

2024/2025 Student and Family Handbook



UPLAND UNIFIED
SCHOOL DISTRICT



It Takes a Village

A Message from the Superintendent

Dear Upland Unified School District Families,

I hope this letter finds you and your loved ones in good health and high spirits. As we eagerly anticipate another academic year, it brings me immense joy to extend a warm and heartfelt welcome to each and every one of you.

I am Dr. Lynn Carmen Day, your superintendent, and it is truly an honor to serve this wonderful and diverse community. The Upland Unified School District is not just a collection of schools; it is a family united by a shared commitment to academic excellence, personal growth, and community engagement. Together, we form the foundation for our students to build their futures.

As we embark on this journey together, I am grateful for your unwavering support and dedication to our schools. Your involvement, whether volunteering in the classroom, cheering on our athletes from the sidelines, or simply being present in your child's education, is invaluable and deeply appreciated.

We remain committed to fostering a culture of inclusivity and belonging where every student feels seen, heard, and valued for who they are. Diversity is our strength, and it is through embracing our differences that we truly enrich the fabric of our school community.

In closing, I express my heartfelt appreciation for your trust in us to educate and nurture your children. Together, we will continue to inspire curiosity, ignite passion, and empower every student to reach their full potential.

I look forward to the journey ahead and the countless memories we will create together. If you ever have any questions, concerns, or ideas you would like to share, please do not hesitate to reach out.

Wishing you all a fantastic start to the 2024-2025 school year!

Warmest regards,



Dr. Lynn Carmen Day
Superintendent



A Message from the Principal

Dear Citrus Families,

Welcome to Citrus Elementary School! We have prepared a Student/Parent Handbook with vital information about your child's school in regards to academics, social and emotional growth, and safety. It is important to Citrus to have open communication with families. We will continue to inform you about school activities through Parent Square, Instagram, email or by telephone.

Please:

- Review the school rules and discipline plan with your child
- Save this packet for future reference
- Keep us updated regarding change of address, phone or work information

Here are some important links:

- [Citrus Website](#)
- [UUSD Website](#)

I welcome feedback and appreciate your partnership and opinions. Feel free to contact me by stopping by the office, phone or email with any questions, suggestions, or celebrations. By working together, we can ensure a successful educational experience at Citrus for all of our scholars!

Best regards,

Tanisha Hawkins

Mrs. Hawkins

Principal of Citrus Elementary School



Table of Contents

Superintendent’s Message	1	Extracurricular Activities	23
Principal’s Message	2	Special & Alternative Programs	24
District Calendar	4	Adult Education	24
Bell Schedule	5	Newcomer	25
Contact Information	6	Special Education	26
General Information	8	Attendance	28
California Law Regarding Safe Storage of Firearms	9	Absences	28
Child Abuse Reporting	10	Attendance Policy for Citrus Elementary	31
Clever	10	Tardiness	32
Closed Campus and Visitors	10	Truancy	33
Counselor Services	11	Parking, Drop off, Pick Up, Arrival, Dismissal	35
Foster Educational Rights	11	Discipline & Behavior	36
Homeless Educational Rights	12	Bullying Prevention Policy	36
Labor Code 230.8	13	<i>Hate Related Issues</i>	36
Library	13	What All Pupils Need To Know (Bullying)	37
Lost & Found	13	Citations and Behavior Notices	37
Medical Concerns	14	Confiscated Items	38
Messages & Deliveries	15	Electronic Communication Device Policy	38
Nutrition Services	15	Law Enforcement	39
Off-Campus	16	Searches	40
Online Student Accounts	16	Sexual Harassment Policy	40
Online Student Data Confirmation & Updates	16	Social Media	42
Parent Liability	16	Student Dress Standards / Personal Belongs	43
ParentSquare Communication System	16	Suspensions and Expulsions	44
Patriotic Exercises	17	Tobacco and Vaping Policy	45
PE Excusal Policy	17	Use of Mobile Phone for Recording	45
Personal Beliefs	18	Behavior Flow Chart	46
Release of Student Records	18	Citrus’ Schoolwide Expectations	47
School Communications	19	Behavior Expectations	47
Textbooks & School Issued Equipment	19	Other Rules and Regulations	53
Use of School Property	19	Health	54
Volunteers	20	Prevention of Student Harassment	56
Mental & Physical Health Resources	20	Uniform Complaint Procedures	57
Academic Information	21	Non- Discrimination Policy	58
Inclusive and Equitable Resources	21	Williams Complaint Procedure	58
Homework	21	Annual Required Notifications	59
Summer Bridge	21	Acknowledgement of Receipt and Review	60
Testing & Assessments	22		

2024/2025 School Calendar

2024

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

August						
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September						
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November						
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December						
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2025

January						
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March						
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30	31					

April						
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May						
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June						
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29	30					

180 School Days

Legal Holidays

JULY
4 Independence Day

AUGUST
15 In-Service Day
16 In-Service Day
20 First day of School

SEPTEMBER
2 Labor Day

NOVEMBER
1 In-Service Day
11 Veterans Day
25-29 Thanksgiving Break

DECEMBER
20 Minimum Day
23-31 Winter Break


JANUARY
1-3 Winter Break
17 End of 1st Semester
20 Martin Luther King Day
21 In-Service Day


FEBRUARY
10 Lincoln's Birthday - Observed
17 Presidents Day


March
24-28 Spring Break


MAY
26 Memorial Day

JUNE
5 Last Day of School
19 Juneteenth (Classified Holiday Observed)

 Legal/Local Holidays - District & Schools Closed

 Non-student/Teacher Attendance

 Teacher In-Service Days

 Opening/Closing

End of Trimester (TK-8)

November 15
February 28
June 5

End of Quarter/Semester (9-12)

October 25 (end of 1st Quarter)
January 17 (end of 1st Semester) 91 School Days
March 21 (end of 3rd Quarter)
June 5 (end of 2nd Semester) 89 School Days

2024-2025 Bell Schedules

Start of the School Day	Gates Open for Breakfast	8:00 am
	School Begins	8:30 am
Morning Recess	Recess TK / Kinder	10:15 - 10:30 am
	Recess Grades 1st , 2nd, 3rd,	10:00 - 10:15 am
	Recess Grade 4	10:00 - 10:15 am
	Recess Grades 5-6	10:15 - 10:30 pm
Lunch Schedules	Transitional Kindergarten	11:15 - 12:00 pm
	Kindergarten	11:15 - 12:00 pm
	Grade 1	11:45 - 12:20 pm
	Grade 2	11:25 - 12:10 pm
	Grade 3	12:15 - 1:00 pm
	Grade 4	11:35 - 12:20 pm
	Grade 5	12:00 - 12:45 pm
	Grade 6	12:30 - 1:15 pm
Dismissal Times	TK Dismissal (All year)	1:30 pm
	Kindergarten Dismissal	3:00 pm
	Grades 1-6	3:00 pm

Special Schedules

► **Wednesday Early Release Days:**

- *Grades TK - 6th Grade : 8:30 - 1:30*
- *Every Wednesday is Early Release Day*

► **Minimum Days : Out at 12:00 noon**

September 8th, December 21st, May 24th, June 13th

- *Grades TK - 6th Grade : 8:30 - 12:00 pm.*

Contact Information

***For information,
please contact your school first***

- ▶ To report an absence, call your school's telephone or attendance number on the day of the absence.
- ▶ School websites can be accessed at <https://www.upland.k12.ca.us/>
- ▶ If further assistance is still needed, please call the District Office.



UPLAND UNIFIED
SCHOOL DISTRICT

Phone: (909) 985-1864

Address: 390 NORTH EUCLID AVENUE
UPLAND CA 91786

Website: <https://www.upland.k12.ca.us/>

School Sites / Administrators	Contact / Secretaries	Phone Number
Baldy View Elementary Admin: Angela Huerta 979 W. 11th St.	Jeannette Poot-May	909-982-2564 Ext. 10301
Cabrillo Elementary Admin: Tricia Banks Noble 1562 W. 11th St..	April May	909-985-2619 Ext. 13301
Citrus Elementary Admin: Tanisha Hawkins 925 W. 7th St.	Rebecca Moore	909-949-7731 Ext. 12301
Foothill Knolls Elementary Admin: Jennifer Morris 1245 Veterans Ct.	Michelle Blanco	909-949-7740 Ext. 13301
Magnolia Elementary Admin: Caryn Sanchez 465 W. 15th St.	Sandy Scruggs	909-949-7750 Ext. 14301
Pepper Tree Elementary Admin: Chris Deegan 1045 W. 18 th St.	Monique Walker	909-949-9635 Ext. 15301
Sierra Vista Elementary Admin: Roxanne Rubert 253 E. 14 th St.	Carol Boersma	909-949-7780 Ext. 16301
Sycamore Elementary Admin: Susan Holstrom 1075 W. 13 th St	Sheila Lynch-Larsen	909-982-0347 Ext. 17301
Upland Elementary Admin: Dr. Leila Dodge 601 N. 5 th Ave	Valerie Caustrita	909-949-7800 Ext. 18302

Valencia Elementary Admin: Allyson Wisz 541 W. 22 nd St.	Stacy Ansara	909-949-7830 Ext. 19301
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Pioneer Jr. High Admin: Christopher Kotlewski W. 245 18 th St.	Susan Koch	909-949-7770 Ext. 31301
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Upland Jr. High Admin: Hector Vasquez 444 E. 11 th St.	Roxanne Alvarez	909-949-7810 Ext. 32301
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Hillside High School Admin: Chris Beeson 1558 W. 9 th St.	Rebecca Wells	909-949-8400 Ext. 36301
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Upland High School Admin: Dr. Martin Gomez 565 W. 11 th St.	Jillian Salber	909-949-7880 Ext. 35301
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Administrator / Office	Contacts	Phone Number
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Lynn Carmen Day Superintendent	Sherry Martinez	909-985-1864 Ext. 21107
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Human Resources	Ji Wang	909-985-1864 Ext. 21103
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Homeless / Foster Liaison	Mario Jacquez	909-949-4804 Ext. 18352
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Business/ Fiscal Services	Jeanette Sanchez	909-985-1864 Ext. 21121
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General Information

Welcome to UUSD! The following information serves as a guide to policies and procedures that we employ in our District. Our District is bound by law to adhere to California Education Code, California Penal Code, legislative developments, and other regulations and laws, which are referenced throughout this document. Additionally, School officials stand in loco parentis (“in the place of a parent”); all students must obey the prescribed rules and regulations that school officials and teachers have authority to enforce.



California Law Regarding Safe Storage of Firearms

The Upland Unified School District would like to remind parents, legal guardians, and caregivers of all students of their responsibilities for keeping firearms out of the hands of students as required by California law. There have been many news reports of students bringing firearms to school. In many instances, the student obtained the firearm(s) from their home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition. Thank you for helping to keep our students and schools safe. The easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

To help everyone understand their legal responsibilities, this section spells out California law regarding the storage of firearms. Please take some time to review this section and evaluate your own personal practices to assure that you and your family are in compliance with California law.

► Student Access to Firearms:

With very limited exceptions, California makes a person *criminally* liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a student is likely to gain access to the firearm without the permission of the student's parent or legal guardian, and the student obtains access to the firearm and thereby (1) causes death or injury to the student or any other person; (2) carries the firearm off the premises or to a public place, including *to any preschool or school grades* kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; *or (3) unlawfully* brandishes the firearm to others.¹

■ **Note:** *The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the student gaining access to the firearm.*

► Negligence in Firearm Storage:

With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a student/child is likely to gain access to it without the permission of the student's/child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the student/child, even where a minor **never** actually accesses the firearm.²

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.³

- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's student/child or ward.⁴

■ **Note:** *Your county or city may have additional restrictions regarding the safe storage of firearms.*

Child Abuse Reporting

School personnel are required to make an initial report immediately, or as soon as is practicably possible, by telephone and prepare a written follow-up report within 36 hours of the observation that a minor has injuries inflicted upon them by other than accidental means. The report must be made by telephone and in writing to either the local police or the Department of Public Social Services. School personnel may be deemed civilly and criminally liable for failure to report such observations but are immune from civil or criminal liability as a result of making such a report unless it can be proven that a false report was made with malice.

Clever

Clever is the main digital platform the UUSD uses for the sharing of communication and instructional materials and resources for students. Students and parents can monitor students' progress through the posted gradebook, communicate with teachers through the Inbox, and complete and submit assignments through the courses. Students are automatically provided logins to Clever through their enrollment in the District.

Closed Campus & Visitors

The Upland Unified School District (UUSD) considers the safety and health of our staff and students a top priority. To further safeguard the safety of students while in our care we have implemented the Raptor Visitor Management System to ensure that individuals visiting our campuses and interacting with our students are authorized to do so. You will continue to be required to present your identification to the office staff.

