



*Parent/Student Handbook  
2017/18*



**Paradise Elementary School Office Staff/Hours**

Principal: Debbi Davis  
Principal's Secretary: Mrs. Carleen Edwards  
Health/Attendance Secretary: Mrs. Alba Turenne

Office Hours: 7:30 AM – 3:30 PM  
(530) 872-6415 Fax (530) 872-6419  
588 Pearson Road, Paradise CA 95969  
[www.pusdk12.org](http://www.pusdk12.org)

# Table of Contents

- Principal’s Welcome Letter .....2
- District/School Board Members .....2
- Table of Contents .....3
- Mission/Vision Statements .....4
- PES Staff .....5
- School Calendar .....6
- Daily Schedule .....7
- Daily Procedures .....8
- School Policies/Procedures/Programs**
- After School Programs .....8
- Attendance Policies/Procedure .....8
- Birthday Celebrations .....10
- Bus Safety/Policies .....11
- Cafeteria/Breakfast/Lunch Program .....13
- Class Placements/Class Changes .....13
- Classroom and School Volunteers .....13
- Communication .....14
- Custodial/Noncustodial Parents .....14
- Dress/Clothing Standards .....14
- Drug Free Policy .....15
- Emergency Cards .....15
- Emergency Disaster Information .....15
- Field Trips .....16
- Grading Policies/Procedures .....17
- Homework .....17
- Immunizations/Medication Policies/Protocols/Head Lice .....18
- Internet Access/Privileges .....19
- Leaving School Grounds During School Hours .....20
- Lost and Found .....20
- Meetings with the Teachers .....21
- Parking Lot Safety .....21
- School Wide Programs and Services (Team Success/Interventions) .....21
- School Wide Behavior Expectations .....23
- Anti-Bullying Expectations/Pledge .....24
- School Wide Recognitions and Rewards .....25
- School Wide Discipline Plan .....26
- Suspension/Expulsion .....27
- PTO - Panther Club .....28
- Parent/Teacher Conferences .....29
- Personal Items at School .....30
- Pets on School Grounds .....30
- School Site Council .....30
- Textbooks/Instructional Supplies .....30
- Visitors/Volunteers .....31
- Returned Acknowledgment of School Policies/Procedures .....32

## Principal's Letter

Dear Parents/Guardians:

Welcome to Paradise Elementary School! As the principal of Paradise Elementary School, I would like to extend a warm welcome to new and returning students and families. We encourage all parents and guardians to become involved in their child's education in as many ways as possible. The faculty at Paradise Elementary School is dedicated to student success and positive interactions with parents, along with the community as a whole. We are delighted in your interest, look forward to your participation and appreciate your two-way communication. All of these together will enable us to make PES the best place it can be for our students and families.

Please use this Parent/Student handbook as a means of reference and a tool to keep you informed. The PES Parent/Student handbook should answer many questions you may have about our school's programs, policies and daily operations.

Once again, welcome to **OUR** school. Please feel free to contact me if you have questions, concerns or suggestions/ideas you would like to discuss. We are all looking forward to a fantastic year, filled with a partnership of support and communication. Your child is very important to us, as are the relationships we build and establish with each other.

**Wishing you all a wonderful school year!**

Sincerely,

Debbi Davis, Principal  
(530) 872-6415  
[ddavis@pusdk12.org](mailto:ddavis@pusdk12.org)



### **District Office/School Board**

**Paradise Unified School District Office**  
6696 Clark Road Paradise, CA 95969 (872-6400)  
Interim Superintendent: Michelle John

#### **Board of Trustees**

President	Judith Peters
Vice President	Alan White
Clerk	Melissa Crick
Trustee	Michael Greer
	Richard Gingery, Jr.

[www.pusdk12.org](http://www.pusdk12.org)

## **Paradise Elementary School Mission Statement**

*The mission of Paradise Elementary School is to provide educational opportunities for all students, enabling them to reach their intellectual, social, physical and emotional potential in an ever-changing and challenging world.*

## **Paradise Unified School District Mission Statement**

The mission of Paradise Unified School District is to graduate responsible and productive citizens, with critical thinking and strong academic skills, by providing a rigorous, dynamic, comprehensive curriculum delivered in partnership with community, family and a competent, qualified staff in a safe and caring environment.

### ***Our school and district beliefs are:***

*Children come first.*

*Each person is unique, important and has equal inherent worth.*

*Education requires the shared, active commitment of students, family, school and community.*

*Caring is a basic human need.*

*Excellence in education is the maximum development of each individual's potential.*

*Democracy requires an educated citizenry.*

*Effective education prepares people to manage change.*

*Learning is a life-long process.*

*Respect, honesty and trust are essential to the well-being of society.*

*Positive self-esteem is essential to the development of the total person.*

*Everyone is responsible and accountable for his/her decisions.*

*Everyone has the right to an education.*

*Everyone is entitled to a safe and secure educational environment.*

## **Town of Paradise Mission Statement**

Adults and youth as one, striving together in trust to build a safe, sound and forgiving community. Within this community there are no superior attitudes or stereotypes, but rather a visible respect for one another in behavior and speech. A place where all are encouraged to learn citizenship and positive family involvement in the spirit of peace, passion and purpose.



**Certificated Staff**

**Principal:** Debbi Davis ddavis@pusdk12.org  
**School Psychologist:** Karl Stager kstager@pusdk12.org

**Transitional Kindergarten:**  
Michaella Gonzales [mgonzales@pusdk12.org](mailto:mgonzales@pusdk12.org)

**Kindergarten:**  
Kathy Holzwarth [kholzwarth@pusdk12.org](mailto:kholzwarth@pusdk12.org)  
Kelly Levin [klevin@pusdk12.org](mailto:klevin@pusdk12.org)  
Steve Caldwell [scaldwell@pusdk12.org](mailto:scaldwell@pusdk12.org)  
Nicole Fanning [nfanning@pusdk12.org](mailto:nfanning@pusdk12.org)

**First Grade:**  
Leslie Althoff [lalthoff@pusdk12.org](mailto:lalthoff@pusdk12.org)  
Gina Carr [gcarr@pusdk12.org](mailto:gcarr@pusdk12.org)  
Shelly Kiefer [skiefer@pusdk12.org](mailto:skiefer@pusdk12.org)

**Second Grade:**  
Amoreena Nestman [anestman@pusdk12.org](mailto:anestman@pusdk12.org) Lynn  
Pitman [lpitman@pusdk12.org](mailto:lpitman@pusdk12.org)  
Katy Schrum [kschrum@pusdk12.org](mailto:kschrum@pusdk12.org)  
Melissa Bailey [mbailey@pusdk12.org](mailto:mbailey@pusdk12.org)

**Third Grade:**  
Steve Bowden [sbowden@pusdk12.org](mailto:sbowden@pusdk12.org)  
Robin Patterson [rpatterson@pusdk12.org](mailto:rpatterson@pusdk12.org)  
Laura Taylor [ltaylor@pusdk12.org](mailto:ltaylor@pusdk12.org)

**Fourth Grade:**  
Sabine Coffee [scoffee@pusdk12.org](mailto:scoffee@pusdk12.org)  
Katy Fritz [kfritz@pusdk12.org](mailto:kfritz@pusdk12.org)  
Vicky Steindorf [vsteindorf@pusdk12.org](mailto:vsteindorf@pusdk12.org)

**Fifth Grade:**  
Laura Dalton [ldalton@pusdk12.org](mailto:ldalton@pusdk12.org)  
Frank Kalanquin [fkalanquin@pusdk12.org](mailto:fkalanquin@pusdk12.org)  
Lisa Shaw [lshaw@pusdk12.org](mailto:lshaw@pusdk12.org)  
Melissa Bailey [mbailey@pusdk12.org](mailto:mbailey@pusdk12.org)

**Team Success**  
Jason Bruno [jbruno@pusdk12.org](mailto:jbruno@pusdk12.org)  
Aleece Feldhaus [afeldhaus@pusdk12.org](mailto:afeldhaus@pusdk12.org)  
Joan Hasek [jhasek@pusdk12.org](mailto:jhasek@pusdk12.org)

*Unity*  
*I dreamed I stood in a studio*  
*And watched two*  
*Sculptors there.*  
*The clay they used was a*  
*Young child's mind*  
*And they fashioned it*  
*With care.*

*One was a teacher; the tools*  
*He used were books and*  
*Music and art.*  
*One was a parent with a*  
*Guiding hand and a gentle,*  
*Loving heart.*

*And when at last their*  
*Work was done*  
*They were proud of what they*  
*Had wrought.*  
*For the things they had*  
*Molded into the child*  
*Could never be sold*  
*Or bought.*

*And each agreed he would*  
*Have failed*  
*If he had worked alone.*  
*For behind the parent stood*  
*The school, and behind the*  
*Teacher, stood the home.*

