

UNIVERSITY PREPARATORY SCHOOL

A Shasta Union High School District Charter School



2009 CALIFORNIA DISTINGUISHED SCHOOL

2009/2010 Student/Parent Handbook

UNIVERSITY PREPARATORY SCHOOL

A Shasta Union High School District Charter School



August 2009

Superintendent-Principal

Erin Stuart

Associate Principal

Kathy Malain

Assistant Principal

Michele O'Leary

U-Prep School Board

David Yorton, President

Lewis Chamberlain, Vice-President

Judy Smith, Member

Elizabeth Trayford, Member

Cathy Wyatt, Member

Constance Pepple, Shasta Union H.S. District Liaison

Dear Students and Parents:

Welcome to University Preparatory School. This is a special time in which you will be challenged both personally and academically. It is also a time when you will make new friends and important decisions about your future.

This handbook contains descriptions of our educational programs, support services and co-curricular activities, and is designed to help you achieve your goals. I encourage ninth graders to plan your four-year program with care. Counselors, teachers, and administrators will assist you with making these decisions.

I also encourage you to participate in our extensive co-curricular and extra-curricular programs. Involvement in clubs, performing arts, community service, and sports activities is a source of life-long memories and pride. It is also the greatest key to your future success.

This handbook also contains important information on policies and procedures related to student discipline and safety. It is extremely important for parents to be aware of these policies.

Parent volunteers are the cornerstone of our school; the Board expects parents to become actively involved in school planning and support activities; the **Board enacted a 10 hour per year family participation requirement beginning in 2008-09; we have found it to be a great way to get to know our parents. Information about the requirement is available in the office.** Parent organizations such as the U-Prep Educational Foundation, Athletic Boosters, Music Boosters, and Theater Arts Boosters as well as many campus clubs welcome parent participation.

I hope you have a memorable and productive year.

Sincerely,

A handwritten signature in cursive script that reads "Erin Stuart". The signature is written in black ink and is positioned above the printed name and title.

Erin Stuart
Superintendent/Principal

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UNIVERSITY PREPARATORY SCHOOL

PARENT AND STUDENT
ACKNOWLEDGMENT FORM

2008 - 2009

Completion and return of this form (both sides) are required for students to have access to school computers, to be assigned school textbooks, and to be eligible for participation in all co-curricular and extracurricular activities.

We have read the school policies and procedures contained within this handbook and agree to comply with them.

_____	_____	_____
Student Name (please print)	Student ID	Grade
_____	_____	
Student Signature	Date	

Parent Name (please print)		
_____	_____	
Parent Signature	Date	

Please sign this page, initial the other side and return it to the office.

NOTICE

Lack of English Language skills will not be a barrier to admission and participation in Career/Technical or other District programs.

Translation services are available for those who need additional assistance.



In addition to reviewing the handbook in its entirety, please read the sections below carefully and discuss them with your student(s).

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*U-PREP IS AN EDUCATIONAL COMMUNITY INVESTED IN DEVELOPING
CONFIDENT, CAPABLE, AND COMPASSIONATE CITIZENS.*

UNIVERSITY PREPARATORY SCHOOL

2200 Eureka Way
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UNIVERSITY PREPARATORY SCHOOL BOARD

David Yorton..... President
Lewis Chamberlain..... Vice-President
Judy Smith..... Member
Elizabeth Trayford..... Member
Cathy Wyatt..... Member
Connie Pepple..... SUHSD Liaison

Erin Stuart, Superintendent/Principal

Kathy Malain, Assistant Principal

Mission

University Preparatory School is a small, grades 6-12, college preparatory school committed to university level preparation in fine arts, literature, languages, history, mathematics, science, and philosophy. Working together University Preparatory School staff, parents and community will offer students learning experiences needed to achieve their leadership and academic potential, to become creative thinkers, compassionate human beings, and ethical participants in a multi-cultural, democratic society. Students will be immersed in rigorous academics and meaningful extra-curricular activities and supported by a close-knit community of teacher/advisors, which will enable them to choose any course of post-secondary education.

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EIGHTH GRADE GRADUATION REQUIREMENTS

In order to be qualified for Eighth Grade Graduation, a student currently at U-Prep or enrolling for eighth grade must have at least a 2.0 before entering or continuing on to eighth grade.

Course Requirements:

English

U. S. History

Prep Latin, Latin I, II

Modern World Languages: Chinese, French, Russian, Spanish*

Physical Science

Math

- Pre-Algebra
- Algebra I
- Geometry

Physical Education or Dance

Electives

- Art I, II
- Prep Band, Band II, Drum Corps, Concert Band, Jazz Band
- Beginning Strings, Intermediate Strings, Orchestra
- Dance I-IV
- Drama I, II
- Student Government
- Yearbook/Journalism
- Mixed Choir

Advisory/Tutorial

Students must earn at least a 2.0 GPA for the second semester of eighth grade to be eligible for eighth grade graduation and high school admission to U-Prep.

* 8th graders who have successfully completed Latin I and are recommended by the teacher may petition to take a Modern World Language.

HIGH SCHOOL GRADUATION REQUIREMENTS

A student currently at U-Prep or enrolling in high school must have at least a 2.0 before continuing at or entering U-Prep.

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 lab (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 (after 8 th grade – 20 credits)
Advisory/Tutorial:	3 years (5 credits per year)
Senior Transition	1 year (5 credits)

PERFORMANCE REQUIREMENTS: (skills satisfied in other classes)

Health:	Satisfied by Biology/Freshman P.E.
Computer Proficiency	Must pass a competency test or take approved computer class

ELECTIVES: 60 credits

TOTAL CREDITS REQUIRED: 260 credits
Seven periods offered per day through senior year

◆ Five units of credit per semester are earned when a student passes one class (with the exception of Advisory/Tutorial).

◆ All graduates must demonstrate a minimum competency in reading, writing and mathematics by school approved standards to measure proficiency. Students must meet the standards in reading, writing and mathematics, as determined by the CAHSEE (California High School Exit Exam) in order to graduate.

◆ Credit requirements must be met prior to graduation to participate in graduation exercises.

ASSESSMENT 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. Test-taking skills are essential for the many tests students will experience in college and in some careers. Specific state and federally mandated tests give students the opportunity to demonstrate their knowledge and give teachers and administrators important feedback about the effectiveness of both curriculum and instructional delivery. Schools are ranked state-wide based on test scores; high scores often make schools eligible for grants and special funding. At U-Prep, students are expected to participate in state mandated testing.

UNIVERSITY PREPARATORY TESTING

STAR Test (Sat 9)

The State Testing and Reporting (STAR) program is a measure of student achievement in most academic areas that is administered by the state to *all* students in grades two through eleven. Student achievement is measured in language arts, mathematics, science, and history/social science. STAR test results are mailed to parents in early summer.

8th Grade Explore Test

The Explore test measures the ability of eighth graders in math, science, English, reading before they enter high school. This test also provides valuable information about students' career interests.

California High School Exit Exam:

Seniors in California public schools must pass the California High School Exit Examination (CAHSEE) to receive a high school diploma. The purpose of the graduation requirement, authorized by state law, is to help improve student achievement in high school and to make sure that graduates meet rigorous state standards in reading, writing, and mathematics. The CAHSEE will be given to students in grade 10. Beginning with 11th grade students will have opportunities each year to retake that part of the exam not passed. They are to be given special instruction if needed.

PSAT

Taken annually in the fall by high school juniors as preparation for the SAT tests, students are encouraged to take the test at least one time before the junior year. Eligibility for the National Merit Scholarship is dependent on the results of the PSAT and colleges may use the results for some of their scholarship awards.

SAT I

The test used most widely by colleges for determining 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 in the school and community. The test provides scores in both verbal and mathematical ability with possible scores ranging from a total of 400 to 1600. The SAT I added a writing component in spring 2005; scores now range from 600 to 2400. Students may take the ACT as an alternative (see below.)

SAT II

The SAT II is a test measuring student achievement in specific areas of study. Students usually take at least three SAT II tests, which are used by colleges for a wide variety of purposes. Currently, the UC system is using these tests for admission decisions at many campuses, evaluating them at twice the importance of the SAT I. Students normally take the writing test, one of two mathematics tests, and a third test in history, a language, or science.

P.L.A.N.

This test, offered by the ACT, gives sophomores the opportunity to prepare for college testing, to assess their study skills and to take an interest inventory that will increase their awareness of career and educational options.

ACT

The ACT is sometimes used instead of the SAT for those students whose skills are better represented by the ACT. Students are awarded scores on four sub-tests. The total score is based on questions which are more dependent on student knowledge than ability – measuring more

detailed mathematical skills than strict ability, for example. Students should see the school counselor to determine which test is more appropriate.

AP

Advanced Placement (AP) tests 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 some colleges at above the traditional 4.0 range and at least two UC campuses now estimate that average student scores of new admissions are above the 4.0 level. There is also a \$2,500 scholarship award for student scoring in the top ranges of AP mathematics and science courses. Test fees may be waived for low-income students.

