

ANNUAL PARENT & STUDENT HANDBOOK



PARADISE CHARTER MIDDLE SCHOOL

2024-2025

Paradise Charter Middle School

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GENERAL INFORMATION

Welcome

Welcome to the 2024-2025 school year!

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

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

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

Chris Palmer

School Mission Statement

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

Commitment to Students and Parents

Paradise Charter Middle School staff take pride in

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

School Contact Information

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

Phone: (530) 872-7277

Fax: (530) 762-4478

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

2024-2025 Dates to Remember

8/14

First Day of School

9/2	Labor Day Holiday
10/11	End of First Quarter 11/1 No School
11/11	Veteran's Day Holiday
11/25-11/29	Thanksgiving Break
12/20	End of First Semester
12/23 -1/3	Winter Break
1/ 20	MLK Holiday
2/14 & 2/17	Presidents' Holiday No School
3/7	End of Third Semester
3/20-3/21	Potential Weather Make-Up Day*
3/24	Staff Development Day - No School
4/21	Potential Weather Make-Up Day*
4/14-4/18	Spring Break - No School
5/26	Memorial Day Holiday- No School
5/23	Potential Weather Make-Up Day*
5/29	Last Day of School and Graduation

***Potential Weather Make-Up Day**

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

Daily Schedule

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

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

5th/Lunch 12:25-1:25	6th Lunch 12:55-1:25		English	PE	Science	History
6th 1:25-2:25	Wellness	Wellness	PE	Math	History	English

7th 2:25-3:15	PE	PE	Wellness	Wellness	Wellness	Wellness
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Friday/Assembly Schedule – 8:45- 1:00

Time	6th A	6th B	7th A	7th B	8th A	8th B
1st 8:45-9:45	Math	English	Math	Science	English	Math
2nd 9:45-10:45	Science	History	Science	Math	Math	English
Break 10:45- 11:00						
3rd 11:00 - 12:00	English	Math	History	English	Science	History
4th/Lunch 12:00 - 1:00	History	Science	English	History	History	Science

Staff Directory

First	Last	Email	Title
Chris	Palmer	cpalmer@pcms.tv	Principal/Superintendent
Jennifer	Duran	jenniferduran@pcms.tv	Office Manager (M-Th)
Amy	Behlke	abelhke@pcms.tv	6 th Grade ELA/History Teacher
Brian	Faith	bfaith@pcms.tv	7 th & 8 th Grade History Teacher
Raina	McConnell		6 th Grade Math/Science Teacher
Yvette	Kolstad	ykolstad@pcms.tv	7 th & 8 th Grade ELA Teacher
Todd	Lanam	tlanam@pcms.tv	7 th & 8 th Grade Math Teacher
Chloe	Patton	cpatton@pcms.tv	7 th & 8 th Grade Science Teacher

Hope	Bolin	hbolin@pcms.tv	Cooking Teacher
Dustin	Miller	dmiller@pcms.tv	Physical Education Teacher
Pat Dave	Singer Neal	psinger@pcms.tv dneal@pcms.tv	ASP & Yard Supervision
Taylor	Hovey	thovey@pcms.tv	Resource Teacher

STUDENT ENROLLMENT AND DISENROLLMENT

Enrollment

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

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

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

Disenrollment

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

Handbook Accessibility (Print and Web)

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

Non-Discrimination and Uniform Complaint Process (UCP)

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

Complaint Process

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

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

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

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

In any case of harassment involving the Principal/Superintendent, the employee who receives the student's report or who observed the incident shall report to the Chairman of the Board of the Paradise Charter Middle School Board of Directors.

