



2023-2024

# UNIVERSITY PREPARATORY SCHOOL

## STUDENT HANDBOOK

### OFFICE HOURS

The office is open for business between the hours of 8:00 a.m. and 4:00 p.m.  
On Wednesdays that are Collaboration and on minimum days, the office closes at 3:00 pm



VICTOR VALLEY UNION HIGH SCHOOL DISTRICT

16350 MOJAVE DRIVE, VICTORVILLE CA 92395 (760) 955-3201

### ATTENDANCE

All students are expected to attend all classes and be on time, **in their class seats before the final bell**. When a student is absent, the parent/guardian should call the school at 760-243-5940 ext. 35105 immediately. If no call is made, the student has three (3) days to verify the absences with either parent/guardian verification by phone call or written note. After three (3) days, the absence will be permanently UNEXCUSED and considered TRUANCY. Disciplinary action will result from unexcused absences. Authorized (medical or legal with document proof) absences are exempt. After three (3) days of cumulative unexcused absences, a truancy letter will be sent and the DISTRICT TRUANCY OFFICE notified. Nine (9) days of absences a year are considered excessive. EC 48292; BP 51 13(a), (b), and AR 5113(a), (b), (c)

### TARDIES

All classes begin promptly. Tardy bells will be used to begin school, between classes, and for lunch time. When the tardy bell rings, students are expected to be in their assigned seats with necessary materials. All food and drinks must be consumed before the tardy bell, NO EXCEPTIONS. Students arriving tardy with food/drink must dispose of the items before signing in. After ten (10) minutes, students' tardiness will be considered TRUANCY (CUT). A parent note will NOT excuse a tardy, only medical or legal with document proof will be excused. Nine (9) tardies per year is considered excessive. Tardiness and cuts will be referred to the DISTRICT TRUANCY OFFICER for disciplinary action. EC 48292; BP 5113.1 (a), and AR 5113.1 (a), (b), (c), (d), (e)

**ATTENDANCE, DISCIPLINE AND GRADES WILL AFFECT ELIGIBILITY FOR FIELD TRIPS, SPORTS AND ANY OTHER SCHOOL EVENT.**

### STUDENT ATTENDANCE REVIEW BOARD (SARB)

California compulsory education law requires students between the ages of 6 and 18 years of age to attend school. The Student Attendance Review Board (SARB) exists to promote regular daily attendance. This school is required by law to report habitual truants/absences to SARB. Parents/guardians will receive letters informing them of their student's tardies/absences. Parents may be brought before the SARB to rectify the absences. Continued attendance problems may be referred to the District Attorney's office for court action. EC 48292

### SHORT TERM INDEPENDENT STUDY PROGRAM (STIS)

OBJECTIVE: To provide students, while on authorized leave, an opportunity to complete teacher class work during such absence in order to obtain classroom credit with the understanding that this leave of absence may affect the student's grade. A Master Agreement must be completed and permission given before the Short Term Independent Study Program is active. STIS is designed for students who will miss not less than 5 consecutive school days and not more than 10 school days in a school year.

- University Prep will **NOT** give STIS for more than 10 school days at a time without prior approval by administration.
- Parents/guardians must request a STIS contract at least 5 days in advance.
- If an immediate emergency STIS is needed, contact Ms. Warnett.
- STIS will **NOT** be given during finals week in December and May.

- STIS will NOT be given ten (10) school days at the start and/or end of each school year without prior approval by an administrator.
- Upon return from STIS students must first check in with Ms. Warnett before credit may be given.
- All work that was issued by the teacher must be completed on return to school, along with final paperwork from Ms. Warnett.

Acceptable reason for requesting STIS may include: Funeral, extended illness, safety issues, family emergency and religious purposes. If you are interested in Short-Term Independent Study or need more information contact Lisa Warnett at [lwarnett@vvhhsd.org](mailto:lwarnett@vvhhsd.org).

**Work Permits:** Applications can be obtained during the summer through the District at the Adult School Campus located next to the District Office (16350 Mojave Drive, Victorville, CA 92395) in Room 128 or during the school year in the Career Guidance Counseling Office located in the front office.

### ASSOCIATED STUDENT BODY (A.S.B.)

The Associated Student Body (A.S.B.) is made up of all the students who attend University Preparatory. Our student body is governed by a constitution, and in order that the rules and standards of that constitution may be carried out, we have a group of students elected by the student body who form the A.S.B. Student Council.

The A.S.B. Student Council acts as the legislative branch of the junior/high school government and takes care of student body business, special functions, and other student activities. It is made up of four officers - President, Vice President, Secretary and Treasurer. All class representatives are members of the A.S.B. Student Council.

All students that are interested in A.S.B. must apply for this course and be accepted. In order to qualify, students must meet attendance, grade and behavior expectations to include: no more than three (3) unexcused absences, seven (7) tardies, and no major behavioral issues or concerns. These are requirements that are for new and returning ASB students.

### STUDENT IDENTIFICATION CARDS

Student School Identification Cards are to be in student's possession at all times while on campus and attending school functions. Temporary Identification cards will be issued at the time students pick up their schedules. Students not carrying a school ID card while on campus will be referred to administration for disciplinary action. If an ID card is lost/stolen, the student must purchase a new one immediately. Replacement cards will be issued through the school counseling office at a cost of \$5.00. If a student is given a temporary ID throughout the year on the 3rd request and any violation thereafter for a temporary ID, will be given detention or Saturday school. **STUDENT MUST HAVE ID FOR SCHOOL BREAKFAST, LUNCH, LIBRARY AND ANY OTHER SCHOOL ACTIVITY.** When a student withdraws from school, or at the end of the school year, their ID card must be returned to the school office.

BP 5157

### TEXTBOOK/LIBRARY BOOKS

Students are responsible for all textbooks, library books, and other materials checked out from the library. If a student damages a textbook, library book, or other materials, he/she must pay for the book/materials. If a student loses a textbook/library book or other materials either through actual loss or by theft, he/she must pay for the book or material. Leaving books in the classroom will still result in students being responsible for any loss or damage. Payment for damage or loss should be made in the library for classroom texts, textbook/library books, and other materials. If the book is found, the money will be refunded to you. STUDENTS WHO SUFFER LOSS OR DAMAGE TO BOOKS OR SCHOOL MATERIALS ARE FINANCIALLY RESPONSIBLE FOR THAT LOSS OR DAMAGE. STUDENTS MUST HAVE SCHOOL ID TO CHECK OUT ANY LIBRARY MATERIALS.

### PARENT ON-LINE ACCESS

Parent On-Line Access to student information is available through the Aeries Parent Portal. Parents/guardians may access their child's student information i.e. demographics, emergency contacts, class schedule, test scores, attendance, grades, and medical (immunizations) information from the internet. The web address for accessing student information is <https://portal.vvuhsd.org/parent/>. If you need additional support setting up your account, please contact the office or our Family Engagement Liaison.

### LOST AND FOUND OR UNCLAIMED ITEMS

The Lost and Found Department is located in the office. Articles of clothing, textbooks, notebooks, jewelry, watches, eyeglasses and other miscellaneous objects are turned in here when they are found on campus. If you lose or misplace any of your belongings, check the Lost and Found collection. At the end of every month, any unclaimed items will be donated to a local charity. If any confiscated items (earbuds, cell phones, etc.) are unclaimed by the end of the year, they will be sent to e-waste recycling. Please be mindful to claim all items prior to the end of each month or by the end of each year.

