

PARADISE HIGH SCHOOL  
*Home of the Bobcats*



Student/Parent Handbook

2026-2027

Paradise High School  
Web Site  
[www.phs.pusdk12.org](http://www.phs.pusdk12.org)

Includes links to the following items:

Daily Bulletin  
Aeries Website  
Updated Calendar of Events  
Sports Schedules  
SARC  
And more...

Main Office

7:30 AM – 4:00 PM

Principal, Kelli Gordon

Principal, Christina Voigt



5911 Maxwell Drive  
Paradise, CA 95969  
Phone (530) 872-6425  
Fax (530) 872-6427

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 Betsy Amis, 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 and Parents/Guardians,

Welcome to Paradise High School!

We are excited to welcome you to the Bobcat family. At Paradise High School, our mission is to provide a safe, supportive, and engaging learning environment where every student is challenged to grow academically, socially, and personally. Our school community is built around three core maxims that were developed by our teachers, students, families, and community members: **Connected, Hard Working, and Future Focused**.

Being **Connected** means building positive relationships, treating others with respect, and contributing to a school where everyone feels they belong. Being **Hard Working** means taking pride in your efforts, demonstrating integrity, and striving for personal excellence in the classroom, on the field, and throughout our campus. Being **Future Focused** means preparing for life beyond high school by developing the knowledge, skills, and character needed for success in college, career, military service, and our community.

Paradise High School offers a wide range of academic opportunities, including Advanced Placement (AP), UC/CSU A-G approved courses, dual enrollment with Butte College, Project Lead the Way (PLTW), and Career Technical Education (CTE) pathways. In addition to academics, students are encouraged to become involved in athletics, visual and performing arts, leadership, clubs, and community service. We believe that meaningful participation both inside and outside the classroom helps students develop confidence, leadership, and lifelong friendships.

This handbook has been created to help students and families understand the expectations, opportunities, policies, and procedures that support a positive and successful school experience. We encourage you to read it together and use it as a resource throughout the school year. By working together, we can create a school culture where every student feels safe, supported, and empowered to succeed.

We look forward to partnering with you during the coming school year. If you have questions or need assistance, please don't hesitate to reach out to a teacher, counselor, administrator, or staff member. We are here to support you and are honored to be part of your educational journey.

Welcome to Paradise High School, and Go Bobcats!

Kelli Gordon, Principal

Christina Voigt, Principal

**2026-2027**

**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                | Betsy Amis     |
| Asst. Supt. Business Services | David McCready |
| Director of Student Services  | Dena Kapsalis  |

**PHS Hours**

|                             |                                 |                         |
|-----------------------------|---------------------------------|-------------------------|
| <b>Attendance Office</b>    | Hours 7:30 A.M-4:00PM.          | 872-6425 ext. 3000      |
| <b>Health Clerk</b>         | Hours 7:30 A.M-4:00PM.          | 872-6425 ext. 3000      |
| <b>Main Office</b>          | Hours 7:30 A.M-4:00PM           | 872-6425 ext. 3000/3030 |
| <b>Transportation Dept.</b> | Bus Time Schedule/Routes/Passes | 872-6484                |

**PHS VOICEMAIL/PHONE DIRECTORY (2025-2026)**  
**PHONE( 530) 872-6425 FAX (530) 872-6427 counseling fax (530) 872-6418**