*--Pat Coopman*

## PES TK-5th Grade Calendar Information

8/14	Teacher Work Day (no school)
8/15	<b>First Day of School</b>
9/4	Labor Day (no school)
9/7	Back to School Night
9/14	Minimum Day <b>Released @11:15</b>
9/29	Staff Development Day (no school)
10/26	Minimum Day <b>Released @11:15</b>
11/2	End of 1st Trimester (56 days)
11/3	Parent Conference Day (no school)
11/10	Veterans' Day (no school)
11/20-11/24	Thanksgiving Break (no school)
12/21/17-1/5/18	Winter Break (no school)
1/15	Martin Luther King, Jr. Day (no school)
1/18	Minimum Day <b>Released @11:15</b>
2/16	Lincoln's Birthday (no school)
2/19	Presidents' Day & Washington's Birthday (no school)
2/23	End of 2nd Trimester (59 days)
3/1	Minimum Day <b>Released @11:15</b>
3/16	Potential Weather Make-Up Day
3/30	Potential Weather Make-Up Day
4/2-4/6	Spring Break (no school)
4/9	Potential Weather Make-Up Day
5/10	Open House
5/25	Potential Weather Make-Up Day
5/28	Memorial Day (no school)
6/8	<b>Last Day of School/Minimum Day/ Released @11:15</b>

# PES Class Schedules

	TK & K	Grade 1	Grade 2	Grade 3	Grade 4*	Grade 5
Class	7:55 – 9:30 7:55 – 9:50	7:55 – 9:30	7:55 - 9:30	7:55 – 9:30	7:55 – 9:35	7:55 – 9:35
Nutrition Break	9:30 – 9:50 or 9:50 – 10:10	9:30 – 9:50	9:30 – 9:50	9:30 – 9:50	9:35 – 9:50	9:35 – 9:35
Class	9:50 – 11:05 or 10:10 – 11:05	9:50 – 11:15	9:50 11:25	9:50 – 11:35	9:50 – 11:45	9:50 – 11:55
Lunch	10:55 – 11:35 or 11:05 – 11:45	11:15 – 12:05	11:25 – 12:15	11:35 – 12:25	11:45 – 12:25	11:55 – 12:35
Recess	12:40 – 1:00	---	---	---	---	---
Class M, T, Th, F	1:00 – 2:00	12:05 – 2:00	12:15 – 2:00	12:25 – 2:00	12:25 – 2:05	12:35 – 2:05
Class Wed.	1:00 – 1:10	12:05 – 1:10	12:15 – 1:10	12:25 – 1:10	12:25 – 1:15	12:35 – 1:15

**Parents, please note:**

Students may not arrive at school before 7:30AM and must leave school by 2:10PM.

Supervision is not available for students prior to 7:30AM or after 2:10 PM.

Your child’s safety is of great importance to us, and we appreciate your help and cooperation in ensuring students are not on campus unsupervised before or after the stated times.



## Daily Procedures

### Early Morning:

- Upon entering the school grounds, students need to go directly to the playground or to the cafeteria for breakfast.
- Breakfast is served from 7:30-7:55AM.
- Upon finishing breakfast, students need to walk to the playground until the bell rings.
- At 7:50 AM a warning bell will ring for students to line up on the playground and wait for their teacher.
- **Instruction will begin at 7:55AM. Please help your students be at school on time everyday!**
- Students who arrive late must check into the office and obtain a pass BEFORE going to class.

### Recess/Nutrition Break:

- It is the responsibility of each student to remember to use recess time as an opportunity to eat their nutritious snack, use the bathroom facilities and get a drink if needed.
- Students are to play on the playground during recess and need to follow the playground rules.
- If students experience a problem on the playground, they need to see one of the supervisors on duty.

### Lunch:

- All students are expected to eat lunch every day, including minimum days. Be sure to send a nutritious lunch to school or purchase a lunch every day in the school cafeteria.
- Students are to play on the playground during recess (after eating) and need to follow the playground rules.
- If students experience a problem on the playground, they need to see one of the supervisors on duty.

### After School:

- Students who ride the bus home after school are expected to go directly to the bus line. They are not to stop and visit with others, use the restroom, talk to their teacher, etc.
- Students who are being picked up in front of the school will go directly to the front porch area to wait appropriately for their ride.
- Students who are being picked up by the bus lanes will wait on the primary blacktop for a staff member to safely cross them to the pick-up area.
- After school pick-up supervision ends at 2:10 P.M. At that point students will be brought to the office.
- **Students are NOT to be playing unsupervised on the playground after school. Please do not instruct your child to wait for you by the “big toy”, swing sets or on the playground.**

## After School Program (Boys and Girls Club)

The Boys and Girls Club, in partnership with Paradise Unified School District, offers an on-site after school education, enrichment and recreational program each afternoon until 6:00PM for Paradise Elementary School **students in grades 1–5**. Membership is awarded on a first-come, first-served basis, with a limit of one hundred students per day. Please contact Site Director, at 872-1502 for additional information.

## Attendance Policies/Procedures

Your child’s attendance is a very important component in their academic success. The law requires that students attend school between the ages of six and eighteen years, or until graduation from high school. It is, therefore, the responsibility of the parents or guardians to assure that their child is in attendance at school. When a student is absent, he/she misses class experiences that can never be replicated. Attendance plays a significant role in a student’s academic achievement and personal growth. Although student achievement is our primary focus when talking about students being at school, we cannot overlook two important elements. Student attendance is a school districts major source of funding and regular attendance is the law.

## **Legal and Unexcused Absences**

A pupil shall be excused from school when the absence is:

- Due to his or her illness.
- Due to quarantine under the direction of a county or city health officer
- For the purpose of having medical, dental, optometrical, or chiropractic services rendered
- For the purpose of attending the funeral services of a member of his or her immediate family (mother, father, grandmother, grandfather, brother or sister, or any relative living in the immediate household of the child)
- Due to an appearance in court
- Due to observance of a holiday or ceremony of her or her religion, attendance at religious retreats (not to exceed 4 hours per semester); must be approved in advance at least one day prior to requested release)
- Due to need to secure proper immunization.

**ALL OTHER ABSENCES ARE UNEXCUSED. PLEASE DO NOT SCHEDULE VACATIONS DURING SCHOOL.** Many parents are unaware that “going out of town” or “family fun days” with their children are unexcused absences. The district must report to the California Department of Education three or more unexcused absences/truancies and/or unexcused tardies in excess of 30 minutes per year.

## **Excusing Absences**

Parents are expected to notify the attendance office the day of an absence as to the reason and expected day of return. Notes will be accepted by the attendance secretary upon the student’s return if no phone contact has been made. **Parents have 3 days to call and clear a student’s absence.** If the absence has not been cleared within three days of the student returning to school, the absence will be recorded as unexcused. The 24-hour attendance answering machine telephone number is: (530) 872-6415 Extension 141. Absence verification should include:

### **Excusing by phone**

- \*The name of the student (first and last)
- \*The date of the absence
- \*The specific reason for the absence
- \*The parent’s name
- \*The student’s teacher and grade

### **Excusing by note**

- \*The name of the student (first and last)
- \*The date of the absence
- \*The specific reason for the absence
- \*The parent’s name
- \*The date the note was written
- \*Parent signature

***The State of California considers more than five absences a year as excessive.***

**The District 10% Policy:** To be implemented at a date designated by the superintendent or designee but not prior to the district’s 20<sup>th</sup> day of instruction. When a student has accrued absences due to illness verified by the parent with the methods listed above, equal to or surpassing ten percent (10%) of the school days during which the student was enrolled, from the date of enrollment to the current date, subsequent absences must be verified by a physician, health professional, school nurse, or other school personnel. Absences must be cleared daily, unless other arrangements are made with the school principal or designee. Failure to provide verification from a physician, health professional, school nurse, or other school personnel, will result in said additional absences being recorded as unexcused.

**Parent/Principal Meeting** - After the tenth absence/tardy a meeting is scheduled. It is designed to discover the causes of excessive absences and develop a plan to regain positive attendance patterns. This is an informal site intervention with an administrator, parents and student. The outcome will usually conclude with a contract between the family and the school on future attendance goals/requirements.

**SARB** - (Student Attendance Review Board) - The SARB meeting is a formal meeting held at the Paradise Unified School District Office. This meeting will usually take place when a Parent/Principal meeting is missed or absences and tardies continue to accumulate after a contract has been signed. At this point, the student's attendance is negatively affecting his/her ability to progress effectively in school. The Review Board will make a recommendation based on facts presented at this meeting. The recommendation will vary according to individual circumstances.

**Independent Study** - Independent Study contracts may be requested if your child will be missing five or more consecutive days of school. All assigned work must be completed in order to receive full attendance credit. Contract requests must be made one week prior to the first missed day of school. Please remember that the student misses far more than assignments (class instruction and projects/activities) when they are absent from school.

### **Intradistrict Attendance Agreement** –

It is the intention of PUSD to honor Intra-District Transfer Requests whenever possible.

