



# UNIVERSITY PREPARATORY SCHOOL

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PURSUING EXCELLENCE  
TOGETHER

Student-Parent Handbook

2023-2024





## **University Preparatory School**

2200 Eureka Way

Redding, California 96001

Office Hours: 7:30 a.m. - 4:00 p.m., Monday through Friday

Phone Number: (530) 245-2790 Fax: (530) 245-2791

Web Address: [www.uprep.net](http://www.uprep.net) • School App: U-Prep Panthers

## **University Preparatory School Board**

Mike Stuart, President

Daren Fisher, Vice President

Sue Brix, Trustee

Mike Littau, Trustee

Susan Saepanh, Trustee

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# University Preparatory School Mission

University Preparatory School (“U-Prep”) is an educational community invested in developing confident, capable, and compassionate citizens; its mission to immerse all students in rigorous academics and meaningful extra-curricular activities is supported by a collaborative and close-knit community of staff, students, and parents, and based upon educational research and professional experience. The faculty and staff works together to provide students with many opportunities to excel academically and develop their potential as educated leaders and citizens in the 21<sup>st</sup> century through a rich and varied extra-curricular program. This vision is supported by offering a seven period day to students from grades 6 through 12 so that they may pursue academic interests, such as studying multiple world languages or continue their development in the arts, including dance, drama, art, and music. The objective of this mission is to enable all students to become self-motivated, competent, and lifelong learners.

*To accomplish this mission, U-Prep’s board, administration, faculty, and staff will:*

1. Create a learning environment in which teachers know the needs, interests, and aspirations of their students;
2. Provide the foundational and advanced skills in academic areas through an engaging and rigorous college preparatory curriculum;
3. Maintain a commitment to researching and utilizing promising educational practices and designing relevant, standards-based curriculum;
4. Provide opportunities for academic acceleration or intervention through assessment and correct placement in courses;
5. Analyze data to inform and guide instructional strategies and curriculum development;
6. Foster ongoing engagement with parents, families and community members;
7. Create a learning community among teachers, administrators, and other school leaders that emphasizes collaborative professional learning; and,
8. Enable students to become self-motivated, competent, and lifelong learners.

U-Prep continues to maintain the highest level of educational quality control, “accreditation”, offered by the Western Association of Schools and Colleges (WASC). U-Prep’s WASC Student Learning Outcomes are noted below:

## **A U-Prep Student Will:**

- ❖ **Demonstrate Leadership**
  - Effective leaders demonstrate initiative and a strong work ethic.
  - Effective leaders communicate and listen in a collaborative environment.
- ❖ **Apply a Growth Mindset**
  - Growth mindset learners demonstrate personal responsibility in the face of challenges.
  - Growth mindset learners embrace obstacles as an opportunity to learn and grow.
- ❖ **Engage in Critical Thinking**
  - Critical thinkers demonstrate innovation in problem solving and effectively utilize a variety of resources.
  - Critical thinkers adapt to challenges with determination and integrity.
- ❖ **Contribute to Their Community**
  - Positive contributors effectively collaborate, demonstrate empathy, and develop productive working relationships.
  - Positive contributors navigate social, personal, and digital communities in a responsible manner.

# GENERAL INFORMATION

## U-PREP STAFF MEMBERS

### Administration

Rochelle Angley, Superintendent/Principal; rangley@suhdsd.net  
Monica Cabral, Associate Principal; mcabral@suhdsd.net  
Molly Schlange, School Business/HR Manager; mschlange@suhdsd.net  
Cory Reagan, Assistant Principal, creagan@suhdsd.net  
Barbara Reuss, Assistant Principal; breuss@suhdsd.net

### Counselors

Kristen Mason, High School Counselor; kmason@suhdsd.net  
Matt Williams, Jr. High Counselor; mwilliams@suhdsd.net  
Joe Maikranz, Jr. High/High School Counselor; jmaikranz@suhdsd.net

### Support Staff

Keri Price, Executive Assistant; keriprice@suhdsd.net  
Kari Reed, Attendance Clerk; kreed@suhdsd.net  
Sandy Lanzi, Registrar; slanzi@suhdsd.net  
Vicki Aday, ASB Clerk/Athletics Secretary; vaday@suhdsd.net  
Becky Houston, Student Services Center Secretary; bhouston@suhdsd.net  
Nathan Gaddy, Media Room Supervisor; ngaddy@suhdsd.net  
Bryan Loucks, Security; bloucks@suhdsd.net

### Faculty

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Gina Johnson	gjohnson@suhdsd.net		

# University Preparatory School

## 2023-24 School Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1st Quarter Ends: October 13 42  
 1st Semester Ends: December 21 42  
 3rd Quarter Ends: March 15 43  
 2nd Semester Ends: May 30 48

**Student Attendance Days (175)**  
**Minimum Days**  
**Finals**

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

ACADEMIC CONF. WEEKS  
SEPT. 20-21, FEB. 28-29

HOLIDAYS/RECESSES	
Labor Day . . . . .	Sep 4
Veteran's Day Holiday . . . . .	Nov 10
<i>(by law must be Nov 11 if a weekday)</i>	
Thanksgiving Break . . . . .	Nov 20-24
Winter Break . . . . .	Dec 21-Jan 8
Martin Luther King Day . . . . .	Jan 15
Washington Day observed . . . . .	Feb 19
Lincoln Day observed . . . . .	Feb 20
President's Week . . . . .	Feb 19-23
Spring Break . . . . .	April 1-5
Memorial Day . . . . .	May 27
<i>Thanksgiving - November 23</i>	
<i>Easter - March 31</i>	

CERTIFICATED DATES	
School Starts:	August 16
School Ends:	May 30
Staff Work Days	○ Aug 15, Dec 21 May 31, June 3
Staff Development Days	△ Aug 14 Jan 8
Snow Day Makeup:	May 31
<i>(if snow day makeup is used, then May 31 work day will be moved to June 4)</i>	





PANTHERS

# UNIVERSITY PREPARATORY SCHOOL

## 2023-2024 BELL SCHEDULE

<b>REGULAR DAY SCHEDULE</b>			
<i>ATTN: JUNIOR HIGH (6th-8th Grade) PARENTS</i>			
<i>NO ASAP PERIOD ON FRIDAYS - SCHOOL BEGINS AT 8:30AM</i>			
6th & 7th Grade		8th Grade & High School	
6th-7th ASAP	8:00-8:25	8th ASAP/**O.H.	8:00-8:25
Period 1	8:30-9:20	Period 1	8:30-9:20
*Period 2	9:26-10:21	*Period 2	9:26-10:21
Period 3	10:27-11:17	Period 3	10:27-11:17
Period 4	11:23-12:13	Period 4	11:23-12:13
LUNCH	12:13-12:43	Period 5	12:19-1:09
Period 5	12:49-1:39	LUNCH	1:09-1:39
Period 6	1:45-2:35	Period 6	1:45-2:35
Period 7	2:41-3:31	Period 7	2:41-3:31
*5 Minute Addition for Daily Bulletin		*5 Minute Addition for Daily Bulletin ** Denotes High School Office Hours, M-F	
<b>EARLY RELEASE DAY SCHEDULE</b>			
<i>NO ASAP PERIOD - SCHOOL BEGINS AT 8:30 AM</i>			
6th & 7th Grade		8th Grade & High School	
Period 1	8:30-9:10	Period 1	8:30-9:10
*Period 2	9:16-10:01	*Period 2	9:16-10:01
Period 3	10:07-10:47	Period 3	10:07-10:47
Period 4	10:53-11:33	Period 4	10:53-11:33
LUNCH	11:33-12:03	Period 5	11:39-12:19
Period 5	12:09-12:49	LUNCH	12:19-12:49
Period 6	12:55-1:35	Period 6	12:55-1:35
Period 7	1:41-2:21	Period 7	1:41-2:21
*5 Minute Addition for Daily Bulletin		*5 Minute Addition for Daily Bulletin	

## **ARRIVAL AND DISMISSAL PROCEDURES**

- 1) **DROP OFF:** The campus opens to all students at 7:30 a.m. Students may be dropped off and picked up in the front-drive parking lot of U-Prep or in the lower parking lot. Parents may drop off students on the curb of Eureka Way closest to the U-Prep campus as legal parking space allows (only recommended for high school students or younger students accompanied by high school students). Early arrivals must be in a supervised location: Food Court, Room 299 or the Quad area.
- 2) **PICK UP:** The Shasta Union High School District in conjunction with U-Prep requires all students to be picked up in the lower parking lot, the front parking lot, or the legal parking spaces on Eureka Way in front of U-Prep (only recommended for high school students or younger students accompanied by high school students). For safety purposes, be advised that the Redding Police Department patrols the area and tickets for illegal U-turns, among other infractions.

All students must be picked up by 3:45 p.m. Any student on campus, at any time, must remain in a supervised area. Supervision after school is provided in the lower lot, the front steps of U-Prep, and the foyer (if raining). Students who are not in a supervised after-school activity may not remain on campus after 3:45 p.m.

**Be A Friendly Neighbor:** For safety reasons and respect for local businesses, students cannot loiter nor are allowed to be picked up in the commercial parking lots across the street or adjacent to U-Prep.

## **OPEN/CLOSED CAMPUS POLICY**

U-Prep has a closed campus for all students in grades six (6) through ten (10). The governing board of U-Prep, pursuant to Section 44808.5 of the Education Code, permits U-Prep students in grades 11 and 12 to leave U-Prep grounds during the lunch period. Section 44808.5 of the Ed. Code further states: *Neither U-Prep nor any officer or employee thereof shall be held liable for the conduct nor safety of any pupil during said time as the pupil has left U-Prep grounds pursuant to this section.* Students are not allowed to leave campus without permission from their parent or guardian and only after signing out with the office. Permission is granted under the terms outlined in Junior/Senior Off Campus Contract.

## **VISITORS/PARENTS ON CAMPUS**

Persons who are not students at U-Prep are not allowed on campus without permission from the administration. All visitors, including parents of current students, must sign in at the Main Office and receive a visitor's pass. Visitors who are found on campus without a visitor's pass will be escorted to the office by administration or a security guard. The safety of students is of primary concern.

Adults who do not have children currently in attendance at U-Prep may request tours and classroom visits, as permissible.

## **CLASSROOM VISITATION POLICY**

***Who May Visit:*** Parents, legal guardians, or foster parents may observe a student's instructional program during classroom time.

***Scheduling:*** A request to observe must be approved before an observation is conducted. Faculty and administration will schedule a visit during a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance.

***Frequency and Duration:*** To minimize interruptions and distractions during valuable teaching and learning time, parental classroom observations are limited. If there is a need for more parental observation, additional visits may be scheduled through the Superintendent/Principal or administrative designee.

*Parental Conduct During Classroom Visitation:* To minimize interruptions and distractions during valuable teaching and learning time, parents may enter and exit the classroom once during each visit. Parents shall remain in the back of the classroom and may not interact with students or the teacher unless the interaction is initiated by the classroom teacher. Unnecessary noise and/or movement must be kept to a minimum. The classroom teacher may direct a parent to leave the room if the parent's presence or conduct unduly interferes with the instructional program, and the parent must leave the classroom if directed to do so. Any concerns or complaints may be addressed to the Superintendent/Principal or administrative designee.

*Violation of Classroom Visitation Rules:* A violation of the classroom visitation rules may be resolved by the classroom teacher through counseling the offending parent privately. If this form of correction is not effective, the Superintendent/Principal or administrative designee may, as necessary, temporarily preclude a parent from visiting their student's classroom during regular school hours for a period of time not to exceed 14 continuous days.

## **PARKING AND OTHER VEHICLE REGULATIONS ON SCHOOL CAMPUS**

Pursuant to the authority granted under Section 2113, California Motor Vehicle Code, the following regulations and conditions (in addition to all other pertinent State laws and regulations) apply to all persons operating vehicles on property of Shasta Union High School District.

1. Vehicles are permitted on U-Prep campus on the condition that the occupant or occupants are at U-Prep for legitimate reasons and all road signs, traffic laws, and regulations of the state, county, and school district are obeyed.
2. All students who drive cars and motorcycles to school must purchase a parking permit from the Associated Student Body (ASB) office, which must be displayed in the vehicle so that it is visible to school personnel; students are restricted from parking in the upper lots which is for employees and visitors only.
3. Students shall not ride in, sit in, or loiter around any motor vehicle during school hours.
4. All parking areas are controlled as posted (faculty, visitors, etc.).
5. Parking is permitted in designated areas only.
6. Local law enforcement agencies may issue citations for violations of these regulations.
7. The parking of private vehicles on U-Prep campus is done so at the risk of the owner.
8. All vehicles left unattended in areas that will constitute a traffic hazard or block emergency vehicles in the event of an emergency will be towed away at the owner's expense.
9. The speed limit on campus shall not exceed 10 mph except unless otherwise indicated.
10. Driving to school is a privilege and may be subject to forfeit if the student fails to observe all traffic laws and school regulations, or if the student operates a vehicle in any manner that endangers the health and safety of others.

## **USE OF TOBACCO, VAPING, ILLEGAL DRUGS OR ALCOHOL**

The unlawful manufacture, distribution, dispensation, possession or use of illicit drugs, alcohol, or any form of tobacco on District premises or as a part of any District activity is strictly prohibited. "Tobacco product" is defined as (i) any product made or derived from tobacco or nicotine that is intended for human consumption, regardless of how consumed; (ii) an electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device (commonly known as "e-cigarettes"); or (iii) any component, part or accessory of a tobacco product. The District has adopted a policy banning electronic cigarettes (e-cigarettes) and other vapor delivery devices. U-Prep complies with this policy.

## **EMERGENCY ANNOUNCEMENTS (Snow Days, School Cancellations)**

School may be canceled or moved to a late start schedule due to extreme weather conditions or emergencies. Local radio stations will provide information, and messages will be sent via phone numbers and email addresses as provided by parents. Emergency notifications are also sent out through the U-Prep Panthers school app.

### **GIFT, DRINKS, AND FOOD DELIVERIES**

U-Prep will not deliver balloons, flowers, or gifts to a student during school hours. Deliveries will be stored in the office until after school. Office staff is happy to help notify students when belongings are left for them in the office, (e.g. lunch, materials required for the school day). Office staff is frequently asked to notify a student when a treat has been dropped off; this could only happen by interrupting a class to inform the student of the delivery. Thank you for understanding that this practice should not be the norm.

For campus safety purposes, students may not order food/drinks through any delivery service (i.e. GrubHub, DoorDash, Uber Eats, etc.) to be delivered.

### **BULLETIN BOARDS**

Notices and posters to be placed on bulletin boards in the halls must be approved by the Superintendent/Principal or designee. No material should be placed on the walls, windows, etc. Scotch tape shall not be used on woodwork or walls.

### **SOLICITATION OF FUNDS**

Solicitation of funds from students on school premises by any organization other than a school organization is prohibited.

### **SCHOOL ASBESTOS INSPECTIONS AND MANAGEMENT PLANS**

Shasta Union High School District manages the Environmental Protection Agency's (EPA) requirements to re-inspect U-Preps of the District for asbestos and to produce a management plan for the control of asbestos in U-Preps. The Management Plan includes the inspections, response actions, post-response action activities and periodic re-inspection and operations and maintenance activities. It also includes the names of the inspector, the management planners, California Office of Local Assistance management plan required forms, and the documentation of all significant events relating to asbestos, including any fiber release episodes. All data relating to asbestos activities in U-Preps will be entered into the plan within 30 days of the event.

A copy of the District's entire plan is available for review in the Shasta Union High School District office, 2200 Eureka Way, Suite B, Redding, California, during regular business hours. A fee covering the cost of duplication will be charged for those who wish to obtain copies of the plan. Individual facility plans are available in the main office at each school site and at the District office, bus garage and school farm.

### **USE OF PESTICIDES**

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives. The District will send out notifications starting in the fall of each school year.

# ACADEMIC EXCELLENCE

## U-PREP'S LEARNING ENVIRONMENT

The Panther learning environment is based on an administration, faculty, staff, and parent community committed to nurturing student learning and academic and interpersonal achievement. Features include:

### *A Supportive and Educational Climate*

U-Prep faculty and staff take on multiple roles including coach, performing arts director, mentor, advisor, club sponsor, and tutor. Teachers meet in grade-level and common curricular teams to discuss student needs, coordinate curriculum and instruction, and plan activities, trips and events. Grade 6-8 students meet weekly in Advisory classes designed to assist students with developmentally appropriate topics, such as organizational and study skills, making positive choices in their interpersonal interactions and goal setting, among other areas. Seniors engage in Senior Transition to complete college applications, apply for scholarships and financial aid, and acquire the practical skills needed for college and beyond. Junior Transition occurs periodically throughout the year.

### *A Rigorous Curriculum with High Expectations for All Students with an Explicit Focus on College Prep*

All junior high students study Latin in 7<sup>th</sup> and 8<sup>th</sup> grade to improve their vocabulary and grammar skills, provide a foundation for future world language study, and boost their analytical skills. Beginning in 9<sup>th</sup> grade, all English and history curriculum is Advanced Placement or Honors level. The high school graduation requirements include all of the UC/CSU recommended courses (a-g). U-Prep offers transferable college classes each year through dual enrollment agreements with Shasta College.

### *A Learning Environment that is Physically and Emotionally Safe*

U-Prep's progressive discipline plan focuses on supporting student learning and fostering social responsibility. Recognition programs include Student of the Quarter and Academic Awards (GPA). Programs such as Peer Mentoring, Link Crew and WEB encourage connections across ages and promote a strong sense of community. U-Prep's comprehensive school safety plan is reviewed by the Safety Committee annually; fire drills are practiced monthly and lockdown drills at least twice annually. U-Prep is 100% trained in Active Shooter Civilian Response Training as provided by the ALICE Training Institute. Administrators, campus safety staff, and school counselors supervise the campus before and after school, at sports and other extra-curricular events. Social issues, such as bullying, are systematically addressed through Advisory curriculum, counseling and administrative services.

### *A Strong Connection with the Community*

Through leadership experiences, Advisory and school projects, service clubs, and Senior Service, students have an opportunity to participate in experiences that strengthen their understanding of and experience with community issues and leaders. U-Prep families maintain strong bonds with U-Prep through booster organizations (Music, Musical, Athletics), Parent Venture, U-Prep Educational Foundation, Sober Grad, and engagement in grade-level activities (e.g. Ancient Civilization Day, Medieval Day, Westward Days, Freshman trip, college trips (Junior year), AP Retreat, Sophomore Trip, Senior Trip) and other school events (e.g. Arena Day, Career Day).

### *Assessment is Clear, Transparent, and Guides Instruction Towards Mastery of Essential Skills*

Success within a course is defined by a student's ability to demonstrate mastery on assessments. Monitoring of student progress occurs on an ongoing and regular basis in each class. Teachers use research-based best practices in assessing progress, adjusting instruction, and responding to student needs. Frequent checks-for-understanding, analysis of student performance on course assignments and assessments, and external assessments are used as sources of ongoing academic programmatic improvements. Academic grades are based on formative (practice) and summative (performance/mastery) student work. As students' progress through the 6<sup>th</sup>-12<sup>th</sup> grade continuum, academic grades place greater weighting on proficiency of subject matter (summative) and academic skills.

## **EIGHTH GRADE GRADUATION REQUIREMENTS AND EXERCISES**

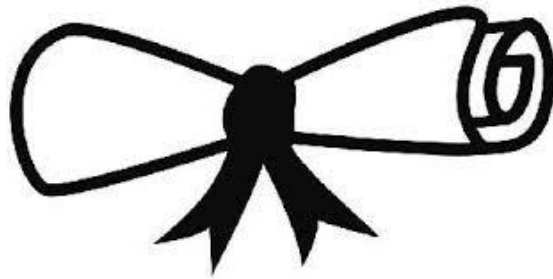
### **EIGHTH GRADE GRADUATION REQUIREMENTS**

#### **Course/Subject Area Requirements:**

- 8<sup>th</sup> English Language Arts
- 8<sup>th</sup> U. S. History
- 8<sup>th</sup> Physical Science
- \*Latin I or II (\*Requirement may be Prep Latin if the student was placed in an academic support class)
- Math: Honors Math 8, Accelerated 7/8, Algebra, Geometry, or Algebra II
- Physical Education or Dance
- Academic Support and Advisory Program (ASAP)

#### **Electives:**

Please see Course Guide for comprehensive list of junior high course electives.