SPECIAL PROGRAMS

SIXTH, SEVENTH AND EIGHTH GRADE STUDENTS

University Preparatory School encourages its students to accelerate in all course work during middle school. Enrollment in accelerated programs (i.e. Geometry/Spanish II) will be contingent upon earning a "C" or better and the approval of the teacher.

ADVANCED PLACEMENT

The Advanced Placement (AP) Program is a cooperative educational endeavor between secondary schools and colleges and universities. It exposes high school students to college-level material through involvement in an AP course, and it gives them the opportunity to show that they have mastered it by taking an AP Exam. Colleges and universities may then grant credit, placement, or both to students who have done so. 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.

ENGLISH LANGUAGE DEVELOPMENT (ELD)

The SUHS District offers an English Language Development program for Limited English Proficient (LEP) students. At the time of registration any LEP students will be referred to the SUHS ELD staff for assessment and placement.

HOME & HOSPITAL PROGRAM

University Preparatory School provides a Home and Hospital program to temporarily disabled students. Contact the student's counselor for more information and the proper forms.

SUMMER SCHOOL

Students are provided opportunities to make up required courses and to accelerate in certain academic courses available through SUHSD Summer School. SUHSD students are given priority for registration.

SHASTA COLLEGE COURSES

High school students may participate in Shasta College programs. In most cases students can earn both high school and college credit for the same class. Interested students should see their counselors; concurrent enrollment forms are available in the counseling office. U-Prep offers 1-3 college classes on campus each semester.

INTERNET COURSES

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 fill out and have the proper forms approved by the counselor/administration in advance. Students may not take an online course for initial credit.

8th Grade Graduation Exercises

Students wishing to participate in the Eighth Grade Graduation ceremony must have earned at least a 2.0 GPA, turned in any books or other school materials or paid appropriate fines, received no severe disciplinary actions and attended school on the day of the graduation ceremony. Fees for caps and gowns are charged to students and all participants must be clothed in caps and gowns. Due to limited seating, each graduate is issued a limited number of tickets for guest attendance.

High School Graduation Exercises

U-Prep High School conducts graduation exercises for students who meet School, SUHS District and State requirements. Only students who wish to participate in the program are obliged to do so; however, all students who participate must conform to school regulations. Participating in the graduation ceremony is a privilege, not a right. Fees for caps, gowns and diploma covers are charged to students and all participants must be clothed in caps and gowns. Due to limited seating, each graduate is issued a limited number of tickets for guest attendance.

GRADING AND REPORT CARDS

For the purposes of establishing a student's grade point average and his/her rank in the class, all courses taken, including physical education, will be computed on an A=4, B=3, C=2, D=1, F=0 scale. This average is computed for each student at the end of each quarter.

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.**

University Preparatory School will inform parents of the progress of all students. Grades are recorded in the permanent records on a semester basis. First and third quarter grades are considered progress reports and are also considered for athletic eligibility. Report cards are issued four times during the school year. In addition, if a student is doing failing work or work is below his/her ability, a warning notice called a Special Progress Report will be sent to the parents at the middle of each quarter. With this information parents can help the student raise his/her grade to passing by the end of the quarter. Parent and teacher 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. Arrangements for progress reports can be made by contacting the student's advisor. Parents are encouraged to contact teachers directly if they have questions about a student's progress. Voice mail for every teacher is available at University Preparatory school and e-mail addresses are on the University Prep website at www.ups.suhsd.net. Parents may also monitor student progress through the online Aeries program.

Academic Probation

In order to continue to attend University Preparatory School a student must maintain a 2.0 (minimum) GPA. 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. At the end of the Academic Probation period the student must have raised his or her GPA to a 2.0 (minimum) to continue at University Preparatory School.

For additional information on courses, please see our Course Guide online at www.ups.suhsd.net

ADMISSIONS POLICY

No student will be denied admission to University Preparatory School on the basis of race, ethnicity, national origin, gender, or disability. University Preparatory School will actively recruit a diverse student population from families who understand and value the school's mission and are committed to a small school community and university level preparation. Prospective students and their parents will be given a copy of the school's mission and student policies. Students and parents will complete an application packet and students may be interviewed by University Preparatory School teaching staff. Admission to the school shall be open to any 6-12th grade student in Shasta County or adjacent counties who has completed the application process and been approved. To be considered for admission, a student must be in good academic standing (minimum 2.0 GPA), should have a current history of good attendance (fewer than 10 days excused absence or 5 days unexcused absence in the current school year) and have a current history of appropriate and positive behavior. The school will adopt and maintain policies granting admission preference in the following order: to currently enrolled students in good standing, to siblings of students currently enrolled, children of the University Preparatory School staff and Board, and applicants who participated in the previous lottery and remained on the waiting list for the entire school year. These applicants will be moved to the current year's waiting list, maintaining their order from the previous year's waiting list. 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).

University Preparatory School'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 April). Completed applications must be received by enrollment deadline(s). If University Preparatory School is under-subscribed at the end of the first enrollment period, all of those applicants that meet the specified qualifications will be accepted and University Preparatory School will continue rolling admissions throughout the second enrollment period. If University Preparatory School is still under-subscribed at the end of the second enrollment period, rolling admissions will continue throughout the year until capacity is reached. Once capacity is reached additional, applicants will be placed on a waiting list in order of applications received and by grade level.

If University Preparatory School 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. The lottery for an over-subscribed first enrollment period will be held in March. All applications received during the second enrollment period will go into the second lottery to be held in May and placed on the waiting list after all qualified candidates from the first enrollment period. If University Preparatory School 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 (beginning in February and ending in April) being drawn second.

The lottery is a system of random public selection of applications that identifies students for enrollment and generates the school'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 University Preparatory School employees and board. 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 University Preparatory School. 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.
2. After each lottery, families will be notified of their status on the list and advised that they must notify the principal/designee within one business week if they wish to enroll their student in that slot. At that time they should provide updated information (address, telephone number, etc.). If they do not respond within 2 work days, they will be dropped from waiting list and the next student will be notified.

Throughout the school 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 one week 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 will be admitted to the school 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 University Preparatory School, that they accept responsibility for the proper maintenance of school equipment and materials and that they understand and agree to the "Acceptable Use Policy" for on-line activities.

REGISTRATION INFORMATION

During spring of each year all current students will register for the coming year. All students will receive a booklet containing descriptions of all courses offered by University Prep to 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 University Preparatory School.

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 OF PUPIL EXPELLED FROM ANOTHER SCHOOL

In this situation, there are two factors to be considered: whether the pupil seeks admission during the period of expulsion and the grounds for expulsion from the other school.

UNCONDITIONAL ADMISSION

Students who have documentation of receiving all the immunizations against poliomyelitis, diphtheria, tetanus, pertussis, measles (rubeola), rubella and mumps required of his/her age, or who have a documented permanent medical exemption, or a personal belief exemption to immunization, shall be admitted to University Preparatory School if all other requirements are met. (Administration Code 6025)

CONDITIONAL ADMISSION

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

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. (Administration Code 6035)

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. (Administration Code 6035)

The student can provide documentation of the required immunizations within five (5) school days of admittance.

TRANSFER STUDENTS – GUIDELINES FOR GRANTING CREDIT

University Preparatory School will normally accept up to 70 credits per year for each student’s attendance and work at other middle and high schools (BP 5025). However, the school reserves the right to evaluate the equivalency of all transfer credits to those awarded by the school in order to determine with a reasonable degree of confidence that granting transfer credit to the student can be done without compromising the school’s academic standards. In order to make such a determination, the school 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
 - c. On an individual basis
- } See BP 5025 for specifics
2. Administer subject area competency examinations

STUDENT SERVICES

COUNSELING

The administrator, counselor and teacher/advisors, working together, strive to provide the following personalized services to students and parents during the school year:

- ◆ Develop an individual educational/career plan, including a Career Education component that may be updated yearly with each student.
- ◆ Schedule weekly meetings between advisors and their advisory groups.
- ◆ 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 counselor/advisors of University Preparatory School will meet with each student after their freshman year and during sophomore year for sophomore counseling.

Student Records - Parents of currently enrolled or former pupils have an absolute right to access any and all pupil records related to their children that are maintained by the school or private schools. These rights include (a) review and inspection, (b) interpretation by certificated personnel and (c) written request to challenge the content and to have information removed. (Ed. Code, Section 49063, 49069, 49070)

ADVISORY/TUTORIAL

Advisory/Tutorial will be a daily class available to sixth graders. Students in grades 7 – 12 will have an Advisory class two times weekly. The advisory curriculum will include three areas of study: Study Skills, Character Education and College/ Career Awareness. Emphasis on each of these areas will vary with grade level. Tutorials will three times weekly and provide students with opportunities to receive assistance from teachers.

HEALTH SERVICES

A SUHS District Nurse assists the clerks in providing services to help students to lead healthier lives. These services include screening tests, management of medications, referrals and some nursing services. **Students must have a current emergency card on file with the nurse.**

Students who become ill during class must obtain permission from the teacher to go to the health office. Students leaving school ill must check out with the nurse or clerk and office. Any student injured at school will be sent immediately to the nurse for emergency treatment and to fill out an accident report form.

