

2025/2026  
**Student and  
Family  
Handbook**



**UPLAND UNIFIED  
SCHOOL DISTRICT**



# A Message from the Superintendent

**Dear Upland Unified School District Families,**

I hope this letter finds you well and excited for the year ahead. As we prepare for the 2025-2026 school year, I want to extend a warm welcome to all of you.

I am Dr. Lynn Carmen Day, your superintendent, and I am truly honored to serve this vibrant and diverse community. Upland Unified is more than a collection of schools—it is a family dedicated to fostering academic achievement, personal growth, and community involvement. Together, we lay the foundation for our students to build their successful futures.

As we open the new school year, I want to express my deep gratitude for your continued support. Your presence is invaluable to our success, whether you volunteer in the classroom, attend sporting events, or engage in your child’s learning journey.

Our district is committed to creating a culture where every student feels valued, heard, and respected. Embracing our diversity enriches us all, and we celebrate the unique strengths that each of our students brings to the table.

Thank you for entrusting us with your child’s education. Together, we will inspire curiosity, spark passion, and empower every student to reach their full potential. I am excited about the opportunities this year holds and the moments of excellence we create as a community.

If you ever have questions or ideas to share, please don't hesitate to let me know. Here's to a successful start to the 2025-2026 school year!

Warm regards,



Dr. Lynn Carmen Day  
Superintendent



# A Message from the Principal

**Dear Hillside High School Students and Families,**

Welcome to a new school year! At Hillside, our deepest commitment is to you – creating a supportive and understanding environment where every student can thrive and achieve their unique academic goals. We firmly believe in the potential within each of you and are dedicated to supporting you every step of your educational journey.

As we embark on this year, I want to underscore two crucial elements for successful graduation: regular attendance and completed classwork. Think of attendance as the foundation of your success here at Hillside. Being present in class is so much more than just showing up; it's your opportunity to actively learn the material, connect with your classmates, and participate in discussions that truly deepen your understanding and help you remember what you learn.

Equally important is your focus on classwork. Engaging fully with assignments, participating actively in class, and completing all coursework are the essential building blocks of your learning and comprehension. These efforts are not just about grades; they are vital in preparing you for graduation and for whatever path you choose beyond high school.

To help you succeed, our incredible team of dedicated teachers and staff has been working hard to provide a curriculum that is both engaging and relevant to your needs. We also have a range of support services available to help you overcome any challenges you might encounter, whether academic or otherwise. Please don't hesitate to reach out – we are here for you.

We also want to encourage our parents and guardians to partner with us in motivating our students. Your involvement is a powerful key to their success. We invite you to participate in our upcoming school events and meetings; your insights and engagement are truly invaluable to us.

Thank you for placing your trust in Hillside High School. Working together, we can ensure a productive and successful year for every student. Please feel free to contact my office or any member of our staff if you have any questions, concerns, or suggestions. We value your input.

Sincerely,



**Hector Vasquez**

*Principal, Hillside High School*



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# 2025/2026 School Calendar

## Upland Unified School District School Calendar 2025-2026

July 2025						
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	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
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
21	22	23	24	25	26	27
28	29	30				

October 2025						
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	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
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	21	22
23	24	25	26	27	28	29
30						

December 2025						
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
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
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	21	22	23	24
25	26	27	28	29	30	31

February 2026						
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	21
22	23	24	25	26	27	28

March 2026						
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	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
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	21	22	23	24	25
26	27	28	29	30		

May 2026						
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	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
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
21	22	23	24	25	26	27
28	29	30				

180 School Days

End of Trimester (TK-8)  
November 14  
February 27  
June 4

October 24 (end of Quarter)  
January 16 (end of 1st semester)-91 days  
March 20 (end of 3rd quarter)  
June 4 (end of 2nd Semester)-89 days

### Legal Holidays

**July**  
4 Independence Day

**August**  
14 In Service Day  
15 In Service Day  
18 First Day of School

**September**  
1 Labor Day

**October**  
31 In Service Day

**November**  
11 Veterans Day  
24-28 Fall Break

**December**  
19 Minimum Day  
22-31 Winter Break

**January**  
1-2 Winter Break  
19 Martin Luther King Jr. Day  
20 In Service Day

**February**  
9 Lincoln's Birthday - Observed  
16 Presidents' Day

**March**  
30-31 Spring Break

**April**  
1-3 Spring Break

**May**  
25 Memorial Day

**June**  
4 Last Day of School  
19 Juneteenth (Classified Holiday Observed)

- Legal/Local Holidays - District & Schools Closed
- Non-student/Non-Teacher Attendance
- Teacher In-Service Days
- Opening/Closing

# 2025-2026 Bell Schedules

## Regular Schedule

<b>Period 0</b>	7:30 - 8:17 am
<b>Period 1</b>	8:30 - 9:17 am
<b>Period 2</b>	9:18 - 10:05 am
<b>Period 3</b>	10:06 - 10:53 am
<b>Period 4 (Home Room)</b>	10:54 - 11:24 am
<b>Lunch</b>	<b>11:24 - 11:59</b>
<b>Period 5</b>	12:00 - 12:47 pm
<b>Period 6</b>	12:48 - 1:35 pm
<b>Period 7</b>	1:36 - 2:23 pm
<b>Period 8</b>	2:24 - 3:11 pm

## Minimum Day Schedule

<b>Period 0</b>	7:50 - 8:20 am
<b>Period 1</b>	8:30 - 9:00 am
<b>Period 2</b>	9:01 - 9:31 am
<b>Period 3</b>	9:32 - 10:02 am
<b>No Home Room</b>	
<b>Period 5</b>	10:03 - 10:33 am
<b>Period 6</b>	10:34 - 11:04 am
<b>Period 7</b>	11:05 - 11:35 am
<b>Period 8</b>	11:36 - 12:06 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 / Principals	Contact / Secretaries	Phone Number
<b>Baldy View Elementary</b> Admin: Angela Huerta 979 W. 11th St.	Gabriela Balonick	909-982-2564 Ext. 10301
<b>Cabrillo Elementary</b> Admin: Tricia Banks Noble 1562 W. 11th St..	April May	909-985-2619 Ext. 13301
<b>Citrus Elementary</b> Admin: Nancy Sherod 925 W. 7th St.	Rebecca Moore	909-949-7731 Ext. 12301
<b>Foothill Knolls Elementary</b> Admin: Caryn Sanchez 1245 Veterans Ct.	Michelle Blanco	909-949-7740 Ext. 13301
<b>Magnolia Elementary</b> Admin: Katie Deniz 465 W. 15th St.	Sandy Scruggs	909-949-7750 Ext. 14301
<b>Pepper Tree Elementary</b> Admin: Chris Deegan 1045 W. 18 <sup>th</sup> St.	Monique Walker	909-949-9635 Ext. 15301
<b>Sierra Vista Elementary</b> Admin: Jen Brault 253 E. 14 <sup>th</sup> St.	Carol Boersma	909-949-7780 Ext. 16301
<b>Sycamore Elementary</b> Admin: Susan Holstrom 1075 W. 13 <sup>th</sup> St	Jeannette Poot-May	909-982-0347 Ext. 17301
<b>Upland Elementary</b> Admin: Dr. Leila Dodge 601 N. 5 <sup>th</sup> Ave	Valerie Caustrita	909-949-7800 Ext. 18302

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<b>Valencia Elementary</b> Admin: Allyson Wisz 541 W. 22 <sup>nd</sup> St.	Stacy Ansara	909-949-7830 Ext. 19301
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<b>Pioneer Jr. High</b> Admin: Christopher Kotlewski W. 245 18 <sup>th</sup> St.	Susan Koch	909-949-7770 Ext. 31301
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<b>Upland Jr. High</b> Admin: Hector Vasquez 444 E. 11 <sup>th</sup> St.	Roxanne Alvarez	909-949-7810 Ext. 32301
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<b>Hillside High School</b> Admin: Chris Beeson 1558 W. 9 <sup>th</sup> St.	Rebecca Wells	909-949-8400 Ext. 36301
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<b>Upland High School</b> Admin: Dr. Martin Gomez 565 W. 11 <sup>th</sup> St.	Jillian Salber	909-949-7880 Ext. 35301
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<b>Administrator / Office</b>	<b>Contacts</b>	<b>Phone Number</b>
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<b>Lynn Carmen Day</b> Superintendent	Letty Talamantes	909-985-1864 Ext. 21107
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<b>Ji Wang-Assistant Superintendent,</b> Human Resources	Samantha Marquez	909-985-1864 Ext. 21099
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<b>Mario Jacquez-Director</b> Homeless / Foster Liaison	Nina Best	909-949-4804 Ext. 18360
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<b>Jeannette Sanchez-Director</b> Business/ Fiscal Services	Vanessa Acedo	909-985-1964 Ext. 21125
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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. The key below will help you identify references to any legal mandates along with common acronyms used in this handbook. 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.<sup>1</sup>

■ **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.<sup>2</sup>

● 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.<sup>3</sup>

● 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.<sup>4</sup>

■ **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 used by UUSD to give students easy access to learning applications, resources, and instructional materials. Students log in to Clever using their district-provided accounts, which are automatically created upon enrollment. Through Clever, students can access a variety of educational tools and platforms used in their classes, all from one secure location. Parents and students can monitor academic progress and assignments through connected tools like gradebooks and Google Classroom.

## 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 may be compared against the national database of registered sex offenders if the district chooses to utilize this function.

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](http://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/](http://www.cac.mil/uniformed-services-id-card/)
- For a Permanent Resident Card, please go to [www.uscis.gov/i-90](http://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](mailto: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](mailto: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.