PUSD Board Policy 5116.1 states: *“The parents/guardians of any student who resides within the district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district.”* (Education Code 35160.5)

Enrollment Priorities as stated in Board Policy and Education Code: *“No student currently residing within the school's attendance area shall be displaced by another student transferring from outside the attendance area.”* (Education Code 35160.5)

For the 2016-2017 school year we will use the following guidelines when a parent/guardian requests an intra-district transfer:

1. Parent/Guardian will be given our Intra District Form to complete **by any site upon request.**
2. They will be made aware of the above Board Policy and Education Code.
3. Parent/Guardian will be given district enrollment packet to complete.
4. Please tell parents/guardians we will do everything we can to honor their request but that we may not be able to honor their request due to over enrollment in the school of their choice.
5. Inform the parent/guardian that Intra-District Transfer Requests must be approved or denied by both the receiving and sending site Principals.
6. The Intra-District Transfer Request will be sent to the sending site to be signed and returned to the receiving site. The receiving site will maintain the original and the sending site will hold a copy of the request form.
7. Enroll the student in the requested school with a flag that this is an Intra-District student.
8. Inform the parent/guardian that you will be enrolling their child in the school of their choice and that if changes need to be made they will be notified prior to the beginning of the school year.

### **Birthday Celebrations**

Teachers have individual traditions for recognizing children's birthdays in the classroom. All classroom celebrations must have prior approval from the teacher and approval of items to be brought to school. When deciding how to celebrate your child's birthday, please keep the following in mind:

- Paradise Unified School District has a Wellness Policy as required by the Federal Government. This policy requires us to reduce the amount of unhealthy foods that students consume during the school day. We request that students who want to celebrate their birthdays with other students bring healthy snacks in lieu of processed cookies and cakes. Alternative choices include: 100% fruit juices, milk, cheese, yogurt, fresh fruit, vegetables and dip, bagels, trail mix, granola bars, and air-popped popcorn.



- All food items must be store bought and in original packaging.
- Food items will only be passed out to students after the lunch period.
- Food items may be delivered to the classroom before school begins or dropped off at the main office for your child to pick up after lunch. If you wish to deliver the snacks to the classroom, please let your teacher know so he/she can notify the office prior to your arrival.

Due to increasing food sensitivity among students and dietary needs, we encourage parents to bring alternative treats to the class instead of food items. Some suggestions could be:

- Donate a book to the classroom library.
- Donate sports equipment for the classroom (items must have teacher approval).
- Give gift bags with school supplies (items must have teacher approval).
- Be a guest in your child’s classroom and talk to the students about your job.

**Unfortunately, we are unable to provide parents with lists of student names and/or phone numbers and addresses. Birthday party invitations are not to be distributed at school.**

Delivery of balloons or flowers to school is strongly discouraged. Student deliveries to a classroom interfere with the learning environment. If balloons or flowers are delivered, students will be notified to pick up the delivery from the office at the end of the day.



### Bus Safety/Policy

The following guidelines shall be used in providing home-to-school transportation.

#### **Eligibility for Bus Transportation**

Walking distance is measured from the student’s driveway to the front of the school by the shortest paved route. The following walking distances have been determined by the State of California and the School Board:

- Grades K-3                    1 mile from school
- Grades 4-6                    1.5 miles from school
- Grades 7-12                    2 miles from school

Students living within these boundaries may not be eligible for transportation. Students having an I.E.P. requiring special transportation or students required to attend other schools within the Paradise Unified School District because of overcrowding will be provided a free bus pass. You may be eligible for free or reduced cost bus passes. If you think your income might qualify for free or reduced passes please fill out both sides of the pass application. Determination will be made upon receipt of the application and the appropriate pass will be issued. This is a separate form from the Food Service Program application.

#### **Obtaining a Bus Pass**

Bus passes are available in annual or per semester (semi-annual) periods and provides a 10% discount over the cost of punch card prices. One way passes for either AM or PM are available at half the cost. Families will not be required to pay for more than three students. We also have punch passes with ten rides or individual tickets available for sale. The costs for all of these options can be found on the pass application. Applications, punch passes, and tickets are available at the school office or transportation department. Annual and semester passes are only available in the transportation department. To avoid long lines, we encourage parents to make the purchase of passes through the mail. If mail is not possible, please visit the transportation office as soon as possible before school starts. Payment may be made by cash, check (made out to PUSD), or money order. We are unable to accept credit or ATM cards.

#### **Replacement/Lost Passes**

If a bus pass is lost or stolen, a replacement pass may be purchased at the transportation office for a fee of \$6.00. If the original pass is later found, you may bring both passes back to the transportation office for a refund. Misuse of passes will result in confiscation of the pass and a replacement will need to be purchased.

## Refunds for Bus Passes

Requests for refunds must be made in person at the transportation office. The refund amount will be prorated for the remaining time valid from the date the pass is surrendered. Please allow two weeks for a check to be mailed.

## Bus Conduct

Please review with your child the Bus Rules and Procedures. Help them understand that riding the bus is a privilege and failure to follow the directions of the bus driver or follow the bus rules could result in losing bus riding privileges. Our drivers receive thorough training on the rules and regulations pertaining to safe student transportation as well as many in-service hours regarding safe school bus operation. Your child's cooperation will assist our bus drivers in performing their job effectively.

- Passengers must remain seated, facing forward with their feet on the floor.
- Passengers must at all times abide by the bus driver's instructions.
- Bus driver may assign a seat to any student.
- All parts of the body must remain inside the bus and away from open windows.
- Students must talk quietly-no yelling, screaming or other loud noise that may distract the bus driver.
- Students must remain at least 12 feet away from the bus until the doors are opened.
- Students must observe pedestrian safety at all times. Do not cross the street unless escorted by the bus driver.
- No littering, eating, drinking, chewing, smoking, animals, glass, or hazardous objects are allowed on the bus.
- Do not interfere with other students or their possessions.
- No objects of any kind are to be thrown in or out of the bus.
- Do not tamper with emergency equipment.
- Bus pass or ticket must be presented to ride.
- Skateboards or cell phones are not allowed on the bus.

## Consequences

- 1<sup>st</sup> Incident Report – Warning sent to parent.
- 2<sup>nd</sup> Incident Report – Riding privilege may be suspended 1–10 days.
- 3<sup>rd</sup> Incident Report – Riding privilege may be suspended for the remainder of the school year.

**Severe or safety violations such as refusing to submit to the authority of the driver or any action that jeopardizes other people may result in immediate loss of riding privileges.**

## Ready to Ride

Your child should always have their bus pass with them to show the bus driver when boarding the bus. We may not transport students home who have chronically been without a pass. Students may receive a written warning leading to possible denial of transportation. Bus drivers are not able to accept money from your child and we do not require them to remember if your child has a valid pass.

Our transportation department transports over 2,000 students daily. There are times when the bus is delayed due to traffic situations, inclement weather, mechanical or student problems. We ask that you arrive at the bus stop five minutes before the scheduled pick up time. If your child's bus is running late, please remind your child to wait at the stop. If the bus is over 15 minutes late, please contact our office. In the afternoon, students should be dropped off at their designated stop within a five minute time frame. Students must not get off at any stop except for their designated stop. If you find it necessary, a note from the parent verified by the school office will allow a student to disembark at a different stop. **Kindergarten students will not be released at the stop without an adult to receive them.** The kindergarten student will be returned to school and will need to be picked up there. If you are ever concerned about your child's whereabouts, do not hesitate to call our office.

## Filling Out the Application

Only one application needs to be filled out per household. If you wish to apply for a free or reduced price bus pass, please fill out both sides of the application. The information submitted will be handled as a confidential document and only used to verify the eligibility of your child to receive free or reduced cost bus transportation. A household is any group of related or non-related individuals (parents, children, grandparents, aunts, uncles, roommates, etc.) who are living as one economic unit. The name of everyone in the household should be on the form. A foster child is considered a one-member household if the welfare placement agency maintains legal responsibility for the foster child. Please indicate on the form in the space provided if the child is a foster child. Verification is needed for foster

children. Gross income is total household income before deductions. It includes but is not limited to salary or wages, earnings from self-employment, farming, or unemployment, child or spousal support, welfare payments (not food stamps), pensions, Social Security, SSI, income from investments, and all other income for all members of the household as defined above.

Punch passes and individual tickets are not available at reduced cost. Bus pass costs are prorated after the beginning of the school year. If you are unable to provide the home bus stop for your child, the transportation department will assign a stop. If your child is going to any stop other than home, a parent signature is required on the pass application to release the district of liabilities arising from using the alternate stop. Please make sure there is an emergency phone number for us to contact if the need arises. Also, if your child has any health concerns that might require emergency intervention (calling 911), please write down the information (i.e. bee stings, seizures, asthma, etc.). If you have any questions concerning any of this information, please contact the transportation office at 872-6484.



### **Cafeteria/Breakfast/Lunch**

All students are expected to eat lunch every day. Children learn better and have more energy if they eat regular meals, and maintain a constant level of nourishment. Be sure to send a nutritious lunch to school or purchase a lunch every day in the school cafeteria. The district's Nutritional Services provides a complete breakfast and lunch program daily at our school.

- Menus for school lunches are posted on the district web page and a copy will be sent home each month with your child.
- Meals can be purchased on a daily, weekly or monthly basis. \$1.50/Breakfast - \$2.25/Lunch
- **Free and reduced lunch prices are available for those who qualify.** Application forms may be obtained from the school office.
- In order to preserve the instructional time for all students, we will not interrupt classrooms to deliver forgotten lunches. Students who expect a parent to bring lunch are instructed to check in the main office at lunch time.