### **8th Grade Graduation Exercises**

Students wishing to participate in the Eighth Grade Graduation ceremony must have earned at least a 2.0 GPA and no failing grades for the second semester, turned in any books or other school materials, or paid appropriate fines, incurred no severe disciplinary actions during junior high (grades 6-8), and attend school on the day of the graduation practice. Gowns are provided to all students and all participants must be clothed in the issued gowns and adhere to the graduation dress code. Due to limited seating, each graduate is issued a limited number of tickets for guest attendance.

## **HIGH SCHOOL GRADUATION REQUIREMENTS AND EXERCISES**

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

(Aligned to UC/CSU A-G admissions requirements)

#### **Course Requirements:**

(Students must pass courses in these subjects and earn 260 credits in order to graduate)

English	4 years (40 credits)
Mathematics	3 years (30 credits)
Science	2 years; life and physical lab science (20 credits)
Social Science	4 years (40 credits)
Physical Education	2 years (20 credits)
Visual/ Performing Arts	1 year (10 credits)
Foreign Language	2 years of Same Language Grades 9-12(20 credits)
Senior Transition	1 year (12 <sup>th</sup> grade; 10 credits)

#### **Performance Requirements: (Skills satisfied in other classes)**

Health	Satisfied by Biology/Freshman P.E.
Electives:	70 credits

**TOTAL CREDITS REQUIRED: 260 credits**

#### **California College and Career Access Pathway (CCAP) – FOR SENIORS ONLY**

Seniors on a CCAP Agreement with Shasta College will have a minimum of 240 credits required to graduate. See Course Guide for more information.

### **High School Graduation Exercises**

U-Prep conducts high school graduation exercises for students who meet School Board and State requirements. Only students who wish to participate in the graduation program are obliged to do so; however, all students who participate must adhere to school regulations. Participating in the graduation ceremony is a privilege, not a right. All participants must be clothed in the issued caps and gowns and adhere to the graduation dress code. A cap and gown will be provided to any student who does not wish to purchase their own. Each graduate is issued a limited number of tickets for guest attendance.

**NOTE:** Seven periods offered per day (plus Senior Transition) through the senior year. Five units of credit per semester are earned when a student passes one class. All graduates must demonstrate a minimum competency in reading, writing, and mathematics by school approved standards to measure proficiency. Credit requirements must be met prior to graduation to participate in graduation exercises.

## **STATE CURRICULUM STANDARDS**

It is essential that students not only learn curricular content, but learn *how* to learn. U-Prep's educational program is designed to help students become critical thinkers, motivated learners and problem solvers. Beginning in sixth grade, students are taught a challenging math, science, history and language arts curriculum designed to equip them with the knowledge, skills, and academic persistence needed for postsecondary success. This core curriculum is supplemented by a body of advanced academic classes, elective classes and enrichment experiences. Class programs and trips involve cross-curricular learning experiences that are meant to extend learning and personal development beyond the classroom setting. Local, state, and international travel opportunities are offered as a means to develop the whole student and demonstrate connections between classroom learning and the real-world. Visits to public and private universities and colleges, online college and career support, alignment of graduation requirements to UC/CSU A-G admissions requirements, Advisory curriculum, college course offerings (e.g. Advanced Placement, Dual Enrollment), College Board Pre-AP courses, and Senior and Junior Transition, and Reach Higher U-Prep (6<sup>th</sup> Grade) are some of the experiences that contribute to U-Prep's college-going learning environment.

The California content standards and College Board Advanced Placement curriculum form the basis of the students' educational program, and define the general academic skills. U-Prep's instructional methods and rigorous curriculum support the goals of the State Standards as well as the College Board's nationally recognized Pre-AP and Advanced Placement program. For students who may need additional time and support to attain mastery of curricular standards, U-Prep has programs and classes designed to assist all students in meeting individual and program goals. Advisory, tutorials, academic support classes, peer mentoring and tutoring, Office Hours, and Study Hall classes serve to support a positive trajectory with curricular mastery and skill development.

## **ADVANCED PLACEMENT PROGRAM**

The Advanced Placement (AP) Program is sponsored by College Board and is a cooperative educational endeavor between secondary schools and colleges and universities. According to College Board, 85% of selective colleges and universities report that a student's AP experience favorably impacts admission decisions. AP exposes high school students to college-level material through involvement in an AP course, and gives students the opportunity to show subject-matter mastery by taking an AP Exam. Colleges and universities may then grant credit, placement, or both. A university generally grants credit for all College Board Advanced Placement Tests on which a student scores 3 or higher. The credit may be subject credit, graduation credit or credit toward general education or breadth requirements, as determined by evaluators at each campus. U-Prep offers the following AP courses: AP Human Geography, AP World History: *Modern*, AP US History, AP Microeconomics, AP American Government and Politics, AP English Language, AP English Literature, AP Biology, AP Environmental Science, AP Physics 1, AP Physics 2, AP Calculus AB, AP Calculus BC, AP Statistics, AP Computer Science Principles, AP French, AP Latin, AP Chinese, AP Psychology, and AP Studio Art (2-D, 3-D, Drawing).

U-Prep is an official Pre-AP Partner with College Board. Pre-AP is designed to give all students the opportunity to learn the foundational knowledge and skills they need to be successful in Advanced Placement and other college-level coursework. The College Board selected U-Prep as a partner who is committed to college readiness for all students.

## **SHASTA COLLEGE DUAL ENROLLMENT and IGETC**

The U-Prep academic program maximizes access to college-level coursework through Advanced Placement program and dual enrollment opportunities. Through dual enrollment, U-Prep students have the opportunity to earn college credit. Dual enrollment courses are offered during the regular school day on campus and taught by U-Prep faculty. Both pathways, AP and community college dual enrollment, open doors for completion of general education college curriculum before high school graduation. There is no-cost



associated with participation in dual enrollment courses.

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program that California Community Colleges created to fulfill lower-division general education requirements at a California State University or University of California campus. The dual enrollment courses offered at U-Prep are specifically IGETC-identified courses. Dual enrollment of IGETC courses complements Advanced Placement coursework inasmuch as both experiences immerse students in college-level curriculum, which better prepares them for a successful and sustainable transition to a university-level program. Note that completion of IGETC is not a CSU/UC admission requirement nor does completion of IGETC guarantee admission to the campus or program of choice.

High school students may participate in other Shasta College programs. However, students may not take a college course in place of a course offered at U-Prep (i.e. History 17B at Shasta College may not replace AP US History) with the exception of taking a college course to improve an existing grade/course or taking a math/language course to achieve at-grade-level status for the following school year. Interested students should see their counselor; concurrent enrollment forms are available online.

Dual enrollment is another way, in addition to Advanced Placement coursework, to provide access to college-level courses while attending high school. The following Shasta College dual enrollment courses are taught by U-Prep teachers and embedded within U-Prep equivalent course offerings: MATH 2 (Trig/Pre-Calculus), PHYS 2A (AP Physics I), PHYS 2B (AP Physics 2), ENG 1A (AP English Language and Composition), ENG 1B (AP English Literature), ECON 1A (AP Microeconomics).

### **SHASTA COLLEGE ARTICULATION**

An articulated course is a high school course or program that the Shasta College faculty in the appropriate discipline have determined to be comparable to specific community college courses for specific purposes. Credit is based on whether a student passes the final exam with a B or above and the student must formally request credit from Shasta College at the end of the semester. The following Shasta College Articulated course is taught by a U-Prep teacher and embedded within U-Prep equivalent course offering: POLS 2: Introduction to American Government (AP American Government).

### **COURSE GUIDE AND TEXTBOOKS**

For course descriptions and a complete list of academic policies, please refer to the U-Prep Course Guide. Textbooks are furnished by U-Prep.

### **ACADEMIC GRADES, REPORT CARDS, AND CONFERENCES**

U-Prep will inform parents of the progress of all students. Report cards are issued four times during the school year. In addition, if a student is earning a D, F or Incomplete (I), a Progress Report will be sent to the parents at the middle of each quarter. Academic grades are recorded on the permanent record (“transcript”) on a semester basis only.

For the purposes of establishing a student's grade point average and rank in the class, all courses taken, including physical education, will be computed on the traditional 4 point scale: A=4, B=3, C=2, D=1, F=0 scale. Plus or minus grades (e.g. A-, B+) do not factor into the Grade Point Average. This average is computed for each student at the end of each quarter. Please refer to the Course Guide for more information related to assessment of student learning and grading scales.

*Quarter Grades:* Report cards will be issued to students in the middle of each semester. These grades are reports on student progress; they do not carry any credit and are not part of the permanent record. Quarter grades count for athletic eligibility.

*Progress Reports/Deficiency Notices:* Deficiency Notices are sent home in the middle of each quarter to those students whose work indicates the need for improvement (students earning a D, F, or Incomplete). These notices assist the student in correcting deficiencies before the end of the grading period. With this information parents can help the student raise their grade to passing by the end of the quarter.

*Semester Grades:* Semester report cards are issued at the end of each semester. These grades reflect final credit and are considered permanent grades. **These grades become part of the student's official transcript.** Semester grades count for athletic eligibility.

*Incomplete Grades:* Students may receive an incomplete grade when a teacher determines that assignments, tests, projects or other requirements of the course have not been completed by the end of the grading period due to extenuating circumstances. Incomplete grades must be made up by the end of the next grading period or they will become "F" grades.

Academic Conferences: Academic conferences are scheduled during the fall and spring semester. Priority is given to students in greatest need based on report card performance (e.g. D, F). The Academic Conference Bell Schedule is followed on Academic Conference days. Appointments for these conferences are scheduled by the Registrar. Conferences are encouraged to minimize the possibility of failure by the student. Parents are encouraged to contact teachers directly if they have questions about a student's progress. Email addresses for every teacher is available in this Handbook; e-mail addresses are also on the U-Prep website (www.uprep.net) and through the U-Prep Panthers school app. Parents may also monitor student progress through their student's google classroom and the online Aeries program.

## **ACADEMIC PROBATION**

In order to be successful at U-Prep, a student should maintain a 2.0 (minimum) GPA and be on course to graduate. A student who does not maintain a 2.0 GPA may be placed on Academic Probation beginning the semester after the GPA falls below 2.0. All students will receive extra academic assistance, if necessary; however, the responsibility for studying and turning in work is the student's.

## **SIXTH, SEVENTH, AND EIGHTH GRADE ACCELERATED PROGRAMS**

U-Prep encourages its students to accelerate in all course work where applicable for the student during junior high school. A recommendation for enrollment in accelerated programs (i.e. Accelerated 7/8 Math, Algebra I, Geometry, Algebra II, Latin 1, Latin II) will be based on multiple measures, including but not limited to state assessments, academic grades, PSAT scores, teacher recommendation, and parental input.

## **PHYSICAL EDUCATION AND HEALTH EDUCATION REQUIREMENTS**

Students in 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade may earn their required P.E. credit each year by participating in P.E. or Dance. Students are required to wear a P.E. uniform.

As a graduation requirement, high school students are required to earn two years of Physical Education (20 credits). P.E. is required of all 9<sup>th</sup> grade students for graduation – no waivers or exceptions other than a medical waiver. The 9<sup>th</sup> grade PE requirement may be met by enrolling in a PE course or Dance (audition only). For the second year requirement, beginning in the 10<sup>th</sup> grade, students may meet the requirement by:

- 1) Enrolling in a P.E. course or participating in a Dance course.
- 2) Participating in 2 school sports (they do not have to be consecutive) during the August-June calendar year; 5 credits of P.E. credit may be earned in one school year. Students should verify credits with their counselor.
- 3) Participating in 3 school sports during the August-June calendar year; 10 credits of P.E. credit may be earned in one school year. Students should verify credits with their counselor.

NOTE: Students cannot earn initial credit for P.E. during summer school.

## **HEALTH EDUCATION REQUIREMENTS**

Health education relating to AIDS/HIV prevention instruction is a component of sexual health education which is taught in 7<sup>th</sup> Grade Life Science and high school Pre-AP Biology. Parental permission is used for participation. Parents may elect to opt their student out of this component. Permission slips will be sent home prior to the unit. Parents are able to preview the curriculum and resources upon request.

## **PERSONAL BELIEFS**

### **Excused from Instruction Due to Religious Beliefs**

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs, or personal, moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing.

### **Animal Dissection**

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop an alternative assignment to obtain the information required by the class. U-Prep will need a signed note from you indicating your child's objection.

## **ASSESSMENT PROGRAMS AND TESTING PHILOSOPHY**

University Preparatory students are expected to perform their best on all tests including but not limited to in-class, state, and nationally normed tests. The opportunity to practice these test-taking skills are essential for the many assessments students will experience in college and in some careers. Specific state and federally mandated tests give students the opportunity to demonstrate their depth of knowledge and give teachers and administrators important feedback about the effectiveness of both curriculum and instructional delivery.

### **State Testing and Reporting Program – CAASPP Smarter Balanced Assessments**

Students in grades 6, 7, 8 and 11 will be assessed for English language arts/literacy (ELA) and mathematics. The California Science Test (CAST) will be administered to students in 8<sup>th</sup> grade, and will be administered once to students in high school. More information on the state student assessment system, California Assessment of Student Performance and Progress, can be found on the California Department of Education website.

### **Advanced Placement (AP) Exams**

Advanced Placement (AP) Exams are designed to measure student achievement in specific college-level courses offered through the high schools. Participation in AP classes allows a student's grade point average to be calculated by CSU and UC System above the traditional 4.0 range. AP Exams are scored using a 1-5 scale. Application of AP scores for college credit varies by college and university. It is recommended to check the admissions office for more information. Students planning to take an AP test for which they have NOT enrolled in must consult our AP Coordinator to register for the exam. A fee waiver may be available

for eligible students.

### National Latin Exam

The National Latin Exam, sponsored by the American Classical League (ACL) and the National Junior Classical (NJC) League, is administered as a means to promote the study of Latin and provide every student the opportunity to attain scholarly achievement with respect to their studies. Students do not compete against one another on a comparative basis. Rather, they are evaluated on their own merit. Each exam is a 40-question, multiple-choice test with a time limit of 45 minutes, offered to students on multiple levels. Students enrolled in the following Latin courses will take the respective exams:

<u>U-Prep Course</u>	<u>Corresponding Latin Exam</u>
Latin I	Beginning Latin
Latin II	Intermediate Latin
Latin III	Intermediate Latin Reading Comprehension
Latin IV/V (Honors/AP)	Advanced Latin Prose/Advanced Latin Poetry

Students are recognized by the ACL and NJC in conjunction with U-Prep for designated levels of achievement. Awards include: Gold Summa Cum Laude, Silver Maxima Cum Laude, Magna Cum Laude, Cum Laude, Blue Certificate of Merit, Ribbon and Perfect Certificate of Achievement, Ribbon and Certificate of Achievement, and Certificate.

### Preliminary Scholastic Aptitude Test (PSAT)

Students in grades 8, 10 and 11 will be administered the Preliminary SAT (PSAT) at no-cost and during school hours. The PSAT measures skill sets and knowledge in the areas of evidence-based reading and writing (and language), and math; it is an objective and nationally normed tool used to measure college and career readiness. Test results are shared with students by counselors and used by U-Prep staff as a tool to evaluate academic program services. Please note that eligibility for the National Merit Scholarship program is dependent on the results of the PSAT taken in the junior year. Some colleges also use the results for scholarship awards.

### Scholastic Aptitude Test (SAT)

The SAT is one of the tests used by colleges for determining admission acceptance. The SAT is generally taken in the spring of the junior year and in the fall of the senior year. Students are encouraged to study for the test using one of many sources available to them. The SAT provides scores in the areas of evidence-based reading and writing (and language), math. A fee waiver may be available for eligible students. Students may take the ACT as an alternative (see below).

### ACT Plus Writing\*

The ACT Plus Writing is one of the tests used by colleges for determining admission acceptance. The ACT is generally taken in the spring of the junior year and in the fall of the senior year. Students are encouraged to study for the test using one of many sources available to them. The ACT provides scores in English, math, reading, science, and writing with scores ranging from 1-36 including a composite score. The ACT Plus Writing is based on information you are learning in high school. A fee waiver may be available for eligible students.

\*Students should see U-Prep counselor to determine whether the SAT or ACT Plus Writing is more appropriate.

### General Education Development (GED) Test

The GED is taken by students in lieu of a high school diploma. Students who pass the GED are then eligible for entrance into community college programs as long as they meet other requirements. Generally, a student must be 18 years of age or older, or within 60 days of his or her 18th birthday to take the GED.

### California High School Proficiency Exam

The high school proficiency test is available to students who are at least 16 years of age. Students who pass

the test are issued a Certificate of Proficiency from the state of California and may withdraw from high school with parental consent. Students who elect this option do not receive a diploma and may not participate in graduation exercises.

### **INTERNET COURSES**

Students may not take an online course for initial credit. Students may petition to take online Internet courses from an approved institution to meet some graduation requirements. To utilize any online course work towards meeting graduation requirements, students must receive approval by the counselor/administration in advance.

### **COMPUTER USE GUIDELINES/SUHSD ACCEPTABLE USE POLICY**

The Shasta Union High School District's Information Technology Department provides technology to U-Prep students and staff. Students are expected to understand and to practice proper and ethical use of computer resources. Conditions and rules for use are detailed in [Appendix C](#).

### **SCHOOL ISSUED CHROMEBOOKS**

Students in grades 9-12 will be issued a school owned Chromebook to use for the entirety of their years at U-Prep. Incoming freshman will receive their Chromebook in August. Students who choose to use their personal laptop/Chromebook must see SUHSD's Technology Department to install school approved software (i.e. Go Guardian and other testing portals).

# **STUDENT SUPPORT PROGRAMS & SERVICES**

## **STUDENT SERVICES**

U-Prep's school counselors play a key role in contributing to U-Prep's close-knit community experience. Their priority is tending to the academic, career, and personal/social needs of our students. They provide educational guidance to students and their parents by assisting with schedule planning, recommending courses and determining educational supports and solutions, teaching courses related to career and college readiness (e.g. Senior Transition, Peer Mentoring), and hosting Parent University nights (e.g. College 101, Financial Aid Night). The U-Prep counselors also facilitate support systems for students based on their needs (e.g. Student Study Team meetings, referrals to community agencies).

The administration, counselors and teacher/advisors, working together, strive to provide the following personalized services to students and parents during U-Prep year:

- ◆ Develop an individual educational/career plan, including a Career Education component that may be updated yearly with each student. A career and college ready tool is used by school counselors and accessible by parents; career plans are included within this program, among many other college planning tools designed for families. Career and college ready trainings occur during orientation, Parent University nights, Parent Orientation, and various other opportunities such as Back to School Night.
- ◆ Junior High Academic Support and Advisory Program (ASAP)
- ◆ Provide an appointment system that will enable each student to see his/her counselor within a reasonable period of time.
- ◆ Conduct parent information nights to disseminate guidance information.
- ◆ Arrange for staff/parent/student conferences when appropriate.
- ◆ Be available for personal and/or crisis counseling and possible referral to outside resources.
- ◆ Instruct both parents and students in school graduation requirements.  
Meet with all students and their parents to discuss career educational goals, career test results and to develop high school plans that will lead the student to goal attainment. The high school counselor meets weekly with the senior students through the Senior Transition course, and a periodic key times with the juniors (i.e. meetings to review PSAT scores, visits to classes).

## **WELLNESS SUPPORT AND ACCESS TO MENTAL HEALTH SERVICES**

U-Prep counseling program is designed to provide students and families with a range of supportive services, including referrals to community agencies. The counseling center provides a safe, supportive environment where students can go to discuss a variety of issues from depression, grief, self-esteem, homelessness, foster care, substance use disorders, disabilities, mental illness, family life and stress, dating violence, gender identity and health issues. Students can get help and recognize that there is no stigma associated with mental health, substance abuse, gender identity, or other supportive services. School and community crisis intervention resources are updated annually and made available to students and families.

Through on-campus programs and community-based partnerships, students receive counseling and other support services for the purpose of maximizing student engagement and success. Students may reach out for mental health services by contacting a school counselor, nurse, health clerk, or administrator. Shasta County Mental Health Services may be contacted at (530) 229-8400. If you are in crisis contact County Mental Health Services or dial 911.