**Principal:** Gordon, Kelli 3009

**Principal:** Voigt, Christina 3005

| OFFICE                                   |             | COUNSELORS                     |             | SUPPORT STAFF                    |             |
|------------------------------------------|-------------|--------------------------------|-------------|----------------------------------|-------------|
| <b>Attendance Coordinator</b>            |             | Harness, Necol ( O-Z )         | 3003        | <b>Site Psychologist</b>         |             |
| Riley, Adi                               | 3000        | Hizal, Daniel ( A-F )          |             | Ingersoll, Carly                 | 3115        |
| <b>Finance Clerk</b>                     |             | Johnsen, Alisa ( G-N )         | 3023        | <b>Athletic Director</b>         |             |
| Conway, Johanna                          | 3029        | <b>Mental Health Clinician</b> |             | Cleek, Jerry                     | 3126        |
| <b>Principal's Secretary</b>             |             | Lambert, Jesse                 | 3123        | <b>Campus Supervisors</b>        |             |
| Gordon, Sara                             | 3030        | <b>Speech Therapist</b>        |             | Baker, Bryson                    | 3203        |
| <b>Registrar</b>                         |             | Aitken, Emma                   | 3013        | Springsteen, Josh                | 3203        |
| Hughes, Michaela                         | 3027        | <b>YFC</b>                     |             | <b>Head Custodian</b>            |             |
|                                          |             | Crayton, Liz                   | 3014        | Troy Yartz                       | 3128        |
| <br><b><u>PHS Certificated Staff</u></b> |             |                                |             |                                  |             |
| Bancroft, Mitchell                       | 3112        | Hankins, Karlye                | 3120        | Mortimer, Cameron                | 3104        |
| Baranek, Nancy                           | 3502        | Hansbrough, Chris              | 3506        | Murphy, Janel *                  | 3504 / 3402 |
| Baugh, Justin                            | 3302        | Herringer, Chris               | 3119        | Robinson, Elliott                | 3202 / 3401 |
| Braun, Michael                           | 3118        | Jimenez, Pedro *               | 3114        | Rackerby, Megan                  | 3116        |
| Bullock, Josh*                           | 3111        | Kagan, Rachel*                 | 3206/ 3208  | Sutter, Matt                     | 3113 / 3124 |
| Carlson, Cindy                           | 3103        | Krinsky, Ambrosia              | 3205        | Swenson, Sherry *                | 3106        |
| Castellanos, Sharon *                    | 3015        | Krulder, Jori *                | 3109        | Swift, Stephanie                 | 3101        |
| Deadmond, Sean *                         | 3105        | Lynn, Matthew                  | 3504        | Weiglein, Bailee                 | 3102        |
| Forward, Lowell*                         | 3503 / 3507 | Marsters, Wendy                | 3207        |                                  |             |
| Grubiss, Nick                            | 3117        | Milone, Ally *                 | 3301 / 3125 | <b>*Denotes Department Chair</b> |             |

**Paradise eLearning Academy (PeLA)**

|                |      |
|----------------|------|
| PELA Classroom | 3405 |
| Parks, Tracy   | 3403 |
| Smith, David   | 7001 |

|                     |      |               |      |                    |      |
|---------------------|------|---------------|------|--------------------|------|
| Cafeteria (Kitchen) | 3400 | PE/Boys       | 3302 | TAP (Rachel Kagan) | 3206 |
| Conference Room     | 3010 | PE/Girls      | 3301 | Tech               | 3204 |
| Fitness Room        | 3303 | Ridge Retreat | 3121 | Training Room      | 3308 |
| FLS Room, 501       | 3501 | SRO           | 3020 | Weight Room        | 3304 |
| FLS Room, 502       | 3502 |               |      | Woodshop           | 3503 |
| Health Office       | 3008 |               |      |                    |      |
| Library             | 3200 |               |      |                    |      |
| Office Desk 2       | 3007 |               |      |                    |      |

