



Paramount Unified School District

Student/Parent Handbook
PARAMOUNT HIGH SCHOOL
2026-2027



PRINCIPAL'S WELCOME LETTER

Welcome to Paramount High School, where our "One City, One High School" philosophy fosters a close-knit, small-town atmosphere within a vibrant urban setting. As the sole comprehensive high school in Paramount, we cultivate a strong sense of community and Pirate pride, uniting students, families, and staff through cherished traditions and spirited events. Our dedicated educators provide a warm, supportive environment that encourages academic excellence and personal growth. Through robust Career Technical Education (CTE) pathways—including biomedical science, engineering, culinary arts, and computer science—students gain hands-on experience and develop essential skills for college and career readiness. Beyond the classroom, a wide array of extracurricular activities, from athletics to arts and leadership programs, ensures that every student finds their niche. At Paramount High School, we are more than just a school—we are a family committed to nurturing lifelong learners and responsible citizens.

Welcome to Paramount High School! As your principal, I am honored to lead both the West and Senior Campuses during this exciting time of unification. Our mission is to create a cohesive and supportive environment that fosters academic excellence, equity, and student success across all grades. With a dedicated team of educators and staff, we are committed to providing every student with the resources and opportunities they need to thrive. Together, we will build a stronger, more connected school community where every Pirate can achieve their full potential.

Mrs. Liz Salcido
Principal

Mission, Vision & Goals

At Paramount High School, we are a united community that takes pride in every student's journey. Rooted in tradition and driven by excellence, we foster an inclusive environment where every voice is valued, and every dream is supported.

"Once a Pirate, Always a Pirate."

The Vision of Paramount High School is to ensure the academic, social and personal growth of individuals within a student-centered environment that encourages students to become critical thinkers with a global perspective who are prepared for college and career pathways.

At Paramount High School, our goals are anchored in the belief that every student has the potential to succeed when provided with a safe, supportive, and academically rigorous environment. We are committed to fostering a culture of high expectations, equity, and continuous growth. Our school goals are as follows:

Goal #1: Elevate deeper learning and college, career, and life readiness

Goal #2: Implement comprehensive professional learning, leading to effective change

Goal #3: Cultivate a nurturing and emotionally safe environment to strengthen well-being, belonging, and a sense of safety

Goal #4: Enhance family and community engagement

Goal #5: Build an inclusive and equitable school



— PIRATE PRIDE —



P OSITIVITY

R ESPONSIBILITY

I NTEGRITY

D EDICATION

E MPATHY



ONE CREW. ONE CAMPUS. ONE STANDARD.



SCHOOL INFORMATION

Paramount High School

School Website <https://phs.pusdschools.net/>

Office Hours 7:30 a.m. — 4:30 p.m.

School Hours 8:30 a.m. — 3:20 p.m.

Breakfast 7:30 a.m. — 8:23 a.m.

9:00 a.m. — 9:52 a.m.

Senior Campus

14429 Downey Ave,
Paramount, CA 90723

Phone Number 562.602.6064

Fax Number 562.602.6099

Counseling 562.602.6068

Attendance 562.602.6074

Discipline 562.602.6065

Activities 562.602.6067

West Campus

14708 Paramount Blvd
Paramount, CA 90723

Phone Number 562.602.8072

Fax Number 562.602.8075

Counseling 562.602.8072

Attendance 562.602.8072

Discipline 562.602.8066

Bell Schedule

Weekly Schedule

Monday PLC Meeting	
PLC Meeting	8:15 AM – 9:00 AM
Period 1	9:10 AM – 9:46 AM
Period 2	9:53 AM – 10:29 AM
Period 3	10:36 AM – 11:12 AM
Period 4	11:19 AM – 11:55 AM
Lunch	11:55 AM – 12:28 PM
Period 5	12:35 PM – 1:11 PM
Period 6	1:18 PM – 1:54 PM
Period 7	2:01 PM – 2:37 PM
Period 8	2:44 PM – 3:20 PM

Tuesday Maroon Day	Wednesday White Day	Thursday Maroon Day	Friday White Day
Period 1 8:30 AM – 9:59 AM	Period 2 8:30 AM – 9:59 AM	Period 1 8:30 AM – 9:59 AM	Period 2 8:30 AM – 9:59 AM
Period 3 10:06 AM – 11:35 AM	Period 4 10:06 AM – 11:35 AM	Period 3 10:06 AM – 11:35 AM	Period 4 10:06 AM – 11:35 AM
Lunch 11:35 AM – 12:08 PM	Lunch 11:35 AM – 12:08 PM	Lunch 11:35 AM – 12:08 PM	Lunch 11:35 AM – 12:08 PM
Period 5 12:15 PM – 1:44 PM	Period 6 12:15 PM – 1:44 PM	Period 5 12:15 PM – 1:44 PM	Period 6 12:15 PM – 1:44 PM
Period 7 1:51 PM – 3:20 PM	Period 8 1:51 PM – 3:20 PM	Period 7 1:51 PM – 3:20 PM	Period 8 1:51 PM – 3:20 PM

Finals Week Schedule December 14th- 16th

Monday PLC 12/15	
PLC Meeting	8:15 AM - 9:00 AM
Period 1	9:10 AM - 9:46 AM
Period 2	9:53 AM - 10:29 AM
Period 3	10:36 AM - 11:12 AM
Period 4	11:19 AM - 11:55 AM
Lunch	11:55 AM - 12:28 PM
Period 5	12:35 PM - 1:11 PM
Period 6	1:18 PM - 1:54 PM
Period 7	2:01 PM - 2:37 PM
Period 8	2:44 PM - 3:20 PM

Tuesday 12/16	Wednesday 12/17	Thursday 12/18	Friday 12/19
Block 7 8:30 AM - 10:30 AM	Block 1 8:30 AM - 10:30 AM	Block 3 8:30 AM - 10:30 AM	Block 5 8:30 AM - 10:30 AM
Block 8 10:40 AM - 12:40 PM	Block 2 10:40 AM - 12:40 PM	Block 4 10:40 AM - 12:40 PM	Block 6 10:40 AM - 12:40 PM

Finals Week Schedule June 31st- July 3rd

Monday 6/1	Tuesday 6/2	Wednesday 6/3	Thursday 6/4
Block 7 8:30 AM - 10:30 AM	Block 1 8:30 AM - 10:30 AM	Block 3 8:30 AM - 10:30 AM	Block 5 8:30 AM - 10:30 AM
Block 8 10:40 AM - 12:40 PM	Block 2 10:40 AM - 12:40 PM	Block 4 10:40 AM - 12:40 PM	Block 6 10:40 AM - 12:40 PM

Administration and Office Staff

Principal: Elizabeth Salcido

Assistant Principal:

Kristin Hamilton
Jill Hammond

Osiris Pardo
Rafael Villasenor

Dawn Young

Dean of Students:

Joe Faulkner

Tamara Calero Hill

Grace Yu

Administrative Assistant:

Lourdes Aguayo

Licensed Vocational Nurse:

Misa McDaniels

District Registered Nurse:

Joni Knapp

Data Technician:

Lexi

Important Dates

PARAMOUNT UNIFIED SCHOOL DISTRICT MASTER CALENDAR 2025-26

JULY				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

2025-2026 Important Dates

Aug 7-8	Teacher Workday/Pupil Free Day
Aug 11	First Day of Instruction
Aug 11-13	Minimum Day
Aug 25-29	K-5 Back to School Week
Sept 2-5	6-8 Back to School Week
Sept 8-12	9-12 Back to School Week
Oct 13	Professional Development/Pupil Free Day
Oct 20	9-12 1st Quarter Report Card Mailed
Oct 21	6-8 1st Quarter Report Card Mailed
Nov 17	Trimester 1 K-5 Report Card Available in ParentVUE
Dec 16-19	PHS Finals Week
Jan 12	Teacher Workday/Pupil Free Day
Jan 13	Students Return
	9-12 1st Semester Report Card Mailed
Jan 19	6-8 1st Semester Report Card Mailed
Mar 16	Professional Development/Pupil Free Day
Mar 17-20	9-12 Open House Week
Mar 23-27	K-5 Open House Week
Mar 30-Apr 3	6-8 Open House Week

○ = Pupil Free Day ■ = Holiday

Mar 30	Trimester 2 K-5 Report Card Available in ParentVUE
Mar 30	9-12 3rd Quarter Report Card Mailed
Mar 31	6-8 3rd Quarter Report Card Mailed
Jun 1-4	PHS Finals Week
Jun 4	Last Day of Classes/Minimum Day
Jun 5	Teacher Workday/Pupil Free Day
Jun 8	Trimester 3 K-5 Report Card Available in ParentVUE
Jun 11	9-12 2nd Semester Report Card Mailed
Jun 11	6-8 2nd Semester Report Card Mailed

2025 - 2026 School Holidays

Jul 4	Independence Day
Sept 1	Labor Day
Nov 11	Veterans' Day
Nov 24-28	Thanksgiving Break
Dec 22-Jan 12	Winter Break
Jan 19	Martin Luther King, Jr. Day
Feb 9	Lincoln's Birthday
Feb 16	Washington's Birthday
Apr 6-10	Spring Break
May 25	Memorial Day
Jun 19	Juneteenth