### REPORT CARDS

The report cards and progress reports/academic warnings will be distributed as followed:

- First Academic Progress Report will be handed to each student and a call from the school will be sent to the telephone number on file through Parent Square notifications.
- First Quarter Reports will be handed to each student and a call from the school will be sent to the telephone number on file through Parent Square notifications.
- Second Academic Progress Report will be sent through the mail and a call from the school will be sent to the telephone number on file through Parent Square notifications.
- First Semester Report Card will be sent through the mail and a call from the school will be sent to the telephone number on file through Parent Square notifications.
- Third Academic Progress Report will be handed to each student and a call from the school will be sent to the telephone number on file through Parent Square notifications.
- Third Quarter Reports will be handed to each student and a call from the school will be sent to the telephone number on file through Parent Square notifications.
- Fourth Academic Progress Report will be sent through the mail and a call from the school will be sent to the telephone number on file through Parent Square notifications.

- Second Semester Report Card will be sent through the mail and a call from the school will be sent to the telephone number on file through Parent Square notifications.

There are 8 grade reports that will be sent to the parents/guardians. The two semester report cards are the ones that go on the transcripts. The report card is a cumulative report with a nine-week and an eighteen-week or semester grade. One grade is given in each class for academics and one for citizenship. Teachers shall evaluate a student's work in relation to standards that apply to all students at his/her grade level. Grades for achievement shall be based on mastery of standards and shall be reported each marking period.

The academic grading symbols used are:

Mastery	
A: Outstanding Achievement	4.0 grade points
B: Above Average Achievement	3.0 grade points
C: Grade Level Standards	2.0 grade points
D: Grade Level below Standards	1.0 grade points
Incomplete	
F: Does Not Meet Standards	0.0 grade points

Citizenship grading symbols used are: O=Outstanding    S=Satisfactory    N=Needs Improvement    U=Unacceptable

#### PAYMENT METHODS

Cash or money orders must be used when purchasing school items, paying for material fees, lost textbooks, etc., for your student. Checks are no longer accepted due to the loss of school funds resulting from returned checks.

#### HALL PASSES

Students are permitted to leave class only for emergencies or the most important of reasons. In all circumstances, when leaving class, students must have a pass in their possession. Any student out of class without his/her proper hall pass signed by the teacher will be considered as cutting class. **DO NOT LEAVE YOUR CLASSROOM WITHOUT YOUR HALL PASS SIGNED BY THE TEACHER.**

#### CAFETERIA SERVICES

Our school cafeteria provides an excellent lunch for reasonable prices. Students are not to cut into cafeteria lines and are to dispose of their trash properly. Students who cannot behave in the cafeteria and cafeteria lines will lose their cafeteria privileges. Students at lunch are permitted to be in assigned lunch areas only. **STUDENTS MUST PRESENT THEIR OWN (CURRENT YEAR) VALID SCHOOL ID TO RECEIVE BREAKFAST OR LUNCH.** Students who qualify for free and reduced lunches must pick up the application in the office or at the Central Enrollment Center (CEC). Parents may open a lunch account for the student at [mylunchmoney.com](http://mylunchmoney.com). This account will allow you to add money for lunches or snacks and you can monitor and control the account, also will eliminate carrying cash.

#### INSURANCE

Neither the school nor the school district provides health and accident insurance for pupils. However, insurance forms are available in the office for students desiring to purchase this type of insurance. **REMEMBER**, any student participating in the interscholastic athletic program or on out of district field trips **MUST** be covered by an insurance policy.

## HEALTH SERVICES

Parents/guardians should keep the Office informed of any special health matters concerning their student. **ALL STUDENTS MUST HAVE AN UP-TO-DATE EMERGENCY CARD ON FILE IN THE OFFICE.** Students are not to bring medication to school. If medication must be administered at school, it must be kept in the office and be dispensed by trained school personnel (school nurse). The medication must be in the original pharmacy container with the prescription printed on the label. It must be accompanied by a VVUHSD medication form which includes physician directions and signature and parent's signature requesting school assistance with medication. This policy includes prescription and over the counter medications (i.e. Tylenol, Aspirin, cold medicine, etc.). Over the counter medications without a written prescription can only be administered to a student directly by their parents. EC 49423. Students requiring asthma and/or anaphylaxis medications may carry emergency inhalers/epi-pens on their person. However, specific release forms signed by a doctor and parents are required to be on file in the office. All medication forms are available from the school office. All students entering or repeating the 7<sup>th</sup> grade will be required to present documentation of TDAP and all other current immunizations which includes Hepatitis B and one additional dose of Measles, Mumps and Rubella (MMR). Any student who has not been properly immunized shall be excluded from school until such documentation is provided. Whenever there is a reason to believe a student is suffering from a recognized contagious or infectious disease, that student will also be excluded from school. During the 7<sup>th</sup> and/or 8<sup>th</sup> grade, the state of California mandates certain health screenings. These include Scoliosis screening for 7<sup>th</sup> grade girls and 8<sup>th</sup> grade boys, and hearing screening for all 8<sup>th</sup> graders. These tests are performed by registered nurses during the school day. A student may be exempt from these screenings only if the parent or guardian files a written statement with the principal stating they do not want any health or medical examinations for their student. Each student is required to participate in Physical Education unless a doctor's note is on file with the school office excusing him/her for a specific medical reason and time period.

## MENTAL HEALTH SERVICES

Mental Health Clinicians provide one-on-one services to students, run groups for students and parents and operate the wellness center. Mental Health Services can include all of the following: Screening tools to better assess student's needs, crisis intervention, psychotherapy (individual, group, family therapy), strategies for daily living and social and emotional skills. School-based therapy is low level intensity services. If school-based therapy is not sufficient, therapists can provide support in finding therapy in the community to better suit the student's needs. Therapist and student will discuss how the parent is informed, due to services outside of the school needing caregiver involvement. All information and records obtained in the course of treatment is confidential and private and will not be released without your written/verbal consent. Exceptions to confidentiality exist and students will be informed if exceptions arise.

Exceptions include:

- You want to hurt yourself
- You want to hurt someone else
- Someone has/is hurting you (past or present)
- Attendance purposes

Students have the right to accept, refuse, or stop treatment at any time. Participation in therapy is voluntary. The Mental Health Clinician will hold groups to discuss a variety of topics, such as grief/loss, anxiety, bullying, etc. Our Mental Health Clinician will have a mental health resource fair at least once a year and have the following awareness months.