- Accepted forms of identification are as follows:
- Any state-issued driver's license or identification card
- Military ID (active duty or ret.), Federal, State, or County government ID
- Mexican Matrícula Consular card
- Permanent resident card

Once the front desk staff scans the identification provided and the visitor is cleared to visit, the Raptor system will print a visitor badge that may contain the visitor's name, picture, and destination.

When staff scans the barcode on the backside of a state-issued driver's license or identification card, it is important to note that the Raptor system only scans the visitor's name, date of birth, and photo and that any additional information is not gathered nor stored. This information will be compared against the national database of registered sex offenders.

The Raptor system is not connected to other systems such as the Department of Motor Vehicles (DMV), Department of Justice (DOJ), or Immigration and Naturalization Services (INS).

Any other information on the ID is not visible or accessible to any Raptor users. The data we screen is not shared or communicated. It is confidential and stored securely in a web-based system.

Our goal is to continue to provide a welcoming and warm environment for our parents, students, and staff while simultaneously communicating a culture of safety and security to the community. All parents are urged to continue to participate in their child's education.

If you currently do not have access to a government-issued form of identification, here are some resources to assist you:

- For a CA license visit, a local DMV office or go to www.dmv.org.
- For a Mexican Matrícula Consular card, please visit a consular office. The card is issued without regard to immigration status and provides no immigration information.
- For a Military ID card, please go to www.cac.mil/uniformed-services-id-card/
- For a Permanent Resident Card, please go to www.uscis.gov/i-90 All parents have a right to participate in their child's education. If you have any questions or concerns about the implementation of this system, please schedule a meeting with your student's principal. We hope you will find Raptor a welcome addition to the continuing effort to provide the most secure learning environment for our students.

For further information regarding Raptor please visit: <https://raptortech.com/>

Counselor Services

Counselors are responsible for academic advisement, career exploration, personal and social counseling, and conflict management. Students and parents or guardians are welcome to schedule appointments with their counselors as necessary.

Foster Youth Education Rights

At Upland Unified School District, we are committed to supporting the educational rights and well-being of foster youth. Foster youth face unique challenges, and it is our mission to ensure they receive the necessary support and resources to thrive academically and personally. As part of this commitment, we acknowledge and adhere to the following rights and provisions for foster youth:

► District Foster Liaison

Foster youth have specific rights guaranteed by law to ensure their educational stability and success. These rights include:

- **Immediate Enrollment:** Foster youth have the right to immediate enrollment in school, even if they lack required documents, such as proof of residency or school records.
- **School Stability:** Foster youth have the right to remain in their school of origin, if it is in their best interest, even if they change living placements or school districts.
- **Transportation Assistance:** Transportation services may be provided to ensure foster youth can attend their school of origin, if it is determined to be in their best interest.
- **Participation in Extracurricular Activities:** Foster youth have the right to participate fully in all school programs and activities, including extracurricular activities and Title I services.
- **Educational Support Services:** Foster youth are entitled to receive appropriate educational support services, such as tutoring, counseling, and special education services, as needed.

- **Access to Records:** Foster youth have the right to access their education records and receive assistance in obtaining school records, even if they change schools frequently.
- ▶ **Referrals to Support Services:**
 - Our district recognizes the importance of providing comprehensive support to foster youth and their families. We can provide referrals to community agencies and organizations that offer additional support services, including housing assistance, and counseling.
 - We encourage foster youth and their families to reach out to our district foster youth liaison for assistance and guidance. Together, we can ensure that every foster youth receives the support they need to succeed academically and beyond.
- ▶ **District Foster Youth Liaison:**
 - For any questions or assistance regarding services for foster youth, please reach out to Mario Jacquez, Ed.D., who serves as the district foster youth liaison. You can contact Dr. Jacquez via email at Mario.Jacquez@upland.k12.ca.us or by phone at 909-949-4804.

Homeless Education Rights

We at Upland Unified School District are committed to providing equal educational opportunities for all students, including those experiencing homelessness. As part of our dedication to ensuring the educational rights and protections of homeless children and youth, we adhere to the McKinney-Vento Homeless Assistance Act (McKinney-Vento Act) (42 United States Code § 11431-11435), a federal legislation designed to support students facing housing instability.

▶ Definition of Homeless

Under the McKinney-Vento Act, homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence. This includes:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Children and youth who may be living in motels, hotels, trailer parks, shelters
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or
- Migratory children who qualify as homeless because they are children who are living in similar circumstances listed above

▶ Resources for Homeless Children and Youth

We understand the challenges that homeless students may face, and we are dedicated to providing support and resources to ensure their academic success. Here are some key resources available to homeless students and their families:

- **Enrollment Rights:** Homeless students have the right to immediate enrollment in school, even if lacking required documents, such as proof of residency, immunization records, or school records.
- **Transportation Assistance:** Transportation services may be provided to ensure homeless students can attend their school of origin, if it is in their best interest, regardless of their current living situation.
- **Educational Support Services:** Homeless students are entitled to participate fully in all school programs and activities, including extracurricular activities and Title I services.
- **Referrals to Community Resources:** Our district can provide referrals to community agencies and organizations that offer additional support services, such as housing assistance, counseling, and health care.

► District Homeless Liaison

Should you have any questions or require assistance regarding homeless services, please reach out to Mario Jacquez, Ed.D., who serves as the district homeless liaison. You can contact Dr. Jacquez via email at Mario.Jacquez@upland.k12.ca.us or by phone at 909-949-4804.

Labor Code Authorizing Parent to Take Up to 40 Hours Per Year: *Labor Code 230.8.*

- (a) (1) An employer who employs 25 or more employees working at the same location shall not discharge or in any way discriminate against an employee who is a parent of one or more children of the age to attend kindergarten or grades 1 to 12, inclusive, or a licensed childcare provider, for taking off up to 40 hours each year, for the purpose of either of the following child-related activities:
- (B) To address a child care provider or school emergency, if the employee gives notice to the employer
- (2) “Child care provider or school emergency” means that an employee’s child cannot remain in a school or with a child care provider due to one of the following:
 - (A) The school or child care provider has requested that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider.
 - (B) Behavioral or discipline problems.
 - (C) Closure or unexpected unavailability of the school or child care provider, excluding planned holidays.
 - (D) A natural disaster, including, but not limited to, fire, earthquake, or flood.

Library

The mission of the Upland Unified School District libraries is to empower students to develop as critical thinkers, enthusiastic readers, and skillful researchers. UUSD libraries will provide inclusive and equitable resources and spaces that are technologically and globally relevant centers of learning to students and other staff invested in the education and preparation of students for a changing society.

Pursuant to Board Policy 6144, the Governing Board recognizes that the district's educational program may sometimes include instruction related to controversial issues that may arouse strong reactions based on personal values and beliefs, political philosophy, culture, religion, or other influences. Instruction concerning such topics shall be relevant to the adopted course of study and curricular goals and should be designed to develop students' critical thinking skills, ability to discriminate between fact and opinion, respect for others, and understanding and tolerance of diverse points of view. UUSD libraries will strive to provide a collection and materials with free access to ideas, sides of a cause, or movement that are factual. UUSD realizes that intellectual freedom has limitations in the library setting.

Some limitations to intellectual freedom in UUSD library settings are:

- Material that is deemed to be dangerous to students or give detailed directions that are deemed dangerous.
- Material that is deemed to glorify or promote illegal activities such as violence, drug abuse, or other harmful activity.
- Material that is deemed to glorify or promote racism or sexism.
- Material that is exclusionary and does not provide to the academic discussion of differing viewpoints.

The Governing Board subscribes to the principles expressed in the American Library Association's Library Bill of Rights. It is the responsibility of the school district to provide a wide range of materials on different levels of difficulty and representing different points of view. School library professional staff will provide materials on opposing viewpoints on controversial issues to enable students to develop necessary critical thinking skills in order to be discriminate users of information and productive members of society.

Lost & Found

All clothing articles that are found should be hung up on the hooks located around the classrooms and playgrounds immediately after finding them. All other articles (glasses, jewelry...) should be brought to the office. Students should mark their personal property with their name. Students are responsible for loss of or damage to any property belonging to them such as clothing, equipment, books, instruments, and money. The school will, in every way possible, try to protect appropriate personal belongings. Do not bring items of value to school. The lost and found clothing articles are on the hooks around the school. All other items will be in the office.

Medical Concerns

► **Disease:**

A student while infected with any contagious or infectious disease may not remain in any public school. Students will be readmitted upon evidence that the condition has been alleviated.

► **Automated External Defibrillators (AED):**

Senate Bill 658 went into effect on January 1, 2016, requiring all educational buildings with an occupancy of 200 or more (that are constructed on or after January 1, 2017) to have an Automated External Defibrillator (AED) on the premises. The District, in response to Senate Bill 658, went beyond what was required and determined that it would fully cover each of its campuses. Each school site has one unit.

► **UUSD NARCAN Strategy:**

The District strategy to help safeguard students from the dangers of Fentanyl now includes the availability of Naloxone (NARCAN) nasal spray on each campus. NARCAN is an opioid antagonist that effectively reverses an opioid overdose by blocking the effects of opiates on the brain and restoring breathing. NARCAN is otherwise innocuous and poses no side effects. NARCAN nasal sprays of 4 mg doses are stored in the main office on campus. The District offers continued NARCAN training to medical staff, administrators, campus officers, and other staff members who volunteer to receive the training.

For additional information on NARCAN, please refer to:
<https://www.cdc.gov/stopoverdose/naloxone/index.html>.

► **Health Office:**

A qualified nursing assistant and/or credentialed school nurse is on duty in the Health Office and is on-call for emergencies during school hours. All medications, including over the counter, require a California physician's order and must be kept in the Health Office. Students who become ill during the school day must request a pass from the current teacher in order to go to the Health Office. If students need to leave school due to illness, they must be picked up from school by a parent or guardian.

► **Immunization Requirements:**

All students must show proof of immunizations to attend school. Immunization records must be from a physician or public agency with a physician's or nurse's signature/stamp. Failure to provide this may result in exclusion from school. For a detailed list of required immunizations, please visit www.shotsforschool.org/k-12 If you have any questions and/or concerns, please contact your school nurse.

► **Protection of Health:**

A student requiring modification to any work or services due to health concerns requires a written physician's statement.

Messages & Deliveries

Since we desire to maintain a learning environment that is uninterrupted, non-emergency messages and deliveries, including flowers and balloons, may not be delivered to the school site, and will not be sent to classes. Gift shop and off-campus food deliveries are not permitted, including but not limited to Uber Eats, GrubHub, etc. Students are responsible for study materials, homework, lunch, lunch money, uniforms/sports equipment, and transportation scheduling during non-school hours. We appreciate your understanding that instructional time should not be interrupted.

Nutrition Services

The Nutrition Services department is made up of a team of food and nutrition professionals who are dedicated to students' health, well-being, and their ability to learn as well as sustainability practices such as reducing food waste. The UUSD supports learning by promoting healthy habits for lifelong nutrition and fitness practices. Breakfast, Lunch, and Supper served at school exceeds the nutrition recommendations of the U.S. Dietary Guidelines. The Nutrition Services Farm to School program is focused on connecting students to the source of food by cultivating a garden and an after school garden club in every school, farm field trips, and focusing on purchasing locally grown food.

The UUSD provides students with access to a variety of appealing foods, including plant-based options, that meet their health and nutrition needs. The UUSD offers FREE meals to all students. Students may also purchase additional snack items for a fee. For more information on pre-payment options for snack items, call (909) 460-5643 or visit our website at www.upland.k12.ca.us and click the Business Services at the top of the page under departments. Then click Nutrition Services.

Off-Campus

Leaving campus without permission is a violation of school rules. If a student needs to be dismissed before the end of the school day, the student needs to bring a note to the Main Office at the beginning of the school day. Parents or guardians may come in to sign out their student. Truancy earned by leaving campus without permission may not be cleared after the fact.

■ **NOTE:** *Emergency contacts are NOT authorized to check-out students from school without written permission from the parent or guardian. An emergency contact is contacted in the event of a school-related emergency when the school is unable to reach the parent or guardian.*

Online Student Accounts

Students have access to online resources to support their instruction, including Google, and a variety of high-quality research databases. Student email is provided via Google, and electronic file storage is available in Google Drive, while students are enrolled. Parents, guardians, or caregivers wishing to monitor the use of these resources may use their students' login credentials.

Online Student Data Confirmation & Updates

Parents or guardians can update their student's information and view their student's attendance through the Parent Portal Accounts at www.aeries.net. To create this account, please contact your school.

Parental Liability

The parent or guardian of any minor whose willful misconduct results in injury or death to any student or any person employed by, or performing volunteer services for, a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a UUSD school or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor.