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

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

Chris Palmer,
Principal/Superintendent
6473 Clark Rd. Paradise, CA 95969
(530) 872-7277
cpalmer@pcms.tv

If the complaint is against the Principal/Superintendent, the Board President can be contacted below:

Denise Farrell, Board Chair
Paradise Charter Middle School
6473 Clark Rd. Paradise, CA 95969
(530) 872-7277
dfarrell@pcms.tv

The complete Uniform Complaint Procedures and the Uniform Complaint Form can be accessed [here](#). All policies can be requested at the school office or requested through the PCMS website under [Contact Us](#). For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

ATTENDANCE

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

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

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

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

BEHAVIOR AND EXPECTATION

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

Recognizing Students for Positive Behaviors

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

Positive Behavior Interventions and Supports (PBIS)

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

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

Restorative Practices

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

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

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

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

Annual Surveys

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

Dress and Grooming

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

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

Guidelines for attire:

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

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

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

Cell Phones & Other Personal Property

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

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

Harassment

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

Title IX Policy and Grievance Procedures for Sexual Harassment

Board Policy:

Paradise Charter Middle School ("School") is committed to maintaining a safe and respectful school environment that is free from discrimination and harassment. Title IX of the Education Amendment Act of 1972 ("Title IX") prohibits discrimination on the basis of sex, including sexual harassment, in School's education programs and activities.

This Title IX Policy for Sexual Harassment ("Policy") details School's commitment to maintain a learning environment that is free from sexual harassment and provides a grievance process for allegations of sexual harassment as defined under Title IX. Any individual can report sexual harassment at School to School staff (e.g., Principal, teachers, etc.), and School will take appropriate action in accordance with this Policy.

Sexual harassment is a form of gender discrimination in that it constitutes differential treatment on the basis of gender, gender identity or expression, or sexual orientation, and, for that reason, is a violation of state and federal laws and a violation of this Policy. School considers sexual harassment to be a major offense which can result in discipline of students and termination of employees.

Upon receipt of any report of Sexual Harassment, the Title IX Coordinator or designee will follow steps outlined in the School's Grievance Procedures for Sexual Harassment to make a final decision and provide remedies to the complainant, as/if deemed appropriate.

Either party may appeal the School's Written Decision, or its dismissal of a formal complaint or any allegation in the complaint, within **five (5) calendar days of the decision**. An appeal may be made on any of the following grounds: A procedural irregularity affected the outcome.

- A. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.
- B. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against complainant or respondent that affected the outcome of the matter.

Upon receipt of an appeal, School will provide a written notification to the other party about the appeal that gives both parties a reasonable, equal opportunity to submit a written statement in support of/challenging the appeal.

The Title IX Appeals Officer (not Decision-Maker, Title IX Coordinator, or Investigator) shall issue a written decision of an appeal, including the rationale for the result, to both parties simultaneously. The Title IX Appeals Officer will endeavor to issue their decision within **thirty (30) calendar days from the receipt of the appeal**.

ADMINISTRATIVE REGULATION

Paradise Charter Middle School ("School") is committed to maintaining a safe and respectful school environment that is free from discrimination and harassment. Title IX of the Education Amendment Act of 1972 ("Title IX") prohibits discrimination on the basis of sex, including sexual harassment, in School's education programs and activities.

Definition of Sexual Harassment Under California Law

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or

activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory comments, sexual innuendoes, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

Under Education Code section 230, harassment and other discrimination on the basis of sex include, but are not limited to, the following: exclusion of a person or persons from participation in, denial of the benefits of, or subjection to harassment or other discrimination in, any academic, extracurricular, research, occupational training, or other program or activity; and exclusion from participation in, or denial of equivalent opportunity in, athletic programs. The full definition of discrimination and harassment based on sex from Education Code section 230 can be found here:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=230.

The definition of sexual harassment under California law and the definition of Sexual Harassment under Title IX overlap in some areas. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on gender, sex, gender identity or expression, or sexual orientation are eligible to be investigated pursuant to School's Uniform Complaint Procedures. However, if any complaints alleging sexual harassment constitute Sexual Harassment as defined under Title IX (see below), the complaints shall be investigated under the Title IX Grievance Procedures for Sexual Harassment. School prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process.

Sex Equity in Education Act Statement

Students have all the rights set forth in Education Code section 221.8 (as applicable to School's programs). This includes the right to fair and equitable treatment, the right to a school environment without discrimination on the basis of sex, and right to be provided with an equitable opportunity to participate in all academic extracurricular activities. The description of all rights set forth in Education Code section 221.8 can be found here:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=221.8.

For more information about Gender Equity/Title IX, please visit the following CDE website:
<https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp>.