August	National Grief Awareness Day (Aug 30) International Overdose Awareness Day (Aug 31)
September	Suicide Prevention (Sep 10-16)
October	ADHD Awareness/Mental Illness (Oct 2-8)/Domestic Violence
November	Anti-Bullying Week (Nov 13-17)
December	Seasonal Depression Awareness Month Anti-Bullying
January	Human Trafficking Awareness (January 11)
February	International Boost Self-Esteem Month Random Acts of kindness Week (Feb 12-19) National Eating Disorders Awareness Week (Feb 27-March 5) Teen Healthy Relationship Month/Teen Dating Violence Awareness Month (TDVAM)
March	Self-Harm Awareness Month Sleep Awareness Week (Mar 12-18) National Drug and Alcohol Facts Week (Mar 27-Apr 2)
April	Child Abuse Prevention/Autism Awareness/Sexual Assault National Youth Violence Prevention Week (Apr 24-28)
May	Mental Health Awareness Children's Mental Health Awareness Week (May 7-13)
June	LGBTQ Pride Month PTSD

### REQUEST FOR A STUDENT TRANSFER TO ANOTHER CLASS

Parents/guardians wishing their student to transfer to another class must fill out a "Student Transfer Request" obtained from the Counseling Department. The form must be completed in its entirety. Incomplete forms will be returned. The request will be reviewed by the student's counselor, who shall then submit the request to the administration for approval or disapproval. Requests must be made the first two weeks of the semester. No schedule changes will be granted after the deadline. AP classes will not be changed after summer break.

### MONEY AND VALUABLES

University Preparatory is not responsible for any valuables that are lost or stolen on school campus. Borrowing, loaning, or paying back money in any amount will not be allowed at school. If you need money for lunch or other purposes, please call your parents to make the necessary arrangements.

### RESTROOMS

Restrooms are to be used only for the purpose for which they are designed and built. A student who loiters or otherwise acts in an inappropriate manner will be subject to disciplinary action. Restrooms should be used before/after school, between classes and at lunchtime.

### TELEPHONE

The office phones are for office business only. Students will not be called from class to the phone unless an emergency exists. In addition, students staying after school must make ride arrangements in advance. Students must be off campus by 4:00 p.m., unless under direct supervision of a staff member. The office closes at 3:45 p.m. and telephones may not be available.

### CELL PHONES

Cell phones are to be used in the office for emergencies only! They must remain off and not be seen throughout the day. This includes all hours between 8:30 A.M. and 3:16 P.M. Cell phones will be confiscated and released at appointed days and times, to parents only, if used inappropriately. The consequences are listed in this handbook.

### VISITORS

Parents/guardians are welcome to visit our school. All guests must check in at the office before visiting classrooms. Unauthorized visitors will be asked to leave campus. All visitors shall have a Visitor's Pass and it shall be visible while on campus. All visitors must present identification when signing in at the front desk. The Visitor's Pass must be returned to the office when signing out.

### PARENT INVOLVEMENT

Studies have shown that parental involvement has a positive impact on student achievement. Our campus fosters an environment that encourages family involvement. Parents/guardians who are interested in volunteering at our school or sharing their expertise with our students are encouraged to contact the school office at (760) 243-5940.

### SCHOOL NURSE

The school does not have a registered nurse on site. The district nurse is available for any questions or concerns at 955-3201 extension 10237.

### STUDENT SUPPLIES

Each student should have a 3-ring notebook with a supply of paper, pencils, and pens. Further information as to specific course supplies will come from each instructor.

### MATERIALS NOT RELATED TO SCHOOL

Any materials or articles not directly related to class work are NOT permitted at school. This includes, but is not limited to, radios, MP3 players, iPods, toys, sports equipment, lighters, matches, knives, animals, beepers/pagers, laser pens, playing cards, baseball cards, squirt guns, aerosol cans, cassette/CD players, cassettes/CD's, electronic games, and Nintendo game cartridges. Such items eventually cause problems between students and between students and teachers. Teachers or administrators will confiscate these items and they will be kept in the office until picked up by parents/guardians (with the exception of aerosol cans, laser pens, and weapons). Students who bring such items to school will be subject to disciplinary action. We will make reasonable attempts to keep confiscated items until picked up by parents/guardians. The school is not responsible for missing, stolen, or lost items. Unclaimed items will be donated to charity at the end of the school year.

### PROMOTION, ACCELERATION, AND RETENTION

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. Progress toward promotion shall be based on the student's ability to pass the subjects and electives. The student must also meet the minimum proficiency requirements set by the Board. When academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher-grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student. As early as possible in the school year, the Superintendent or designee shall identify students who should be retained and/or who are at risk of being retained in accordance with law, board policy, and administrative regulation. Students who should be retained and/or who are at risk of being retained will be identified on the basis of multiple measures of student achievement which shall include the following indicators of academic achievement:

1. Site and District Language Arts and Mathematics assessments
2. Grades/GPA
3. CAASPP (California Assessment of Student Performance)
4. Mastery of Grade Level Standards in Language Arts and Mathematics

ED 5123 (a), (b), (c), (d), (e), (f), (g), (h.1), (h.3), (i), 0.1), 0.2); BP 5123 (a), and AR 5123 (b), (c), (d), (f), (g)

### HANDS OFF RULE

Students are expected to keep their hands and feet to themselves at ALL times. Students are not to touch others or their property without permission. We practice ZERO tolerance for fights, to include any horseplay. Students may be released/withdrawn from University Prep for any physical altercation.

### RELEASING STUDENTS

Students will be released during school hours only to those individuals listed on the student's emergency card. A proper photo I.D. will be required in order for a student to be released.

### TOBACCO-FREE SCHOOLS/SMOKING

The Governing Board recognizes the health hazards associated with the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district's instructional programs. In accordance with state and federal law, smoking of and using tobacco/vape products is prohibited in all district facilities and vehicles. The Board further prohibits the use of tobacco/vape products at all times on district grounds. This prohibition applies to all employees, student's, visitors and other persons at any activity or athletic event on property owned, leased or rented by or from the district. The Board and the administration sincerely request the cooperation of everyone to insure the successful compliance with state and federal law and Board Policy and for the benefit of students. (Refer to Board Policy 3513.3)

### BIKES AND SKATEBOARDS ETC.

Students who ride a bike or scooter to school must wear a properly fitted and fastened helmet and must use the designated area. Failure to do so may result in disciplinary action, citation, and/or confiscation of the item(s). Skateboards and roller-skates/blades are not permitted on campus.

## PHILOSOPHY OF DISCIPLINE

When large groups of people work and live together for long periods of each day, as we do here at University Preparatory, it becomes necessary to set up guidelines for behavior to help ensure that each individual member of the group can work and move as freely and safely as every other member of the group. These guidelines serve to protect the rights of the students and faculty of our school and provide a positive and supportive environment for student growth and learning.

Individuals who choose not to respect the rights of others should expect disciplinary action against them to ensure the rights of everyone in our school.

Each student must follow the direction or orders of teachers, staff, and parent volunteers the first time given. Any student who refuses to obey a staff member or parent volunteer is guilty of defiance and will be subject to disciplinary action up to and including suspension and/or expulsion/dismissal.

## STANDARDS OF BEHAVIOR

Students shall observe acceptable standards of behavior while going to and from school, attending school, or at school-sponsored activities. A student who chooses not to follow the rules and regulations will face serious consequences, and a behavior contract may be written. After a student has been repeatedly warned for misbehavior, the parents are notified through a conference or other contact and if acts of misbehavior continue, the principal shall prepare a written recommendation for expulsion to the Administrative Hearing Officer. This recommendation occurs only after other means of correction have failed to bring about proper behavior and if the student is a clear and present danger to him/herself and other students and staff or if his/her presence disrupts the educational process at University Preparatory School. The Board of Trustees acts on each of these recommendations.