## Lost & Found

In order to protect instructional time, please be sure students arrive at school with all necessary items. In the event a student forgets something at home, parents may leave the item in the front office. The student is responsible to retrieve the item so please advise them in the morning if you are bringing them to school. Any items left on campus will be brought to the front 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 between 6 and 13 units, depending on the logistics of each campus.

### As of July 2019, it has also become a requirement to:

- (1) have an AED unit on the premises of every public swimming pool, and
- (2) every district with an interscholastic athletic program must have at least one AED for athletic trainers and coaches to use, along with an emergency action plan. Each of our athletic trainers and coaches have access and are trained in First Aid/CPR/AED.

### ► 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 nurses' and discipline office on each 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>.

### ► Eric Paredes Sudden Cardiac Arrest Prevention Act (EC 33479):

Athletic activity includes interscholastic athletics, athletic competition other than interscholastic athletics, cheerleading, club-sponsored sports activities, noncompetitive cheer sponsored by a school, practices, interscholastic practices, and scrimmages for public school, charter school, or private school. School districts are encouraged to post information for parents, coaches and students on the web as of July 1, 2017. Each school year before starting California Interscholastic Federation (CIF) activities and non-CIF activities, the school shall collect and retain a copy of sudden cardiac arrest information acknowledgement from a parent or guardian. A school may hold an informational meeting before the start of the season for all ages of competitors regarding the warning signs including pupils, parents, coaches, school officials, athletic trainers, and authorized persons. A pupil who passes out or faints while participating or immediately following athletic activity, shall be removed by athletic director, coach, trainer, or authorized person. In the absence of an athletic trainer, a coach shall notify parents to determine what treatment, if any, the pupil should seek. A pupil who is removed shall not be permitted to return until evaluated and cleared by a physician. This does not apply to physical education activities during the regular school day. Coaches must complete the sudden cardiac arrest training

course and renew every two years thereafter. After July 1, 2019, a coach who has not completed the training course required shall be suspended from coaching duties.

► **Health Office:**

A qualified health technician 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 (see Medical/Health for more information). 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 first get an Off-Campus Permit from the Attendance Office or Health Office and 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](http://www.shotsforschool.org/k-12).

Under the new State law, SB277 (effective January 1, 2016) exemptions based on personal beliefs will no longer be an option for vaccines that are currently required for entry into a California school. 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. Students are not authorized to go to their or another student's vehicle during their instructional day without prior permission from the front office. In the case of an emergency, the student will be called into the Guidance Office.

*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. Students and parents are also regularly surveyed on their favorite menu items, expectations of the program, and what they would like to see served at school. 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 909-985-1864 ext. 21140 or visit our website at [www.upland.k12.ca.us](http://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 Attendance Office at the beginning of the school day.** The student will receive an Off-Campus Permit before leaving school grounds. 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](http://www.aeries.net). To create this account, please contact your school Guidance Office.

## 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](http://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.

## 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.

## Physical Education

In order to graduate, students need to complete **20 credits of PE**.

During the school year, students will engage in various team sports such as volleyball, softball, football, kickball, basketball, soccer, hockey, and lacrosse.

Typically students spend four weeks on each sport. On classroom days, students watch a sports-based movie and take notes in order to relate the movie to the current sport. Students will also engage in sports-related articles or focus sports packets.

Students who participate during the week, and complete their assignments, will have the option to choose an activity for Friday free-play. The activities include catch (baseball or football), HORSE, Around the World, Knockout, frisbee, tetherball, hula hoop, jump rope, or wiffleball on free play days. Students may also walk continuous laps within the PE area.

Students are able to make up non-participation days, up to two times per month, by completing an assigned PE or Work packet.

Students who voluntarily choose not to participate in the daily activity will receive no credit for the day. Excessive non-participation may result in the failure of the class.

To avoid injury to students, sneakers, athletic shoes, or other close-toed, closed-back (no slides/slippers) rubber-soled shoes designed for athletics or exercise **must** be worn in PE class. Students are allowed to store shoes for PE on campus. Students who do not have proper footwear will have the option of loaner shoes (Crocs).

Personal electronic devices are not allowed in the PE area due to damage or loss. Students are required to leave all personal devices secured in the classroom.

**Pursuant to EC 49066(c)**, no grade of a pupil participating in a Physical Education class may be adversely affected due to the fact that the pupil does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the control of the pupil.

## 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:

- Dress - out
- Walk the jogging track
- Stretch
- Light activity
- **No make-up work required for participation points**

### ► FULL RESTRICTION INCLUDES:

- Dress - out
- Observe during class
- **Make-up work required**

*\* 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:

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
- Any dressing restrictions

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

- The student will continue in class with modifications
- The student will be assigned specific written assignments that will be completed and turned-in for the grade.

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

## 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.

*Students who are 16 years of age or older have the right to access their student records; however, only students 18 years of age or older may challenge the content of such records.*

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.

## Student Identification

Student ID cards must be in the possession of the student at all times when attending school and at all school functions. This ensures the safety of our students when staff and campus officers check for unauthorized visitors. Failure to identify oneself when requested by staff/campus officers is cause for disciplinary action. Also, student ID cards may be required for school purchases, checking out library books and textbooks, and for bus transportation.

## 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 needs to be submitted before you receive a phone call to receive your Volunteer badge and every four years from the expiration date
- Volunteer Code of Conduct (**submit to school office**)

# Student Services

## College & Career Center

Hillside High offers a variety of resources for students in need of college and/or career information. Available information may include:

- Printed Materials and Videos
- Military Information
- College Catalogs and Applications
- Scholarship Information and Applications
- NCAA Clearinghouse Student Release Forms
- SAT I/II Applications and Study Materials
- Regional Occupational Program (ROP)

The ROP program is administered in the College and Career Center at each high school. Both programs offer elective high school credits towards graduation.

## Work Permit

According to California State Law, no student under 18 years of age is permitted to work without a permit. Students must have a valid work permit for each job they have in order to work legally. Permit applications may be obtained during the school year from the front office. Permits must be renewed every year. Permits are good through the summer of the school year issued and expire the first week of any new school year. If at any time the student's work interferes with their health, school attendance or schoolwork, the permit may be revoked. Elective course credit is granted only to those students enrolled in the Work Experience class and employed under a valid work permit.

# 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.

### McKinney-Vento Students

Existing law states that all students must meet certain course requirements in order to earn a high school diploma (EC 51225.3(a)). The governing board of UUSD may also establish additional graduation requirements applicable to all of its students (EC 51225.3(b)). Foster, homeless, active military, migrant,

juvenile court, and probation students may be exempt from local graduation requirements and issuance of partial credits (EC 51225.3(c)).

## Proficiency Examination in Lieu of Graduation

The California High School Proficiency Examination (CHSPE) provides an opportunity for eligible persons who are proficient in the basic skills to have proficiency verified. Proficiency is defined by the average performance of second semester 12th graders in California's public comprehensive high school. In terms of the basic skills, those who earn a "Pass" score on the CHSPE would be in the upper half of the class, statewide. The State Department of Education develops the CHSPE and is solely responsible for its content. For further information, contact the Guidance department at your school.

## Testing & Assessments

State-mandated assessment information can be found on the CDE website at [www.cde.ca.gov](http://www.cde.ca.gov).

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

All students in grade(s) 11 and/or 12 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:

- **California Science Test (CAST):**  
An online test based on the California Next Generation Science Standards (NGSS). All students in grades 12 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 11 and/or 12 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.
- **Smarter Balanced Assessment Consortium (SBAC):**  
Only 11th-grade students take these assessments. These assessments include both English Language Arts/Literacy and Mathematics.

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 and schedule a meeting with the school Principal or Assistant Principal of Instruction. 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.

### ► 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, however, there is no opt-out option for the ELPAC as the assessment is a federal requirement for all English Learners. 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.

**► EMC Language Proficiency Assessments by CARLA (ELPAC):**

This assessment is a battery of high-quality, proficiency-based second language assessment tools for reading, listening, writing, and speaking. Assessments are currently available for Spanish, French, and German at two levels on the scale outlined by the American Council on the Teaching of Foreign Languages (ACTFL). ELPAC online instruments measure second language proficiency in reading, listening, writing, and speaking at high school and early college levels.

## Extracurricular Activities

### Eligibility for School Activities:

All students are eligible to participate in school activities if they maintain a 2.0-grade average, 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.

### Student Organizations

Students may organize within the public school an Associated Student Body (ASB), which shall be subject to the approval, control, and regulation of the Board of Trustees. Any such organization must not conflict with the authority and responsibility of the public-school officials and must have as its purpose the conduct, on behalf of all the students, of activities approved by the school authorities.

### Student Publications

The community views a school publication as representing the school. The principal, as the chief administrative officer, is responsible for all school publications. A school publication should reflect the various points of view represented in the student body. Its format and handling of materials must be in good taste and contribute to the free and open exchange of ideas.

# Special & Alternative Programs

*Besides our traditional instructional programs at the 13 comprehensive schools, UUSD offers special and alternative programs. Please contact your student's school for more information on the programs listed below.*

## 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 partner with Chaffey College to offer levels I-V (beginning levels to advanced levels), matching the levels to the needs of those particular students. 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**.

### ► 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.

## Continuation Education

The UUSD continuation program is offered at **Hillside High School**. Upland High School administration processes the referrals.

## 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 response denying or provide an 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 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 schools, charter schools, online high school, Chaffey College Skill Center courses, private schools, and adult schools. Contact the school counselor for information on how to enroll in these programs.

## Duty to Remain at School

A student may not leave the school premises at any time of the school day except in case of emergency or with the prior approval of the principal of the school. The attendance supervisor, a peace officer, or any school administrator/designee may arrest or assume temporary custody during school hours of any minor subject to compulsory full-time education or to compulsory continuation education who is found away from their home and who is absent from school without valid excuse.