### ***Suicide Prevention***

According to the Centers for Disease Control and Prevention, one of the leading causes of death among adolescents aged 15-19 years is suicide. Within a school setting, staff are often in a position to recognize warning signs. U-Prep provides annual staff development and training on suicide awareness and prevention, provides annual instruction to students to foster healthy coping skills, offers crisis intervention and counseling, and strives to strengthen and promote a supportive and safe climate for learning. (See [Appendix D](#))

### **REQUESTS FOR SCHEDULE CHANGES**

Since the number of course sections available depends upon pre-registration information received from students during registration in early spring, class changes are not allowed except for the following reasons:

1. Computer error.
2. Changes needed to satisfy graduation requirements.
3. Changes required for health/medical reasons.
4. Changes as a result of completion of Summer School, correspondence, Internet, or college courses.

### **ADDING/DROPPING COURSES**

High school students may drop a course without record within the first 20 days from the beginning of the semester. Students who drop a course after 20 days will receive an “F,” no credit and the course will appear on his or her permanent transcript. Students who are moved by the counselor from one level of a subject to a lower or high level (i.e. from Honors Integrated to Integrated) after twenty days will not receive an automatic failing grade. Students may not add or transfer into a class for credit after 20 days *unless the student is transferring from another school*. Prior to the 20 day cut-off, students must also receive permission from the teacher to add the class. Junior high students may add or drop classes as determined appropriate by counselors and/or administration.

### **REQUESTS FOR TRANSCRIPTS & LETTERS OF RECOMMENDATION**

Students may request a copy of a transcript through the Student Services Center. Weighted GPA student transcripts will be provided for scholarship application purposes. Five business days prior notice is required for transcript requests.

### **CAL GRANT PROGRAM NOTICE**

U-Prep is required by state law to submit the Grade Point Average (“GPA”) of all high school seniors by Oct. 1 of each year, unless the student (if the student is 18 years of age or older) or parent/guardian (for those under 18 years of age) opt-out. Students currently in eleventh (11th) grade will be deemed a Cal Grant applicant, unless the student (or parent/guardian, if the student is under 18 years of age) has opted out by or before February 1.

### **INFORMATION REGARDING FINANCIAL AID**

U-Prep shall ensure that each of its students receives information on how to properly complete and submit the 1) Free Application for Federal Student Aid (FAFSA), 2) the California Dream Act Application, or 3) an opt-out form, as appropriate, at least once before the student enters 12<sup>th</sup> grade. U-Prep will provide a paper copy of the FAFSA or the California Dream Act Application upon request.

- The FAFSA form and information regarding the FAFSA are available at:
  - <https://studentaid.gov/h/apply-for-aid/fafsa>
- The California Dream Act Application and information regarding the California Dream Act is available at:
  - <https://www.csac.ca.gov/post/resources-california-dream-act-application>

## **RESOURCE CENTER**

U-Prep’s Resource Center was the product of a unified effort between the Educational Foundation and school-community. Without the tremendous support of U-Prep’s Educational Foundation, the Resource Center would not have been made possible. Due to popularity and room capacity, priority access is given to high school students throughout the day. The Resource Center houses many individual computer work stations, study tables, school textbooks, and other resources found useful in a college-like setting. Students make regular use of the college-like study atmosphere before school, during open periods in their schedule, during lunch, and after school.

## **JUNIOR HIGH ACADEMIC SUPPORT AND ADVISORY PROGRAM (“ASAP”)**

The purpose of ASAP is to strengthen connectedness between adults and students as a means to foster academic achievement and success within a close-knit, supportive school culture. ASAP is required for students grades six through eight.

## **OFFICE HOURS**

Office Hours allow increased and more personalized access to teacher support. Teachers are in their classrooms and available to support students. Usage of this time for students is for purposes similar to Tutorial. Parents and students are advised to maintain good communication as to their whereabouts if a student chooses to access this resource. Junior High Office Hours may vary depending on grade level.

## **ACADEMIC INTERVENTIONS & SUPPORTS**

In Junior High, math (Math Lab), literacy/academic skills (BRIDGE; 7<sup>th</sup> and 8<sup>th</sup> grade), and Study Hall classes are offered. These resources are in addition to Tutorial and Office Hours. Students are referred to these supports using multiple measures of academic performance (e.g. grades, state and local assessments, teacher and parent input) with priority given to those in greatest need. These courses are held during the regular school day, included within a student’s schedule, and assigned in lieu of an elective.

Student progress is monitored by counselors, administrators, and teachers through academic grades, local and state assessments, and PSAT score performance, among other measures. Academic Conferences, Student Study Teams, academic support classes, Study Hall, ASAP (Tutorial), and Academic Saturday School represent some of the supports offered to students.

## **STUDY HALL**

Study Hall as a class is available to students in Junior High and High School. Study Hall provides a quiet environment for students to complete assignments, to study for tests/quizzes, and work on school assignments. Students receive elective credit for Study Hall.

## **SPECIAL PROGRAMS**

### **English Language Proficiency Assessments for California (ELPAC)**

U-Prep will assess English learners annually using the English Language Proficiency Assessments for California (ELPAC). This test will evaluate students’ ability to listen, speak, read, and write in English. ELPAC results will be used to create program placements. U-Prep is committed to the success of its English



Learners and support will be offered both within academic classes and in supplemental settings for students who need additional support for English language learning. U-Prep will implement policies to ensure proper placement, evaluation, and communication regarding English Learners and the rights of students and parents.

#### Short Term Independent Study Program (STIS)

U-Prep provides an independent study option to temporarily disabled students. Contact U-Prep office for more information and the proper forms.

#### Summer School

Students are provided opportunities to make up required courses when they are credit deficient. U-Prep students will be referred to Summer School provided by the Shasta Union High School District.

### **HEALTH OFFICE SERVICES**

The Shasta Union High School District is the health services provider to U-Prep. An SUHSD nurse assists the Health Clerk in providing services to students. These services include screening tests, management of medications, referrals, and some nursing services. During 8<sup>th</sup> grade year, students are given vision and hearing screenings under the supervision of the District Nurse. Health examinations, including vision and hearing tests, will not be given to a student whose parent files an objection each year. However, the child may be sent home if, for good reason, he is believed to be suffering from a recognized or infectious disease. (Ed. Code, Section 49451)

#### Emergency Cards

All students must have a current emergency card on file with the nurse. *Emergency cards are required to be updated on an annual basis.* Emergency cards are provided in the Registration information.

#### Accessing Services & Injuries at School

Students who become ill must request permission to report to the health office or the attendance office. (Note: For school safety purposes, failure to report to either office promptly will be considered truant.) *Students who become ill during class must obtain permission from the teacher to go to the health office. Students leaving school ill are required to check out with the Health Clerk or Nurse and attendance office.* Every student who comes into the nurse's office will be referenced in the confidential logbook. Information recorded will include student's name, date of birth, date of visit, time in and out, procedure or description of service given, and where the student went after the visit. Any student injured at school will be sent immediately to the Health Clerk for emergency treatment and to fill out an accident report form. Parents will be called with any head injury and any injuries that require any treatment other than minor first aid, at the discretion of the nurse or clerk (under the supervision of the District Nurse).

#### Procedures for Medication Administration

Students taking prescription or non-prescription medicine (such as Tylenol, Aspirin, cough syrup, etc.) at school are to report to the nurse or clerk immediately upon arrival at school and register this information with the Health Clerk. Before the Health Clerk or other designated employee administers or assists in medication administration, a District nurse must have received:

1. A written statement from the student's physician detailing the method, amount and time schedules by which the medication is to be taken. (Ed. Code 49423)
2. A written statement from the student's parent/guardian requesting the District designee to assist the student in taking the medication as prescribed by the physician. (Ed. Code 49423)
3. A supply of the same medication that the student is taking at home, which has been properly labeled with the name and telephone number of the pharmacy, the student's identification, name of physician, and the dosage and frequency of the medication to be given, must be kept in a locked cabinet in the Health Clerk's office.
4. An ID photo of the student to be placed on the medication sign-out sheet for medication

administration identification purposes.

*Students with Chronic Health Concerns* must notify the Health Clerk upon admission to school and fill out the appropriate confidential health questionnaire form for detailed health management. An additional Individual School Healthcare Plan must be completed for any student who may need emergency health care or who needs an individual accommodation plan.

### Immunizations

U-Prep adheres to the Shasta Union High School District's policy on school immunizations. Students may not be admitted to a classroom setting in school unless they have been fully immunized against diphtheria, hepatitis b, haemophilus influenza type b, measles, mumps, pertussis (whooping cough) poliomyelitis, rubella, tetanus, and varicella (chickenpox). Students must be immunized for varicella or provide proof from a doctor stating the child has had the disease. All advancing students, new students, or transferring students in grades 7 through 12 must be fully immunized including a required booster against pertussis (Tdap). They shall not be admitted without the Tdap booster. Homeless and foster youth can be enrolled without proof of immunization.

It is the District's policy that there be no "conditional" admittance to schools. Documented proof that immunizations are up-to-date is required before attending school. These requirements do not apply if a note from a licensed physician cites why they should not. The required immunizations are available through a usual source of medical care, the County Health Department, a school nurse, or may be administered by a health care practitioner acting under the direction of a physician. Immunizations may be given at school. There may be funds for those who cannot access services.

If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for their own safety until such a time as directed by health officials or district administration.

Parent and guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department.

### *Unconditional Admission*

Students who have documentation of receiving all immunizations against diphtheria, measles, mumps, pertussis, varicella, poliomyelitis, rubella, Hepatitis B, and tetanus required of his/her age, or who have a valid documented and permanent medical exemption shall be admitted to U-Prep if all the other requirements are met.

### *Conditional Admission*

Any student seeking admission to U-Prep who lacks documentation of having received all the required vaccinations, and has not received an exemption, may be admitted conditionally if:

- 1) The student has not received all the immunizations required of his/her age group but has commenced receiving doses of all the vaccines required, and is not due for any doses at the time of admission. The parent or guardian will be notified of the date by which the student must complete all the required immunizations.
- 2) The student has obtained a temporary medical exemption from immunization, and the parent or guardian is notified of the date by which the pupil must complete all the required immunizations.

### Medical and Hospital Services for Students

U-Prep and SUHSD DO NOT provide insurance on individual students. U-Prep and SUHSD assumes no liability for accidents to pupils at school. No student shall be compelled to accept such service without his/her consent, or a minor without the consent of his/her parent or guardian. (Ed. Code 49472)

Under state law, schools are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This requirement is met by U-Prep offering insurance that covers medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Covered California at (800) 300-1506 or online at [www.coveredca.com](http://www.coveredca.com).

#### *School-Sponsored Athletics*

If a student participates in school-sponsored athletics other than physical education or an athletic event during the day, parents/guardians and the student athlete are required to annually complete a concussion awareness form, complete a sudden cardiac arrest awareness form, and sign a document acknowledging receipt of an Opioid Factsheet received either in print or electronic format. (Ed. Code 33479, 49475, 49476)

### **CAFETERIA/FOOD COURT, NUTRITION PROGRAM SERVICES**

Cafeteria/Food Court services are available before school and during lunch.

### **WORK PERMITS**

A student under 18 years of age who wishes to work must obtain a Work Permit. Applications are available in the Student Support Services Center. In compliance with the “reference to Work Program,” a school authority will sign off on the Application for Work Permit to verify the student’s satisfactory school performance (GPA, attendance, and behavior) prior to obtaining verification from an employer if the student is hired. A student continuing employment from the summer or previous school year must reapply for a Work Permit during the first two weeks of school. A new Work Permit is required each time a student changes jobs. Work Permits can be revoked by U-Prep administration for poor attendance, behavior, or grades.

### **SCHOOL LOCKERS**

Lockers are made available at the beginning of the year through the Student Services Center. Lockers must be kept orderly and locked at all times. Students must provide their own locks. Students are also required to clean out their lockers no later than the last day of school; this includes removing the lock and taking it home. **U-Prep personnel have the right to search lockers.** At all times students should avoid leaving personal belongings unattended. Students are advised to not bring valuable items to school. **U-Prep assumes no responsibility or liability for loss or theft of property belonging to students.** In the event of loss of property, U-Prep authorities will make a reasonable effort to recover the lost or stolen property.

### **STUDENT RECORDS**

Parents of currently enrolled or former pupils have an access to pupil records that are maintained by U-Prep. These rights include (a) a review and inspection, (b) interpretation by certificated personnel and (c) written request to challenge the content and have information removed (by written request).

### **CONFIDENTIAL STUDENT INFORMATION**

U-Prep must have a signed and dated written permission from the parent before releasing any information from a student’s education record except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by U-Prep as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on U-Prep board. A school official also may include a volunteer or contractor outside of U-Prep who performs an institutional service of function for which U-Prep would otherwise use its own employees and who is under the direct control of U-Prep with respect to the use and maintenance of PII

from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. In addition, U-Prep forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

### **DIRECTORY INFORMATION**

“Directory information” is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. U-Prep has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level

Federal Law requires districts to release student directory information to the military to the same extent it is released to other organizations unless parents notify U-Prep that such information is not to be released. If you do not want U-Prep to disclose directory information from your child's education records without your prior written consent, you must notify U-Prep in writing at the time of enrollment or re-enrollment. Please notify:

Rochelle Angley, Superintendent/Principal  
University Preparatory School  
2200 Eureka Way  
Redding, CA 96001

The Family Educational Rights and Privacy Act (“FERPA”), a Federal law, requires that U-Prep, with certain exceptions, obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from your child's education records. However, U-Prep may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised U-Prep to the contrary in accordance with this policy.

A copy of the complete Policy is available upon request at the main office.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by U-Prep to comply with the requirements of FERPA.

# RESPECT AND SCHOOL PRIDE

## *Activities, Athletics, Student Conduct, & Attendance*

There are many co-curricular and extra-curricular activities open to students at U-Prep. Participation in extra and co-curricular activities is strongly recommended. Research has shown a direct correlation between participation in school activities and positive academic grades and attendance. Many students enjoy participating in multiple programs throughout the year including visual and performing arts activities and clubs (e.g. spring and fall musicals, dance team), service clubs (e.g. Interact, Big Brothers Big Sisters), academic competitions (e.g. Science Bowl, MATHCOUNTS, Latin Ludi), Panthera Yearbook, athletic programs, and many other experiences that foster positive adolescent development. Co-curricular activities are those activities that are a part of the regular curriculum. They do not come under the jurisdiction of the *extra-curricular* code (See Appendix A: Extra-Curricular Code).

U-Prep staff believes in and acts upon the importance of promoting positive student behavior that contributes to the maintenance of a safe and orderly learning environment. U-Prep Code of Conduct and Progressive Discipline policy is designed to support students in practicing safe, responsible and respectful behavior. Consequences for infractions are included in the plan for school discipline, a system that provides intentional training and reinforcement of responsibility, accountability and self-control.

### **ATHLETIC PROGRAMS**

Athletics are meant to provide student-athletes an opportunity to compete while learning the value of teamwork, sportsmanship and fair play. As a member school of the California Interscholastic Federation (CIF), U-Prep supports the tenets of *Pursuing Victory With Honor* (See Appendix A); *We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Good Citizenship (the "Six Pillars of Character"). This Code applies to all student-athletes involved in interscholastic sports.*

The following sports programs are offered at U-Prep:

#### High School (CIF)

- Fall:* Cross Country, Football, Swimming, Girls Tennis, Volleyball, Girls Golf, Competitive Cheer
- Winter:* Boys Basketball, Girls Basketball, Girls Soccer, Boys Soccer, Wrestling, Competitive Cheer, Ski/Snowboard
- Spring:* Baseball, V/JV Softball, Boys Tennis, Boys Golf, Track and Field, Stunt Cheer

#### Junior High

- Fall:* Cross Country, Flag Football, Volleyball, Co-Ed Soccer, Cheer
- Winter:* Boys Basketball, Girls Basketball, Girls Soccer, Cheer
- Spring:* Baseball, Softball, Track

**NOTE:** Other sports will be considered based upon student interest and availability of coaches, facilities and funding.

#### Participation Policy for Extra-Curricular Activities

High School students who have chosen to attend U-Prep may participate in U-Prep extra-curricular activities only at U-Prep. Participation of U-Prep athletes in grades 9-12 in athletics for private organizations (AAU, Youth soccer, etc.) must adhere to the rules of the Northern Section California Interscholastic Federation.

Students must attend U-Prep full time (six or more periods) to participate in competitive extra-curricular activities at U-Prep. These activities include any activities such as sports and performances in which a student either competes to participate or competes on behalf of U-Prep. These activities include, but are not limited to, sports, music, drama, dance performances, academic competitions and speech contests.

#### Eligibility Policy

U-Prep subscribes to the Pursuing Victory with Honor Sports Summit Accord adopted by the CIF. We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to the six core principles: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship (the six pillars of character). In order to be eligible for extra-curricular activities, students must maintain a 2.0 GPA and comply with provisions of the U-Prep's Extra-Curricular Participation Code and the Pursuing Victory with Honor Code of Conduct. (Appendix A) **U-Prep does not give a "one time" waiver for students with a GPA below 2.0 to participate in sports.** A parent or legal guardian must sign and return the forms acknowledging their awareness of the requirements for participation before a student may participate in extra-curricular activities.

#### Use of Tobacco, Vape Products, Illegal Drugs or Alcohol

U-Prep believes that athletics are an integral part of U-Prep community and as such, must contribute to the physical and mental health of the student athlete. To accomplish this, U-Prep has enacted policies related to drug and alcohol use, both at school and during school-related athletic activities. **Students, who are athletes, are subject to the rules regarding use of tobacco, illegal drugs or alcohol as delineated in the Discipline Policy.** "Tobacco product" is defined as (i) any product made or derived from tobacco or nicotine that is intended for human consumption, regardless of how consumed; (ii) an electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device (commonly known as "e-cigarettes"); or (iii) any component, part or accessory of a tobacco product. The District has adopted a policy banning electronic cigarettes (e-cigarettes) and other vapor delivery devices. U-Prep complies with this policy.

#### Athletic Program Consequences of Violating Tobacco, Illegal Drug or Alcohol Policies

Should a violation of this policy occur beyond the 3<sup>rd</sup> offense it will result in permanent ban from school sports. Students who do not finish the season will not be eligible for awards, honors or recognition

##### *First Offense:*

1. Notify parent or guardian.
2. The Superintendent/Principal or designee will conduct a due process hearing with the parent/guardian and the student.
3. Student will be given the option of:
  - a. Participating successfully in a drug and alcohol program, take weekly drug tests for six weeks, and miss two weeks of contests. The student may attend practice at the discretion of the coach. Students who do not complete a successful program are subject to the following:
  - b. Being suspended from all sports, practices and athletic activities for a period of nine weeks. If less than nine weeks are remaining in the sport, the suspension will carry over to the next sport in which the athlete participates.

##### *Second Offense:*

1. Notify parent or guardian.
2. The Superintendent/Principal or designee will conduct a due process hearing with the parent/guardian and the student.
3. The student is suspended from all sports, practices and athletic activities for the remainder of the current season and the next athletic season for which he/she participates. The student will be re-tested before beginning the next season for which he/she is eligible.

### *Third Offense:*

1. Notify parent or guardian.
2. The Superintendent/Principal or designee will conduct a due process hearing with the parent/guardian and the student.
3. The student is suspended from all sports, practices and athletic activities for the remainder of the current season, and will not be eligible for any more high school sports unless the following conditions are met:
  - a. One year of random monthly drug testing at the student's expense in which the results are all negative. The student is not eligible for sports during this year.
  - b. At the end of the year, parent requests that the Principal create an appeals panel to consider reinstatement.
  - c. The appeals panel grants or denies eligibility.

### Transferring Students and Eligibility

U-Prep is a member of the NSCIF. All regulations of the NSCIF apply to students participating in inter-scholastic athletics. Eligibility rules and regulations are available from the Athletic Administrator at U-Prep. Students and parents should contact U-Prep's Athletic Director regarding eligibility questions.