## AFTER-SCHOOL DETENTION (A.S.D.)

State law permits the school to assign a student to one hour of detention. Twenty-four-hour notice shall be given to the parent. Transportation is not provided, students are responsible for transportation home. Possible Saturday School, community service, additional days of detention, or suspension may result if a student fails to attend detention.

## SEARCH AND SEIZURE

Campuses throughout the VVUHSD are routinely inspected by detection canines for prohibited items in order to provide students, parents, and staff with a safe learning environment. ED 49050; BP 5145.12, and AR 514

UNIVERSITY PREPARATORY DISCIPLINE CONTINUUM

POWER OF SCHOOL BOARDS TO ISSUE RULES OF CONDUCT

Each school district's governing board has the power to prescribe rules for the discipline of its schools. The district/school must notify parents and guardians of those rules as they pertain to student discipline and must communicate those rules to students at the beginning of each school year.

(Education Code Sections 35291 , 48980, and 48981)

DUTY OF PUPILS

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. (EC 48908)Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and refrain from use of profane and vulgar language (C. C.R. Title 5, Section 300).

University Preparatory School implements the BEST Behavior Program. This program was designed to build positive behavior in schools. The BEST program identifies and rewards students for good behavior. The following matrix describes expected campus behavior and follows the three basic rules: 1) Be safe 2) Be respectful and 3) Be responsible.

BEST BEHAVIOR MATRIX

Area/R ule	Safe	Responsibility	Respect
Classro om	<ul style="list-style-type: none"> <li>• Use materials &amp; furniture properly</li> <li>• Keep aisles clear</li> <li>• Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>• Return materials to designated area</li> <li>• Clean up after yourself</li> <li>• Be on time and prepared for class                             <ul style="list-style-type: none"> <li>○ No food, drink or gum</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Have a positive attitude</li> <li>• Follow directions at all times</li> <li>• Treat others and property with respect</li> <li>• Use appropriate voice and Language.</li> </ul>
Library and Compu ter Labs	<ul style="list-style-type: none"> <li>• Use materials &amp; furniture properly</li> <li>• Keep aisles clear</li> <li>• Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>• Return materials to designated area</li> <li>• Clean up after yourself</li> <li>• Be on time and prepared for class                             <ul style="list-style-type: none"> <li>○ No food, drink or gum</li> <li>○ Clean up after yourself</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Have a positive attitude</li> <li>• Treat others and property with respect</li> <li>• Use appropriate voice and language</li> </ul>
Assembl ies/ Special Events	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to self</li> <li>• Remain seated during presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Sit quietly</li> <li>• No food, drink, or gum</li> </ul>	<ul style="list-style-type: none"> <li>• Be attentive</li> <li>• Treat others and property with respect</li> <li>• Use appropriate voice and language</li> </ul>

	<ul style="list-style-type: none"> <li>• Wait for dismissal instructions</li> </ul>		
Hallways	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to self</li> <li>• Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Move to class on time</li> <li>• Use drinking fountains appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others and property with respect</li> <li>• Use appropriate voice and language</li> </ul>
Office	<ul style="list-style-type: none"> <li>• Use materials &amp; furniture properly</li> <li>• Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>• State your purpose politely</li> <li>• Obtain written permission to enter office</li> <li>• No food, drink or gum</li> <li>• Be mindful of your own business</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others and property with respect</li> <li>• Use appropriate voice and language</li> </ul>
Lunch Area	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to self</li> <li>• Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn in line</li> <li>• Place trash in proper containers</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others and property with respect</li> <li>• Use appropriate voice and language</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>• Keep water in sink</li> <li>• Wash hands</li> <li>• Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>• Place trash in proper containers</li> <li>• Flush toilets</li> <li>• Inform adults of vandalism</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others and property with respect</li> <li>• Use appropriate voice and language</li> <li>• Give people privacy</li> </ul>
Bus Area	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn in line</li> <li>• No gum</li> <li>• Pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others and property with respect</li> <li>• Use appropriate voice and language</li> <li>• Give people privacy</li> </ul>
Cyclist/Walkers	<ul style="list-style-type: none"> <li>• Walk and ride bikes safely</li> <li>• Wear helmets</li> <li>• No loitering</li> </ul>	<ul style="list-style-type: none"> <li>• Touch others' property only with permission</li> <li>• Obey traffic rules</li> <li>• Secure bicycles</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others and property with respect</li> </ul>

## **DISCIPLINARY CONSEQUENCES**

### **TEACHER SUSPENSION FROM CLASS**

A teacher may suspend any pupil from class from 1 to 2 days for any of the violations listed in EC48900. The length of a class suspension shall be the day of the suspension and, if applicable, the following day. The teacher shall immediately inform administration of the actions, and send the pupil to the proper administrator for actions. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent/teacher conference regarding the suspension. (EC 48910) The teacher should explore every reasonable solution to the problem, **INCLUDING CONTACTING THE PARENT**, when classroom misbehavior begins. This contact **MUST** also be made **BEFORE** referring the student to an administrator for minor, routine classroom problems. These attempts must be documented on the referral. Only extreme classroom discipline problems - such as fighting, threatening staff, etc., will be handled by administration without prior disciplinary intervention attempts by the teacher. The administrator reserves the right to alter or decide the offense's entry level, depending on the severity of the offense, the past behavior of the student, and the effectiveness of the discipline for each student. If a

student has been suspended 10 days, he/she will be referred to the district's Disciplinary Hearing Panel and a pre-expulsion contract will be put into effect. If a student is suspended 20 days during a school year, the principal is required to refer the student for expulsion.

### TARDIES

#### Administrative Action:

3 or more tardies will result in Behavior/Attendance Contract, after school detention and loss of Renaissance Award Activities, Dance privileges may be revoked and possible Saturday School.

Multiple tardies will result in a referral to SARB and after school detention or Saturday school. University Preparatory's Tardy Policy is available in the office.

### PROFANITY

#### Administrative Action:

Each subsequent use of profanity will result in a referral, after school detention and loss of Renaissance Award Activities, Dance privileges may be revoked and possible Saturday School.

### TRUANCY

#### Teacher and Administrative Action:

All class cuts will result in a referral. Discipline action will be issued per Administration Discretion.

Note: Extreme cases may result in a Clean Sweep citation and/or referral to SARB.

### DISRUPTIVE BEHAVIOR

Serious problems will result in an immediate referral. Disruptive behavior may include, but is not limited to: chasing students around the classroom, out of seat, not bringing materials, cell phone use, iPods, unnecessary noise making, eating or drinking in class, gum, etc.

Each subsequent disruption will result in a referral. \*Throwing things (i.e. rocks) or shooting things (i.e. Rubber bands) at others is a safety issue and the student will be given an immediate referral.

#### Administrative Action:

Each subsequent disruption will result in a referral, after school detention and loss of Renaissance Award Activities, Dance privileges may be revoked and possible Saturday School. Multiple referrals for disruption will result in suspension from school. The number of days for suspension will be based on other discipline problems and referrals.

### DRESS CODE

#### Administrative Action:

1<sup>st</sup> violation - warning or detention, sent to the office to change unauthorized/inappropriate Dress Code violation (if available) and documented. Students will be advised to call their parents.