## 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 are expected to arrive at school on time. Students who are frequently tardy will receive school consequences and parents will be notified. If the student arrives after school begins, the student must sign in at the office. A parent, student, teacher, and/or administrator conference will be scheduled if a student has excessive excused/unexcused tardies. Students who are habitually late/tardy will be issued truant notices and possibly referred to the Attendance Review Board.

*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.

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

- Joyriding or partying
- 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 truanies in accordance with the Education Code where appropriate.

► **Truancy Plan:**

- Truanies 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 truanies (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 truanies 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.

## Hillside Attendance Expectations, Practices, Policies and Procedures

► **Attendance:**

Students are expected to attend all classes every school day. Whenever possible, make medical, dental or other important appointments outside of school hours. A student who is habitually absent or tardy without sufficient cause may be referred to the School Attendance Review Board (SARB) or placed in an alternative school setting. The Upland Municipal Code (4240.10) requires parents/guardians to ensure their child attends school. Students who are truant are subject to citation and appearance with their parent/guardian in court. Subsequent convictions may result in increased penalties.

► **Excusing Absences:**

All excused absences must be cleared through the attendance office by the student's parent/guardian within **ONE WEEK** of the original date of absence. If an absence is not cleared within **ONE WEEK**, the absence will remain unexcused. *It is the parent/guardian's responsibility to clear all absences.*

**Absences can be cleared using any one of the following methods:**

1. Call the school at 909-949-8400 and give the following information
  - The full name and relationship of the person emailing or calling (**Must be Parent/Guardian**)
  - Student's first and last name
  - Date of absence
  - The reason for absence (please be brief when possible)
  - Please leave a phone number where you can be reached if there are any questions or concerns.
  
2. Email the attendance office at: [hhsattendance@upland.k12.ca.us](mailto:hhsattendance@upland.k12.ca.us)  
 Sample Email (Please feel free to copy and paste and fill in the appropriate information)

*"I am (Your Name) and I am the father/mother/legal guardian of STUDENT FIRST AND LAST NAME who is at Hillside High School. He/She was absent on September 22, 2020. He/She was home sick. I can be reached at (123) 454-1818 if you have any questions or concerns.*

\*Absences due to medical/dental appointments may be validated with additional documentation from the medical/dental office (Doctor's Note). Please SCAN or take a picture of the note/printout and attach the file to the email.

► **Perfect Attendance:**

Perfect attendance is defined as no period or full-day absences for a school year (approved school activities are not considered absences). Absences cleared by parents are still absences and count against perfect attendance even though they are excused.

► **Absences:**

Students should miss no more than 10 days of school a year (approximately 1 day per month). Interventions are put into place for students with excessive absences. These interventions may include phone calls, letters, and emails from the school to inform parents/guardians of student absences, potential home visitations, possible Pre-SARB and/or School Attendance Review Team (SART) meeting at HHS/Contract, loss of privileges or referral to SARB for possible citation and/or alternative placement.

► **Truancy/Unexcused Absences:**

A truancy is an absence from class without clearance from the attendance office. A student is truant when he/she is more than 30 minutes late to class. **Any absence that is not cleared by the parent or teacher of record within three days is unexcused and is treated the same as a truancy.**

## Rules For Excused And Unexcused Absences

**EXCUSED ABSENCES - [California Education Code 48205](#)**

**48205. (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:**

- (1) Due to the pupil’s illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, 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 one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (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.
- (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 religious retreats, 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.
- (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.
  - (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

### Unexcused Absences

**Overslept**

**Traffic**

**Had To Take Sibling To School**

**Parents Had To Work**

**Family Vacation**

**Transportation Issues**

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**Not All Unexcused Absences Are Truant Or Cuts**

**CUTS occur when an absence is NOT Verified as excused or unexcused.**

**In many cases this indicates that the student failed to attend school and/or did not receive permission from parents/guardians or the school to be absent from class or leave the campus.**

<p>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.</p> <p>(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.</p> <p>(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.</p> <p>(e) "Immediate family," as used in this section, has the same meaning as set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."</p> <p><b>Members of the immediate family, as used in this section, means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee (45194)</b></p>	
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## Tardies

Students are expected to attend all classes on time every school day. In addition to utilizing the school-wide policy below, teachers are free to impose their own consequences for classroom tardies, if they choose.

**Step 1 :** On the 3rd tardy to any single period, the teacher will notify a parent/guardian that their student has 3 tardies to that period. This notification can be in the form of a phone call or an email leaving a message will be considered a notification. Teachers will document in Aeries.

**Step 2 :** On the 4th tardy to the same period, the teacher will contact the School Counselor and inform them that a parent/guardian was notified when the student received the 3rd tardy. The Counselor will continue to document in Aeries any conversations with the student in question regarding attendance.

**Step 3 :** On the 5th and any further tardies to the same period, the office will run a report of students with 5 or more tarties and notify the administration to meet with the student

Privileges may be revoked, when necessary, for students who continue to exhibit chronic (excessive) tardies/absences/truancies.

### Here are the potential consequences for poor attendance (including tardiness)

- Lunch Detention
- Saturday School
- Parent/Guardian Meeting with Probation/District personnel

- Parent/Guardian Workshop
- Loss of school activities (including dances)
- Loss of senior privileges
- Loss of Interdistrict Transfer
- Loss of Work Permit

## Tiered Attendance Procedures

### TIER ONE - UNIVERSAL SUPPORTS FOR ALL STUDENTS

WHO	DATE/DATA TRIGGER	REQUIRED ACTIONS
Teachers	Daily	Take Accurate Daily Attendance
Attendance Office	Daily	<ul style="list-style-type: none"> <li>• Clear absences called or emailed in by guardians</li> <li>• Update student’s attendance as requested by teachers</li> <li>• Run Daily Attendance Reports</li> <li>• Code Unverified Absences</li> <li>• Drop students as requested</li> <li>• Provide administration with a report of teachers who do not submit attendance</li> </ul>
School Site	Period Absences	<ul style="list-style-type: none"> <li>• Aeries Communication goes out if a student is marked absent for a period</li> </ul>
Attendance Office	Monthly	<ul style="list-style-type: none"> <li>• Prepare and balance District Attendance Reports</li> </ul>
Teachers	If a student is tardy 3 class periods in a given quarter.	<ul style="list-style-type: none"> <li>• Contact the parent/guardian via parent-square, email or phone Document Contact in Aeries</li> </ul>
Administration	Bi-weekly	<ul style="list-style-type: none"> <li>• Attendance Data for review</li> <li>• Student conferences</li> </ul>

### TIER TWO - TARGETED PREVENTION FOR SOME STUDENTS

WHO	DATE/DATA TRIGGER	REQUIRED ACTIONS
Teachers	3 Period Absences	<ul style="list-style-type: none"> <li>• Contact parent/guardian to notify and document in Aeries.</li> </ul>
Counselors	4 Period Absences total in all classes	<ul style="list-style-type: none"> <li>• Contact by Attendance Clerk</li> <li>• Meet with student, contact the parents and document in Aeries.</li> <li>• Possible cancelation of work-permit</li> </ul>

<p><b>Attendance Clerk</b></p>	<p>5 or more period absences in a quarter</p>	<p><b>Attendance Letter #1</b></p> <ul style="list-style-type: none"> <li>• Attendance Clerk will print the letters.</li> <li>• Attendance Clerk will document that letter was mailed in Aeries Interventions Screen.</li> <li>• Attendance Clerk will stuff envelopes and mail letters.</li> <li>• Meeting scheduled with student and administration</li> </ul>
<p><b>Attendance Clerk</b></p>	<p>8 or more days absent in a quarter</p>	<p><b>Attendance Letter #2</b></p> <ul style="list-style-type: none"> <li>• Attendance Clerk will print the letters.</li> <li>• Attendance Clerk will document that letter was mailed in Aeries Interventions Screen.</li> <li>• Attendance Clerk will stuff envelopes and mail letters.</li> </ul> <p><b>SART meeting scheduled</b></p> <ul style="list-style-type: none"> <li>• Attendance Clerk will schedule SART meetings and invite all required participants.</li> </ul>

**TIER THREE - INTENSIVE, INDIVIDUALIZED PREVENTION FOR FEW STUDENTS**

WHO	DATE/DATA TRIGGER	REQUIRED ACTIONS
<p><b>Administration</b></p>	<p>5 Tardies</p>	<ul style="list-style-type: none"> <li>• Meet with student</li> <li>• Assign Detention and document in Aeries</li> </ul>
<p><b>Probation Officer (PO)</b></p>	<ul style="list-style-type: none"> <li>• If a parent/guardian does not attend scheduled SART meeting</li> <li>• Mail returned</li> <li>• Student has not attended at all</li> </ul>	<ul style="list-style-type: none"> <li>• Student's name is placed on home visit list</li> <li>• PO completes home visit and logs information into Aeries Visitation Screen</li> </ul>
<p><b>Office Manager</b></p>	<p>If a student on a SART contract misses 3 or more days after SART date, student is referred to SARB</p>	<p>Referral to SARB hearing (<b>Link SARB Document</b>)</p> <ul style="list-style-type: none"> <li>• Deans will notify District Office that students need to be placed on SARB list</li> <li>• Office Manager will compile SARB packets</li> <li>• Administrator will present the case at SARB hearing</li> </ul>

**► Make-Up Work For Absences:**

To promote student achievement, teachers are expected to provide all reasonable opportunities and resources to make it possible for students to succeed. Therefore, teachers are required to provide make-up work for students whose absences are excused (all absences other than truancies). Suspensions are considered to be excused absences. A student, who has been suspended from school, shall be provided the homework that the student would otherwise have been assigned.

Assignments may be requested by the Attendance Office if the absence is to be longer than three (3) days. Students returning to class after an absence are expected to request make-up work.