ParentSquare Communication System

The UUSD is pleased to offer ParentSquare as our home/school communication system. This system allows parents and students to receive information regarding events in the school and district and allows for streamlined communication between parents/students and teachers. To access ParentSquare, go to www.parentsquare.com and enter the phone number or email given to your school site during registration. Additionally, parents are strongly encouraged to download the ParentSquare app for Apple and Android devices. If you have further questions, please contact your school's guidance office.

Patriotic Exercises

Each school will schedule an appropriate daily patriotic exercise. All students are expected to observe this portion of the day's schedule respectfully. A student who conscientiously objects to saluting the flag or reciting the Pledge of Allegiance to the flag may abstain but must quietly allow the participation of others without interruption.

Physical Education Excusal Policy (medical excuses)

All notes (parent/doctor) are to be given to the health office before school to be kept on file.

► Parent/Guardian Note*:

Parent notes will be accepted for limited or full restriction from activities for up to three consecutive days (weekends count as part of the three consecutive days). The note must include the following or it will not be accepted:

- Date
- Student's full name
- Reason for the excuse (please be specific)
- Length of the restriction (1,2, or 3 days) – if not specific, the note will be for 1 day only
- Designate if full or limited restriction (see below for clarification)
- Phone number where parent can be reached
- Signature (only a parent or guardian may write a note)

LIMITED RESTRICTION INCLUDES:

- Come to class wearing appropriate activewear
- Walk the jogging track
- Stretch
- Light activity
- **No make-up work required for participation points**

FULL RESTRICTION INCLUDES:

- Observe during class
- **Make-up work required (4-6th Grade)**

Note: If notes are frequently written and student participation in Physical Education is negatively impacted, an SST meeting may be scheduled with the family, PE Teacher, district nurse, and site administrator. If injuries or medical issues persist, encourage families to seek a doctor's note.

► Doctor's Note:

A doctor note is required for any on-going medical problem that may restrict participation in class at any time. When a student is to be excused for a period longer than three days, a doctor's note must be obtained and include the following:

- Length of restriction Include end date (may state until follow-up with specialist/orthopedic, etc.)
- Specific activity the student cannot perform

THE TEACHER WILL DETERMINE ONE OF THE FOLLOWING OPTIONS FOR THE STUDENT:

- The student will continue in class with modifications.
- The student will be required to complete a health lesson assigned for the week or complete a minimum of 50 minutes of activity and have the [online makeup form](#) signed by a parent or guardian.

A doctor note is required for any ongoing medical problem that may restrict participation in class at any time.

Personal Beliefs

Absence for Religious Instruction (EC 46014): Pupils, with the written consent of their parents or guardians, may be excused from school to participate in religious exercises or to receive moral or religious instruction.

Conflict with Religious Beliefs (EC 51240): If any part of a school's instruction in health conflicts with the religious training and beliefs of a parent or guardian of a student, the student, upon written request of the parent or guardian, shall be excused from the part of the instruction that conflicts with the religious training and beliefs.

Personal Beliefs or Practices Survey (EC 51513): No test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality, and religion, or any questions about the pupil's parents' or guardians' beliefs and practices in sex, family life, morality, and religion, shall be administered to any pupil in kindergarten or grades 1 to 12, inclusive, unless the parent or guardian of the pupil is notified in writing that this test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the pupil to take this test, questionnaire, survey, or examination.

Release of Student Records

Access to School Records - In the course of a student's education, the UUSD keeps records as deemed necessary to provide programs to meet their needs and interests. California Education Code provides parents or guardians the right to inspect and review these records and to question the accuracy and substantiation of any and all such records, files and data. Procedures are available for parents or guardians to request removal of certain types of information. When a student transfers to another school district or to a private school, a copy of the student's record will be transferred upon request from the other school district or private school. Written consent of parents or guardians for transfer of records is not necessary, and records will be forwarded without unnecessary delay.

The principal of the student's school is responsible for student records. All records will be made available for review at a mutually convenient time during the regular school day, five business days from written request.

UUSD, in cooperation with the California Departments of Health Services and Education, has a program to allow the UUSD to be reimbursed with Federal Medicaid dollars for selected health services (such as hearing and vision screenings and health assessments) provided to eligible students at the school. In accordance with Local Education Agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the UUSD's billing agency. These records will be forwarded in a confidential manner. Our vendor holds a contract with the UUSD that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, our vendor is HIPAA compliant (Federal Health Insurance Portability and Accountability Act).

School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents or guardians will never be billed for services by the UUSD.

Notification of Release - Information concerning a student shall be furnished in compliance with a court order or a lawfully issued subpoena. The UUSD shall make a reasonable effort to notify the parent or guardian and the student in advance of compliance with a lawfully issued subpoena and, in the case of compliance with a court order, if lawfully possible within the requirements of the order.

School Communication

Parents or guardians with a question, concern, or comment should call the school at their earliest convenience. Parents or guardians are welcome to visit the school; however, under no circumstances should a parent or guardian attempt to meet with a teacher by going directly to the classroom. All parents or guardians must check in at the Main Office and make an appointment to see a teacher with at least a 24 hour notice. Appointments are usually scheduled before school, after school, or during the teacher's preparation period. If a parent or guardian would like to observe their student in class, arrangements must be made at least 24 hours in advance and the length of the visit shall be brief and agreed upon with the administration.

Textbooks & School Issued Equipment

Textbooks are the responsibility of the student until returned. Students may be charged for lost textbooks and school issued equipment at the current replacement cost and may be liable for fines if books and school issued equipment are returned damaged.

Use of School Property

The use of any public-school building and grounds for any meeting is subject to such reasonable rules and regulations as the Board of Trustees of the UUSD prescribes and shall in no way interfere with the use and occupancy of the public schoolhouse and grounds, as is required for the purposes of the public schools of the State.

Volunteers

The volunteer program at UUSD is designed to encourage volunteer participation while ensuring that steps are taken to protect the safety and interests of our students. We thank you and support your efforts in helping our students and school staff.

A school volunteer is a person who is willing to take time to share wisdom and experience with those on the threshold of the future...our students. A school volunteer helps expand and enrich the students' learning experience by working under the direction of the school staff.

Education is a team effort, and volunteers are critical to the school team. Your involvement on a school campus shows our students that you are concerned, that you value them, and that you want to help them succeed and be the best they can be.

We appreciate our community resources and thank you for providing your precious time, individual talents, and expertise as a school volunteer.

► Getting Started

School volunteers must complete all requirements before volunteering at a District school. The complete list of requirements are identified below.

Prospective volunteers must complete the following:

- [Volunteer Assistance Application Form](#) (Must be completed annually) required with proof of identification, such as a California Driver's License or California ID
- Fingerprint Clearance through the State of California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) (Valid for the duration of your uninterrupted service)
- A negative Tuberculosis (TB) clearance within 60 days of initial service and every four years after that
- Volunteer Code of Conduct (submit to school office)

Mental & Physical Health Resource Information

As part of our commitment to supporting our community's holistic well-being, we provide information to a range of family resources aimed at bolstering both mental and physical health. We understand that navigating the demands of life can sometimes be challenging, which is why we believe it's crucial to have a strong support network in place. These resources offer valuable guidance, from tips on managing stress and anxiety to promoting healthy lifestyle habits. Whether you're seeking counseling services, nutritional advice, or simply looking for ways to enhance your overall wellness, we encourage you to explore the wealth of resources available to you and your family. Your well-being is paramount to us, and we're here to help you thrive academically, emotionally, and physically.

Access the family resources for mental and physical health support: [Family Resources Link](#).

Academic Information

Inclusive and Equitable Resources

Teachers make informed decisions about materials and methods of instruction based upon many factors, including alignment to state standards, frameworks, and district adopted curriculum designed to increase student engagement and representation. Literature and instructional materials, including political cartoons, infographics, and other media, are intended to broaden students' perspectives and provide glimpses into an array of lived experiences. Ensuring the literature studied is representative of diverse narratives, themes, characters, and issues offers powerful opportunities to build community, increase student empathy, and confront bias and prejudice consistent with the District's Resolution Affirming Commitment to Racial Equity and Anti-Racist Policies and Procedures.

Some of the reading selections available to students, either assigned by the teacher or chosen by the student, may contain material considered provocative or controversial based on personal values and beliefs, political philosophy, culture, religion, or other influences. Instruction concerning such topics shall be relevant to the adopted course of study and curricular goals and should be designed to develop students' critical thinking skills, ability to discriminate between fact and opinion, respect for others, and understanding and tolerance of diverse points of view. We invite parents to be involved in their students' education. Questions or concerns about instructional materials and/or classroom discussions should be addressed to the teacher who is in the best position to discuss how they are incorporated into the course.

Homework

Homework is a regular part of the instructional program. The frequency and length of homework will vary by subject matter. Parents, guardians, or caregivers are encouraged to support the successful completion of homework by encouraging students to make homework a priority. The combined effort of home and school assists students in extending their learning and in improving achievement.

Summer Bridge

The purpose of the UUSD Summer Bridge Academy for students currently in grades TK-5 is to provide extended learning opportunities geared primarily towards our foster students, students who qualify for free and reduced meals, and English Learners. Our five-week program integrates units of study focused on developing students' reading, math, and social skills in the morning, and extended enrichment with sports and a focus on exploration and adventure in the afternoon. All students may attend with priority acceptance for students with learning gaps. For more information, please reach out to the front office staff at your school.



Testing & Assessments

State-mandated assessment information can be found on the CDE website at www.cde.ca.gov.

► California Assessment of Student Performance and Progress (CAASPP):

All students in grade(s) 3-6 participate in the CAASPP program each spring. This includes students with disabilities and students who are English Learners. Refer to Instructional Calendar for test window dates.

The CAASPP program includes the following assessments:

- **Smarter Balanced Assessment Consortium (SBAC):**
Only 3rd - 6th -grade students take these assessments. These assessments include both English Language Arts/Literacy and Mathematics.
- **California Science Test (CAST):**
An online test based on the California Next Generation Science Standards (NGSS). All students in grades 5 are administered the examination. The CAST uses the current California Assessment of Student Performance and Progress (CAASPP) test delivery system and is administered online.
- **California Alternative Assessment (CAA):**
Measures achievement of students in grades 3 - 6 in the areas of Math, English, and Science. This alternative assessment is administered to students who have significant cognitive disabilities and are unable to take the CAASPP with accommodations or modifications.

► English Language Proficiency Assessments for California (ELPAC):

An initial assessment is administered to newly enrolled students whose primary language is not English for proper placement. An annual summative assessment is administered to all English Learners to measure attainment of English proficiency.

The ELPAC exam has three purposes:

- To identify students who are limited English proficient.
- To determine the level of English proficiency of students who are limited English proficient.
- To assess the progress of limited English proficient students in acquiring the skills of listening, reading, speaking, and writing in English.

The ELPAC and CAASPP are reported on the California School Dashboard. The CAASPP is also reflected in the designation of students being College Ready or Conditionally Ready through the Early Assessment Program (EAP). Parents/guardians wishing to opt their student(s) out of CAASPP testing must do so in writing. Your school depends on each student to do their very best, so the test results are an accurate reflection of what students have learned in school.

► Physical Fitness Test (PFT):

Public school students in grades 5, 7, and 9 are required to take the PFT, whether or not they are enrolled in a physical education class or participate in a block schedule. These students include those enrolled in elementary, high, and unified school districts, county offices of education, and charter schools. School districts should also test all students in alternate programs, including, but not limited to, continuation schools, independent study, community day schools, county community schools, and nonpublic schools.

Students who are physically unable to take the entire test battery are to be given as much of the test as conditions permit.

The PFT provides information that can be used by (1) students to assess and plan personal fitness programs, (2) teachers to design the curriculum for physical education programs, and (3) parents, guardians, or caregivers to understand their student's fitness levels. This program also provides results that are used to monitor changes in the physical fitness of California students.

Extracurricular Activities

Eligibility for School Activities:

All students are eligible to participate in school activities if they show good work ethic in the classroom, exhibit good citizenship on campus, and follow all school policies. Students forfeit eligibility for all nonacademic school activities when the above criteria are not met. Students must also be in attendance on the day of the activity to participate.

Lunchtime and After School Clubs

Citrus offers a variety of lunchtime activities to keep students connected and engaged.

Mileage Club is open to students in grades 1-6 and is held twice a week, weather permitting, throughout the school year.

Garden Club provides students the opportunity to learn about nature and tend to our school garden. It runs as an after school program in 6-week increments by grade level. Spots fill up quickly so be sure to sign up early.