2<sup>nd</sup> violation — referral to the office to change unauthorized/inappropriate Dress Code violation (if available), 1 day of after school or lunch detention, documented in discipline file. Students will be advised to call their parents.

3<sup>rd</sup> violation -referral to the office to change unauthorized/inappropriate Dress Code violation (if available), 1 day of after school or lunch detention, documented in discipline file. Students will be advised to call their parents.

4<sup>th</sup> violation and each subsequent violation - referral to the office to change unauthorized/inappropriate Dress Code violation (if available), two (2) days of after school or lunch detention and documented in discipline file. Students will lose Renaissance Award Activities and Dance privileges may be revoked.

### P.E. NON-SUITS

1<sup>st</sup> non-suit - warning

2<sup>nd</sup> non-suit - warning with parent notification

3<sup>rd</sup> non-suit - referral to Administration, parent notification, and 1 day of after school detention

4<sup>th</sup> non-suit and each subsequent non-suit will result in a referral.

### DEFIANCE

#### Teacher Action:

Any type of student defiance will result in an immediate referral to the office. (i.e. Cutting breakfast/lunch lines and Public Display of Affection)

#### Administrative Action:

1<sup>st</sup> violation - Disciplinary action will be issued per Administration Discretion.

2<sup>nd</sup> violation - Disciplinary action will be issued per Administration Discretion.

3<sup>rd</sup> violation - Disciplinary action will be issued per Administration Discretion.

4<sup>th</sup> violation - Disciplinary action will be issued per Administration Discretion.

### BULLYING

The Victor Valley Union High School District (VVUHSD) and the University Preparatory staff believe that all pupils enrolled have the right to attend classes on school campuses that are safe, secure, and peaceful. Therefore, the University Preparatory School has a **ZERO TOLERANCE** for bullying of any kind. Sexual harassment, name calling, rumors, ridicule, extortion, hazing, racial remarks, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering, may all be considered bullying.

In addition, we also have a ZERO TOLERANCE for Cyber bullying as well. "Cyber bullying or online bullying is a term used to refer to bullying over electronic media. Cyber bullying is willful and involves recurring or repeated harm inflicted through electronic text.

Cyberbullying can be as simple as continuing to send email to someone who has said they want no further contact with the sender. Cyber bullies may also include threats, "put downs" or hate-motivated speech. Cyber bullies may publish the personal contact information of their victims. They may attempt to assume the identity of a victim for the purpose of publishing material in their name that defames or ridicules them." (California Department of Education) Any report of bullying, in any form, will be taken seriously/investigated and will be grounds for disciplinary action. Students are encouraged to report any concerns of bullying to teachers/administration. Official District bullying complaint forms are available in the office or on the Victor Valley Union High School Website at [vvhhsd.org](http://vvhhsd.org) or by clicking this link

[https://resources.finalsite.net/images/v1631902339/vvuhsdorg/wsfabmw2kg9u6dlnjls/BullyingHarassmentComplaintForm2020-2021EN\\_GSPANRev08-01-16.pdf](https://resources.finalsite.net/images/v1631902339/vvuhsdorg/wsfabmw2kg9u6dlnjls/BullyingHarassmentComplaintForm2020-2021EN_GSPANRev08-01-16.pdf)

Teacher Action: Teachers are to report any forms of bullying to administration.



<p>based on number, size, and potential to do harm. Also see K 8. EC b, 48915 a c</p>			
<p>Possession or use of a controlled substance, intoxicant, or caustic of any kind (including super glue, toluene, or mixture) if brought or used as a controlled substance. EC 48915 a, 48900 c</p>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Refer for Insight/counseling</li> <li>• May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> </ul>

Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
<p>Sale or providing alcohol or controlled substance, intoxicant or caustic or any kind (including prescription medicines, super glue, toluene, or mixture) if brought or used as a controlled substance. Sharing does not necessarily fall under this provision. EC 48915 a, 48900 c</p>	<ul style="list-style-type: none"> <li>• Recommend for expulsion</li> <li>• Suspension 5 days</li> <li>• Notify police</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend for expulsion</li> <li>• Suspension 5 days</li> <li>• Notify police</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend for expulsion</li> <li>• Suspension 5 days</li> <li>• Notify police</li> </ul>
<p>Offer, arrange to sell or sell a controlled substance, alcohol and intoxicant of any kind, and then either sold or delivered in lieu of and representing it as a controlled substance (placebo). EC 48915(c), 48900 d )</p>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> <li>• Notify CWA</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> <li>• Notify CWA</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> <li>• Notify CWA</li> </ul>
<p>Robbery/Extortion (use of force or fear). Robbery—taking property by the use of violence Extortion—Using threats to obtain money or property from others. EC 48900(f), 48904</p>	<ul style="list-style-type: none"> <li>• MS - Suspension 3-5 days</li> <li>• May recommend for expulsion</li> <li>• HS - Suspension 5 days</li> <li>• Recommend for expulsion</li> <li>• Contact Risk Management regarding reimbursement of school property</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> <li>• Refer to Risk Management regarding reimbursement of school property</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> <li>• Refer to Risk Management regarding reimbursement of school property</li> </ul>
<p>Fire setting, arson if poses a significant threat of harm to others. EC 48900(f), 48904</p>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Notify Fire Marshal and CWA</li> <li>• Refer to Risk Management regarding reimbursement</li> <li>• Recommend for expulsion if attempted to cause, or threatened to cause physical injury, combine with EC 48900(a).</li> <li>• See A 1 if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• Notify Fire Marshal and CWA</li> <li>• Refer to Risk Management regarding reimbursement</li> <li>• Recommend for expulsion if attempted to cause, or threatened to cause physical injury, combine with EC 48900(a).</li> <li>• See A 1 if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Notify Fire Marshal and CWA</li> <li>• Refer to Risk Management regarding reimbursement</li> <li>• Recommend for expulsion if attempted to cause, or threatened to cause physical injury, combine with EC 48900(a).</li> <li>• See A 1 if applicable</li> </ul>
<p>Caused or attempted to cause damage to school property or private property, including graffiti, tagging, etching, vandalism.</p>	<ul style="list-style-type: none"> <li>• MS - OCS 1-3 days</li> <li>• Suspension 1-3 days</li> <li>• HS - Suspension 1-5 days</li> <li>• May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• MS - OCS 3-5 days</li> <li>• HS - Suspension 3-5 days</li> <li>• Recommend for expulsion</li> <li>• Refer to Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> <li>• Refer to Risk Management regarding</li> </ul>