### Participation in Non-School Athletic Events

If an athlete desires to compete in an invitational or an event during the season of sport which is outside the normal school schedule, the following guidelines will apply:

- 1) Pre-approval is required for participation in non-school athletic events.
- 2) Athletes should remember that school commitments come first. School contests and events are their first responsibility. The athlete, parent, coach and Superintendent/Principal must all agree that the athlete's participation does not conflict with school sport commitments and is in the best interest of all concerned.
- 3) The athlete must check with U-Prep's Athletic Administrator to be sure, according to CIF regulations, that participation in a non-school athletic event will not adversely affect eligibility.
- 4) The Superintendent/Principal is the final authority.

## **STUDENT ACTIVITIES**

### Associated Student Body Government (ASB)

U-Prep hosts a student government based on a student body constitution outlining the students' responsibilities, and privileges. There will be a separate student government program for junior high (grades 6-8) and high school (grades 9-12). Any student who attends U-Prep is considered a member of the student body. Students elect members of the student council, which is the student governing body of U-Prep. Students must meet academic standards and other requirements of the ASB Constitution to be eligible to run for student body office; they must also enroll in the ASB/Leadership class. Money for student body activities is raised by selling student body cards, by sponsoring student activities and by student-organized fund raisers. The program is administered by student body officers under the guidance of the Student Activities Director and administration. U-Prep's ASB program is a member of the California Association of Student Leaders (CASL) and California Activities Directors of Activities (CADA) organizations.

### Student Body ASB Assemblies

Students are required to attend grade level appropriate assemblies unless excused by the administration. Courteous and dignified behavior at assemblies is a tradition at U-Prep. Talking, booing, whistling, and the use of artificial noise makers in assemblies is not appropriate or acceptable.

### David Marr Auditoriums Productions and Audience Etiquette

School-wide productions in the Marr occur annually, such as the Talent Show, dance performances, and musical concerts. The etiquette established for productions of this nature is noted below:

- Please refrain from talking during any of the performances.
- Unless the performers ask for it, please hold off on clapping until the very end of each performance.
- Cell phone usage is strictly prohibited. When productions are attended during U-Prep day, students will leave their phones in their backpacks before coming to the auditorium.
- Please remain seated for the entirety of the Talent Show or other production. A personal emergency is an exception.
- Additional guidance regarding audience participation is provided for the annual Talent Show.

### School Dances

During U-Prep year, various student organizations sponsor dances. These dances are usually held on Friday or Saturday night and last approximately two hours for middle school and approximately three hours for high school. Students must come to the dance within 30 minutes of the time the dance started (exceptions may be made for students returning from a contest or event). Students are not permitted to re-enter dances once they have left. Any student who violates a school rule, including dress code, while at the dance will be subject to disciplinary action by the administration. Dances are for the students of U-Prep and, on occasion, their approved guests. Students may obtain a guest pass in the Student Services Center, to be filled out by the guest's parents and school administrator; the completed form must be turned into the U-Prep office no later than the Wednesday prior to the dance. Guests must adhere to dress code and behavior rules, which are attached to the guest pass form.

### School Clubs

There is a wide-variety of clubs offered each year at U-Prep. A list of current clubs is located on U-Prep website (uprep.net) under the Campus Life menu.

## **SCHOOL SAFETY PLAN AND PROCEDURES**

U-Prep has a comprehensive School Safety Plan. U-Prep Safety Plan is reviewed annually with the U-Prep Safety Committee and practiced regularly. Parents may review the U-Prep Safety Plan by scheduling an appointment through the main office.

### **GENERAL SAFETY RULES**

Students are encouraged to report any unsafe condition to school staff. Students are advised to follow safety rules particularly in classes that involve an increased use of safety practices, such as chemistry and physical education. The following are general safety practices that should be observed by all: (1) No one should sit on the backs of chairs or chair desks; (2) No one should sit on windowsills or railings; (3) No one should use equipment unless authorized by the teacher; (4) When authorized, use ladders in the following manner: Do not stand on the top step or next to the last step of stepladders and be sure that stepladders are locked in the upright position and are resting securely on an even surface; (5) Do not sit or stand on tables; and, (6) Immediately report any inappropriate graffiti on desks, walls, or bathrooms so that it can be immediately removed.

### **STUDENT CONDUCT AND DISCIPLINE**

The responsibility for fostering desirable standards of conduct at U-Prep is shared by the Board, administrators, teachers, support personnel, parents, and students alike. The U-Prep Board has adopted uniform policies and procedures for student conduct and discipline with the goal of promoting a school atmosphere conducive to learning and to the safety and welfare of students and school staff. A progressive discipline policy and matrix is used to identify levels of infractions associated with student behavioral violations; consequences are determined by administration and based on the severity and frequency of a violation.

### Prevention Strategies

Prevention strategies are those designed to promote healthy relationships and appropriate behaviors. The establishment of appropriate expectations is a prevention strategy inasmuch as it identifies safe,



responsible, and respectful interactions. Anti-bullying education and character education further support students in the development of healthy relationships and appropriate behaviors. The student recognition program is an additional and essential prevention strategy as it serves to reinforce positive expectations.

### Early and Ongoing Intervention

Use of early and ongoing intervention strategies will help prevent unsafe or inappropriate behaviors. Early strategies provide students with appropriate supports where required and result in an improved school climate. Such classroom strategies include contact with parents, verbal reminders, review of expectations, loss of a special classroom activity, detention, and/or an additional work assignment that includes a learning component. Ongoing interventions may also be required for some students to help sustain and promote positive behaviors and to address underlying causes for the inappropriate behavior. Ongoing interventions may include teacher/administrator meetings with parents, volunteer service to the U-Prep community, a referral to Peer Court, peer mentoring and/or a referral to counseling or community supports.

### In-School Options

Specific alternatives that are used to address disruptive behavior may include suspension from class or school. However, there are also many alternatives to off-campus suspensions that dictate logical consequences and assist students as they work to improve behavior. Alternatives may serve to augment a suspension or as a stand-alone Level 1 or 2 consequence. These alternatives include community service tasks, counseling intervention, teacher/parent/administrator student conference (SST referral), request for intervention by outside agencies (e.g. Shasta County Peer Court), in-school supervised suspension (ISS), letter or verbal apology to the teacher or class (where appropriate), restorative measures and/or programs (e.g. restitution), repair/compensation for damages, behavior contract, law enforcement discussion with student/parents, conflict mediation, campus beautification, mentoring by an older peer or adult, Saturday School, and/or a referral to U-Prep Attendance Review Team (SART).

### Classroom Management and Teacher Discipline

Following classroom management plan interventions, teachers may choose to refer students to administration for discipline purposes as needed, in which case the Progressive Discipline Matrix will be applied as appropriate.

For disciplinary reasons, classroom teachers have the authority to: (1) Suspend a student from their class for the day of the infraction and the next school day; (2) Detain a student for up to one hour at the end of U-Prep day; (3) Require a parent conference; and, (4) Refer the student to U-Prep counselor or administrator.

## **PROGRESSIVE DISCIPLINE PLAN**

U-Prep's Progressive Discipline Plan uses a continuum of interventions, supports, and consequences to address inappropriate student behaviors, and builds on those strategies to develop positive behaviors. It also takes into account the previous discipline history of the student and all relevant factors, including mitigating factors. Behavioral infractions are divided into three levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences. In all cases administrative discretion will be exercised. For students with special education needs, interventions, supports, and consequences are consistent with the student's strengths, needs, goals, and expectations that have been outlined in their Individual Education Plan. *In all cases administrative discretion will be exercised.*

- Level I: Early and Ongoing Interventions
- Level II: Offenses Requiring Immediate Interventions
- *Level III Offenses – Result in Suspension and/or Expulsion*
  - Level III offenses include but are not limited to fighting; possession and/or brandishing a weapon; possession of a firearm/imitation firearm; possessing and/or selling and/or being under the influence of a controlled substance, alcohol or other intoxicant including tobacco/nicotine; possession of drug or nicotine-containing devices or other associated paraphernalia (e.g. e-cigarettes, Juul or any other vape device); assault or battery; theft/robbery; damage to school property; bullying and

electronic bullying behaviors; hazing; obscene act/habitual vulgarity; hate violence; and harassment. Further delineation can be found in Suspension and Expulsion Policy and Procedures located in Appendix G.

### **HARASSMENT AND BULLYING**

At U-Prep, we are committed to making sure that all students feel respected, comfortable, and listened to. Making our school a safe and welcoming place for all Panthers is a high priority. We believe that students who make friendships and connections with one another will thrive. (See Appendix D: Title IX, Harassment, Intimidation, Discrimination & Bullying Policy).

Students who feel that they have been a victim of any form of harassment are asked to *immediately* report it to a teacher, counselor, or administrator.

*Students are strongly encouraged to take action if they observe bullying behavior by:*

- Reporting harassment or mistreatment by speaking to a teacher, counselor, or administrator. Students may do so confidentially. An electronic Incident Report Form can be found at [www.uprep.net](http://www.uprep.net), under the heading Student Support (Bully Prevention and Conflict Management). The reporting form can also be found on the U-Prep Panthers school app (listed under Resources and Tools).

### **ACADEMIC HONESTY POLICY**

Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit, and includes all student behavior intended to gain or provide unearned academic advantage by fraudulent and/or deceptive means.

The student has the full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who would explain what is and is not acceptable in their classes. Violation of this policy will result in a zero on the assignment; the student and parent/guardian(s) will receive written notice of the violation. A second violation of academic honesty in that class or any other class may result in removal from the class and may result in an F grade. Students with more than one violation may be reviewed for discipline by a panel, which includes administrators and a counselor and/or teacher. After administration is informed of the incident, they will contact the student and parents within 7 school days to set up a time for the Academic Honesty Review Panel meeting. The student and their parents will be invited to attend the first part of the review and speak or submit a written statement on the student's behalf. A written statement including the decision of the Academic Honesty Review Panel will be sent to the student and parents within 5 school days. Decisions of the Academic Honesty Review Panel are final.

Examples of such unauthorized behavior include, but are not limited to:

#### Taking Information

- ◆ Copying graded homework assignments from another student.
- ◆ Working together on a take-home test or homework when *not* specifically permitted by the instructor.
- ◆ Looking at another student's paper during an examination.
- ◆ Looking at text or notes during an examination when *not* specifically permitted by the instructor.
- ◆ Accessing another student's computer and using his/her data as one's own.

#### Providing Information

- ◆ Giving one's work to another to be copied or used in an oral presentation.
- ◆ Giving answers to another student during an examination.

- ◆ After taking an examination, informing a student enrolled in a later period of questions that appear on the examination.
- ◆ Providing a paper or other project information for a student to copy or use as their own.
- ◆ Taking an examination, writing a paper, or creating computer data or artistic work for another.

### Plagiarism

- ◆ Failing to give credit for ideas, statements of fact, or conclusions derived by another author. Failure to use quotation marks when quoting directly from another author, whether it is a paragraph, a sentence, or a part thereof.
- ◆ Submitting a paper purchased from a “research” or term paper service.
- ◆ Copying another person's assignment and handing it in as one's own.
- ◆ Giving a speech or oral presentation written by another and claiming it as one's own work.
- ◆ Claiming credit for artistic work done by someone else, such as a music composition, photos, a painting, drawing, sculpture, or design.
- ◆ Presenting another's computer data as one's own.
- ◆ Cutting and pasting information from internet sources without citing the source properly.

### Other Forms of Academic Dishonesty

- ◆ Planning with one or more fellow students to commit any form of academic dishonesty together.
- ◆ Having another student take one's examination or do one's computer data or lab experiment.
- ◆ Lying to an instructor to increase a grade.
- ◆ Submitting papers or speeches that are substantially the same for credit in *two* different courses without prior approval of the instructors involved.
- ◆ Altering a graded work after it has been returned, then submitting the work for re-grading unless specifically allowed by the instructor.
- ◆ Removing tests from the classroom, without the approval of the instructor, or stealing tests.
- ◆ Copying computer software from a disk or a hard drive unless specifically allowed by the instructor.
- ◆ Electronic sharing of assignment/test contents or answers.

### U-PREP DRESS CODE

There are high standards for dress and appearance at U-Prep. U-Prep's dress code supports the academic environment by preventing disruption to student learning; it also ensures student safety. All dress code policies shall be applied at the Superintendent/Principal's discretion as the need arises. The following basic guidelines will help students dress appropriately for U-Prep's learning environment:

- Hats: Hats or head coverings shall not be worn on campus during the time school is in session, exceptions will be made for health and safety or for religious observance. Hats may be worn at after-school activities unless the administration has determined that hats or other attire would contribute to an unsafe environment. Permission to wear hats can be granted by a student's instructor. The administration has the authority to permit the wearing of hats on designated occasions, such as spirit days, and special performances such as musicals, plays, or as part of a uniform. When students bring hats or head coverings to school, those items should be kept in backpacks or lockers. Hats may be worn at outside games and events.
- Gang-Related Dress: Paraphernalia or clothing worn by students that is determined by administration to be gang-related is prohibited while school is in session, to and from school, and at school-sponsored functions. U-Prep dress code prohibits any apparel, jewelry, accessories, etc., which by its color, arrangement, trademark or any other attribute, denotes membership in gangs or organizations which advocate drug use, violence or disruptive behavior.

- All clothing will be clean, neat, and without aggressive holes or distressed rips and tears. Pants and shorts are not to be worn below the waist and no undergarments shall be visible at any time. Aggressive holes or distressed rips/tears above the knee are not permitted.
- Shorts, dresses, skirts, etc., must be of appropriate length. A 3-inch inseam is recommended. Aggressive holes or distressed rips & tears are not permitted.
- Tops must cover the midriff, sides of the body, back, and undergarments. Tops that are see-through or with low necklines are not permitted.
- Pajamas, pajama-like apparel, and slippers are not allowed to be worn to school.
- No costumes shall be worn except on special dress-up days arranged by the student government and approved by the administration.
- U-Prep dress code prohibits any apparel, jewelry, accessories, or personal belongings, which have profane or suggestive slogans, put-downs, advertising of illegal substances, references to alcoholic or illegal products, violence, or disruptive behavior in U-Prep environment. Accessories with spikes, studs, safety pins, pocket, or other chains, including chokers are not permitted.
- Ear piercings and nose studs are permissible except during athletic participation. For safety purposes, all other piercings are not permitted.
- Students shall not have spiked hair that is longer than 2 inches or hair that is dyed or partially dyed unnatural colors (such as purple, pink, green, blue, etc.) with the exception of designated spirit days (in which case the dye should wash out). Students may not wear their hair in a “Mohawk” or similar style except on designated spirit days. Students may not shave symbols into their hair.
- Students are required to have proper footwear for physical education and fitness classes.
- Unless otherwise indicated by administration, the dress code applies to all dances and designated school activities.

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

A student shall not commit an inappropriate display of affection and bodily contact beyond hand holding while on U-Prep premises, or while in the custody of U-Prep, or in the course of a school-related activity.

### **CELL PHONE/ELECTRONICS USE POLICY**

U-Prep students may have cell phones on campus, it is understood that cell phones can be learning tools, but may also cause disruptions to the learning environment. Parents should be aware that students may have access to the Internet and inappropriate material depending upon the individually selected data plan. The District Guest Wi-Fi system filters can only be applied if students are using District technologies.

All students must have a cell phone/electronic contract to use a cell phone/electronics at school. Contracts must be renewed annually and signed by both the parent and student. See Appendix F for a copy of the Cell Phone & Electronics Permission Request.

Electronic devices may be used by students between classes, during open periods, or in class with the permission of the teacher when appropriate. U-Prep is not responsible for the loss of personal electronics brought to school. Teachers set rules for appropriate classroom use of electronic devices in their classrooms. Students with electronic devices are subject to being monitored by the staff at all times, including lunch and breaks. Students will be expected to share the content that is being viewed when asked by a staff member. Laser pointers are considered electronic devices and are not permitted at school.

## **COMPUTER USE GUIDELINES/ACCEPTABLE USE POLICY**

The U-Prep Board and staff recognize that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Administration oversees the maintenance of each school's technological resources and may establish guidelines and limits on their use. The Shasta Union High School District's Acceptable Use Policy is provided in [Appendix C](#). Students and parents should review this policy carefully. All students are expected to abide by these policies and procedures when using U-Prep and District's computers, technology equipment or telecommunication system.

## **SKATEBOARDS AND ROLLER BLADES**

For safety reasons, the use of roller blades or skateboards is not permitted on campus. Noncompliance will result in confiscation of skateboards or similar devices. Items will be turned over to a parent or guardian.

## **LOST OR DAMAGED SCHOOL PROPERTY**

If a student fails to return school property loaned to the pupil, or willfully cuts, defaces or otherwise injures School property, the parent or guardian is liable for all damages not to exceed \$10,000.00. (Ed. Code 48904) If a book is lost, stolen or damaged, the student will be required to pay for it prior to receiving a course grade and/or clearance for graduation. U-Prep may withhold the student's grades, transcripts, and diploma until the damages have been paid.

## **PERSONAL/PROPERTY THEFTS**

Students should immediately report any thefts of their personal property to the administration. U-Prep is not responsible for thefts. Every effort will be made to recover stolen items. If it is necessary to bring valuables to school, these are to be checked at the main office. Further, if a student is using a valuable piece of equipment such as a musical instrument at school, the equipment should be insured. School or personal property found on campus must be taken to lost and found. Items not claimed may be donated. Unauthorized possession of lost items will be treated as theft.

## **SUSPENSION AND EXPULSION POLICIES**

See [Appendix G](#): Suspension and Expulsion Policy and Procedures

## **LAW ENFORCEMENT REFERRAL**

The following offenses must be reported to the Police Department, when a student:

- 1) brings any firearm, knife, explosive or other dangerous object to school;
- 2) attacks or menaces a School or District employee;
- 3) causes serious physical injury to another person;
- 4) possesses/sells drugs, alcohol or other controlled substances; or
- 5) commits robbery or extortion at School.

## **RELEASE OF STUDENT TO PEACE OFFICER**

If a school official releases your child from school to a peace officer for the purpose of removing him/her from U-Prep premises, a U-Prep official shall take immediate steps to notify the student's parent or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [Ed. Code Section 48906]

## **ATTENDANCE POLICIES AND PROCEDURES**

University Preparatory School's Board adopts this policy because consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school and behavior problems. It is the intent of the Board to ensure that students attend school every day on time.

See [Appendix H](#) for Attendance Policy and Procedures

# ADMISSIONS AND REGISTRATION

## **REGISTRATION**

During the spring of each year all current students will register for the coming year. Counselors meet with students to conduct course planning and share new program and course opportunities. A catalog of course descriptions is available on the U-Prep website (www.uprep.net) to further assist them in planning their course of study. Parents and students should carefully read this publication for specific information about the academic programs and requirements of U-Prep. School counselors maintain open communication with students and families throughout their experience at U-Prep, and monitor student progress towards college and career readiness.

Students may withdraw, with parent approval, as a result of moving, having a long-term serious illness, turning eighteen years of age or having passed the California High School Proficiency Exam (C.H.S.P.E.).

## **ADMISSION POLICY, LOTTERY PROCESS, AND PROCEDURES**

U-Prep will be nonsectarian in its programs, admission policies, and no student will be denied admission to U-Prep on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, or association with an individual who has any of the aforementioned characteristics.

U-Prep admits all students, accepted through the public random drawing, who wish to attend. No test or assessment is administered to students prior to acceptance and enrollment. U-Prep complies with all laws establishing minimum and maximum age for public school attendance in charter schools. Admission, except in the case of a public random drawing, shall not be determined by the place of residence of the pupil or his or her parent or legal guardian within the state. Admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

U-Prep welcomes applicants and their families who understand and value U-Prep's mission and are committed to a small school community and university level preparation. Students and parents complete an application packet and students may have the opportunity to meet with U-Prep teaching staff. Admission to U-Prep is open to any 6<sup>th</sup> through 12<sup>th</sup> grade student in Shasta County or adjacent counties who has completed the application process. Students must be at least 10 years old by the first school day in August in order to enroll in 6<sup>th</sup> grade. Students admitted in grades 9-12 must be at least 13 years old by the first school day in August.

### **Public Random Drawing**

Applications will be accepted during a publicly advertised open enrollment period each year for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. In the event that this happens, U-Prep will hold a public random drawing (or "lottery") to determine admission for the impacted grade level, with the exception of existing students, who are guaranteed admission in the following school year.