The teacher of the class from which a student is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

It is recognized that many learning activities require interaction and/or performance in class. Teachers shall make every attempt to provide equitable make up work for missing an in-class interactive assignment.

**► Requests For Homework For Extended Absences**

Homework for students with an extended absence will be requested by the Attendance Office. It is essential that teachers respond to requests for assignments by the deadline listed on the request. Students may return completed work to a teacher directly. The Attendance Office may also collect completed work from students and return it to the teachers to be graded. Suspended students must pick up and return work through the attendance office. Teachers are not expected to provide further make up work until previous make up work is completed and returned.

Students who have an extended verified absence, excused absence, or suspension may make up work within a timeframe as determined by the teacher. All returned work should be included in any withdrawal or transfer grade.

**► Requests For Short-Term Independent Study**

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered for short- or long-term placements, on a full-time or part-time basis, and/or in conjunction with part- or full-time classroom study.

# Parking & Transportation

## Parking

### ► Automobiles & Parking:

Driving and parking on campus is a privilege and not a right. Students may not visit their car during the school day. Cars parked on campus must display a parking permit. Permits are available in the office. Permits are not transferable. Parking permits may be revoked for unsafe driving, poor attendance, excessive tardiness or as a result of disciplinary action. Cars parked without a visible permit or in a restricted location may receive a citation. Students are not permitted to use their cars to take other students off campus during the regular school day without permission from a parent/guardian. Motor vehicles, motorcycles and mopeds must be parked in designated areas and locked. Students are not permitted to ride mopeds, motorcycles or any motorized vehicles on campus at any time. Parking Citations may be issued by the school and failure to pay the violations will result in placement on the “no-go” list. **The District is not responsible for lost, stolen, or damaged motor vehicles, motorcycles and mopeds on or off campus. See the [parking permit application for the complete regulations regarding driving and parking on campus.](#)**

### ► Parking is a privilege not a right.

No student is permitted to leave at any time during the school day without an Off-Campus Permit. Violators will face disciplinary action and possible loss of parking privileges. A parking permit authorizes the student to park in the school parking lot. Each parking permit is valid for one school year. If a student gives another student their parking permit, both students may lose parking privileges. Students who forge permits or who use forged permits may be suspended and lose parking privileges.

If the student drives more than one car, the appropriate information must be supplied for each car. Students transporting other students who do not have permission to leave campus and do so will be subject to disciplinary action. Students who vandalize cars will be disciplined and lose parking privileges. A parking permit does not guarantee a parking spot each day.

**NOTE:** *Parking permits will not be issued to students who have outstanding charges/fees.*

### ► Handicapped Parking:

Handicapped parking is provided at all school sites.

### ► Parking Lot Rules

- The speed limit is five miles or less per hour.
- Cars must be parked within the lines.
- Cars may park head-in only. Backing into parking spaces is forbidden.
- Students are not permitted to loiter in the parking lot during the school day, including lunch and between classes.
- Students are not permitted to use their cars as lockers.
- Students are required to obey staff members' directions at all times.

- All rules of safety and courtesy, even if not specifically mentioned above, are to be observed at all times.
- Illegally parked vehicles on campus without authorized permits will be ticketed.
- Infractions will result in the loss of the parking privilege and possible disciplinary action.

► **Parking Lot Security:**

The UUSD and Hillside High School are not responsible for vehicle theft, damage, or loss of personal property, whether parked on or off school premises. Please remember to lock your vehicle and hide any valuables from the site.

► **Parking Permit Requirements:**

Students wishing to apply for parking permits are required to provide the following information:

- Valid driver's license number.
- Valid vehicle registration certificate.
- Proof of insurance.
- Student ID card and number.

► **Vehicle Searches:**

All vehicles parked in the student lot, on school grounds, or adjacent to school grounds for the purpose of arriving to or leaving from school are subject to search by school or police officials with reasonable suspicion. The owner is responsible for what is found in the vehicle and will receive appropriate consequences.

**NOTE:** *Please contact your local law enforcement agency for citations issued by law enforcement.*

# Discipline & Behavior

Schools must have the authority to establish and enforce both academic and disciplinary rules to accomplish their charge. At the same time, students charged with a violation of these rules have the need to protect themselves from being unreasonably deprived of civil liberties and educational opportunities.

School staff must enforce the course of study, the use of legally authorized textbooks, and the prescribed rules and regulations, and they must hold students to a strict account for their conduct on the way to and from school, on campus or related to any school activity.

Every student shall attend school punctually and regularly, conform to the regulations of the school, obey promptly all the directions of their teacher and others in authority, be kind and courteous to schoolmates, and refrain entirely from the use of profane and vulgar language. 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.

The UUSD shall expect students to behave in a socially acceptable manner appropriate to their instructional program and school sponsored activities. Rules, regulations, and rights pertaining to discipline are contained in this handbook, and others specific to each school are available in this handbook.

## Abuse of School Personnel

Every parent or guardian or other person who insults or abuses any teacher of the public schools in the presence or hearing of a student is guilty of a misdemeanor. Verbal abuse of a teacher in the presence of other school personnel or students on school premises or at an assigned school activity is a misdemeanor.

## Behavioral Guidelines

Most students are very serious about taking full advantage of the time they spend in school. They are conscientious about their academic endeavors, their school behavior, and their good attitude toward school. Students who come to school to learn and participate in school activities seldom have problems with school rules.

Unfortunately, some students experience difficulty in maintaining a reasonable attitude toward school rules and the resulting inappropriate behavior creates problems for themselves as well as for fellow students, their parents or guardians, and school personnel.

The UUSD has an obligation to provide an academic and social setting so that all who participate in the educational process can enjoy a productive and positive educational experience. Therefore, student behavior which disrupts the educational process must be confronted and corrected.

Students and parents/guardians should be aware that this section only describes the major problem areas. At any time, students may be counseled by teachers, counselors, or administrators regarding their behavior. If this becomes necessary, students will be informed as to what they must do to make

their behavior acceptable. Students are expected to come to school prepared and to respect the rights of others, to preserve a positive learning environment. This guideline is a basic code of conduct designed to assist and to support students by providing them with a school they are proud to attend, in an atmosphere that is safe, where they have full freedom to learn.

## 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.

## Dress Code

The site administration is responsible for interpreting and enforcing the student dress and appearance policy. As fashion trends change, there may be a need to interpret policy on dress standards. When this occurs, parents may be notified by an administrator and/or administrative designee. Inappropriate clothing may be confiscated and released to parents. Parent support in encouraging students to dress appropriately is greatly appreciated. While on the HHS campus, at school-related activities and/or in photos on school related media including newsletters, website and/or school social media accounts, students will comply with the following dress code:

- Clothing (Tops and bottoms) must cover midriff, buttocks, cleavage and undergarments (bra/underwear). *Examples* of clothing that would be deemed inappropriate may include: tank tops w/ straps too thin to cover a bra, strapless tops, off-the-shoulder tops, low-cut shirts, open-back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath, pants that sag and show underwear etc.
- Clothing must not be see-through or sheer.
- Undergarments and swimwear may not be worn as outerwear.
- Pajamas, sleeping garments, blankets and/or slippers may not be worn with the exception of designated spirit days.
- Students may not wear pants that sag.
- Clothing, shoes, jewelry, bags, hair styles, accessories and hats that advertise, promote, depict or suggest alcohol, tobacco, drugs or any illegal substances, sexual activity, gangs, graffiti, violent acts or characters, inappropriate graphics, gestures or words, or are derogatory, disparaging or demeaning toward any individual or group of individuals may not be worn. *Examples* would include Playboy, Cookies, Budweiser, cannabis plant etc.
- Clothing, shoes, jewelry, bags, accessories and hats that are gang related, denote a hate group, present a safety hazard or disrupt the learning environment may not be worn.
- Hats must be removed in classrooms if directed by the teacher of record.
- Skin art that depicts anything not allowed by the dress and appearance standards must be covered by an appropriate article of clothing.
- Spiked jewelry, brass knuckles, handcuffs, knives of any size or type or chains - including those attached to wallets, backpacks or purses may not be worn
- Sunglasses may not be worn indoors without a physician's note on file in the health office.

- Shoes may not have steel-reinforced toes and must comply with all school and classroom safety regulations.
- Ski-masks may not be worn on campus at any time except when approved for athletic activities by a school coach.

► **Potential consequences for dress code violations:**

- School Loaners
- Detention
- Saturday Academy
- Alternative Learning Center (ALC)
- Loss of senior privileges
- Loss of school activities (including dances)
- Loss of Off Campus Permit
- Loss of teacher assistant position
- Loss of Interdistrict Transfer

► **Dance Regulations And Dress Code**

Dress code for most dances varies. Any change in acceptable attire will be advertised prior to the dance. A specific dress code applies to each dance and will be enforced. For the Homecoming dance, students are required to wear semi-formal attire, such as slacks, ties, dresses or skirts. The attire for Prom requires students to wear formal attire, such as a tie with a jacket or a dress. Strapless dresses are acceptable at these events. An administrator will be stationed at the entrance to the dance to check improper attire. Students who are dressed inappropriately will not be permitted to enter the dance, and parents will be notified. No refunds will be awarded.

**All students are expected to comply with the school's student dress and appearance policy. Failure to comply will be considered a form of defiance and may result in disciplinary action up to and including suspension from school. The school dress code and consequences will be in effect the first day of school. The school reserves the right at any time to amend this list. Should this occur, parents and students will be notified.**

**UUSD BOARD POLICY ON STUDENT APPEARANCE AND DRESS REGULATIONS**

[Board Policy 5132](#) - Students Dress and Grooming

[Administrative Regulation 5132](#) - Students Dress And Grooming

*Any questions about student dress or appearance, please contact the school office.*

## **HHS 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 passing periods, outdoor classes, assemblies, meetings, and other school-day activities. Electronic communication devices may be used outside of the instructional day; before/after school and during lunch. 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.