I. Scope and Jurisdiction

This Policy's Title IX grievance procedures apply only to conduct that falls within the definition of "Sexual Harassment" under Title IX. School employees or students may submit formal complaints of Sexual Harassment for investigation under this Policy. Sexual Harassment under Title IX means conduct on the basis of sex that falls within one or more of the following categories:

1. A School employee conditioning the provision of a school aid, benefit, or service on an individual's participation in unwelcomed sexual conduct.
2. Unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to School's education program or activity.
3. Sexual assault, dating violence, domestic violence, or stalking (as those terms are defined in 34 CFR section 106.30(a)(3)).

II. Title IX Personnel

School has designated the following individual as its Title IX Coordinator to coordinate the investigation and resolution of Sexual Harassment formal complaints as outlined in this Policy:

Chris Palmer
Paradise Charter Middle School
6473 Clark Rd.
Paradise, Ca 95969
Ph. (530) 872-7277

The Title IX Coordinator may designate other individual(s) to fulfill all or part of their duties. In addition to the Title IX Coordinator, the following Title IX Personnel are involved in the grievance process to address formal complaints:

- **Investigator**: The individual responsible for gathering all evidence related to the formal complaint. This individual will create an "Investigation Report" which will summarize the relevant evidence.
- **Decision-Maker**: The individual responsible for evaluating evidence in order to make a determination regarding the formal complaint. The Decision-Maker submits a written determination of findings to the parties.
- **Title IX Appeals Officer**: If applicable, this individual is responsible for evaluating an appeal of the final determination. The Title IX Appeals Officer cannot be a Title IX

Coordinator, Investigator, Decision-Maker, or any individual involved in the investigation of the formal complaint.

All Title IX Personnel (i.e., Title IX Coordinator, Investigator(s), Decision-Maker(s), Appeals Officer(s), and any person who facilitates an informal resolution process) will receive training in accordance with Title IX requirements. The Title IX Coordinator must ensure individuals responsible for investigating a formal complaint are neutral.

III. Reporting Allegations of Sexual Harassment

Any individual (e.g., a student or employee who is alleged to be a victim of Sexual Harassment or a parent/guardian of a student who is alleged to be a victim of Sexual Harassment), may report Sexual Harassment directly to the School Title IX Coordinator, or to any other available School employee who shall immediately inform the Title IX Coordinator. Reports of Sexual Harassment can be made in-person, by mail, by telephone, by electronic mail, or by any other means that result in a Title IX Coordinator receiving the person's verbal or written report.

IV. School's Initial Response to a Report of Sexual Harassment

Upon receipt of any report of Sexual Harassment, the Title IX Coordinator or designee will take the following steps. These steps are offered regardless of whether the complainant submits a formal written complaint:

1. Contact Complainant and Determine Need for Supportive Measures: The Title IX Coordinator will contact the complainant and respondent¹ to discuss the availability of supportive measures to stop the harassment, protect students, and ensure access to the educational program. If a formal complaint was not filed, the Title IX Coordinator shall explain to complainant the right to file a formal complaint and the process for filing a formal complaint. A formal complaint is one that contains the complainant's physical or digital signature, and it may be filed at any time with the Title IX Coordinator in person, by mail, or by email. A complainant may use the attached Title IX form to submit a formal complaint to the Title IX Coordinator.
 - a. Supportive measures are nondisciplinary and non punitive and shall be available at any point during the Title IX investigation. Supportive measures may include, but are not limited to: wellness check-ins, counseling services, extension of deadlines or course-related adjustments, modifications of work or class schedules, changes in work locations, or leaves of absences. The Title IX Coordinator is responsible for implementing the supportive measures.
2. Determine Need for Emergency Removal: The Title IX Coordinator will review the facts to determine whether the respondent (either student or staff) may need to be removed from the educational program or activity to prevent any further sexual harassment and/or maintain the safety of students and staff.

¹ The "complainant" is the individual who is alleged to be the victim of conduct that could constitute Sexual Harassment. The "respondent" refers to the individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment. If a parent or guardian has a legal right to act on behalf of a complainant or respondent, this right applies throughout all aspects of the Title IX matter, including the grievance process.