**URGENT 3050**  
**POLICE 530-872-6241**  
**FIRE 530-533-6363**  
**2026-2027**

**Paradise High School Bell Schedule (26-27)**

**Regular Day Schedule**

**Mon, Tues, Thurs, Fri**

|                                                                                   | <u><b>Period</b></u>  | <u><b>Start</b></u> | <u><b>Stop</b></u> |                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------|---------------------|--------------------|-------------------------------------------------------------------------------------|
|  | <b>Period 1</b>       | 8:30 AM             | 9:27 AM            |  |
|                                                                                   | <b>Period 2</b>       | 9:32 AM             | 10:32 AM           |                                                                                     |
|                                                                                   | <b>Extended Break</b> | 10:32 AM            | 10:42 AM           |                                                                                     |
|                                                                                   | <b>Period 3</b>       | 10:42 AM            | 11:39 AM           |                                                                                     |
|                                                                                   | <b>Period 4</b>       | 11:44 AM            | 12:41 PM           |                                                                                     |
|                                                                                   | <b>LUNCH</b>          | 12:41 PM            | 1:21 PM            |                                                                                     |
|                                                                                   | <b>Period 5</b>       | 1:26 PM             | 2:23 PM            |                                                                                     |
|                                                                                   | <b>Period 6</b>       | 2:28 PM             | 3:25 PM            |                                                                                     |

| <u><b>Wednesday PLC Day Schedule</b></u> |                     |                    |
|------------------------------------------|---------------------|--------------------|
| <u><b>Period</b></u>                     | <u><b>Start</b></u> | <u><b>Stop</b></u> |
| <b>Period 1</b>                          | 8:30 AM             | 9:18 AM            |
| <b>Period 2</b>                          | 9:23 AM             | 10:16 AM           |
| <b>Extended break</b>                    | 10:16 AM            | 11:24 AM           |
| <b>Period 3</b>                          | 10:24 AM            | 11:12 AM           |
| <b>Period 4</b>                          | 11:17 AM            | 12:05 PM           |
| <b>LUNCH</b>                             | 12:05 PM            | 12:45 PM           |
| <b>Period 5</b>                          | 12:50 PM            | 1:38 PM            |
| <b>Period 6</b>                          | 1:43 PM             | 2:31 PM            |
| <b>Teachers' PLC</b>                     | 2:45 PM             | 3:30 PM            |

| <u><b>Minimum/ Finals Day Schedule</b></u> |                      |                      |
|--------------------------------------------|----------------------|----------------------|
| <u><b>Time</b></u>                         | <u><b>Period</b></u> | <u><b>Period</b></u> |
| <b>8:30-9:45</b>                           | Period 1             | Period 4             |
| <b>9:45-9:55</b>                           | Passing              | Passing              |
| <b>9:55-11:10</b>                          | Period 2             | Period 5             |
| <b>11:10-11:20</b>                         | Passing              | Passing              |
| <b>11:20-12:38</b>                         | Period 3             | Period 6             |
| <b>12:38-12:55</b>                         | Lunch                | Lunch                |
| <b>1:00</b>                                | Bus Departs          | Bus Departs          |
|                                            |                      |                      |

## Paradise Unified School District 2026-27 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

| 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  |

22 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      |     |      |     |       |     |     |

19 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  |     |

20 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  |      |     |       |     |     |

34 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  |      |     |       |     |     |

14 days for TK-6

15 days for 7-12

| 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

| 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  |      |     |       |     |     |

29 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

| 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    |     |     |

14 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  |       |     |     |

16 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  |       |     |     |

3 days for TK-6

2 days 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, & PHS Calendar Information

9/10 Minimum Day  
10/8 Minimum Day  
10/30 End of 1st Trimester (50 days)  
11/06 Parent Conference Day (no school)  
1/14 Minimum Day  
2/11 Minimum Day  
2/19 End of 2nd Trimester (56 days)  
6/3 Minimum Day/Last Day of School/End of 3rd Trimester (54 days)

### Key

CED = Cedarwood Elementary School  
PRES = Paradise Ridge Elementary School  
PHS = Pine Ridge School

### PHS, PELA, PHS & RDV Calendar Information

9/30 Minimum Day (7th-8th)  
10/8 Minimum Day (7th-8th)  
12/17 & 12/18 Minimum Day (9th-12th grade only - Finals)  
12/19 End of 1st Semester (85 days)  
1/7 Minimum Day (7th-8th)  
2/11 Minimum Day (7th-8th)  
6/1 & 6/2 Minimum Days (7th-12th; 9th-12th Finals)  
6/2 RDV Graduation  
6/2 Last Day of School/End of 2nd Semester (95 days)  
6/3 PHS and eLearning Graduation  
6/3 Teacher Work Day (no school)