*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 *patria* ("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.

## Loitering

To linger or idle about without an obvious school purpose. Any person who comes into any school building or upon any school ground, street, sidewalk or public way adjacent thereof without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of such school or disrupt the school or student or school activities, and who remains there or who re-enters such a place within 72 hours after being asked to leave by chief administrators or their designee is guilty of a misdemeanor.

Any person who enters any school building or grounds during school hours and who is requested by administrators or their designee to leave shall promptly depart and not return for at least 48 hours. A request to leave may be made when it appears that the continued presence of the person would be disruptive or would interfere with the school program. Failure to leave or returning within 48 hours is a misdemeanor.

## Names and Pronouns

Students have the right to be addressed by the name and pronouns that correspond with their gender identity even if the student's name and gender are not legally changed. Our schools shall use a student’s preferred name and pronoun on everything possible – including student ID, class attendance rosters, yearbook, and more. Student's legal names will appear on permanent records, such as transcripts. Students wishing to change their legal name for school purposes to a preferred name may communicate with their counselor or site administrator.

## Public Display of Affection

Public display of affection (PDA) is not acceptable. Students violating the PDA regulation are subject to disciplinary measures. This regulation is in effect at all school activities. Students caught in any area of the campus or at a school event engaging in any type of sexual activity and/or lewd/obscene conduct will be subject to discipline.

## 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.

Searches of student possessions (i.e., cars, purses, backpacks, pockets, shoes, socks) may be conducted upon reasonable suspicion that an individual possesses illegal goods. General searches may be conducted in emergency situations. In keeping with our Safe School Policy, the UUSD has instituted the use of trained canines to assist with locating illegal contraband that may be on campus.

## 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.
  - The administrator shall conclude the investigation and prepare a written report of their findings. 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 sexual harassment occurred, the District shall also communicate any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment.
  - 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 Human Resources or designee (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 Assistant Superintendent or designee (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**

## Skateboards & Related Items

The UUSD prohibits skateboards, electric/motorized scooters, bicycles, roller blades/skates and related items from being used on school grounds at any time.

## 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.

## 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 schooldays. 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 student 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

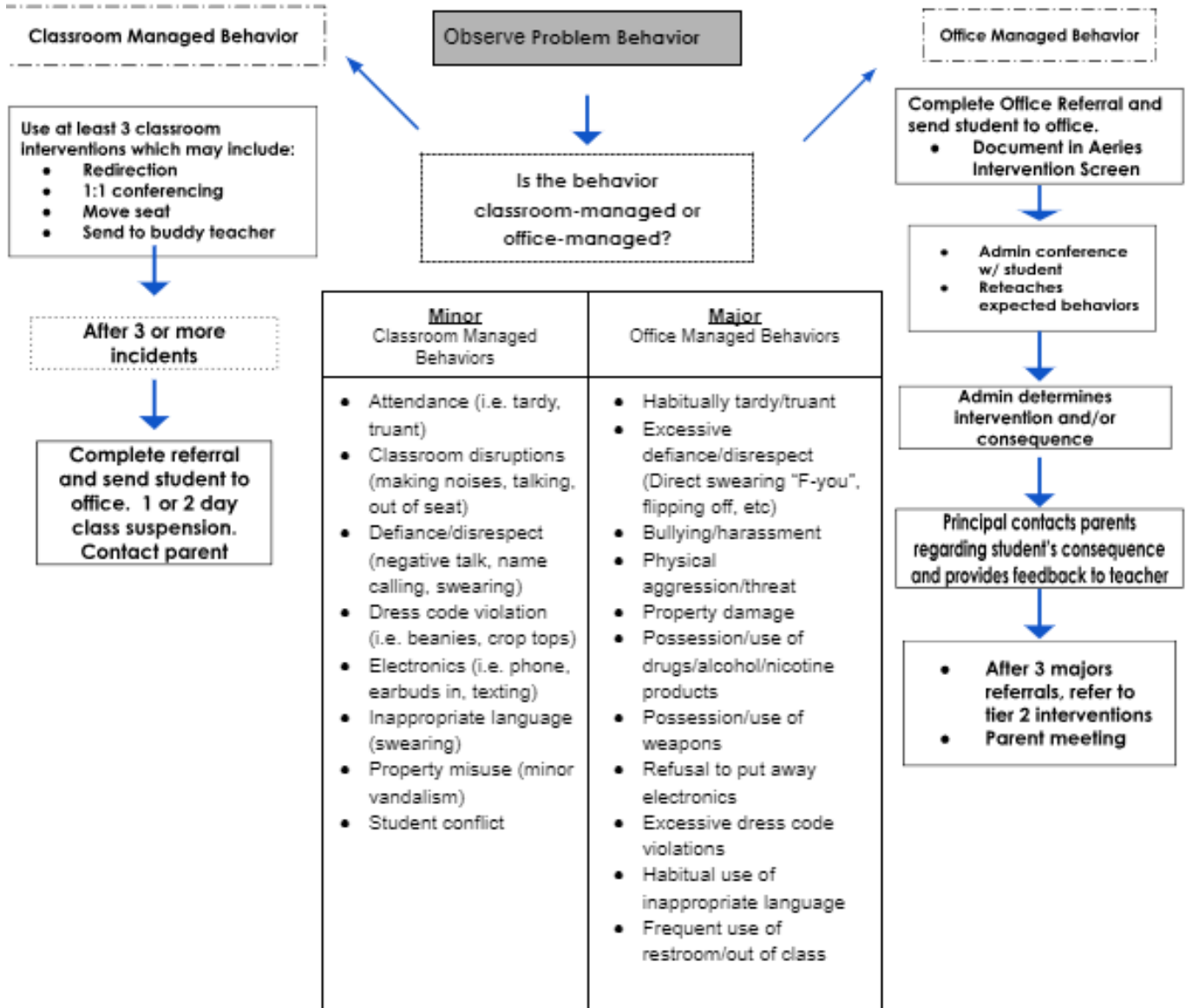
No student is permitted to record on campus without the permission of the site administrator. Per **UUSD Board Policy 5138.8** when a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall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

## HHS Discipline Flowchart

### RESPECT·INTEGRITY·RESPONSIBILITY



# Hillside High Student Expectations

*“These foundational expectations are anchored to our core values of College and Career Readiness, Accountability, Acceptance and Ethical Behavior.”*

## HILLSIDE STRONG : Behavior Statement

At Hillside High School, we have set high standards to conduct ourselves in a way that is respectful and helpful in building a positive climate essential for learning. Together we model, teach, and coach the following schoolwide expectations: **Respect** yourself and others, take **Responsibility** for your learning, conduct yourself with **Integrity**.


### ► Hillside Strong School-Wide Behavior Expectations

At Hillside High School, Hawks are expected to:

- Be Responsible
- Be Respectful
- Have Integrity

### ► The Four Pillars of Hillside Strong can be found in this guidebook and include:

1. Schoolwide Expectations
2. Discipline Policy
3. Incentives Policy
4. Request for Support Procedure

	Group Work	Independent Work	Direct Instruction	Electronic Use
Respect	<ul style="list-style-type: none"> <li>● Give each member of the group a share of the task - listen, respond, and contribute</li> <li>● Listen and be open to other people's ideas and visions without judgment</li> </ul>	<ul style="list-style-type: none"> <li>● Make sure to complete my own work in a timely manner</li> <li>● Focus on your work without copying from others</li> <li>● Complete your work alone, unless otherwise instructed</li> </ul>	<ul style="list-style-type: none"> <li>● Practice active listening - eyes focused on the front of the room tracking the speaker, keep your head up and pay attention</li> </ul>	<ul style="list-style-type: none"> <li>● Only use electronics when given time explicitly</li> <li>● Use school resources for school related assignments</li> <li>● Have earbuds away unless given permission</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>● Students will complete an assignment AND turn it in/upload</li> <li>● Set completion goals for each students portion of a project</li> <li>● Clean up your area at your desk and put all materials in the proper place</li> </ul>	<ul style="list-style-type: none"> <li>● Come prepared with paper and pen/pencil</li> <li>● Read directions before asking for help</li> <li>● Complete warm up activity right when you walk through the door (if available)</li> <li>● Ask for help when you need it</li> <li>● Allow your classmates to work free of distractions</li> </ul>	<ul style="list-style-type: none"> <li>● Take notes when necessary</li> <li>● Ask clarifying questions when concepts or directions are not understood</li> </ul>	<ul style="list-style-type: none"> <li>● Keep phone in backpack or in classroom pocket chart</li> <li>● Alert the teacher when there is a special circumstance that requires electronic use</li> </ul>
Integrity  	<ul style="list-style-type: none"> <li>● Complete what you say you will complete</li> <li>● Everyone contributes equally, and completes their assigned portion</li> <li>● Encourage your group with positive words to build community</li> </ul>	<ul style="list-style-type: none"> <li>● Practice academic honesty by completing your work and refusing to cheat.</li> <li>● Follow through on completing work that has not been done.</li> <li>● Maintain orderly assignments that have your name, legible handwriting, and other required informat.</li> </ul>	<ul style="list-style-type: none"> <li>● Complete what is asked by the teacher during lecture</li> </ul>	<ul style="list-style-type: none"> <li>● Consistently follow rules and procedures for electronic use</li> <li>● Have earbuds out and put away when entering classroom</li> <li>● Use speech to text tools and speech prediction tools when needed to assist with assignment completion</li> </ul>