EC 48904, 489000	<ul style="list-style-type: none"> <li>Refer to Risk Management regarding reimbursement if school property</li> </ul>	regarding reimbursement if school property	reimbursement if school property
Stolen or attempted to steal school property or private property. EC 48900.5, 48900(g)	<ul style="list-style-type: none"> <li>MS - OCS 1-3 days</li> <li>Suspension 1-3 days</li> <li>Contact Risk Management regarding reimbursement school property</li> <li>HS - Suspension 1-5 days</li> <li>Behavior contact</li> <li>May recommend for expulsion</li> <li>Contact Risk Management regarding reimbursement if school property</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>Notify police and CWA</li> <li>May recommend for expulsion</li> <li>Refer to Risk Management regarding reimbursement if school property</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>Recommend for expulsion</li> <li>Refer to Risk Management regarding reimbursement if school property</li> </ul>
Smoking, use or possession of tobacco or any placebo. EC 48900 h	<ul style="list-style-type: none"> <li>Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> </ul>
Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
Written, verbal or physical act(s) when viewed as obscene. EC 48900.5, 48900(i)	<ul style="list-style-type: none"> <li>MS - OCS 1-3 days</li> <li>HS - Suspension 3-5 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>May recommend for expulsion</li> </ul>
Habitual profanity or vulgarity toward staff or students. EC 48900	<ul style="list-style-type: none"> <li>Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> </ul>
Possession of drug paraphernalia. EC 48900(j)	<ul style="list-style-type: none"> <li>MS - OCS 1-3 days</li> <li>HS - Suspension 3-5 days</li> </ul>	<ul style="list-style-type: none"> <li>MS - OCS 1-5 days</li> <li>HS - Suspension 3-5 days</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May recommend for expulsion</li> </ul>
Disruption of On-Campus Suspension. EC48900(k)	<ul style="list-style-type: none"> <li>Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May recommend for expulsion</li> </ul>
Exhibiting pre-fight behavior such as name-calling, insults, challenging to fight, squaring off, or using words likely to cause a physical altercation, etc. EC 48900.5, 48900(k)	<ul style="list-style-type: none"> <li>MS - Detention 2-4 days</li> <li>OCS 1-3 days</li> <li>Suspension 1-3 days</li> <li>HS - OCS 1-3 days</li> <li>Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>MS - OCS 3-5 days</li> <li>Suspension 1-3 days</li> <li>HS - Suspension 1-5 days</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>MS - Suspension 1-5 days</li> <li>HS - Suspension 3-5 days</li> <li>May recommend for expulsion</li> </ul>
Violation of hands-off (i.e. pushing, grabbing, hitting, spitting, etc.). EC 48900.5, 489008)	<ul style="list-style-type: none"> <li>MS - Detention 2-4 days</li> <li>OCS 1-3 days</li> <li>HS - OCS 1-3 days</li> <li>Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>OCS 3-5 days</li> <li>Suspension 1-5 days</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>MS - Suspension 1-5 days</li> <li>HS - Suspension 3-5 days</li> <li>May recommend for expulsion</li> </ul>

Gang gesturing/writing. EC 48900.5, 489008)	<ul style="list-style-type: none"> <li>MS - OCS 3-5 days</li> <li>HS - Suspension 1-5 days</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>MS - Suspension 1-3 days</li> <li>HS - Suspension 3-5 days</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>MS - Suspension 3-5 days</li> <li>HS - Suspension 5 days</li> <li>May recommend for expulsion</li> </ul>
Possession of electronic and/or signaling devices. EC 48901.5, 489008)	<ul style="list-style-type: none"> <li>Confiscate device and warn student</li> <li>Parent must pick up item</li> </ul>	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>OCS 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>OCS 3-5 days</li> <li>Suspension 1-3 days</li> </ul>
Incite to riot, disturbance. EC 48900.5, 489008)	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>Recommend for expulsion if combined with EC 48900 a)</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>Recommend for expulsion if combined with EC 48900 a</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>Recommend for expulsion if combined with EC 48900 a</li> </ul>
"NO SHOW" to detention assigned by an administrator. EC 48900.5, 48900(k)	<ul style="list-style-type: none"> <li>OCS 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>OCS 1-5 days</li> <li>Suspend 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 1-5 days</li> </ul>
Inappropriate use of school, cell, or public phone. (EC 489008)	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>OCS 1-3 days</li> <li>Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>Suspension 1-5 days</li> </ul>	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>Suspension 3-5 days</li> </ul>
Possession of laser pen, stink bomb, poppers, water balloons, squid gun, etc., water/food fights of any kind. EC 48900.5, 48900 k	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>OCS 1-3 days</li> <li>Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>OCS 2-3 days</li> <li>Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>Suspension 1-5 days</li> </ul>
Unauthorized area. EC 48900(k)	<ul style="list-style-type: none"> <li>OCS 1-3 days</li> <li>Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>OCS 3-5 days</li> <li>Suspension 1-5 days</li> </ul>	<ul style="list-style-type: none"> <li>MS - Suspension 1-3 days</li> <li>HS - Suspension 3-5 days</li> </ul>
Buying or selling bus passes, food, drinks, or any unauthorized material. EC 48900(k)	<ul style="list-style-type: none"> <li>Confiscate item OCS 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>OCS 3-5 days</li> <li>Suspend 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>Suspension 1-5 days</li> </ul>
Falsifying or altering documents, misuse of passes, wrongful possession of school materials, etc. EC 489008)	<ul style="list-style-type: none"> <li>MS - Confiscate item</li> <li>Detention 2-4 days</li> <li>OCS 1-3 days</li> <li>HS - Confiscate item</li> <li>OCS 1-3 days</li> <li>Suspend 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>MS - Confiscate item</li> <li>OCS 1-3 days</li> <li>Suspend 1-3 days</li> <li>HS - Confiscate item</li> <li>Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>MS - Confiscate item</li> <li>OCS 3-5 days</li> <li>Suspend 3-5 days</li> <li>HS - Confiscate item</li> <li>Suspension 3-5 days</li> </ul>
Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
Gambling in any form (pitching coins, dice, wagering with cards, etc.). EC 48900(k)	<ul style="list-style-type: none"> <li>Confiscate item OCS 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>OCS 3-5 days</li> <li>Suspension-1-3 days</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>Suspension 3-5 days</li> <li>May recommend for expulsion</li> </ul>
Loitering/trespassing on another school campus. EC48900(k)	<ul style="list-style-type: none"> <li>OCS 1-3 days</li> <li>Suspension 1-3 days</li> <li>Notification of Truant Officer</li> </ul>	<ul style="list-style-type: none"> <li>Suspend 1-3 days</li> <li>Notification of Truant Officer</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>Notification of Truant Officer</li> </ul>
Violation of dress code. EC 48900(k)	<ul style="list-style-type: none"> <li>Student to change clothing</li> <li>Detention 3 days</li> </ul>	<ul style="list-style-type: none"> <li>Student to change clothing</li> <li>OCS 1-3 days</li> <li>Suspend 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Student to change clothing</li> <li>Suspension 1-5 days</li> </ul>