### **Class Placements/ Class Changes**

The assignment of students to classrooms is a complex process. In order to insure, to the greatest degree possible, that all classrooms are well balanced and provide an optimum learning environment for all children many factors are taken into consideration before placing students. Classroom placement factors include: gender, academics, behavior, special needs and teachers' recommendations. Each spring, staff members meet in teams to form classes for the following year. During this process staff members utilize their educational training and expertise in order to make the best possible placement for each individual student.

At the beginning of the school year students will not be considered for a class change until after the first two weeks of school. We discourage parents from requesting a class change. However, if there are extenuating academic or behavioral reasons for requesting your child to be placed in a different classroom, you may complete a **Change of Class Request Form**. The principal will contact you within a week to discuss your request.

### **Classroom and School Volunteers**

Paradise Elementary School encourages parents and community members to share their time, knowledge, and abilities by volunteering in our school. We believe this interaction enhances and enriches our students' educational program. We do our utmost to keep your children safe and, to help us work towards that goal, all individuals who volunteer at school will follow the procedures below. We hope you understand this is done with your child's safety in mind.

- Adult family members of a child at PES will complete the School Volunteer Application and Confidentiality Agreement and obtain approval of the teacher and principal prior to volunteering in a classroom.
- Community members not directly related to a child at PES will complete the PUSD Volunteer Information Sheet and Volunteer Services Agreement and take them to the district office for processing, fingerprint, and TB clearance information. The school will be notified as soon as the volunteer is cleared for service at the school.

Please do not hesitate to contact the school office if you have any questions about becoming a volunteer at our school!

### Communication

The principal at Paradise Elementary School maintains an Open Door Policy, meaning that parents are always welcome to discuss issues with which they have a concern. For the parents' convenience, it is better to call for an appointment due to the principal's busy schedule. **If the issue is regarding a classroom situation, please talk with the teacher first.** The teacher has first hand knowledge of your child's behavior and academic performance. Teachers cannot be interrupted while they are teaching and they have a very busy schedule of meetings, conferences, and other professional duties. If you wish to have an appointment with the teacher, or speak with him/her regarding your child, please email him/her or leave a message on his/her voice mail and your call will be returned at his/her earliest convenience. **Parents may not enter the classroom after instruction begins unless volunteer activities have been previously arranged.** Most teachers provide a weekly parent newsletter. Our school wide monthly newsletter is called *Panther Prints*. This newsletter is sent home the first Friday of each month. The newsletter will also be posted on our website. All of our staff utilizes voice mail and e-mail. All e-mail addresses begin with the individual's first name initial followed by their last name and the district ending address. Ex: [cedwards@pusdk12.org](mailto:cedwards@pusdk12.org) for Carleen Edwards.

#### **Connect Ed – Communication System**

In the event of an emergency or possible school closure the school/district will utilize our Connect Ed program to auto-dial families impacted by the emergency/school closure. In a matter of minutes the system can call every home and/or emergency number listed on the students' emergency cards. Connect Ed may also be used periodically by the site administrator as a means to quickly and effectively communicate important school-wide activities or events. Please notify the school immediately of any new or changed phone numbers.

### Custodial /Non-Custodial Parents

Paradise Elementary School will maintain strict neutrality between parents who are involved in a legal action affecting the family, unless otherwise directed by court order. If there are court-imposed restrictions regarding visitation, contact, or exchange of information for a parent, a certified copy of the current court order needs to be on file in the office. Without written legal documentation, the school cannot impose restrictions on the non-custodial parent.

### Dress /Clothing Standards

The primary goal of Paradise Elementary School is to provide a safe learning environment where all students are able to achieve at their highest potential. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. When purchasing and deciding upon clothing to wear to school, please keep in mind the appropriateness of the attire and the fact that **dress or grooming must not cause interruption in the educational process or create such distractions as to prevent others from learning.**

Please note:

- Shirts and tops must cover the midriff, back, cleavage, and will conceal undergarment straps.
- Lower garments are to be worn at the appropriate waist level, should not drag (sag) the floor, and should not allow any portion of the bottom and/or undergarments to be exposed when the student sits, stands, raises a hand or bends over.
- Clothing and accessories must be free of: material that can potentially offend another school community member, or is interpreted as negative, derogatory, or inappropriate; drug, alcohol, or tobacco content; sexually suggestive or obscene content; content advocating violence or discrimination of race, gender, ethnicity, and/or sexual orientation.
- Shoes must be worn at all times.
- Flip-flops, backless shoes, heels, or other unstable footwear are discouraged and may prevent participation in P.E. activities and recess play if considered unsafe by school personnel.
- Shoes with wheels of any type are not allowed.
- Hats may be worn outside.

### **Drug Free/Smoke Free School Policy**

Paradise Elementary is a Drug Free/Smoke Free School. No student, staff member or a school visitor shall use, smoke, inhale, ingest, dip, or chew tobacco (or any other drug/alcohol) in any form at any time, including non-school hours, on school premises, or while participating in any school activity off campus, or in conjunction with the use of any school vehicle. (PC 627.6)

### **Emergency Cards**

**Please be sure that Emergency Cards in the office are KEPT CURRENT.** In the event your child becomes ill or is injured at school, it is critical that we have a phone number where you can be reached or a designated substitute. Be sure to include cell phone numbers and pagers and to update your phone numbers as they change. Children will only be released to individuals listed on their emergency card.

### **Emergency/Disaster Information**

#### **Safety Plan**

A school safety plan is revised and adopted each year by the staff, School Site Council and PUSD School Board. Specific responsibilities are given to adults for supervision of students in a safe location when a disaster occurs. Fire drills, lock down drills and earthquake disaster preparedness are practiced during the school year in cooperation with the local fire and police departments. Should an emergency situation such as an earthquake, wild fire, power failure, civil disaster, or any other event that interrupts regular school activity occur while school is in session, our basic response plan for student dismissal will be as follows:

- Students will not be released until the situation is under control.
  - Students will not be allowed to leave with another person unless that particular person is listed on the student's emergency card in our files.

#### **Fire Drills**

Fire drills are held monthly. The evacuation plan is located in all classrooms. Children should be prepared with the proper information concerning evacuation from the school building. All teachers are responsible for instructing their students as to the "Fire Drill Procedure."

- The signal for fire drills will be a series of short bells.
- When the fire drill bell sounds, the children are to stop work immediately, stand and leave the classroom single file silently. They are to proceed immediately to the area designated for that classroom.
- Teachers should take the emergency folder with them and will immediately count all students to confirm attendance and location of each student. Teachers will hold up cards to designate that all students are accounted for. Students not accounted for will be reported to the administrator immediately.

- The signal to return the children to their rooms will be a single long ringing bell.
- Throughout the fire drill the children are expected to be quiet and orderly.

### **Earthquake Drill**

An earthquake drill will be held four times a year. All teachers are responsible for instructing their students as to the “Earthquake Drill Procedure.”

- Earthquake drills will be scheduled by the principal.
- At the scheduled time the teacher will announce “EARTHQUAKE”, give “DROP” command, and instruct students to stop work immediately and get under their desks or tables or against an inside wall away from windows and unsecured objects.
- Students are to remain in the same spot until the teacher gives an all clear signal at which time students may return to their regular places. In the event of an earthquake everyone will be required to evacuate to emergency assembly areas until the building has been cleared for occupancy.
- If students are in the cafeteria, they will sit wherever they are and cover their heads with their arms. During lunch time students will get under tables.
- If the class is outdoors, students will sit together away from the buildings and electrical wires.

### **Building Lock Down Plan**

All schools are required to have a lock down drill three times a year. In the event that the school needs to go into a “Lockdown” mode, the principal or designee will make that announcement. Teachers will ensure that the inside and outside classroom doors are locked and blinds are closed. Students and teachers will take cover under their desks and stay away from doors and windows.



### **Field Trips**

Field trips provide off site experiences that enhance and reinforce the classroom curriculum. **Students are responsible for bringing permission slips to school** when field trips are planned. Students who **do not have written permission will not be allowed to go on the trip.**

Transporting students in a private vehicle requires drivers to obtain and complete forms available in the office, provide copies of their driver’s license and insurance policy as follows:

- A copy of your valid driver’s license.
- Current automobile liability insurance with minimum limits of \$100,000/\$300,000 for bodily injury and \$50,000 property damage. Drivers are primarily liable in the event of an accident or injury resulting from such use of a private vehicle.