Every student who comes into the nurse's office will be referenced in the 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. Parents will be called with any head injury and any injuries that require other than minor first aid, at the discretion of the nurse or clerk (under the supervision of the District Nurse).

During the freshman year, students are given a vision-screening test under the supervision of the District Nurse. During the sophomore year, the District Nurse or clerk gives students hearing tests. The District Nurse can address health concerns or questions during the school year for any student and his/her family.

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)

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, the 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. AR 5141.2
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. (Ed. Code 49423.5 and BP/AR 5141.24)

Immunizations for Communicable Diseases may be administered by a licensed physician or registered nurse with written parental consent. The record must be kept on file at the student's school. (Ed. Code 49403)

Medical and Hospital Services for Students A school district may provide medical or hospital service, or accident or liability insurance policies, for student injuries occurring while in or on the

property of the District. 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)

TEXTBOOKS

Textbooks are furnished by University Preparatory School. All books must be covered during the entire school year. Students should sign their names in the area provided in the front of the book after carefully examining the book for condition. **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. Ed Code 48904(b) allows schools to withhold grades until textbook obligations are resolved.**

CAFETERIA/FOOD COURT

Cafeteria services are available before school and during lunch.

Nutrition Program - Students who are receiving public assistance funds are eligible to participate in a program to supplement their nutritional requirements while attending school. (Ed. Code Section 49520)

LOCKERS

Each **high school** student is assigned a locker in which to keep personal belongings. Lockers must be kept orderly and must be kept locked at all times. Once a locker assignment has been made, that assignment normally will last until transfer or graduation. Students must provide their own locks. **University Preparatory School personnel have the right to search lockers.**

At all times students should avoid leaving personal belongings unattended. **Do not bring valuable items to school. The school assumes no responsibility or liability for loss or theft of property belonging to students.** In the event of loss of property, the school authorities will make every effort to recover the lost or stolen property.

ACTIVITIES AND ATHLETICS

There are many co-curricular and extra-curricular activities open to students at University Preparatory School and full-time students are strongly encouraged to participate. Students may participate in athletics, student government, school clubs, music groups, the yearbook or newspaper staffs, etc.

Co-curricular activities are part of the regular curriculum. They do not come under the jurisdiction of the extra-curricular code. Since co-curricular activities are an extension of the classroom, student behavior violations will be subject to the District Discipline Policy.

SCHOOL ATHLETICS

A California Interscholastic Federation (CIF) sports program will be offered at University Preparatory School for grades 9-12, which includes: football, basketball, cross country, track and field, tennis, swimming, golf, soccer, and volleyball. Soccer, cross-country, volleyball, basketball, and track and field will also be offered to the sixth, seventh and eighth grades who will participate in local middle school league competitions. The school also has a cheerleader/dance team program for all grades. Other sports will be considered based upon student interest and availability of coaches, facilities and funding.

PARTICIPATION POLICY FOR EXTRA-CURRICULAR ACTIVITIES AT UNIVERSITY PREP

Students who have chosen to attend University Preparatory School may participate in the school extra-curricular activities only at University Preparatory School. Participation of University Preparatory School 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 University Preparatory School full time (five or more periods) to participate in competitive extra-curricular activities at University Preparatory School. These activities include

any activities such as sports and performances in which a student either competes to participate or competes on behalf of University Preparatory School. These activities include, but are not limited to, sports, music, drama and dance performances, Odyssey of the Mind, Tri-Mathalon, and speech contests.

POLICY ON ELIGIBILITY OF UNIVERSITY PREPARATORY STUDENTS

University Preparatory School subscribes to the Pursuing Victory with Honor Sports Summit Accord adopted by the California Interscholastic Federation (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 principals: trustworthiness, respect, responsibility, fairness, caring, and good 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 University Preparatory School's Extra-Curricular Participation Code and the Pursuing Victory With Honor Code of Conduct. (Appendix A) 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. Parents are encouraged to review the extra-curricular code as well as the Pursuing Victory with Honor Code with their son(s)/daughter(s).

USE OF TOBACCO, ILLEGAL DRUGS OR ALCOHOL

University Preparatory School believes that athletics are an integral part of the school community and as such, must contribute to the physical and mental health of the student athlete. To accomplish this, the school has enacted policies related to drug and alcohol use, both at school and outside of school activities. **Students, who are not athletes, are subject to the rules regarding use of tobacco, illegal drugs or alcohol as delineated in the Discipline Policy.**

Consequences of Violating Tobacco, Illegal Drug or Alcohol Policies

First Offense:

1. Notify parent or guardian.
2. The Principal or his/her 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 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:
 - 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 Principal or his/her 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 Principal or his/her 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.

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

University Preparatory School is a member of the Northern Section of CIF. All regulations of the NSCIF apply to students participating in inter-scholastic athletics. Eligibility rules and regulations are available from the Athletic Administrator at the school.

Students and parents should contact the school's Athletic Administrator for information concerning eligibility questions before embarking on transfer actions between schools.

PARTICIPATION IN NON-SCHOOL ATHLETIC EVENTS

If a high school (grades 9-12) 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 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 the school's Athletic Administrator to be sure, according to C.I.F. regulations, that participation in a non-school athletic event will not adversely affect eligibility.
4. The principal is the final authority.

STUDENT BODY GOVERNMENT (ASB)

University Preparatory School will establish a student government based on a student body constitution outlining the students' rights, powers, responsibilities, and privileges.

Any student who attends the school is a member of the student body and is entitled to the same privileges as any other student. Students elect members of the student council, which is the student governing body of the school.

Money for student body activities is raised by selling student body cards, by sponsoring student activities and by student-organized fund raisers and is administered by student body officers and the Director of Student Government.

STUDENT BODY ASSEMBLIES

Students are required to attend all student body assemblies unless excused by the administration. Courteous and dignified behavior at assemblies is a tradition at all University Preparatory School. Talking, booing, whistling, and the use of artificial noise makers in assemblies will not be tolerated. Students who do not conform to acceptable standards of conduct will be subject to disciplinary action.

SCHOOL DANCES

During the school year, various student organizations sponsor dances. These dances are usually held on Friday or Saturday night and last two hours for middle school and three hours for high school. Students must come to the dance within one hour of the time the dance began (exceptions may be made for athletes returning from a contest). 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 the school and, on occasion, their approved guests. Students may pick up a guest pass in the office, which needs to be filled out by the guest's parents and school administrator. Guests must adhere to dress code and behavior rules, which may be found on the back of the guest pass form.

ATTENDANCE INFORMATION

EXPECTATIONS (Board Policy - AR 5113)

According to state law, attendance at school is compulsory until the eighteenth (18) birthday or until graduation from high school - whichever comes first. Students will be expected to be in class daily, and to be on time, in order to receive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Students who are absent from school for any length of time (one or more periods, one or more days) must verify the absence by a phone call or note from their parents or guardian.

VACATION POLICY

The grades of students who miss several (five or more) consecutive days of school, even if they are fulfilling a Short Term Independent Study (STIS) contract, will be affected by their absences. Even though work can be given to a student ahead of time, valuable class time will be missed. Besides summer breaks there are 4 additional weeks during the school year for family vacations or other personal trips. Students may request a maximum of three weeks of STIS per year. University Preparatory administrators and teachers understand that extenuating circumstances (emergencies, deaths in the family) will be treated differently than family vacations. U-Prep may refuse STIS to a student when insufficient notice is given (at least 5 school days) or when the student has not completed a previous STIS contract. No STIS contracts will be given after April 10th.

Attendance and Student Achievement – The Board considers regular attendance an essential component of a student's education.

EXCUSED ABSENCES

The state of California authorizes certain absences to be classified as excused:

1. Illness
2. Quarantine under the direction of county or city health officer.
3. Doctor, dental or optometric services.
4. Funeral services of a member of the immediate family.
5. Serving on jury duty.
6. Exclusion from school pursuant to Section 3381 of the Health and Safety Code.

NOTE: Students absent from school on an excused absence and approved by the principal shall be allowed to complete all assignments and tests missed and upon satisfactory completion, shall be given full credit. (Ed. Code, Section 48205) Other absences due to personal reasons are unexcused and teachers **may** allow for homework and other make-up work, **but are not required by law to do so.**

ATTENDANCE PROCEDURES

ALL DAY ABSENCES

1. Verification of absences are to be made by telephone or note from the parent or guardian indicating the date and reason for absence. The parent or guardian should **call the same day as the absence**, preferably before first period, (8:15) or no later than 3:40 p.m.

University Preparatory School **245-2792**

The office will call to verify uncleared student absences.