Depending on student interest, other lunchtime clubs may include Jigsaw Puzzle Club, Painting Club, Lego Club, Green Team (assisting with campus clean-up and recycling), SOARR Squad (older students assisting younger students on the playground), and upper grade Flag Football and Wiffle Ball.

Gifted and Talented Education (GATE)

Citrus is supportive of extended learning experiences for gifted students. All students are given the opportunity to qualify as GATE by taking an assessment in 3rd grade. Families may opt the student out of taking the assessment. Students in grades 4 and 5 can take the assessment upon parent/guardian request or teacher recommendation.

Students who qualify for the GATE program participate in a variety of activities that extend the regular classroom program. Our teachers are trained in differentiated instructional strategies. They also have the opportunity to participate in school and district-sponsored enrichment activities.

Intradistrict Sport Teams

The Elementary PE team runs after school sport leagues in the Fall and Winter. 4th, 5th, and 6th grade students at each of the ten Elementary Schools form school based teams that compete against the

other Elementary Schools in the district. Teams will be formed based on good attendance, behavior, grades and sportsmanship as well as homework completion.

Student-athletes must maintain good grades, do their homework, be respectful to teachers and classmates and have good behavior. If a teacher comes to the coach with concerns about grades dropping, the student-athlete will be placed on probation until grades improve or go up. If a student-athlete is on probation, they will not be allowed to play in games. If homework is not being completed, the student-athlete will work on homework at practice.

Student-athletes are representing their school. Good sportsmanship is required at all times. The student-athlete must show respect towards the opponent, all coaches, referees, fans, and teammates. Failure to display good sportsmanship or respect can result in immediate removal from the team. Profanity, cursing or using curse words is also not allowed and will not be tolerated.

School Governance (Student Council)

Students in grades 4, 5, and 6 will have the opportunity to participate in school governance. Students in grades 4 and 5 can serve as class representatives, attending meetings and serving as the liaison between their classroom and the leadership committee. Students in grade 6 can run for office: president, vice president, secretary, and school spirit/mascot. The four office positions will be voted upon by the student body. The term length for the office positions is one trimester. Students must maintain good academic and behavior standing. Students with academic or behavior concerns can be removed from office.

Special & Alternative Programs

Adult Education

Empowering the Upland Community since 1989, Upland Adult School is a beacon of transformation and lifelong learning. For decades, we've dedicated ourselves to educating and inspiring adults on their educational journey. That includes those wanting their High School Diploma or GED, those wanting to learn English, or those wanting to learn a trade like welding. People interested in knowing more about **Upland Adult School** can find information on our [website](#), and social media on [X \(Twitter\)](#), [Facebook](#), and [Instagram](#).

► English as a Second Language (ESL):

English as a Second Language (ESL) courses are for our non-native speakers desiring to speak, read, and write in English for many reasons: to improve their job prospects, further their educational goals, become U.S. citizens, better engage with their community, or just to help increase their involvement in their children's education or activities. We offer levels I, II and III, and a pronunciation course (courses subject to change, depending upon student demand). Class availability is offered mornings and evenings at various school sites throughout Upland Unified School District. Please call the Upland Adult Education Office for more

information at (909) 985-1864 ext. 21144. There is additional information on our ESL website, which is found here.

► **High School Diploma (HSD) Program and General Education Development (GED) Preparation:**

The Upland Adult Education High School Diploma program offers standards-based curriculum that allows students to earn a high school diploma as an adult. The free program is independent study-based, and is offered completely through online courses. The 180 credit requirement to earn an Adult Education High School Diploma is broken down below. We analyze a student transcript that shows any past credit completion toward a high school diploma, and accept credits as appropriate.

- English - 30 credits
- Math - 20 credits
- Science - 20 credits (Physical science, Life/Biology Science)
- Social Studies - 30 credits (World History/Geography, U.S. History, Government, Economics)
- Fine Arts/Foreign Language - 10 credits
- Electives - 70 credits (Including PE credits)

Students can also receive online preparation courses for the GED. The GED exam is a test of high school skills in the areas of reasoning (through language arts)), math, science, and social studies with the purpose of earning a credential that is equivalent to a high school diploma. Enrollees must be 18 years of age, or meet certain requirements if they are under 18 years of age. The exam is administered at various local testing centers.

► **Career & Technical Education:**

Upland Adult School offers introductory-level vocation courses in welding that leads to certification. From NASCAR to national defense, manufacturing to energy, welding is an in-demand skill that provides many career opportunities. Please continue to visit our website to learn how to be a part of welding and any other future CTE offerings.

Newcomer Program

To support these students on their path to English proficiency, we have implemented supplemental curriculum and resources.

1. District-wide:

Newcomers have access to Rosetta Stone, which may be accessed both in school and at home.

2. Newcomer: Kindergarten through 6th grade and 6th grade through 12th grade:

- **K-6:** Wonders Newcomer Program was purchased for and implemented in the 2022-2023 school year.
- **6-12:** Houghton Mifflin Harcourt's English 3D with Language Launch was purchased and implemented in 2023 for grades 6-12

Both programs are designed to:

- Provide intensive support for newcomer ELs in developing basic English skills
- Be flexible and adaptable to the needs of individual ELs
- Be culturally responsive and supportive of ELs' home languages and cultures

The district TOSA for English learners provides on-site support and training for staff that includes curriculum implementation guidance, as well as evidenced-based strategies that best target the needs of our newcomer students. These strategies include explicit vocabulary instruction, active student response protocols and frames, and the use of translation tools.

Special Education

Special Education is specially designed instruction, at no cost to the parent or guardian, to meet the unique needs of individuals with exceptional needs. A student may qualify as an individual with exceptional needs if the results of an assessment by qualified individuals demonstrates that the degree of the student's impairment requires Special Education. The decision as to whether or not the assessment results demonstrate that the degree of the student's impairment requires Special Education shall be made by an Individualized Educational Plan (IEP) team.

► **Federal Vocational and Rehabilitation Act of 1973 Section 504:**

A disabled person as defined under Section 504: Any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, and (2) has a record of such an impairment, or (3) is regarded as having such an impairment. The term is not necessarily synonymous with disabled students as set forth in the Individuals with Disabilities Improvement Act 2004. In order to be eligible for a Section 504 Plan, the student must have a physical or mental impairment that impacts one or more major life activities, and substantially limits the student's opportunity to access programs and activities provided by the UUSD.

► **Adult Transition Program (ATP):**

The Summit Adult Transition Program is designed for special education students to bridge the gap between the structured environment of school and the diverse opportunities of adult life. This comprehensive program focuses on developing essential life skills, vocational training, and independent living abilities tailored to the unique needs of each participant. through classroom instruction, hands-on learning experiences, and community integration activities.

► **Assessment for Special Education:**

The UUSD must provide you with a written assessment plan within 15 days after a referral for Special Education has been received. You have 15 days to review the assessment plan and consent to the assessment. Upon receipt of the signed assessment plan, the UUSD has 60 days to complete an assessment.

► **Certificates of Completion:**

A student may qualify for a certificate of completion if they have satisfactorily completed a prescribed alternative course of study approved by the governing board of the school LEA/district in which the individual attended school or the school LEA/district with jurisdiction over the individual and identified in his or her IEP. (b) The individual has satisfactorily met his or her IEP goals and objectives during high school as determined by the IEP program team. (c) The individual has satisfactorily attended high school, participated in the instruction under his or her IEP, and has met the objectives of the statement of transition services..

► **High School Diploma:**

All high school students must meet all graduation requirements in order to receive a high school diploma.

► Least Restrictive Environment (LRE):

LRE means that a student who has a disability should have the opportunity to be educated with non-disabled peers, to the greatest extent appropriate. They should have access to the general education curriculum or any other program that non-disabled peers would be able to access.

► Parental Consent:

The UUSD provides a variety of Special Education classes. Students cannot be placed in a Special Education class without parental consent. Assignment to the Special Education program requires educational assessment and evaluation; however, this will not be done without written parental consent.

► Procedural Safeguards in Special Education:

Due Process hearing procedures extend to the student, the parent or guardian, and the UUSD. Due Process procedures may be initiated under any of the following circumstances:

- There is a proposal to initiate or change the identification, assessment, educational placement, or the provision of a Free, Appropriate Public Education (FAPE).
- There is a refusal to initiate or change the identification, assessment, educational placement, or the provision of a Free, Appropriate Public Education (FAPE).
- The UUSD may initiate Due Process hearing procedures if the parent or guardian refuses to consent to an assessment of the student or to the IEP.
- Due Process hearing procedures include the right to examine your student's records, the right to mediation, and the right to a fair and impartial administrative hearing at the State level.

► Right to Revoke Consent for Special Education Services:

A parent or guardian has the right to revoke consent for Special Education services and related services. This written request must be sent to the site principal.

Attendance

Absences

The UUSD believes that regular attendance plays an important role in student achievement. The UUSD shall work with parents, guardians, or caregivers and students to ensure their compliance with all State attendance laws and may use appropriate legal means to correct problems of chronic absence and/or truancy, including when absence threatens to influence the student's educational success negatively.

In as much as class participation is an integral part of students' learning experiences, parents, guardians, or caregivers, and students shall be encouraged to schedule off-campus appointments during non-school hours.

Any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is deemed a chronic truant and may be penalized in accordance with the Truancy section. (EC 48263.6.)

It is the intent of the UUSD that alternatives to suspensions or expulsion be imposed against any student who is truant, tardy, or otherwise absent from school activities.

The parent, guardian, or caregiver is expected to contact the school guidance or attendance office on the day the student is absent.

If it is not possible to contact the school earlier, the parent or guardian must call or send a note on the day of the student's return to school.

*** ABSENCES NOT CLEARED IN THREE DAYS ARE DECLARED TRUANT.**

If a student's absence is excused, as provided for under EC 48205, (i.e., illness, medical appointments, funeral services, and court appearances) the student shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. Students will be allowed an equal number of days as the excused absence to complete missed work. Teachers may extend the time at their discretion. The student shall be given full credit for the assignment or test if the student satisfactorily completes the assignment or test within a reasonable period of time.

The UUSD believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, as provided for under EC 48205, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The UUSD Board of Trustees desires to ensure all students attend school in accordance with the State's compulsory education laws and take full advantage of educational opportunities provided by the UUSD.

The UUSD shall work with students, parents or guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy. The UUSD also may collaborate with child welfare services, law enforcement, courts, District Attorney, public health care

agencies, and other support services that are available for students and families and intervene as necessary when students have serious attendance problems.

► **Acceptable Reasons for Excused Absences (EC 46010, 46010.3, 48205)**

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- 1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
 - 2) Due to quarantine under the direction of a county or city health officer.
 - 3) For the purpose of having medical, dental, optometrically, or chiropractic services rendered.
 - 4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than five days per incident.
 - 5) For the purpose of jury duty in the manner provided for by law.
 - 6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
 - 7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
 - 8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - 9) For the purpose of spending time with a member of the pupil's immediate family who is an active-duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - 10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
 - 11) For the purpose of participating in a cultural ceremony or event.
 - 12) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence. (B)
 - (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.
 - (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.

13) (A) For any of the purposes described in clauses (i) to (iii), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil’s parent or guardian to be in such close association with the pupil as to be considered the pupil’s immediate family, has died, so long as the absence is not more than three days per incident.

(i) To access services from a victim services organization or agency.

(ii) To access grief support services.

(iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil’s parent or guardian to be in such close association with the pupil as to be considered the pupil’s immediate family, including, but not limited to, temporary or permanent relocation.

13) (B) Any absences beyond three days for the reasons described in subparagraph (A) shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260.

14) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

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

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) For purposes of this section, the following definitions apply:

1. *A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.*
2. *"Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.*
3. *"Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.*

► **The following Board Policy (BP 5113) is in place:**

Religious observance or exercise for moral or religious instruction limited to four days per month. Students must attend minimum school day hours.

► **Legal Responsibility to Attend School:**

In the State of California, every person who is physically and mentally able to attend school is required to do so beginning at age 6 and continuing until they graduate from high school or attain the age of 18, whichever comes first.

The Education Code states first that compulsory full-time education applies to all students ages 6 to 16 in the State.

It further states "each parent, guardian, or other person having control or charge of such a student shall send the student to the public full-time day school or continuation school or classes for the full-time for which the public schools are in session."

In addition, the EC states "all persons 16 years of age or older and under 18...shall attend... for not less than four 60-minute hours per week..."

There are several ways for students 16 years of age and above to attain their education, including regular high school, ROP, continuation school, Chaffey College Skill Center courses, and adult schools. Contact the school counselor for information on how to enroll in these programs.