Vehicles may carry only the number of passengers for which they were designed to carry. **Each passenger must have his/her own seat and seat belts must be worn at all times.**

## **Grading**

The intent of student Progress Reports/Report Cards is to communicate how well your child is progressing academically and in the development of citizenship and life skills. The report card provides a profile of your child's progress including:

- **Grade Level Standards (Grades 1-5)**
  - ◆ 4 = Standard Exceeded
  - ◆ 3 = Standard Met
  - ◆ 2 = Standard Nearly Met
  - ◆ 1 = Standard Not Met
  - ◆ X = Not Applicable
- **Classroom Progress and Life Skills, Citizenship and Study/Work Skills**
  - ◆ 4 = Outstanding
  - ◆ 3 = Satisfactory
  - ◆ 2 = Needs Improvement
  - ◆ 1 = Unsatisfactory

### **Modified Grades**

Students may be graded individually on material suited to their instructional level (in contrast to mastery level and frustration level); however, any student working below grade level or doing modified work will have that information clearly communicated on the report card. This can be done by using an asterisk and footnote, or by including a narrative report with the Progress Report.

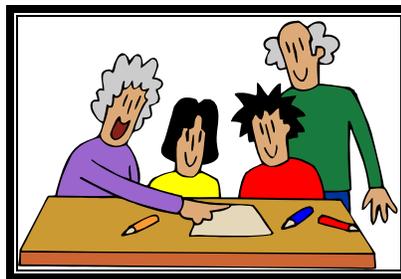
## **Homework**

Homework is an integral part of the educational process. It not only extends the learning process beyond the regular school day but also offers parents the opportunity to spend quality time with their child. Supportive participation by parents in homework activities reinforces the importance of a quality education. Parents can keep current with their children's intellectual growth by working together with them as partners-in-education. We encourage parents to monitor their child's homework assignment book where applicable.

### **Homework Tips for Parents:**

- Establish a routine and schedule for homework (a specific time and place) and adhere to the schedule as closely as possible. Don't allow your child to wait until the evening to get started.
- Limit distractions in the home during homework hours (e.g. reduce unnecessary noise, activity, and phone calls; turn off the TV).
- Assist your child in dividing assignments into smaller parts or segments that are more manageable and less overwhelming.
- Assist your child in getting started on assignments (e.g. read the directions together, do the first items together, observe as your child does the next problem/item on his or her own). Once you know your child understands, please get up and leave.
- Monitor and give feedback without doing all the work together. Check in on your child as they work to ensure they are successful. You want your child to attempt as much as possible independently.
- Praise and compliment your child when he/she puts forth good effort and completes tasks. In a supportive, noncritical manner it is appropriate and helpful to assist in pointing out and making some corrections of errors on the homework.
- It is not your responsibility to correct all of your child's errors on homework or make him or her complete and turn in a perfect paper.
- Remind your child to do homework and offer incentives such as, "When you finish your homework, you can..."

- A contract for a larger incentive/reinforcer may be worked out as part of a plan to motivate your child to persist and follow through with homework. ("If you have no missing or late homework assignments this next week, you will earn. . .").
- Let the teacher know your child's frustration and tolerance level at the time he/she does homework. The teacher needs to be aware of the amount of time it takes your child to complete tasks and what efforts you are making to help at home.
- Help your child study for tests. Study together. Quiz your child in a variety of formats.
- If your child struggles with reading, help by reading the material together or reading it to your son or daughter.
- Work a certain amount of time and then stop working on homework. Don't force your child to spend an excessive and inappropriate amount of time on homework. If you feel your child worked enough for one night and are not done with homework, write a note to the teacher attached to the homework.
- Supervise to make sure that completed work leaves home and is in your child's notebook/backpack. You may want to arrange with the teacher a system for collecting homework immediately on arrival at school.
- Many parents find it very difficult to help their own child with school work. Find someone who can. Consider hiring a tutor! Often a junior or senior high school student is ideal, depending on the needs and age of your child.
- Make sure your child has the phone number of a "study buddy" - at least one responsible classmate to call for clarification of homework assignments.
- Parents, the biggest struggle is keeping on top of those long-range homework assignments (e.g. reports, projects). This is something you will need to be vigilant about. Ask for a copy of the project requirements. Post the list at home and go over it together with your child. Write the due date on a master calendar. Then plan how to break down the project into manageable parts, scheduling various steps along the way. Get started AT ONCE with going to the library, gathering resources, beginning the reading, and so forth. Your child will learn task/time management and will enjoy the success.



### Immunizations and Medication Policies/Protocols

According to Public Law 103, Act of 1976, all school age children residing in the State of California are required to be immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles and rubella. Adequate documentation of your child's immunization history must be kept on file with the school. Parents **must submit, every year, written verification** of their student's medical needs. This verification must be submitted to the school nurse and/or school office as soon as possible after the student is enrolled for school attendance. Immunization requirements are as follows:

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP). (4 doses meet requirement if at least one was given on or after the 4<sup>th</sup> birthday).
- 1 booster of DTaP after child's 7<sup>th</sup> birthday

- 4 doses of Polio (3 doses meet requirement if at least one was given on or after the 4<sup>th</sup> birthday)
- 3 doses of Hepatitis B
- 2 doses of MMR – Measles, Mumps, Rubella (both on or after 1<sup>st</sup> birthday).
- 1 dose of Varicella

### **Medication Policy - General Guidelines**

By State Law, no child is allowed to take ANY medication, including prescriptions, at school without a **form signed by the DOCTOR AND PARENT**. Forms are available in the office for your convenience. **The completed form and medication must be brought to the office by an adult, and, in the original container. Students may not have any medications in their possession.** Cough drops, throat lozenges, inhalers, aspirin, vitamins, ointments, etc. **require a doctor's note and must be kept in the office.** When it is necessary for a student to take medication during the course of the school day, the procedures set forth in applicable California law will be followed. Medication should be given at home whenever possible. Only those medications necessary to maintain the student in school will be administered during school hours.

### **Health Office Visits**

Students must have a pass from their teacher when they need to go to the Health Office.

### **Protocol for Head Lice**

Head Lice are crawling insects, about the size and color of a sesame seed. Lice do not have wings and cannot fly. They do not jump. Nits are lice eggs and they are very tiny. Nits are teardrop in shape and vary in color from yellowish-brown to white. Nits are attached to a hair shaft with a waterproof glue-like substance. Nits may be found in any section of hair, especially behind the ears and at the nape of the neck.

- When a teacher has reasonable suspicion that a student has head lice/nits (as evidenced by itching or scratching of the head or visible presence), the teacher will contact the health office staff to inform of need to have the student checked.
- When the student is determined not to have head lice or nits by the health office staff, the student will return to class.
- If only nits are found, the student may return to class. Health office staff will notify the parent/guardian and lice/nit letter will be sent home for that student.
- When a student is identified as having head lice by the health office staff, a reasonable attempt to notify the parent/guardian of the need to pick up the student will be made. The lice/nit letter will be sent home for that student.
- Siblings and known close contacts will be checked for the presence of live lice/nits.
- Health office staff will notify the teacher of the students identified with head lice.
- Prior to re-admission to school the parent/guardian must accompany the child to the school office to be checked by health office staff and cleared to return to class.
- The health office staff will do a head check on that student for the following two Monday mornings.
- When there are three or more identified head lice cases in any one classroom, a letter of notification will be sent to the parent/guardian of all the students in the class.

### **Internet Access/Permission/Policies**

At Paradise Elementary School, students will be given the opportunity to use our computer network to access the internet, and for electronic mail. In order for students to participate in this, parental permission must be obtained for each student.

Access to electronic mail and the internet will enable students to explore thousands of libraries, museums, zoos, etc. throughout the world that they would otherwise not be able to see or use. Families should be warned, however, that while this service can be of great value to students, some materials which can be accessed through the internet may contain inaccurate information, inappropriate material for students, and/or material that may be potentially offensive to some people. While our intent is to make internet access available to further the educational goals and objectives of our school curriculum, students may find ways to

access other information and materials as well. We believe that the benefits to most students from access to the internet far exceed any disadvantages that could be encountered.

Students are responsible for good behavior on school computer networks just as they are in the classroom, in a school hallway, or library. General school rules for behavior and communication apply. The school's network is provided for students to conduct research and communicate with others. Access to network services is offered to students who agree to act in a responsible manner. **Internet access is a privilege!** It entails student responsibility for proper use and requires parental permission. Inappropriate use of the network may result in loss of the privilege to use this educational tool as well as other disciplinary action, if appropriate. Please go over the rules for correct network usage as stated below with your child.

- Students must have on file a signed permission slip in order to use the internet or at school.
- Students must have specific permission from their teacher to search on the internet. Any searching that is done must be relevant to a school related topic or area of study. Random "surfing" will not be allowed.
- Students are not allowed to participate in any type of CHAT room while on school equipment.
- Students should not give out any personal information on the internet. This would include name, address, phone number, etc.
- If students should ever have inappropriate language or images come up on the screen, they must immediately hit the BACK key, and then find an adult to report to. This is the only way students can protect themselves from losing internet privileges.
- Students may not search inappropriate areas. This will lead to suspension of all internet privileges. They must make good choices, or lose their privilege.