### Key

PHS = Paradise Junior High School  
PELA = Paradise eLearning Academy  
PHS = Paradise High School  
RDV = Ridgeline Continuation High School

### School-Wide Calendar Information

8/11 Teacher Work Day (no school)  
8/12 First Day of School  
9/7 Labor Day (no school)  
11/11 Veterans' Day (no school)  
11/23-11/27 Thanksgiving Break (no school)  
[5 school days--Thanksgiving 11/24]  
12/22/2025 - 1/1/2026 Winter Break (no school)  
[10 school days--Christmas 12/25, New Year's Eve 12/31]  
1/18 Martin Luther King, Jr. Day (no school)  
2/12 Observation of Lincoln's Birthday (no school)  
2/15 Presidents' Day and Washington's Birthday (no school)  
3/18 Potential Make-Up Day  
3/19 Potential Make-Up Day  
3/22 Staff Development Day (no school)  
3/26 Potential Make-Up Day  
3/29 - 4/2 Spring Break (no school)  
[5 school days--Easter 3/28]  
5/28 Potential Make-Up Day  
5/31 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.





## **Paradise High School Maxims**

*At Paradise High School, our culture is guided by three core maxims developed collaboratively by our teachers, students, families, and community members. These maxims reflect the values we strive to demonstrate every day and serve as the foundation for our decisions, actions, and relationships.*

### **Connected**

*We build positive relationships by treating one another with kindness, respect, and empathy. We foster a safe, inclusive school community where every student feels valued, supported, and encouraged to contribute. Strong connections with peers, staff, families, and our community help create an environment where everyone can succeed.*

### **Hard Working**

*We believe that effort, perseverance, and personal responsibility are essential to success. Students are encouraged to challenge themselves academically, participate actively in school activities, demonstrate integrity, and take pride in their work. We celebrate growth, resilience, and a commitment to continuous improvement.*

### **Future Focused**

*We prepare students to succeed beyond high school by encouraging goal setting, critical thinking, and lifelong learning. Whether students pursue college, career, military service, or another pathway, we strive to equip them with the knowledge, skills, and character needed to become responsible, productive citizens and leaders in their communities.*



*These maxims represent the shared expectations of the Paradise High School community. By embracing these principles each day, students contribute to a positive school culture and help make Paradise High School a place where everyone can learn, grow, and thrive*

## **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 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. 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 evening calls. 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. If sending a note, parent notes must specify specific dates and duration of absence. Makeup work may not be accepted for unexcused absences.

### **Chronic Absences**

Compulsory education laws require us to monitor and report excessive absenteeism. A student is defined as “chronically absent” if they have missed 10% or more of the school year for any reason - excused or unexcused. If a student’s absences due to illness become excessive (greater than 10% of the school year), the student will receive a chronic absence letter which requires that 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 or truant.

### **Truancies**

Unexcused absences are truancies. When a student accrues three truancies, the parent/guardian will receive a Notification of Truancy letter, which describes the parent/guardian responsibilities in ensuring their student attends school regularly. If the truancies continue, the parent/guardian will receive additional notification and will eventually be required to attend a meeting with the school principal to design and sign a school site attendance contract. If the school site attendance contract is violated, the student and parent/guardian will be referred to the School Attendance Review Board (SARB). The SARB board conducts hearings to determine next steps including a referral to outside agencies, school changes, court

referrals, and other interventions.

We encourage you to contact our school anytime to review your student's attendance records and to request support.

