

# Paradise Creek Regional High School

Student and Parent Handbook/Calendar  
2023 – 2024 School Year

1314 South Main St.  
Moscow, ID 83843  
208-882-3687/Fax: 208-882-6815  
<https://pcrhs.msd281.org/>  
<https://www.facebook.com/paradisecreekregionallhs/>



## CONTACT INFORMATION

School Address: 1314 South Main St.  
Moscow, ID 83843

Main Phone Line: (208) 882-3687

Fax: (208) 882-6815

Moscow School District #281: (208) 882-1120

Brian Smith – Principal  
bsmith@msd281.org

Jenni Hightower – Counselor  
hightowerj@msd281.org

Matt Pollard – Science / Math  
pollardm@msd281.org

Paul Brandenstein – English / Social Studies  
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## Paradise Creek Regional High School Class Schedule 2023-2024

### MONDAY - THURSDAY

Period 1 – 9:45am-11:25am

Period 2 – 11:30am-1:10pm

Lunch – 1:10pm-1:40pm

Period 3 – 1:40pm-3:20pm

Period 4 – 3:25pm-5:15pm

### FRIDAY

Period 1 – 9:45am-10:45am

Period 2 – 10:45am-11:45am

Lunch – 11:45am-12:15pm

Period 3 – 12:15pm-1:15pm

Period 4 – 1:15pm-2:15pm

**Quarter 1 August 29, 2023 – November 1, 2023**

**Quarter 2 November 6, 2023 - January 25, 2024**

**Quarter 3 January 30, 2024 - April 4, 2024**

**Quarter 4 April 8, 2024 - June 5, 2024**

### Mission

Paradise Creek Regional High School (PCRHS) is a non-traditional school of choice serving at-risk high school students in Latah County. We provide a unique community which fosters individuality, dignity, and responsibility. We expect our students to graduate with the skills to achieve success in a changing world.

### Purpose

PCRHS supports local communities by increasing the high school graduation rate of students who experience extraordinary circumstances. Students develop personal responsibility and find support as they establish a successful educational program. Students gain and retain admission via an application process and must demonstrate or articulate a substantial commitment to their educational goals and the success of the program.

## Expectations

### Be Professional:

- Have a safe and healthy attitude
- Use electronic devices in a professional manner
- Take short breaks at appropriate times if needed
- Be ready to work as an individual or in a team
- Work toward your best product
- Dress appropriately

### Be Respectful:

- Treat yourself, others, and the building with respect
- Respect the personal space of others
- Follow rules and directions
- Listen attentively when others are speaking
- Wait for appropriate times to speak
- Use appropriate language

## Admission

Applications for this program can be obtained from Latah County high school counselors by contacting PCRHS directly at (208) 882- 3687, or from our website at: <https://pcrhs.ms281.org/>

All applications must be submitted one week prior to the beginning of each quarter. Late applications may be appealed to the administration if extenuating circumstances exist. Classroom space is limited. Therefore, PCRHS will accept applicants on a first come, first served basis. Application forms need to be accompanied by transcripts. Incomplete applications will not be considered. All applications will be reviewed by the PCRHS staff. Applicants will be interviewed regarding their motivation to succeed and commitment to meeting their educational goals.

Selection will be determined by the staff as a result of the interview, the completeness of the application, and the following priorities:

- Current full-time PCRHS students in good standing
- Students applying for full-time status
- Part-time PCRHS students who successfully complete classes and follow policies unless they have not attended during prior quarter (may be asked to re-apply)
- Dual-enrolled seniors close to graduation recommended by high school counselors
- Dual-enrolled students interested in credit recovery

Students who are enrolled in special education or are on a 504 plan must have an IEP/504 meeting and a recommendation from the sending school. PCRHS staff members participate in IEP/504 meetings and must agree to the placement. Some of the special education services available to students in the traditional high school are not available at PCRHS.

## **School Communication**

### **School Calendar**

For planning advanced family activities, and trips, please refer to the School District calendar embedded within this handbook. Any changes can be accessed or printed off the district website at [www.msd281.org](http://www.msd281.org).

### **Phone/Online**

You may contact us from 9:00 am to 5:45 pm or leave a message after hours at 208-882-3687. Staff email addresses, pictures of activities, and district information can be accessed as links at the school district website <http://msd281.org> or PCRHS website <https://pcrhs.msd281.org/>.

