5" in width), midriff-baring tops are not allowed.
 2. Dresses should be no shorter than where the tips of your fingers reach when arms are extended against the side of the body
 3. Shorts should be no shorter than where the fingers connect to the hand when arms are extended against the side of the body
 4. All undergarments must be completely covered at all times
6. For health and safety reasons, shoes or sandals must be worn at all times. High heeled shoes or boots and shoes with wheels are the cause of many injured ankles and limit students' ability to fully participate in recess and p.e. For school activities, flat or low heeled shoes are most appropriate.
7. Pajamas are not to be worn to school unless they have specific permission from their teacher.

EARLY RELEASE OF STUDENTS

For the safety of your child, a valid photo ID is required when checking out students. Anyone signing your child out of school **MUST** be listed on the student's Aeries emergency card. Please be aware that when students leave early it will affect their attendance and achievement.

EMERGENCY CONTACTS

It is important to keep emergency contacts updated in case of an emergency or disaster. Should changes to the information of any contacts occur throughout the year, please notify the office. All changes to emergency contacts must be made in person. Our school will not allow changes or additions to be made on the phone. Persons listed on the emergency contact record are required to show photo identification when checking out students. Photo identification must be an official, unexpired form of identification, and the name on the identification must match the name of the person listed on the emergency contact. Cards from local stores, banks, or membership clubs are not permissible forms of identification.

EMERGENCY DRILLS

Emergency drills are part of our regular education program and are scheduled monthly as required by law. Teachers will instruct children on procedures in the event of a fire, earthquake, lockdown, or other disaster. Students are asked to follow their teacher's directions quickly, quietly, and exactly.

EMERGENCY PROCEDURES

In the event of an emergency (e.g., earthquake, fire, lockdown), be assured that the staff at Paradise Elementary in conjunction with Paradise Unified have established procedures in place. Your child's safety is our priority, and monthly drills allow us regular opportunities to prepare for various emergencies. Included in our handbook below are important information points that can assist our school in the event of an emergency. Keep your child's emergency contacts up to date. Let us know when phone numbers change. Note: when a parent or guardian comes to the office to change emergency contacts, he or she will be asked to show photo identification. Know our student release procedures. In the event students are released from school, we will require you to have photo identification. Students will be released from either the front office area or the parking lot, whichever location is the safest. Follow the directions of the Paradise Elementary staff. In the event of an emergency, we are required to keep records of all students. Please be calm and patient, so that our staff may focus their attention on ensuring the safety and well-being of all students. The PUSD-adopted Parent Square app will be used in the event that we need to contact families.

FEVER

When a child has a fever of 100° or higher, they will be sent home from school. Children must be fever free for 24 hours before they may return to school.

INDEPENDENT STUDY

Should you plan to have your child absent from school for necessary reasons other than illness, please contact your child's teacher or the school office to arrange for an Independent Study plan to enable your child to continue in the educational process. The plan must be completed by the first day back at school. Please refer to PUSD Board Policies for further information.

INTERVENTION

Students who have academic, behavioral, attendance, or health needs may be referred to the Student Study Team (SST). SST teams may include classroom or special education teachers, the principal, and other support personnel as needed. The group discusses a student's particular need and provides recommendations to assist the classroom teacher in helping each student reach his or her potential.

Additionally, throughout the school day, students in grades 1-6 who are not meeting grade-level reading benchmarks receive thirty-fourty minutes of during school intervention daily.

LIBRARY

The library is available for student exploration and enjoyment. Teachers may send groups of students to do research at their scheduled and all open library times. Students are guided in their classroom library time by the classroom teacher and the library clerk. Library skills, research skills, and book exploration are facilitated by the teacher. Students and their parents are responsible for all books (textbooks and library books) issued to them, and lost or damaged books must be paid for.

LOCKDOWN PROCEDURES

As outlined in the District Safety Plan, defined procedures are in place in the event that the school needs to be secured due to an intruder on campus or unsafe conditions near the campus. These procedures are practiced with students throughout the year. In the event of an actual lockdown, the Paradise Elementary campus will be fully secured and not accessible to anyone other than the police and emergency personnel. Notices will be sent home by the end of the school day should a lockdown occur.