2. If a parent or guardian does not call the day of the absence, the student must bring a note upon returning to school and obtain a readmit before first period.
3. Students returning to school without a note or phone call must obtain a readmit prior to first period, and will be classified as a truant. The truancy may be cleared by a note or phone call to the attendance office by a parent or guardian. **Failure to clear the absence the day after returning will result in disciplinary action.**
4. The following consequences may be used to control attendance problems:

- ◆ Detention
- ◆ Work Detail
- ◆ In-School Suspension
- ◆ Schedule Change
- ◆ School Attendance Review Board (SARB)

OFF CAMPUS PERMIT TO LEAVE

1. Students are not to leave school while school is in session without obtaining an off campus permit to leave.
2. Off campus permits to leave must be obtained **before school or during lunch**. A pass will be issued when the parent sends a note or calls the attendance office. The note must contain the exact date, time and reason for leaving.
3. **Sixth, seventh and eighth grade students must be signed out in the office by a parent.** High school students leaving campus with a pass must sign out and sign back in the main office. Students may be required to provide verification of attendance at appointments.
4. Students who leave campus without a pass will be considered truant.

UNEXCUSED TARDY

Students are expected to be in class on time. Students arriving 20 minutes late will be considered truant and the consequences for truancy will apply. Examples of unexcused tardiness and/or truanancies are the alarm not going off and missing a ride to school. Students who receive more than three unexcused tardies to a class, including first period, will be assigned an hour of after school detention.

GENERAL INFORMATION (To contact Attendance Clerk: 245-2792)

- ◆ If a student is going to be absent for three days or more due to illness, the parent should contact the school and make arrangements for make-up work.
- ◆ Students will be considered truant when the school receives a forged note or impersonated phone call for that absence. The truant student will be assigned Saturday School and the parent/guardian will be contacted.
- ◆ Students who become ill must request permission to report to the health office or the attendance office. Failure to report to either office promptly will be considered truant.

A pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent or guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. (Ed. Code, Section 48207 Notwithstanding Section 48200. Added by Stats. 1986, Section 3, Effective May 20 1986)

- (a) It shall be the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside pursuant to Section 48207 of the pupil's presence in a qualifying hospital.

Pupils with Temporary Disabilities - Individual Instruction. Students with temporary disabilities who cannot attend regular day classes may receive individual instruction (Home and Hospital) provided by the SUHS District or designated University Preparatory teacher. Parents or guardians of pupils within this category shall be given notice regarding the availability of such individualized instruction. (Ed. Code, Section 48206.3)

Absences Excused for Justifiable Reasons. A student shall be excused from school for justifiable personal reasons, including, but not limited to, an appearance in court, observance of a holiday or ceremony of his/her 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 directed study. (Ed. Code, Sections 48205 & 46014)

RULES AND CODES OF CONDUCT

The responsibility for fostering desirable standards of conduct at University Preparatory School is shared by the Board, administrators, teachers, support personnel, parents, and students alike. The School 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.

Jurisdiction of the school - Ed. Code, Section 48900, 48911, and 48915 specifies those acts for which disciplinary action may be taken and prescribes the school's jurisdiction or area of authority in matters of school attendance or activity as the following: (1) while on school grounds, (2) while going to or coming from school, (3) during lunch period on or off campus, (4) at school activities whether on or off campus, or (5) during or while going to or returning to school from a school sponsored activity.

In order to promote a safe school atmosphere in which all students can learn, it is essential that all students take responsibility for their behavior. To guide students in making decisions that add to this safety, the following Discipline Policy clarifies the behavioral expectations of University Preparatory School. We recognize that the promotion of a safe atmosphere requires the teamwork of students, staff members, parents/guardians and support services. Parents, counselor and administrator will be included in every phase of disciplinary action.

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 an F on the assignment and a student and parent signed Academic Honesty Contract. A second violation of academic honesty in that class or any other class may result in removal from the class and an F grade.

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 term 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 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 floppy disk or a hard drive unless specifically allowed by the instructor.
- ◆ Text messaging during a quiz or test.

TECHNOLOGY

The University Preparatory School 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. The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use.

Computer Use Guidelines/Acceptable Use Policy

University Preparatory School's Acceptable Use Policy is provided in Appendix D. Students and parents should review this policy carefully. All students are expected to abide by these policies and procedures when using the school's computers, technology equipment or telecommunication system. Students who violate the policy will be prohibited from using the school's equipment.

NONDISCRIMINATION/HARASSMENT

The Advisory Board and administration maintains a “Zero Tolerance” position regarding racism and has adopted a Nondiscrimination/Harassment Policy, BP 5137 and BP 5139. Students involved in acts of racism and/or harassment shall be subject to appropriate counseling and discipline, up to and including expulsion.

Hate/Violence

A student may be suspended from school or recommended for expulsion if the principal of the school determines that the student has caused, attempted to cause, threatened to cause, or participated in an act of hate violence. Ed. Code 48900.3

Harassment, Threats, or Intimidation

A student may be suspended from school or recommended for expulsion if the principal of the school determines that the student has intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial

disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment. Ed. Code 48900.4

SEXUAL HARASSMENT DEFINITION (BP 5145.7)

The University Preparatory School Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in the school. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the school may be subject to disciplinary action up to and including expulsion.

Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee. Any student who feels that he/she is being harassed should immediately contact the principal or designee in order to obtain a copy of AR 1312.3 - Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Sexual Harassment (AR 5145.7)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Ed. Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. 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 school.

Other types of conduct which are prohibited and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Enforcement

The principal or designee shall take appropriate actions to reinforce the school's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Taking appropriate disciplinary action as needed.

DRESS CODE

School Dress Codes - All schools' dress codes prohibit 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. This policy shall be applied at the principal's discretion as the need for it arises.

There are high standards for dress at University Preparatory School. Listed below are basic guidelines to help students dress appropriately for their school setting.

Hats: Hats or head coverings shall not be worn on campus during the time school is in session. 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 an employee's supervisor or student's instructor, if hats should be worn for reasons of health and safety or for religious observance. The administration has the authority to permit the wearing of hats on designated occasions, such as dress-up days, and special performances such as musicals, plays, or as part of a uniform or for verified health reasons. When students bring headgear to school it should be kept in backpacks or lockers.

The administration has the authority to designate days which require more formal clothing such as collared shirts, no denim.

- ◆ 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.
- ◆ Sagging: Sagging (pants worn below the waist) is prohibited.
- ◆ Sweat pants, pajama pants and spandex clothing are prohibited.
- ◆ All clothing will be clean, neat and free from tears and holes. Cut-off jeans are not allowed. Shorts and pants must be hemmed and free of holes.
- ◆ No costumes shall be worn except on special dress-up days arranged by the student government and approved by the administration.
- ◆ Shorts shall be finger-tip length and not designed for swimming, jogging, sunbathing, exercise or other recreational activities.
- ◆ Skirts must be fingertip length—wearing short-shorts underneath a short skirt does not make it acceptable school attire.
- ◆ No tops that have shoulder (spaghetti) straps, low necklines, or are see-through are permitted. Tops must cover the mid-section and sides of the body as well as undergarments. Shirts shall not have profane slogans, gender put-down slogans, advertising of illegal substances, or references to alcoholic products.
- ◆ Undergarments shall not be worn as outer garments and no undergarments shall be visible.
- ◆ Wearing all black clothing and/or fingerless gloves are prohibited; skulls or other death symbols on clothing, backpacks or book covers are not allowed.

Jewelry with spikes, studs, safety pins, pocket or other chains, and wrist bands and fingerless gloves are prohibited. Students may not dress in full camouflage/hunting attire.

- ◆ Students may not write on themselves, either on their skin or clothing.
- ◆ Shoes shall be worn at all times and shall not interfere with the student's ability to walk.
- ◆ Students shall not have visible tattoos or any piercings with the exception of pierced ears. Per athletic rules, students may not compete while wearing jewelry of any kind. Students shall not have spiked hair that is longer than 2 inches or hair that is dyed or partially dyed purple, pink, green, blue, etc. with the exception of designated spirit days. Students may not wear their hair in a "Mohawk" or similar style except on designated spirit days.
- ◆ Unless otherwise indicated by administration, the dress code applies to all dances, games and other school activities. Hats may be worn at outside games and events.

FRATERNITIES, GANGS, AND SECRET ORGANIZATIONS

It shall be unlawful for any student, enrolled as such in any elementary or secondary school in this state, to join, become, or dress as a member of any secret fraternity, sorority, club, or gang wholly or partly formed from the membership of students attending such public schools, or to take part in the organization or formation of any such fraternity, sorority, secret club, or gang.

CELL PHONE POLICY

University Prep students may have cell phones on campus with permission from their parents. They must fill out and submit a **Cell Phone Permission Request** and agree to the following restrictions:

- Use of phones is restricted to before school, after school, between classes, and at lunch. Students who need to contact parents at other times may use the office phone.
- When a student is sick they *must* go to the nurse's office or the main office....they are **NOT** to phone parents to come pick them up.
- The cell phone is not to be on during class.
- No cell phones are to be out of backpacks in the locker room.
- The school assumes no responsibility for lost or stolen cell phones.
- Students who violate these rules will have their phones taken and kept in the office until a parent picks it up.
- Students who do not follow these rules lose the privilege of having a cell phone on campus.
- Students who text during class, take pictures or video on campus, or have cell phone out of their backpacks in the locker room lose cell phone privileges and face disciplinary action.

Please Note: Using cell phones in class, during tests, in locker or rest rooms, or to take pictures of other students without their permission will result in the withdrawal of the Contract and the student will not be allowed to bring a cell phone to school for at least one semester.