### **School Messenger**

PCRHS and the Moscow School District utilize a mass-communication system called School Messenger that can leave a voice mail, text, and/or email at the phone numbers and email addresses you have provided. Principal Brian Smith sends a weekly “Dates & Details” email each Friday to keep all families informed of important happenings.

### **Facebook Page**

Please “friend” and “like” our Facebook page. This page can also be “shared” with relatives and grandparents. We make updates throughout the week.

<https://www.facebook.com/paradisecreekregionals/>

## **School Meals**

Families interested in receiving free or reduced cost school meals for their students will need to submit a Free and Reduced Meals application. Income guidelines and applications will be available on the Moscow School District website starting July 1, 2023. Printed copies will also be available at each school when school office staff return to work in August. Questions regarding Free and Reduced Meals can be directed to Kendra Grove, Student Nutrition Supervisor, 208-892-1123 or Butch Fealy, Operations Director, 208-892-1110.

A computerized meal account system is used to keep track of meals served. Each student has an account set up for breakfast, lunch, and milk purchases. Meal accounts are used for all students including those who qualify for Free and Reduced Meals and those who pay the regular price. Parents are encouraged to send money in advance for purchases of lunch, breakfast, or milk on Monday mornings.

Each school’s website has a link for the online payment system. Simply click the link and follow the steps to set up your user account. Use your information to create the profile and make payments. If you need help obtaining your student’s unique identification number, please call PCRHS at 208-882-3687 or our Student Nutrition Supervisor at 208-892-1123.

## **Health**

\*Guidelines specific to COVID-19 can be found on the following website: <https://msd281.org/>

### **When Should My Child Stay Home From School?**

Good attendance at school is important for learning and development. However, there are times when it is best for children to remain at home. For instance, when they are contagious or when they feel so poorly that they would not gain much by participation and instruction. The following guidelines are to help you determine if your child could benefit from extra rest at home.

### **Fever**

An oral temperature of 100 degrees or higher is considered a fever. Any fever within the past 24 hour indicates the need for your child to stay home. Be sure your child is fever-free for 24 hours without the use of fever reducing medication before allowing them to return to school.

### **Vomiting/Diarrhea**

Vomiting and/or diarrhea, with or without a fever, within the past 24 hours indicates that your child should stay home. Accompanying abdominal discomfort can make it difficult for your child to concentrate. Your child could benefit from the additional rest at home.

### **Pain**

Moderate to severe pain that requires pain medication every few hours indicates that your child should stay home. Pain that requires the regular use of medication can hinder your child's ability to concentrate in class. Resting at home until the pain is manageable can be beneficial.

### **Moderate And Severe Cold Symptoms**

Children will get colds throughout the school year. Having mild congestion or stuffiness is normal, and usually children are able to participate in school activities without difficulty. However, if your child has severe nasal congestion, a persistent cough, and generally does not feel well, staying at home may be the best course of action. Additional rest could help them to feel better, sooner.

### **Draining, Inflamed Eyes**

If your child wakes up with his/her eyes stuck together, or the eyes are red, itchy, or painful, the child should remain at home until he/she can be evaluated by a physician. Your child may have a contagious infection. If your child comes to school with eyes that are inflamed, itching, or draining, the nurse will evaluate your student for infection. If an infection is indicated, your child will be sent home.

### **Lice/Nits**

If you suspect your child could have lice or nits (eggs), please notify the school. A nurse would be happy to help you determine if your child has lice/nits, dry scalp, or another dermatological issue. We can also provide guidance on the treatment and management of lice.

### **Immunizations**

Idaho State law states that children may attend school when their immunizations are current or parents have obtained an exemption. Please contact your primary care provider or Idaho Health and Welfare, North Central District, 208-882-7506. See the web site: <http://healthandwelfare.idaho.gov/Health/IdahoImmunizationProgram/SchoolandChildcare/SchoolRequirements/tabid/3785/Default.aspx>

### **What If My Child's Health Information Changes Or He/She Has Special Health Concerns?**

Notify the school office so that our system may be updated. Bee stings, allergies, seizure disorders, asthma, heart problems, and diabetes are examples of the types of conditions of which we need to be aware so that we can provide proper care.

There are students at our school who have severe peanut, nut, egg, and other food allergies. We ask all students to wash their hands after lunch before going to recess; there are special seating arrangements in our cafeteria to ensure the safety of all children.

### **What If My Child Needs To Take Medication?**

Medication should be administered at home whenever possible. If your child brings ANY medication to school, he/she must bring it to the school office. In order for school personnel to administer over-the-counter medication, the office must have a permission form or note stating the dosage, the specific reason for the medication, and the time the medication should be administered. This note must be signed and dated by the parent or guardian.