- a. School may determine that removal from the educational program or activity is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations. School will conduct an individualized safety and risk analysis before the removal. School shall provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.
- b. Should the emergency removal be challenged by the respondent, they must meet with the Executive Director, who shall make the final decision.
- c. If the respondent is a student, School is subject to applicable laws and school policies regarding involuntary removals, suspensions, and expulsions.
- d. If the respondent is an employee, the employee may be placed on administrative leave during the formal complaint investigation.

V. Initial Review of Formal Complaint

If a formal complaint is filed, the Title IX Coordinator will review the complaint to determine whether it raises allegations that fall within the definition of Sexual Harassment under Title IX as described above. School may consolidate multiple formal complaints where the allegations of Sexual Harassment arise out of the same/related facts or circumstances.

If it does, the Title IX Coordinator will follow this Policy's grievance procedures for formal complaints. If it does not, the Title IX Coordinator will determine whether the complaint should be dismissed (as explained below) and/or investigated pursuant to another applicable School policy (e.g., Uniform Complaint Procedures).

VI. Voluntary Informal Resolution Process

At any time after a formal complaint has been filed, but before reaching a determination regarding the allegation, School may offer an informal resolution process (such as a restorative justice or mediation session) to the complainant and respondent. However, the informal resolution process is not available where the complainant alleges that an employee sexually harassed a student. Participation in informal resolution is voluntary.

VII. Mandatory or Permissive Dismissal of Formal Complaint

Under certain circumstances, a complaint must or should be dismissed by the Title IX Coordinator. The Title IX Coordinator will endeavor to make this determination no more than **ten (10) school days** from the date they receive the formal complaint.

1. Mandatory Dismissal: The Title IX Coordinator must dismiss the formal complaint if they determine any of the following:
 - a. The alleged conduct would not constitute Sexual Harassment as defined under Title IX even if proved;

- b. The alleged conduct did not occur in School's education program or activity; or
 - c. The alleged conduct did not occur against an individual in the United States.
2. **Permissive Dismissal**: The Title IX Coordinator may dismiss a formal complaint if they determine any of the following:
 - a. The complainant has notified School, in writing, that they would like to withdraw the complaint or any allegations in the complaint;
 - b. The respondent is no longer enrolled in, or employed by, School; or
 - c. Specific circumstances prevent the School from gathering evidence to reach a determination with regard to the complaint.

Written Notice of Dismissal: If the Title IX Coordinator dismisses the complaint, they must send written notice of the dismissal simultaneously to both parties (complainant and respondent) as follows:

- The written notice should state the reason(s) for the dismissal and inform the parties of their right to appeal in accordance with the procedures described in the "Appeals" section below.
- If the Title IX Coordinator determines another School grievance procedure (e.g., Uniform Complaint Procedures) is the appropriate grievance procedure for the complainant's allegation(s), the written notice shall inform the parties (complainant and respondent) of School's intent to investigate the complaint through that grievance procedure.

VIII. Title IX Grievance Procedures

If the Title IX Coordinator does not dismiss the formal complaint, School will initiate the following Title IX Grievance Procedures and issue a Written Decision. School will endeavor to complete its investigation and issue a Written Decision within **sixty (60) calendar days of receipt of the formal complaint**.

1. Send Written Notice of Formal Complaint

The Title IX Coordinator must provide the parties (complainant and respondent) with a Notice of Formal Complaint. The Title IX Coordinator will endeavor to provide this Notice within **ten (10) school days of receipt of the formal complaint**. The notice shall include: (1) a copy of this Policy; (2) a description of the allegations potentially constituting Sexual Harassment with sufficient details known at the time; (3) a statement that the respondent is presumed not responsible for conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; (4) a statement informing the parties of the opportunity to have an advisor of their choice throughout the grievance process and the ability to inspect and

review evidence; and (5) a statement informing the parties that they must not knowingly make false statements or submit false information.

2. Investigator Conducts Investigation

The Investigator will gather and review evidence related to the allegations. This can include, but is not limited to, interviewing parties or witnesses, as well as reviewing relevant evidence. The Investigator will not require, request, or rely upon any information protected under a legally recognized privilege, unless the person holding such privilege has waived it.