As permitted by state and federal charter law, U-Prep has adopted and maintained policies granting admission preference in the following order:

1. Currently enrolled students who wish to return
2. Siblings of students admitted to or attending U-Prep
3. Children of the U-Prep employees
4. Residents of Shasta Union High School District
5. Students who were in either the first or second lottery the previous year, and remained on the waiting list all year.

U-Prep and the District agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(d)(2)(B)(i)-(iv). Parents who wish to exercise one of these preferences must apply for their students in the first enrollment period, which begins in December and ends in January.

U-Prep's Administration determines the enrollment period and makes a public announcement of enrollment deadlines online, in local media as well as on the applications (the first enrollment period ends in January and the second ends in February). Completed applications must be received by enrollment deadline(s). If U-Prep is under-subscribed at the end of the first enrollment period, all of those applicants that meet the specified qualifications will be accepted on the first school day following the end of the First Application period. If U-Prep is still under-subscribed at the end of the second enrollment period, all of those applicants that meet the specified qualifications will be accepted on the first school day following the end of the Second Application. Additional applicants will be placed on a waiting list by grade level in order of applications received.

If U-Prep is over-subscribed at the end of the first enrollment period, then all of those applications, received during the first enrollment period, will go into the first lottery to be given a place or assigned a number on the waiting list. If U-Prep is over-subscribed at the end of the second enrollment period then all applications go into the lottery, with all of the applications from the first enrollment period (beginning in December and ending in January) being drawn first and then all of the applicants from the second enrollment period (February) being drawn second. The lottery for an over-subscribed first and/or second enrollment period will be held in March.

The lottery is a system of random public selection of applications that identifies students for enrollment and generates U-Prep's waiting list. During the lottery process all completed and accepted applications submitted during the enrollment period(s) are publicly drawn in random order until capacity is reached and the remainder placed on a waiting list. At lottery time, the lottery will proceed as follows for all applicants during the first enrollment period:

1. Draw siblings of students currently in attendance, followed by children of U-Prep employees. They will be assigned the lowest available number in that order. Where families have more than one student, the lowest available number will be assigned to all siblings entering U-Prep.
2. Families who have a preference must apply during the first enrollment period (which begins in December and ends in January). Sibling preferences may not be exercised by student applicants who have previously attended U-Prep and subsequently transferred to another school.
3. Applicants who participated in the previous lottery and remained on the waiting list for the entire school year will be moved to the current year's waiting list; maintaining their order from the previous year's waiting list, after numbers are assigned to those with preferences.

After each lottery, families will be notified of their status. At that time, they should provide updated information (address, telephone number, etc.).

Throughout U-Prep year, when an opening becomes available, the next student on the waiting list for the appropriate grade will be notified of his or her status and given two (2) days to respond with the intent to fill the slot. After that time, a student who does not respond will be moved to the bottom of the list and the next student will be notified. No student, currently enrolled in a local school, will be admitted to U-Prep after the fourth quarter has begun.

Prior to enrollment, parents and students must sign a form indicating that they have read and understood the philosophy, mission, handbooks, and policies of U-Prep, that they accept responsibility for the proper maintenance of school equipment and materials, and that they understand and agree to the "Computer Use Guidelines/Acceptable Use Policy" for online activities.

### **TRANSFER STUDENTS – GUIDELINES FOR GRANTING CREDIT**

U-Prep will normally accept up to 70 credits per year for each student's attendance and work at other middle and high schools. However, U-Prep reserves the right to evaluate the equivalency of all transfer credits to those awarded by U-Prep in order to determine with a reasonable degree of confidence that granting transfer credit to the student can be done without compromising U-Prep's academic standards. In order to make such a determination, U-Prep may take any of the following steps:

1. Verify that courses for which transfer credit is requested are equivalent in time and content to the



District courses:

- a. Among institutions
  - b. Between institutions details
  - c. On an individual basis
2. Administer subject area competency examinations

### **ADMISSION OF STUDENT EXPELLED FROM A PRIOR DISTRICT**

The decision to readmit a pupil or admit a previously expelled pupil from another school, school district or U-Prep, shall be in the sole discretion of the Governing Board following a meeting with the Superintendent/Principal and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to U-Prep environment. The Superintendent/Principal shall make a recommendation to the Governing Board following the meeting regarding his or her determination. The pupil's admission is also contingent upon U-Prep's capacity at the time the student seeks admission

# PARENT AND COMMUNITY INVOLVEMENT

Providing a small school, family-like environment strongly connected to our parents and community is essential to the ongoing support and development of each student. With strong relationships intact, young adults have the freedom to discover and enjoy the process of reaching their fullest potential. Research overwhelmingly supports the power of schools, families, and community groups working together to support student learning. Results show that students tend to do better in school, stay in school longer, and like school more when this partnership exists. Additionally, volunteering in one of the Booster or school organizations is a wonderful way to support this process.

## HOME-SCHOOL COMMUNICATIONS

### U-Prep Panthers School App

Download the U-Prep app, U-Prep Panthers, at the App Store or on Google Apps. Receive important notifications and daily news of school events and athletic schedules right to your smartphone.

### U-Prep Marquee

School events and activities, school-related celebrations and awards, bell schedule changes, and other pertinent information is posted regularly.

### Academic Conferences and Teacher/Counselor/Admin-Parent Meetings

Academic conferences are scheduled through the counseling center during the months of September and March. Priority is given to students in greatest need based on report card performance (e.g. D, F). The Early Release Bell Schedule is followed on Academic Conference days. Appointments for these conferences are scheduled by the Registrar. Conferences are encouraged to minimize the possibility of failure by the student. Parents may wish to have their student do weekly or monthly progress checks with teachers to monitor student progress; these systems can be put in place during an Academic Conference, during a separate team meeting, or through contacting the counseling center. Parents are encouraged to contact teachers directly and as a 'first step' if they have questions about a student's progress. Email addresses for every teacher is available in this Handbook; e-mail addresses are also on the University Prep website ([www.uprep.net](http://www.uprep.net)) and school app.

### School Newsletter – Panther Pride

*Panther Pride* serves to celebrate the accomplishments of students and programs, and honor awards and recognitions. The newsletter showcases pictures of student work, school happenings across all departments, club activities, athletic events, visual and performing arts programs, and school spirit activities sponsored by student government. When the newsletter is published parents will be notified via U-Prep app and/or email.

### School Website

U-Prep's web address is [www.uprep.net](http://www.uprep.net).

### Teacher Websites

Many teachers host websites that are used to provide students with additional resources and tools for learning. Refer to individual course syllabi as provided by faculty for more information.

### ParentSquare Phone System

U-Prep utilizes ParentSquare as part of our communication system with parents. ParentSquare allows administration or staff to provide information by phone or email. U-Prep parents will receive phone calls, texts, and/or emails from this system for various purposes (e.g. reminders of Early Release Day schedules, school emergency/closure information, students attendance) and to inform families of selected school events. For this purpose, parents are advised to immediately update school office staff as to any changes made to contact information.

### Online Academic Grade Access

Student grades and attendance may be accessed online through Aeries. The Aeries portal may be accessed through U-Prep website (select the Student Support tab).

## **BOOSTERS AND SCHOOL ORGANIZATIONS**

### Athletic Boosters

Athletic Boosters plan fund raising events, conduct membership drives, create athletic spirit gear, and determine how they can best support U-Prep athletes. Details regarding Athletic Boosters can be found on U-Prep website on the Athletics link. Athletic Boosters meet once a month.

### Music Boosters

Music Boosters provide volunteer and other support services to all U-Prep music program. They work to raise money to enhance all music programs and the music experience for all U-Prep students. Music Boosters assists with the purchasing of performance uniforms, musical instruments and other items. Contributions are also made to trips taken by the various music groups. Membership is automatically extended to all U-Prep families participating in the music department. Music Boosters meet once a month. Please contact Mr. Fowers, U-Prep Music Department Chair, for more information.

### Musical Foundation

Musical Foundation parents provide direct support to U-Prep's theatrical productions. Please contact the Main Office for more information.

### Sober Grad

Funds raised by the Sober Grad Committee are used to hold a safe graduation celebration. Students are required to stay at the designated venue throughout the night. Graduation is celebrated with food, activities, and wonderful gifts donated by local businesses or donated by individuals. All funding for this program is raised through donations. Please call the Main Office for more information regarding the Class of 2023 Sober Grad Committee.

### Educational Foundation

The U-Prep Educational Foundation is a non-profit, tax exempt organization formed to raise funds to support the educational needs, physical improvements and program enhancements of U-Prep through the collaboration of parents, educators and the community.

## **Appendix A University Preparatory School EXTRA-CURRICULAR CODE**

Extra-curricular activities are an integral part of our school program and, as such, must contribute to the well-being of all participants. Participants are reminded they represent U-Prep and community, and their actions must be a credit to both. All school rules apply in all extra-curricular activities. U-Prep strongly opposes student or parent-sponsored activities that condone or promote the use of tobacco, alcohol or drugs. Parents are encouraged to make sure their students are not involved in the use of these substances.

### **1. SCHOLASTIC ELIGIBILITY**

- a. A student shall be eligible to participate in all athletic programs and extra-curricular activities if he/she meets the following requirements:
- b. A student must maintain a 2.0 grade point average at the end of each grading period to be eligible for extra-curricular activities.
- c. Students are expected to maintain good citizenship and conduct themselves in an appropriate manner while in class and on campus. Failure to do so may result in ineligibility.

### **2. DOCUMENTARY ELIGIBILITY (athletics only)**

- a. Physical examination, parent permission forms, insurance forms, bus rules and other forms as required shall be recorded and on file in U-Prep Office before participation (including practice) is allowed.
- b. U-Prep will make arrangements for physical examinations annually. The cost will be borne by the parent or student. If a student cannot take advantage of U-Prep's physical examination, he/she is responsible to arrange for a physical examination on his/her own at no cost to U-Prep. Results of the physical examination shall be recorded on the appropriate form and shall be renewed annually.
- c. Parent permission forms and emergency consent forms shall be on file at U-Prep. Parent or legal guardian signature is required.
- d. A prospective athlete shall either secure student insurance or have his/her parent or legal guardian completes the Statement of Responsibility for athletic insurance. Proof of payment for student insurance or the Statement of Responsibility shall be on file at U-Prep.
- e. U-Prep expects that coaching staff will provide an orientation for parents at the start of each sport season.

### **3. DOCUMENTARY ELIGIBILITY (other than athletics)**

- a. Appropriate parent permission forms and emergency forms shall be on file at U-Prep. Parent or legal guardian signature is required.
- b. The extra-curricular advisor shall determine rules concerning appropriate conduct for the specific activity.

### **4. ABSENCE FROM SCHOOL**

- a. Absence from school on the day of a scheduled extra-curricular activity shall result in denial of the privilege to participate. Exceptions shall be granted by U-Prep administration on a case-by-case basis. Participation in Saturday or holiday events will be affected by attendance the last school day preceding the event.

5. **USE OF TOBACCO, ILLEGAL DRUGS OR ALCOHOL** (during season of activity)

U-Prep believes that athletics are an integral part of U-Prep curriculum and, as such, must contribute to the physical and mental health of the student athlete. To accomplish this, U-Prep has enacted policies related to drug and alcohol use, both at school and outside of school activities. In order to provide for the health and safety of the individual athlete and other athletes, to provide a legitimate reason for students to say "no" to drug use, and to provide an opportunity for those taking drugs to receive help in locating a program of assistance, the SUHS District and U-Prep conducts a mandatory drug testing program for high school athletes. The program is not punitive. It is designed to create a safe, drug free environment for student athletes and assist them in getting help when needed. The U-Prep Board reserves the right to review, change, or update all school policies.

Students who are under the influence, or in possession, of illegal drugs or alcohol are subject to this policy at school or school activities and also during non-school or non-school activities. Students who are under the influence or in possession at school or school activities are subject to school consequences as well as the athletic policy.

Students who attend an illegal activity (drugs or alcohol are served to minors) are also subject to this policy.

**Definitions**

**Drug:** Any substance considered illegal or controlled by the Food and Drug Administration. This includes tobacco products and alcohol.

**Student Athlete:** Any student participating in athletic practices and/or contests under the control and jurisdiction of U-Prep.

**Sport Season:** A season begins on the first official day of practice or try-out session and ends the day after the last contest for that sport. Official season opening dates will be no later than: Fall (August 1); winter (November 1); spring (February 1).

**Consent:** The parent or guardian and the student athlete are required to sign a written consent for drug testing prior to participating in the athletic program.

**Medication:** Student athletes who have taken or are currently taking prescription medication must declare this fact on the day of testing. The student must provide verification (either by a copy of the prescription or by doctor's authorization) if the drug test is positive. Students who refuse to provide verification and test positive will be subject to actions specified below.

**Awards:** School letters, certificates or coaches awards

**Honors and Recognition:** All league, all section, and all star games

**Contest:** All CIF sanctioned competitions

**Action Taken**

**First Offense:**

- Notify parent or guardian.
- A due process hearing will be conducted by the Principal or administrative designee with the parent/guardian and the student.
- Student will be given the option of:
  - Participating successfully in an assistance program, taking a weekly drug or alcohol test for six weeks (at the student's cost), and missing two weeks of contests. The student may attend practice at the discretion of the coach. Students who do not complete a successful program are subject to the following:
  - Being suspended from all sports, practices and athletic activities for a period of nine weeks. If less than nine weeks are remaining in the sport, the suspension will carry over to the next sport in which the athlete participates. Students may also be suspended or dropped from other school activities such as performances, competitions, or leadership groups.

**Second Offense:**

- Notify parent or guardian.
- A due process hearing will be conducted by the Principal or administrative designee with the parent/guardian and the student.
- The student is suspended from all sports, practices and athletic activities for the remainder of the current season and the next athletic season in which he/she participates. The student will be re-tested before beginning the next season for which he/she is eligible.

**Third Offense:**

- Notify parent or guardian.
- A due process hearing will be conducted by the Principal or administrative designee with the parent/guardian and the student.
- The student is suspended from all sports, practices and athletic activities for the remainder of the current season, and will not be eligible for any more high school sports unless the following conditions are met:
  - One year of random monthly drug testing at the student's expense in which the results are all negative. The student is not eligible for sports during this year.
  - At the end of the year, the parent requests that the Principal creates an appeals panel to consider reinstatement.
  - The appeals panel grants eligibility.

Any further violation of this policy will result in a permanent ban from District sports. Students who do not finish the season will not be eligible for awards, honors or recognition.

**6. QUITTING AN EXTRA-CURRICULAR ACTIVITY**

Any student dropping a sport or activity before the season ends shall not be eligible to practice or participate in another sport until the end of the season during which the drop occurred. Exceptions to this rule can be made by the principal.

**7. EQUIPMENT**

- a. All equipment is issued to a student on a loan basis, subject to normal wear and tear. Equipment that is abused or lost must be paid for by the student to whom it was issued.
- b. For a student to be eligible to participate in a subsequent activity, all equipment must be turned in at the end of a season. Failure to do so shall result in school penalties.

**8. TRANSPORTATION**

- c. Transportation for students who participate in extra-curricular activities is the responsibility of parents.
- d. Parents wishing to provide transportation to or from activities for students other than their own must bring a verification of insurance from the DMV to U-Prep Athletic Director prior to the event.

**9. INTERPRETATION OF EXTRA-CURRICULAR CODE**

The judgment of the Superintendent/Principal is final in regards to the investigation and application of this code.

**Appendix B**  
**University Preparatory School**  
**PURSuing VICTORY WITH HONOR**

**Code of Conduct for Interscholastic Student-Athletes**

*We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character<sub>sm</sub>"). This Code applies to all student-athletes involved in interscholastic sports.*

**TRUSTWORTHINESS**

1. **Trustworthiness** – be worthy of trust in all you do.  
Φ*Integrity* – live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.  
Φ*Honesty* – live and compete honorably; don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.  
Φ*Reliability* – fulfill commitments; do what you say you will do; be on time to practices and games.  
Φ*Loyalty* – be loyal to your school and team; put the team above personal glory.

**RESPECT**

2. **Respect** – treat all people with respect all the time.
3. **Class** – live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; help up fallen opponents, compliment extraordinary performance, show sincere respect in pre-and post-game rituals.
4. **Disrespectful Conduct** – don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
5. **Respect Officials** – treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

**RESPONSIBILITY**

6. **Importance of Education** – be a student first and commit to earning your degree and getting the best education you can. Be honest with yourself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes who do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
7. **Role-Modeling** – Remember, participation in sports is a privilege, not a right, and that you are expected to represent your school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model.

8. **Healthy Lifestyle** – safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.
9. **Integrity of the Game** – protect the integrity of the game; don't gamble or associate with or deal with professional gamblers.
10. **Sexual Conduct** – sexual or romantic contact of any sort between students and coaches is improper and strictly forbidden. Report misconduct to proper authorities.

**FAIRNESS**

11. **Be Fair** – live up to high standards of fair play; be open minded; always be willing to listen and learn.

**CARING**

12. **Concern for Others** – demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to yourself or others.
13. **Teammates** – help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

**CITIZENSHIP**

14. **Play by the Rules** – maintain a thorough knowledge of and abide by all applicable game and competition rules.
15. **Spirit of Rules** – honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

(YOUR STUDENT-ATHLETE WILL BE REQUIRED TO SIGN THIS FORM TO PARTICIPATE IN ATHLETICS.)

*I have read and understand the requirements of this Code of Conduct and acknowledge that I may be disciplined or removed from a team if I violate any of its provisions.*

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

Our athletic program subscribes to the *Pursuing Victory with Honor* adopted by the California Interscholastic Federation.

## **Appendix C**

### **Shasta Union High School District**

#### COMPUTER USE GUIDELINES

Information Technology Department

#### **Acceptable Use Policy (AUP)**

01/01/2020

The Shasta Union High School District's Information Technology Department (the 'District') provides technology and access to learning opportunities through telecommunications available to students and staff.

**PROPER AND ETHICAL USE:** Staff and students are expected to understand and to practice ethical use of computer resources.

#### **Conditions and Rules for Use:**

##### **1. Acceptable Use**

The purpose of the District's data and telecommunications system is to facilitate communications in support of education. The use of your account must be consistent with the educational objectives of the District.

No user may deliberately propagate a virus, worm, Trojan horse, trap-door, or any harmful program code using District resources. This District's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of District resources for illegal activity is grounds for discipline. The District will cooperate with law enforcement authorities to investigate such acts.

Users may not use the system for lobbying activities, as defined under Education Code section 7054. This provision shall not limit the use of the system by students or staff for the purposes of communicating with elected representatives or expressing views on political issues.

Use of District resources for commercial purposes is prohibited.

Plagiarism is illegal.

##### **2. Privilege**

The District has the authority to determine appropriate use and may deny, revoke, or suspend a user account based upon its determination of inappropriate use. Use of the District network and all of its resources is a privilege.



### 3. **Monitoring**

A SUHSD employee, student, or public does not have an expectation of privacy in workplace electronic communication. The District reserves the right to inspect any transmission of data or files using the District network this includes but is not limited to private cell phones, district cell phones, private laptops, district laptops, iPad, voicemail, email, PDA's, computers or any other device using the District's wired or wireless network.

The District maintains software systems to monitor and record Internet usage. Be aware that security systems are capable of recording, for every user, each World Wide Web site visit, each chat, newsgroup or e-mail message, voice mails and each file transfer into and out of the network. No user should have any expectation of privacy using District resources, including communications sent through third-party email systems. Due to staffing constraints, not all Internet usage will be monitored; however, users should be aware that upon request, supervisors may review Internet activity for any specific employee during any period of time. Attempts to bypass or evade the District filter system will be grounds for loss of Internet privileges.

### 4. **Network Etiquette**

Users must abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Be polite
- Use appropriate language
- **Do NOT reveal personal information, including username, password, telephone number, or address to anyone**
- Do NOT use e-mail for commercial solicitation or to conduct business unrelated to District issues
- Do NOT use e-mail to distribute hoaxes, chain letters, advertisements, rude, obscene or harassing messages

### 5. **Security**

- A. Security on the computer system is a high priority, especially because the system involves many users. Never share your account information, including username and password. Protect your password to ensure system security and your privilege to continue using the system.
- B. Please notify the Information Technology Department if you identify a security problem on the District's network. Please do not demonstrate security problems to other users.
- C. Do not attempt to log on as a District system administrator. Cancellation of privileges and criminal charges may result from such activity.
- D. The District may deny access to anyone identified as a security risk for having a history of problems with other computer systems.