If the medication is prescribed, the school requires a statement by your physician indicating the name of the medication, the dosage, and the time of administration or the original prescription container along with a note signed and dated by the parent or guardian identifying the name of the medication, the dosage, and time of administration. If it is necessary to administer ANY medicine during school time, please call the office at 208-882-2714.

### **Student Injury**

If a student is seriously injured at school, first aid will be administered and every effort will be made to notify parents or emergency contacts immediately. When student's parents cannot be reached, and a higher level of care or services are indicated, emergency services will be called. All minor injuries (ie. minor cuts, scrapes, etc.) will be treated at school unless directed by parents/guardians to do otherwise. It is extremely important that we have the current phone numbers for parents or guardians, and an additional contact person in the event of an emergency.

The best precautions and the closest supervision do not guarantee that accidents will not happen. Accidents are part of the growing-up process that our children experience. The school district does not provide medical insurance to pay for medical expenses when students are injured at school. Our district does have information regarding student insurance at our office.

Our school nurse conducts screening and health education activities and is on call for emergencies. Parents, if you wish to discuss a health-related issue with the nurse, call the school or leave a message at the District Office at 208-882-1120.

### **Behavior**

The faculty and staff at PCRHS have high expectations for student conduct. We are a small, caring community of students and staff. Any disruption to the educational process will not be tolerated. Students will be respectful of staff and fellow students. Any disrespectful and disruptive behavior will result in a student being removed from class. The suspension policy outlined in MSD#281 School Board Policy will be initiated if the behavior continues.

### **Major Violations**

A major violation of the code of behavior will initiate a review by the PCRHS staff to assist the student in making better choices and developing more appropriate behavioral responses. Major infractions will be dealt with immediately by the PCRHS administrator. Parents will be notified as well as individuals from related agencies as requested by the administrator. The following list is not exhaustive. PCRHS staff members reserve the right to consider other violations as "major."

- Insubordination/ refusal to cooperate with staff
- Displays of anger or aggression
- Violence
- Violation of the attendance policies
- Any action that jeopardizes the safety or health of staff or students
- Physical damage to the building (Violators will be prosecuted)
- Plagiarism
- Use or sale of illegal substances (Police will be notified)
- Sexual and other forms of harassment (see below under Harassment)
- Swearing and other disruptive language, racial slurs
- Gang activity (Police will be notified)

### **Use of Controlled Substances**

PCRHS and the Moscow School District prohibit the possession, manufacture, distribution, sale, or use of controlled substances by students on school property or at school sponsored events (MSD Board Policy 5052.00). Controlled substances “include, but are not limited to: alcohol, tobacco (including smokeless tobacco ), opiates, opium derivatives, stimulants, steroids, hallucinogenic substances, cocaine, cannabis, synthetic equivalents of the substances that have a depressant effect on the central nervous system, and drug paraphernalia.” Excepted from this definition are any medications specifically prescribed for a student’s use by his/her own doctor (MSD Board Policy 5070.02).

PCRHS further prohibits student use of tobacco or e-cigarettes on or within 20 feet of school property. Unauthorized use of controlled substances on school property or at school sponsored events may result in suspension, expulsion, and/or criminal prosecution (MSD Board Policy 5052.00).

### **Harassment**

Moscow School District Board Policy:  
5060.00 - Student Harassment; 5060.01 Basic Policy

It is the policy of this District to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, intimidating, bullying, cyber bullying, coercive, or disruptive (2-23-10).

The Moscow School District has a zero-tolerance policy for harassment (see Board Policy, Section 5060-1 and 5061 for specifics). PCRHS will maintain this same learning environment for students and staff.

### **Infraction Schedule**

- Minor infractions will be dealt with on an individual basis by a staff member or in conjunction with the principal or counselor. Discipline could range from community service to suspension.
- A major infraction will result in immediate suspension from PCRHS for the remainder of the school day and possibly extended days. A suspension hearing will be held before the student is allowed to return the following day.
- 2 major infractions will result in a suspension up to five (5) days. The suspension may be extended to ten (10) days by the superintendent.
- 3 major violations will result in a recommendation to the superintendent that the student be removed from the program (expelled).
- The program reserves the right to consider only one major violation as cause for expulsion from the program if the intensity and/or duration of the violation warrant it.
- The student will receive all rights to due process as outlined in the Board Policy Manual.