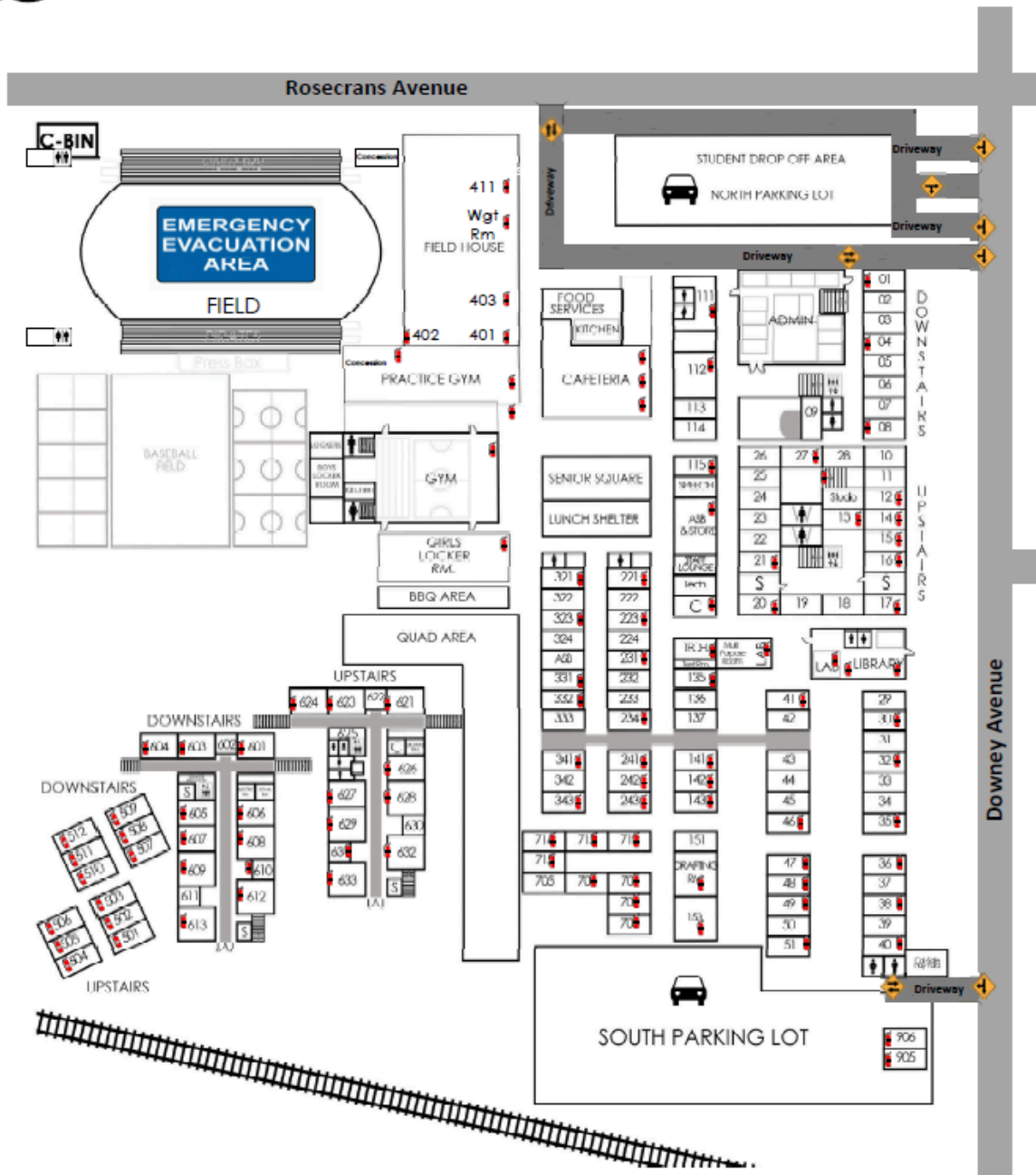
School Map

Senior Campus School Map



PARAMOUNT HIGH SCHOOL

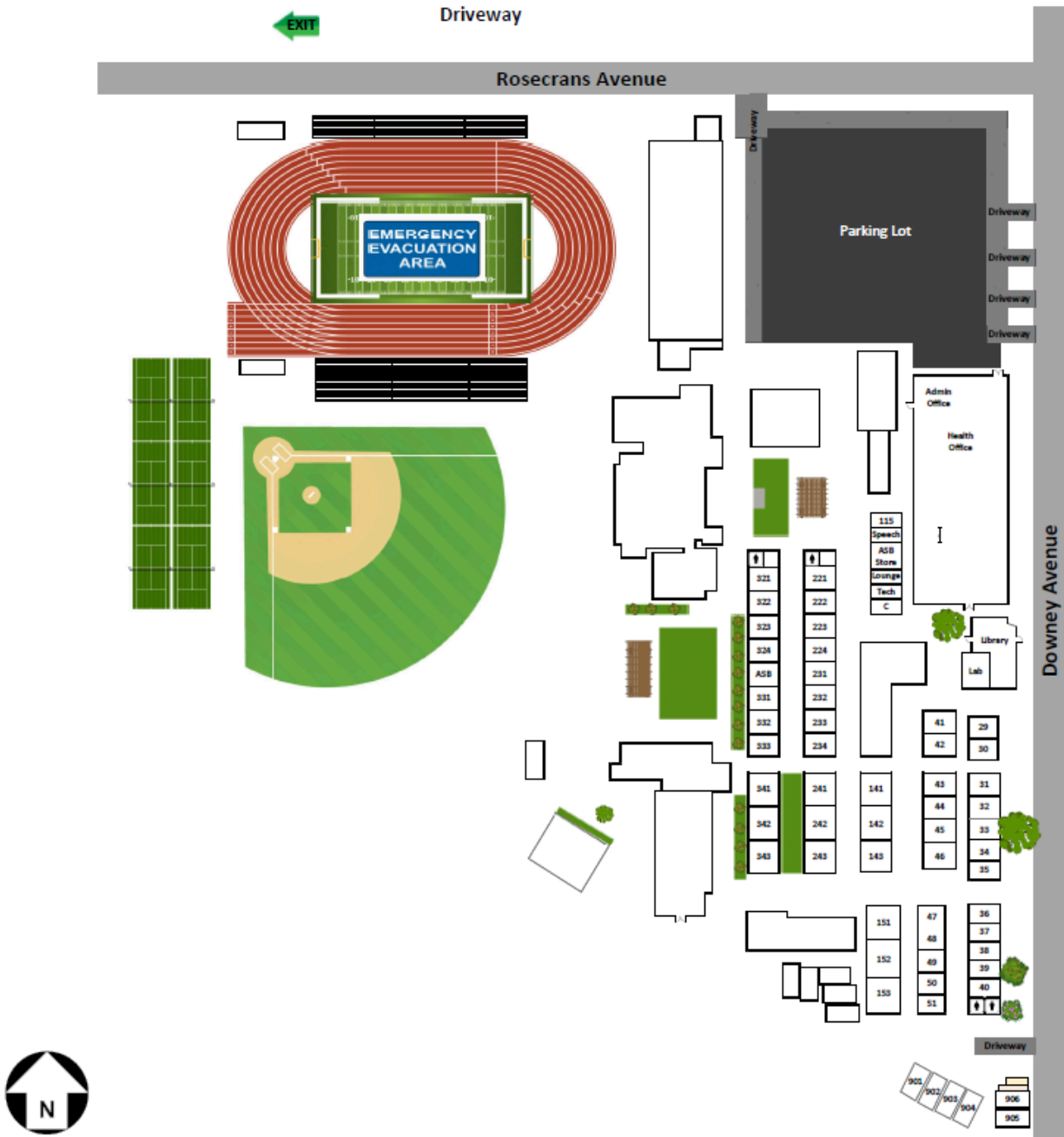
14429 S Downey Avenue, Paramount, CA 90723
Tel. (562) 602-6067 Fax. (562) 602-6099



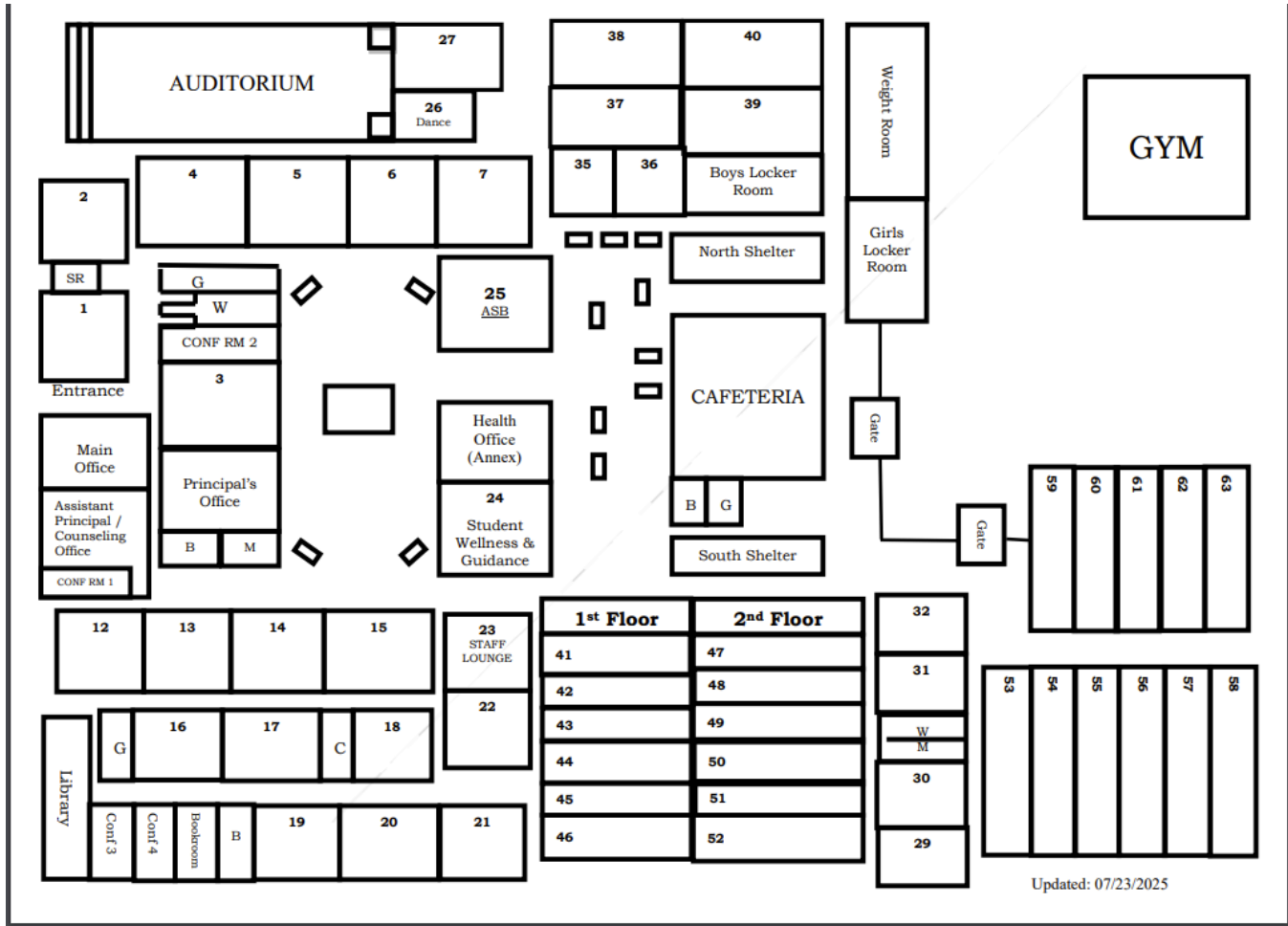


PARAMOUNT HIGH SCHOOL

14429 S Downey Avenue, Paramount, CA 90723
Tel. (562) 602-6067 Fax. (562) 602-6099



West Campus School Map



Nondiscrimination Statement

The Paramount Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when they witness an act of discrimination, sexual harassment, harassment, intimidation, or bullying. For questions or complaints, contact:

Title IX Coordinator

Dr. Linsey Gotanda, *Assistant Superintendent*
15110 California Avenue, Paramount, CA 90723

(562) 602-6006 ♦ lgotanda@paramount.k12.ca.us

Compliance Officer & Section 504 Coordinator

Lisa Kirk, *Director of Pupil Services*
15110 California Avenue, Paramount, CA 90723

(562) 602-6035 ♦ lkirk@paramount.k12.ca.us

PARENT & FAMILY ENGAGEMENT

Home/School Communication

It is a goal of the District to engage parents in meaningful interactions with the school as it supports a partnership among staff, parents, students, and the community to improve student academic achievement. Parents will be informed of student- and school-related matters through parent-staff conferences; individualized and/or automated phone calls, emails and text messages; postings on the district or school websites and social media accounts; and/or letters. To ensure that information is provided to parents in a timely manner, please make sure that the school has the most current phone number(s), email address, and mailing address on file. Students and parents may also monitor up-to-date student progress, attendance, and other important information through ParentVUE (Synergy Parent Portal).

Parents may communicate with staff by phone, via email, or in person by appointment. Please note that phone calls will not be transferred to the classroom during instructional time. Any messages sent to staff or left on voicemail will receive a response within a 48-hour period. Messages for students from their parents will only be delivered during instructional time if the matter is of EXTREME emergency or great urgency.

Parents who have concerns regarding student- or school-related matters are asked to take the following steps until they are satisfied with the resolution:

1. Address the concern directly with the student's teacher, or appropriate staff member
2. Bring the concern back to the student's teacher, or appropriate staff member
3. Bring the concern to the attention of the site administrator
4. Refer to the appropriate complaint procedure provided on the District's website

Parent Conferences

Parent conferences will be conducted within the first trimester of each year; however, a parent conference may also be initiated throughout the school year by either the parent or teacher. Parents should contact their student's teacher to request a conference.

Committees & Advisories

Parents have many opportunities to be involved in the decision-making process for the school and for the District. The descriptions below provide information on the different types of organizations and their functions.

School Site Council (SSC)

The SSC is composed of elected parents and staff volunteers. The purpose of the SSC is to advise and assist in the development of the Single Plan for Student Achievement. The SSC is also responsible for developing and updating the Comprehensive School Safety Plan unless they have designated the task to a school safety committee. All members of the school community are invited to attend SSC meetings.

