

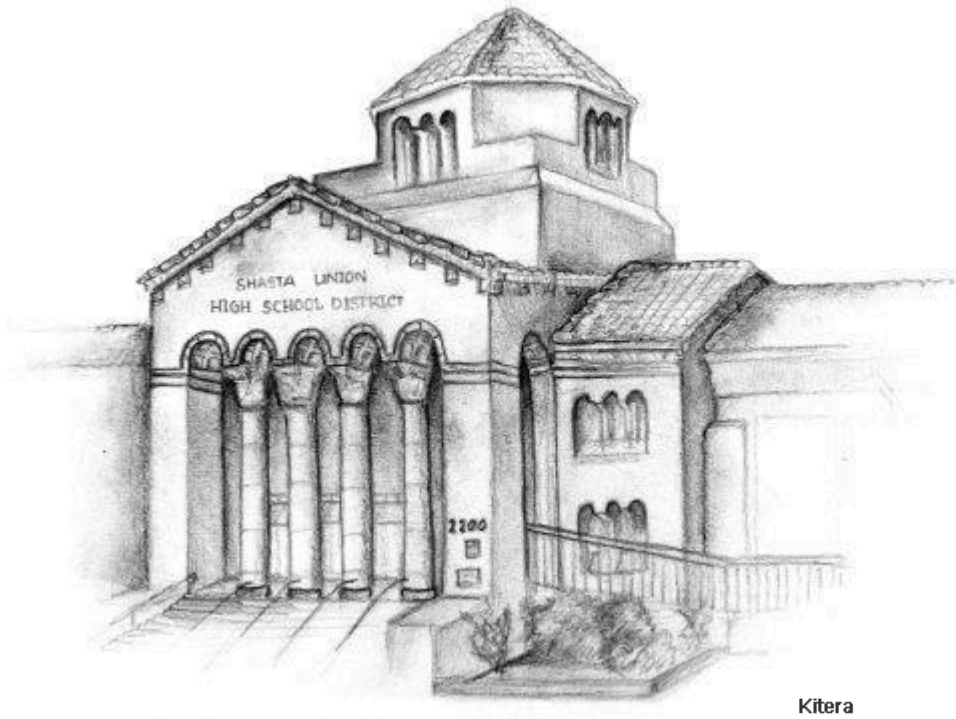


UNIVERSITY PREPARATORY SCHOOL

PURSUING EXCELLENCE
TOGETHER

Student-Parent Handbook 2024-2025





University Preparatory School

2200 Eureka Way

Redding, California 96001

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

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

Web Address: www.uprep.net • School App: U-Prep Panthers

University Preparatory School Board

Sue Brix, President

Mike Littau, Trustee

Susan Saephanh, Trustee

Mike Stuart, Trustee

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APPENDIX – COMPLETE POLICIES

TITLE IX POLICY AND PROCEDURES

SUSPENSION & EXPULSION POLICY AND PROCEDURES

Annual Notices

Please find the following notices on our website at www.uprep.net

Cal Grant Program Notice

Campus Search And Seizure

Cancer Prevention Act

Confidential Student Information

Directory Information

Education Of Homeless Children And Youth

English Learners

Excused From Instruction Due To Religious Beliefs

Health Education Requirements

Information Regarding Financial Aid

Immunizations

Mental Health Services

Opioid Information Sheet

School Safety Plan And Asbestos Management Plan

Section 504

Sexual Health Education

Special Education /Students With Disabilities

Student Records

Use Of Student Information Learned From Social Media

GENERAL INFORMATION

UNIVERSITY PREPARATORY SCHOOL MISSION

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

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

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

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

A U-Prep Student Will:

❖ Demonstrate Leadership

Effective leaders demonstrate initiative and a strong work ethic.

Effective leaders communicate and listen in a collaborative environment.

❖ Apply a Growth Mindset

Growth mindset learners demonstrate personal responsibility in the face of challenges.

Growth mindset learners embrace obstacles as an opportunity to learn and grow.

❖ Engage in Critical Thinking

Critical thinkers demonstrate innovation in problem solving and effectively utilize a variety of resources.