IPODS/MP-3 PLAYERS/GAMEBOYS/OTHER ELECTRONICS

Students are not permitted to bring electronic equipment with or without earphones to school. The school is not responsible for the loss of personal electronics brought to school. (Ed. Code 48901.5) Electronic equipment will be confiscated and kept in the office until after school. If the student brings the equipment to school a second time, it will be kept in the office until a parent collects it and the student will be assigned detention.

SKATEBOARDS AND ROLLER BLADES

Riding is not permitted on school campuses. Noncompliance will result in temporary confiscation of skateboards or similar devices. They will be turned over to a parent or guardian.

STUDENTS' CIVIL RIGHTS

Corporal punishment of students is prohibited at University Preparatory School, but school personnel may use physical restraint to interrupt acts of misconduct, to escort student to the proper authority, or to prevent injuries.

School personnel may search the person of a student, the student's locker, or vehicle, if there is reasonable suspicion to believe that the student may have a concealed weapon, narcotics, stolen property or contraband.

Police may question a student in school in connection with an investigation, in the presence of the school principal or designee. The student has the right to answer or to decline to answer such questions. The student may not be required to sign statements taken by the police unless parental permission has been obtained.

SUSPENSION FROM SCHOOL

Suspension is the temporary removal of a student from regular school activities imposed for adjustment purposes. Suspended students are not allowed to be in or near University Preparatory School or any other school in the SUHS District. Students may or may not be allowed to make up work. Teachers are not obligated to provide work or allow make-up tests for suspended students. Except in emergencies, suspension is preceded by an informal conference at which the student is informed of the charges of misconduct and is given the opportunity to present his/her version of the facts and evidence in his/her defense.

EXPULSION

When expulsion is recommended, a panel is convened to review the case and determine if expulsion is appropriate. The student and his/her parents are notified of their rights, which include their right to appear and be represented by counsel. The panel submits its findings and recommendations to the Principal who, if expulsion is recommended, submits the case to the University Preparatory School Board which has final authority on expulsions. The Board reserves the right to review and update all student discipline policies.

Reasons for Expulsion and Board Action

Expulsion may be ordered for violation of offenses "a-m" listed under "Grounds for Disciplinary Action" if other means of correction are not feasible or have repeatedly failed to bring about proper conduct or if, due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others. (Ed. Code 48915(b,e))

Expulsion is mandatory for violation of the following offenses on school property or at a school-sponsored activity:

- 1) possessing, selling or otherwise furnishing a firearm (possession of a firearm must be verified by an employee of the school district);
- 2) brandishing a knife at another person;
- 3) unlawfully selling a controlled substance; or
- 4) committing or attempting to commit a sexual assault or committing a sexual battery.

The student shall be expelled for a period of one year for these violations and shall be referred to an appropriate community school program, if available. (Ed. Code 48915(e))

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 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 in school. (AR 5144.1)

DISCIPLINE BY A TEACHER

For disciplinary reasons, a teacher can:

- ◆ Suspend a student from his/her class for the day of the infraction and the next day.
- ◆ Detain a student for up to one hour at the end of the school day.
- ◆ Require a parent conference.
- ◆ Refer the student to the school counselor or administrator.
- ◆ Any other consequence deemed appropriate by the teacher and/or administrator

SCHOOL SAFETY

All students should be aware of and observe common safety practices. All schools have a school-wide safety and emergency plan, which is available at each site. Report any unsafe condition to your teacher or administrator. Follow safety rules particular to your class such as chemistry, physical education, etc.

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:
 - a) Do not stand on the top step or next to the last step of stepladders.
 - b) 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.

SOLICITATION OF FUNDS

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

DISCIPLINE POLICY

In order to promote a safe school atmosphere in which all students can learn, it is essential that all students take responsibility for their behavior. To guide students in making decisions that add to this safety, the following Discipline Policy clarifies the behavioral expectations at University Preparatory School. We recognize that the promotion of a safe atmosphere requires the teamwork of students, staff members, parents/guardians, and support services. Parents, counselors and the appropriate administrators will be included in every phase of disciplinary action. **Administration may use one or any combination of the consequences listed for each offense. Administration may use a consequence that is not listed if deemed appropriate by the Principal.**

CODES: CAC = CALIF. ADMIN. CODE EC = EDUCATIONAL CODE
 HSC = HEALTH & SAFETY CODE VC = VEHICLE CODE
 BP = BUSINESS & PROFESSIONAL CODE PC = PENAL CODE

REFERENCE	INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
VC 23225 BP 25608 25662 EC 48900 Sec. C & D	Alcohol, Possession or Use of	<ul style="list-style-type: none"> • Notify law enforcement agency • 1-5 day suspension • Complete learning packet/substance abuse class • Referral to Student Study Team • Referral to Substance Abuse Counselor 	<ul style="list-style-type: none"> • 5 day suspension • Notify law enforcement agency • Referral to Student Study Team • Treatment at parent/guardian expense • Possible expulsion 	<ul style="list-style-type: none"> • Notify law enforcement agency • 5 day suspension at parent expense • Possible expulsion
PC 450-455	Arson	<ul style="list-style-type: none"> • Suspension pending Principal's recommendation • Referral for expulsion • Parent conference • Referral to fire marshal/law enforcement • Referral to Student Study Team 		
EC 44014 48902 PC 240 241.2 242 243.2 & .5 244-45 417	Assault	<ul style="list-style-type: none"> • Notify law enforcement agency • Suspension pending Principal's recommendation • Referral to Student Study Team • Possible referral for expulsion 		
	Academic Dishonesty	<ul style="list-style-type: none"> • Loss of credit on assignment • Behavior contract/academic probation Academic Honesty Contract 	<ul style="list-style-type: none"> • Loss of Credit in course • "F" grade on transcript 	
EC 48267 48900 Sec. K	Classroom Disruption (Behavior causing interference with classroom instruction)	<ul style="list-style-type: none"> • Teacher-Student conference • May refer to administrator for action/detention 	<ul style="list-style-type: none"> • Referral to administrator • 1-2 day suspension 	<ul style="list-style-type: none"> • Referral to administrator • 2-5 day suspension • Possible referral to Student Study Team

REFERENCE	INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
EC 48267 48900 Sec. K 48908	Defiance of Authority	<ul style="list-style-type: none"> 1-5 day suspension Will be referred to an administrator for appropriate action 	<ul style="list-style-type: none"> 1-5 day suspension Student Study Team Possible removal from class with W/F Will be referred to an administrator for appropriate action 	<ul style="list-style-type: none"> Recommendation for expulsion Suspension pending expulsion hearing outcome Will be referred to an administrator for appropriate action
EC 48900 Sec. F 48904 PC 594 CAC 41,42	Destruction or Defacement of Property	<ul style="list-style-type: none"> Student conference Possible suspension from school Notify law enforcement agency Restitution Possible expulsion 	<ul style="list-style-type: none"> 2-5 day suspension Notify law enforcement agency Restitution Possible expulsion 	<ul style="list-style-type: none"> 5 day suspension Restitution Notify law enforcement agency Possible expulsion
CAC Title 5 Sec. 302, 305	Dress Code Violation/Gang Related Apparel	<ul style="list-style-type: none"> Direct student to correct violation Appropriate clothes obtained or student assigned to in-house suspension pending change of clothes Detention Suspension 	<ul style="list-style-type: none"> Parent contact Suspension Student Study Team 	<ul style="list-style-type: none"> 1-3 day suspension Student Study Team
EC Sec. C, D, J HSC 11014.5 11350- 11364 11364.5 11364.7 11373 11379- 11382 11680 11681 11550 HS- 647 f PC	Drugs, Possession, Use of Drug Paraphernalia, Possession of	<ul style="list-style-type: none"> Referral to Student Study Team for counseling referral Notify law enforcement agency 1-5 day suspension Possible recommendation for expulsion Restriction from all extracurricular activities, including athletics, for length of the semester 	<ul style="list-style-type: none"> Referral to Student Study Team for follow-up counseling referral Notify law enforcement agency Possible recommendation for expulsion 5 day suspension 	<ul style="list-style-type: none"> Referral to Student Study Team Notify law enforcement agency Recommendation for expulsion Suspension pending expulsion hearing outcome
EC (above) HSC (above)	Drugs, Sale of or Sharing of	<ul style="list-style-type: none"> Notify law enforcement agency Referral for expulsion Suspension pending outcome of expulsion hearing Referral to Student Study Team for counseling referral 		
PC 518-520	Extortion/Fraud	<ul style="list-style-type: none"> 1-5 day suspension Referral for expulsion Notify law enforcement agency 	<ul style="list-style-type: none"> 5 day suspension and/or Saturday School Referral for expulsion Referral to law enforcement agency 	<ul style="list-style-type: none"> Referral for expulsion Suspension pending hearing Referral to law enforcement agency
PC 148.4 148.5	False Alarm	<ul style="list-style-type: none"> Notify fire prevention agency and/or law enforcement agency 1-5 day suspension 	<ul style="list-style-type: none"> Possible recommendation for expulsion 3-5 day suspension Notify law enforcement agency/fire prevention agency 	<ul style="list-style-type: none"> Recommendation for expulsion Notify law enforcement agency/fire prevention agency Suspension pending hearing