English Learner Advisory Committee (ELAC)

Each California public school with 21 or more English learners must form an ELAC composed of elected parents of English learners. The ELAC is responsible for:

- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
- Assisting in the development of the schoolwide needs assessment.
- Making parents aware of the importance of regular school attendance.
- Electing at least one member of the ELAC to the District English Learner Advisory Committee.

District English Learner Advisory Committee (DELAC)

Each California public school district with 51 or more English learners must form a DELAC unless the district designates for this purpose a subcommittee of an existing districtwide advisory committee. The DELAC advises the Board of Education on at least the following tasks:

- Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.
- Conducting of a districtwide needs assessment on a school-by-school basis.
- Establishment of district program, goals, and objectives for programs and services for English learners.
- Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
- Review and comment on the school district reclassification procedures.
- Review and comment on the written notifications required to be sent to parents.
- If applicable, review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).

Multi-Tiered Systems of Supports (MTSS)

The MTSS is composed of teachers and support staff. The team meets regularly and acts upon referrals for students with challenges in academic, attendance, and/or behavioral areas. This group works with parents and students to develop interventions and individual plans to assist students in becoming successful.

PHS Community Schools Advisory

The PHS Community Schools Advisory is a group made up of educational stakeholders (LACOE, teachers, counselors, social workers, counselors, administrators, and parents) and community-based organizations. As a group, the PHS Community Schools Advisory partners with community-based organizations to provide PHS students and their families with support for the whole child: academics, social-emotional development, and basic needs.

Volunteering

Volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. Parents and other members of the community are encouraged to share their time, knowledge, and abilities with students. Volunteers must act in accordance with District policies, regulations, and school rules. Volunteers may not bring siblings and other younger children, who are not enrolled in school, into the classrooms.

In order to volunteer at school, individuals must complete the Volunteer Request Form on the PUSD website and follow the guidelines from Personnel Services.

It's a Team Effort!

To promote student learning and success and to support each student's intellectual, emotional and physical growth, all educational partners must work as a team. Students, parents, teachers, and administrators will sign a Title I Compact at the start of each school year agreeing to the following:

As the **STUDENT**, they realize that their education is important and that they are the one responsible for their own successes; therefore, they agree to carry out the following responsibilities to the best of their ability:

- Arrive at school on time and ready to learn.
- Respect the school, staff, classmates, and their families.
- Follow school rules, dress appropriately, and keep the school clean.
- Communicate regularly with their parents and teachers so that their parents and teachers can help them be successful in school.
- Complete all schoolwork and homework on time, including reading at home daily.
- Maintain a positive attitude about themselves and ask for help when it's needed.

As the **PARENT**, they understand that by participating in their child's education, they can help their child succeed; therefore, they agree to support their child's learning in the following ways:

- Get involved in their child's education by attending parent workshops, school events, and volunteering their time.
- Ensure that their child attends school daily and gets adequate sleep, regular medical care, and proper nutrition.
- Provide a quiet time and place for studying, reading, and completing homework
- Communicate with the teacher or the school when there is a concern or question.
- Promote the importance of education to their child by:
 - Monitoring their child's use of media (television, radio, and internet).
 - Ensuring their child arrives at school on time each day.
 - Confirming that their child completes all school work and homework regularly and on time.

As the **TEACHER**, they understand the importance of a high-quality education for each student and their responsibility to be a positive school model; therefore, they agree to support students in the following ways:

- Maintain a welcoming, supportive, nurturing, and safe learning environment where all perspectives

are valued.

- Provide high quality curriculum and instruction based on State content standards
- Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress reports and other available means.
- Provide reasonable opportunities for parents to volunteer and participate in their child's class, and to observe classroom activities.
- Respect and validate cultural and linguistic diversity.
- Maintain high expectations and help every child develop a love of learning.

As the **PRINCIPAL**, they understand and support the importance of a high-quality education for each student and their responsibility to be an effective leader; therefore, they will:

- Create a welcoming, accessible environment for all students and parents.
- Support the District's and school's mission, vision, goals, discipline guidelines and rules.
- Ensure a warm, safe, and caring learning environment.
- Serve as an instructional leader by supporting teachers in the classrooms.
- Provide parents the opportunity to volunteer, participate in and observe classroom activities.
- Facilitate frequent and on-going communication between parents and teachers.

SCHOOL SAFETY

Arrival & Dismissal

Parents are expected to follow traffic laws and not block traffic or neighboring driveways or direct children to cross through traffic.

Paramount High School Senior Campus Arrival and Dismissal:

- Paramount High School's main entrance is located on Downey Avenue for arrival.
- Students may exit through Downey Avenue gate as well as West and Contreras gate.
- Bus arrival and departure will be at the main entrance on Downey Ave.

Paramount West Campus Arrival and Dismissal:

- Paramount West Campus' main entrance is located on Paramount Blvd and 3rd Street for arrival.
- Students may exit through the gates by the library and the auditorium on Paramount Blvd or on 3rd Street.
- Bus arrival and departure will be on 3rd Street.

Parking Lot

All visitors, including parents, must park in designated areas and adhere to all curb markings and staff directions. There is no double-parking or parking in loading and red zones or in bus loading zones. The speed limit in the parking lot is 5 MPH.

Student Parking Permit

There is no student parking available on campus. The school parking lot is designated for staff only.

Bicycles, Scooters & Skateboards

Students are allowed to ride their bicycles, scooters, or skateboards to and from school, but must

walk/carry them onto and off school grounds in the morning and after school. Gas motorized bikes are prohibited.

Bicycle Helmet Law

California law requires all students to wear a properly fitted and fastened bicycle helmet in order to operate, or ride as a passenger on, a bicycle, a nonmotorized scooter, or a skateboard, or to wear in-line or roller skates. This requirement also applies to a minor who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle. Additionally, students are required to follow California law regarding e-bikes and e-scooters.

Bike Racks

All bicycles, scooters, and skateboards must be locked up in the bike rack area; they cannot be stored in the front office or in any classrooms nor carried around on campus during the school day. Students must provide their own lock and key as none will be provided by the school. The school is not responsible for the loss or damage to bicycles, scooters, skateboards, or helmets.

- PHS Sr. Campus: Students must use the bike racks by the Pirates Cove.
- PHS West: Students must use the bike racks on 3rd Street.

School Bus Safety

The safety of students while riding the bus to and from school is of utmost importance. In order to ensure bus safety for all students, the following rules for behavior will be strictly enforced:

- All students must remain seated in their assigned seats with their seatbelts fastened at all times.
- The bus driver can change a student's assigned seat if the student does not follow the rules.
- Students may place their personal items on the floor, in their laps, or in the seat next to them if there is room. Students may not sit on their backpacks or other personal items.
- Students must face forward and keep the aisles clear at all times.
- Windows must remain closed unless otherwise directed by the bus driver.
- Students must refrain from yelling on the bus. This includes shouting comments to pedestrians or people in vehicles.
- Eating or drinking on the bus is not permitted.
- Students must refrain from defacing or destroying bus property.
- All students must comply with the request of the bus driver and/or any school staff while getting on and off the bus and/or while riding the bus.
- Fighting, cursing, or any kind of disturbance on the bus will not be tolerated. This includes while students are getting on and off the bus and while waiting at the bus stop.

For the safety of students, the bus driver, and staff, all buses are equipped with surveillance cameras with audio capabilities. Bus violations will result in a bus referral, parent notification, and other consequences such as bus privileges being revoked. All school rules apply; therefore, violations of any school rules while riding the bus will be addressed in the same way as if the incident occurred on campus.

Visitors to Campus

All visitors who wish to gain access to the school, including parents, contractors, and volunteers, must report to the main office to register and receive a visitor's badge through the Raptor Visitor Management System. Registration includes presenting a photo ID and stating the purpose for entering school grounds. Raptor will scan the photo ID and log the name of the visitor as well as the date, time, and purpose of the visit. Visitors without a photo ID will have their information manually inputted into the system by a staff member. Raptor will screen the visitor's name and date of birth against the national database of registered sex offenders. No other data from the photo ID is gathered or recorded and the information is not shared with any outside agency.

Once a visitor has been approved, a visitor's badge will be printed for them to wear for the duration of the visit. Unless otherwise directed by the principal or designee, a staff member will accompany visitors while they are on school grounds. Upon completion of the visit, a visitor must return immediately to the school office to turn in the visitor's badge and sign out.

Anyone on school grounds without permission is in violation of the law and may be reported to law enforcement. The principal or designee may refuse to register any visitor if the principal or designee reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke a visitor's registration if there is a reasonable basis for concluding that the visitor's presence on school grounds would interfere, or is interfering, with the peaceful conduct of school activities or would disrupt, or is disrupting, the school, students, or staff.

No Interruption Policy

To maintain an optimal learning environment that is free from distractions, the school will not accept items delivered to the school – such as balloons, flowers, presents, etc. sent on birthdays, Valentine's Day, or other special occasions. Students should also not bring these items to school as gifts for others.

If they are brought to school, or left at the office by the delivery person, the items will be held in the office until the end of the school day. The school is not responsible for contacting the recipient of the item(s) nor does the school assume responsibility for any items that are lost, stolen or damaged.

Student's forgotten homework assignments, smartphone, backpack, books, or money will be accepted in the main office. However, these items may only be picked up by the student during non-instructional time. Parents can help avoid classroom interruptions by doing the following:

- Before leaving for school each day:
 - Checking that the student has their P.E. clothes, Chromebooks, backpack, and school supplies.
 - Ensuring the student has their homework and project.
 - Ensuring the student knows whether to stay after school, wait for a ride, or walk home.
- Not calling the office to relay messages to their student unless it is an absolute emergency. (*Note:* All emergencies will need to be cleared by an administrator.)
- Scheduling their student's doctor and dentist appointments after school.

Food deliveries including Uber Eats, Grubhub, DoorDash, Instacart, HungryPanda etc. will not be accepted.

Birthday Celebrations

While the school recognizes students' enjoyment in celebrating their birthdays at school, the focus needs to be on instruction. As such, the following are guidelines regarding birthday celebrations:

- Celebrations may not take place during instructional time.
- With teacher approval, a parent can arrange with the teacher to have treats distributed to their student's classmates during lunch or after school.
 - Parents are encouraged to send non-food items, such as stickers or pencils, in consideration of the District's wellness policy and for students with food allergies and/or dietary restrictions.
 - All treats must be pre-packaged and store-bought and delivered to the teacher before school begins in the morning.
- Delivery of balloons and gifts for any student will not be accepted.

Emergency Information

Emergency cards are required to be completed and submitted at the beginning of each school year and should be updated whenever there is a change. For each student, there must be at least two adults

listed with their current contact information so that they may be contacted if the school is unable to reach a student's parent or in case of an emergency where the student must be removed from school.

Only the individuals listed on a student's emergency card may remove a student from school. If there is a restraining or protective order against a former spouse or another individual, a copy of the order must be provided to the school health office.

Disaster

In the event of a disaster (e.g., earthquake, fire) during school hours, students will be kept at school until it is safe to release them. Students will only be released to their parents or authorized adults who are listed on the student's emergency card and who can present a photo ID. Parents should prepare their students for an emergency by:

- Reviewing the school's comprehensive school safety plan, which is available on the school's website.
- Being aware of the emergency procedure instructions given to their student at school.
- Keeping their student's emergency card on file at the school and updated at all times.

During an emergency, it is essential that the school telephone lines are available to school personnel and those providing emergency relief; therefore, the school should be called only if it is absolutely necessary.