Attendance Policy for Citrus Elementary

We would like to remind you that success at school is contingent upon regular attendance. If your child needs to be away from school for a short period of time (dental/doctor appointments) or for a day or more (illness, family emergency), it is important that you notify the school by calling the **Attendance Line at (909) 949-7731**, by sending a note on the day your child returns signed by you the parent, or by clicking on the absence reporting link from our website to email the office. If they need to be absent for more than three days, we have short term independent study packets students can complete to recover learning/absences. Saturday School is an additional resource to make up learning/absences. Students who are habitually late/tardy will be issued truant notices and possibly referred to the State Attendance Review Board.

**Attendance Line (24 hour service)
(909) 949-7731**

After the recorded message and beep, please leave the following information:

- **Your name**
- **Your student's name**
- **Reason for the absence**
- **Date(s) of the absence**

Messages are retrieved daily by the school.

► Excused Absences

- Illness or injury
- Medical, dental, optometry appointments
- Attending the funeral of a member of the student's immediate family
- Exclusion: For example if the student has head lice
- Student court appearance
- **Not to exceed 10 days** per school year without a doctor's note. Any excess of 10 absences or more in a school year without verification by a doctor's note will be considered unexcused.

► State Attendance Review Board (SARB)

School Attendance Review Team (SART) meetings are scheduled when a student has 6 or more absences. The SART team's purpose is to attempt to address and correct the student's attendance issue. At the SART meeting, an administrator, the parent, and the student sign a SART contract.

If a minor is a habitual truant, or is irregular in attendance at school (**10 or more absences**), **the pupil may be referred to a School Attendance Review Board (SARB)**. The Supervisor of Attendance or designee shall notify the minor and parent or guardian of the referral. All parties will be required to attend a mandatory meeting to develop a new contract. Attendance is monitored by the District Child Welfare and Attendance Office and the Positive Youth Development Team. Violation of the contract may result in fines and the removal of minor children from the home.

Tardiness

Students are expected to be at school on time. Tardiness to class is disruptive and places the student in a position of not doing as well as possible if present on time. If a student is tardy, the student should provide an approved excuse document. For the purpose of identifying a tardy as excused or unexcused, **EC 48205** shall apply to tardiness. Three or more tardies on three different days without a valid excuse will be considered truancy under State law (refer to Truancy section). Excessive unexcused tardies may result in notification to the parent or guardian and counselor. Appropriate corrective measures will be implemented.

► Tardiness Plan:

Students who are late to school must first report to the office before going to class. In the case of frequent tardiness, families will be contacted by the school. Please make every attempt to have your student arrive on time. Any student with 3 tardies of 30 minutes or more without a valid excuse is considered truant.

Saturday School can be assigned for students tardy and absent from school to make up for lost instruction.

Truancy

A Truant Pupil (EC 48260 (a)):

The California Legislature defines a truant in very precise language. **In summary, it states that a student missing more than 30 minutes of instruction time without an excuse three times during the school year must be classified as a truant and reported to the proper school authority.** This classification and referral help emphasize the importance of school attendance and is intended to help minimize interference with instruction.

Other types of absences justified by a parent or guardian are considered unexcused absences. If a student receives three unexcused absences on three different days, they will receive A Truant Pupil letter. Unexcused is ***NOT*** an excused absence by Education Code and contributes to the student's truancy data.

► Truancies and Unexcused Absences:

The following reasons are ***NOT*** acceptable for being absent from school and are considered truancies or unexcused absences during the regular school year. A truancy occurs if a student attends a non-school sponsored event, such as:

- | | |
|---|--|
| <ul style="list-style-type: none"> ● Going to work with parent or other family member ● Going to the beach, lake, river, mountains, desert, etc. ● Going to a concert or sporting event ● Getting ready for a date ● Baby-sitting, taking care of other family members ● Under the influence of alcohol or drugs ● Student walkouts ● Joyriding or partying | <ul style="list-style-type: none"> ● Personal problems ● Participating in a non-student sponsored demonstration off or on campus ● Repairing car or household items ● Waiting for service or repair people to arrive ● Shopping ● Bus not available/missing bus ● Camping ● Any other reason not included in the Acceptable Reasons for Excused Students Absences section per EC 48205 |
|---|--|

All absences must be verified, or the absence becomes an unexcused absence or truancy. The law provides schools and school districts with discretion regarding student penalties for truancy, so long as they are implemented in a manner consistent with State law (**EC 48264.5**). To this end, the UUSD shall respond to truancies in accordance with the Education Code where appropriate.

► Truancy Plan:

- Truancies will be recorded on the student's attendance record.
- Upon a student's initial classification as a truant, the UUSD shall notify the student's parent or guardian using the most cost-effective method possible, including an email or telephone call (EC 48260.5).

- Any student who has once been reported as truant and who is again absent from school without a valid excuse one or more days, or tardy for more than 30 minutes on one or more days, shall again be reported as truant (EC48261).
- On the first and second reported truancies (single period or all day) during the same school year, the student and parent or guardian may be requested to attend a meeting with a teacher or counselor to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. During the meeting, specific intervention strategies will be discussed with the goal of improving the student's attendance. A contract may be drawn listing specific interventions and expectations for improved attendance.
- On the third reported truancy during the same school year, the student shall be classified as a "habitual truant" (EC 48262). Subsequent truancies may be penalized in accordance with the EC.
- Tests and other coursework missed during truancy may be made up or turned in late at the teacher's discretion.

Parking, Drop off and Pick Up/Arrival, Dismissal

Arrivals and Dismissals

Student safety is our primary concern. To ensure an efficient and safe environment for our students and families, we wanted to review our pick up and drop off procedures.

► AM Drop-Off Gates open at 8:00am for breakfast:

1. 1st-6th students enter at a single gate entry, the gates in front of the green benches, please ensure your students are ready to exit when you stop at the drop off point at the end of the drive-way.
2. **TK and Kinder** students may be walked to the Breezeway Gate beginning at **8am** for breakfast. **Car drop-off is only at the West Gate.** TK and Kinder will be released to the Kinder playground at **8:15**.
3. Between **8-8:10**, grades **1st-6th** enter the last gate near the MPR and either go to the cafeteria for breakfast or sit at the green benches, **at 8:10** students will be released to the playground. Students will line up for class at the bell and class starts promptly at **8:30 am**.

► The PM Release:

1. Students in Grades TK/K will be released from the TK/K playground.
2. Students in 1st-6th grade Special Day Classes will be released from the middle gate next to the front office.
3. Students in grades 1st-3rd will be released from the gate closest to the cafeteria/bike rack.
4. Students in grades 4th-6th will self-release from the gate next to the MPR. Please talk with your 4th-6th grade students to coordinate a location you will meet them. If you would prefer they stay on campus until you pick them up, they may sit at the lunch benches.

Students who are walking with siblings will join the younger of the grades. For example, a 4th-grade student will join a 1st-grade student to walk out of the cafeteria gate. There will be staff posted at the gates to call for students.

For further safety, all students **MUST** cross the parking lot using the crosswalk (students must be accompanied by an adult when crossing).

► **Kindergarten Dismissal**

Students will be **dismissed at the front gate of the school by the kindergarten playground**. They need to be **picked up by an adult**. If a child is not picked up they will be dropped off at the front office and will need to be signed out.

Early Pickups

We highly discourage families picking up students early from school as instructional time is lost. Please keep in mind that the last 25 minutes of the school day students are wrapping things up for the day and prepping for the following day. For this reason we ask students not to be called out of class in the last 25 minutes of the day. Thank you in advance for minimizing disruptions to the classroom and loss of instructional time.

School-wide Expectations, Behavior & Discipline

Bully Prevention Policy

The UUSD believes that all pupils have a right to a safe and healthy school environment. The District, schools, and the community have an obligation to promote mutual respect, tolerance, and acceptance.

Bullying means any severe or pervasive physical or verbal act of conduct, including communications made in writing or by means of an electronic act directed towards one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable pupil in fear of harm to that pupil's person or property
- Causing a reasonable pupil to experience a substantially detrimental effect on their mental health.
- Causing a reasonable pupil to experience substantial interference with their academic performance.
- Causing a reasonable pupil to experience substantial interference with their ability to participate in or benefit from the services, activities or privileges provided by a school. Ed Code 234-234.5

The UUSD will not tolerate behavior that infringes on the safety of any pupil. A pupil shall not intimidate or harass another pupil through words or actions, or electronic off-campus expression, **including any form of racial bullying or hate speech.**

If the student is found to be engaged in bullying, racial bullying, or hate speech, appropriate consequences will be imposed in line with the policies outlined in the student handbook consistent with California Education Code.

Any person who has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school should report the incident immediately to a counselor, administrator, or other adult personnel on campus. Students, staff, and parent/guardians have the option of reporting the incident through the Bullying/Harassment Complaint Form located at the school and online.

- ▶ School personnel are to take immediate action to intervene, when safe to do so, if he or she witnesses an act of discrimination, harassment, intimidation, or bullying.
- ▶ Any staff member who receives a report of bullying shall report the incident to the principal or designee within one business day.

Staff will discuss this policy with their pupils to assure them that they need not endure any form of bullying. Pupils who bully are in violation of this policy and are subject to disciplinary action up to and

including expulsion. Please visit your school's website to access the Bullying policy, and reporting forms.

► **Hate Related Issues**

Upland Unified School District has developed a [Comprehensive Plan for Addressing Hate Related Issues](#). This plan outlines the Ed Codes, laws and regulations this response was based on, the training that we will provide to ensure all community partners are aware of our plan, and the response when a violation occurs. Please see the Plan for Families and the Plan for Students.

What All Pupils Need To Know:

- Any pupil who engages in bullying may be subject to disciplinary action up to and including expulsion.
 - Pupils are expected to immediately report incidents of bullying to a site administrator and/or to their counselor.
 - Pupils can rely on staff to promptly investigate each complaint of bullying thoroughly and confidentially.
 - If the complainant pupil or the parent/guardian of the pupil feels that appropriate resolution of the investigation or complaint has not been reached, the pupil or the parent/guardian of the pupil should contact the principal of the school or the Assistant Superintendent of Personnel at the District office. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
 - Victims of bullying have the right to request an Intra-District transfer to another school with space within the District or transfer out to another district through an Inter-District transfer.
- **The procedures for intervening in bullying behavior include, but are not limited, to the following:**
- All staff, pupils and their parents/guardians will receive a summary of this policy prohibiting bullying: at the beginning of the school year in an information packet, as part of the new/returning pupil orientation and the district website.
 - The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.
 - Staff is expected to intervene when they become aware of a bullying incident immediately.
 - People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Confiscated Items

When a student uses any prohibited device, or uses a permitted device in an unauthorized manner, a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to

confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

It is within an administrator's discretion to release confiscated items. Items will be released ONLY to a parent or guardian. Repeated offenses may result in disciplinary action. (Board Policy 5131, 5131.7, 5131.8.

Electronic Communication Device Policy

The Board of Trustees allows student possession or use of electronic communication devices on a school campus; however, it does not assume liability if such devices are damaged, lost or stolen.

All electronic communication devices are to be completely turned off (including any text messaging functions) inside a classroom during the instructional day unless directed by the teacher and/or administrator, as well as during outdoor classes, assemblies, meetings and other school-day activities. Electronic communication devices may be used in a class if directed by the instructor and/or administrator as a part of the instructional activity. Except as otherwise provided in this policy (use for medical necessity), any use during all other times is strictly prohibited. If such devices are turned on or used without permission, any teacher or administrator has the right to immediately confiscate the device and the principal, or their designee may thereafter revoke the privilege and prohibit a student from possessing such a device on campus.

Any extreme circumstances necessitating the use of a cell phone during prohibited times shall require approval from a school official. Students wishing to preserve the privacy of the content of their electronic communication devices should leave them at home.

According to Board Policy 1250 and Education Code 51512, No electronic listening or recording device may be used by any person in a classroom or on campus without the teacher and principal's permission. Doing so without permission will result in consequences.

The extent of the confiscation and/or examination of the contents of the electronic communication device is dependent upon the circumstances present at that time and within the sound discretion of an administrator or designee. When and if the electronic communication device is returned to the student or parent or guardian will be dependent upon the circumstances presented at the time of violation.

► Use for Medical Necessity Exception:

No student shall be prohibited from possessing or using an electronic communication device that is determined by a licensed physician or other medical professional to be essential for the health of the student, provided the use of that device during activities prohibited by this policy is limited only to purposes relating to the health of the student. Students, parents, or guardians shall notify UUSD administration and obtain advance permission for the use of an electronic communication device for medical necessity.

Law Enforcement

Law enforcement officers have not only the right, but the responsibility to use all necessary and proper means to protect the society. This may include the need to interview or otherwise involve students in attendance at school. Whenever a student violates the laws of the State, the State in its role of parent's patriae ("parent of the country") may intervene and take custody of the student. When this is necessary, the custody of the parent or guardian, or school officials who stand in loco parentis ("in place of a parent"), is superseded by that of the State. Immediately after officers have determined it necessary to take custody of a student, they must notify the parent or guardian and school officials of this action.