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;

### **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 by administrative discretion. 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.
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. **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 one (1) day and a maximum of fifteen (15) days.
    - Written requests should be made at least 5 business days in advance. A parent/guardian is responsible to come in person to the library 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.
    - No more than 15 days will be granted per school year
  - 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**
  - Long term independent study can be requested through Paradise E-Learning Academy

### **Adult Students (Age 18 and Older)**

**The rights of students who are 18 years of age or older shall be recognized in accordance with Paradise Unified School District Board Policies 5113 and 5125 and applicable California law.**

**Adult students enrolled at Paradise High School are expected to:**

- Attend school regularly and punctually.
- Provide written verification for all absences and tardies in accordance with school attendance procedures.
- Complete all required school and extracurricular participation forms. When district policy, the nature of the activity, insurance requirements, or contractual agreements require parent/guardian acknowledgment or consent, a parent/guardian signature may also be required.
- Students who are 18 years of age or older remain subject to all campus attendance and checkout procedures while enrolled at Paradise High School. Adult students may verify their own absences as permitted by law; however, early release from campus during the school day shall follow Paradise Unified School District and school checkout procedures, which may include parent/guardian notification for student safety.
- Follow all school rules and regulations as outlined in the Student Handbook, Board Policies, California Education Code, CIF regulations (when applicable), and all local, state, and federal laws.

### **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 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, Statistics, English 11, English 12, U.S. History, and Statistics. Students may be eligible for state funds to cover AP test fees. Additionally 4 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 the following link [Parent/Student Aeries](#). 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/Articulation:** 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. By completing these courses, students can earn both high school and college credit. Digital Photography, Emergency Medical Technician (EMT)
- **Concurrent Enrollment:** High school students enrolled in two separate academically related institutions, attending the college campus.

## 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, Engineering, Woodworking, Emergency Medical Technician, Patient Care, Drama and Multi-media Applications.

### **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)<sup>1</sup>

## **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 the Activities Director 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**

Each student will be issued a Chromebook. In order to be issued a Chromebook and 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, student conflict resolution, or any question that students wish to discuss with their counselor.

If a student requests a class change for any reason other than a scheduling error they will be directed to set up a meeting with parent and teacher for approval. Counselors are available in the Main Office.

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<sup>1</sup>

## **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 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**

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.

Please see instructor syllabus for individual class grading breakdown information.

## 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<br>4 yrs recommended | 3 years req'd<br>4 yrs recommended |
| CTE <sup>†</sup>                       | 10         | N/A                                | N/A                                |
| Visual/Performing Arts (Fine Arts)     |            | 1 year***                          | 1 year***                          |
| World Languages                        |            | 2 years                            | 2 years req'd<br>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<br>3 yrs recommended    |
| Physical Education                     | 40*        | N/A                                | N/A                                |
| Electives                              | 70         | 1 year***                          | 1 year***                          |
| <b>Total</b>                           | <b>230</b> |                                    |                                    |
| <b>Assessments</b>                     |            | <b>ACT or SAT</b>                  | <b>ACT or SAT</b>                  |

\*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>

<sup>†</sup>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. Students and families will receive communication throughout the year regarding graduation expectations and etiquette. Failure to adhere to communicated expectations and etiquette may result in students not walking the graduation ceremony and/or printed diplomas being withheld.
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. 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.

## **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 10<sup>th</sup> 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 11<sup>th</sup> grade level. The Early Assessment Program (EAP), used by some colleges for course placement, is part of this exam. All 11<sup>th</sup> grade students take the California Science Test as part of the SBAC Assessment.

## **Visitors to Campus**

To ensure the safety of students and staff and minimize interruption of the instructional program, visitor registration is required in the main office. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

### **Registration Procedure**

In order to register, a visitor shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

- His/her name, address, and occupation
- His/her age, if less than 21
- His/her purpose for entering school grounds
- Proof of identity
- Other information consistent with the provisions of law

### **Principal's Registration Authority**

The principal or designee may refuse to register any visitor if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke any visitor's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

When a visitor fails to register, or when the principal or designee denies or revokes a visitor's registration privileges, the principal or designee may request that the individual promptly leave school grounds.