Critical thinkers adapt to challenges with determination and integrity.

❖ Contribute to Their Community

Positive contributors effectively collaborate, demonstrate empathy, and develop productive working relationships.

Positive contributors navigate social, personal, and digital communities in a responsible manner.

U-PREP STAFF MEMBERS

Administration

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

Counselors

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Support Staff

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		Lura Wilhelm	lwilhelm@suhdsd.net

SCHOOL CALENDAR

University Preparatory School 2024-2025

Academic School Year Calendar

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

20

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

18

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

20

1st Quarter Ends October 11 42
1st Semester Ends December 18 42
3rd Quarter Ends March 21 48
2nd Semester Ends May 29 43

Student Attendance Days (175)
Minimum Days
Finals

23

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

15

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

15

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

21

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

13

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

13

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

17

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

20

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

21


HOLIDAYS/RECESSES



Labor Day Sep 2
Veteran's Day Holiday Nov 11
(by law must be Nov 11 if a weekday)
Thanksgiving Break Nov 25-29
Winter Break Dec 19-Jan 6
Martin Luther King Jr. Day Jan 20
Washington Day Observed Feb 17
Lincoln Day Observed Feb 18
President's Week Feb 17-21
Spring Break April 14-18
Memorial Day May 26
Juneteenth June 13
Easter - April 20
Thanksgiving - November 28

CERTIFICATED DATES

School Starts: August 14
School Ends: May 29

Staff Work Days  August 13
December 19
May 30
June 2

Staff Development Days  August 12
January 6

Snow Day Makeup: May 30
(If snow day makeup is used, then May 30
work day will be moved to June 3)

BELL SCHEDULE



PANTHERS

UNIVERSITY PREPARATORY SCHOOL 2024-2025 BELL SCHEDULE

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

EARLY RELEASE DAY SCHEDULE			
NO ASAP PERIOD - SCHOOL BEGINS AT 8:30 AM			
6th &7th Grade		8th Grade & High School	
Period 1	8:30-9:10	Period 1	8:30-9:10
*Period 2	9:16-10:01	*Period 2	9:16-10:01
Period 3	10:07-10:47	Period 3	10:07-10:47
Period 4	10:53-11:33	Period 4	10:53-11:33
LUNCH	11:33-12:03	Period 5	11:39-12:19
Period 5	12:09-12:49	LUNCH	12:19-12:49
Period 6	12:55-1:35	Period 6	12:55-1:35
Period 7	1:41-2:21	Period 7	1:41-2:21
*5 Minute Addition for Daily Bulletin		*5 Minute Addition for Daily Bulletin	

ARRIVAL AND DISMISSAL PROCEDURES

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

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

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

OPEN/CLOSED CAMPUS POLICY

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

VISITORS/PARENTS ON CAMPUS

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

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

CLASSROOM VISITATION POLICY

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

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

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

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

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

PARKING AND OTHER VEHICLE REGULATIONS ON SCHOOL CAMPUS

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

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

USE OF TOBACCO, VAPING, ILLEGAL DRUGS OR ALCOHOL

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

of a tobacco product. The District has adopted a policy banning electronic cigarettes (e-cigarettes) and other vapor delivery devices. U-Prep complies with this policy.

EMERGENCY ANNOUNCEMENTS (Snow Days, School Cancellations)

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

GIFT, DRINKS, AND FOOD DELIVERIES

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

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

BULLETIN BOARDS

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

SOLICITATION OF FUNDS

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

ACADEMIC EXCELLENCE

U-PREP'S LEARNING ENVIRONMENT

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

A Supportive and Educational Climate

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

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

A Learning Environment that is Physically and Emotionally Safe

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

A Strong Connection with the Community

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

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

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

EIGHTH GRADE GRADUATION REQUIREMENTS AND EXERCISES

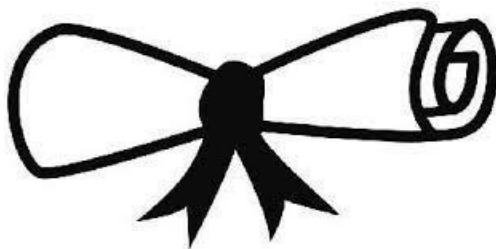
EIGHTH GRADE GRADUATION REQUIREMENTS

Course/Subject Area Requirements:

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

Electives:

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



8th Grade Graduation Exercises

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

HIGH SCHOOL GRADUATION REQUIREMENTS AND EXERCISES

HIGH SCHOOL GRADUATION REQUIREMENTS

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

Course Requirements:

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

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

Performance Requirements: (Skills satisfied in other classes)

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

TOTAL CREDITS REQUIRED: 260 credits

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

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

High School Graduation Exercises

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

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

ADVANCED PLACEMENT PROGRAM

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

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

SHASTA COLLEGE DUAL ENROLLMENT and IGETC

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

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

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

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

SHASTA COLLEGE ARTICULATION

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

COURSE GUIDE AND TEXTBOOKS

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

ACADEMIC GRADES, REPORT CARDS, AND CONFERENCES

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

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

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

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

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

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

Academic Conferences: Academic conferences are scheduled during the fall and spring semester. Priority is given to students in greatest need based on report card performance (e.g. D, F). The Academic Conference Bell Schedule is followed on Academic Conference days. Appointments for these conferences are scheduled by the Registrar. Conferences are encouraged to minimize the possibility of failure by the student. Parents are encouraged to contact teachers directly if they have questions about a student's

progress. Email addresses for every teacher is available in this Handbook; e-mail addresses are also on the U-Prep website (www.uprep.net) and through the U-Prep Panthers school app. Parents may also monitor student progress through their student's google classroom and the online Aeries program.

ACADEMIC PROBATION

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

SIXTH, SEVENTH, AND EIGHTH GRADE ACCELERATED PROGRAMS

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

PHYSICAL EDUCATION AND HEALTH EDUCATION REQUIREMENTS

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

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

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

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

ASSESSMENT PROGRAMS AND TESTING PHILOSOPHY

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

State Testing and Reporting Program – CAASPP Smarter Balanced Assessments

Students in grades 6, 7, 8 and 11 will be assessed for English language arts/literacy (ELA) and mathematics. The California Science Test (CAST) will be administered to students in 8th grade, and will be

administered once to students in high school. More information on the state student assessment system, California Assessment of Student Performance and Progress, can be found on the California Department of Education website. Notwithstanding any other provision of law, a parent's or guardian's written request to UPrep officials to excuse their child from any or all parts of the CAASPP shall be granted. Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.

Advanced Placement (AP) Exams

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

National Latin Exam

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

U-Prep Course	Latin Exam
Latin I	Beginning Latin Exam
Latin II	Intermediate Latin Exam
Latin III	Intermediate Latin Reading Comprehension Exam
Latin IV	Advanced Latin Prose
Latin V	Advanced Latin Poetry

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

Preliminary Scholastic Aptitude Test (PSAT)

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

Scholastic Aptitude Test (SAT)

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

General Education Development (GED) Test

The GED is taken by students in lieu of a high school diploma. Generally, a student must be 18 years of age or older, or within 60 days of his or her 18th birthday to take the GED.

California High School Proficiency Exam

The high school proficiency test is available to students who are at least 16 years of age. Students who pass the test are issued a Certificate of Proficiency from the state of California and may withdraw from high school with parental consent. Students who elect this option do not receive a diploma and may not participate in graduation exercises.

INTERNET COURSES

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

SCHOOL ISSUED CHROMEBOOKS

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

STUDENT SUPPORT PROGRAMS & SERVICES

STUDENT SERVICES

UPrep's school counselors are essential to fostering a close-knit community at U-Prep. Their main focus is to address the academic, career, and personal/social needs of our students. They offer guidance to both students and their parents by helping with schedule planning, recommending courses, and identifying educational support options. They also teach classes on career and college readiness, such as Senior Transition and Peer Mentoring, and organize events like Parent University nights, which cover topics like College 101 and Financial Aid. Additionally, U-Prep counselors create support systems tailored to students' needs, including Student Study Team meetings and referrals to community resources.