INSTRUCTIONAL PROGRAM & SUPPORTS

Code of Academic Integrity

Academic honesty and personal integrity are fundamental components of a student's education and character development. The school's goal is to help each student realize their full academic potential and become a responsible and productive citizen and lifelong learner. Therefore, students are expected not to cheat, lie, plagiarize, or commit other acts of academic dishonesty.

When students cheat or plagiarize, their work does not reflect their own efforts or understanding, and it gives them an unfair advantage over other students. *Cheating* includes, but is not limited to: copying the work of others (including both class work and homework); having someone else do the homework or assignment; stealing someone else's idea for an assignment or project; using notes on tests or quizzes when such notes have been prohibited; or giving others answers to a test or quiz. Examples of *plagiarism* include, but are not limited to: copying part or all of another person's work and submitting it as one's own; passing off the ideas or words of another as one's own without giving credit to the source; or paraphrasing from a different source without citing those sources. This is because any original work is considered the intellectual property of the person who created it – when another person's work is plagiarized, it is a form of stealing their intellectual property.

Students who engage in academic dishonesty may be disciplined accordingly. Consequences are cumulative and may include, but not be limited to, any of the following:

- Redoing the assignment or retaking the test
- Completing an alternate assignment or test.
- Student receives a grade of "F" on the assignment or test, without the opportunity to make it up.
- Parent is requested to attend a conference with the teacher, counselor, and/or administrator.
- Referral to a school counselor, administrator, or multidisciplinary team.
- Student is removed from any or all elected or appointed leadership positions for the remainder of the semester or school year, at the discretion of an administrator.
- Student is removed from all extracurricular activities (including athletics) for the remainder of the semester or school year, at the discretion of an administrator.

Students should master and use the correct skills to cite sources, ask for help when questions arise regarding cheating or plagiarism, and not participate in sharing or receiving answers from others.

Academic Awards

9-12 Academic Awards:

Principal's Honor Roll (Semester GPA: 4.0 and above)

Honor Roll (Semester GPA: 3.5-3.99)

Senior Academic Awards:

Valedictorian (First in class)

Salutatorian (Second in class)

High Honors (Cumulative GPA: 4.0 and above)

Honors (Cumulative GPA: 3.5-3.99)

School Supplies

Textbooks and Chromebooks are available for students at the library. Basic school supplies are available through the Pirate Community Center.

Internet Use

The Paramount Unified School District's Acceptable Use Agreement outlines the rules governing student and employee use of District and school data communication networks, the intranet, and internet safety, and provides education about appropriate online behavior, including interacting with other individuals on social media networking sites, and cyberbullying awareness and response. This policy includes the use of Chromebooks in class, computer labs, and the library. All students must submit an Acceptable Use Agreement signed by a parent in order to use any technological resources on campus.

Chromebook

Each student is to bring their fully charged device to campus daily. If a student's Chromebook is lost or damaged, the student and the parent are to go to the ROP trailer at the District Office to report it and receive a replacement device.

Paramount High School Electronic Device Policy



Students can use their personal electronic devices (cell phones, tablets, and/or headphones):

- Before School
- Lunch
- During passing period
- After School

Use of personal electronic devices in the classroom is strictly prohibited unless explicitly permitted by the teacher for instructional purposes.

Personal electronic devices consist of, but are not limited to:

- Personal laptop computers
- Smart watches
- Cell Phones
- AirPods / headphones
- Tablets / iPad
- Smart glasses
- Any other personal electronic device not provided or approved by the school district

The usage of hotspots and any recording devices is strictly prohibited.

Progressive Discipline for Violations

Step 1:- Teacher gives student a verbal warning

Step 2:- Teacher conducts a student conference

- Teacher contacts parent/guardian to communicate classroom expectations

Step 3:- Teacher completes a referral

- Dean meets with student and may contact parent/guardian
- Incident documented in discipline record

Step 4:- Teacher completes a referral

- Conference with parent/guardian, student, counselor and Dean
- Incident documented in discipline record
- Counselor contacted for additional support

Step 5:-Teacher completes referral

- Dean meets with student and conducts a parent conference
- Incident documented in discipline record
- Saturday School Assigned and/or other means of correction

Additional Consequences: Continued violations may result in additional disciplinary consequences, including placement on the 'No-Go' List. Students on the 'No-Go' list may lose privileges to participate in school activities such as athletics, dances, field trips, graduation events, etc.

Revised 07/2026

Textbooks & Library Books

Each year, students are provided with textbooks for their grade level and library books to read for pleasure. These books are the property of the school and need to be returned at their required time, which is 14 days from check-out for library books and before the close of the school year for textbooks. If a student disenrolls before the end of the school year, then all books must be returned on the last day of enrollment. It is the student's responsibility to take care of their books and return them in the same condition in which they were received. The following are guidelines to assist students with understanding the textbook and library book policy and student responsibilities:

- Textbooks are issued to each student at the start of the school year, or upon enrollment, through their classroom teacher. Library books can be checked out throughout the year from the Library Technician.
- Each book contains a barcode, allowing the school to track the specific books that have been loaned to each student.
- Trading books with another student is not allowed. As provided above, books are barcoded and identified in the system under the applicable students' name. If damage is caused to a book that has been traded, responsibility for the damage will still fall on the student who is assigned to that book.
- Students are responsible for any loss and/or damage of all books loaned to them. (*See notification on "Property Damage" in this publication for more information.*)

Homework Policy

Homework is a valuable and necessary extension to education. It has been proven through research that appropriate homework activities coupled with parent support has a great impact on learning. The following are the established guidelines and purposes for homework:

- Homework is a part of the school curriculum.
- Homework is designed to reinforce daily class work.
- Homework gives students opportunities to deepen their understanding.
- Homework will help students develop personal responsibility.
- Homework will help students raise their test scores and grades.

At the beginning of each school year, teachers will communicate homework expectations to students and their parents; such expectations follow the guidelines provided below:

- English 30 minutes per day, 3 hours per week
- Mathematics 30 minutes to 1 hour per day
- Science 2 to 3 hours per week
- Social Science 2 to 3 hours per week
- Special Education 40 minutes per day
- Physical Education 1 hour per week
- Electives 30 minutes per week
- World Language 30 minutes to 1 hour per day

Make-Up Work

Students should take the initiative to make up missed assignments due to absences. The following provides specific guidelines based on the type of absence:

1. **School Activities.** Students must clear all school activities with their teacher(s) in advance in order to receive the make-up assignments. Lists of students involved in activities will be approved and distributed to teachers (for verification purposes) by administration.
2. **Excused Absence.** Students will be given the opportunity to make up the schoolwork missed because of an excused absence and to receive full credit if the work is turned in by the established deadline.
3. **Unexcused Absence.** Students who miss schoolwork because of unexcused absences will be given the opportunity to make up missed work for full or reduced credit at the discretion of the

teacher.

4. ***Out-of-School Suspension.*** If the student's absence is the result of a suspension, the teacher may require the student to complete any assignments and tests missed during the period of suspension. When a parent of a student who has been suspended for two or more days from school requests homework that the student would otherwise have been assigned, the student's teacher must provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment may not be included in the calculation of the student's overall grade in the class.

Physical Education

Uniforms

To prevent any health or safety hazard, all students are expected to wear standardized clothing for their physical education class.

PE uniforms should meet the following criteria:

- PHS T-shirts, sweatshirts
- Shorts, sweatpants, leggings
- Athletic shoes

A required uniform consists of a PHS T-shirt, leggings, sweatpants, or shorts and can be purchased through the student store on PHS campus.

A student's grade will not be lowered or otherwise impacted upon any failure to wear compliant uniform for the physical education class if such failure was clearly beyond that student's control. Students unable to comply with the uniform requirements should inform their physical education teacher.

Medical Excuse

A student who is ill may be excused from participation in physical education for the day if a note from the parent is provided. A doctor's note is required to excuse a student from participation for three or more consecutive days. All notes must be turned in to the school health office, who will notify the physical education teacher accordingly. Students will be given an alternative assignment while not participating in any physical education activities. If a student becomes sick or is injured in class, the student MUST REPORT IT TO THE TEACHER IMMEDIATELY.

Religious Fasting Excuse

A student will be granted an accommodation in connection with any physical activity components of a physical education course during a period of religious fasting. The parent must submit a written note to the principal to request for the accommodation. Students will be given an alternative assignment while not participating in any physical education activities.

P.E. Lockers

Each student will be assigned a locker. Students must TAKE CARE OF THEIR OWN LOCK AND LOCKER, and follow these guidelines:

- Do not store any items of value in the locker
- Do not give out or share locker combinations
- Do not share lockers
- Do not leave the locker unattended
- Check the lock before leaving class

Any items left out or not locked are not the responsibility of the school; the school is not liable for lost or stolen personal items, clothes, or locks.

Assigned lockers remain the property of school and are subject to inspection by school authorities at any time. Each student will be financially responsible for the care of their assigned lock and locker. The site reserves the right to remove by key, or by cutting, all unauthorized locks.

Married, Pregnant, and Parenting Students

The responsibilities related to marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education, placing them at higher risk of dropping out of school. The Paramount Unified School District supports married, pregnant, and parenting students to continue their education by providing them with the opportunity to succeed academically while protecting their health and the health of their children in the following ways:

1. The District shall not adopt any rule concerning a student's actual, potential, or past parental, family, or marital status that treats students differently on the basis of sex.
2. The District will provide this notification to all pregnant and parenting students as part of the "Welcome Packet" and/or "Independent Student Packet" to ensure pregnant and parent students are notified of the rights and options available to them under the law.
3. The District shall not exclude or deny any student from an educational program or activity, including any class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, lactation, or related medical conditions or recovery; the District shall treat pregnancy and related conditions in the same manner and under the same policies as any other temporary disabling condition.
4. The District may require a pregnant or parenting student to obtain the certification of a physician or nurse practitioner that the student is physically and emotionally able to participate, or continue to participate, in the regular education program or activity.
5. Pregnant and parenting students shall not be required to participate in a pregnant minor program or alternative education program; students who voluntarily participate in an alternative education program shall be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.
6. The District shall provide reasonable accommodations to a lactating student on the school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. The student shall not be penalized academically and shall be provided with the opportunity to make up any work missed as a result of the student's use of the reasonable accommodations during the school day. Reasonable accommodations include, but are not limited to:
 - a. Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child.
 - b. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.
 - c. Access to a power source for a breast pump or any other equipment used to express breast milk.
 - d. Access to a place to store expressed breast milk safely.
 - e. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child.
7. A pregnant or parenting student shall be excused from school when the absence is due to the illness or medical appointment of the student's child, including absences to care for a sick child, for which the school shall not require a note from a doctor.
8. During the school year in which the birth of the student's infant takes place, a pregnant or parenting student is entitled to eight weeks of parental leave, which the student may take before childbirth if there is a medical necessity and after childbirth to care for and bond with the infant. If deemed medically necessary by the student's physician, parental leave may be extended beyond eight weeks. Specific to parental leave:
 - a. No student shall be required to take all or part of parental leave.

- b. The District's Supervisor of Attendance shall ensure that absences from school, as a result of parental leave, are excused until the student is able to return to the regular school program or an alternative education program.
- c. Upon return to school after taking parental leave, a pregnant or parenting student is entitled to opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses.
- d. The pregnant or parenting student may return to the school and the course of study in which the student was enrolled before taking parental leave. A student who chooses not to return to the school in which the student was enrolled before taking the leave is entitled to alternative education options offered by the District.
- e. When necessary to complete the district-established high school graduation requirements, a pregnant or parenting student may remain enrolled in school for a fifth year of instruction, unless it has been determined that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school.

Any complaint alleging discrimination on the basis of actual, potential, or past pregnancy or parental, marital, or family status, district noncompliance with the requirements related to parental leave, or noncompliance with the requirement to provide reasonable accommodations for lactating students shall be addressed through the Uniform Complaint Procedures.