## Hillside High School's Minor and Major Behavior Infractions

Minor ( <i>Classroom-Managed</i> )		Major ( <i>Office-Managed</i> )
<b>Defiance Disrespect Noncompliant</b>	<p><i>Low-intensity failure to respond to adult requests</i></p> <ul style="list-style-type: none"> <li>• Not following rules</li> <li>• Rude body language (facial, grimace, sigh)</li> <li>• Questioning adult authority</li> <li>• Refusing to give name/display student ID</li> <li>• Not doing work after redirection</li> <li>• Lack of preparedness</li> </ul>	<p><i>Habitual/Repeated/Flagrant refusal to follow directions, talks back and/or delivers socially rude behavior</i></p> <ul style="list-style-type: none"> <li>• Talking back/Inappropriate arguing/responses to challenge authority</li> <li>• Minor behavior escalates</li> <li>• Truant/Ditching on campus</li> </ul>
<b>Disruption</b>	<p><i>Repeatedly engages in low-intensity but inappropriate disruption</i></p> <ul style="list-style-type: none"> <li>• Over-socializing with a student peer</li> <li>• Bothering/disturbing another student peer</li> <li>• Calling out answers; talking out of turn</li> <li>• Passing notes</li> <li>• Tapping pencil or other nuisance item</li> <li>• Leaving class w/o permission</li> <li>• Out of Dress code</li> <li>• Making noises</li> <li>• Inappropriate cell phone usage</li> </ul>	<p><i>Habitual/Repeated/Flagrant behavior causing an interruption in a class or activity</i></p> <ul style="list-style-type: none"> <li>• Yelling, screaming</li> <li>• Throwing food/objects with malicious intent</li> <li>• Minor disruption escalates</li> <li>• Inciting a food fight</li> </ul>
<b>Inappropriate Language</b>	<p><i>Low-intensity instance of inappropriate language</i></p> <ul style="list-style-type: none"> <li>• Name calling (shut-up, stupid, dummy)</li> <li>• Cursing</li> <li>• Practical jokes</li> <li>• Profanity(any language)</li> </ul>	<p><i>Habitually/Repeatedly/Flagrantly delivers verbal messages that include swearing, name calling or inappropriate words</i></p> <ul style="list-style-type: none"> <li>• Direct insults to a staff member</li> <li>• Insulting a peer pervasively/Cruel joking</li> <li>• Racial slurs which incite misconduct</li> <li>• Habitual use of the "N word or related slang in class/school environment</li> <li>• Oral, written comments, or pictures meant to insult or threaten</li> <li>• Repeated cursing/vulgarities and/or obscenities</li> </ul>

<p><b>Physical Contact Physical Aggression Fighting</b></p>	<p><i>Non-serious, but inappropriate physical contact</i></p> <ul style="list-style-type: none"> <li>• Pushing</li> <li>• Game arguments/Horse Play</li> <li>• Hitting, poking, touching, pinching, scratching</li> <li>• Throwing objects at someone with intent</li> </ul>	<p><i>Habitual/Repeated/Flagrant actions involving serious physical contact where injury may occur</i></p> <ul style="list-style-type: none"> <li>• Spitting on someone with intent</li> <li>• Biting</li> <li>• Punching/Fighting</li> <li>• Knocking someone to the ground/wall</li> </ul>
<p><b>Property/ School Equipment Misuse Vandalism</b></p>	<p><i>Low-intensity misuse of property</i></p> <ul style="list-style-type: none"> <li>• Drawing or writing on someone else’s paper or possessions</li> <li>• Misuse of class materials(personal, school)</li> <li>• Using scissors/equipment inappropriately</li> </ul>	<p><i>Habitual/Repeated/Flagrant activity that results in destruction or disfigurement of property</i></p> <ul style="list-style-type: none"> <li>• Graffiti</li> <li>• Facility damage</li> <li>• Intentional damage to property of others</li> <li>• Writing/ tagging on furniture/textbooks/ school property/facilities) intentionally</li> </ul>
<p><b>Harassment Teasing Taunting</b></p>	<p><i>Isolated instances of disrespectful messages (verbal or gestural) that includes threats and intimidation, obscene gestures, pictures, or written notes(electronic or print)</i></p> <ul style="list-style-type: none"> <li>• Teasing</li> <li>• Exclusion</li> <li>• Dirty looks/“Mad-dogging”</li> <li>• Spreading rumors</li> <li>• “Pressing”</li> <li>• Withholding personal property</li> </ul>	<p><i>Intense, sustained, or repeated disrespectful messages (verbal or gestural) that includes threats and intimidation, obscene gestures, pictures, or written notes(electronic or print)</i></p> <ul style="list-style-type: none"> <li>• Systematic exclusion</li> <li>• Stalking</li> <li>• Organizing a group to intimidate;menacing presence</li> <li>• Sexual statements; comment about looks/Offensive (sexually-based) name-calling</li> <li>• Inappropriate touching</li> </ul>
<p><b>Lying Forgery Cheating</b></p>	<p><i>Delivers message that is untrue and/or deliberately violates the rules</i></p> <ul style="list-style-type: none"> <li>• Copying neighbor’s homework, test and/or research paper</li> <li>• Forgery of parent signature</li> </ul>	<p><i>Delivers message that is untrue and/or deliberately violates rules repeatedly</i></p> <ul style="list-style-type: none"> <li>• Transmitting answers to other students</li> <li>• Publishing answers on the internet</li> <li>• Forging a teacher signature</li> </ul>
<p><b>Theft</b></p>	<p><i>Isolate instances</i></p> <ul style="list-style-type: none"> <li>• Taking something without permission</li> </ul>	<p><i>Possession of, passes on, or is responsible for removing someone’s property without permission that has substantial monetary value.</i></p> <ul style="list-style-type: none"> <li>• Taking testing materials with the intent to cheat, or distribute</li> </ul>

## Behavior Intervention Strategies

Classroom Managed		Office Managed
Minor Behavior Intervention Strategy		Major Behavior <i>Refer these behaviors to Admin</i>
Inappropriate language	<ul style="list-style-type: none"> <li>Planned ignoring</li> <li>Redirection</li> <li>Secret Signal</li> <li>One-on-One Conference</li> </ul>	Bullying
Gum, food, drink	<ul style="list-style-type: none"> <li>Meet and greet</li> <li>Redirection</li> </ul>	Serious vandalism
Lack of supplies	<ul style="list-style-type: none"> <li>Reminder of expectation, provide supplies</li> </ul>	Profanity towards adult
Missing homework	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>One-on-One Conference</li> </ul>	Theft
Lying/ cheating	<ul style="list-style-type: none"> <li>Active Supervision</li> <li>One-on-One Conference</li> </ul>	Possessing a weapon
Name-calling	<ul style="list-style-type: none"> <li>Secret Signal</li> <li>Parent Contact</li> <li>One-on-One Conference</li> </ul>	Gang related activities
Talking during instruction	<ul style="list-style-type: none"> <li>Proximity Control</li> <li>Move seat</li> <li>Antiseptic bounce</li> <li>Secret Signal</li> </ul>	Sexual Harassment
Walking around room/ not on task	<ul style="list-style-type: none"> <li>Proximity control</li> <li>Praise 3</li> <li>Attention signal</li> <li>One-on-One Conference</li> </ul>	Fighting
Sleeping	<ul style="list-style-type: none"> <li>Proximity Control</li> <li>Parent Contact</li> </ul>	Graffiti, facility damage
Tardy	<ul style="list-style-type: none"> <li>Meet and greet</li> <li>Acknowledgement</li> <li>Parent Contact</li> <li>One-on-One Conference</li> </ul>	Leaving school campus
Consistent defiance	<ul style="list-style-type: none"> <li>Meet and greet</li> <li>Parent Contact</li> <li>One-on-One Conference</li> <li>Behavior Contract</li> <li>Building Relationships</li> </ul>	Challenging authority, direct insult to a staff member
Not following instructions	<ul style="list-style-type: none"> <li>Broken Record</li> <li>One-on-One Conference</li> <li>Building Relationships</li> </ul>	Biting, punching, knocking someone to the ground

## Behavior Intervention Strategy Definitions

- ▶ **Active Supervision:** Continually scanning the room with eyes and walking randomly through the room ensuring all student behaviors are being observed.
- ▶ **Attention Signal:** Work to get the attention of the entire class in an organized manner when the teacher needs to address all students or feels like noise levels and behaviors are getting out of control. Should be visual and auditory to reach all students and must be taught and practiced with all students, with re-teaching throughout the year.
- ▶ **Antiseptic Bounce:** Send the target pupil to a colleague with a note or message. The note says, 'Tell (pupil's name) "Well done" and send him or her back!' The pupil has been removed from the problem situation and received praise.
- ▶ **Acknowledgement:** Create a system in which those students (or the entire class) can receive a tangible acknowledgement when they reach the expectations on a consistent basis.
- ▶ **Building Relationships:** Get to know your students as individual learners and allow them to get to know you, as a way to build trust and respect within the classroom.
- ▶ **Broken Record:** Avoid engaging in an argument, and be prepared to repeat your instruction or direction up to three times (use the exact same wording) before raising the level of your response.
- ▶ **Meet and Greet:** Meeting all students at the door when class begins and welcoming them with a smile. Teacher attempts to check in with a few students that they know need an additional push to feel welcome in class.
- ▶ **One on One Conference:** Speaking with the student on the side while the rest of class is engaged in an educational experience. Speaking with students about ways they can improve their behavior.
- ▶ **Parent Contact:** A phone call or a postcard to a family member about the students behavior, first contact each year should be positive in nature.
- ▶ **Proximity Control:** Simply standing near the off-task pupil will oftentimes be sufficient to make them consider their behavior.
- ▶ **Praise 3:** Verbally acknowledge 3 students who are meeting the expectations and exhibiting the behaviors you want to see, and then waiting to see the behaviors in other students.
- ▶ **Planned Ignoring:** Occurs when an adult does not pay attention and acknowledge minor irritants or silliness in a child. It also requires the adult to determine which behaviors will stop on their own and which behaviors need interventions.
- ▶ **Redirection:** When a student fails to meet the expectations, going over them again with the student and allowing them an opportunity to reach the expectations.
- ▶ **Secret Signal:** Nonverbal communication towards a specific student that is used to remind the student to correct their behavior in a way that no other students in the classroom know (scratching your nose to remind Tommy to stop talking to his neighbor).