Tampering with or signaling false fire alarm, fraudulent or unauthorized use of 911. EC 48900	<ul style="list-style-type: none"> <li>Suspension 5 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May recommend expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May recommend expulsion</li> </ul>
Any form of pornographic material, whether in written or electronic form. EC 489008)	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>OCS 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May recommend expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May recommend expulsion</li> </ul>
Possession or use of matches or lighter. EC 489008)	<ul style="list-style-type: none"> <li>Detention 2-4 days</li> <li>OCS 1 day</li> </ul>	<ul style="list-style-type: none"> <li>OCS 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>OCS 3-5 days</li> <li>Suspend 1-3 days</li> </ul>
Habitually unprepared for class. EC 48900(k)	<ul style="list-style-type: none"> <li>Detention 1-3 days</li> <li>OCS 1-3 days (that teacher's class period only)</li> </ul>	<ul style="list-style-type: none"> <li>OCS 1-3 days (that teacher's class period only)</li> </ul>	<ul style="list-style-type: none"> <li>OCS 3-5 days (that teacher's class period only)</li> </ul>
Habitual or flagrant disruption of school/classroom activities (i.e., horseplay, play-fighting, running, interruption of the learning process). EC 48900 k	<ul style="list-style-type: none"> <li>MS - OCS 1-3 days</li> <li>Detention 2-4 days</li> <li>HS - OCS 2-3 days</li> </ul>	<ul style="list-style-type: none"> <li>OCS 3-5 days</li> <li>Suspend 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 1-5 days</li> <li>May recommend expulsion</li> </ul>
Habitual or egregious cheating. EC 48900 k	<ul style="list-style-type: none"> <li>Suspension 1-5 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> </ul>
Reckless riding, continued defiance of bike rules, riding skateboards, roller skates, roller blades, scooters, etc. on school campus. EC 48900 k	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>Parent must pick up item</li> <li>After school detention</li> </ul>	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>OCS 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Confiscate item</li> <li>OCS 3-5 days</li> <li>Suspension 1-3 days</li> </ul>
Engaged in or attempted to engage in physical conduct of a sexual nature, or public display of affection/sex, "depantsing" EC 48900 k	<ul style="list-style-type: none"> <li>OCS 1-3 days</li> <li>Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension-1-5 days</li> <li>May recommend expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>May recommend expulsion</li> </ul>
Misuse of computer network account and password; allowing another student to use a student's network account and password, or using another student's network account. EC 48900 k	<ul style="list-style-type: none"> <li>OCS 1-3 days and suspend student's use of Internet for one semester</li> <li>Suspend 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>OCS 3-5 days and suspend student's use of Internet for one semester</li> <li>Suspend 1-5 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 1-5 days and suspend student's use of Internet for remainder of year</li> </ul>

Theft or unauthorized possession and/or use of a network account—theft of an account by watching another student or staff member log on, or by other means. EC 48900 k	<ul style="list-style-type: none"> <li>Suspension 1-5 days</li> <li>Remove student from use of WUHSD network for one semester</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>Remove student from use of VVUHSD network for remainder of year</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>Remove student from use of VVUHSD network for remainder of year</li> </ul>
Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
Violation of computer and/or network security. EC48900(k)	<ul style="list-style-type: none"> <li>Suspension 1-5 days and remove student from use of VVUHSD network for one or more semesters</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days and remove from use of WUHSD network for remainder of year</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days and remove from use of VVUHSD network for remainder of year</li> </ul>
Defiance of authority—EC 48900(k)	<ul style="list-style-type: none"> <li>MS - 2-4 detentions</li> <li>OCS 1-3 days</li> <li>Suspension 1-5 days</li> <li>HS - OCS 1-3 days</li> <li>Suspension 1-5 days</li> </ul>	<ul style="list-style-type: none"> <li>MS - OCS 1-3 days</li> <li>Suspension 1-5 days</li> <li>HS - Suspension 1-5 days</li> </ul>	<ul style="list-style-type: none"> <li>MS - Suspension 1- 5 days</li> <li>HS - Suspension 3-5 days</li> </ul>
Intimidating or menacing school personnel or students including hand gestures, written materials, or verbal comments, etc.	<ul style="list-style-type: none"> <li>Suspension 1-5 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May recommend for expulsion</li> </ul>
Knowingly received stolen school or private property. EC 48900(1)	<ul style="list-style-type: none"> <li>OCS 1- 5 days</li> <li>Suspension 1-3 days</li> <li>Refer to Risk Management regarding reimbursement for school property</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>Refer to Risk Management regarding reimbursement for school property</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May recommend for expulsion</li> <li>Refer to Risk Management regarding reimbursement for school property</li> </ul>
Imitation firearm. EC 48900(m)	<ul style="list-style-type: none"> <li>Suspension 5 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May recommend for expulsion</li> </ul>
Committed or attempted to commit a sexual assault or committed a sexual battery (includes restraint against victim's will for purpose of sexual arousal). EC 48900 n	<ul style="list-style-type: none"> <li>Suspension 1-5 days</li> <li>Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 1-5 days</li> <li>Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 1-5 days</li> <li>Recommend for expulsion</li> </ul>
Harassed, threatened, or intimidated a witness. EC48900(o)	<ul style="list-style-type: none"> <li>Suspension 1-5 days</li> <li>Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>Recommend for expulsion</li> </ul>
Unlawfully offered, arranged to sell, negotiated to sell, or	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May recommend for expulsion</li> </ul>

sold the prescription drug Soma. If sales, see C 2. EC 48900(p)			
Hazing/initiation. 48900(q), also see EC 48900.4	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• May recommend expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• May recommend expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• May recommend for expulsion</li> </ul>
Aiding or abetting infliction or attempted infliction, (or instigating) of physical injury (cannot expel solely for this offense). EC 489006	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• May recommend expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• May recommend for expulsion</li> </ul>
Physical Sexual Harassment: Intentional and / or obvious unwelcome or offensive touching or sexual advances Could include "depantsing". EC 48900.2	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• Could result in contact of law enforcement</li> <li>• May recommend for expulsion or released from the school</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• Could result in contact of law enforcement</li> <li>• May recommend for expulsion or released from the school</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• Could result in contact of law enforcement</li> <li>• May recommend for expulsion or released from the school</li> </ul>
Visual Sexual Harassment: Offensive posters, cards, cartoons, writing, graffiti, drawings, objects, or gestures. EC 48900.2	<ul style="list-style-type: none"> <li>• Suspension 4-3-5 days</li> <li>• May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• May recommend for expulsion</li> </ul>
<b>Student Infraction</b>	<b>1st Intervention/Consequence</b>	<b>2nd Intervention/Consequence</b>	<b>3rd, Subsequent Intervention/Consequence</b>
Verbal Sexual Harassment: Offensive comments, jokes or slurs, graphic verbal comments about an individual's body and graphic or verbal comments of a sexual nature. EC 48900.2	<ul style="list-style-type: none"> <li>• OCS 1-3 days</li> <li>• Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• May recommend for expulsion</li> </ul>
An act of hate violence, i.e., any words or actions which reflect negatively on a person's disability, gender, nationality, race/ethnicity, religion, sexual orientation, or association with person! group with one or more of the characteristics. EC 48900.3	<ul style="list-style-type: none"> <li>• OCS 1-3 days</li> <li>• Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• May recommend for expulsion</li> </ul>