Law enforcement officers have the authority to act in an emergency. However, they must give due consideration and recognition to the rights and responsibilities of all persons involved. When possible, school officials should be consulted before the law enforcement officers act.

School officials have the authority, within the scope of their duties, to detain the student and conduct such searches as are deemed necessary while the student is under the control of the school. When a principal or school official releases a minor from the school grounds, the school official must make a concerted effort to notify the parent or guardian of the removal and of the place where the minor is being taken, unless instructed by the officer to not notify the parent or guardian.

► **SB 203 – New Protections for Students Age 17 and under when Subjected to Custodial Interrogation by Law Enforcement:**

Effective January 1, 2021, a California minor age 17 or under must consult with an attorney before they can give a confession to a law enforcement officer in a custodial setting which would be legally admissible in a court of law. The consultation with the attorney can occur by phone or video conference. Neither the minor nor the minor's parent can waive this right. There is an exception if a law enforcement officer reasonably believes an immediate custodial interrogation is necessary to "protect life or property from an imminent threat" as long as the officer's questions are limited to those necessary to obtain the needed information. The law also does not prevent probation officers from performing their normal duties.

► **Student Discipline Investigations:**

SB 203 will not apply to investigatory interviews conducted by school administrators. These interviews do not require Miranda warnings because they are not considered custodial interrogations as with law enforcement.

Searches

Desks, and other areas over which the school and a student have dual control may be searched if there is any reasonable suspicion of illegality or breach of school discipline or to protect the welfare and safety of students, staff, and of school property.

Pursuant to UUSD Board Policy 5145.2, school officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation.

Sexual Harassment Policy

The UUSD is committed to a work and educational environment that is free from intimidation, hostility, and offensive behavior. Where staff and students are integral parts of the team, there is mutual respect and confidence, people are treated with dignity, and where individuals can work and learn in a professional atmosphere.

Sexual harassment can be defined in many different ways. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by someone from or in the work or educational setting. These are all examples of sexual harassment defined under the EC.

Types of physical harassment are stroking, cornering, patting, grabbing, poking, pinching, brushing against or any touching that is perceived as sexual in nature, such as massaging someone's neck or shoulders or even hugging if it is intimidating/ unwelcome.

Types of verbal harassment are: offensive jokes that insult, provoke, or degrade an individual or group based on gender, sexual remarks ranging from subtle hints to direct requests for sexual favors; repeatedly asking out a person who is not interested and has made that clear; threats or attempts to influence another's job or academic status in exchange for sexual favors; offers of rewards in exchange for sexual favors; asking personal questions about another's sex life or offensive comments about someone's body or dress.

Other forms of harassment are leering, sexual gesturing, sexual pictures, unwelcome letters, intimate gifts, and sexual objects. All of the above non-verbal actions can create an intimidating or offensive academic environment.

If you feel that you have been subjected to any of these abuses, you must let someone know. Your concerns will be kept confidential. It is important to know that the California State law forbids retaliation against those who file a sexual harassment complaint, or who testify, assist, or participate, in any manner, in an investigation or proceeding.

► Resolution Process:

To accommodate the investigation of sexual harassment/discrimination complaints, the administration will initiate a formal process to assure prompt and consistent action occurs to reach resolutions congruent with legal standards and considered fair to the complainant. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action (5 CCR 4964). Elements of this process are:

- If a student believes they are being harassed by a student, the student (victim) and/or parent or guardian should report the incident to an administrator who has received professional development in the impartial investigation of complaints. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within 24 hours, report this observation to the administrator whether or not the victim files a formal complaint. Within five school days of receiving notice of the harassing behavior, the administrator will begin to investigate the allegation of sexual harassment findings, regardless of whether a formal complaint has been filed. When a student or parent or guardian has complained or provided information about sexual harassment, the administrator shall describe the UUSD's complaint

procedure and discuss what actions are being sought by the student in response to the complaint.

- No more than 30 days after receiving the complaint, the administrator shall conclude the investigation and prepare a written report of their findings. This timeline may be extended for good cause. The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If sexual harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents or guardians of the student who complained and the student who was accused, and the Superintendent or designee.
- If the student and/or parent or guardian are not satisfied with the resolution of the problem, the complaint may be carried to the Assistant Superintendent of Personnel (Compliance Officer) for further analysis.
- If a student and/or parent or guardian complaint charges that a staff member engaged in sexual harassment/discrimination, the complaint will be immediately forwarded to and investigated by the Deputy/Assistant Superintendent (Compliance Officer) for uniform complaints as stipulated in Board Administrative Regulation 5151.1 – Uniform Complaint Procedures.
- The Compliance Officer will investigate the charges, follow timelines, and report to the complainant as stated in Board Administrative Regulation 5151.1 – Uniform Complaint Procedures.
- If the investigation suggests that the staff member did violate sexual harassment/discrimination legal standards, appropriate corrective action will be initiated.

► **If the matter is not resolved at the UUSD level, the complainant may contact:**

Office for Civil Rights - U.S. Department of Education,
50 Beale Street, Suite 7200, San Francisco, CA 94105 **Phone :** (415) 486-5555

For additional information and assistance, please contact the Director of Human Resources at
(909) 985-1864 x 21103

Social Media

It is important that UUSD students exercise appropriate caution if they choose to participate in any online social media sites as there are both positive appeal and potentially negative consequences. Any content students make public via online social media or digital platforms is expected to follow acceptable social behaviors and comply with all Federal, State, and local rules and regulations.

► **Students should take the following into consideration before posting to social media sites:**

1. Be cautious with posting identifying information. Virtually anyone with an email address can access your information. It is unwise to post the following information: full date of birth, Social Security number, address, phone numbers, class schedules, bank account information, or details about your daily routine. Check each site’s privacy settings for information contained in its

pages and use these settings to protect private information. Once you post your information it becomes property of the website.

2. Be aware that college admissions offices and potential current and future employers often access information you place on social media sites. You can protect yourself by maintaining an online self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in an email.
4. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The online social media sites are NOT a place where you can say and do whatever you want without repercussions.
5. Remember that photos become the property of the social media site. You can delete photos from your profile, but they stay on the site's server. Internet search engines like Google or Yahoo may still find images long after you deleted them from your profile. Think long and hard about what type of photos you want to represent you.
6. Users should always be sensitive to how others might perceive their profile and posts. A private joke is not so private when it is accessible to millions of people across the Internet. Unauthorized videos, audio recordings or still images of students or staff, including the posting and transferring of these recordings/images on social media during the school day, is not allowed.

► **When posting online, students should avoid:**

1. Derogatory language or remarks.
2. Demeaning statements about or threats to any third party.
3. Posting information pertaining to illegal acts.
4. Incriminating photos or statements depicting violence, bullying, hazing, sexual harassment, underage drinking, selling/possessing/using controlled substances, vandalism, stalking, illegal acts or any other inappropriate behaviors.
5. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person, property or group.

Students are encouraged to report illegal acts to the proper authorities. One of the biggest lessons social media users can learn is that everything posted online becomes public record.

Student Dress Standards / Personal Belongings

Students need to be prepared for school, which includes appropriate appearance. Most of our students do an excellent job and look like professional students. Teachers check in the morning for appropriate, professional appearance. Students who do not wear appropriate school attire will be asked to make a change. Students may need to have clothing brought from home or supplied by the school to finish the day. Students who fail to comply with the dress code on more than three occasions will be treated as defiant. In order to look like a professional student, your children should come to

school with the following:

- No spaghetti straps or shoulder straps less than two inches wide, no halter tops or tops with only one shoulder. Tops must completely cover the student's torso and chest area. Shorts, shirts or dresses may not be shorter than the tips of the student's fingers when arms are held at the student's side.
- Clothing must conceal undergarments and no low neckline (cleavage showing).
- All clothing must be size appropriate. This applies to loose fitting or overly tight and revealing garments. Pants may be worn no lower than the hip.
- Jeans or pants with holes can only be worn with tights underneath them if the slits are higher than the tips of the student's fingers when arms are held at the student's side. No skin can be shown in areas that are indecent.
- Shoes that are flat and allow students to participate in sports activities and recess activities (sandals must have a heel strap). All students must have tennis shoes for PE and it is preferred for recess and lunch activities to ensure student safety.
- Clean faces free of all make-up. Natural lip gloss may be worn. Jewelry or accessories that do not pose a safety threat.
- Hats with brims only which provide sun protection to the face, such as baseball caps that are worn only outside on the playground with the brim facing forward. All hats are to be removed when entering any building.
- Clothing that has appropriate messages and art work for a school environment.
- Any type of clothing that causes a distraction to the learning environment or is deemed to be inappropriate by school administration will be brought to a parent's attention.

Students who violate the dress standards will be subject to disciplinary consequences consisting of but not limited to turning an article of clothing inside out and/or changing into loaner clothes. Families may also be contacted to provide their child with a change of clothes for the remainder of the day. Continued violations could result in further disciplinary action.

Suspensions and Expulsions

► Classroom Suspension:

Teachers may suspend students from their classroom for the day of the specified offense and the day following. Immediately after taking such action, the teacher must report the suspension to the principal or designee and must send the student to that person for appropriate action. As soon as possible after suspending the student, the teacher must ask the student's parent or guardian to attend a conference with the student and teacher regarding the suspension.

► **Classwork During Suspension** – The teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension (EC 48913). AB 982 requires a teacher to provide, upon request, homework to any student who has been suspended from school for two or more school days. This request must be made by either the

suspended student, their parent, legal guardian, or other person holding the right to make educational decisions for the suspended student. If the request for homework is made, the assignments then must be turned in to 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.

► **Expulsion – Mandatory Expulsion Violations (EC 48915):**

Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:

1. possessing, selling, or otherwise furnishing a firearm.
2. brandishing a knife at another person.
3. unlawfully selling a controlled substance.
4. committing or attempting to commit a sexual assault.
5. possession of an explosive.

The Board of Trustees shall order the student expelled upon finding that the student committed the act.

► **Length of Suspension:**

A principal may, when necessary, suspend a student for specified causes for not more than five consecutive days. Except in emergency situations where there exists a clear and present danger to the lives, safety, health of students or school personnel, a suspension by the principal (or designee) must be preceded by an informal conference between the student and the principal (or designee). If practical, the teacher or staff member referring the student shall also attend the conference. At the conference, students must be given the opportunity to present their version of the incident. No student shall be suspended for more than 20 school days in one school year. When assigned to an opportunity class or school, a continuation class or school, or another regular school, an additional 10 days may be allowed.

► **Parental Notification:** In all suspensions, the parent or guardian of a suspended student must be notified of the suspension in writing signed by the principal or the administrative designee.

► **Teacher Notification:** Teachers will be notified when their student has been suspended. (EC 49079).

Tobacco and Vaping Policy

The UUSD prohibits the use of tobacco, tobacco products, vaping, and vaping products anywhere, anytime, on any UUSD property and in UUSD vehicles. The administration has developed regulations establishing procedures for enforcement, distribution of information, appropriate posting of signs and a referral program.