## **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. 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)**

Paradise Unified School District's Bullying/Harassment Board Policy states:

The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate but lying of any student. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Bullying has a specific definition in Ed Code (48900(r)):

Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

The three elements of bullying are 1) Intent to harm, 2) Power imbalance and 3) Repeated acts or threats of aggressive behavior.

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.

### **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**

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.

Expectations for Dances:

- Dances are a privilege. All school rules apply;
- Students who have five (5) or more lunch intervention are not eligible to attend the next major dance.
- No dance shall start until all assigned chaperones have arrived;
- 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;
- A student who leaves a dance before it is over will not be readmitted. Parent notification may be made;
- 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;
- 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

### **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**

DO- Cover appropriately for the school environment

- Cover abdomen from armpits to waistband of bottoms
- Cover buttocks completely

DON'T- Wear clothing with inappropriate graphics or wording, including those depicting:

- Known gang styles
- Controlled substances, including references to marijuana and brands such as "Cookies"
- Alcohol, including brands such as Sierra Nevada and Coors
- Violence and/or weapons, including guns
- Lewd or sexually suggestive, including brands such as Playboy

Paradise High School places responsibility for personal appearance and dress on the parents and students of this school. Students who come to school in clothing that is not compliant with the dress code will be provided with alternate clothing. Incompliant article of clothing will remain in the office until the end of the day.

### **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**

Paradise High School is committed to educating students about the health risks associated with tobacco, nicotine, and vaping products while maintaining a safe and healthy learning environment. The possession, use, sale, or distribution of tobacco, nicotine, vape devices, e-cigarettes, or related products is prohibited on campus, at school-sponsored activities, and on school transportation.

#### **First Offense**

- Confiscation of the device or product.
- Referral to a tobacco/vaping intervention or education program.
- Lunch Intervention assignment.
- Parent/guardian notification.

## Second Offense

- Confiscation of the device or product.
- Referral to an additional tobacco/vaping intervention.
- Saturday School assignment.
- Parent/guardian conference.

## Third and Subsequent Offenses

- Confiscation of the device or product.
- Referral to an additional tobacco/vaping intervention.
- Progressive discipline, which may include additional Saturday Schools, in-school suspension, suspension, loss of extracurricular privileges, or other disciplinary action consistent with Board Policy, California Education Code, and administrative discretion.
- Parent/guardian conference.

Students found possessing, using, selling, furnishing, or distributing tobacco, nicotine, vaping devices, or related products may also be subject to additional disciplinary action as permitted by California Education Code and Paradise Unified School District Board Policy.

## Cell Phones- (Electronic Devices, IPODs, Tablets, etc.)

Over the past years, many school districts have developed a school phone policy. The purpose of the PHS phone policy is to minimize the disruptions in the classroom that are impacting student learning and engagement.

It is our job to ensure that our students are engaged and learning from bell to bell for each of their class periods. This is for your student's future success in their careers after high school or for their further education. It aligns with Paradise High School's maxims of Connected, Hard Working, and Future Focused.

**The policy is a simple one. No cell phones are out during class time, this includes in the halls. If a student has a phone out their teacher or campus supervisor will ask the student to place their phone in the green basket until the end of the day. Students who refuse to place their phones in the basket will be contacted by Campus Supervisors before the end of the day to collect the phone. Further refusal can result in guardian contact to discuss further consequences.**

We are not asking for students to not have phones at school, we are simply asking them not to use them during class and to not have them on in class. They may use them on school grounds before school, during passing periods, lunch, and after school. In addition, headphones will be available in every classroom to use with Chromebooks.

We need your help!

- 1) Talk to your student about the importance of their education and being engaged in their classes.
- 2) Please only contact or expect contact from your student during break times.
- 3) We understand that emergencies come up and for this reason, will assist any parent or family member needing to contact a student during the school day. Any person wishing to contact a PHS student during class time must call the office at 530-872-6425. The office can relay a message to



the student or call the student out of class to come to the office to take the phone call. Parents/family members attempting to contact their student via cell phone should not expect to receive a response during class time and should instead instruct their student to respond during lunchtime, breaks, or after school.