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

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

WELLNESS SUPPORT AND ACCESS TO MENTAL HEALTH SERVICES

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

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

Suicide Prevention

According to the Centers for Disease Control and Prevention, one of the leading causes of death among adolescents aged 15-19 years is suicide. Within a school setting, staff are often in a position to recognize warning signs. U-Prep provides annual staff development and training on suicide awareness and prevention, provides annual instruction to students to foster healthy coping skills, offers crisis intervention

and counseling, and strives to strengthen and promote a supportive and safe climate for learning. (Please see the complete Suicide Prevention Policy, located on the school website.)

REQUESTS FOR SCHEDULE CHANGES

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

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

ADDING/DROPPING COURSES

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

REQUESTS FOR TRANSCRIPTS & LETTERS OF RECOMMENDATION

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

RESOURCE CENTER

Due to popularity and room capacity, priority access is given to high school students throughout the day. The Resource Center houses many individual computer work stations, study tables, school textbooks, and other resources found useful in a college-like setting. Students make regular use of the college-like study atmosphere before school, during open periods in their schedule, during lunch, and after school.

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

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

OFFICE HOURS

Office Hours allow increased and more personalized access to teacher support. Teachers are in their classrooms and available to support students. Usage of this time for students is for purposes similar to Tutorial. Parents and students are advised to maintain good communication as to their whereabouts if a student chooses to access this resource. Junior High Office Hours may vary depending on grade level. This time is specifically for teachers and students, parents needing to meet with a teacher will need to contact the teacher and make appointments in advance.

ACADEMIC INTERVENTIONS & SUPPORTS

Junior High academic supports and interventions come in many offerings such as Math Lab, BRIDGE 6 & 7 and study hall. These are in addition to ASAP (Tutorial) and Office Hours. Academic conferences and Student Study teams are also used to monitor student progress. Students are referred to these interventions and supports by teachers, counselors or administrators with priority given to students with greatest needs.

High School students' progress is monitored by counselors, administrators, and teachers through academic grades, state assessments, PSAT scores, among other measures. Academic Conferences, Student Study Teams, peer tutoring, Office Hours, academic support classes, Study Hall, and Academic Saturday School represent some of the support offered to students.

STUDY HALL

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

SHORT TERM INDEPENDENT STUDY PROGRAM (STIS)

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

SUMMER SCHOOL

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

HEALTH OFFICE SERVICES

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

Emergency Cards

Emergency cards are required to be updated on an annual basis through Aeries. Emergency cards are provided in the Registration information.

Accessing Services & Injuries at School

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

Procedures for Medication Administration

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

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

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

Medical and Hospital Services for Students

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

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

School-Sponsored Athletics

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

CAFETERIA/FOOD COURT, NUTRITION PROGRAM SERVICES

Cafeteria/Food Court services are available before school beginning at 7:30AM and during lunch.

WORK PERMITS

A student under 18 years of age who wishes to work must obtain a Work Permit. Applications are available in the Student Support Services Center. In compliance with the "reference to Work Program," a school authority will sign off on the Application for Work Permit to verify the student's satisfactory school performance (GPA, attendance, and behavior) prior to obtaining verification from an employer if the student is hired. A student continuing employment from the summer or previous school year must reapply for a Work Permit during the first two weeks of school. A new Work Permit is required each

time a student changes jobs. Work Permits can be revoked by U-Prep administration for poor attendance, behavior, or grades.

SCHOOL LOCKERS

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

RESPECT AND SCHOOL PRIDE

Activities, Athletics, Student Conduct, & Attendance

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

ATHLETIC PROGRAMS

Athletics are meant to provide student-athletes an opportunity to compete while learning the value of teamwork, sportsmanship and fair play. Participation of U-Prep students in grades 9-12 must adhere to the rules of the Northern Section California Interscholastic Federation. As a member school of the California Interscholastic Federation (CIF), U-Prep supports the tenets of *Pursuing Victory With Honor* (Please see the *Extracurricular Code & Athletes' Code*, located on the school website); *We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Good Citizenship (the "Six Pillars of Character"). This Code applies to all student-athletes involved in interscholastic sports.*

The following sports programs are offered at U-Prep:

High School (CIF)

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

Junior High

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

Participation Policy for Extra-Curricular Activities

These activities include, but are not limited to, sports, music, drama, dance performances, academic competitions and speech contests.