Use of Mobile Phones for Recording

No student is permitted to record on campus without the permission of the site administrator. Per **UUSD Board Policy 5138.8** when a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The

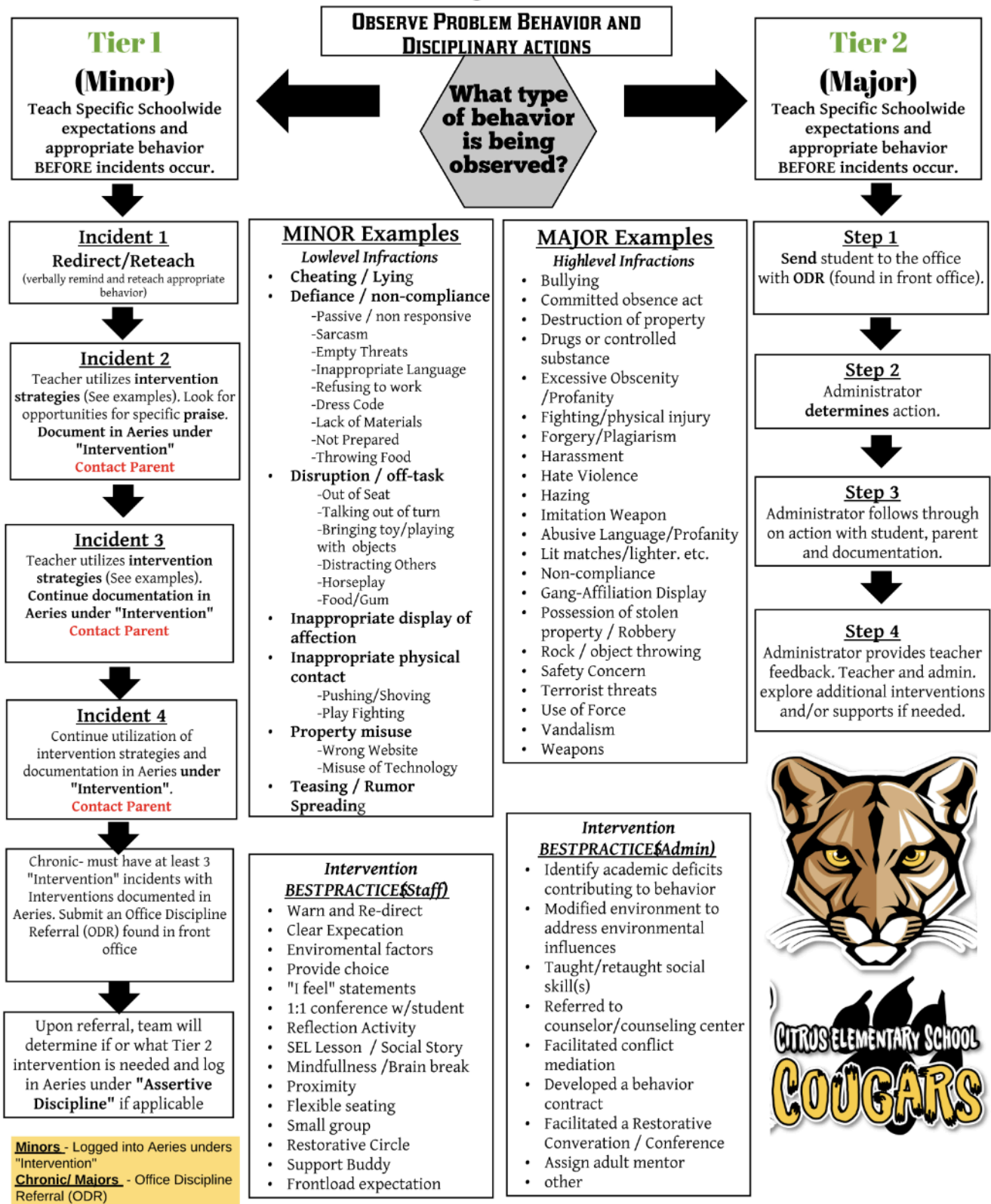
employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The district will not be responsible for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

CITRUS ELEMENTARY SCHOOL

Behavior Management Flow Chart



School Wide Expectations

Behavior Expectations

► Positive Behavior Interventions & Supports (PBIS)

At Citrus, we are committed to providing a safe environment where scholars are respectful, responsible and confident lifelong learners. We have established clear expectations for student behavior. We believe in teaching students not only what those expectations are, but we continuously model what those expectations look like. By teaching students to practice their R.O.A.R., we help them develop the skills they need to be successful now and in the future.

► Responses to Behavior

We provide opportunities for students to earn **positive rewards** for practicing R.O.A.R. expectations. Students have the opportunity to earn tickets for practicing their R.O.A.R and turn those tickets into their teachers for various prizes and privileges. In addition, students can earn R.O.A.R. Bucks and be entered in a raffle each month for a visit to the Student Store.

On occasion, students may struggle with following school rules. We do our best to always approach discipline in a proactive and positive way. Our goal is for students to learn from poor choices and apply that learning in future situations.

Sometimes despite our efforts to help students make better choices, a behavior might continue that warrants a consequence. Repeated minor behavior can result in a ***Behavior Notice***. These notices are given generally with a consequence such as loss of privileges. We continue to reteach the expectations to our students and use these opportunities as a way to help them. These notices will be sent home for a parent signature so that we can continue the ongoing communication.

Three or more Behavior Notices **or a severe behavior** can result in an **Office Discipline Referral**. These referrals are handled by the principal or assistant principal and could result in a more significant consequence such as suspension.



Behavior Flowchart

R- Respectful • O-Organized • A-Always Safe • R-Responsible

	Respectful	Organized	Always Safe	Responsible
Cafeteria	<ul style="list-style-type: none"> • Raise hand for permission to leave seat • Use quiet voices • Say "Please" and "Thank You" • Follow directions the first time given • Eat your own food 	<ul style="list-style-type: none"> • Single file line • Stay in line when using the salad bar • Put trash/trays where they belong • Remain in lunch line areas (yellow lines) 	<ul style="list-style-type: none"> • Sit flat on your pockets • Report and help clean up spills • Stay in the first seat you pick 	<ul style="list-style-type: none"> • Make food choices quickly • Clean-up even if it's not yours • Make healthy food choices/ bring healthy snacks • Eat something
Bathrooms	<ul style="list-style-type: none"> • Give others privacy • Knock politely 	<ul style="list-style-type: none"> • Wait your turn in line • Report hazards or unsanitary conditions • Keep water and paper in appropriate areas 	<ul style="list-style-type: none"> • Maximum of 4 students at a time. Others wait outside. • Wash hands • Walk 	<ul style="list-style-type: none"> • Keep water in the sink • Report any accidents • Keep a clean and orderly bathroom • Use the toilet and sinks properly • Return promptly to class/ playground
Hallways	<ul style="list-style-type: none"> • Honor personal space and property • Use quiet voices 	<ul style="list-style-type: none"> • Walk on the concrete path • Use appropriate noise level • Single file lines, facing forward • Belongings put away appropriately 	<ul style="list-style-type: none"> • Always walk • Keep clear of doors and white door lines 	<ul style="list-style-type: none"> • Report problems to staff members
Playground	<ul style="list-style-type: none"> • Honor personal space and property • Use quiet voices 	<ul style="list-style-type: none"> • Wait in line/ wait your turn • Follow game rules • Kneel when bell rings • Put equipment away properly • Pick up personal belongings 	<ul style="list-style-type: none"> • Tag games only with teacher supervision and permission • Play with age appropriate equipment • Keep wood chips and rocks on the ground • Walk to your line and wait for an adult 	<ul style="list-style-type: none"> • Kneel when the bell rings and wait for the whistle • Report injuries or problems to staff on playground duty • Use restrooms and get a drink before playing

	Respectful	Organized	Always Safe	Responsible
MPR	<ul style="list-style-type: none"> • Display good listening skills and manners • Sit quietly during presentations • Clap appropriately • Participate fully and appropriately in the activity or presentation 	<ul style="list-style-type: none"> • Enter and exit in a single file line • Straight rows facing forward • Active listening • Sit appropriately 	<ul style="list-style-type: none"> • Always walk • Keep hands and feet to yourself • Sit flat on your pockets 	<ul style="list-style-type: none"> • Follow directions the first time given • Use indoor voice
Drop Off/Pick Up Areas	<ul style="list-style-type: none"> • Wait calmly • Talk quietly 	<ul style="list-style-type: none"> • Phones/ ear buds put away • Wait in designated area • Personal belonging put away • Wait/ watch for pick up 	<ul style="list-style-type: none"> • Stay seated at the picnic tables • Keep hands and feet to yourself • Walk • Use crosswalks • Stay in a straight line in the hallway • Once exited, do not re-enter 	<ul style="list-style-type: none"> • Follow directions the first time given • Cell phones off and put away • Watch for your adult during pick up
Buses	<p>Unloading</p> <ul style="list-style-type: none"> • Exit the bus quietly • Walk quietly <p>Loading</p> <ul style="list-style-type: none"> • Wait calmly and quietly • Follow directions the first time given 	<ul style="list-style-type: none"> • Stay in appropriate bus line • Load bus in a single file line, facing forward • Stay in seat • Face forward 	<p>Unloading</p> <ul style="list-style-type: none"> • Keep hands and feet to yourself • Walk <p>Loading</p> <ul style="list-style-type: none"> • Wait quietly in your bus line • Stay in your own bus line 	<p>Unloading</p> <ul style="list-style-type: none"> • Follow directions • Walk directly to the picnic tables/ waiting area and stay seated until released to the playground <p>Loading</p> <ul style="list-style-type: none"> • Be aware of your stop and bus color • Wait in the correct bus line (color) • Get to the bus loading area quickly
General	<ul style="list-style-type: none"> • Take care of school property • Listen and control Voice • Keep hands and body to self • Listen to teacher 	<ul style="list-style-type: none"> • Keep classroom clean • Be on task • Keep desk organized and clean 	<ul style="list-style-type: none"> • Keeps hands and body to self • Walk • Sit appropriately • Ask for help 	<ul style="list-style-type: none"> • Have supplies ready • Be on time • Complete assignments • Ask for help

	Respectful	Organized	Always Safe	Responsible
General	<ul style="list-style-type: none"> Take care of school property Listen and control Voice Keep hands and body to self Listen to teacher 	<ul style="list-style-type: none"> Keep classroom clean Be on task Keep desk organized and clean 	<ul style="list-style-type: none"> Keeps hand and body to self Walk Sit appropriately Ask for help 	<ul style="list-style-type: none"> Have supplies ready Be on time Complete assignments Ask for help
Transitions	<ul style="list-style-type: none"> Respectful voices Respect personal space Desk clean and organized Classroom cleaned Walk quietly/safely Wait until you are dismissed Desk clean and organized Walk quietly / safely Wait until you are dismissed 	<ul style="list-style-type: none"> Be prepared and ready to learn Desk clean and organized Classroom cleaned 	<ul style="list-style-type: none"> Walk in the classroom Stay in assigned area Follow line rules Walk quietly/safely Keep belongings to self 	<ul style="list-style-type: none"> Enter quietly to assigned area Materials ready Follow directions Assignments recorded HW / Materials / Personal belongings ready to take home
Instruction	<ul style="list-style-type: none"> Raise your hand to speak Listen to others when they speak Respond appropriately 	<ul style="list-style-type: none"> Actively listen and participate in learning 	<ul style="list-style-type: none"> Sit appropriately Keep hands and body to self Use materials safely and appropriately 	<ul style="list-style-type: none"> Ask questions when you need help Have necessary materials Pay attention to instruction
Collaboration	<ul style="list-style-type: none"> Listen to others Respond appropriately Accept each other's thoughts and opinions 	<ul style="list-style-type: none"> Do your share of the work Everyone participates 	<ul style="list-style-type: none"> Keep hands and body to self Use materials safely and appropriately 	<ul style="list-style-type: none"> Follow directions Stay on task Stay with your group Use time wisely
Independent	<ul style="list-style-type: none"> Work quietly Ask for help appropriately 	<ul style="list-style-type: none"> Do quality work Solve your problems appropriately 	<ul style="list-style-type: none"> Walk around the classroom safely Sit appropriately 	<ul style="list-style-type: none"> Stay on task Manage time wisely Have necessary materials out and ready

Minor Problem Behavior	Definition
Lying/Cheating (Lying)	Student delivers a message that is untrue and/or deliberately violates rules.
Defiance/Disrespect/ Insubordination/ Non-Compliance (Disrespect)	<p>Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.</p> <ul style="list-style-type: none"> • Obscene gestures - Leaving room without permission - Throwing/hitting objects - Passive / non responsive - Sarcasm - Empty Threats - Inappropriate Language - Refusing to work - Dress Code - Lack of Materials - Not Prepared - Throwing Food
Inappropriate Language (M-Inapp Lan)	<p>Student engages in low-intensity instance of inappropriate language.</p> <ul style="list-style-type: none"> • Indirect outburst
Disruption/Off task (Disruption)	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Inappropriate Display of Affection (Inapp. affection)	<p>Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.</p> <ul style="list-style-type: none"> • Any inappropriate public display of affection
Inappropriate Physical Contact/Physical Aggression (M-Contact)	<p>Student engages in non-serious, but inappropriate physical contact.</p> <ul style="list-style-type: none"> • Hairstyling • Shoving/pushing • Non-injurious horseplay
Property Misuse (M-Prpty Misuse)	<p>Student engages in low-intensity misuse of property.</p> <ul style="list-style-type: none"> • Climbing/hanging from school property • Inappropriate use of recess/P.E. equipment • Unassigned/Inappropriate website • inappropriately handling technology
Teasing/Rumor Spreading	Student engages in behavior intended to provoke or make fun of someone <u>or</u> spreads information (true or untrue) about someone else.