LOST AND FOUND

All personal belongings should be marked with your child's name. There is a large coat-rack/storage box located in the cafeteria for lost articles. Small items such as watches, jewelry, etc. are turned into the office. Items left unclaimed are donated to a charity organization 2-3 times a year. Any personal items of value should remain at home.

MASCOT & COLORS

Our school mascot is a panther, and our school colors are blue and white.

MATERIALS

Students should only bring required materials to school, as directed by school staff. This includes pencils, books, homework, and assignments. Other materials, including toys (such as but not limited to balls, games, cameras, trading cards), should remain at home. Items deemed inappropriate or unnecessary for the learning environment may be held by staff and returned to parents. **Candy and gum** are not allowed.

MEDICATION

All medication must be stored in the Health Office. The school nurse/health aide may confer with the parent and physician in regard to the dispensing of the medication. The following procedures must be adhered to by the parent:

1. The Medication Request Form needs to be completed and returned to the school.
2. The medication must be brought to school in the original container. The pharmacist's label must indicate the name of the student, date, name of the doctor, name and dosage of the medication, and method of administration.

The Medication Request Form authorizes the school nurse/health aide to administer medication or to give instructions to non-medical personnel in the administration of the medication. Please note: Students are prohibited from having any medication in their possession. This includes over-the-counter medication, such as aspirin and cough drops.

OBSERVATIONS

Any parent or legal guardian wishing to conduct a formal observation in a teacher's classroom must make this request through the principal. Requests must be made at least 24 hours in advance and are limited to 15-30 minutes to prevent disruption of learning.

PARENT CONFERENCES

Parent conferences provide an opportunity for teachers to explain a student's progress, and it provides parents and guardians the opportunity to ask questions regarding how to support their child's learning. As a reminder, custodial parents or guardians must be in attendance at the conference unless otherwise requested in writing. Formal parent conferences are at the end of the first trimester. Parents are encouraged to contact teachers throughout the year should they want to discuss their student's progress.

PARKING

Parking is available in the Paradise Elementary parking lot and in the designated area along Pearson Road.

PERSONAL PROPERTY & TOY POLICY

To maintain a focused learning environment and prevent the loss of cherished items, **students are not permitted to bring toys, sports equipment (such as balls), electronic devices, or other personal items from home.**

Why this rule is in place:

- **Minimizing Distractions:** Items from home can easily draw attention away from lessons, group activities, and academic focus.
- **Preventing Loss and Damage:** The school cannot be responsible for personal items that are accidentally misplaced, broken, or stolen.
- **Promoting Fairness:** The school provides all necessary recess equipment and learning materials to ensure a safe, inclusive, and equal experience for every student.

Exceptions: Items brought for pre-approved academic purposes (such as a scheduled "Show and Tell" or a specific classroom project) are allowed but must remain tucked away in the student's backpack until the designated time.

PHOTO AUTHORIZATION

Some of the learning experiences students enjoy during the school year are photographed and videotaped. Occasionally the photographs and tapes may be shown or displayed representing the school site or District. A photo excusal form is provided at the time of your child's annual registration. This will also exclude your student's photo from school publications (including the yearbook).

PHYSICAL EDUCATION

Physical Education (PE) is a part of the daily instructional program at Paradise Elementary. Students receive at least twenty minutes of PE each day (200 minutes over 10 school days). Proper attire is expected in order to run, jump, throw, and actively participate in the PE program. Proper attire would include supportive closed-toe tennis shoes and clothes that will permit adequate movement. Participation is a large percent of your child's PE grade, therefore proper attire is essential.

PARENT TEACHER ORGANIZATION

PTO (Parent Teacher Organization) The PTO is an active group of parents and school staff who seek parental support and participation throughout the year. Everyone is invited to attend PTO meetings, held monthly. Anyone interested in volunteering on PTO may reach out to the front office to connect to our PTO President.