Students must attend U-Prep full time (four or more periods) to participate in competitive extracurricular activities at U-Prep. These activities include any activities such as sports and performances in which a student either competes to participate or competes on behalf of U-Prep.

Eligibility Policy

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

Use of Tobacco, Vape Products, Illegal Drugs or Alcohol

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

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

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

First Offense:

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

Second Offense:

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

Third Offense:

1. Notify parent or guardian.
2. The Superintendent/Principal or designee will conduct a due process hearing with the

parent/guardian and the student.

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

Transferring Students and Eligibility

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

Participation in Non-School Athletic Events

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

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

STUDENT ACTIVITIES

Associated Student Body Government (ASB)

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

Student Body ASB Assemblies

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

David Marr Auditoriums Productions and Audience Etiquette

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

- Please refrain from talking during any of the performances.

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

School Dances

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

School Clubs

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

STUDENT CONDUCT AND DISCIPLINE

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

Prevention Strategies

Prevention strategies are those designed to promote healthy relationships and appropriate behaviors. The establishment of appropriate expectations is a prevention strategy inasmuch as it identifies safe, responsible, and respectful interactions. Anti-bullying education and character education further support students in the development of healthy relationships and appropriate behaviors. The student recognition program is an additional and essential prevention strategy as it serves to reinforce positive expectations.

Early and Ongoing Intervention

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

In-School Options

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

Classroom Management

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

For disciplinary reasons, classroom teachers have the authority to: (1) Suspend a student from their class for the day of the infraction and the next school day; (2) Assign an hour After School Detention; (3) Require a parent conference; and, (4) Refer the student to U-Prep counselor or administrator. Please refer to the Progressive Discipline Plan.

PROGRESSIVE DISCIPLINE PLAN

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

- Level I: Early and Ongoing Interventions
- Level II: Offenses Requiring Immediate Interventions
- *Level III Offenses – Result in Suspension and/or Expulsion*
 - Level III offenses include but are not limited to fighting; possession and/or brandishing a weapon; possession of a firearm/imitation firearm; possessing and/or selling and/or being under the influence of a controlled substance, alcohol or other intoxicant including tobacco/nicotine; possession of drug or nicotine-containing devices or other associated paraphernalia (e.g. e-cigarettes, Juul or any other vape device); assault or battery; theft/robbery; damage to school property; bullying and electronic bullying behaviors; hazing; obscene act/habitual vulgarity; hate violence; and harassment. Further delineation can be found in Suspension and Expulsion Policy and Procedures located in this handbook within the Complete Policies section.

HARASSMENT AND BULLYING

At U-Prep, we are committed to making sure that all students feel respected, comfortable, and heard. Making our school a safe and welcoming place for all Panthers is a high priority. We believe that students who make friendships and connections with one another will thrive. Please see the complete bullying policies/procedures, located on the school website.

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

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

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

ACADEMIC HONESTY POLICY

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

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

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

Taking Information

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

Providing Information

- ◆ Giving one's work to another to be copied or used in an oral presentation.
- ◆ Giving answers to another student during an examination.
- ◆ After taking an examination, informing a student enrolled in a later period of questions that appear on the examination.
- ◆ Providing a paper or other project information for a student to copy or use as their own.
- ◆ Taking an examination, writing a paper, or creating computer data or artistic work for another.

Plagiarism

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

Other Forms of Academic Dishonesty

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

U-PREP DRESS CODE

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

- Hats: Hats or head coverings shall not be worn on campus during the time school is in session, exceptions will be made for health and safety or for religious observance. The administration has the authority to permit the wearing of hats on designated occasions. Headwear worn for purposes of religious observance will always be permitted, both indoors and outdoors.
- 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. U-Prep dress code prohibits any apparel, jewelry, accessories, etc., which by its color, arrangement, trademark or any

other attribute, denotes membership in gangs or organizations which advocate drug use, violence or disruptive behavior.