### 6. **Prohibited Activities & Content**

- A. Vandalism and harassment may result in cancellation of user privileges and possible criminal charges.

- B. Harassment, (cyber bullying) or the persistent annoyance of another user or interference with another user's work, includes but is not limited to the sending of unwanted email or other communications. This includes during school hours, or after school at school events or movement to and from school. If a nexus exist between the cyber bullying and school, then school administration may take disciplinary action.
- C. District computer resources may not be used for games research or to play games. Non-academic activities, in general, are prohibited. In addition, users are not to waste or take supplies that are provided by the District. All users agree to work in ways that will not disturb other users.
- E. Giving out personal information about another person, including home address or phone number, is strictly prohibited.
- F. Any use of the network for commercial or for-profit purposes is prohibited.
- G. Excessive use of the network for personal business shall be cause for disciplinary action.
- H. Any use of the network for product advertisement or political lobbying is prohibited.
- I. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- J. No use of the network shall serve to disrupt the use of the network by others.
- K. Hardware and/or software shall not be destroyed, modified, or abused in anyway.
- L. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- M. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- N. The unauthorized installation of any software, including shareware and freeware, for use on SUHSD computers is prohibited.
- O. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
- P. The SUHSD network may not be used for downloading entertainment software or other files not related to the mission and objectives of the SUHSD for transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the SUHSD.

- Q. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- R. Use of the network for any unlawful purpose is prohibited.
- S. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- T. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
- U. Use of a proxy service, or proxy server is prohibited.

#### **7. Controversial Material**

Education, by its nature, is a controversial activity. However, it is against District policy to use district resources for access to inappropriate or offensive material. In an effort to comply with the Children's Internet Protection Act (CIPA) the District uses blocking and filtering services, which will make it difficult for students to gain access to inappropriate or offensive sites on the Internet. Users should realize, however, that it would be impossible to find and block all objectionable content on the Internet. Therefore, if a user encounters material inappropriate to an educational environment, s/he should report the URL (Internet address) to the Information Technology Department.

#### **8. Staff Responsibilities/Social Networking**

Employees working with students are responsible for supervising students' use of SUHSD technology and enforcing the Acceptable Use Policy. Teachers/Staff will provide developmentally and grade appropriate guidance to students as they use network resources to conduct research and other studies related to the district curriculum. Classroom use of networked resources will be in support of District educational goals. Teachers will provide alternate activities for students who do not have permission to use the Internet. Teachers/Staff should understand expectations for professional conduct extend into the online world of social networking, blogs, and other applications. Staff is strongly discouraged from "friending" current students using social networking and messaging sites such as Facebook, MySpace, and Twitter except in the context of a school project. Teachers/Staff cannot have associations with students through virtual technology if they are irregular, unprofessional, improper or imprudent in ways that negatively affect the goals of the District. Any conduct which reflects poorly upon personnel or U-Prep district may be grounds for disciplinary action. The District has discretion in determining if conduct reflects poorly on our students, staff and the District. Conduct which reflects poorly upon the District or personnel may be grounds for disciplinary review or action.

## 9. Posting of Materials on District Sites

Shasta Union High School District computers, the District network to which they are connected, and District-funded Internet connections are provided to enhance productivity, to facilitate professional communication, and to harness the resources of the Internet in the service of the education of the students of the Shasta Union High School District.

The Shasta Union High School District web server is not a public forum. Posting permissions and posted content is maintained at the discretion of District and site administration.

Staff posting to the District web server will abide by the Shasta Union High School District Acceptable Use Policy. Staff will not:

1. use the District web site or network for personal financial gain
2. use the District web site for any fund raising without prior written administrative approval
3. use the District web site for political advertising or issue advocacy
4. use the District web site for transmitting or requesting & receiving materials inconsistent with the mission and values of the Shasta Union High School District
5. use the District web site for attempts to breach network security or transmit viruses
6. post copyrighted images, text, sound files, or software to the District web server without filing with site administration written permission from the holder of the copyright.
7. post any material, text or image, allowing the identification of any individual student without prior written approval by site administration or their designee that the proposed posting meets Board criteria for parental approval of posting student information
8. post any student addresses or telephone numbers at anytime

**Note:** Student personal e-mail addresses (Hotmail, AOL, Yahoo mail, etc.) should not be used on District web sites. The District does not provide personal use e-mail addresses to students, but where students have contact responsibilities, appropriate e-mail addresses with joint student/staff access will be created. A fictitious example would be Suhsd.editor@suhsd.net where this account would be accessible to the student and staff advisor for use specific to U-Prep project needing service. This facilitates tracing harassing or inappropriate e-mail directed to U-Prep.

- A. Staff with web publishing permission will post language and materials appropriate for Shasta Union High School District communications.
- B. The Shasta Union High School District web server is not a forum for student expression. Staff, in accordance with administrative guidelines established at each site, will take responsibility for posting any student-generated material to the District server.
- C. Staff will not link to non-district sites that are framed or formatted in such a way as to appear to be part of the District site.
- D. All sites linked directly to the Shasta Union High School District Web Site will be consistent with the standards of the Shasta Union High School District and will support and be consistent with the educational mission of the District. Staff will not link to personal home pages, will

not use the District site for personal web pages, and will not use the District site for links that exist only to illustrate personal interests.

- E. No 'guest books' or response forms which allow immediate, unmediated posting by the public will be hosted on the Shasta Union High School District web site or linked to from that site.
- F. Staff may not post any material to a non-Shasta Union High School District web site that uses District logos/mascots without prior written permission from school site and administration.
- G. Staff may not post any material that exists as a product of their employment with Shasta Union High School District at any non-Shasta Union High School District site unless that material is also posted on a Shasta Union High School District site and meets all the criteria above.
- H. Shasta Union High School District staff will use Shasta Union High School District e-mail addresses to conduct Shasta Union High School District business. Staff shall not distribute their personal, non-Shasta Union High School District e-mail addresses to parents, students, or others for contact related to their Shasta Union High School District responsibilities.
- I. Staff must understand that there is no presumption of privacy for communications stored, sent, received, or accessed through Shasta Union High School District computers, networks, e-mail system, and Internet connection and that any such material may be monitored or spot-checked to ensure compliance with District policies.

#### **10. Computers and Software:**

Shasta Union High School District computers will be installed and maintained ONLY by authorized staff. Only the administrator at each site designated by the Director of IT, or principal in conjunction with District IT staff will be allowed to authorize installation or maintenance of either hardware or software on Shasta Union High School District computers.

- A. The District has an obligation to ensure that software on its computers is being used legally according to that software's license and to ensure that any software installed do not create difficulties on the individual computer or on the District network. Staff members who wish to be authorized to install a particular piece of software on their computers or who wish to have such software installed must certify that they are using the software according to license and must register the license information with the designated administrator at each site.
  - 1) Multiple installations of the same license number will be assumed to violate copyright unless a multiple license provision can be demonstrated.
  - 2) Software not related to the mission of the Shasta Union High School District will not be installed on Shasta Union High School District equipment.
  - 3) 'Migrating' to an upgraded computer does not carry with it the right to 'migrate' software to that computer unless that software is wiped clean from the original computer.
  - 4) The SUHSD does not allow staff or students to take home District software for home use or to be installed on personal computers.

District technical staff has the capacity to survey individual computers through the network, will remove programs not authorized for installation, and will report the incident to the appropriate site and district administration.

- B. Any password protection whether at the system level or the program level must be registered with the appropriate administrator on site. The District needs the ability to access its own equipment. Care must be taken to ensure that students or other unauthorized individuals cannot change passwords; a screen saver, which can be password protected SHOULD be password protected to prevent an unanticipated lockout.
- C. Screen savers, sound events, wallpaper and other system additions represent the Shasta Union High School District, as well as the individual, when found on Shasta Union High School District systems. These should avoid sexually suggestive material as well as that which might reasonably be construed as being demeaning to individuals or groups. If law, custom, or common sense would indicate that material should not be displayed in the classroom or in an office, it should not be displayed on computers in the classroom or in that office.
- D. No images, sounds, or media of any sort may be added to Shasta Union High School District equipment or to materials produced through Shasta Union High School District equipment that violate copyright.

#### 11. **Local Area, District, and Internet**

Electronic information services (Local, District-wide, and Internet) are available to students and staff in Shasta Union High School District. The Shasta Union High School District strongly believes in the educational value of such electronic services and recognizes their potential to support curriculum and to allow staff to efficiently provide educational services. The District goal in providing this service is to promote educational excellence by facilitating research, innovation, communication, and business efficiency. Staff Internet access will be granted through local area networks and District Internet connections. A set of expectations and understandings apply to all using Shasta Union High School District network services as representatives of Shasta Union High School District on the District network and on the Internet through the Shasta Union High School District Internet gateway. These include:

- A. Staff must understand that all the rules of conduct described in the Shasta Union High School District Administrative Code apply during network use.
- B. Staff must use assigned accounts in support of the educational goals and objectives of the District. Staff will not allow the use of assigned accounts by others. Staff must
  - 1) not use the network, e-mail system or Internet connection for personal financial gain including commercial advertising
  - 2) not use the network, e-mail system, or Internet connection for political or religious advocacy or on behalf of charitable organizations
  - 3) not send any message through the network, e-mail system or Internet connection under someone else's name
  - 4) not transmit, request, or receive materials inconsistent with the mission and values of the Shasta Union High School District
  - 5) not attempt to breach network security or transmit viruses
  - 6) not use the network, e-mail system, or Internet connection for sexual or other forms of harassment

- C. Staff must use language appropriate for a public system in all communications.
- D. Staff must respect the copyright and/or software licensing of material received through the Shasta Union High School District network, e-mail system, or Internet connection.
- E. Staff must understand that there is no presumption of privacy for communications stored, sent, received, or accessed through Shasta Union High School District computers, networks, e-mail system, and Internet connection and that any such material may be monitored or spot-checked to ensure compliance with District policies.
- F. Staff must understand that as a matter of law any document pertaining to the public business on a publicly funded system is a public record.
- G. Staff must understand that the public meeting provisions of the Brown Act cannot be subverted through e-mail or network conferencing.

## 12. **Sanctions**

Individuals who violate the terms of the *Acceptable Use Policy* will be subject to a series of sanctions through Information Technology or the Superintendent including the installation of restrictive lock-down security on their classroom workstation and restriction or revocation of District network, Internet, and/or e-mail privileges.

Additionally, sanctions may be applied by the Shasta Union High School District HR Department or SUHSD Board in accordance with established discipline policies.

## 13. **No Warranties**

The District makes no warranties of any kind, whether express or implied, for the services it provides. The District is not responsible for damages a user suffers. This includes, but is not limited to, loss of data through delays, no-deliveries, or service interruptions caused by the District's negligence or by the user's errors or omissions. Use of any information obtained via the District's resources is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through District resources or services. All users should consider the source and validity of information obtained online.

### Disclaimer

- A. The SUHSD cannot be held accountable for the information that is retrieved via the network.
- B. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- C. The SUHSD will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- D. The SUHSD makes no warranties (expressed or implied) with respect to:

- a. The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
  - b. Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- E. The SUHSD reserves the right to change its policies and rules at any time.

**14. Proprietary Information**

There are four assets of an organization: people, processes, proprietary information, and real property. These four factors are common across all institutions, domestic or international and regardless of type, size, location, product or market. All four must be under control to prevent loss. Proprietary Information can take on many different forms, student data being the most prevalent in the district. All information data, electronic or otherwise, is the sole property of the SUHSD. No administrator, teacher, student, or employee may take SUHSD information out of the district without the express permission of the Superintendent or the Director of IT. No SUHSD information maybe sold, or otherwise communicated by any means to other entities without the express permission of the Superintendent or the Director of IT. Student transcripts are the only exemption from this procedure.

**15. SB 178 California Electronic Communications Privacy Act**

The district may obtain information from a cell phone or other electronic device through physical interaction or electronic communications with a device when the following has occurred;

- 1. Pursuant to a search warrant;
- 2. Pursuant to a wiretap order;
- 3. With the specific consent of the “authorized possessor” of the device;
- 4. With the specific consent of the owner of the device, only when the device has been reported as lost or stolen;
- 5. If the district, in good faith, believes that an emergency involving danger of death or serious physical injury to any person requires access to the electronic device information;
- 6. If the district, in good faith, believes the device to be lost, stolen or abandoned, and shall only access electronic device information to attempt to identify, verify or contact the owner or authorized possessor of the device.

The term “authorized possessor” shall mean “the possessor of an electronic device when that person is the owner of the device or has been authorized to possess the device by the owner of the device.”

All district employees who have a cell phone or electronic device owned or service paid for by the district; hear by grant the Shasta Union High School District (aka district) consent to access all district-owned electronic devices and the information created by those devices; and consent is given to the district to access all information that is sent by or to district employees.

All students who have an electronic device owned or paid for by the district; hear by grant the Shasta Union High School District (aka district) consent to access all district-owned electronic devices and the information created by those devices; and consent is given to the district to access all information that is sent by or to said device.



## **Appendix D**

### **University Preparatory School**

#### **TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING POLICY**

University Preparatory School (“U-Prep” or the “Charter School”) believes all students have the right to a safe and civil-learning environment. Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors which interfere with students’ ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, U-Prep prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of U-Prep campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, “discrimination, sexual harassment, harassment, intimidation, and bullying” are described as the intentional conduct, including verbal, physical, written communication, or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of mental or physical disability, sex (including pregnancy and related conditions, and parental status), sexual orientation, gender, gender identity, gender expression, immigration status, nationality (including national origin, country of origin, and citizenship), race or ethnicity (including ancestry, color, ethnic group identification, ethnic background, and traits historically associated with race, including, but not limited to hair texture and protective hairstyles such as braids, locks, and twist), religion (including agnosticism and atheism), religious affiliation, medical condition, genetic information, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or based on any other characteristic protected under applicable state or federal law or local ordinance. Hereafter, such actions are referred to as “misconduct prohibited by this Policy.”

To the extent possible, U-Prep will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. Charter School staff who witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, U-Prep will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with whom U-Prep does business, or any other individual, student, or volunteer. This Policy applies to all employees, students, or volunteer actions and relationships, regardless of position or gender. U-Prep will promptly and thoroughly investigate and respond to any complaint of misconduct prohibited by this Policy and take appropriate corrective action in a manner that is not deliberately indifferent, if warranted. U-Prep complies with all applicable state and federal laws and regulations and local ordinances and its investigation of and response to reports of misconduct prohibited by this Policy.

#### **Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator (“Coordinator”):**

Rochelle Angley, Superintendent/Principal  
University Preparatory School  
2200 Eureka Way  
Redding, CA 96001  
(530) 245-2790  
[rangley@suhsd.net](mailto:rangley@suhsd.net)

## **Definitions**

### **Prohibited Unlawful Harassment**

- Verbal conduct such as epithets, derogatory jokes or comments or slurs.
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work or school because of sex, race or any other protected basis.
- Retaliation for reporting or threatening to report harassment.
- Deferential or preferential treatment based on any of the protected characteristics listed above.

### **Prohibited Unlawful Harassment under Title IX**

Title IX (20 U.S.C. § 1681 *et. seq*; 34 C.F.R. § 106.1 *et. seq*) and California state law prohibit discrimination and harassment on the basis of sex. In accordance with these existing laws, discrimination and harassment on the basis of sex in education institutions, including in the education institution's admissions and employment practices, is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination and harassment in education programs or activities conducted by U-Prep.

U-Prep is committed to providing a work and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Coordinator, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Sexual harassment consists of conduct on the basis of sex, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct on the basis of sex, regardless of whether or not the conduct is motivated by sexual desire when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, education, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against themselves or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
  - Rape, sexual battery, molestation or attempts to commit these assaults.
  - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:

- Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
  - Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
  - Subjecting or threats of subjecting a student or employee to unwelcome sexual attention or conduct or intentionally making the student's or employee's performance more difficult because of the student's or the employee's sex.
- Sexual or discriminatory displays or publications anywhere in the work or educational environment, such as:
    - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view in the work or educational environment.
    - Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
    - Displaying signs or other materials purporting to segregate an individual by sex in an area of the work or educational environment (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

### **Prohibited Bullying**

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment,, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- 1.Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
- 2.Causing a reasonable student to experience a substantially detrimental effect on the student's physical or mental health.
- 3.Causing a reasonable student to experience a substantial interference with the student's academic performance.
- 4.Causing a reasonable student to experience a substantial interference with the student's ability to participate in or benefit from the services, activities, or privileges provided by U-Prep.

“Cyberbullying” is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

“Electronic act” means the creation or transmission originated on or off the U-Prep site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
  - a. Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of “bullying,” above.
  - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of “bullying,” above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of “bullying,” above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
3. An act of “Cyber sexual bullying” including, but not limited to:
  - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of “bullying,” above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
  - b. “Cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
4. Notwithstanding the definitions of “bullying” and “electronic act” above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

**Formal Complaint of Sexual Harassment** means a written document filed and signed by a complainant who is participating in or attempting to participate in U-Prep’s education program or activity or signed by the Coordinator alleging sexual harassment against a respondent and requesting that U-Prep investigate the allegation of sexual harassment.

**Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

### **Bullying and Cyberbullying Prevention Procedures**

U-Prep has adopted the following procedures for preventing acts of bullying, including cyberbullying.

## **1. Cyberbullying Prevention Procedures**

U-Prep advises students:

- a. To never share passwords, personal data, or private photos online.
- b. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
- c. That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the world had access to it.
- d. To consider how it would feel receiving such comments before making comments about others online.

U-Prep informs Charter School employees, students, and parents/guardians of U-Prep's policies regarding the use of technology in and out of the classroom. U-Prep encourages parents/guardians to discuss these policies with their children to ensure their children understand and comply with such policies.

## **2. Education**

U-Prep employees cannot always be present when bullying incidents occur, so educating students about bullying is a key prevention technique to limit bullying from happening. U-Prep advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at U-Prep and encourages students to practice compassion and respect each other.

U-Prep educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other pupils based on protected characteristics.

U-Prep's bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

U-Prep informs Charter School employees, students, and parents/guardians of this Policy and encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy.

## **3. Professional Development**

U-Prep annually makes available the online training module developed by the California Department of Education pursuant Education Code section 32283.5(a) to its certificated employees and all other U-Prep employees who have regular interaction with pupils.

U-Prep informs certificated employees about the common signs that a student is a target of bullying including:

- Physical cuts or injuries
- Lost or broken personal items
- Fear of going to school/practice/games
- Loss of interest in school, activities, or friends

- Trouble sleeping or eating
- Anxious/sick/nervous behavior or distracted appearance
- Self-destructiveness or displays of odd behavior
- Decreased self-esteem

U-Prep also informs certificated employees about the groups of students determined by Charter School, and available research, to be at elevated risk for bullying. These groups include but are not limited to:

- Students who are lesbian, gay, bisexual, transgender, or questioning youth (“LGBTQ”) and those youth perceived as LGBTQ; and
- Students with physical or learning disabilities.

U-Prep encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for Charter School’s students.

## **Grievance Procedures**

### **Scope of Grievance Procedures**

U-Prep will comply with its Uniform Complaint Procedures (“UCP”) policy when investigating and responding to complaints alleging unlawful harassment, discrimination, intimidation or bullying against a protected group or on the basis of a person’s association with a person or group with one or more of the protected characteristics set forth in the UCP that:

- a. Are written and signed;
- b. Filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying, or by one who believes any specific class of individuals has been subjected to discrimination, harassment, intimidation or bullying prohibited by this part, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying; and
- c. Submitted to the U-Prep UCP Compliance Officer not later than six (6) months from the date the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

The following grievance procedures shall be utilized for reports of misconduct prohibited by this Policy that do not comply with the writing, timeline, or other formal filing requirements of a uniform complaint. For formal complaints of sexual harassment, U-Prep will utilize the following grievance procedures in addition to its UCP when applicable.