## Restorative Practices Overview

Hillside High School utilizes the Restorative Practices approach. The purpose of Restorative Practices is to further cultivate community on campuses with a focus on building strong relationships. Restorative Practices hold students accountable for their actions while giving them a high level of support to create a campus culture of learning and safety for all school community members.

► **Through restorative practices, members of the school community will:**

1. Have an opportunity to be heard in a fair decision making process
2. Understand the greater impact of one's actions
3. Learn to take responsibility
4. Repair the harm one's actions may have caused
5. Recognize one's role in maintaining a safe school environment
6. Build upon and expand on personal relationships in the school community
7. Recognize one's role as a positive contributing member of the school community.

*Ultimately, people will learn to make positive, productive, and effective choices in response to situations they may encounter in the future after engaging in a Restorative Practice.*

► **A Response to, and Prevention of Harm**

In schools, Restorative Practice/ Approaches are multifaceted in nature. Restorative practices include interventions when harm has happened, as well as practices that help to prevent harm and conflict by helping to build a sense of belonging, safety, and social responsibility in the school community.

**Benefits of Restorative Approaches in the School Setting:**

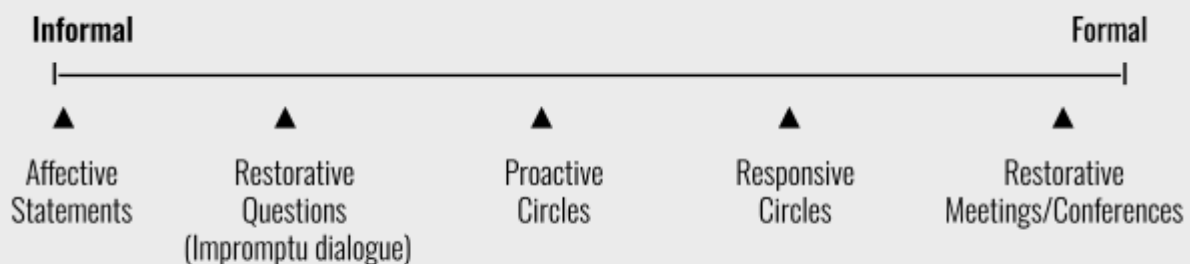
- A safer, more caring environment.
- A more effective teaching and learning environment.
- A greater commitment by everyone to taking the time to listen to one another.
- A reduction in bullying and other interpersonal conflicts.
- A greater awareness of the importance of connectedness to young people. The need to belong and feel valued by peers and significant adults.
- Greater emphasis on responses to inappropriate behavior that seek to reconnect, and not further disconnect young people.
- Reductions in fixed term and permanent suspensions and expulsions.
- A greater confidence in the staff team to deal with challenging situations.

## Restorative Practices Process

*“The underlying premise of restorative practices is that people are happier, more cooperative, more productive and more likely to make positive changes when those in positions of authority do things with them rather than to them or for them.”*

*“The underlying premise of restorative practices is that people are happier, more cooperative, more productive and more likely to make positive changes when those in positions of authority do things with them rather than to them or for them.”*

**The core of restorative practices is building and restoring relationships.**



*(The Restorative Practice Handbook, Costello and Wachtel)*

### ► **Affective Statements:**

Active and non-judgmental listening and expression of feelings and impact. Affective statements allow for students and staff to build strengthened relationships by genuinely presenting oneself as someone who cares and has feelings.

### ► **Restorative Discussion:**

A restorative approach to help those harmed by others actions, as well as responding to challenging behavior consists in asking key questions.

### ► **Restorative Questions:**

1. What happened, and what were you thinking at the time?
2. What have you thought about since?
3. Who has been affected by what you have done? In what way?
4. What about this has been hardest for you?
5. What do you think you need to do to make things as right as possible?

### ► **Proactive and Responsive Circles:**

Can be used for team building and problem solving. It enables a group to get to know each other, builds inclusion, and allows for the development of mutual respect, trust, sharing, and concern.

► **Restorative Meetings/Conferences:** Those who have acknowledged causing harm meet with those they have harmed, seeking to repair the harm as much as possible.

# Hillside High Other Rules and Regulations

## Animals/Pets on Campus

Animals/pets are not allowed on campus as they may pose risks to students, staff, and visitors. Service animals and trained canines from UUSD approved agencies are exempt.

## Campus Policies & Procedures

### ► ED CODE 44807

Certificated district employees may exercise physical control over a student to maintain order, protect property or the health and safety of pupils. This applies to students going to and from school, on the playground, and during recess.

### ► Progressive Discipline Philosophy

The purpose of progressive discipline at HHS is to teach students appropriate behaviors so that they may be successful in the learning environment. Implementing specific behavioral interventions like Positive Behavior Intervention Supports (PBIS), Capturing Kids' Hearts (CKH) and Restorative Practices (RP) while working with parents as partners and allies in the process is critical in supporting student responsibility and success. When it becomes necessary to follow formal student discipline policies, rules and/or procedures, Student Services adheres to California Education Code(s), other applicable laws and Upland Unified School District Board policies and procedures. Student Services believes that behavioral discipline within a school setting should be centered on restorative justice while serving as an integral part of an educational process that supports a student's fullest development (Dignity in Schools, 2017). To that end, our department's goal is to change and alter negative behavior patterns within the academic setting. We utilize *progressive discipline measures* and always seek to exhaust "other means of correction" before committing to any suspension/due process procedures.

### ► Academic Dishonesty

Academic integrity and honesty are fundamental principles of scholarship. Students are expected to do their own work on tests and independent assignments, neither giving assistance to other students nor getting assistance from other students or sources including artificial intelligence programs. The content of research papers, essays, and other individual assignments is expected to provide a means to distinguish a student's own work from the work and ideas of others. Credit must be given to the source of the ideas or words of another. Therefore, any instances of academic dishonesty may result in the one or more of the following disciplinary actions by the teacher of record - Zero grade on assignment/test, parent contact or referral to Student Services. Subsequent and

serious infractions may include one or more of the following: Saturday Academy, behavior contract, due process hearing and possible restriction of school activities.

- **Consequences of Academic Dishonesty**

Each instance of academic dishonesty is documented on the students' disciplinary record.

- **Serious infractions** include stealing any documents, altering grades and/or records (written or electronic), submitting/receiving work that is retrieved dishonestly or selling work to others. Students found in violation will be subject to suspension, a due process hearing, and a possible referral to the District Expulsion Panel.

*Be advised that counselors and teachers are required to respond honestly and accurately to college requests and/or college recommendations regarding any violation of the academic honesty policy.*

▶ **Good Standing With Administration**

In order to attend extracurricular activities including dances, students must be “in good standing” with administration by having acceptable attendance and behavior. Students will be placed on the “no-go” list if they owe detention or Saturday Academy, if they are on a contract including School Attendance Review Team (SART), School Attendance Review Board (SARB) or other Behavior Contracts. Students on contracts must demonstrate improvement and will be reviewed on a case by case basis in order to determine eligibility. Students who receive an attendance or disciplinary consequence after they have already purchased tickets may be denied entry and are subject to a refund - this includes guests of students.

▶ **Administrative Assigned Detention**

Detentions may be assigned as consequences for behavior or attendance issues (tardy). Detentions are offered during lunch. Unserved detentions may result in **Saturday Academy** or placement on the “no-go” list.

▶ **Alternative Learning Center (ALC)**

The Alternative Learning Center is a means of intervention to support student behaviors. Students must turn in their phones to staff prior to entering any ALC environment. Students will participate in the following:

- Vape Educate (when appropriate)
- Social Emotional Learning lesson
- Academic Enrichment
- Beautification (unless parents opt out and students complete a written assignment)

▶ **Return From Suspension And/Or Alternative Learning (ALC)**

At time of suspension, the administrator/designee shall hold a re-entry meeting with any student who has been suspended or placed into the Alternative Learning Center. The parent/guardian will be invited to attend this meeting. A restorative meeting with fellow students and/or staff may also be scheduled to facilitate a positive return to class.

### ► Saturday Academy

Saturday Academy dates are listed on the [Hillside High website](#) and in the Student Center. Saturday Academy begins at 8:00am and concludes at 12:00pm. There is a nutrition break offered in the middle of the session. Students are required to be there on time and stay until the end to receive credit. Saturday Academy may be assigned as a consequence for attendance or behavior issues. Students are also welcome to attend the Saturday Academy to make up work, recover an excused absence, or to earn Service Learning Hours. Unserved Saturday Academies may result in placement on the “no-go” list for student/school activities.

### ► Saturday Academy/Administrative Detention Carry-Over from UHS

Students who have unserved Saturday Academies or Administrative Detentions from Upland HS will need to schedule a meeting with Hillside administration/designee to discuss how to clear their discipline assignments. Students who do not attend a meeting with administration/designee will be placed on the “no-go” list for HHS/UHS events.

### ► Vape Detectors

Vape detectors provide real-time Air Quality and Health Index that sends alerts to staff. The multi-sensor is capable of vape detection, smoke detection, THC detection, and sound abnormalities like gunshots and shouting in areas a camera cannot be placed. Vape detectors may be in any student restroom. If a student is in the bathroom at the time we are alerted, the student may be subject to a search.