Written notice of all investigative interviews or other meetings must be provided to any individual whose participation is invited or expected to be provided with sufficient time for the individual to prepare to participate. Notice must include the date, time, location, participants, and purpose of the meeting. Attendees of such meetings will have the right to be accompanied by an advisor of their choice.

3. Investigator Provides Parties Equal Opportunity to Review Gathered Evidence

The Investigator will provide both the complainant and respondent with an equal opportunity to review the evidence that is directly related to the allegations raised in the formal complaint. The parties will have a period of at least **ten (10) calendar days** before the Investigative Report is provided to the parties to review the evidence, ask the Investigator additional questions, and provide or suggest additional evidence to be considered by the Investigator.

4. Investigator Prepares and Shares Investigative Report

The Investigator will prepare an Investigative Report summarizing the relevant evidence. The Investigative Report is not School's final Written Decision. The Investigator will send the Investigative Report to the parties and their advisors, if any, for their review and written response at least **ten (10) calendar days** before issuance of the Written Decision. School will inform the parties in writing that they may submit to the Decision-Maker written, relevant questions that the parties want asked of any party or witness. The Decision-Maker is responsible for providing the responses (if any) to these questions to both parties.

5. Decision-Maker Issues Written Decision

The Decision-Maker will endeavor to issue the Written Decision within **sixty (60) calendar days from the receipt of the formal complaint**. The Decision-Maker will issue a Written Decision to both parties simultaneously. The Decision-Maker uses the "preponderance of evidence" standard (i.e., it is more likely than not that the respondent committed the alleged conduct). The Written Decision will include all of the following:

- a. Identification of the allegations potentially constituting Sexual Harassment.
- b. A description of the procedural steps taken by School during the investigation process (e.g., notifications to the parties, interviews with the parties and witnesses, site visits, or methods used to gather other evidence).

- c. Findings of fact supporting the determination.
- d. Conclusions regarding the application of School's policies to the facts.
- e. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions School imposes on the respondent, and whether remedies designed to restore or preserve equal access to School's educational program will be provided by School to the complainant.
- f. School's procedures and permissible bases for either party to appeal the decision.

6. Remedies

If School determines that the respondent engaged in Sexual Harassment, School will provide remedies to the complainant, as appropriate. This may include supportive measures. Remedies may also include: transfer from a class; parent/student conference(s); positive behavior support; warnings; detention; and/or formal discipline, such as suspension and expulsion. When an employee is found to have committed Sexual Harassment, School will take appropriate disciplinary action, up to and including termination, in accordance with School's policies and as permitted by law.

IX. Appeals

Either party may appeal School's Written Decision, or its dismissal of a formal complaint or any allegation in the complaint, within **five (5) calendar days of the decision**. An appeal may be made on any of the following grounds:

1. A procedural irregularity affected the outcome.
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.
3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against complainant or respondent that affected the outcome of the matter.

Upon receipt of an appeal, School will provide a written notification to the other party about the appeal that gives both parties a reasonable, equal opportunity to submit a written statement in support of/challenging the appeal.

The Title IX Appeals Officer (not Decision-Maker, Title IX Coordinator, or Investigator) shall issue a written decision of an appeal, including the rationale for the result, to both parties simultaneously. The Title IX Appeals Officer will endeavor to issue their decision within **thirty (30) calendar days from the receipt of the appeal**.

X. Record Keeping

School will maintain for a period of seven (7) years records pertaining to Title IX Sexual Harassment allegations in accordance with 34 CFR section 106.45(b)(10), as well as all material used to train Title IX Personnel.

Adopted: June 11, 2024

Use of School Materials and Repayment

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

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

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

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

Expected Campus Behavior

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

Arrival Expectations

When arriving on campus students are expected to

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

Meal Expectations

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

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

Student Activities

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

DISCIPLINE

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

Consequences for Misuse of Personal Electronic Devices

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

Conduct Procedures

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

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

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

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

Progressive Discipline Procedure

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

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

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

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

General Overview of the 'Step' Process

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

Suspension/ Expulsion

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

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

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

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

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

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

- Assault or battery on a school employee

All other suspensions/expulsions are at the discretion of the Principal/Superintendent.