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

PUBLIC DISPLAYS OF AFFECTION (PDA)

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

CELL PHONE/ELECTRONICS USE POLICY

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

All students must have a cell phone/electronic contract to use a cell phone/electronics at school. Contracts must be renewed annually and signed by both the parent and student. Please see the website for a copy of the Cell Phone & Electronics Devices Policy.

COMPUTER USE GUIDELINES/ACCEPTABLE USE POLICY

The U-Prep Board and staff recognize that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Administration oversees the maintenance of each school's technological resources and may establish guidelines and limits on their use. UPrep's Student Use of Technology Policy and Acceptable Use Policy is available for review on the school website. Students and parents should review this policy carefully. All students are expected to abide by these policies and

procedures when UPrep computers, technology equipment or telecommunication systems.

SKATEBOARDS AND ROLLER BLADES

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

LOST OR DAMAGED SCHOOL PROPERTY

If a student fails to return school property loaned to the pupil, or willfully cuts, defaces or otherwise injures School property, the parent or guardian is liable for all damages not to exceed \$10,000.00. After notifying the student's parent or guardian in writing of the student's alleged misconduct and affording the student due process, U-Prep may withhold the student's grades, transcripts, and diploma until the damages have been paid. If the student and the student's parent/guardian are unable to pay for the damages or to return the property, U-Prep will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the student's grades and diploma will be released.

PERSONAL/PROPERTY THEFTS

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

RELEASE OF STUDENT TO PEACE OFFICER

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

ATTENDANCE POLICIES AND PROCEDURES

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

See the school website for complete Attendance Policy and Procedures.

ADMISSIONS AND REGISTRATION

REGISTRATION

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

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

ADMISSION POLICY, LOTTERY PROCESS, AND PROCEDURES

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

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

U-Prep is committed to a small school community and university level preparation. Parents complete an application and have the opportunity to schedule a tour with the Registrar. Admission to U-Prep is open to any 6th through 12th grade student in Shasta County or adjacent counties who has completed the application process. Students must be at least 10 years old by the first school day in August in order to enroll in 6th grade. Students admitted in grades 9-12 must be at least 13 years old by the first school day in August.

Public Random Drawing

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

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

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

U-Prep and the District agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(d)(2)(B)(i)-(iv). Parents who wish to exercise one of these preferences

must apply for their students in the first enrollment period, which begins in December and ends in January.

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

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

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

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

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

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

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

TRANSFER STUDENTS – GUIDELINES FOR GRANTING CREDIT

U-Prep reserves the right to evaluate the equivalency of all transfer credits. If necessary, the following steps will be used to determine course credit equivalency:

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
2. Administer subject area competency examinations

ADMISSION OF STUDENT EXPELLED FROM A PRIOR DISTRICT

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

PARENT COMMUNICATION AND COMMUNITY INVOLVEMENT

Effective communication with parents and active community participation are essential for the success of students at UPrep. To cultivate a supportive school atmosphere, it is vital to maintain open lines of communication and encourage community engagement. We take great pride in collaborating with our parents, staff, and students to create a family-oriented environment that empowers students to achieve their fullest potential.

HOME-SCHOOL COMMUNICATIONS

U-Prep Panthers School App

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

U-Prep Marquee

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

Academic Conferences and Teacher/Counselor/Admin-Parent Meetings

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

School Newsletter – Panther Pride

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

School Website

U-Prep’s web address is www.uprep.net.

ParentSquare Phone System

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

Online Academic Grade Access

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

BOOSTERS AND SCHOOL ORGANIZATIONS

Athletic Boosters

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

Music Boosters

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

Musical Foundation

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

Sober Grad

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

Educational Foundation

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

SUSPENSION & EXPULSION POLICY AND PROCEDURES

Adopted: May 6, 2015

Revised: July 8, 2020; June 8, 2022; August 1, 2024

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

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

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

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

Upon enrollment, parents/guardians¹ are given a U-Prep Student-Parent Handbook that includes all discipline policies and procedures, among other policies. Parents are required to acknowledge receipt of this Handbook through the Aeries Student Information System.