REFERENCE	INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
EC 48900	Fighting	<ul style="list-style-type: none"> 3-5 day suspension Student/parent conference Referral to law enforcement agency 	<ul style="list-style-type: none"> Possible recommendation for expulsion 5 day suspension Referral to law enforcement agency 	
C 48805-48807 48900 Section G 48908 CAC Title 5 Section 300 PC 470-476	Forgery/Plagiarism/Fraud	<ul style="list-style-type: none"> Loss of credit for assignment/Academic Probation/Behavior Contract 	<ul style="list-style-type: none"> Remove from class with an "F" (failing grade) 	
	Gang Related Activities	<ul style="list-style-type: none"> Notify law enforcement agency NOTE: Gang related activities will be dealt with in a very serious manner up to and including recommendation for expulsion 	<ul style="list-style-type: none"> Notify law enforcement agency NOTE: Gang related activities will be dealt with in a very serious manner up to and including recommendation for expulsion 	
EC 48900 Sec. K 32050-32053	Hazing/Harassment/Bullying	<ul style="list-style-type: none"> 1-5 day suspension and/or detention No-Contact Contract 	<ul style="list-style-type: none"> 3-5 day suspension Possible Referral to law enforcement agency Referral to Student Study Team 	<ul style="list-style-type: none"> 5 day suspension Referral to Student Study Team Referral to law enforcement
EC 48900 Sec. K 32050-32053	Hate Crimes/Racial Slur	<ul style="list-style-type: none"> 3-5 day suspension Possible referral for expulsion Referral to RPD 		
EC 49330-49333 48900 48915 Sec. B PC 12020 12021.5 626.10	Possession of knife, dagger, dirk	<ul style="list-style-type: none"> Referral to law enforcement agency 1-5 day suspension Possible recommendation for expulsion 	<ul style="list-style-type: none"> Referral to law enforcement agency 5 day suspension Mandatory expulsion 	
EC 48908 CAC Title 5 Sec. 300	Litter	<ul style="list-style-type: none"> Pick up litter at lunch or after school 		
EC 48900 Sec. 1 PC 311, 311.2 311.6	Obscene Act or Behavior	<ul style="list-style-type: none"> Referral to Student Study Team for counseling Possible referral to law enforcement agency Possible suspension Possible recommendation for expulsion 	<ul style="list-style-type: none"> Referral to law enforcement agency Suspension with possible recommendation for expulsion 	<ul style="list-style-type: none"> Suspension pending expulsion hearing Recommendation for expulsion
EC 48900 Sec. 1 PC 311, 311.2	Obscene Language (outside the classroom)	<ul style="list-style-type: none"> Student warned by staff hearing obscene language Detention/Possible suspension Profanity Contract 	<ul style="list-style-type: none"> Parent contact Suspension 	<ul style="list-style-type: none"> 2-5 day suspension

REFERENCE	INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
EC 48900 Sec. H	Smoking/Use of Tobacco on or About School Grounds	<ul style="list-style-type: none"> • Detention/Possible Suspension • Possible referral to no-smoking class 	<ul style="list-style-type: none"> • 1-3 day suspension 	<ul style="list-style-type: none"> • 1-5 day suspension • Teacher-student conference • Teacher documents • Detention as assigned
EC 48260 48261 48262 48263- 48236.5	Tardiness	<ul style="list-style-type: none"> • Teacher-student conference • Possible Detention 	<ul style="list-style-type: none"> • Teacher-student conference • Teacher documents and/or assigns detention • Parent/Teacher conference 	
EC 48900 Sec. G	Theft or Attempted Theft of School or Private Property	<ul style="list-style-type: none"> • Student conference • Possible suspension from school and/or Detention • Notify law enforcement agency • Restitution • Possible expulsion 	<ul style="list-style-type: none"> • 2-5 day suspension • Notify law enforcement agency • Restitution • Possible expulsion 	<ul style="list-style-type: none"> • 5 day suspension • Restitution • Notify law enforcement agency • Possible expulsion
EC 48403 48360 48260-5 48263.5	Truancy-Part Day	<ul style="list-style-type: none"> • Parent notification • Detention assigned by teacher • Possible in-school suspension 	<ul style="list-style-type: none"> • Detention assigned by teacher • Possible in-school suspension • Student Study Team 	<ul style="list-style-type: none"> • Parent/teacher/counselor conference • Possible in-school suspension
EC 48621.2-.7 48260- 48263.5 48900	Truancy-All Day	<ul style="list-style-type: none"> • Make up Day assigned • Parent notification 	<ul style="list-style-type: none"> • Make up Day • Student Study Team 	<ul style="list-style-type: none"> • Make up Day • Further truancy-SARB • In school suspension W/F 3rd offense
EC 48621.2-.7 48260- 48263.5 48900	Truancy-Habitual	<ul style="list-style-type: none"> • Make up Days assigned • SARB referral 	<ul style="list-style-type: none"> • Make-up Days • SARB referral 	<ul style="list-style-type: none"> • Make up Days • SARB referral
EC 49330- 49333 48900 48915 Sec. B PC 12020 12021.5 626.10	Possession of Weapons or Weapon Replica/ Explosive Device	<ul style="list-style-type: none"> • Referral to law enforcement agency • Mandatory suspension and Board required expulsion 		
EC 49330- 49333 48900 48915 Sec. B PC 12020 12021.5 626.10	Use of Weapons or Weapon Replica/ Explosive Devices	<ul style="list-style-type: none"> • Referral to law enforcement agency • Mandatory suspension and Board required expulsion for one year 		
EC 48915 48900	Possession of Firearm, Brandishing a Knife, Selling a Controlled Substance	<ul style="list-style-type: none"> • Referral to law enforcement agency • Mandatory suspension and Board required expulsion for one year 		

ADDITIONAL GUIDELINES

School Rules Regarding Student Discipline - The Governing Board of each school district maintaining grades one through twelve shall notify the parents or guardians of the availability of rules regarding student discipline. (Ed. Code, Section 35291)

When a principal or school official releases a minor pupil to a peace officer in order to remove the minor from the school grounds, the school official immediately must try to notify the parent or guardian of the removal and of the place where the minor is being taken. (Ed. Code, Section 48913, 13013)

Parent/Guardian Liability - Parents or guardians are liable for any willful conduct of their minor children which results in injury to another pupil or to school district personnel, or for any willful cutting or defacing of any school property belonging to a school district or to a school district employee, or for any property belonging to the school district and loaned to the minor student and willfully not returned. Such liability shall not exceed \$10,000. (Ed. Code 48904)

Every parent, guardian, or other person who upbraids, insults or abuses any teacher of the Public Schools in the presence or hearing of a pupil, is guilty of a misdemeanor. (Ed. Code 44811)

Any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or pupils and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities is guilty of a misdemeanor, and is punishable by a fine of not less than one hundred dollars (\$100) nor exceeding one thousand dollars (\$1000). (Amended by Stats. 1983, Ch. 1092) (Ed. Code. 44812)

Following due process procedures, the school may withhold the grades, diplomas or transcripts of pupils responsible for willful damage of school property until such damages are paid or until completion of a voluntary work program in lieu of payment of monetary damages. (Ed Code, Section 48904)

Uniform Complaint Procedures - Parents, guardians and community members who wish to complain about an action taken by an employee or a procedure or policy shall first discuss their complaint with the principal. The principal will provide information on the uniform complaint process if the complaint remains unsolved.

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 the school campus on the condition that the occupant or occupants are at the school for legitimate reasons and that 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 school office, which must be displayed in the vehicle so that it is visible to school personnel; students are restricted to parking in the lower lot.

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.) Parking is permitted only in areas corresponding with parking control signs.
5. Parking is permitted in designated areas only.
6. No parking is permitted over white separating lines delineating individual spaces in parking lots.
7. Local law enforcement agencies may issue citations for violations of these regulations.
8. The parking of private vehicles on the school campus is done so at the risk of the owner.
9. 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.
10. The speed limit on campus shall not exceed 15 miles per hour except for areas posted for higher limits.
11. Parking regulations will be available to all students at the beginning of each school year and to all new students at the time they enroll.
12. Areas marked "Visitor Parking" are for persons not employed or enrolled at the school (visitors, repairpersons, salespersons, parents at school on business, etc.)
13. All two-wheel motor vehicles and bicycles shall park only in those areas marked for their use.
14. Cars violating color-coded areas will be issued a traffic citation. Colors used to mark restricted parking areas comply with Section 21458 of the California Vehicle Code.

Dropping off and Picking up Students

Students in Grade 6 will be dropped off and in front of the school between 7:55 and 8:05 AM whenever possible; they will be picked up within 15 minutes of the end of their school day. Students in grades 7 and 8 will be dropped off and picked up in the parking lot behind the school. High School students may be dropped off or picked up on Eureka Way or in the lower parking lot. Students coming to school before 8:00 may arrive at the same time as Redding School of the Art's students. Early arrivals should come to the cafeteria or (weather permitting) the Quad Area until 8:05.