Thank you in advance for your support in explaining to your students the proper time to use the phone.

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

### **Chromebooks**

Paradise High School has a one-to-one Chromebook program. Every student will be assigned a Chromebook that will go home with them at the end of each school day. They are to bring it to school fully charged every day.

Student chromebook Responsibilities and Contract is attached on page 29-30 .

### **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.. To gain and maintain the privilege and services, a student must adhere to the following:

- 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.
- 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 designatedStaff/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.

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.

### **Fights/Student Conflicts**

Paradise High School is committed to providing a safe learning environment. Students are encouraged to seek help from a teacher, counselor, administrator, or campus supervisor if they feel threatened, unsafe, or are experiencing a conflict. Most disagreements can be resolved without violence.

Students should:

- Report threats, harassment, or conflicts to a staff member immediately.
- Walk away from conflicts whenever possible.
- Avoid encouraging, spreading, or participating in rumors or social media conflicts.
- Ask an adult for help before a situation escalates.

Fighting is a **suspendable offense** and includes:

- Engaging in mutual combat or physical altercations.
- Threatening or attempting to start a fight.
- Joining or "jumping into" an existing fight.
- Encouraging or participating in a fight.
- Recording, photographing, or livestreaming a fight.
- Gathering around a fight in a way that encourages or escalates the incident.

Students who fight, threaten to fight, jump into a fight, or record or encourage a fight may receive:

- Suspension for up to five (5) school days.
- Referral to law enforcement when appropriate.
- Recommendation for expulsion for serious or repeated incidents, including those involving serious bodily injury.

Any student who causes serious bodily injury to another person may face immediate suspension, referral to law enforcement, and recommendation for expulsion in accordance with California Education Code and Paradise Unified School District Board Policy.

### **Hall Passes**

Each teacher will allow 5 hall passes per semester per student. 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. Cell phone policy applies during class times.

### **Prohibited Items and Behaviors**

Paradise High School has the right to confiscate any prohibited items found on campus and may not return these items. Paradise High School administration and campus security will not investigate lost or stolen prohibited items, including electronic devices, tablets, iPods or cell phones. 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. 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 High School students should avoid incriminating photos or statements depicting violence, hazing, sexual harassment, vandalism, stalking, underage drinking, selling, possessing, or having controlled substances.

### **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.

## **Cameras and Campus Security**

The 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 reasonable use of surveillance cameras will help the district achieve its goals for campus security.

District's 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.

## **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.

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

## **Athletic and Extra-Curricular Policies**

Please reference the Athletic Handbook at <https://phs.pusdk12.org/> under Athletics



Paradise Unified School District

Student Chromebook Responsibilities and Contract

Paradise Unified School District is pleased to offer a 1:1 Chromebook program, including a Chromebook, power adapter, and limited protection coverage. Chromebooks are issued as an educational tool only, and they need to be kept in good working order at all times. They are to be handled responsibly like any item PUSD issues to a student.

A Chromebook is like a textbook, in that we expect students to treat them with respect. We understand that since it's an electronic device, there may still be unexpected issues that arise. The following explains the items covered and those that students must pay for (intentional acts of neglect/abuse and loss).

## Contract Repair/Replace Terms

**Deductibles** - 1st covered repair - \$0 (no deductible); 2nd covered repair - \$35; 3rd covered repair - \$35

- After three repairs/replacements in one school year, the student is referred to site administration and the coverage is void for the remainder of the year. At that point, the parent/guardian is responsible for all damage or loss.