### **Leaving the School Grounds During School Hours**

- For reasons of safety and accountability, students are not to leave the school premises at any time during the school day without special permission of the parent, teacher, and school office.
- Children are released from school only to a custodial parent or legal guardian. Parents or legal guardians may authorize other persons to pick-up their children by **written request** only.
- In case of family dissension (divorce, step-parents, separated parents, etc.), requests made of us to prohibit one party of the conflict from taking the child from school can only be honored by **documented** legal restrictions.
- Children are released to police officers only after proper clearance by the principal.
- In case of emergency, a child is sent home only with the parent or with another authorized and reliable adult when the parent is not available.
- Release time for dental and medical appointments is honored as an excused absence with medical office verification noting date and time of appointment.
- Students who are leaving the school grounds during the day must be signed out in the main office by the custodial parent/legal guardian or responsible adult designated by the parents in writing.
- No teacher shall release a student during school hours without a written note or a call from the office. Any parent who comes to the classroom is to be directed to the office immediately. Parents must sign students out in the office.

### **Lost and Found**

The "Lost and Found" bin is located in the cafeteria stairwell under the library. Parents are encouraged to write their child's name on all clothing and personal items. The school is not responsible for lost belongings. Please periodically check the bin for lost clothing items. Students are given reminders throughout the year to check the bin. All "abandoned" items will be donated to local charities during Winter



Break, Spring Break and at the end of the school year. Small items that have been lost may be located up in the school office.

### **Meeting With Your Child's Teacher**

Parents are welcome in the classroom and volunteer time is always appreciated. (Please see the section on Classroom and School Volunteers in this handbook.) However, sometimes may be better to visit than others. In order to not interfere with the educational process, we ask that parents do NOT just drop by for a “minute”. If you would like to visit your child’s classroom, please arrange for a visitation. Remember that all classroom visits are somewhat distracting to students trying to focus on learning. Please do not drop by unannounced during the school day to meet with a teacher. If you have a question or need to meet with your child’s teacher, please try one of these methods:

- Write a quick note to the teacher and place it in your child’s planner or homework folder.
- Use district email to contact the teacher.
- Call the school and leave a message for the teacher to contact you.



### **Parking Lot Safety/Policies**

The safety of all our students is a priority of the PES staff and Paradise Unified School District. Traffic around the elementary school is extremely busy both before and after school when many parents drop off and pick-up their child/children. Use caution when driving as there are many young children trying to get into school or get out of school at the same time. Please obey parking restrictions around the school to ensure student safety and to allow for an orderly traffic flow. We realize that our parking lot can be frustrating and challenging. **PLEASE**, for the safety of your children we ask that drivers adhere to the following courtesies:

- Pull completely forward when dropping students off and picking students up in the front driveway.
- Do NOT block entrance and exits of parking lots or the drive-thru while waiting to move forward.
- Follow all directional arrows.
- Adhere to 5 mile per hour (or under) speed limit when driving in the parking lot or pulling through.
- Be extra vigilant when driving through any of the school access areas.
- Do NOT leave your car unattended in the pull-thru drop off and pick up area.
- Do NOT ask your child to meet you in the parking lot areas. There is not a safe, supervised waiting area in these lots.
- Do NOT call to your child to “run” across the parking lots to get to his/her car. Students have been instructed to wait for an adult to excuse them or until their ride is directly in front of them.
- Only park in the handicap spaces with the correct DMV placards - you will be ticketed and/or towed.
- Do NOT park in the red fire lanes – you will be ticketed and/or towed.
- Please use the “auto” lane and do not drive through in the “bus” lane.
- Please give your full attention (no cell phones) to your driving. Young children tend to become excited when they see their parent and dart out without warning.
- Parking violations will be monitored by the Paradise Police Department.

### **School Programs/Services /Team Success/Interventions**

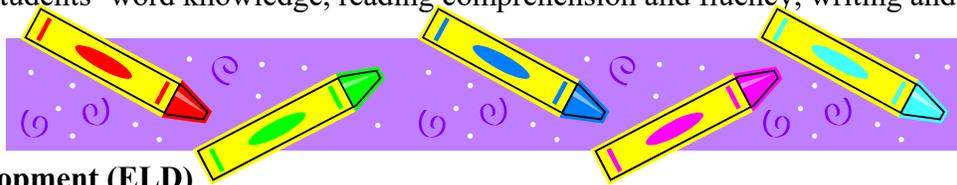
Paradise Elementary School uses standards based curriculum with assessments linked directly to California Content Standards. Curriculum in Paradise Unified School District is selected from the State Board of Education’s approved lists. Our staff works collaboratively together in Professional Learning Teams to support the academic success of all students. PES uses a blended services model/program, called **Team Success** (TS) to provide academic support for general education, special education and Title I students who

demonstrate a need in any academic area. TS staff includes Title I and special education teachers, the school psychologist, speech and language specialists, administrators, paraprofessionals and counselors. At the start of each year all PES students are academically screened in English Language Arts and Math. This screening also occurs when a new student enrolls. Teachers and TS review Associated Curriculum Benchmark Assessment and STAR data, along with district multiple measures from the previous year, to determine student strengths and growth areas. Students in need of intervention or further assessment are identified by our teaching staff.

Paradise Elementary School provides opportunities for all students to successfully meet the California Content Standards. Our school plan for student achievement, which focuses on students achieving proficiency on the state standards, and our continuous review of student assessment results, guides our instructional programs. PES highly values focused instructional time in developing proficiency by requiring the majority of each morning to be dedicated to teaching core curriculum. Teachers differentiate, accelerate and/or accommodate instruction to meet the learning needs of all students. To promote proficiency in language arts and math, teachers are joined by TS, instructional aides, parent volunteers and “grandparents” in providing instruction. Students may receive instruction as a whole class or may be grouped for skill specific instruction. Small groups are flexibly organized in response to specific needs. Listed below are the services offered to students at PES. If you have any questions concerning any of these services, please feel free to contact the school office.

### **Accelerated Reading and Math Programs**

The Accelerated Reading and Math Programs are research based technology programs that are used on a daily basis to extend our students’ word knowledge, reading comprehension and fluency, writing and math skills.



### **English Language Development (ELD)**

Students identified by their Home Language Survey as having a language other than English spoken in their home are provided daily English Language Development lessons of 30 minutes per day leading to the acquisition of English Language proficiency.

### **Resource Specialist Program (RSP)**

Students identified for Resource Specialist support receive specific instruction in language arts and math in the general education classroom or in one of our learning labs.

### **Special Education**

Special Education is provided by our district for students with exceptional needs. These needs may be physical, developmental or cognitive. Admission to these special programs is based upon an individualized study plan developed during an Individualized Education Planning (IEP) Team meeting. Referrals for participation may be made by an administrator, teacher, or parent. Parents must agree in writing to both assessments and services.

### **Speech, Language and Hearing**

Speech and language services are provided for identified students whose speech and language needs cannot be addressed sufficiently in the classroom. The classroom teacher, parent or administrator refers a student for testing. If a significant language/speech disorder is found, a program is established to meet the student’s needs.

### **Student Study Teams**

The Student Study Team provides an opportunity for school staff and parents to share in a process which looks at a student’s strengths and areas of concern, in order to help a student succeed academically and behaviorally at school. The team discusses possible courses of action including, but not limited to,

classroom modification of program, assessment, retention, and counseling. Teachers and/or parents may refer children to the Student Study Team. The SST includes the parents, classroom teacher, Team Success, administrator and school psychologist along with any other needed personnel. Together, they develop an individual action plan tailored to ensure student success through both school and home interventions. Every effort is made to ensure parent or guardian attendance and participation with translators available should they be necessary.

**Technology**

Our school is a state-of-the-art elementary technology school with the capacity to network, E-mail and connect on-line with the world. In addition to each classroom being equipped with several computers, we have a fully equipped computer lab to help students become computer literate and enhance their basic academic skills. Several programs are available to enhance language, math, writing and problem solving skills.

**Title I**

Title I services are provided for students needing to improve academic achievement in reading and math; extend learning time for students who need extra help; and provide other activities that are tied to raising student achievement. The purpose of this program is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement and assessments standards.



**School Wide Student Behavior Expectations**

All PES staff work members work hard to provide a school environment that promotes **respect, responsibility and safety** among all individuals. We teach and reinforce behavioral expectations and encourage students to take leadership roles in our school. Students are recognized and rewarded frequently for appropriate behavior and gracious manners along with their academic achievement. The entire staff of Paradise Elementary School is committed to providing the best possible education for each student in our school. To provide this experience it is necessary to create an environment, which is safe and conducive to positive interactions. We pledge to work hard toward this goal. To do so, we will provide incentives for positive behavior as well as clear expectations for students' behavior. All students are expected to follow the school behavior expectations of **respect, responsibility, and safety**. We believe all students can behave appropriately and we pride ourselves in the excellent behavior that our students demonstrate each and every day.

<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<ul style="list-style-type: none"> <li>•Use polite, appropriate language and volume</li> <li>•Follow the directions of staff</li> <li>•Leave others' property alone</li> </ul>	<ul style="list-style-type: none"> <li>•Be on time, prepared, and on task</li> <li>•Take care of materials and school property</li> <li>•Treat others as you want to be treated</li> <li>•Do your best</li> </ul>	<ul style="list-style-type: none"> <li>•Keep hands, feet and objects to yourself</li> <li>•Walk in designated areas</li> <li>•Think before you act or react</li> </ul>

**Classroom Behavior Expectations** - Classroom teachers at Paradise Elementary School have established and posted classroom behavior expectations. These expectations are consistent with the school's expectations and will be followed by students in the classroom.