HIGH SCHOOL GRADUATION & BEYOND

High School Graduation Requirements

In order to graduate from high school, all students must complete the graduation course requirements that are specified in EC 51225.3 ("statewide course requirements"), as well as any other course requirements adopted by the Board ("Board-adopted coursework"). In the Paramount Unified School District, this means the completion of a minimum of 220 credits in grades 9 through 12.

Subject	Statewide Course Requirements		PUSD Requirements	
English	3 years	30 credits	4 years	40 credits
Mathematics	2 years	20 credits	3 years, including Algebra 1 or Mathematics 1	30 credits
Science	2 years, including biological and physical science	20 credits	3 years, including biological and physical science	30 credits
Social Studies	3 years, including U.S. history & geography; world history, culture, & geography; 1-semester course in American government & civics; 1-semester course in economics	30 credits	3 years, including U.S. history & geography; world history, culture, & geography; 1-semester course in American government & civics; 1-semester course in economics	30 credits
Visual or Performing Arts, World Language, or Career Technical Education (CTE)	1 year	10 credits	1 year	10 credits
Physical Education	2 years	20 credits	2 years	20 credits
Health			1 semester	5 credits
Electives				55 credits
Total Credits	130 credits		220 credits	

Beginning with students graduating in the 2029-30 school year, there is an additional requirement for a one-semester course in ethnic studies.

Exemption from Board-adopted Coursework

For the purpose of the following information, an “eligible student” is a student in foster care, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student.

An eligible student who transfers into the District or between schools any time after completing the second year of high school, or newcomer student who is in the third or fourth year of high school is exempted from any Board-adopted coursework that are in addition to statewide course requirements, unless it has been determined that the student is reasonably able to complete the additional requirements in time to graduate by the end of the fourth year of high school. If not exempted, the student will be reevaluated for eligibility the following academic year based on the student’s course completion status at that time.

Eligible students will receive notification of the availability of the exemption and whether they qualify for it. If an eligible student was not properly notified of an exemption, declined the exemption, or was not previously exempted, the student or educational rights holder may request the exemption, and the student will be exempt. Any such student who at one time qualified for the exemption may request the exemption even if the student is no longer eligible.

An eligible student also has the right to remain for a fifth year to complete either the statewide course requirements or the Board-adopted coursework.

Any complaint that the District has not complied with requirements, as specified in EC 51225.1 and 51225.2, may be filed in accordance with the District’s Uniform Complaint Procedures.

Additionally, for a student with a disability, eligibility for an exemption from Board-adopted coursework requires that the student’s IEP provides all of the following:

1. The student’s IEP team has deemed the student eligible to take the state alternate assessment as described in EC 60640(k).
2. The student is required to complete state standards aligned coursework to meet the statewide course requirements specified in EC 51225.3.

Evaluation of Academic Performance

Grades serve a valuable instructional purpose by helping students and parents understand performance expectations and identifying students’ areas of strength and those areas needing improvement. Teachers will use multiple measures of student performance (e.g., assessments, assignments, classwork, classroom activities) to determine student progress and achievement. Teachers will be the final determinant in issuing the student grade. However, parents have the opportunity to meet with their student’s teacher(s) to discuss the grade issued and strategies to improve their student’s performance.

Criteria for academic performance is based on the following grades:

<i>Grade</i>	<i>Description</i>	<i>Percentage</i>	<i>Grade Points</i>	<i>Weighted Grade</i>
A	Excelling at District course standards	90-100%	4.0	5.0
B	Significantly proficient at District course standards	80-89%	3.0	4.0
C	Proficient at District course standards	70-79%	2.0	3.0
D	Minimal proficiency at District course standards	60-69%	1.0	N/A
F	Not proficient at District course standards	0-50%	0.0	N/A

Incomplete

With the approval of the principal or designee, a grade of Incomplete ("I") may be assigned at the end of a term and then a final grade will be issued as follows:

1. The student's work is not finished by the end of the grading period due to illness or other excused absence. If the missing work is not completed by the end of the subsequent quarter, the "I" becomes an "F".
2. The teacher determines that it is appropriate to allow the student additional time to earn an improved grade. If the student's work does not meet expectations by the end of the subsequent quarter, the "I" becomes whatever grade the student was supposed to earn originally.

Grade Point Average

Each student's cumulative grade point average (GPA) is calculated by using the grade points assigned to each letter grade. The grade points are totaled and divided by the number of courses/subjects completed. In recognition of the more rigorous nature and extra work that Advanced Placement, International Baccalaureate, honors, and concurrent postsecondary courses require, students will receive an extra grade point for a grade of A, B, or C, as shown in the chart above.

Grades & Course Credits

Schoology, the District's Learning Management System, is a tool for students, parents, and teachers to keep track of student progress. Parents need to have a ParentVue and Schoology account to take advantage of this tool.

Progress reports will also be sent home for each student approximately 10 weeks into each semester, and final grades and course credits will be issued after the end of each semester.

Repeating Classes

With the approval of the principal or designee, a student may repeat a course in order to raise their grade. Both grades received will be entered on the student's transcript, but the student will receive credit only once for taking the course. The highest grade received will be used to determine the student's overall grade point average (GPA).

Withdrawal from Classes

A student who drops a course during the first six weeks of the grading period may do so without any entry on their permanent record card. A student who drops a course after the first six weeks of the grading period will receive an "F" on their permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Awarding Course Credits/Partial Credits

Credits for courses completed with a grade of D or better will be awarded according to the time the student was enrolled in a course using the following guidelines:

- 5.0 credits can be earned at the completion of each semester
- 2.5 credits can be earned at the completion of each quarter
- 0.5 credits can be earned for each nine days of enrollment (partial credit)

UC/CSU Admission Requirements

To qualify for admission into a University of California (UC) or California State University (CSU) school, a student must, at minimum, complete 15 college-preparatory courses (referred to as the "A-G" courses) with a letter grade of "C" or better. For students applying to UC schools, 11 of the 15 required courses must be completed prior to senior year, including summer courses.

Subject Requirements	CSU	UC
A – History/Social Science	2 years/4 semesters of history/social science, including one year of U.S. history OR one semester of U.S. history and one semester of American government, AND	
	1 year of history/social science from either the A or G subject area	1 year of world history, cultures, or historical geography (including European History) from the A subject area
B – English	4 years/8 semesters of college preparatory English composition/literature (including no more than 1 year of Advanced ESL/ELD):	
	Advanced ESL may be substituted for one of the 4 years of English	ESL/ELD cannot meet the senior year of English
C – Mathematics	3 years; 4 years strongly recommended:	
	Including/integrating topics covered in the foundational subjects of elementary algebra, two- and three-dimensional geometry, and advanced algebra;* completion of a geometry course (or integrated math courses with geometry content)	
D – Science	2 years; 3 years recommended:	
	At least 1 year/2 semesters of physical science and 1 year/2 semesters of biological science; one year must be from the D subject area and the second year may be from the D or G area. Year-long sequence courses of the same subject are not required. Integrated/Inter-disciplinary courses may be used to fulfill either physical or biological science	Must include at least two of the three foundational subjects of biology, chemistry, and physics; or two years of a three-year NGSS integrated science model; or one year of biology, chemistry or physics and one year of an approved science chosen from the earth & space sciences or interdisciplinary sciences disciplines. Approved courses in the applied science, computer science, and engineering disciplines may only be used for a 3 rd year (or beyond) of the science requirement. Courses must be from the D subject area.
E – Language Other than English	2 years (or equivalent to the 2 nd level of high school instruction) of a language other than English;* 3 years recommended (Courses must be in the same language, American Sign Language allowed)	
F – Visual and Performing Arts	1 year/2 semesters (or two one-semester courses in the same discipline) required, chosen from the following disciplines: Dance, Music, Theater, Visual Arts or Interdisciplinary Arts	
G – College Preparatory Elective	1 year/2 semesters of elective course work chosen from any area on approved A-G course list	

** High school-level coursework completed in 7th and/or 8th grade can be used to meet the area C and/or E requirements only.*

STUDENT ATTENDANCE

Attendance Expectations

Students are expected to come to school every day and on time! Regular attendance plays an important role in student achievement and is an important life skill that will help students graduate from college and keep a job. When students do not attend school regularly, they miss out on fundamental academic skills and the chance to build a habit of good attendance. When students are late or leave school early, they are missing instruction or instructional activities that could lead to learning loss. It can also be distracting to the other students and the teacher.

Absences can be minimized by scheduling medical, dental, and other appointments after school or when school is not in session. Vacations should be planned around holidays and school vacations. Parents must make school attendance a priority.

[School Year Calendar 2025-2026](#)

Attendance Awards

- Monthly Perfect Attendance (9 –12)
- End-of-the-Year Perfect Attendance (Seniors)
- Attendance Quarterly/Semester Celebrations

Absence Verification

When a student who has been absent returns to school, a satisfactory explanation verifying the reason for the absence must be provided, with the exception under “Excused Absences” (e.g., students caring for their child). Absences must be verified by the student’s parent/guardian, other person having control of the minor (e.g., caregiver, foster parent), or the student themselves if eighteen years of age or older. Per district practice, absences should be verified within 3 days of the absence.

The following methods may be used to verify student absences:

1. Written note, fax, email, or ParentSquare verification from the parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student’s parent/guardian or parent representative. The employee must subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student’s home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee must document the verification and include the information specified in item #2 from the Excused Absences section.
4. Physician’s verification.
 - a. When excusing students for confidential medical services or verifying such

appointments, staff may not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.

b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.



ATTENDANCE MATTERS!

BE PRESENT. BE ENGAGED. BE ON TIME



WHY DOES ATTENDANCE MATTER?

Regular attendance is one of the biggest indicators of student success in high school and beyond.



BENEFITS OF GOOD ATTENDANCE:

- Higher Grades
- Stronger friendships
- Better chances at scholarships & college acceptance
- Builds discipline and responsibility



ABSENCES ADD UP!

Even excused absences can affect your learning and performance. Every class counts!



WHAT CAN YOU DO?

Talk to your teacher or counselor.

WE'RE HERE TO HELP!

SHOW UP, EVERY DAY. YOUR FUTURE DEPENDS ON IT.



¡LA ASISTENCIA IMPORTA!

ESTÉ PRESENTE. PARTICIPE. LLEGUE A TIEMPO



¿POR QUÉ ES IMPORTANTE LA ASISTENCIA?

La asistencia regular es uno de los mayores indicadores del éxito estudiantil en la preparatoria y más allá.



BENEFICIOS DE UNA BUENA ASISTENCIA:

- Mejores calificaciones
- Amistades más sólidas
- Mejores oportunidades de obtener becas y ser aceptado en la universidad
- Desarrolla disciplina y responsabilidad



¡LAS AUSENCIAS SE ACUMULAN!

Incluso las ausencias justificadas pueden afectar tu aprendizaje y desempeño. ¡Cada clase cuenta!



¿QUÉ PUEDES HACER?

Habla con tu maestro/a o consejero/a.

¡ESTAMOS AQUÍ PARA AYUDARTE!

ASISTE TODOS LOS DÍAS. TU FUTURO DEPENDE DE ESO.

Report Absences

1. If your student is out for a Dr. appointment, court appointment, funeral or other similar reason please submit the **official document** on the [Google](#) form that is located on our school's website (phs.pusdschools.net) under "Resources for families" or drop the document off in person.



SCAN ME

2. **Students on SART contracts** (attendance) must always submit an official document (Dr. note, court note, funeral card, etc.) in order for absences to be excused.
3. If you do not have an official document and your student is not on a SART contract please report the absence on [Parent Square](#) within 3 days of the absence.