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

¹ U-Prep shall ensure that a homeless child or youth's educational rights holder; a foster child or youth's educational rights holder, attorney, and county social worker; and an Indian child's tribal social worker and, if applicable, county social worker have the same rights as a parent or guardian to receive a suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, involuntary removal notice, and other documents and related information. For purposes of this Policy and its Procedures, the term "parent/guardian" shall include these parties.

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

A. Student Search

U-Prep Superintendent/Principal or designee may search the person of a student, the student's locker, backpack, purse, or vehicle if there is reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband.

B. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity

or school attendance occurring at any time including but not limited to:

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

C. Enumerated Offenses

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

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished knife, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

- (c) Unlawfully possessed, used, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- (g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (l) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (p) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (q) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

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

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

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

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

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

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

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

(r) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

Whenever possible or practicable, U-Prep shall provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior.

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

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

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

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.

- (b) Possessed, sold, or otherwise furnished knife, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- (g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (l) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (p) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a

former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(q) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

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

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

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

(II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably

predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

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

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

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

(r) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

Whenever possible or practicable, U-Prep shall provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior.

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

U-Prep will use the following definitions:

- The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.
- The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more

than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

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

D. Suspension Procedure

Suspensions shall be initiated according to the following procedures:

1. Conference

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

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

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

2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense(s) committed by the student as well as the date the student may return to school following the suspension. In addition, the notice may also

state the date and time when the student may return to school. If U-Prep officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Expulsion

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

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

E. Homework Assignments During Suspension

In accordance with Education Code Section 47606.2(a), upon the request of a parent, a legal guardian or other person holding the right to make education decisions for the student, or the affected student, a teacher shall provide to a student in any of grades 1 to 12, inclusive, who has been suspended from school for two (2) or more school days, the homework that the student would otherwise have been assigned.

In accordance with Education Code Section 47606.2(b), if a homework assignment that is requested pursuant to Section 47606.2(a) and turned into the teacher by the student either upon the student's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the student's overall grade in the class.

F. Authority to Expel

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

A student may be expelled either by the neutral and impartial U-Prep Board following a hearing before it or by U-Prep Board upon the recommendation of a neutral and impartial Administrative

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

G. Expulsion Procedures

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

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

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

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

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

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

- a. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five (5) days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
- b. U-Prep must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
- c. At the discretion of the entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
- d. The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
- e. The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
- f. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
- g. If one or both of the support persons is also a witness, U-Prep must present evidence that the witness' presence is both desired by the witness and will be helpful to U-Prep. The entity presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in

any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

- h. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
- i. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
- j. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

I. Record of Hearing

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

J. Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as

testimony from witnesses of whom the Board or Administrative Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

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

K. Expulsion Decision

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

L. Written Notice to Expel

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

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

M. Disciplinary Records

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

N. No Right to Appeal

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

O. Expelled Pupils/Alternative Education

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

P. Rehabilitation Plans

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

Q. Readmission

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

R. Notice to Teachers

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

S. Involuntary Removal for Truancy

As U-Prep is a school of choice and as a U-Prep student who fails to attend school is potentially depriving another student of their opportunity to enroll, a student may be involuntarily removed as described within U-Prep's Board adopted Attendance Policy for truancy and only after U-Prep follows the requirements of the Attendance Policy and only in accordance with the policy

described above which requires notice and an opportunity for a parent, guardian, educational rights holder to request a hearing prior to any involuntary removal. Students who are involuntarily removed for truancy will be given a rehabilitation plan and will be subject to the readmission procedures set forth herein.

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

1. Notification of Shasta County SELPA

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

2. Services During Suspension

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

Procedural Safeguards/Manifestation Determination

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

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

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

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

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

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

3. Due Process Appeals

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

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

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

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

4. Special Circumstances

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

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

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

5. Interim Alternative Educational Setting

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

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

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

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

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

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

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

student shall remain in the education placement determined by U-Prep pending the results of the evaluation.

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

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