All students must be picked up by 4:00 as there is no supervision after 4:00 PM.

Students, who are not in a supervised after school activity, may not remain on campus. High School students may walk off campus but must leave campus by 4:00. Students who are not picked up by 4:00 will be brought to the after school program, and parents will be billed for after school care.

GENERAL INFORMATION

OPEN/CLOSED CAMPUS

University Preparatory School has a closed campus for all students in grades six through ten. Persons who are not students at the schools are not allowed on any campus without permission from the administration. (Ed. Code 448085) Students are not allowed to leave campus without permission from their parent or guardian and only after signing out with the office. Juniors and seniors with a 2.5 – 2.9 GPA at the end of their last semester grading period may leave campus for lunch on Wednesdays and Fridays; juniors and seniors with a minimum 3.0 GPA at the end of their last semester grading period may leave campus for lunch any day. Juniors with a minimum 3.0 GPA may leave campus during tutorial periods with the permission of their tutorial teacher and written permission from their parents on file in the office. Students who leave during tutorial must sign out in the office.

Section 44808.5 of the Ed. Code further states: "Neither the school nor any officer or employee thereof shall be held liable for the conduct or safety of any pupil during said time as the pupil has left the school grounds pursuant to this section."

PARENTS ON CAMPUS

Visiting parents must go to the main office, sign in and receive a visitor's pass. Parents 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; therefore, unidentified adults are not permitted on campus. Parents who want to observe in a classroom must give the teacher 24 hours notice. Parents who wish to visit the classrooms of teachers other than those of their children may request this through the Counseling Center. These visits may take longer than 24 hours to arrange. Adults who do not have children in attendance at U-Prep may request tours and classrooms visits to be conducted at the convenience of school personnel.

BALLOONS, FLOWERS, GIFTS

The school will not deliver balloons, flowers, or gifts to a student during school hours; deliveries will be stored in the office until after school.

BULLETIN BOARDS

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

EMERGENCY ANNOUNCEMENTS

Snow Days, School Cancellations: School may be canceled due to extreme weather conditions or emergencies. Local radio stations will provide information.

SCHOOL ASBESTOS INSPECTIONS AND MANAGEMENT PLANS

SUHS District has hired Hazard Management Services, Inc., an asbestos consulting company, to complete the Environmental Protection Agency's (EPA) requirements to re-inspect the schools of the District for asbestos and to produce a management plan for the control of asbestos in the schools. 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 the schools will be entered into the plan within 30 days of the event.

A copy of SUHS 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.

RELEASE OF STUDENT INFORMATION TO THE MILITARY

Federal Law requires districts to release student directory information to the military unless parents notify the School that such information is not to be released. (EC 49061 - 49076)

STUDENT EXPENSES

Students in certain classes will be asked to provide some of the material for their personal projects. In some cases the material may be purchased at the school and others brought from home to be used in the construction of classroom projects. Some Art and performing arts classes may include a fee to cover the cost of materials used by the student. P.E. classes may require the purchase of P.E. uniforms. Questions arising in the area of student expenses should be discussed with the teacher in charge of the class.

THEFTS

Students should immediately report any thefts of their personal property to the administration. **The school is not responsible for thefts.** Every effort will be made to apprehend the thief and to recover stolen items. If it is necessary to bring valuables to school, these are to be checked at the main office.

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 within 60 days may be returned to the finder. Unauthorized possession of lost items will be treated as theft.

UNIFORM COMPLAINT PROCEDURES (BP 1312.3 (a))

COMPLAINT PROCEDURE (education programs, sex equity, discrimination)

The University Preparatory School Board of recognizes that the school has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The school shall investigate and seek to resolve complaints at the local level. The school shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability or failure to comply with state or federal law in the following programs:

- consolidated programs
- child nutrition programs
- special education programs

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Principal or designee on a case-by-case basis.

The Principal or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Principal or designee.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. Whenever all parties to a complaint agree to try resolving their problem through mediation, the Principal or designee shall initiate a mediation process before beginning a formal complaint investigation. The Principal or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Compliance Officer

The Associate Superintendent, Human Resources of SUHS District is the compliance officer. The Associate Superintendent, Human Resources shall receive and investigate complaints and ensure school compliance with law. The district address at which the Associate Superintendent, Human Resources can be contacted is:

Dana Reginato, Associate Superintendent, Human Resources
Shasta Union High School District
2200 Eureka Way, Suite B
Redding, CA 96001
(530) 241-3261

Notifications

The Principal or designee shall meet the notification requirements (Title 5, Section 4622), including the annual dissemination of school complaint procedures, the identity of the person responsible for processing complaints, local civil law remedies, the appeal and review procedures, and timelines for filing a discrimination complaint. This notification shall be distributed to parents or guardians of students, employees, students, school advisory committees, and other interested parties in English and, when necessary, in the primary language of the recipient of the notice, pursuant to section 48985 of the Education Code.

Procedures

The following procedures shall be used to address all complaints which allege that the school has violated federal or state laws or regulations governing education programs. The compliance officer shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632.

The school will use its uniform complaint procedures when addressing all complaints regarding sex equity (Title 5, Section 4900, et seq.).

Investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and the facts. (Title 5, Section 4630)

All parties involved in allegations 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, public agency or organization may file a written complaint of alleged noncompliance.

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

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, SUHS district staff shall help him/her to file the complaint. (Title 5, Section 4600)

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated by filing a complaint no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4630)

Step 2: Mediation

Within three days of receiving the complaint the compliance officer shall informally discuss with the complainant the possibility of using mediation. If all parties agree to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination 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 problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend the district's time lines 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 shall hold an investigative meeting within five working days of receiving the complaint or as soon as practicable or within five working days of an unsuccessful attempt to mediate the complaint. The meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the school's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (Title 5, Section 4631)

To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

Step 4: Response

Within 45 calendar days of receiving the complaint or as soon as practicable but no later than 60 calendar days after the school's receipt of the complaint, the compliance

officer shall prepare and send to the complainant a written report of the school's investigation and decision, as described in Step 5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five calendar days, file his/her complaint in writing with the Advisory Board of University Preparatory School. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered.

The Board may decide not to hear the complaint, in which case the compliance officer's decision is final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant.

Step 5: Final Written Decision

The report of the school's decision shall be written in English and in the language of the complainant whenever feasible or required by law.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any.
2. The rationale for the above disposition.
3. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such appeal.
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

Appeal to the California Department of Education

If dissatisfied with the school's decision, the complainant may appeal in writing to the California Department of Education within 15 calendar days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and a copy of the school's decision. (Title 5, Section 4652)

Civil Law Remedies

Civil law remedies may be pursued through local, state or federal aid agencies, offices, or private/public interest attorneys.

Local agencies through which a complainant may pursue civil law remedies are:

Redding Police Department 1313 California Street Redding, CA 96001 (530) 225-4200	Child Protective Services 375 Lake Blvd Redding, CA 96001 225-5650
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These avenues may result in civil court remedies or agreements rather than the administrative remedies resulting from the district or the California Department of Education process.

The University Preparatory School Uniform Complaint Procedures will be distributed to all interested audiences in the following manner:

- to students and their parents or guardians in the Student/Parent Handbook given to all students at the beginning of each school year and, for families new to the district, at the time of a student's enrollment,

Annual Notification

In accordance with Title 5 of the California Administrative Code Sections 4600 and following, this is a notification that you have a right to file a written complaint in the event that you believe that University Preparatory School is in violation of any state or federal laws in any of the following

programs: consolidated categorical aid programs, migrant education, child nutrition programs, and special education programs. You also have the right to file a written complaint following these procedures if you believe there has been unlawful discrimination by the school on the basis of ethnicity, religion, age, sex, color, sexual orientation or mental or physical disability.

The University Preparatory School Principal will serve as the responsible party for receiving and responding to all written complaints. Following an investigation, a written response to the complaint will be conveyed to the person filing the complaint within 60 days. In accordance with Section 4630, complaints of possible discrimination must be initiated within 6 months of the time of the alleged event or when knowledge was first obtained.

In the event that a complaint is filed with the school and a decision is issued, this is to notify you further of your right to appeal a decision by the school to the State Superintendent of Schools. An appeal must be filed within 15 days of the receipt of the school response. In accordance with law, you are also notified that you may have local civil law remedies in addition to remedies through this complaint procedure. In addition to the complaint process set forth in the school's policy regarding uniform complaint procedures, you may also have the right to have the State Department of Education directly intervene under certain circumstances, which are set forth in Section 4650. Should you have any questions concerning the complaint process and your rights to file a complaint, you may contact University Preparatory School.