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

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

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

ENGAGEMENT

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

Parents Will Assume Responsibility for the Following:

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

Students Will Assume Responsibility for the Following:

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

Staff Will Assume Responsibility for the Following:

1. Develop each student's academic potential to the fullest.

2. Remind parents of important dates for each semester.
3. Keep parents informed regularly of student progress.

Communication, Conferences, Staff Accessibility

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

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

Conferences

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

Staff Accessibility

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

Engagement Opportunities

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

PCMS Parent Leadership Council (PLC)

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

Surveys and Meetings

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

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

Aeries Parent Portal, REMIND and Email

PCMS keeps parents updated through various online platforms.

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

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

School Events and Field Trips

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

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

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

Student Council

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

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

After School Program

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

Athletics

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

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

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

Athletics Offered

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

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

ACADEMICS

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

Academic Integrity

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

Student Responsibilities

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

Consequences for Violations

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

Required Courses

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

State and Local Assessments

Statewide Testing

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

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

- **Smarter Balanced Assessments**

The Smarter Balanced computer adaptive assessments are aligned with the California State Standards. English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

- **California Science Tests (CAST)**

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

- **California Alternate Assessments (CAAs)**

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

- **CAA for Science**

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks.

- **English Language Proficiency Assessments for California**

The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

- **Physical Fitness Test**

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

State Assessment Exemptions

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

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

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

Local Assessments

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

STUDENT HEALTH AND WELLNESS

Medical and Medication

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

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

administration and releasing PCMS and its personnel from civil liability if the self-

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

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

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

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

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

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

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

Vision/Hearing/Scoliosis

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

Diabetes

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

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

Risk Factors Associated with Type 2 Diabetes

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

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

Warning Signs and Symptoms Associated with Type 2 Diabetes

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

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

Type 2 Diabetes Prevention Methods and Treatments

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

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

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

Emergencies and First Aid

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

Resuscitation Orders

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

Emergency Contact Information

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

Emergency Aid to Students with Anaphylactic Reaction

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

Dangers of Synthetic Drugs

The California Education Code 48985.5(a) mandates that schools inform parents or guardians of enrolled students about the risks associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, including the dangers of counterfeit pills that may contain these harmful substances. This notification aims to raise awareness among parents and guardians about the potential hazards their children might face and to help prevent drug-related incidents in the student population.

Using synthetic drugs not prescribed by a physician, such as fentanyl, poses significant risks. Fentanyl is extremely potent and can cause fatal overdoses even in small amounts. Regular use can lead to addiction, severe respiratory depression, cardiovascular issues, and mental health problems like anxiety and depression. Additionally, using these drugs is illegal and can result in criminal charges.

Counterfeit pills containing synthetic drugs are particularly dangerous. They often have unknown potency and composition, increasing the risk of overdose. These pills may contain multiple harmful substances and lack quality control, making them unpredictable and hazardous. Their misleading appearance can lead users to mistakenly consume them, thinking they are legitimate medications. This can delay appropriate medical treatment and worsen health outcomes.

Preventive measures include educating students and parents about the risks, encouraging safe prescribing practices, and providing access to counseling and overdose prevention resources. By raising awareness and taking proactive steps, communities can help protect individuals from the dangers of synthetic drugs and counterfeit pills. [Combatting Fentanyl with Actions and Resources](#).

CA Healthy Youth Act

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

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

Prevention of Human Trafficking

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

Counseling

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

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

Suicide Prevention

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

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

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

The Trevor Lifeline – 1.866.488.7386
www.thetrevorproject.org

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

Nutrition

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

Due to the Camp Fire, ALL PCMS students qualify for free school breakfast and lunch, Monday through Thursday through the 2024-2024 school year.

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

Community Resources

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

SCHOOL SAFETY & TRANSPORTATION

Pick Up and Drop Off

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

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

When students are not picked up within the 15-minute period allowed (barring unforeseen emergencies with appropriate notification of school personnel) the following consequences occur:

- The 1st time the student may not attend the next after/off campus school event.
- The 2nd time the student may not attend the next three after/off campus school events.
- The 3rd time the student is barred from all future after school/ off campus events.