SCAN ME

4. If you are unable to report electronically and your student is not on a SART contract please make sure that the attendance office receives a **hand-written note** within 3 days of the absence. Please include your student's name, birthdate, date of the absence, reason for the absence and your signature on the note.

Reporte las ausencias

1. Si su estudiante falta por cita médica, cita en la corte, servicios funerarios o otra razón parecida, por favor someta su **documento oficial** en la forma de [Google](#) que esta localizada en el sitio red de nuestra escuela (phs.pusdschools.net) bajo "Resources for Families" o traiga el documento en persona.



SCAN ME

2. **Estudiantes con contratos SART** (asistencia) necesitan que someter un documento oficial (nota médica, nota de la corte, comprobante de servicios funerarios, etc.) cada vez que falten para que su ausencia sea justificada.
3. Si no tiene un documento oficial y su estudiante no esta en un contrato SART, por favor reporte la ausencia en [Parent Square](#) dentro de 3 días de la ausencia.



SCAN ME

4. Si no puede reportar la ausencia electrónicamente por favor asegure que la oficina de asistencia reciba una **nota escrita a mano** dentro de 3 días de la ausencia. Por favor incluya el nombre de su estudiante, fecha de nacimiento, fecha de la ausencia, razón de la ausencia y su firma en la nota.

Truancy & Attendance Accountability

A student is classified as a *truant* after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the school has made a conscientious effort to meet with the family, the student is considered a *habitual truant*. A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a *chronic truant*.

Hall Pass

Any student who is out of class during class time must have in their possession a hall pass. Students are responsible for requesting for a hall pass, when necessary, and for showing the pass upon request by staff.

Tardy Policy

School begins at 8:30 a.m. A warning bell rings at 8:23 a.m. and 8:29. Any student not in class by the 8:30 a.m. bell will be considered tardy.

Truant

Any student subject to compulsory full-time education who is absent from school without a valid excuse three full days, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and must be reported to the attendance supervisor or the superintendent of the school district.

Leaving School Early

Students leaving campus during the school day must obtain an off-campus pass from the Front Office. When requesting an off-campus pass, students are to present a note from their parent to the Front Office before the start of the school day. Prior to leaving schools, students are to check out with the Front Office.

Excessive Absences & Chronic Absenteeism

A student is considered a chronic absentee when the student is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused absences, as well as suspensions from school – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

Excessive absences may result in the student failing a class due to missed assignments and/or inability to show mastery of the content. They may also result in the student's loss of privileges and/or referral to the School Attendance Review Board (SARB). Parents and students should regularly check the attendance records for any errors.

Excused Absences

Once verified by a parent, a student's absence will be excused for any of the following reasons:

1. Personal illness, including an absence for the benefit of the student's mental or behavioral health
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometrical or chiropractic appointment
4. Attendance at the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
 - a. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the student's household
5. Jury duty
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent, including absences to care for a sick child, for which the school must not require a doctor's note
7. Upon advance written request by the parent and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
 - a. Attendance or appearance in court
 - b. Attendance at a funeral service (not a member of the immediate family)
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than one school day each semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election
9. To spend time with an immediate family member who is an active-duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, deployment (limited to three days)
10. Attendance at the student's naturalization ceremony to become a United States citizen
11. Participation in a cultural ceremony or event which relates to the practices, habits, beliefs, and traditions of a certain group of people
12. For the purpose of a middle or high school student engaging in a civic or political event, provided that the student notifies the school ahead of the absence
 - a. Required to be excused for only one schoolday-long absence per school year
 - b. Students may be permitted additional excused absences in the discretion of a school

administrator

- c. "Civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls
13. For any of the purposes described below, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident.
 - a. To access services from a victim services organization or agency.
 - b. To access grief support services.
 - c. To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.
 - d. Any absences beyond three days for the reasons described above shall be subject to the discretion of the school administrator, or their designee.
14. Participation in military entrance processing
15. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy, subject to the following conditions: [EC 46014]
 - a. The student's parent provides written consent for the absence
 - b. The student attends school as provided by the relevant provisions of the rules and regulations of the State Board of Education for secondary schools
 - c. The student is excused from school for this purpose on no more than four days per school month
16. Work in the entertainment or allied industry
17. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances

For the purpose of the absences described above, immediate family means the student's parent, brother or sister, grandparent, or any other relative living in the student's household.

STUDENT LIFE

Student Identification Cards

All students are issued a student identification (ID) card that they must carry at all times on school grounds and at school-sponsored activities. Students will be expected to show their ID card when entering campus, making appointments, checking out textbooks and other school materials, attending school activities, or when requested by any school staff member, etc. Students without an ID card or who have lost it will need to obtain a new ID card from the Administration Office – the cost of the replacement ID card is \$5.00.

Dress & Grooming

Students are expected to wear clothing that is suitable for the school activities in which they participate and may not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program. In addition to the District's guidelines for dress and grooming, as provided in the District's Board policy and Annual Notification, the following guidelines apply to regular school activities:

- Shoes must be worn at all times on campus.
- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs.
- Swim wear or undergarments must not be exposed or worn as outerwear.
- Shirt tops must have straps or sleeves attached to them.

- See-through or mesh garments must be worn with appropriate coverage underneath that meet the minimum requirements of the dress code.
- Rips or tears in clothing should be lower than the 3 to 4 inches in length on the upper thighs.
- Clothing and jewelry may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct.
- Clothing and jewelry may not display or imply vulgar, discriminatory, or obscene language or images.
- Sunglasses may not be worn inside the building.
- Only hats and beanies with the school logo are allowed.
- Clothing and accessories that endanger student or staff safety may not be worn.

Continued noncompliance with the dress code may result in consequences as deemed necessary by the administration, including being placed on the “No Go” list. Students on the “No Go” list will lose privileges in attending school activities, athletic events, school dances, field trips, graduation activities, etc.



Paramount High School Dress Code Policy



PUSD Board Policy Regulation 5132: Dress and Grooming



APPROVED

TOPS Hats, Beanies, Shirts



Head Gear:

- Only PHS hats
- Beanies: only black, maroon, gray, and beige



Shirts:

- Must have appropriate language and illustrations
- Shirts must meet or overlap the waistband of pants, skirts, or shorts at all time including when sitting or reaching.
- No midriffs, torsos, or undergarments should be visible at any time.



APPROVED

BOTTOMS Pants, Shorts, Skirts, Shoes



Pants, Shorts, Skirts:

- Hip level or above

Shoes:

- Must be worn at all times



NOT APPROVED



Head Gear:

- Hats with non-PHS logos, durags, hairnets, bonnets, or sleep caps



Shirts:

- Crop, one shoulder, halter, or tube tops, muscle shirts, bodysuits, bras, drug or gang affiliation
- Undergarments must be worn but not visible



- Continued violations may result in other consequences as deemed necessary by the administration, including the 'No - Go' list.
- The 'No - Go' list will result in loss of privileges in school activities: athletic events, school dances, field trips, graduation activities, etc.

Revised 07/2026

Yearbook

Please see school website or the Student Store for more information.

School Dances

Please see school website or the Student Store for more information.

Graduation Ceremony

The Faculty and Administration are committed to continuing the tradition of a commencement ceremony that allows all of the members of the class to be honored in a dignified manner. The following expectations have been established for the members of the class, as well as the audience:

- Graduates must participate in graduation practice with final clearance
- Sit quietly while others are speaking
- Refrain from displays of emotion and loud noises that detract from, or interfere with, the recognition of others
- Follow all guidelines for caps and gowns
- Treat the ceremony with respect and dignity

No spectators will be allowed onto the field before, during or after the graduation ceremony.

Photos by a local photographer will be taken of each graduate as they receive their diploma and will be available for purchase.

Prohibited Items

The following guidelines address the prohibited items for both the graduates and the audience:

- Graduates may not possess or use items such as beach balls, frisbees, etc. that might disrupt the ceremony. Such items will be confiscated and not returned.
- During the ceremony, graduates may not bring items such as cameras, cosmetics, wallets, purses, flowers, etc. Such items will be confiscated and kept until the ceremony ends. These personal items should be left at home or with a family member or friend who is a spectator at the ceremony.
- No balloons or noisemakers are allowed.
- No food or drinks will be allowed into the stadium, except for senior citizens and infants. Sealed bottled water is allowed.

Disciplinary Considerations

Graduates are expected to conduct themselves appropriately and are subject to the same rules and regulations for their behavior as when they are at school and during school-sponsored activities.

Graduates who cannot behave appropriately will be warned – if they continue to behave in a way that causes a distraction from the ceremony, the offending student will be removed.

Graduation Tickets

Each graduate will receive a specified number of tickets for family/friends to attend the graduation ceremony. Students who need more than the tickets allotted should look to find members of the class who may have extras. For the safety of everyone, all guests must have a graduation ticket to enter the stadium, and all guests are subject to search.

Student Council

Please see school website or the Student Store for more information.

Clubs & Organizations

Please see school website or the Student Store for more information.

Sports

Please see school website or the Student Store for more information.

Field Trips

Academic field trips are meant to supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. They are to be conducted in connection with the adopted course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or co-curricular activities. Field trips may also be intentionally planned to incentivize appropriate behavior and academic progress during the school year. For these trips, students who do not meet the established criteria (e.g., grades, behavior, attendance) will not be eligible to participate.

Before a student can participate in a school-sponsored trip, parent permission slips must be signed and returned to the school. All school rules apply on school-sponsored field trips; therefore, violations of any school rules will be addressed in the same way as if the incident occurred on campus. If a student is serving suspension on the day of the scheduled field trip, that student is not eligible to attend the trip. School administration may also exclude from the trip any student whose presence on the trip poses a safety or disciplinary risk. All students must ride on the bus to and from the field trip location.

All chaperones must be 18 years of age or older. To maintain student safety during a field trip, a student's siblings and/or other family members are not permitted to accompany the chaperone. Additionally, anyone who is not cleared by administration to serve as a volunteer or chaperone will not be allowed to have contact with students at any time during the field trip.

“No Go” List

All students are eligible to participate in school-sponsored activities, but participation in such activities is a privilege not a right. Specific activities may also require certain levels of academic achievement. Students may be placed on a “No Go” list and excluded from activities for any of the following reasons:

- Multiple unexcused absences or tardies
- Multiple dress code violations
- Multiple discipline referrals
- On-campus or out-of-school suspensions or other administrative discipline

School-sponsored activities include, but are not limited to: student government, sports, clubs, dances, senior activities, other extracurricular activities, and end-of-year activities.

Work Permits

Part-time employment can provide students with income as well as job experience that can help them develop appropriate workplace skills and attitudes. Upon obtaining an offer of employment, students who are minors must obtain work permits from the Counseling Office in accordance with law, regardless of whether the employment will occur when school is in session and/or not in session. Students may also be eligible to receive course credits for a part-time job if they complete the required coursework. For more information, you may contact the office at 562-602-6068.

HEALTH & WELLNESS

Nutrition

All students are entitled to one free breakfast and one free lunch each school day. Meals are provided through the Student Nutrition Services Department.

Parents who prefer to have their student eat food that was prepared at home should have the student bring it in a proper lunch bag when they come to school in the morning – no food may be delivered to the student during school hours. Parents are asked to avoid packing food and beverages that are high in sugar content, such as soda, cookies, gum, candy, etc.

Closed Campus Policy

Students are not allowed to leave campus without the express permission of school authorities – this includes lunch time. Additionally, outside food orders using a food delivery service (e.g., DoorDash, Grubhub, Uber Eats) are prohibited.

Food Allergies/Special Dietary Needs

There are students who have special dietary needs and/or are allergic to certain foods or ingredients (e.g., peanuts, tree nuts, wheat, milk, etc.). When exposed to an allergen, affected students may experience shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. Students will not be excluded from school activities nor otherwise discriminated against, harassed, intimidated, or bullied because of their food allergy.