### **Reporting**

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene when safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

Rochelle Angley, Superintendent/Principal  
University Preparatory School  
2200 Eureka Way  
Redding, CA 96001  
(530) 245-2790  
rangley@suhsd.net

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. U-Prep will investigate and respond to all oral and written reports of misconduct prohibited by this Policy in a manner that is not deliberately indifferent. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels they are a target of such behavior should immediately contact a teacher, counselor, the Superintendent/Principal, Coordinator, a staff person or a family member so that the student can get assistance in resolving the issue in a manner that is consistent with this Policy.

U-Prep acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to comply with the law, carry out the investigation and/or to resolve the issue, as determined by the Coordinator or administrative designee on a case-by-case basis.

U-Prep prohibits any form of retaliation against any individual who files a report or complaint, testifies, assists, participates, or refuses to participate in any investigation or proceeding related to misconduct prohibited by this Policy. Such participation or lack of participation shall not in any way affect the status, grades, or work assignments of the individual. Individuals alleging retaliation in violation of this Policy may file a grievance using the procedures set forth in this Policy. Knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and may result in disciplinary action.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff and any individual designated as a coordinator, investigator or decision-maker will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

#### Supportive Measures

Upon the receipt of an informal or formal complaint of sexual harassment, the Coordinator will promptly contact the complainant to discuss the availability of supportive measures. The Coordinator will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint of sexual harassment, and explain the process for filing a formal complaint of sexual harassment.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint of sexual harassment or where no formal complaint of sexual harassment has been filed. Such measures are designed to restore or preserve equal access to U-Prep's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or U-Prep's educational environment, or deter sexual harassment. Supportive measures available to complainants and respondents may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. U-Prep will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of U-Prep to provide the supportive measures.

### Investigation and Response

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of U-Prep, the Coordinator (or administrative designee) will promptly initiate an investigation.

In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the Coordinator (or administrative designee) determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the Coordinator (or administrative designee) will inform the complainant of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator (or administrative designee) will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, the Coordinator (or administrative designee) will not reveal confidential information related to other students or employees.

For investigations of and responses to formal complaints of sexual harassment, the following grievance procedures will apply:

- Notice of the Allegations
  - Upon receipt of a formal complaint of sexual harassment, the Coordinator will give all known parties written notice of its grievance process, including any voluntary informal resolution process. The notice will include:
    - A description of the allegations of sexual harassment at issue and to the extent known, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident;
    - A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached;
    - A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and
    - A statement that U-Prep prohibits an individual from knowingly making false statements or knowingly submitting false information during the grievance process.



- Emergency Removal
  - U-Prep may place a non-student employee respondent on administrative leave during the pendency of a formal complaint of sexual harassment grievance process in accordance with U-Prep's policies.
  - U-Prep may remove a respondent from U-Prep's education program or activity on an emergency basis, in accordance with U-Prep's policies, provided that U-Prep undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.
  - This provision may not be construed to modify any rights under the IDEA, Section 504, or the ADA.
- Informal Resolution
  - If a formal complaint of sexual harassment is filed, U-Prep may offer a voluntary informal resolution process, such as mediation, to the parties at any time prior to reaching a determination regarding responsibility. If U-Prep offers such a process, it will do the following:
    - Provide the parties with advance written notice of:
      - The allegations;
      - The requirements of the voluntary informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint of sexual harassment arising from the same allegations;
      - The parties' right to withdraw from the voluntary informal resolution process and resume the grievance process at any time prior to agreeing to a resolution; and
      - Any consequences resulting from participating in the voluntary informal resolution process, including the records that will be maintained or could be shared; and
    - Obtain the parties' advance voluntary, written consent to the informal resolution process.
  - U-Prep will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- Investigation Process
  - The decision-maker will not be the same person(s) as the Coordinator or the investigator. U-Prep shall ensure that all decision-makers and investigators do not have a conflict of interest or bias for or against complainants or respondents.
  - In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.
  - The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.
  - The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.

- A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.
- Prior to completion of the investigative report, U-Prep will send to each party and the party's advisor, if any, a copy of the evidence subject to inspection and review, and the parties will have at least ten (10) days to submit a written response for the investigator's consideration prior to the completion of the investigation report.
- The investigator will complete an investigation report that fairly summarizes relevant evidence and send a copy of the report to each party and the party's advisor, if any, at least ten (10) days prior to the determination of responsibility.
- Dismissal of a Formal Complaint of Sexual Harassment
  - If the investigation reveals that the alleged harassment did not occur in U-Prep's educational program in the United States or would not constitute sexual harassment even if proved, the formal complaint with regard to that conduct must be dismissed. However, such a dismissal does not preclude action under another applicable U-Prep policy.
  - U-Prep may dismiss a formal complaint of sexual harassment if:
    - The complainant provides a written withdrawal of the complaint to the Coordinator;
    - The respondent is no longer employed or enrolled at U-Prep; or
    - The specific circumstances prevent U-Prep from gathering evidence sufficient to reach a decision on the formal complaint or the allegations therein.
  - If a formal complaint of sexual harassment or any of the claims therein are dismissed, U-Prep will promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the parties.
- Determination of Responsibility
  - The standard of evidence used to determine responsibility is the preponderance of the evidence standard. Determinations will be based on an objective evaluation of all relevant evidence and credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
  - U-Prep will send a written decision on the formal complaint to the complainant and respondent simultaneously that describes:
    - The allegations in the formal complaint of sexual harassment;
    - All procedural steps taken including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
    - The findings of facts supporting the determination;
    - The conclusions about the application of U-Prep's code of conduct to the facts;
    - The decision and rationale for each allegation;
    - Any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
    - The procedures and permissible bases for appeals.

## Consequences

Students or employees who engage in misconduct prohibited by this Policy, knowingly make false statements or knowingly submit false information during the grievance process may be subject to disciplinary action, up to and including expulsion from U-Prep or termination of employment. The Coordinator is responsible for effective implementation of any remedies ordered by U-Prep in response to a formal complaint of sexual harassment.

## Right of Appeal

Should the reporting individual find U-Prep's resolution unsatisfactory, the reporting individual may, within five (5) business days of notice of U-Prep's decision or resolution, submit a written appeal to the President of the U-Prep Board, who will review the investigation and render a final decision.

The following appeal rights and procedures will also apply to formal complaints of sexual harassment:

- The complainant and the respondent shall have the same appeal rights and U-Prep will implement appeal procedures equally for both parties.
- U-Prep will notify the other party in writing when an appeal is filed.
- The decision-maker for the appeal will give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

## Recordkeeping

All records related to any investigation of complaints under this Policy are maintained in a secure location.

U-Prep will maintain the following records for at least seven (7) years:

- Records of each sexual harassment investigation, including any determination of responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent; and any remedies provided to the complainant.
- Records of any appeal of a formal sexual harassment complaint and the results of that appeal.
- Records of any informal resolution of a sexual harassment complaint and the results of that informal resolution.
- All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

Adopted: June 8, 2022

**UNIVERSITY PREPARATORY SCHOOL**

**TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

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**I hereby authorize the U-Prep to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand that providing false information in this regard could result in disciplinary action up to and including termination.**

\_\_\_\_\_  
Signature of Complainant

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

To be completed by U-Prep:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Follow up Meeting with Complainant held on: \_\_\_\_\_

**Appendix E**  
**University Preparatory School**  
**UNIFORM COMPLAINT POLICY AND PROCEDURES**

Scope

University Preparatory School (“U Prep,” “Charter School,” or “Charter”) complies with applicable federal and state laws and regulations. U Prep is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any U Prep program or activity.
- (2) Complaints alleging a violation of state or federal law or regulation governing the following programs:
  - Accommodations for Pregnant, Parenting or Lactating Students;
  - Adult Education;
  - Career Technical and Technical Education;
  - Career Technical and Technical Training;
  - Child Care and Development Programs;
  - Consolidated Categorical Aid;
  - Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families;
  - Every Student Succeeds Act;
  - Migrant Education Programs;
  - Regional Occupational Centers and Programs; and/or
  - School Safety Plans.
- (3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
  - a. “Educational activity” means an activity offered by the charter school that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - b. “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Education Code section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
    - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
    - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.

iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.

- a. A pupil fees complaint and complaints regarding local control and accountability plans (“LCAP”) only, may be filed anonymously (without an identifying signature), if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with Education Code sections 52060 - 52077, including an allegation of a violation of Education Code sections 47606.5 or 47607.3, as referenced in Education Code section 52075, regarding local control and accountability plans.
- b. If U Prep finds merit in a pupil fees complaint, or the California Department of Education (“CDE”) finds merit in an appeal, U Prep shall provide a remedy to all affected students, parents/guardians that, where applicable, includes reasonable efforts by U Prep to ensure full reimbursement to all affected students and parents/guardians, subject to procedures established through regulations adopted by the state board.
- c. Nothing in this Policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or U Prep and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

- (4) Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula (“LCFF”) or LCAP under Education Code sections 47606.5 and 47607.3 of the Education Code, as applicable. If U Prep adopts a School Plan for Student Achievement in addition to its LCAP, complaints of noncompliance with the requirements of U-Prep Plan for Student Achievement under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under this Policy.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations (“C.F.R.”) sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations (“C.C.R.”) sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

U-Prep acknowledges and respects every individual’s rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects [to the greatest extent reasonably possible] and as permitted by law the confidentiality of the parties, including but not limited to the identity of the complainant and maintains and the integrity of the process. U-Prep cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, U-Prep will attempt to do so as appropriate. U-Prep may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the Superintendent/Principal or designee on a case-by-case basis. U-Prep will ensure that complainants are protected from retaliation.

#### Compliance Officer

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure U-Prep’s compliance with law:

Rochelle Angley, Superintendent/Principal  
2200 Eureka Way  
Redding, CA 96001  
530-245-2790  
rangley@suhdsd.net

The Superintendent/Principal or designee shall ensure that the compliance officer(s) designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. The compliance officer may have access to legal counsel as determined by the Superintendent/Principal or designee.

Should a complaint be filed against the Superintendent/Principal, the compliance officer for that case shall be the President of the U-Prep Board of Directors.

## Notifications

The Superintendent/Principal or designee shall make available copies of this Policy free of charge. The annual notice of this Policy may be made available on U-Prep's website.

U-Prep shall annually provide written notification of U-Prep's UCP to employees, students, parents/guardians, advisory committees, private school officials or representatives, and other interested parties as applicable.

The annual notice shall be in English. When necessary under Education Code section 48985, if fifteen (15) percent or more of the students enrolled in U-Prep speak a single primary language other than English, this annual notice will also be provided to the parent/guardian of any such students in their primary language.

The annual notice shall include the following:

- a. A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.
- b. A statement clearly identifying any California State preschool programs that U-Prep is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations, and any California State preschool programs that U-Prep is operating pursuant to Title 22 licensing requirements.
- c. A statement that U-Prep is primarily responsible for compliance with federal and state laws and regulations.
- d. A statement that a student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- e. A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.
- f. A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
- g. A statement that the complainant has a right to appeal U-Prep's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of U-Prep's decision, except if U-Prep has used its UCP to address a complaint that is not subject to the UCP requirements.
- h. A statement that a complainant who appeals U-Prep's decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.

- i. A statement that if U-Prep finds merit in a UCP complaint, or the CDE finds merit in an appeal, U-Prep shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.
- j. A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3.
- k. A statement that copies of U-Prep's UCP shall be available free of charge.

### Procedures

The following procedures shall be used to address all complaints which allege that U-Prep has violated federal or state laws or regulations governing educational programs. The compliance officer shall maintain a record of each complaint and subsequent related actions for at least three (3) years.

All parties named shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

#### • **Step 1: Filing of Complaint**

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation, or bullying pursuant to this Policy.

A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing a complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the Superintendent/Principal or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Superintendent/Principal or designee shall be made in writing. The period for filing may be extended by the Superintendent/Principal or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The Superintendent/Principal shall respond immediately upon a receipt of a request for extension.

All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the U-Prep Board of Directors approved the LCAP or the annual update was adopted by U-Prep.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp

Complaints filed pursuant to this Policy must be in writing and signed. A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees or LCAP compliance may



be filed anonymously as set forth in this Policy. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, Charter School staff shall assist the complainant in the filing of the complaint.

- **Step 2: Mediation**

Within three (3) business days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the complaint to the satisfaction of the law complainant, the compliance officer shall proceed with the investigation of the complaint.

The use of mediation shall not extend U-Prep's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five (5) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally.

The complainant and/or the complainant's representative shall have an opportunity to present and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the compliance officer with documents or other evidence related to the allegations in the complaint, or the complainant's failure or refusal to cooperate in the investigation or the complainant's engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

U-Prep's refusal to provide the compliance officer with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- **Step 4: Final Written Decision**

U-Prep shall issue an investigation report (the "Decision") based on the evidence. U-Prep's Decision shall be in writing and sent to the complainant within sixty (60) calendar days of U-Prep's receipt unless the timeframe is extended with the written agreement of the complainant. U-Prep's Decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The Decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion providing a clear determination for each allegation as to whether U-Prep is in compliance with the relevant law.
3. Corrective actions, if U-Prep finds merit in the complaint and any are warranted or required by law.

4. Notice of the complainant's right to appeal U-Prep's Decision within thirty (30) calendar days to the CDE, except when U-Prep has used its UCP to address complaints that are not subject to the UCP requirements.
5. Procedures to be followed for initiating such an appeal.

If an employee is disciplined as a result of the complaint, the Decision shall simply state that effective action was taken and that the employee was informed of U-Prep's expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

#### Appeals to the California Department of Education

If dissatisfied with the Decision, the complainant may appeal in writing to the CDE within thirty (30) calendar days of receiving the Decision. The appeal shall be accompanied by a copy of the complaint filed with U-Prep and a copy of the Decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal, including at least one of the following:

1. U-Prep failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, U-Prep's Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in U-Prep's Decision are not supported by substantial evidence.
4. The legal conclusion in U-Prep's Decision is inconsistent with the law.
5. In a case in which U-Prep's Decision found noncompliance, the corrective actions fail to provide a proper remedy.
6. Upon notification by the CDE that the complainant has appealed the Decision, the Superintendent/Principal or designee shall forward the following documents to the CDE within ten (10) calendar days of the date of notification:
  7. A copy of the original complaint.
  8. A copy of the Decision.
  9. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties or gathered by the investigator.
  10. A report of any action taken to resolve the complaint.
  11. A copy of U-Prep's complaint procedures.
  12. Other relevant information requested by the CDE.

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to U-Prep for resolution as a new complaint. If the CDE notifies U-Prep that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, U-Prep will investigate and address such allegation(s) in accordance with the UCP requirements and provide the CDE and the appellant with an amended Decision addressing such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original Decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law,

or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by U-Prep when one of the conditions listed in 5 C.C.R. section 4650 exists, including but not limited to cases in which through no fault of the complainant, U-Prep has not taken action within sixty (60) calendar days of the date the complaint was filed with U-Prep.

#### Civil Law Remedies

A complainant may pursue available civil law remedies outside of U-Prep's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if U-Prep has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint.

Adopted: June 8, 2022

## UNIFORM COMPLAINT PROCEDURE FORM

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_

Student Name (if applicable): \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address/Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

School/Office of Alleged Violation: \_\_\_\_\_

**For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Adult Education  | <input type="checkbox"/> Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a Public School, Migratory Children and Children of Military Families | <input type="checkbox"/> Regional Occupational Centers and Programs |
| <input type="checkbox"/> Career Technical and Technical Education/Career Technical and Technical Training | <input type="checkbox"/> Every Student Succeeds Act  | <input type="checkbox"/> School Plans for School Achievement        |
| <input type="checkbox"/> Child Care and Development   | <input type="checkbox"/> Local Control Funding Formula/ Local Control and Accountability Plan  | <input type="checkbox"/> School Safety Plan                         |
| <input type="checkbox"/> Consolidated Categorical Aid Programs  | <input type="checkbox"/> Migrant Education Programs  | <input type="checkbox"/> Pupil Fees                                 |
|   |  | <input type="checkbox"/> Pregnant, Parenting or Lactating Students  |

**For allegation(s) of unlawful discrimination/harassment, please check the basis of the unlawful discrimination/harassment described in your complaint, if applicable:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Age                             | <input type="checkbox"/> Genetic Information            | <input type="checkbox"/> Sex (Actual or Perceived)   |
| <input type="checkbox"/> Ancestry                        | <input type="checkbox"/> Immigration Status/Citizenship | <input type="checkbox"/> Sexual Orientation (Actual or Perceived)  |
| <input type="checkbox"/> Color                           | <input type="checkbox"/> Marital Status                 | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |
| <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Medical Condition              |  |
| <input type="checkbox"/> Ethnic Group Identification     | <input type="checkbox"/> Nationality / National Origin  |  |
| Gender / Gender Expression / Gender Identity             | <input type="checkbox"/> Race or Ethnicity              |  |
|  | Religion  |  |

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

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2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

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3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail complaint and any relevant documents to:

Rochelle Angley, Superintendent/Principal  
University Preparatory School  
2200 Eureka Way  
Redding, CA 96001

**Appendix F**  
**University Preparatory School**  
**2023-2024 CELL PHONE & ELECTRONICS AGREEMENT**

*U-Prep students may have cell phone/electronics on campus with permission of their parents, if they agree to the following restrictions:*

- Students may use phones if (1) a state of emergency has been declared (verbally or in writing) by U-Prep or in response to a perceived threat of danger, (2) with permission from a teacher, (3) when a phone is required for a student's IEP, and/or (4) when use is limited to purposes related to the health of the student as determined by a licensed physician and surgeon to be essential for the health of the student. (Ed. Code 48901.7)
- While using a cell phone or other electronic device, students are not allowed to access any material that would otherwise be blocked on the District guest filters and/or be recognized as inappropriate.
- Cell phones/electronics are not to be on during class unless its use is under the direct guidance of a teacher for teaching and learning purposes.
- U-Prep assumes no responsibility for lost or stolen cell phones/electronics.
- Students who use cell phones/electronics without permission to text during class, take pictures and/or videos of other students without their permission, or have their cell phone/electronics out in the locker or rest rooms may immediately lose cell phone/electronic privileges and face disciplinary action.
- I have read and agree to the rules regarding the usage of cell phones and electronics at University Preparatory School.

**Appendix G**  
**University Preparatory School**  
**SUSPENSION & EXPULSION POLICY AND PROCEDURES**

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students at U-Prep. In creating this policy, U-Prep has reviewed Education Code Section 48900 *et seq.* which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions, expulsions, and involuntary removal. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* U-Prep is committed to annual review of policies and procedures surrounding suspensions, expulsions, and involuntary removals, and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as U-Prep's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to seek a material revision of the charter so long as the amendments comport with legal requirements. U-Prep staff shall enforce disciplinary policies and procedures fairly and consistently among all students.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, use of alternative educational environments, suspension and expulsion. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

Upon enrollment, parents/guardians are given a U-Prep Student-Parent Handbook that includes all discipline policies and procedures, among other policies. Parents are required to acknowledge receipt of this Handbook through the Aeries Student Information System.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom U-Prep has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. U-Prep will follow all applicable federal and state laws including but not limited to the applicable provisions of the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom U-Prep has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

**A. Student Search**

U-Prep Superintendent/Principal or designee may search the person of a student, the student's locker, backpack, purse, or vehicle if there is reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: *New Jersey v. T.L.O.* (1985) 469 U.S. 325]

## **B. Grounds for Suspension and Expulsion of Students**

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to:

- a) while on school grounds;
- b) while going to or coming from school;
- c) during the lunch period, whether on or off U-Prep campus;
- d) during, going to, or coming from a school-sponsored activity.

## **C. Enumerated Offenses**

**1. Discretionary Suspension Offenses:** Students may be suspended for any of the following acts when it is determined the pupil:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k)(1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  - (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.
  - (3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
  - (4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.



- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, “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 as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) “Electronic act” means the creation or transmission originated on or off the U-Prep site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - (i) A message, text, sound, video, or image.
    - (ii) A post on a social network internet website, including, but not limited to:
      - (I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
      - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
      - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a

fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.

- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of U-Prep district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of U-Prep district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w)(1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(w)(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and school wide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to U-Prep community.