REPORT CARDS

Grades are based on the student's individual achievement in relation to the established criteria and objectives of the class. The grades earned are indicative of the student's individual achievement rather than a competitive standing in relation to other students.

SCHOOL ACCOUNTABILITY REPORT CARD

The School Accountability Report Card (SARC) provides information to the community to allow public comparison of schools for student achievement, environment, resources & demographics. Paradise Elementary SARC can be viewed on its website. Additionally, parents may request a paper copy of the SARC at the front office.

SCHOOL SITE COUNCIL

School Site Council is a group of parents and staff who guide the direction of our School Site Plan and provide direct input in regard to our school program. Parents who are interested in being elected to serve on our School Site Council may contact the office.

SMOKE-FREE ZONES

Smoking or other use of tobacco products by students, staff, or visitors is prohibited at all times on school property.

STUDENT DROP-OFF

The yellow loading zone in front of the main office is dedicated to dropping off and picking up students. Please do not park in the loading zone with the exception of special events. When arriving to the loading zone, please do the following:

1. Pull forward to the very end of the loading zone. If you are behind a car, please pull forward directly behind the car in front of you. This ensures we are helping to unload as many cars as possible.
2. Remain in your vehicle. If your child needs help unloading, please use the parking lot.
3. Use hands-free devices and refrain from texting during drop-off. Doing so will ensure safety.

STUDENT STUDY TEAM

Our school team strives to support each student's academic achievement. In the event that a student is struggling to master grade-level concepts or exhibiting behavior that prevents learning, the school team may initiate a Student Study Team (SST) meeting to identify possible supports. Families will be contacted to attend a meeting where we will discuss the student's strengths, areas of need, and possible supports. Parents and guardians can request a meeting if they have concerns about their child's progress.

TELEPHONE CALLS

The office telephone is for school business use only. Students are not allowed to use the telephone except in emergencies. For your child's safety and privacy, all calls related to your child will only be accepted from parties authorized on the emergency card, and authorization will be verified.

TITLE IX and NON-DISCRIMINATION

Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." (20 U.S.C. §1681, *et seq.*)

Title IX applies to schools, local and state educational agencies, and other institutions that receive federal financial assistance from the U. S. Department of Education.

For more information on our school district's Title IX policy, please visit:

<https://www.pusdk12.org/Resources/Parent-Resources/Title-IX-and-Non-Discrimination/index.html>

TRUANCY

Attendance is mandatory. Students who willfully miss school or are tardy 3 times in excess of 30 minutes without the consent of their parents or school personnel are considered truant from school. The school will make every effort to remediate the behavior of students who are truant. Remediation may include formal letters, parent conferences, referral to the School Attendance Review Board (SARB), and a referral to the District Attorney (Ed Code 48200 and 48262).

VISITORS

All visitors and volunteers must check in and check-out through the main office, no matter how short the stay or whether they enter a classroom. Knowing who is on campus will help us provide for our students' safety and security. The following guidelines have been adopted for all visitors:

- District policy states that the teacher must have notification and consultation at least 24-hours prior to classroom visits and will be accompanied by a school administrator or designated staff member.
- Classroom visitors must be over the age of 18. Non-school-age children are welcome at Student Trimester Award Assemblies, after-school events, and family/community nights but are not permitted at other during-school events or field trips.

VOLUNTEERS

If you are interested in volunteering in your child's classroom, please check with your child's teacher. Classroom volunteer selection is up to teacher discretion based upon classroom needs. As children get older, they become more independent, so there may be more classroom volunteering opportunities in the lower grades than in the upper grades. Our PTO welcomes your support, so please reach out to them if you are interested in supporting Paradise Elementary beyond the classroom. **The PUSD Volunteer Policy outlines specific requirements for volunteers. Please refer to this policy for specific information about requirements for photo identification, fingerprinting, and TB testing.

WRITTEN PERMISSION

For a student to have permission to go home with another student and/or adult, or go home in a mode of transportation that is different from the usual, he/she must bring a written request from home that a parent or guardian signs. The note needs to be submitted to the school office before dismissal.