COMPLAINT PROCEDURE (against School employees)

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints against School Employees. The Principal or designee shall determine whether a complaint is against the school or against an employee, and shall accordingly apply the appropriate procedures for resolution:

1. Every effort shall be made to resolve a complaint at the earliest possible stage. Whenever possible, parents/guardians are encouraged to attempt to orally resolve concerns with the staff member with whom the complaint is made.
2. If the complainant is unable or unwilling to resolve the complaint directly with the employee involved, an oral or written complaint may be made to the employee's immediate supervisor or the site principal. Complaints against a principal shall be filed in writing with the University Preparatory School Board or designee. Complaints against a Board member shall be filed in writing with the Board.
3. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so.
4. When a written complaint is received, the employee shall be notified in accordance with school policy.
5. A written complaint must include:
 - The name of each employee involved.
 - A brief but specific summary of the complaint and the surrounding facts.
 - Specific descriptions of any prior attempt to discuss the complaint with the employee(s) and the failure to resolve the matter.
6. The Principal shall designate an investigator who will attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days. The decision of the Principal, or designee, shall be considered final. However, the complainant or the employee(s) may ask the Board to consider the complaint.
7. Before the Board considers any complaint, the Principal or designee shall submit a written report including:
 - the name of each employee involved.
 - a brief, but specific, summary of the complaint and the facts surrounding it to inform the Board and employee(s) of the precise nature of the complaint and to allow the employee(s) to prepare a defense.
 - a copy of the original complaint.
 - a summary of the action taken by the Principal or designee, along with the finding that the problem has not been solved and the reasons.
8. The Board may choose one of the following:
 - To uphold the Principal's decision without a hearing.
 - To hold a hearing in which all parties may present evidence and explain rationale. If a hearing is ordered, legal notification procedures will be observed.
9. Any decision of the University Preparatory School Board shall be final.

The Principal or designee shall determine whether a complaint should be considered a complaint against the school and/or the individual, and whether it should be resolved by the school's process for complaints concerning personnel, other district procedures, or both.

NON-DISCRIMINATORY POLICY

University Preparatory School does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age).

This nondiscrimination policy covers admission and access to, and treatment and employment in, the programs and activities offered by University Preparatory School. The lack of English language skills will not be a barrier to admission and participation in programs. Procedures covering discrimination complaints are specified on the previous page under "Complaint Procedure." Additional inquiries may directed to:

Robert Hodge, Associate Superintendent, Human Resources
Title IX Coordinator
Shasta Union High School District
2200 Eureka Way, Suite B, Redding, CA 96001
(530) 241-3261

University Preparatory School recognizes its obligation to provide overall program accessibility throughout the school for handicapped persons. For information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons, contact the individual named above. Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to:

Office for Civil Rights, U.S. Department of Education,
221 Main Street, Suite 1020, San Francisco, CA 94105

Appendix A

Extra-Curricular Code

Pursuing Victory with Honor
Code of Conduct

University Preparatory School

Extra-Curricular Code

Extra-curricular activities are an integral part of our school curriculum and, as such, must contribute to the well-being of all participants. Participants are reminded they represent the school and community, and their actions must be a credit to both. All school rules apply in all extra-curricular activities.

The School 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.

- 1.0 SCHOLASTIC ELIGIBILITY
A student shall be eligible to participate in all athletic programs and extra-curricular activities if he/she meets the following requirements:
 - 1.1 A student must maintain a 2.0 grade point average at the end of each grading period to be eligible for extra-curricular activities.
 - 1.2 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.
- 2.0 DOCUMENTARY ELIGIBILITY (athletics only)
 - 2.1 Physical examination, parent permission forms, insurance forms, bus rules and other forms as required shall be recorded and on file in the School Office before participation (including practice) is allowed.
 - 2.2 The School will make arrangements for physical examinations annually. The cost will be borne by the parent or student. If a student cannot take advantage of the School's physical examination, he/she is responsible to arrange for a physical examination on his/her own at no cost to the School. Results of the physical examination shall be recorded on the appropriate form and shall be renewed annually.
 - 2.3 Parent permission forms and emergency consent forms shall be on file at the school. Parent or legal guardian signature is required.
 - 2.4 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 the school.
 - 2.5 The School expects that coaching staff will provide an orientation for parents at the start of each sport season.
- 3.0 DOCUMENTARY ELIGIBILITY (other than athletics)
 - 3.1 Appropriate parent permission forms and emergency forms shall be on file at the school. Parent or legal guardian signature is required.
 - 3.2 The extra-curricular advisor shall determine rules concerning appropriate conduct for the specific activity.
- 4.0 ABSENCE FROM SCHOOL
 - 4.1 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 the school 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.
- 5.0 USE OF TOBACCO, ILLEGAL DRUGS OR ALCOHOL (during season of activity)
University Preparatory School believes that athletics are an integral part of the school curriculum and, as such, must contribute to the physical and mental health of the student athlete. To accomplish this, the School 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 University Preparatory School 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 University Preparatory School 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 University Preparatory School.

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 (scrimmages do not count as a contest)

Action Taken

First Offense:

1. Notify parent or guardian.
2. A due process hearing will be conducted by the Principal or his designee with the parent/guardian and the student.
3. Student will be given the option of:
 - a. 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:
 - 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. Students may also be suspended or dropped from other school activities such as performances, competitions, or leadership groups.

Second Offense:

1. Notify parent or guardian.
2. A due process hearing will be conducted by the Principal or his designee 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 in 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. A due process hearing will be conducted by the Principal or his designee 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, the parent requests that the Principal creates an appeals panel to consider reinstatement.
 - c. 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.

- 6.0 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.
- 7.0 EQUIPMENT
 - 7.1 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.
 - 7.2 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.
- 8.0 TRANSPORTATION
 - 8.1 Transportation for students who participate in extra-curricular activities is the responsibility of parents.
 - 8.2 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 the school Athletic Director prior to the event.
- 9.0 INTERPRETATION OF EXTRA-CURRICULAR CODE
The judgment of the Principal is final in regards to the investigation and application of this code.

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 CharacterSM"). This Code applies to all student-athletes involved in interscholastic sports.

TRUSTWORTHINESS

- 1. **Trustworthiness** – be worthy of trust in all you do.
 - ◆**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.
 - ◆**Honesty** – live and compete honorably; don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
 - ◆**Reliability** – fulfill commitments; do what you say you will do; be on time to practices and games.
 - ◆**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 Sports Summit Accord* adopted by the California Interscholastic Federation.

Appendix B

University Preparatory School
Computer Use Guidelines/
Acceptable Use Policy

COMPUTER USE GUIDELINES

Information Technology Department

Acceptable Use Policy

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 school'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 school's.

No user may deliberately propagate a virus, worm, Trojan horse, trap door, or any harmful program code using school resources. This school'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 school's resources for illegal activity is grounds for discipline. The school will cooperate with law enforcement authorities to investigate such acts.

Use of school resources for commercial purposes is prohibited.

Plagiarism is illegal.

Users will not make deliberate attempts to disrupt the district Internet system or any other computer system or destroy data by spreading computer viruses or by any other means.

Users will not use the district Internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

2. Privilege

The school has the authority to determine appropriate use and may deny, revoke, or suspend a user account based upon its determination of inappropriate use.

3. Monitoring

The school reserves the right to inspect any files stored in private areas of our network in order to assure compliance with policy. The school may also monitor any computer usage at any time.

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

The school 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, and each file transfer into and out of the network. No user should have any expectation of privacy using school resources. 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 or student during any period of time.

5. **Security**

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.

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.

Do not attempt to log on as a school system administrator. Cancellation of privileges and criminal charges may result from such activity.

The school may deny access to anyone identified as a security risk for having a history of problems with other computer systems.

6. **Prohibited Activities & Content**

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

Harassment, 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.

School 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 school. All users agree to work in ways that will not disturb other users.

7. Controversial Material

It is against school policy to use school resources for access to inappropriate or offensive material. In an effort to comply with the Children's Internet Protection Act (CIPA) the SUHS 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, he/she should report the URL (Internet address) to the principal.

8. No Warranties

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

9. Discipline

The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district Internet system.

In the event there is a claim that you have violated this policy or student disciplinary code in your use of the district Internet system, you will be subject to discipline pursuant to the disciplinary policy and regulations. In addition to any consequences from the disciplinary policy and regulation, additional restrictions may be placed on your use of the system as the result of any violations.

University Preparatory School is committed to the ethical and safe use of computers, email and the Internet.

SCHOOL-WIDE STUDENTS GOALS

- **A MATURE COMMUNICATOR**
Able to read, write, speak, question, and listen effectively to support interpersonal and professional relationships.
- **AN INFORMATION MANAGER**
Able to locate, access, organize, evaluate, and supply information for a complex and technological world.
- **A PROBLEM SOLVER**
Able to use conflict resolution, creative and critical thinking, decision-making, and computing skills to produce solutions to practical and theoretical problems.
- **A PRODUCTIVE/HEALTHY MEMBER OF SOCIETY**
Able to demonstrate responsible behavior, work collaboratively and respectfully in a culturally diverse community, choose and follow a healthy lifestyle, and participate in lifelong physical activities.
- **A LIFELONG LEARNER**
Able to set educational and career goals, develop a realistic strategy to achieve those goals, and apply content knowledge and critical thinking skills to adapt to a rapidly changing environment.

The U-Prep Action Plan, available online (www.suhsd.net), outlines 15 goals for the school over the next 1-5 years. Each goal addresses one or more of the School-wide Student Goals.

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