**Playground Behavior Expectations** - Recess is intended for students to have fun, enjoy games and socialize with their peers. We teach expectations using the following two questions: **Why do we play?** To have fun! **What is the most important part of the game?** The people! We expect that all students will be treated respectfully on the playground and will be safe. These are some general behavior expectations for all students on the playground.

- Follow the directions of yard duty supervisors at all times.
- Students will ‘freeze’ at the bell and walk to line up when the whistle blows.
- Students must be seated in designated eating areas to eat food or snacks during the morning recess.
- Students will respect classes that are in session.
- Keep games safe at all times.
- Anyone can join a game; there are no locked games.
- Decide the rules for a game before it begins. Don’t delay a game for a dispute; remove yourself for a discussion.
- Contact games which involve tackling, wresting, piling on, knocking people down, riding piggy-back, swinging people around or other dangerous activities are not permitted.
- Only school playground equipment is allowed on the playgrounds during recess periods.
- Use play equipment (balls, swings, bars, etc.) safely and appropriately.
- Sitting on planter boxes is permitted. Walking, running, jumping on/off or in planter boxes is not permitted. Use benches and tables for their intended use.
- Leave chewing gum, toys, trading cards, electronic games, cell phones, etc. at home.
- Be in the appropriate play area.
- Backpacks must be taken to classrooms, rather than left on the playground, during early morning recess.

**Cafeteria Behavior Expectations** - At Paradise Elementary School, we expect students to display “restaurant manners” in the cafeteria to make the lunch time experience pleasant for everyone. Students should walk in the eating areas, speak in a quiet voice, and sit appropriately at the lunch tables. They should clean their space after eating and before leaving the table. We teach respect and courtesy to both adults and peers in this setting.

**Situations Requiring Immediate Attention** - Students are asked to help keep everyone safe at school. Students are asked to report the following incidents to any staff member immediately:

- When someone gets hurt.
- When someone is doing something dangerous (throwing rocks or sticks, fighting, using playground equipment in a dangerous manner, etc.).
- When someone is being mean to you or someone else (bullying, threatening or teasing).
- When you see a stranger on or around the playground or school (someone without a visitor's pass).
- When someone steals or damages something or when you find broken or unsafe school equipment.
- When you see or find something that doesn't belong at school (broken glass, a weapon, sharp objects, matches, etc.).

### **Anti-Bullying Expectations/Pledge**



Paradise Elementary School is committed to a safe and civil educational environment for all students, employees, volunteer and patrons free from bullying. Bullying can take many forms including: slurs, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.

Bullying is prohibited:

- On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group.
- Off school grounds at a school activity, function, or event.

- Traveling to or from school or a school activity, function, or event.
- When using property or equipment provided by the school.

We, at Paradise Elementary School, are committed to making our school a safe and caring place for all students. We will treat each other with respect and we will refuse to tolerate bullying in any form at our school. Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing and so on.
- Teasing someone in a hurtful way.
- Ganging up on someone.
- Using put downs, such as insulting someone's race or making fun of someone for being a boy or a girl.
- Spreading rumors about someone.
- Stealing or damaging another person's things.
- Leaving someone out on purpose or trying to get other kids not to play with someone.
- Touching or showing private body parts or underwear.

Staff at our school will do the following things to prevent bullying and help students to feel safe at our school:

- Closely supervise students in all areas of the school and playground.
- Actively teach respect, kindness, responsibility and safety for all students.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to all reports of bullying.
- Look into all reported incidents of bullying.
- Assign consequences for bullying based on the school discipline program.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult immediately.

Parents or students who suspect that acts of bullying are taking place should report the matter to the school principal or staff member. School personnel will investigate all reports of bullying. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for bullying also constitutes violation of this policy. Everyone is encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying.



### School Wide Recognition and Reward System



Paradise Elementary School has school wide behavior expectations of “**respect, responsibility and safety**” based on the BEST (*Building Effective Schools Together*) program. Our school promotes student activities and awards, which recognize and support these behavior expectations along with academic excellence. In

In addition to the recognitions listed below, classroom awards may be daily, weekly, or monthly as part of a teachers' classroom behavior plan.

- **Life Skill Awards** - Students are recognized for excellence in life skills. An awards assembly, which includes parents, is held to recognize their achievements in selected skill areas.

Each classroom selects students to honor at our monthly award assemblies scheduled as below:

<b>Month</b>	<b>Academic</b>	<b>Life Skill</b>
<b>September</b>	Physical Fitness	Positive Attitude
<b>October</b>	Reading	Teamwork
<b>November</b>	Social Science	Responsibility
<b>December</b>	Written Expression	Respect
<b>January</b>	Spelling	Citizenship
<b>February</b>	Science	Compassion/Kindness
<b>March</b>	Visual/Performing Arts	Motivation
<b>April</b>	Mathematics	Perseverance
<b>May</b>	Most Improved	Sportsmanship

- **Trimester Perfect Attendance** – Students who have perfect attendance each week receive a ticket to participate in a drawing held at the end of each trimester and following STAR testing week. At the end of each trimester students who have earned perfect attendance will receive an honor certificate.
- **End-of-the-Year Perfect Attendance** – Students with perfect attendance for the entire year participate in a year-end celebration in the school patio area. Students are rewarded with a special treat such as root beer floats or ice cream along with receiving a special certificate for this outstanding achievement.
- **Paradise Post Student-of-the-Week** – One student from the entire school is selected each week to be featured in the Paradise Post. The student's photo appears along with a short explanation of their special attributes.
- **Panther Pride Promoters** – Upper grade students are selected to act as greeters in the morning and bulletin readers on Fridays. They represent our school with pride as they wear special vests which identify them as Panther Pride Promoters.
- **Panther Bucks** – teachers and staff use Panther Bucks as rewards for positive student behavior. The Panther Bucks may be used to make 'purchases' from the School Store.
- **Golden Tickets** – Gold tickets are given to students exhibiting positive school behavior. Tickets are entered in a weekly drawing.

### **School Wide Discipline Plan**

At Paradise Elementary School, teachers will inform parents of classroom behavior expectations and will keep them informed of their child's progress. If a child receives a disciplinary referral, a copy of the referral form will be sent home. This referral form requires both student and parent signatures and must be returned to the teacher the following school day.

**1<sup>st</sup> Referral** - Referral signed by parent/guardian and returned the next day.

**2<sup>nd</sup> Referral** - Parent/guardian contacted by teacher, referral signed and returned.

**3<sup>rd</sup> Referral** - Parent/guardian, student and teacher conference scheduled (teacher contacts parent/guardian).

**4<sup>th</sup> Referral** - Administrative intervention (principal contacts parent/guardian).

**Teacher Suspension** - All teachers have the right to suspend a student from their classroom for the day and the following day (Ed Code 48910). If a teacher chooses to suspend a student, the parent/guardian will be notified by the teacher and given the reason for the suspension.

**Major Infractions** - Students are issued a **Major Infraction** referral and sent to the office. Principal will contact parent/guardian regarding disciplinary action. The following are behaviors which may result in suspension or expulsion from Paradise Elementary School:

- Assault against or fighting with another person.

- Disruption of school activities or defiance of school authorities.
- Use of profanity or vulgarity or committing obscene acts.
- Use, sale or possession of any alcohol, drug, tobacco or drug paraphernalia.
- Use, sale or possession of firearm, knife, explosive or dangerous object.
- Harassing, threatening, or intimidating another person.
- Damage or destruction of another's personal property or school property.
- Theft of property or knowingly receiving stolen property.
- Leaving school grounds without permission from a school authority.
- Refusing/neglecting to obey any school or district rule, including while traveling to and from school.
- Any other type of misconduct considered disruptive or unsafe by school authorities.

### **Students' Rights to Due Process**

Staff members who issue a referral to a student for behavior must explain the referral to the student. The student must be given the opportunity to explain the situation. The staff member must attempt to have the student sign the referral, signifying that the student understands he/she is receiving a referral (the signature is not an admission of guilt). In the event the student (or parent/guardian) feels the referral is unjustified, he/she may request a meeting with an administrator and the staff member who issued the referral. The administrator will make the final decision regarding the referral and appropriate consequences.

## **Suspension and Expulsion Policies**

### **Suspension**

Suspension means the removal of a student from ongoing instruction for behavioral adjustment purposes for violation of Education Code 48900. See description of code below and the circumstances under which it pertains. Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a student, including students with exceptional needs, may be suspended on a serious first offense for any of the reasons in the Education Code 48900. As in the case of suspension from class, the student has the right to know the charges and to offer an explanation about what happened.

### **Definition of Expulsion**

Expulsion means the lengthy removal of a student from school attendance for a specified time period as determined by the Board of Education, for continual violation of Education Code 48900. See description of code below.