Please help keep all students safe and healthy at school by keeping in mind the following:

1. Parents are responsible for notifying the principal or school nurse, in writing, regarding their student's food allergies or other special dietary needs.
2. When a student's food allergy or food intolerance substantially limits one or more major life activities, the student may be evaluated to determine if accommodations pursuant to Section 504 are required.
3. School lunch meals make dietary accommodations for students who have a medically certified disability that is verified by a medical statement.
4. Each school site may designate an allergen-free area to ensure students with allergies are safe.
5. Students should not share or exchange meals or utensils with other students.
6. Without identifying the student, the principal or teacher may notify parents of other students in the class that a student is allergic to a specific food and may request those certain foods not be provided at class parties or other school events.
7. Parents are encouraged to bring non-food items, such as stickers or pencils, for school celebrations in lieu of food items which present a challenge for students with food allergies.
8. When sending food for others to consume, do not send any foods that do not have food labels.

Water Consumption

Students have the right and are encouraged to bring a reusable bottle to fill and refill water to consume while at school. Drinking water plays an important role in maintaining a child's overall health in the following ways:

- Supports muscles, joints, and tissues
- Improves digestive system
- Keeps growing bodies hydrated
- Positively impacts cognitive performance, particularly short-term memory
- Improves visual attention and fine motor skills
- Can prevent excess weight gain when substituting sugary drinks

Provide the following information: (1) Water bottle filling stations are located in the following areas: Outside attendance office, rooms 41, 44, 115, 151, 221, and 321, near cafeteria, and outside 500

restrooms; (2) Water bottles are prohibited in the following areas: library, computer labs, and science labs; and (3) Glass water bottles are prohibited.

Automated External Defibrillators

Sudden cardiac arrest (SCA) is a life-threatening emergency that occurs when the heart suddenly stops beating. It strikes people of all ages who may seem to be healthy, even children and teens. When SCA happens, the person collapses and doesn't respond or breathe normally. They may gasp or shake as if having a seizure, but their heart has stopped. SCA leads to death in minutes if the person does not get help right away. Survival depends on people nearby calling 911, starting CPR, and using an automated external defibrillator (AED) as soon as possible.

An AED is a portable, easy-to-use medical device that can analyze the heart's rhythm and, if necessary, deliver an electrical shock (or defibrillation) to help the heart re-establish an effective rhythm. AEDs are installed on premise. Instructions on how to use the AED are posted next to each unit so that anyone can render aid with an AED.

Medications at School

If a student is on a continuing medication regimen for a non-episodic condition, the student's parent must notify the school through the data confirmation process at the start of each school year or notify the school's Health Office Technician at any time during the school year. The notification must include the name of the medication being taken, the current dosage, and the name of the supervising doctor. With parental consent, the principal or school nurse may communicate with the doctor and may counsel with staff regarding possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.

Parents should talk to their student's doctor about making a medicine schedule that does not require the student to take the medicine while at school. However, when necessary, please follow the guidelines provided below. All written requests must be provided on an annual basis or when the medication, dosage, frequency of administration, or reason for administration changes.

Assistance with Administration of Medication

The school nurse or other designated school employee may assist a student who needs to take prescribed medication during school hours only upon written request of both the doctor and the parent. The written request from the doctor must include details as to the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent indicating the desire that the school assist the student in matters set forth in the doctor's statement.

Self-Carry and Self-Administration of Medication

In order for a student to carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication at school, the parent must provide a written statement consenting to the self-administration and a written statement from the doctor detailing the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine or inhaled asthma medication. The parent's written statement must provide a release for the school nurse or other designated school personnel to consult with the student's health care provider regarding any questions that may arise with regard to the medication, and release the District and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. A student may be subject to disciplinary action if the student uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed.

Delivery, Storage, and Disposal of Medication

Parents must supply the school with all medicine the student must take during the school day, with each medicine stored in a separate container labeled by a pharmacist licensed in the United States. The container must list the student's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take. The medicine must be delivered to the school by a parent or other adult, unless the student is authorized to carry and take the medication by themselves. All discontinued, outdated, and/or unused medicine must be picked up before the end of the school year.

Illness: When to Stay Home

Under California law, a student may be required to stay home (or go home) from school in specified circumstances where an apparent illness presents a significant risk to other children or school personnel. Safe, in-person learning is critical to the well-being and development of children. The following information from the California Department of Public Health provides guidance on considerations when a student has symptoms of illness.

Fever (over 100 degrees). Keep the student home until the fever has gone away in the night without using fever-reducing medications and is still gone in the morning AND other symptoms are improving and the student can participate comfortably in routine activities.

Sore throat. Students may attend school unless they have one of the following:

- Fever (see fever guidance)
- Inability to swallow
- Breathing difficulties

Note: If a student is diagnosed with strep throat, they should receive antibiotics for at least 12 hours before returning to school.

Abdominal pain or stomachache. Pain experienced anywhere between the chest and groin; pain may be continuous or may come and go. Students may attend school unless they experience one of the following:

- Pain is severe enough that the student has difficulty participating in routine activities
- Pain starts after an injury
- Bloody or dark stools
- Diarrhea (see diarrhea guidance)
- Vomiting (see vomiting guidance)
- No urine for 8 hours
- Fever (see fever guidance)

Eyes that are irritated, pink eye or drainage. Students may attend school unless they have one of the following:

- Fever (see fever guidance above)
- Problems seeing (vision changes)
- Pain/discomfort the student cannot tolerate
- An injury to the eye

Note: Pink eye is often caused by a virus. Children typically get better after 5-6 days without antibiotics. Staying home from school is not necessary. Frequent hand washing should be encouraged.

Vomiting or diarrhea. Students may attend school unless they experience one of the following:

- Vomiting has occurred 2 or more times in 24 hours
- Fever (see fever guidance above)
- Vomiting or diarrhea appears to be bloody
- Stool cannot be contained in toilet

Note: If the student has been diagnosed with a specific infection (such as Salmonella, E. Coli, norovirus, etc.) or if there is concern over an outbreak, the local health department will be contacted for guidance.

Rash or itching. Students may attend school unless they have one of the following:

- Oozing, open wound or infection that cannot be covered and is in an area that might come in contact with others
- Skin that looks bruised without a known injury or in an unusual location
- Rapidly spreading dark red or purple rash
- Tender, red area of skin, rapidly increasing in size or tenderness
- Associated symptoms of a serious allergic reaction (rash with throat closing, abdominal pain, vomiting or wheezing)
- There is concern for diseases like chickenpox or measles

Note: For diagnosed conditions, follow the advice of the health care provider. In general, for conditions such as lice, impetigo, ringworm, scabies and pinworms, students may return after appropriate treatment is started.

Head Lice

Head lice can happen to anyone. They are very common and can live in the scalp and hair of all children regardless of sex, race, color, cleanliness, or economic status. Head lice do not jump or fly; they are spread person-to-person through head-to-head contact and will die within 1-2 days away from a person's head. The most important fact to remember is that the problem needs to be treated quickly before it spreads to others in the home and community.

Signs of lice infestations:

- Persistent scratching of the head or back of the neck. Head lice are very tiny and extremely difficult to see.
- Nits (lice eggs) which are white specks attached to the hair are usually near the scalp. Nits are difficult to remove from the hair whereas dandruff is very easy to remove.

Treatment:

- Contact the student's physician or the local health clinic to obtain the most effective lice shampoo treatment.
- Wash all clothing, towels and bed linens that have been in contact with the infected person in hot water and dry in a hot dryer.
- Spray and vacuum all carpets, furniture and mattresses, with a lice killing spray.
- Combs and brushes should be soaked in a lice shampoo for one hour.

Preventing re-infestation:

- Check all family members every other day for two weeks. If any nits are seen, another shampooing in 7-10 days may be needed.
- Instruct the infected person not to borrow personal items such as combs, brushes, head bands, and clothing from other people.

If live head lice are seen on a student at school, the student's parent will be contacted, and the expectation is that the student be picked up from school. The parent will be provided with educational materials and instructions on how to properly treat and control head lice. To be readmitted to school, the student will need to be checked by qualified school personnel to ensure that no live head lice are present. For more information, visit the [California Department of Public Health](https://www.cdph.ca/) website.

Access to Student Mental Health Services

A child's mental health is essential to their social and cognitive development, and to learning healthy social skills and how to cope when there are problems. Mentally healthy children have a positive quality of life and can function well at home, in school, and in their communities. Mental health problems that are not recognized and treated in childhood can lead to severe consequences, including exhibiting serious behavior problems, at higher risk of dropping out of school, and increased risk of engaging in substance abuse, criminal behavior, and other risk-taking behaviors. As such, the District is committed

to promoting the well-being of its students by ensuring that, at least twice a year, students and parents are each provided with information on how to initiate access to available student mental health services at school and/or in the community. This annual notification serves as one form of notification; the other notification will be provided during the school year through a ParentSquare message.

Access to student mental health services may be accessed by contacting the administrator, counselor, or social worker at the school site. Minors covered by Medi-Cal have the same right to consent to mental services as minors who do not rely upon Medi-Cal.



Who Do I Call for Help?

9-1-1 to report crimes, fires, and medical emergencies when law enforcement, firefighters, or paramedics are needed 	800-854-7771 for crisis response teams in the field or mental health resources through the 24/7 LACDMH Help Line 
9-8-8 for support with suicidal crisis or mental health-related distress 	2-1-1 for general information on local resources or linkages and referrals to health, human, and social services 

SEE SOMETHING, SAY SOMETHING

Submit an Anonymous Tip >



WeTip makes it easy to submit a confidential tip to local, state, federal and international law enforcement agencies relating to criminal activity. WeTip promises and ensures absolute anonymity, not just confidentiality.

Telephone: (424) 704-1768

STUDENT CONDUCT

Behavior Expectations

The school and each of its classroom teachers have established behavior expectations for students that are consistent with Board policy and applicable state and federal laws. It is the responsibility of the teachers and administrators to see that rules are carried out in a fair and reasonable manner. Every teacher, administrator and other designated employee will hold students to a strict account for their conduct on the way to and from school, in the classroom and other school buildings, on school grounds, and on the school bus.

Students must conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

General Rules

- Display appropriate and respectful behaviors towards adults and peers.
- Follow instructions of all school staff members the first time they are given.
- Respect the property of the school and of others.
- Keep the school clean and safe.

Common Area Rules

- Remain in designated areas in full view of staff.
- Do not communicate with anyone outside the school fence.
- Do not run in common areas.
- Do not participate in any type of wrestling, play fighting, or dog piling.
- Settle differences peacefully: STOP-THINK-WORK IT OUT.
- Keep mobile communication devices in the classroom or backpack.
- Return to class on time.

Equipment Rules

- Do not kick volleyballs and basketballs.
- Do not bounce or kick balls against any buildings.
- Do not retrieve a ball that has been kicked on top of a building or over the school fence – notify the custodian.

Lunch Rules

- Do not throw food around or at anyone.
- Place all trash in proper containers
- Do not take any cafeteria food out of the eating area/tables.
- Remain seated while in the lunch shelter area.

Restroom Rules

- Do not use the restroom as a play area or gathering place to socialize.
- Use the restroom when needed and then leave immediately.
- Keep the restroom clean.

Search & Seizure

In promoting a safe learning environment, school officials will take appropriate action to eliminate, to the extent possible, the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or District property under their control and may seize illegal, unsafe, or otherwise prohibited items.

School officials may conduct a search when there is a reasonable suspicion that the search will uncover evidence that a student is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion must be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, and backpacks.

All student lockers, desks, and school-issue electronic devices are the property of the District. The principal or designee may conduct a general inspection of school properties on a regular, announced basis, with students standing by their assigned lockers, desks, or school-issued electronic devices. Any items contained in a locker or desk will be considered to be the property of the student to whom the locker or desk was assigned.