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

Field Trips

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

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

At the beginning of the school year, a universal permission slip will be sent home to be filled out by the parent. An information slip with pre-requisites shall be returned for each field trip by an indicated date, signed by both the student and the parent/guardian.

All drivers must carry a minimum of \$100/300,000 liability limits and must provide the school with proof of current insurance and driver's license prior to departure.

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

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

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

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

Harassment, Discrimination, Intimidation and Bullying Information

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

What acts and behaviors constitute harassment

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

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

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

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

Emergency Preparedness

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

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

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

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

School Safety Plan

PCMS last revised its Comprehensive School Safety Plan in Spring 2024 and has adopted this plan for the 2024/2025 school year.

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

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

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

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

Blood-borne Pathogens and Infectious Materials

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

Volunteers and Visitors

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

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

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

Student Injuries

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

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

Pesticides

California law requires public schools to annually provide information related to the use of pesticide products expected to be applied at the school site. Please contact the administrative office if you wish to receive notification of individual pesticide applications at the school. The notice shall include the product name, the active ingredient or ingredients in the product, and the intended date of application. Please review the school's [Pesticide Information](#) for details regarding the active ingredient or ingredients in each pesticide product and the product names, etc. Access to more information on pesticides and pesticide use reduction developed by the CA Department of Pesticide Regulation can be found at <https://www.cdpr.ca.gov/>. *California Education Code Section 17611.5, 17612, 48980.3*

STUDENT RECORDS, DATA & PRIVACY

Special Education: Inspection of Records

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

Pupil Records; Notification of Rights

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

- The right to inspect and review the student's education records within five (5) business days of the day the school receives a request for access. Parents or eligible students should submit to the Principal/Superintendent, or designee a written request that identifies the record(s) they wish to inspect. The Principal/Superintendent, or designee will arrange for access and

notify the parent or caregiver.

- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the Principal/Superintendent, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, Paradise Charter Middle School will disclose education records without parental consent.
- When a student moves to a new district, Paradise Charter Middle School will forward the student's records upon the request of the new school district within 10 school days.

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

"Student Records" do not include:

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

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Directory Information

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

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

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

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

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

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

Marketing: Disclosure of Student Information

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

Medical Record Sharing

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

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

Immunizations

Cancer Prevention Act: Human Papillomavirus (HPV) Immunization Recommendation:

California private and public elementary or secondary schools are required to notify parent/guardians regarding the state's public policy and recommendations for the Human Papillomavirus (HPV) Immunization for students admitted or advancing to 6th grade. The California Health and Safety Code recommends that pupils are fully immunized against human papillomavirus (HPV) before admission or advancement to the eighth-grade. HPV may be contracted via skin-to-skin contact and has been directly linked to head, neck, larynx, and throat cancer and cervical cancer. HPV causes nearly 50,000 incidences of cancer annually, with thirteen percent of 10-year-olds already affected been infected with HPV. The HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks.

Recommended Vaccine Schedule:

- The Center for Disease Control (CDC) recommends that 11- to 12-year-olds receive two doses of HPV vaccine 6 to 12 months apart.
- Children aged 9 through 14 years who have received two doses of HPV vaccine less than 5 months apart will need a third dose.
- Three doses are also recommended for people aged 9 through 26 years who have weakened immune systems.

Contact your healthcare provider if you have additional questions.

California Education Code Section 48980.4. California Health and Safety Code Sections 1367.66, 120336, and 120390

Illegal Recording of Confidential Communication

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

Electronic Products or Services That Disseminate Advertising

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

APPENDIX

KNOW THE WARNING SIGNS AND AFFECTS OF EXPLOITATION

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

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



YOUNGER CHILDREN

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

TEENS

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

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

2024-2025 ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

Dear Parent/Guardian and Student:

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

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

ACKNOWLEDGMENT OF RECEIPT AND REVIEW

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

Student Name: _____

Grade: _____

_____ Parent/Guardian Name:

Address: _____

Home Telephone Number: _____

Signature of Parent/Guardian

Date: _____

Date: _____

Signature of Student