Continual threats, intimidating or menacing another student, hostile environment, bullying, etc. EC 48900.4	<ul style="list-style-type: none"> <li>Suspension 1--3 days</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 1-5 days</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May recommend for expulsion</li> </ul>
Terrorist threats. Any statement, written or oral, which is so unequivocal, unconditional, immediate, and specific as to convey to a person fear for his own safety . EC 48900.7	<ul style="list-style-type: none"> <li>MS - OCS 3-5 days</li> <li>Suspension 1-5 days</li> <li>HS - Suspension 3-5 days</li> </ul>	<ul style="list-style-type: none"> <li>MS - Suspension 1-3 days</li> <li>HS - Suspension 5 days</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>MS - Suspension 3-5 days</li> <li>HS - Suspension 5 days</li> <li>May recommend for expulsion</li> </ul>
Truancy	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>Recommend for expulsion</li> </ul>
Teacher Class Suspension EC 48900	<ul style="list-style-type: none"> <li>See school site plan, follow SARB process</li> </ul>	<ul style="list-style-type: none"> <li>See school site plan, follow SARB process</li> </ul>	<ul style="list-style-type: none"> <li>See school site plan, follow SARB process</li> </ul>
Bus offense	<ul style="list-style-type: none"> <li>Refer to district policy and use district adopted class suspension form</li> <li>Refer to bus contract</li> </ul>	<ul style="list-style-type: none"> <li>Refer to district policy and use district adopted class suspension form</li> <li>Refer to bus contract</li> </ul>	<ul style="list-style-type: none"> <li>Refer to district policy and use district adopted class suspension form</li> <li>Refer to bus contract</li> </ul>

The Discipline Continuum was developed for Principal Designees and Superintendent Designees, and outlines the consequences for inappropriate student actions that have been referred to the Superintendent, Principal, Assistant Principal, or Dean of Students.

Infractions or possible consequences are not limited to those found in the Continuum. It should be noted that although the Continuum affords a framework for dealing with inappropriate student behavior in a comprehensive and consistent manner, each disciplinary issue will be reviewed within the context of its unique circumstances and the educational needs of all students. Each administrator must use his/her judgment in applying its provisions, within the limits of California Law, and Board Policy. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with the California Education Code 48900 and District policy. Any exception to the consequences stated in the Continuum will be documented by the school site. Some sites may use On Campus Suspension (OCS) as an intervention consequence.

**You are on a Clean Sweep Campus!**

If you engage in any of the following activities, you may receive a ticket that will land you in Juvenile Traffic Court. Listed are violations and possible judgments (fines) other fines may be imposed at the discretion of the judge.

Code	Violation	Fine
SBCO 25.022(a)	Daytime Loitering (partial or full day)	Community Service Up to \$170
PC 308(b)	Smoking or tobacco products (including pipes, papers, Skoal, etc.)	"Smokeless Saturday" Up to \$75/Community Service*

pc 374.4	Littering (Even if you clean up our mess)	Community Service \$100 -\$750
pc 330	Gaming (Dice, Cards, etc.)	Community Service U to \$170
pc 415	Fighting or disturbing the peace (Including challenges, gestures, etc.)	"Anger Management" Up to \$400/Community Service*
PC 485	Keeping Lost Property (("I found it."))	Community Service Up to \$170
PC 488	Petty Theft (Taking anything not yours)	Community Service Up to \$1000
PC 594.1	Minor possess aerosol paint can	Community Service Up to \$1000
PC 594.2(a)	Minor possess graffiti tools (Markers, paint tips, etc.)	Community Service Up to \$1000
PC 640.6	Affix Graffiti An ta in a related, or not	Up to 200 hours Community Service U to \$1000/Driver's License Suspension**
PC 6470	Under the influence (Alcohol or marijuana)	Alcohol/Drug Diversion Up to \$1000/Driver's License Suspension**
BP 25662	Minor Possess alcohol (Any person under 18 years old)	Alcohol/Drug Diversion Up to \$250/Driver's License Suspension**
BP 25658(b)	Minor consuming Alcohol (any amount)	Alcohol/Drug Diversion Up to \$170/Driver's License Suspension**
HS 11357(e)	Possess less than 1 oz. marijuana (even 1 joint)	Alcohol/Drug Diversion Up to \$500/Driver's License Suspension

\*Community Services

\*\*Automatic 1-year Driver License Suspension

If you have any questions call the main office at (760) 243-5940

## UNIVERSITY PREPARATORY TARDY/TRUANCY POLICY

TARDIES	DISCIPLINE
1-3	Warning Issued Parent Notification Issue Tardy Policy
4	Behavior and Attendance Contract Meeting with Administrator Parent Notification
	Parent Notification After School Detention
8 or More	After School Detention or Saturday School *Parent Conference with Administrator *Possible dismissal from UP *Loss of ALL extra-curricular activities (dances, sports, etc.)

**\*\*Please note that if Saturday school is not available, it will be replaced by 3 or more days of After school detention\*\***

**\*It is the responsibility of the student and parent to monitor tardies according to the parent/student compact which is signed at the beginning of the school year- Discipline will occur if a student has excessive tardies. Please refer to the above table. Tardy sweeps will occur randomly throughout the school year, which means your student will not be allowed to enter the classroom for that period if they are caught in the tardy sweep.\***

### CHROMEBOOK DAMAGE POLICY

Students of the Victor Valley Union High School District are responsible for the general care of Chromebooks utilized at school. If the device is damaged and/or inoperable as a result of willful action or negligence, the student will be charged a fine for damage repair according to the schedule below:

Model: Acer 720 1 740 Chromebook	
Complete Replacement	\$289.00
LCD Screen	\$65.00
LCD Touch Assembly	\$170.00
Lowercase	\$40.00
LCD Cover	\$40.00
LCD Bezel	\$30.00
Bottom cover	\$40.00
Keyboard & touchpad	\$90.00
Touchpad	\$50.00
AC Adapter	\$30.00

Fee information:

Upon damage verification, a letter will be sent home explaining fees, repairs, and/or other consequences.

Fees, fines and charges will remain on a student's record until resolved prior to their exiting at each level.

If the student moves between schools within the district while at the same level without

Resolving the fees, fines and charges at the previous school, the receiving school is responsible

For collecting those charges. If the student moves outside the district, records can be held by

the school until the fees, fines and charges are paid.

# STUDENT ATTENDANCE REVIEW BOARD (SARB)

Parents are responsible for a child's attendance from the age of 6 until the age of 18.

(Ec. 548200)

## SARB Process:

Three (3) — Unexcused Absences:

- The student is classified as a truant and reported to the school's Attendance Administrator. Truancy Letter #1 will be sent by mail to the student's parent/guardian, with a copy forwarded to the District Attorney.

Six (6) — Unexcused Absences:

- The student is again reported to the school's Attendance Administrator.
- Truancy Letter #2 will be sent by mail to the student's parent/guardian.
- The school site will attempt to contact parent/guardian to schedule a meeting with school administration to review the truancy problem and to avoid further measures.

Nine (9) — Unexcused Absences:

- Truancy Letter #3 will be sent by mail to the student's parent/guardian.
- The student is classified as habitually truant and subject to summons to appear in front of the Student Attendance Review Board (SARB).

## SARB Hearing

- The parent is given notice of hearing by mail for the scheduled hearing to meet with SARB to consider a proper plan for correcting problems with attendance. Notices for SARB are sent by mail 10 days in advance to address on file. The parent and student will be asked to sign an attendance contract. Failure to comply with the contract will result in the order of a citation to appear in court.
- To avoid receiving penalties please make sure that the student attends all classes daily and on time. Inform the school when the student is out for valid medical reasons by phone or written note. You may also contact the schools Attendance Department on a regular basis to make sure there are no attendance issues you may have missed.

## TRUANCIES AND UNEXCUSED ABSENCES

Reasons NOT acceptable for being absent from school are considered truancies or unexcused absences.