**Loss or Damage** - Report the loss or damage immediately to the library staff. In the event that school is not in session email: [techteam@pusdk12.org](mailto:techteam@pusdk12.org)

- If the loss is due to theft, burglary, robbery or vandalism, a police report must be filed. A copy of the report must be submitted to the District Office in order to avoid paying replacement cost. The report can be submitted in person or by emailing it to [techteam@pusdk12.org](mailto:techteam@pusdk12.org)

### **Covered Issues**

- Accidental damage, cracked screens, drops, liquid spills and submersion  
(All incidents will be evaluated for deliberate abuse/neglect)
- Theft, burglary, robbery with **an official police report**  
(**FIRST INCIDENT ONLY** - Any subsequent incidents result in full charges for repair or replacement)
- Vandalism by a third party - with an official police report or school administrator incident report
- Mechanical failures are covered even if not under a manufacturer's warranty

### **Issues Not Covered**

- KEYCAP LOSS - Purposeful removal of keycaps from keyboards will be considered vandalism and will not be covered under the protection plan. **DO NOT REMOVE KEYS FROM YOUR KEYBOARD AS IT DAMAGES THE UNDERLYING MECHANISM.**
- Intentional acts of neglect/abuse, including cosmetic damage
- Unexplained loss or mysterious disappearance, including law enforcement seizure
- Loss of accessories, software or data, including power supply and protective cover
- Tampering with or any unauthorized attempts to repair device, install software, "jailbreaking" or removing the device from the PUSD managed domain

(Issues of this type will be referred to site administration for violation of the Student Use of Technology Policy)

Paradise Unified School District

Student Chromebook Responsibilities and Contract



## **Repair and Replacement Costs for Chromebooks intentionally damaged/neglected.**

### **Repairs**

1. Keyboard \$ 25
2. Trackpad \$ 20
3. Touch LCD \$100
4. USB Logic Board \$ 30
5. Motherboard (USB left/HDMI/Headphone) \$130
6. Palm Rest \$ 20

**Replacement Costs**

1. Replacement costs for Chromebooks for the school year are:
  - 1st year (1 - 12 months): \$300
  - 2nd year (13 - 24 months): \$175
  - 3rd year (25 - 36 months): \$100
  - 4th year (37 - 48 months): \$ 50
2. Replacement of power adapter: \$ 25

- 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/ucp/>.

# 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

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| <p>Contacts for Programs and Services Covered Under the UCP</p> <p>Adult Education and Regional Occupational Centers and Programs, Career Tech Ed (CTE) Leadership and Instructional Support Office; 916-322-5050</p> <p>After School Education and Safety, After School Division; 916-319-0923</p> <p>Agricultural Vocational Education, Career &amp; College Transition Division; 916-319-0887</p> <p>American Indian Education Centers and Early Childhood Education Program Assessments, Coordinated Student Support Division; 916-319-0906</p> <p>Career Technical Education, Career and College Transition Division; 916-322-5050</p> <p>Child Care and Development (including State Preschool), Early Education and Support Division; 916-322-6233</p> <p>Child Nutrition, Nutrition Services Division; 800-952-5609</p> <p>Discrimination, Harassment, Intimidation, Bullying, Student Lactation Accommodations, and LGBTQ Resources, Education Equity UCP Appeals Office; 916-319-8239</p> <p>Educational Rights of Foster and Homeless Students, Coordinated School Health and Safety Office; 916-319-0914</p> <p>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</p> <p>No Child Left Behind (2001) programs (Title I/II), 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</p> <p>Physical Education, Instructional Minutes, Science, Technology, Engineering, and Mathematics (STEM) Office; 916-323-5847</p> <p>Pupil Instruction, Course Periods Without Educational Content or Previously Completed Courses, Categorical Programs Complaints Management (CPCM) Office; 916-319-0929</p> <p>School Facilities for Williams Complaints, School Facility Planning Division; 916-322-2470</p> <p>Special Education, Procedural Safeguards and Referral Services Unit; 800-900-0648</p> <p>Tobacco-Use Prevention Education, Coordinated School Health &amp; Safety Office; 916-319-0914</p> <p>Unlawful Pupil Fees, Categorical Programs Complaints Management (CPCM) Office; 916-319-0929</p> |  |
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# 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 2016-17)
- 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 4600–4637.
- 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.