### **Education Code Section 48900**

A student shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the student is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (A) to (P), inclusive:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) willfully used force or violence upon the person of another, except in self-defense.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless written permission to possess the item is given by the principal/designee.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, listed in Chapter 2 of Division 10 of the Health and Safety Code, and alcoholic beverage or an intoxicant of any kind.
- D. Unlawfully offered or arranged or negotiated to sell any controlled substance, listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage or intoxicant of any kind, and then furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stole or attempted to steal school property or private property.

- H. Possessed or used tobacco, or tobacco products.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm...as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault.
- O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing the pupil from being a witness or retaliating against that pupil for being a witness, or both.
- P. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activities or attendance which occur at any time, including, but not limited to, any of the following:
  - While on school grounds.
  - While going to or coming from school.
  - During the lunch period, whether on or off the campus.
  - During, or while going to or coming from, a school sponsored activity.
  - It is the intent of the Legislature that an alternative to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

**Due Process**

Prior to the decision to suspend a student (except under emergency conditions), an informal conference must be held with the principal/designee and student to afford the student an opportunity to know the charges and to offer an explanation of what happened. The parent/guardian shall be notified as soon as possible by telephone, letter or other reasonable means of the decision to suspend a student from school. A notice of the suspension will be mailed or given to the student’s parent/guardian.

**Appeal Rights**

The parent/guardian has the right to appeal a suspension. The parent/guardian has the right to attach a statement to the school’s copy of the suspension. In the case of a decision by the principal/designee to recommend the expulsion of a student, further due process is afforded the student and the family.

**Complaint Procedure**

The District has established a complaint procedure that applies to state and federal categorical programs. If parents/guardians have a complaint about these programs or any other aspect of their child’s schooling, they need to talk to the teacher first and then see the principal if they are not satisfied. Forms are available in the office for individuals who wish to file a complaint or on PUSD’s website @ <http://www.pusdk12.org/> under Parent Resources.



The Paradise Elementary School *Panther Club* would love to have your help in supporting your children’s school. We are a group of parents and teachers who join for one hour most months to create activities and fundraisers to benefit the school. We look forward to meeting you when the new school year begins. We

welcome you and want you to know that any participation is valued and greatly appreciated. Some of the many things provided by the Parent Panther Club include:

- Programs/activities to involve all families and community members.
- A way to participate in your child's school.
- An understanding of the public school system.
- An opportunity to know and work closely with school administration and staff.
- An opportunity to voice consent and/or concern.

### **Opportunities for Participation**

- **Organizational Meetings:** *Throughout the school year.* Watch for meeting dates and times in the school newsletter, The Panther Prints.
- **Student Store:** *Throughout the school year.*
- **Ice-Cream Social:** *September 2011.* Set up, serve food (by shifts), and clean up.
- **Teacher Appreciation Coordinator:** *Various times during the year.* Purchase greeting cards and place small gifts in each teacher's box. Supply treats, lunch, drinks, etc.
- **Yearbook:** *Ongoing from October to April.* Recruit parent volunteers by sending letters via teachers, pass out cameras for candid student photos and help design yearbook pages by cutting and pasting. Your choice to work with one class or several classes.
- **Scholastics Book Fair:** *Spring during Open House week.* Set up, work during school week, work at the evening book fair and break down at the end.
- **Silent Auction Coordinator:** *February to Open House evening.* Coordinate deadlines with the teachers for receiving classroom auction items, set up displays, order and serve food and drinks, cashier, wrapping and break down at the end.
- **Perfect Attendance celebration:** Help purchase, set up, serve and clean-up for this Root Beer Float party.
- **Panther Store:** The School Store is staffed by adult family members monthly.
- **Trade-A-Book:** Help students once a month share and trade books.

General membership meetings are held monthly. Each month there is a Principal's Report and a report from each of the Panther Club officers and committee chairs. The Panther Club is always looking for new faces to join the meetings. We are a fun-loving group with one goal – making Paradise Elementary a great place for all kids.

### **Parent/Teacher Conferences**



Individual Parent-Teacher Conferences are scheduled at the end of the first trimester and can also be requested throughout the school year. Please refer to the yearly school calendar for specific dates and times. Students are encouraged to attend the conference with their parents. This is an important conference as review of student's academic performance and achievement towards proficiency of the California State Standards are discussed and an academic growth plan is developed. If you have concerns regarding your child, you are invited to request a conference with his/her teacher at any time. Parents, teachers, students and administrators work as a team at Paradise Elementary School to help all students achieve their very best. Here are a few suggestions which might be helpful in preparing for a conference with your child's teacher. Some questions you may wish to ask the teacher are:

- What is my child's progress in basic skills such as reading, math, spelling, etc?
- Is my child developing desirable citizenship habits?
- How does my child get along with other children and with adults working in the school?

### **Personal Items at School**

Students will not be allowed to trade, sell or give away personal items at school. We request that students do not bring personal items to school. **Items including radios, tape players, CD Players, “Nintendo” type games toys, MP3 players, balls, trading cards, etc., are not to be brought to school unless the teacher has requested it.** Unauthorized items will be confiscated and released only to parents. Repeated offenses will result in item being confiscated until the end of the school year.

### **Cell Phones**

Students will be allowed to use personal cell phones only before or after school. Cell phones will not be allowed to be used (including texting) during school hours. Cell phone cameras are not to be used at anytime while on campus. Improper use of cell phones will result in confiscation and the phone being returned to the parent.

### **Bikes/Skateboards/Scooters**

A bike rack is provided for those students that ride a bicycle to school. Bicycles must be locked during the school day. Skateboards ridden to and from school are to be stored in the office during the school day. **All students riding bicycles and/or skateboards to school must wear a helmet (California Law).** School personnel cannot be responsible for damaged or stolen equipment. **Skateboards and scooters are strictly forbidden to be ridden on any school owned property.**

*As per California Education Code section 35213, the Paradise Unified School District is prohibited by law from reimbursing students for lost, destroyed or damaged personal property brought by them onto school grounds. For this reason, students bringing valuable property onto school grounds do so at their own risk. PES/PUSD will not investigate lost or stolen personal items. For this reason, the District discourages students from bringing such items onto campus.*

### **Pets on School Premises**

For safety and health reasons, dogs and other pets are not allowed on school property without the permission of the principal. Thanks in advance for your cooperation!



### **School Site Council**

School Site Council (SSC) is a school based group composed of the principal, teachers, classified school personnel and parents. The group provides a foundation for all of the major stakeholders in the school to come together to identify common goals and establish a plan to achieve these goals. The SSC’s success depends upon both the ability and willingness of all those involved in the process to work together in a cooperative manner to develop an effective curricular and instructional program in which all student may attain higher levels of academic competence. As the SSC goes about allocating the available supplemental resources, it strives to keep its focus on establishing and maintaining a comprehensive and ongoing strategy to improve curriculum and instruction. Parents are encouraged to attend School Site Council (SSC) meetings. Site Council meets monthly at 2:25 in the school library. Watch for meeting dates in the Panther Prints and on the school marquee.

### **Textbooks/Instructional Supplies**



Textbooks are provided to all students along with basic school supplies. Students are responsible for caring for their textbooks. Students who lose books, or through careless treatment, cause them to be unreasonably damaged, are expected to pay the cost of replacing them. This applies to regular textbooks, supplementary

textbooks and other school materials which are the property of the school. Student report cards will not be released until lost/damaged books are returned or paid for in full.

### **Visitors and Volunteers**

We love volunteers and visitors at Paradise Elementary School! Parents and community members are a significant part of the academic success of all our students. We could not do what we do without you. The volunteer/visitor policies and procedures are not meant to discourage parents and community members from working in our school. They are put in place to insure the safety of all students, staff and visitors. We need to know at all times who is on campus, where they are and why they are here. Your cooperation is extremely important and very much appreciated.

All persons/visitors entering the school building during the school day must report to the front office (Penal Code 627.6). All visitors **MUST** sign in and sign out and receive a visitor's pass to be shown to the classroom teacher. You need to return this pass to the main office upon leaving the building. Teachers are not to admit unauthorized visitors to the classroom without a visitors pass from the front office.

Volunteers will be working with all our children. It is very important that our volunteers maintain the confidentiality of the students they work with. Information about any and all students must not be discussed outside the classroom.



PARADISE ELEMENTARY SCHOOL HANDBOOK  
2017/18

AGREEMENT TO FOLLOW SCHOOL POLICIES/PROCEDURES  
PLEASE SIGN AND RETURN TO SCHOOL TOMORROW

I HAVE READ AND REVIEWED THE PARENT/STUDENT HANDBOOK WITH MY CHILD. OUR SIGNATURES BELOW INDICATE THAT WE ARE AWARE OF PARADISE ELEMENTARY SCHOOL'S POLICIES AND PROCEDURES AND WILL ABIDE BY THEM.

---

**PARENT SIGNATURE**

---

**STUDENT SIGNATURE**

---

**DATE**

---

**TEACHER**

**THE SCHOOL ADMINISTRATION RETAINS THE RIGHT TO AMEND THIS HANDBOOK FOR JUST CAUSE. PARENTS/GUARDIANS WILL BE GIVEN PROMPT NOTIFICATION IN THE EVENT THAT CHANGES ARE MADE.**

Revised 8/17