Searches of individual students are conducted in the presence of at least two district employees. The parent of a student subjected to an individualized search will be notified as soon as possible after the search.

Use of Contraband Detection Dogs

In an effort to keep schools free of dangerous contraband, the District may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

Mobile Communication Devices

Unrestricted use of smartphones and other mobile communication devices by students during the school day interferes with the educational mission of the school, lowers student performance, promotes cyberbullying, and contributes to an increase in teenage anxiety, depression, and suicide. As such, students are prohibited from possessing or using a mobile communication device except under the following circumstances:

- In the case of an emergency, or in response to a perceived threat of danger
- When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
- When a licensed physician or surgeon determines that the possession or use of a mobile communication device is necessary for the student's health and well-being
- When the possession or use of a mobile communication device is required by the student's individualized education program or Section 504 plan

The school is not responsible for the loss, theft, or damage of a student's mobile communication device which is brought onto school grounds or to a school activity off school grounds. If a student's mobile communication device is confiscated for improper use during the school day (*i.e.*, videotaping, taking pictures, playing games, recording conversations, etc.), the student's parent will be contacted and the student or the parent will need to pick up the device from school. Repeated violations may result in other consequences as deemed necessary by administration, including placing the student on the "No Go" list. Students on the "No Go" list will lose privileges in attending school activities, athletic events, school dances, field trips, graduation activities, etc.

Dangerous Objects

Often, students like to bring objects, such as a collector's item, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (*e.g.*, nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury to others, which could then lead to disciplinary consequences.

If a student is in possession of a prohibited weapon, imitation firearm, knife of any kind, or other dangerous instrument which creates a threat or perceived threat of a homicidal act, any employee or

other school official who is alerted to or observes such threat will immediately report the threat to law enforcement. The principal or designee will also notify law enforcement when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. If the student commits any of the acts described in this notification, the student will be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.

Other Prohibited Items

To ensure the safety of all students and to maintain an environment focused on instruction, students are not to bring the following items to school or to a school activity off school grounds:

- Incendiary devices (e.g., matches, lighters, firecrackers)
- Laser pointer
- Glass items and containers (water bottle, cologne, beverages)
- Toys, stuffed animals, and blankets
- Photo or card collections
- Handheld video games
- Personal sports equipment
- Large amounts of money
- Items to sell (i.e., candy, food, drinks, merchandise, etc.) that are not part of a school-approved fundraiser

If any of the prohibited items are brought onto campus, and are deemed to be disruptive to the learning environment or dangerous to persons, such items will be confiscated by school personnel. The student's parent will need to pick up the confiscated items at the main office.

Property Damage

Parents may be held financially liable if their student willfully cuts, defaces, or otherwise injures any property, real or personal, of the District or school employee, or willfully does not return District property loaned to the student upon demand of an authorized school employee. School property includes, but is not limited to, electronic files and databases. The school may further withhold the grades, diploma, and transcript of the student until the parent has paid for the damages. If the student or the parent is unable to pay for the damages, or return the property, a program of voluntary work will be assigned to the student in lieu of the payment of monetary damages.

Disrespectful, Unacceptable Language

The use of any disrespectful, unacceptable language is not conducive to a safe and secure learning environment. Students are expected to refrain from such use while on school grounds and at school-sponsored activities.

The following are types of speech/language that are considered disrespectful and unacceptable, whether spoken or written:

- **Habitual profanity.** The regular and/or frequent use of expletives and/or language which is profane.
- **Verbal abuse.** A form of abusive behavior involving the use of language, such as language that is countering, discounting, accusing/blaming, judging/criticizing, trivializing, undermining, threatening, name-calling, controlling, or punishing.
- **Racial or religious slurs.** Offensive words used to describe individuals of a race, a particular color, country or faith.
- **Hate speech.** Language which degrades, intimidates, or incites violence or prejudicial action against another person based on that person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic.
- **Vulgarity.** Language which offends good taste and manners and is deemed to be raunchy, gross,

offensive, crude, rude, and/or suggestive.

- **Obscene language.** Language which is abhorrent to morality or virtue, specifically designed to incite lust or depravity; considered to be taboo in polite situations; repulsive by reason of crass disregard of moral or ethical principles.
- **Roasting.** Language used in a joking manner to degrade another student.

Public Display of Affection

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors at school or at school-related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary action. Public displays of affection deemed inappropriate include, but are not limited to, kissing, fondling, lewd or other inappropriate conduct.

Sexual Harassment

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. Sexual harassment of students at school or at school-sponsored or school-related activities is prohibited. Retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment is also prohibited. Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity will be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) will be taken into account. Any employee found to have engaged in sexual harassment or sexual violence toward any student will be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

The following individual has been designated as the District's Title IX Coordinator: Dr. Linsey Gotanda, Deputy Superintendent, at 15110 California Avenue, Paramount, CA 90723, lgotanda@paramount.k12.ca.us, or (562) 602-6006. The Title IX Coordinator is responsible for coordinating the District's efforts to comply with Title IX sexual harassment complaint procedures, as well as to oversee, investigate, and/or resolve sexual harassment complaints processed under the Uniform Complaint Procedures.

Instructional Program

As a preventative measure, students will receive age-appropriate instruction and information on sexual harassment, including:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence.
2. A clear message that students do not have to endure sexual harassment under any circumstance.
3. Encouragement to report observed instances of sexual harassment even when the victim of the harassment has not complained.
4. A clear message that student safety is the District's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, will be investigated and action will be taken to respond to harassment, prevent recurrence, and address any continuing effect on students.
6. Information about the District's procedure for investigating complaints and the person(s) to whom a

report of sexual harassment should be made.

7. Information about the rights of students and parents to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the District investigation of a sexual harassment complaint continues.
8. A clear message that, when needed, the District will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation.

Defining Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex, in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of District policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent:

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District's education program or activity.
3. Sexual assault, dating violence, domestic violence, or stalking.

Examples of Sexual Harassment

Examples of types of conduct which are prohibited, and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex

10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Reporting/Investigating Allegations of Sexual Harassment

Students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student, an employee, or a third party or who have experienced off-campus sexual harassment that has a continuing effect on campus are strongly encouraged to report the incident to their teacher, the principal, the District's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment must notify the Title IX Coordinator within one school day. The report must be made whether the alleged victim files a formal complaint or requests confidentiality.

Once notified, the Title IX Coordinator will determine whether the complaint or allegation is to be addressed through AR 5145.71 – Title IX Sex Discrimination and Sex-based Harassment Complaint Procedures or BP/AR 1323.3 – Uniform Complaint Procedures. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator will ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3. The Title IX Coordinator will offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances. If, upon the conclusion of an investigation, sexual harassment is determined to have occurred, the Title IX Coordinator, or designee in consultation with the Coordinator, will take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

Records of all reported cases of sexual harassment are maintained in accordance with law and District policies and regulations to enable the District to monitor, address and prevent repetitive harassing behavior in its schools.

To review the full text of [BP 5145.7. Sex Discrimination and Sex-Based Harassment](#), please click on the link.

Tiered Supports & Interventions

<i>Tier</i>	<i>Description</i>	<i>Examples of Activities</i>
Tier 1: Schoolwide	Supports are proactive and preventative in nature. Since they are built into the structure of the school, all students may benefit from these academic and behavioral supports.	● Assemblies/classroom presentations ● Lessons/videos ● Suicide prevention awareness ● Student-counselor conference ● Monthly incentives ● WeTip ● Conflict resolution
Tier 2: Targeted	Short-term, scientifically-based interventions which are highly efficient and provide rapid response for students who are not making adequate progress with Tier 1 supports alone	● Truancy letters ● Attendance or behavior contract ● Student/parent conference with administrator ● Restorative justice conference ● Referral for services and/or agencies ● Home visits ● Community service ● Saturday school
Tier 3: Individual	Long-term, intensive interventions, which focus on individual students. Appropriate for students identified, through the systemic review of data, as	● Daily check-ins ● Referral to SST or SARB ● Referral for assessment (Section 504 or IDEA) ● Referral to mental health services

	unable to make adequate progress with Tier 1 and 2 supports alone.	• Expulsion
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Disciplinary Consequences

Specific behaviors are forbidden by state and federal laws and by District policy. Violations of these laws and policies may result in advising and counseling students, conferencing with parents, detention during lunch or after school hours, Saturday school, loss of privileges, community service, involvement of law enforcement, placement in alternative programs, suspension, or expulsion, as described under “Tiered Supports & Interventions”.

The severity of disciplinary consequences depends upon several factors such as the nature or seriousness of the offense and whether the offense is a first offense. Ordinarily, suspension (and expulsion) is imposed only when other means of correction fail to bring about proper conduct, or whenever the student has committed a serious, first-time offense; or when it is also determined that the student’s presence causes a danger to persons or property or threatens to disrupt the instructional process.

Corporal punishment will not be used. The use of reasonable and necessary force by an employee to protect oneself or students or prevent damage to District property is not considered corporal punishment.

Detention

Students may be detained for disciplinary reasons for up to one hour after the end of a regular school day, or until the departure of the school bus to which they have been assigned if applicable. Students will not be detained unless their parents have been notified.

Suspension & Expulsion

Suspension means the removal of a student from ongoing instruction for adjustment purposes. A student may be suspended from school for up to five consecutive school days for an incident, depending on the severity of the offense. Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. Students may be suspended or recommended for expulsion whenever the principal/designee of the school determines the student has committed an act in violation of EC 48900, 48900.2, 48900.3, 48900.4, and 48900.7, as listed below, in any of the schools of the District or in another district, and the act is related to a school activity or school attendance which occurs at any time including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or returning from school.
3. During lunch period whether on or off campus.
4. During or while going to or coming from a school sponsored activity.

The following are grounds for which a student may be suspended or expelled:
EC 48900.

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon another person, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the same as such 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 products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- (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. *(Note: Only teachers may suspend a student from class for this reason.)*
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. Imitation firearm means a replica of a firearm that is so 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 or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying.
- (t) Aided or abetted the infliction or attempted infliction of physical injury on another person.

EC 48900.2. Committed sexual harassment.

EC 48900.3. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

EC 48900.4. Intentionally engaged in harassment, threats, or intimidation against district personnel or students.

EC 48900.7. Made terrorist threats against school officials and/or school property.

Recommendation to Expel

As required law, a student found to have committed any of the following acts at school or at a school activity off school grounds will be immediately suspended and recommended for expulsion: (EC 48915(c))

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.
5. Possessing an explosive.

For all other acts committed at school or at a school activity off school grounds, a student may be recommended for expulsion based on a finding of one or both of the following: (EC 48915(b) and (e))

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others.

Suspension from Class by the Teacher

When all attempts to correct a student's behavior have failed, the teacher may suspend the student from class for the remainder of the day and the following day for any act listed under the notification on "Suspension & Expulsion".

A student suspended from class will not be returned to class during the period of suspension without the approval of the teacher of the class and the principal. During this period of suspension, the student will not be placed in another regular class; however, if the student is assigned to more than one class per day, the student may be placed in any other regular classes except those held at the same time as the class from which the student was removed. The teacher may require the student to complete any

assignments and tests missed during the suspension.

The teacher will notify parent of the class suspension at the time of the suspension. As soon as possible, the teacher will ask the student's parent to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator will attend, if requested by either the parent or teacher.

When suspending a student from class for committing an act of obscenity, habitual profanity or vulgarity, disruption of school activities, and/or willful defiance, the teacher may require any parent who lives with the student to accompany the student for a portion of a school day in the class from which the student has been suspended. A written notice will be sent to the parent regarding the implementation of this requirement.