2. ***Non-Discretionary Suspension Offenses:*** Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any device of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Superintendent/Principal or designee's concurrence.
- b) Brandishing a knife at another person.
- c) Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053. et. seq.
- d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 of former Section 288a of the Penal Code or committed a sexual battery as defined in Penal Code Section 243.4

***Discretionary Expellable Offenses:*** Students may be recommended for expulsion for any of the following acts when it is determined the pupil:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k)(1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.
  - (3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
  - (4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
- (l) Knowingly received stolen school property or private property.
  - (m) Possessed an imitation firearm. As used in this section, “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 as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
  - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
  - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
  - (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
    - (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
      - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
      - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.
      - (C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.
      - (D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
    - (2) (A) “Electronic act” means the creation or transmission originated on or off the U-Prep site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- (i) A message, text, sound, video, or image.
- (ii) A post on a social network internet website, including, but not limited to:
  - (I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

- (iii) (I) An act of cyber sexual bullying.

- (II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this sub clause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

- (III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

- (3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.

- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of U-Prep district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

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

- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of U-Prep district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w)(1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.
- (w)(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and school wide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to U-Prep community.

If it is determined by the Administrative Panel and/or Board of Directors that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or destructive device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

U-Prep will use the following definitions:

The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

The term “knife” means (A) any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; (B) a weapon with a blade fitted primarily for stabbing; (C) a weapon with a blade longer than 3½ inches; (D) a folding knife with a blade that locks into place; or (E) a razor with an unguarded blade.

#### **D. Suspension Procedure**

Suspensions shall be initiated according to the following procedures:

##### **1. Conference**

Suspension shall be preceded, if possible, by a conference conducted by the Superintendent/Principal or the Superintendent/Principal’s designee with the student and his or her parent and, whenever practical, the teacher, supervisor or U-Prep employee who referred the student to the Superintendent/Principal or designee.

The conference may be omitted if the Superintendent/Principal or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or U-Prep personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense in accordance with Education Code Section 47605(c)(5)(J)(i). This conference shall be held within two (2) school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with U-Prep officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

## 2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense(s) committed by the student as well as the date the student may return to school following the suspension. In addition, the notice may also state the date and time when the student may return to school. If U-Prep officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

## 3. Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of expulsion by the Superintendent/Principal or Superintendent/Principal's designee, the pupil and the pupil's parent/guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. In such instances when U-Prep has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the student or the student's parent/guardian, unless the student and the student's parent/guardian fail to attend the conference.

This determination will be made by the Superintendent/Principal or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

## **E. Homework Assignments During Suspension**

In accordance with Education Code Section 47606.2(a), a teacher will provide homework to any student who has been suspended from school for two (2) or more school days, the homework that the student would otherwise have been assigned.

## **F. Authority to Expel**

As required by Education Code Section 47605(b)(5)(J)(ii), students recommended for expulsion are entitled to a hearing adjudicated by a neutral officer to determine whether the student should be expelled. The procedures herein provide for such a hearing and the notice of said hearing, as required by law.

A student may be expelled either by the neutral and impartial U-Prep Board following a hearing before it or by U-Prep Board upon the recommendation of a neutral and impartial Administrative Panel, to be assigned by the Superintendent/Principal as needed. The Administrative Panel shall consist of at least three members who are certificated and neither a teacher of the pupil nor a Board member of U-Prep's governing board. Each entity shall be presided over by a designated neutral hearing chairperson. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense and the Board of Directors shall make the final determination.

## **G. Expulsion Procedures**

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Superintendent/Principal or designee determines that the pupil has committed an expellable offense and recommends the student for expulsion.

In the event an Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under the Family Educational Rights and Privacy Act ("FERPA")) unless the pupil makes a written request for a public hearing in open session three days prior to the date of the scheduled hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of U-Prep's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at U-Prep to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student and/or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

## **H. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses**

U-Prep may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by U-Prep or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

- a. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five (5) days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
- b. U-Prep must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
- c. At the discretion of the entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
- d. The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
- e. The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.



- f. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
- g. If one or both of the support persons is also a witness, U-Prep must present evidence that the witness' presence is both desired by the witness and will be helpful to U-Prep. The entity presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
- h. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
- i. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
- j. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

### **I. Record of Hearing**

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

### **J. Presentation of Evidence**

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board or Administrative Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

**K. Expulsion Decision**

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board of Directors, which will make a final determination regarding the expulsion. The final decision by the Board of Directors shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Board is final. If the Administrative Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

**L. Written Notice to Expel**

The Superintendent/Principal or designee, following a decision of the Board to expel, shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following: (a) Notice of the specific offense committed by the student; and (b) Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with U-Prep.

The Superintendent/Principal or designee shall send a copy of the written notice of the decision to expel to the authorizer. This notice shall include the following: (a) The student's name; and (b) The specific expellable offense committed by the student.

**M. Disciplinary Records**

U-Prep shall maintain records of all student suspensions and expulsions at U-Prep. Such records shall be made available to the authorizer upon request.

**N. No Right to Appeal**

The pupil shall have no right of appeal from expulsion from U-Prep as U-Prep Board's decision to expel shall be final.

**O. Expelled Pupils/Alternative Education**

Parents/guardians of pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. U-Prep shall work cooperatively with parents/guardians as requested by parents/guardians or by U-Prep district of residence to assist with locating alternative placements during expulsion.

**P. Rehabilitation Plans**

Students who are expelled from U-Prep shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to U-Prep for readmission.

**Q. Readmission**

The decision to readmit a pupil after the end of the student's expulsion term or to admit a previously expelled pupil from another school district or charter school who has not been readmitted/admitted to another school or school district after the end of the student's expulsion term, shall be in the sole discretion of the Board following a meeting with the Superintendent/Principal or designee and the pupil and parent/guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to U-Prep environment. The Superintendent/Principal or designee shall make a recommendation to the Board following the meeting regarding his or her determination. The Board shall then make a final decision regarding readmission or admission of the student during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The pupil's readmission is also contingent upon U-Prep's capacity at the time the student seeks readmission or admission to U-Prep.

**R. Notice to Teachers**

U-Prep shall notify teachers of each pupil who has engaged in or is reasonably suspected to have engaged in any of the acts listed in Education Code Section 49079 and the corresponding enumerated offenses set forth above.

## **S. Special Procedures for the Consideration of Suspension and Expulsion or Involuntary Removal of Students with Disabilities**

### **1. Notification of Shasta County SELPA**

U-Prep shall immediately notify the Shasta County SELPA and coordinate the procedures in this policy with the Shasta County SELPA of the discipline of any student with a disability or student who U-Prep or Shasta County SELPA would be deemed to have knowledge that the student had a disability.

### **2. Services During Suspension**

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, (which could constitute a change of placement and the student's IEP would reflect this change), and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

#### **Procedural Safeguards/Manifestation Determination**

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, U-Prep, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If U-Prep, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If U-Prep, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a. Conduct a functional behavioral assessment, and implement a behavioral intervention plan for such child, provided that U-Prep had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the child to the placement from which the child was removed, unless the parent and U-Prep agree to a change of placement as part of the modification of the behavioral intervention plan.

If U-Prep, the parent, and relevant members of the IEP/504 Team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a direct result of the failure to implement the IEP/504 Plan, then U-Prep may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

### **3. Due Process Appeals**

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or U-Prep believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or U-Prep, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 U.S.C. Section 1415(k), ~~or~~ until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, unless the parent and U-Prep agree otherwise.

In accordance with 20 U.S.C. Section 1415(k)(3), if a parent/guardian disagrees with any decision regarding placement, or the manifestation determination, or if the U-Prep believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, the parent/guardian or School may request a hearing.

In such an appeal, a hearing officer may: (1) return a child with a disability to the placement from which the child was removed; or (2) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.

#### 4. Special Circumstances

U-Prep personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Superintendent/Principal or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 USC Section 930, to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 USC Section 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

#### 5. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP/504 Team

#### 6. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated U-Prep's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if U-Prep had knowledge that the student was disabled before the behavior occurred.

U-Prep shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to U-Prep supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent has requested an evaluation of the child.
- c. The child's teacher, or other U-Prep personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other U-Prep supervisory personnel.

If U-Prep knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If U-Prep had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. U-Prep shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the education placement determined by U-Prep pending the results of the evaluation.

U-Prep shall not be deemed to have knowledge that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

*Adopted: May 6, 2015*

*Revised: July 8, 2020; June 8, 2022*

**Appendix H**  
**University Preparatory School**  
**ATTENDANCE PROCEDURES AND POLICIES**

**ATTENDANCE PROCEDURES AND POLICIES**

U-Prep's Board adopts this policy because consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school and behavior problems. It is the intent of the Board to ensure that students attend school every day on time.

Excused Absences for Classroom Based Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

A student's absence shall be excused for the following reasons:

1. Personal illness.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometrical, or chiropractic appointments.
4. Attendance at funeral services for a member of the immediate family:
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with School policy.
  - a. The student shall be excused for this purpose on no more than four school days per month.

In addition, a student's absence shall be excused for justifiable personal reasons such as:

1. Appearance in court.
2. Attendance at a funeral.
3. Observation of a holiday or ceremony of his/her religion.
4. Attendance at religious retreats for no more than four hours during a semester.

Note: A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. (Ed. Code, Section 48205)

Method of Verification

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent/guardian, parent representative;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student;
  - b. Name of parent/guardian or parent representative;
  - c. Name of verifying employee;
  - d. Date or dates of absence; and
  - 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. A written recording shall be made, including information outlined above.

#### 4. Healthcare provider verification

- a. When excusing students for confidential medical services or verifying such appointments, school staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
- b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had 10 absences in U-Prep year for illness verified by methods listed in #1- #3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students in grades K-8 should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.

#### Unexcused Absences/Truancy for Classroom Based Attendance

Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during U-Prep day without a valid excuse on three occasions in one school year, or any combination thereof.

Such students shall be reported to the Superintendent/Principal or designee.

The Superintendent/Principal or designee shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A student's progress and learning may be affected by excessive unexcused absences. In addition, U-Prep is fiscally dependent on student attendance and is negatively impacted by excessive unexcused absences. If all attempts to resolve the student's attendance problem are unsuccessful, U-Prep will implement the processes described below.

#### Process for Upholding the Attendance Policy

Students who are not in attendance due to an unexcused absence by the fifth consecutive day of school will be disenrolled from the U-Prep roster, as it will be assumed that the student has chosen another school option. U-Prep will attempt to reach the parent/guardian on a daily basis for each of the first five days to determine whether the student has an excused absence. If the student has a basis for an excused absence, parents must notify U-Prep of the absence and provide documentation.

#### First Day of School Procedures:

1. Students who are not in attendance on the first day of school will be contacted by phone to ensure their intent to enroll.
2. Students who have indicated their intent to enroll, but have not attended by the third day will receive a letter indicating the student will be disenrolled after the fifth day of school if the student has not attended school without valid excuse.
3. Students who have indicated their intent to enroll, but have not attended by the fifth day will receive a phone call reiterating the content of the letter.
4. Students who have not attended by the sixth day, and do not have an excused absence as defined above, for not being in attendance will be disenrolled from the roster.
5. U-Prep will use the contact information provided by the parent/guardian in the registration packet.
6. The district of residence will be notified of the student's failure to attend school and the disenrollment.

#### Truancy:

1. Each of the first two (2) unexcused absences will result in a call home to the parent/guardian by the Attendance Clerk.
2. Upon reaching three (3) unexcused absences or tardies in a school year, parent/guardian will receive a "Truancy Notification" letter from U-Prep. This letter must be signed by the parent/guardian and returned to U-Prep.

3. Upon reaching four (4) unexcused absences or tardies, a call will be made to the parent/guardian by the Superintendent/Principal or designee to discuss truancy and improving student attendance.
4. Upon reaching five (5) or more unexcused absences, the parent/guardian will be required to meet with U-Prep Attendance Review Team (“SART”), composed of the Superintendent/Principal, Assistant Principal, and Counselor.
5. The SART panel will discuss the absence problem with the parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.
  - a. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.
  - b. The SART panel will identify the corrective actions required in the future and shall have the authority to order one or more of the following consequences:
    - i. Parent/guardian to attend school with the child for one day.
    - ii. Student retention
    - iii. After school detention program
    - iv. Required school counseling
    - v. Loss of field trip privileges
    - vi. Loss of school store privileges
    - vii. Loss of school event privileges
    - viii. Required remediation plan as set by the SART
    - ix. Notification to the District Attorney
  - c. The SART panel may discuss other school placement options.
  - d. Notice of action recommended by the SART will be provided in writing to the parent/guardian.

#### Excessive Excused Absences and Chronic Absenteeism:

A student is chronically absent from school when they have missed 10 percent or more of the days they have been enrolled in school. In many cases, absences from school are unavoidable due to health problems or other circumstances. However, chronic absenteeism can have a drastic impact on a child’s education. Chronic absenteeism in K-8 is a proven early warning sign of a school drop-out. By ninth grade, good attendance can predict graduation even better than eighth-grade test scores. Attending school regularly matters.

#### Referral to County District Attorney:

It is U-Prep’s intent to identify and remove all barriers to the student’s success and will explore every possible option to address student attendance issues with the family. If a child’s attendance does not improve after a SART meeting, or if the parents fail to attend a required SART meeting, the parents and the child may be referred to the District Attorney’s office for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

#### Short Term Independent Study Program (STIS):

The parent/guardian may enroll the student into the short-term independent study program for an expected absence longer than two (2) school days. Participation in this program requires the following:

- Parent/guardian must obtain the approval of the Superintendent/Principal or designee.
- Students will be allowed a maximum of fifteen (15) school days (or 3 weeks), unless otherwise approved by the Superintendent/Principal as a result of extenuating circumstances.
- Student and parent/guardian must complete and sign an Independent Study Contract.
- Student must meet with the teacher to review work.
- Student must complete and return all assignments on the first day back at school to receive credit for short-term independent study.

#### Reports

The Superintendent/Principal or designee shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

#### Pupils with Temporary Disabilities – Program Option

If a student requires home hospital instruction (“HHI”), this is provided through the District of residence.



### Permits to Leave

All students must have a Permit to Leave before leaving campus (with the exception of lunch- preapproved juniors and seniors only). All Permits to Leave must be obtained from the Attendance Office. Failure to obtain a Permit to Leave will result in the absence being considered as a truancy.

### Leaving Campus During Lunch Period

It is a privilege for juniors and seniors to leave campus. Students who meet the requirements of this privilege will be permitted to leave campus during the high school lunch period. Lunch passes may be revoked at any time the requirements listed below are not met. The Open/Closed Campus policy applies.

### Homework Support During Absences

If a student is going to be absent for three days or more due to illness, the parent should contact the attendance office at (530) 245-2792 and make arrangements for make-up work. Students are also encouraged to contact their teachers via email for homework.

### Absences Excused for Justifiable Reasons

A student shall be excused from school for justifiable reasons, including, but not limited to, an appearance in court, observance of a holiday or ceremony of their religion, attendance at religious retreats, or an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or designated representative. Students absent under this provision must get pre-approval for short term independent study (STIS). (Ed. Code, Sections 48205 & 46014)

### Leaving Campus During Unscheduled Class Periods

In order to experience a college style schedule, juniors and seniors will be given the privilege of leaving campus during open periods (timeframes when they don't have classes scheduled). The following rules apply to students leaving campus:

- Students must have a valid Off-Campus Privileges form on file in the office. This form must be signed by a student's legal parent or guardian and approved by school administration
- A student may not be off campus during the lunch period unless he/she meets the requirements.
- Students who remain on campus during unscheduled class periods, or arrive on campus during unscheduled class periods must be in an assigned Study Hall, Room 299, or comply with other arrangements made with administration.
- Students leaving campus during the U-Prep day are required to sign in and out at the office. Failure to comply with this requirement will result in loss of privileges.
- Students who are tardy to class upon returning to campus may lose the privilege to leave campus during unscheduled class periods. Parents will be notified if privileges are revoked and study hall will be assigned.
- Students may not drive other students until they have met the California DMV one-year agreement and have written permission from their parent or legal guardian (Off-Campus Privileges form).
- Students may not ride with another student unless that student has a valid Off-Campus Privileges form on file in the office which specifically allows him or her to ride with another student.
- U-Prep will not monitor, nor take responsibility for transportation methods used by students leaving campus during unscheduled class period and/or returning to campus to attend scheduled classes.

*Remaining on campus, except in a classroom under the supervision of teacher, or in a car is not an option. Students who violate these rules or drive unsafely on campus will lose their off-campus privileges for the remainder of the year.*

**Appendix I**  
**University Preparatory School**  
**SUICIDE PREVENTION POLICY**

The Board of Directors of University Preparatory School ("U-Prep") recognizes that suicide is a major cause of death among youth and should be taken seriously. To attempt to reduce suicidal behavior and its impact on students and families, the Board of Directors has developed prevention strategies and intervention procedures. The policy has been developed in consultation with U-Prep and community stakeholders, U-Prep -employed mental health professionals, and suicide prevention experts and shall, at a minimum, address procedures relating to suicide prevention, intervention, and postvention.

Prevention and Instruction

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with U-Prep and is characterized by caring staff and harmonious interrelationships among students.

U-Prep's instructional and student support program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem- solving skills, coping skills, and resilience.

The Superintendent/Principal or designee may offer parents/guardians education or information which describes the severity of the youth suicide problem, U-Prep's suicide prevention efforts, risk factors and warning signs of suicide, basic steps for helping suicidal youth, reducing the stigma of mental illness, and/or U-Prep and community resources that can help youth in crisis.

U-Prep's instructional curriculum may include information about suicide prevention, as appropriate or needed, taking into consideration the grade level and age of the students. If offered or included in U-Prep's instructional curriculum, suicide prevention instruction shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide.
2. Identify alternatives to suicide and develop coping and resiliency skills.
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent.
4. Identify trusted adults, U-Prep resources, and/or community crisis intervention resources where youth, including those at high risk, such as youth bereaved by suicide; youth with disabilities, mental illness, or substance use disorders; youth experiencing homelessness or in out-of-home settings such as foster care; and lesbian, gay, bisexual, transgender, or questioning youth can get help and recognize that there is no stigma associated with seeking mental health, substance abuse, gender identity, or other support services.

Staff Development

Suicide prevention training for staff will be provided and be designed to help staff identify and find help for students at risk of suicide. The training may be offered under the discretion of the Superintendent/Principal (or designee) and/or in cooperation with one or more community mental health agencies and may include information on:

1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance abuse problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors.
2. Warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior.
3. Research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health.
4. U-Prep and community resources and services for students and families in crisis and ways to access them.
5. U-Prep procedures for responding when a student attempts, threatens, or discloses the desire to die by suicide.
6. Materials approved by U-Prep for training shall include how to identify appropriate mental health services, both at the U-Prep site and within the larger community, and when and how to refer youth and their families to those services.
7. Materials approved for training may also include programs that can be completed through self-review or suitable suicide prevention materials.

### Intervention and Emergency Procedures

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the Superintendent/Principal or designee. The Superintendent/Principal or designee shall then notify the student's parent/guardian as soon as possible and may also refer the student to mental health resources at U-Prep or in the community.

1. When a suicide attempt or threat is reported, the Superintendent/Principal or designee shall, at a minimum:
  - a. Ensure the student's physical safety by one of the following, as appropriate:
  - b. Securing immediate medical treatment if a suicide attempt has occurred;
  - c. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened;
  - d. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene.
  - e.
2. Designate specific individuals to be promptly contacted, for example the U-Prep counselor, psychologist, nurse, administrator, and/or the student's parent/guardian, and, as necessary, local law enforcement or mental health agencies.
3. Document the incident in writing as soon as feasible.
4. Follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed.
5. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident U-Prep.
6. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

In the event a suicide occurs or is attempted on the U-Prep campus, the Superintendent/Principal or designee shall follow the crisis intervention procedures contained in U-Prep's safety plan.

After consultation with the Superintendent/Principal or designee and the student's parent/guardian about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the Superintendent/Principal or designee may provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. U-Prep staff may receive assistance from U-Prep counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Students shall be encouraged through the education program and in U-Prep activities to notify a teacher, Principal or administrator, psychologist, U-Prep counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

### U-Prep Employees Acting Within Scope

U-Prep shall ensure that employees act only within the authorization and scope of the employee's credential or license. Nothing in this Policy shall be construed as authorizing or encouraging a U-Prep employee to diagnose or treat mental illness unless the employee is specifically licensed and employed to do so.