## **Chores**

The program at PCRHS includes daily chores. These typically take a few minutes after school gets out for the day. Everyone who uses the facilities is expected to take responsibility for its appearance. Our school building is provided by the generosity of others. The staff emphasizes care and respect for our building and grounds. Choosing not to perform an assigned chore is considered an infraction under our discipline policy.

## **Dress Code**

It is at the staff's discretion to ask a student to change his/her clothes if they feel the clothes are disrupting the educational opportunities of other students. Students should maintain an acceptable level of personal hygiene. PCRHS has showers and a washer/dryer on site for student use.

## **Attendance Policy**

\*\*\*Note: View the full Moscow School District Attendance Policy at [msd281.org](http://msd281.org)

There is a direct correlation between attendance and academic success.

Students attending PCRHS are enrolled in classes which run for nine weeks rather than a semester. Attendance is extremely important as we typically cover more instructional material in one day than a traditional school. On their distance learning days, attendance for students in the hybrid model will be taken based on engagement in the content by a set deadline.

Except in very special circumstances, students who attend school are expected to participate in all school activities including field trips and especially Extended Learning Experiences.

We care about our students and encourage frequent home-school communication. In the event of an absence from any class, office staff will contact a parent or guardian. However, if possible, we greatly appreciate any of the following forms of contact in advance of an absence: phone call, email, written note, or in-person.

Students are expected to be in their assigned classroom and ready for instruction when attendance is taken. Tardiness interrupts all students' right to an education and interrupts the teacher's lesson.

Students who are tardy ten minutes or more will be considered absent for the period. If a student accumulates 3 or more tardies of less than ten minutes each, this is considered an absence.

Students will be given the opportunity to complete missed work for credit as a result of absences or tardies. However, it is the responsibility of the student to make arrangements with the instructor for making up missed assignments and class activities.



## **Checking Out/Activity Absences**

Any student leaving school must first check out with a PCRHS staff member or administrator.

If students use their own cars or ride in private cars to or from school and experience mechanical failures which cause tardies or absences, they are responsible for all such tardies and/or trancies.

Students who miss school for a college visitation or school related activity must submit a request prior to the date of the desired activity. The request is subject to administration approval. These absences do not count toward your absence total with a note from a college counselor or advisor/coach/teacher.

Any student who wishes to participate in an MHS activity (sport or other) that will conflict with any class time must get prior approval from the PCRHS administration before they are allowed to miss class. After approval the student must maintain a 70% or better in all classes to continue participation. Grade percentage will be checked on a weekly basis. The administration reserves the right to discontinue the student participation when it becomes detrimental to the student.

## **Loss of Credit/Appeals**

If a student has five or more absences in any class within a quarter, the student has lost credit for that class. However, a student may request an appeal by scheduling a meeting with staff at the end of the quarter.

Credit appeals will be judged on the following factors:

- Mastery of course material
- Legitimate reasons with official documentation
- Missing assignments have been made up
- Student initiated discussion with teacher(s) about missed classes and assignments
- Previous appeal history
- Attendance improvement
- Professionalism and respect

## **Make-up Work**

1. A student will be given the opportunity to complete work missed for credit.
2. It is the student's responsibility to make arrangements to make up tests and daily work missed because of an absence. If it is not completed within the time allotted by policy, credit will not be granted.
3. Students have the number of days missed, plus one (1) day, to make up work unless other arrangements are made with the instructor. Long term assignments (15 school days) are due on the assigned date. Exceptions are by prior approval of the instructor. Exams will be made up on the day the student returns. Exceptions will be at the discretion of the teacher.
4. Effort must be made to avoid incompletes. If an end-of-grading period incomplete is absolutely necessary, it must be cleared with the principal no more than five (5) working days after the grading period ends.
5. A student is either present or absent; no note is required to verify the reason for the absence. The office staff will verify unavoidable absences with parents/guardians by telephone.
6. Students should be given the opportunity to make up missed work due to absences or tardies for credit. However, it is the student's responsibility to make arrangements with the teacher for making up missed assignments and class activities.

## **Independent Studies**

Students may be in the PCRHS building when they are enrolled for credit in a class. Students not enrolled in a class may request to use the building for study space and/or technology. If approved by administration, the student may be allowed to remain in the building at the discretion of staff. The opportunity to use building space or technology while not enrolled in a course can be rescinded at any time at the discretion of PCRHS staff and administration.