Paradise Elementary School
School and Family Compact

Families and schools must work together to help students achieve rigorous academic standards. Through this partnership, our students can meet their academic potential in a supportive and caring learning environment. Through a process that includes teachers, staff, and families, the following are agreed-upon responsibilities that we, as partners, will carry out to support our students' success.

Student Pledge: I accept the following responsibilities and will do my best to follow them:

- Be at school, on time, and ready to learn.
- Bring completed assignments and homework back to school when it is due.
- Follow school and classroom rules.
- Respect and show kindness to all members of my school community.

Student Signature

Date

Family/Parent Pledge: I accept the following responsibilities and will do my best to follow them:

- Provide time and a quiet space for homework.
- Read to my child or encourage my child to read every day (20 minutes for TK-3rd grade and 30 minutes for grades 4-6).
- Ensure that my child attends school daily, on time, and with adequate sleep.
- Participate in school activities.
- Respect and show kindness to all members of my school community.

Parent/Guardian Signature

Date

School Staff Pledge: I accept the following responsibilities and will do my best to follow them:

- Teach relevant and engaging lessons that promote student achievement.
- Maintain high expectations and nurture students' love of learning.
- Communicate regularly with families regarding student academic progress.
- Establish and maintain a safe, kind, and caring learning environment.
- Model lifelong learning to improve teaching and student learning.
- Participate in collaborative decision-making.
- Work with the school community to make Paradise Ridge a welcoming environment for all.
- Respect and show kindness to all members of my school community.

Teacher Signature

Date



Parent and Family Engagement Policy

All members of the Paradise Elementary School Community (parents/guardians, teachers, staff, and students) are essential in making sure that all students reach their full academic potential in a safe, kind, and engaging learning environment. This document outlines the development and intent of the Title I Parent and Family Engagement Policy.

What is Paradise Elementary's Title I Program?

Due to the number of students who qualify for free or reduced lunches, Paradise Elementary receives supplementary Title I funding, which allows for the provision of additional programs and materials. The Title I supplementary program supports students in achieving grade-level standards and complements the core instructional program provided by classroom teachers.

How are parents made aware of and involved in Paradise Elementary School's Title I Program?

Paradise Elementary School convenes an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. Specifically, a Title I Parent Meeting is scheduled on Back to School Night before classroom presentations. The site council meetings and PTO meetings are other opportunities for the Title I program to be shared and discussed with parents.

What does parent involvement mean at Paradise Elementary?

Parent involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

- parents play an integral role in assisting their child's learning
- parents are encouraged to be actively involved in their child's education at school
- parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

How did Paradise Elementary School (PES) develop the parent and family engagement policy with parent input?

The parent and family engagement policy was initially reviewed, revised, and approved by the PES School Site Council (SSC). The policy was subsequently shared at the annual Title I meeting. All feedback/suggestions related to the parent and family engagement policy will be shared with SSC for their review and consideration.

How are parents aware of state academic standards, state assessments, and local assessments?

The school will make available to parents a description and explanation of the California State Standards, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet:

- Paradise Elementary School teachers share student assessment progress and results during parent/teacher conferences and via report cards.

How are parents involved in their child's education?

The school will provide parents with opportunities for regular meetings to formulate suggestions and participate in decisions relating to their children's education. Paradise Elementary School will address recommendations in a timely manner:

- Parents are invited to School Site Council meetings, to join the PTO, and to participate in its monthly meetings.
- Parents meet with Paradise Elementary School teachers for conferences during Parent/Teacher Conference Day.
- Parents are encouraged to volunteer in their child's classroom.
- Parents meet with Paradise Elementary School teachers through parent/teacher conferences and Student Study Team meetings regarding students who are academically at risk.
- Parents may make appointments to speak with school personnel to discuss their child's program anytime during the school year.
- Communication systems, e.g., ParentSquare, will be in place to allow for regular communication between home and school.
- School-to-home correspondence will be made available to parents in their native language.

How is the Parent and Family Engagement Policy distributed to all stakeholders?

The policy will be posted on the school website and included in the family handbook at the beginning of the school year. Copies of the policy will be available in the school office upon request.