Major Problem Behavior	Definition
Bullying	<p>Bullying is an ongoing (or has the potential to be ongoing) and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm.</p> <p>It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.</p>
Obscene Act	Inappropriate gestures that are insulting, offensive, degrading, or intended to harass
Vandalism/Destruction of Property	Student is involved in the deliberate destruction of or damage to property
Use/Possession of Drugs, tobacco, alcohol, or controlled substance	<p>Student is in possession of or is using illegal drugs/substances or imitations. Student is in possession of or is using tobacco or nicotine products.</p> <ul style="list-style-type: none"> • Possession of electronic/vapor cigarettes
Abusive Language/ Inappropriate Language/obscenity/Profanity (Inapp Lang)	<p>Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.</p> <ul style="list-style-type: none"> • Hate language/racial slurs
Fighting/Physical Aggression (Agg/Fight)	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Forgery/Plagiarism	Submitting documents that were falsified (i.e. parent/adult signature by student, copied work as an original work, etc.)
Harassment	Unwanted behavior which victim finds offensive or which makes them feel intimidated, uncomfortable, or humiliated
Hate Violence	Prejudiced-motivate violence to another person or group of people
Hazing	<p>The imposition of strenuous, often humiliating, tasks as part of an initiation.</p> <ul style="list-style-type: none"> • humiliating and sometimes dangerous initiation
Defiance/Disrespect/ Insubordination/ Non-Compliance (Disrespect)	<p>Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.</p> <ul style="list-style-type: none"> • Obscene gestures • Leaving room without permission • Throwing/hitting objects
Forgery/Theft (Forge/Theft)	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
Gang Affiliation Display (Gang Display)	Student uses gestures, dress, and/or speech to display affiliation with a gang.
Property Damage/Vandalism (Prop dam)	Student participates in an activity that results in destruction or disfigurement of property.

Other Rules & Procedures

► Attendance and Activities

Students may not attend a school activity if they have been absent on that day or removed from school for discipline reasons.

► Cell Phone and Watch Policy

Students are **discouraged from having cell phones and smart watches** at school because they can be lost or stolen. If you feel that your child needs a cell phone, please make sure that your child practices the following guidelines:

- Phones should be off while on campus.
- Students **will give their cell phone to the teacher at the beginning of the school day**. The phone will be locked in a safe place and returned at the end of the day.
- Teachers who see, or hear a cell phone on campus are instructed to have the student turn it off, place it in an envelope and lock it in a cabinet until the end of the day.
 - 1st occurrence: The student may pick up the phone after school. Parents will be informed.
 - 2nd occurrence: The parent will need to pick up the phone.
 - 3rd occurrence: Request for a conference with the student's parents.

According to Board Policy 1250 and Education Code 51512, **No electronic listening or recording device may be used by any person in a classroom or on campus without the teacher and principal's permission. Doing so without permission will result in consequences.**

► Closed Campus Policy

To ensure the safety of staff, students, and families, Citrus Elementary is a closed campus. **All gates will remain locked during the school day.** The front gate is opened during entry and dismissal from school. All visitors are expected to enter and exit the campus through the front office. This allows for visibility and safety. Visitors must always check-in at the front office and obtain a Visitor's Pass. It is imperative that we all work together to provide a safe educational environment. Volunteers will be asked to register at our school site through our Raptor Program. Any non-employee must check in through the front office in order to access the campus at all times (this includes before school begins). Visitors and/or volunteers to the campus must pre-arrange the visit with the classroom teacher. A visitor's badge will be issued after signing into the Raptor system and must be worn during your entire visit on campus.

If a parent would like to speak to their child's teacher, an appointment may be made in the front office.

Visitors **ARE NOT** to enter student restrooms at any time. Visitors may also not be on the playground or in the cafeteria with the students during recesses and meals.

► Doctor and Dental Appointments

Please schedule appointments after school. When appointments must be scheduled during school hours, send a note with the student indicating what time the student needs to check out of school and the reason. The student will give the note to the teacher. Families are required to check out students in the front office for appointments. If a student has more than three early sign-outs per year, all other early sign-outs will be considered truancies.

► Item Drop Off

The office does not interrupt instructional time for students to pick up items (lunches, water bottles, music instruments, projects, etc.) Delivered items can be placed on the cart outside the office. Please label your student's items. Students can retrieve their delivered item during recess or lunch.

Health

► Emergency Cards

An emergency card must be on file on the [Parent Portal](#) for every student and a copy must be provided to the school office. Students will only be released to adults listed on the Emergency Card printed from the Parent Portal. We ask that you list only local adults. Written notes and phone calls are not accepted for the release of any child. For your child's welfare, please keep the emergency information current.

Please make sure work/home/cellular phone numbers are listed on the emergency card. **It is imperative that we have up-to-date information about how to locate you (or your designee) in the case of an emergency.** If there are any changes to the emergency numbers during the school year, please update information on [Parent Portal](#) and make those changes, legally we are unable to make changes over the phone.

► Emergency Card: Change of Address or Phone Number

In cases of emergency, the school needs to contact families. Please update any changes in your place of residence, your home, cell, and/or business phone number by entering the information in your Aeries Parent portal account. If you update contact or medical information, please print out a new emergency card, sign it, and send it to the school so we have the most up-to-date contacts. This process is now completed online with your Aeries.net parent portal log in.

► Breakfast and Lunch Programs

Students who bring their lunch from home should have their name on their bag or lunch box. Students who forget their lunch at home will be offered a school provided cafeteria meal. Please remind your student that they may not call home for a forgotten lunch.

► Outside Food

We discourage bringing fast food, sodas, or energy drinks of any kind as it is not allowed on campus.

Cupcakes, cakes, pizza, candy bags, sugary snacks, and balloons for birthday celebrations are not allowed on campus. If you would like to celebrate your child's birthday you may bring class supplies to share with your child's class.

► Medication Procedures

Procedures for any medication required to be administered in school

If your student must take a prescription or over-the-counter (i.e. Advil, eye drops, and cough drops) medication in school:

- Obtain the Authorization for Medication form from the school office and take it to your child's health care provider. This form must be filled out and signed by the health care provider and the parent/legal guardian. Once completed, return this form to your child's school along with the medication in its original container (this will be kept at the school site). The Health Technician will assist your child taking the medicine.
- Medication must be delivered by an adult to the health office in its original container.
- Students may not bring any type of medication to school; this includes cough syrup, aspirin, cough drops, and inhalers.

► Physical Education

All students are expected to participate in PE class on their assigned days and are required to wear tennis shoes with laces that tie for safety. If students are not able to participate in PE for health reasons, the parent must provide a written note. A doctor's note is required if a student is not able to participate in PE for more than three consecutive days. Students must have a doctor's note if they are required to use crutches or have a cast.

Education Code Section 51210: requires 200 minutes of physical education every ten school days for students in grades one through six. [Elementary PE Guidelines link.](#)

Prevention of Student Harassment

The UUSD is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

State and Federal laws and UUSD policy prohibit the harassment or discrimination of students based on sex, gender, gender identity, gender expression, age, national origin or nationality, ancestry, ethnic group identification, race, ethnicity, color, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Any such harassment and discrimination violate State and Federal statutes and UUSD policy and will not be tolerated by the UUSD. Staff is expected to immediately intervene when it is safe to do so, and they become aware of an act of discrimination, harassment, intimidation, or bullying. In addition, retaliation against an individual who has complained about harassment, or who has participated in a complaint proceeding, is a form of unlawful discrimination that will not be tolerated.

Disability-based harassment under Section 504 and Title II of the Civil Rights Act is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution's program.

Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

When harassing conduct is sufficiently severe, persistent, or pervasive that it creates a hostile environment, it can violate a student's rights under the Section 504 and Title II regulations.

The UUSD will promptly and effectively address all complaints of harassment in accordance with the established procedures. In cases of sexual harassment Board Regulation 5155.1 will be followed. In cases where harassment is substantiated, the school will take prompt and appropriate remedial action reasonably calculated to stop the harassment and prevent it from recurring.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that they are being harassed or discriminated against for the reasons stated in paragraph two should immediately contact a school administrator or any other staff member. Employees who become aware of an act of harassment shall immediately report the incident to the administration.

Any student or parent or guardian who reports or makes a complaint about harassment will be informed that they may file a formal complaint under the UUSD's *Uniform Complaint Procedure* (UCP), and the student/parent/guardian will be provided a copy of the UUSD's UCP and instructed on how to file the complaint.

Uniform Complaint Procedures

The UUSD has primary responsibility for ensuring that the UUSD complies with State and Federal discrimination, harassment, intimidation and bullying laws and regulations governing educational programs. Any complaints regarding civil rights guarantees including actual or perceived disability, sex, gender, gender identity, gender expression, age, national origin or nationality, ancestry, ethnic group identification, race, ethnicity, color, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics or failure to comply with State or Federal laws in adult basic education, consolidated categorical aid programs, migrant education, child care and development programs, nutrition services, career readiness education and special education programs will be reviewed and mediated or investigated by the UUSD.

The complainant will have the opportunity to provide relevant information during the investigation. Within sixty (60) calendar days of receipt of the complaint, the UUSD will provide a written report to the complainant. Complaints alleging discrimination must be filed within six (6) months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the County Office of Education, and public/private interest attorneys. The UUSD follows Uniform Complaint Procedures established in Board Regulation 5151.1. Copies of the UUSD's complaint procedures are available free of charge. Requests for complaint procedures or complaints should be directed to the Assistant Superintendent of Personnel Services, UUSD Office located at 390 N. Euclid Ave, Upland, CA.

If dissatisfied with the UUSD's resolution of a complaint, the complainant has the right to appeal to the California Department of Education (CDE) within thirty (30) calendar days after the UUSD's report is issued. In a discrimination complaint, the complainant has the right to seek legal remedies (such as court action) when at least sixty (60) days has passed after filing an appeal with the CDE.

The UUSD has established Uniform Complaint Procedures to resolve alleged acts of discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in PC 422.55 and EC 220, and disability, sex, gender, gender identity, gender expression, age, national origin or nationality, ancestry, ethnic group identification, race, ethnicity, color, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics, which apply to all State and Federally funded programs.

For more information, see *ANNUAL REQUIRED NOTIFICATIONS UNIFORM COMPLAINT POLICY AND PROCEDURES* section.

► Complaint Procedures for Issues Not Covered by the Uniform Complaint Procedures

- Each person must specify, in written detail, the complaint, together with any relevant facts concerning the complaint.
- The principal or designee shall, upon receipt of a written complaint, investigate the complaint and report in writing the disposition of the complaint to both the UUSD Superintendent or Designee and the complainant within the 30-day period immediately following receipt of the complaint. The complainant shall be provided with a written report which includes relevant reasons for said decision in a language best understood by the complainant when it is clear that the complainant does not understand English.

- If the complaint issue is not resolved to the satisfaction of the complainant, the UUSD Superintendent or designee shall forward to the Board of Trustees a copy of the complaint and a report of the investigation procedures and action taken. The report shall include dates, places, and if possible, copies of documents submitted for review, as well as reports of the discussion and conclusions reached. The Board of Trustees shall consider the matter at the next appropriate meeting of the Board of Trustees. The complainant may appear to present the complaint.
- The UUSD Board of Trustees shall inform the complainant of any right to appeal.

Non-Discrimination Policy

The UUSD does not discriminate on the basis of sex, gender, gender identity, gender expression, age, national origin or nationality, ancestry, ethnic group identification, race, ethnicity, color, religion, sexual orientation or any other bias protected by law in its educational programs or activities or in personnel or employment practices.

Concerns should be addressed to [Ji Wang, Director of Human Resources](#) or she can be reached at 909-985-1864

Williams Complaint Procedures (EC 35186(f))

The following is provided to inform parents or guardians that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class **and to take home** as defined in **Education Code 60119**.
2. School facilities must be clean, safe, and maintained in good repair as defined in **EC 17002**; and school restrooms must be cleaned, maintained, or kept open in accordance with **EC 35292.5**. Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels, or functional hand dryers.
3. There should be no teacher vacancies or misassignments as defined in **EC 35186(h) (2) and (3)**. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential.

If you feel the UUSD is not adequately meeting these requirements, you have the right to file a complaint with the school principal. To file a complaint regarding the above matters, complaint forms can be obtained at the Principal's Office or on the UUSD website. All complaints must be resolved within 30 days.

Annual Required Notifications

Dear Parent, Guardian, or Caregiver,

The law requires a parent, guardian, or caregiver to sign the Student-Parent Handbook Acknowledgment of Receipt and Review and return it to your student's school. Your signature acknowledges that you have been informed of your rights but does not indicate consent to participate in any particular program which has been either given or withheld. UUSD policies are available for review at the schools, the UUSD office, and the **UUSD website at www.upland.k12.ca.us/**.

State and Federal laws require school districts to notify parents or guardians of their parental rights. These can be found in our [Annual Required Notifications](#). Some legislation requires additional notification to the parent or guardian during the school term or at least 15 days prior to a specific activity. A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and students shall be excused upon written parental request to the principal of the school. Other legislation grants certain rights that are spelled out in this form.