## **Driver's License Suspension**

Per Idaho Code 49-303A, PCR administration is required to report students who do not comply with the attendance and enrollment policies to the Department of Transportation.

### **Withdrawal from Classes**

When a student withdraws from a class in the first three weeks of the quarter, “W” for “Withdrawn” will be recorded on the report card and transcript. When a student withdraws from a class after three weeks, “WF” or “Withdraw/Fail” will be recorded on the report card and transcript.

When a student remains in class (audit) but does not receive credit because of attendance or other circumstances “NC” for “No Credit” will be recorded on report cards and transcripts for grades A-D. If a student earns a grade of “F” for “Fail”, “F” will be recorded.

When a student withdraws from a class and transfers directly to another school, “W” for “withdraw” will be recorded on the report card and transcript.

Any student who does not attend school for ten consecutive days without contact with school officials will be automatically withdrawn from classes with the appropriate notations as stated above on the report card and transcript.

### **Electronics/Communication Devices**

At PCRHS, we believe that portable communication and other electronic devices provide opportunities for an enhanced educational environment. For the purpose of this policy, portable communication devices include, but are not limited to, smartphones, MP3 players, personal laptops, tablets, handhelds, video cameras, digital cameras, digital audio/video players, etc. or any device that is capable of video or audio recording.

This policy will also apply to future technologies that may be developed for similar purposes.

We realize that personal computing devices may be distractors and can be used in an academically dishonest way. Unfortunately, these devices have also facilitated harassment and bullying within the school environment. The personal computing device policy outlined below is intended to capitalize on the benefits of personal computing devices while minimizing the negative impact on students and classrooms.

Teachers will establish when it is appropriate for students to use portable communication and other electronic devices in the classroom and during class time.

Teachers reserve the right to judge educational appropriateness of use of technology and will confiscate a communication or other electronic device being used inappropriately inside or outside the classroom.

Students are expected to honor staff and school restrictions of communication devices and to use such communication devices only in educationally appropriate ways (when use is allowed).

Student use of an electronic device in an educationally inappropriate way, or when not specifically permitted by a teacher during assessments, is cheating. The use of an electronic device for the

purpose of cheating and/or plagiarism will result in a grade of zero on the assessment and confiscation of the device.

The use of an electronic device to introduce malicious software onto the MSD network or to affect an attack on the MSD network, a fellow student, or an MSD staff member may result in suspension, expulsion, or legal action initiated against the student.

Any student who intentionally commits, or conspires to commit, aids or abets an act of harassment, intimidation, or bullying against another student or staff member through the use of a land line, cell phone, or electronic transmission (e.g. text message, email, IM, blog, webpage, social networking) regardless of where it is initiated, whether at a residence, a public place, or on school property, during school hours or outside the school day may be referred to law enforcement (Idaho Code 18-0917A).

Students are responsible for the safety and security of their portable communication and other electronic devices. PCRHS assumes no responsibility in any circumstance for the loss, destruction, damage, or theft of portable communication and other electronic devices. Students will be responsible for locating such lost/stolen items.

School employees will not search or review material on devices except under compelling circumstances or in order to determine ownership in the case of a lost device. PCRHS will make reasonable efforts to secure confiscated devices but the school will not be responsible for loss, damage, or theft.

### **Computer Networks**

The Moscow School District provides access to the Internet and the MSD computer network system to promote educational excellence.

These electronic tools can enable students and staff to find information and news from educational and research institutions, reference district databases, send and receive email, take part in distance learning activities, consult with experts, and view library holdings.

The use of MSD computer networks is a privilege, not a right. Permission from parents or guardians to use the networks is granted upon receipt of a signed Acceptable Use Contract. The district reserves the right to monitor electronic transmissions. School and system administrators may deny, revoke, or suspend specific user accounts at any time because of inappropriate use. A complete copy of the District Network Computer Policy is available in the library or the office.

Any person who knowingly accesses district computers and networks for the purpose of defrauding, committing theft, or who knowingly alters, damages, or destroys a computer or system shall be guilty of computer crime. Violations are further defined in Idaho Code 18-2201 and 18-2202.

Each student is responsible for any damage he/she causes to MSD computers, telecommunications networks and will be assessed any costs incurred in restoring the computer/network to its previous working order.

### **Internet Policy**

The internet policy of PCRHS follows that of all other schools in the Moscow School District. It is a student's privilege to use the internet. It is each student's responsibility to use internet resources in an ethical and educational manner appropriate to the school setting. Guidelines for appropriate behavior must be signed and on file before using the internet.