## Prohibited Behaviors And Appropriate Actions (Listed Alphabetically)

### ► Bicycles And Skateboards:

Students are not permitted to ride bicycles, roller skates/blades, heelys, skateboards or any other wheeled devices on campus at any time. The District is not responsible for lost, stolen, or damaged bicycles, roller skates/blades, heelys, skateboards, or vehicles brought on or off campus. Bicycles and skateboards must be parked in designated areas and locked. Bicycles and/or skateboards or any other wheeled device found to be out of compliance will receive disciplinary action.

### ► Bullying, Harassment, Sexual Harassment & Threats:

Any gesture, written or verbal statement, message or graphic or physical act (including those electronically transmitted) that is reasonably perceived as being based upon race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic is considered harassment or bullying and is prohibited and subject to disciplinary action (**EC 48900.4 and BP 5145.3, 5145.7, 5145.9**). •(EC 48900.2) – A student may be suspended from school or recommended for expulsion if a reasonable person of the same gender as the victim determines that the conduct is sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment.

*Students should REPORT IMMEDIATELY any instances of sexual and/or bullying/harassment to the principal and/or administrative designee, a counselor, a dean, teacher or any other appropriate*

*and trusted adult on campus. Utilize HHS Tip Line - (909) 687-0379 or the Bullying/Harassment reporting form.*

► **Cell Phone & Electronics Policy:**

Violations will include parent/guardian contact followed by a referral to the Office. Teachers may use UUSD Interventions to track cell phone violations. In addition, the student shall be subject to the Academic Honesty Policy. Any use of a cell phone or other digital or electronic device during a standardized state or national assessment shall subject a student to further disciplinary action. Teacher shall document appropriate intervention and parent contact.

► **Listening and Recording Devices: (Ed Code 5151)**

The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor.

**Any pupil violating this section shall be subject  
to appropriate disciplinary action.**

This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.

► **Controlled Substances And Weapons:**

Possession, distribution, use, or sale of drugs/illegal substances, alcohol, all weapons (including all knives and pocket knives, no matter how small, as well as imitation firearms), or facsimiles thereof are not permitted on or off of the school campus by students during the school day or while they are on their way to or from school. Consequences will include ALC, suspension, due process hearing, and referral to the District Expulsion Panel. Possession and/or use of weapons, imitation weapons, injurious objects and/or prohibited substances are major disciplinary offenses. Suspension will result and recommendation for expulsion is probable. A Breathalyzer may be used to determine intoxication on campus, at school functions, or on the way to or from school or school functions.

► **Damage To Property:**

The parent or guardian having custody or control of any minor whose willful misconduct results in injury or death to any student or person employed by or performing volunteer services for a school district, or willfully defaces, or otherwise injures in any way property, real or personal, belonging to a school district, shall be liable for all such damages so caused by the minor (EC 48909).

► **Defiance:**

Students will follow the directions of staff at all times. Defiance directed toward any school personnel is not permitted.

**► Deliveries:**

To maintain the health and safety of the HHS campus and to avoid unnecessary distractions and disruptions, deliveries of any kind to students are not permitted. This includes deliveries from friends/family and/or delivery services including but not limited to Uber Eats, DoorDash or GrubHub. This includes deliveries through the front office and/or through gates on campus. Items attempting to be delivered will be confiscated and are subject to parent pick up after school.

**► Fighting:**

Fighting and/or battery, whether provoked or unprovoked, is not permitted on or around the campus. Consequences for violation of this rule will include suspension, a monetary fine, and may include arrest and/or citation and/or a due process hearing and recommendation to the District Expulsion Panel. Causing serious physical injury to another person except in credible self-defense will incur disciplinary action. Participation in a fight may include promoting, encouraging or videotaping/recording the participants.

**► Gambling:**

Gambling of any kind is prohibited on campus.

**► Hate Violence:**

(EC 48900.3) The pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5: No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the constitution or laws of this state or by the Constitution or laws of the United States because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.

**► Hazardous Or Disruptive Items:**

Any items deemed to be a safety hazard to other students or disruptive to the educational process will be taken from students and parents will be notified. Items such as aerosol products, squirt guns, soakers, poppers, shaving cream or aerosol whipped topping, water balloons, chains, dice, laser lights or devices, firecrackers or caps or other items deemed to be hazardous or disruptive must not be brought on campus. Possession or use of any of these (or any other item deemed a nuisance item) may result in suspension for disruption, and possible expulsion. In addition, dangerous substances such as tear gas, Mace and pepper spray are illegal on the school campus. Laser lights, laser pointers, and other such laser signaling devices are illegal on campus (PC 417.27). Possession, use, or furnishing of any prohibited substance may result in arrest and recommendation for expulsion. *The District is not responsible for replacement of or reimbursement for any confiscated items.*

**► Inappropriate Or Abusive Language:**

Verbally abusive language toward students or staff is not permitted. A student who verbally abuses a staff member or uses profanity in the presence of a staff member may be sent to the office, suspended and/or recommended for expulsion.

► **Littering:**

Littering on or around the campus may result in citation by Upland Police Department (or designee). Consequences may include fines and/or the requirement to do community service as determined by the court. Failure of the minor and his/her parents to appear in court as directed or pay the fine may result in further penalties and fines (CPC 374).

► **Loitering:**

The City of Upland has enacted an ordinance that prohibits loitering off campus during school hours. It provides that it is illegal for juveniles to loiter, wander, or be in or upon the public streets, highways, roads, alleys, parks, playgrounds, public eating establishments, vacant lots, or any unsupervised place between 8:30 a.m. and 2:30 p.m. on school days, unless accompanied by a parent or guardian, or unless the juvenile has a valid off-campus permit. Juveniles who violate this ordinance will be given a citation to appear in juvenile court with a parent or guardian. Penalties can include fines and/or community service and suspension of the juvenile's driving privilege.

► **Netiquette:**

By definition, *etiquette* is "the customary code of polite behavior in society or among members of a particular profession or group." In cyberspace, *netiquette* is "an acceptable way of communicating and behaving on the Internet."

- Try not to dominate any discussion.
- Give other students the opportunity to join the discussion.
- Use appropriate and academic language. Present your ideas appropriately.
- Be cautious in using internet language. Example, do not capitalize all letters- this suggests shouting.
- Popular emoticons, such as a smiley face, can be helpful to convey your tone, but do not overuse them.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express your opinion. All opinions should be respected.
- Think and edit before you hit the "send" button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable but must be appropriate.
- Participation builds rapport with both your teachers and other students.
- Activities not related to classroom assignments are considered inappropriate use. Messaging, videoconferencing, social networking not connected to the classroom activities should NOT be done during school hours.

*The District reserves the right to suspend account access for students demonstrating inappropriate netiquette.*

**► Other Schools:**

Hillside High School students are not permitted to be on campuses of other schools during the regular school day, without prior permission.

**► Personal Property:**

Students are responsible for all of their own personal property. The school and Upland Unified School District are not responsible for theft or damage. Unclaimed personal property is donated to a local charity after thirty days.

**► Recording:**

Audio and/or video recording in the classroom without the express advanced permission of the teacher is strictly prohibited. Audio and/or video recording of any staff and/or students without their express permission on campus, at school events or during school hours is also prohibited.

**► Terrorist Threats:**

(EC 48900.7) – For the purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as threat even if there is no intent of actually carrying it out. The threat, on its face and under the circumstances in which it was made, is so unequivocal, unconditional, immediate, and specific as to convey the person threatened:

- A gravity of purpose and an immediate prospect of execution of the threat;
- Causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety;
- Or for the protection of school district property, or the personal property of the person threatened
- Or his or her own family

**► Tobacco/Nicotine:**

Possession or use of tobacco is not permitted during the day or at school activities. This includes but is not limited to cigarettes, electronic cigarettes, cigars, pipe tobacco, chewing tobacco, and snuff.

**► Vaping And Vaping Devices:**

Possession or use of vaping products is not permitted during the day or at school activities, including distance learning. This includes but is not limited to nicotine, marijuana or vaping juice/pods/oil.

## PBIS Rewards

### ► Incentives

All staff at Hillside High School have the opportunity to give students Hawk Feathers for demonstrating they are Hillside Strong and showing Responsibility, Respect and Integrity. Weekly drawings will occur for rewards throughout the school year.

## Request for Assistance - Behaviors

Staff should enter interventions for minor behaviors in Aeries. These behaviors may include:

Defiance/Non Compliance	Disruption/off-task	Teasing/rumor spreading
Physical Contact/Unsafe Actions	Reported Bullying	Destruction of property
Property Misuse	Out of bounds/off campus	Inappropriate display of affection
Technology violation	Academic Integrity	Dress Code Violation
Cell Phone	Attendance Concern	Socioemotional Concern
Distance Learning Concern	Behavioral Concern	Others

The Tier 2 team will run reports to analyze students in need of Tier 2 Interventions. Staff who think a student may need additional Tier 2 behavior support may refer the student to their Counselor or Administration who will direct that student to the Tier 2 team for evaluation.

## Wellness Center Support

The staff at Hillside High recognizes the need to focus on the whole child. The whole child involves behavior support and Social Emotional Learning. It's our goal at Upland High School to provide the resources and support necessary in the areas of behavioral support and social emotional learning. The Wellness Center is open to ALL students and staff of Hillside High School.

### The Wellness Center offers a calm space for:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>● Personal and group counseling</li> <li>● Self-esteem</li> <li>● Social Skills</li> <li>● Anger Management</li> <li>● Stress/ Anxiety Management</li> <li>● Home/Family</li> <li>● Grief and Loss (death, divorce, ect.)</li> </ul> | <ul style="list-style-type: none"> <li>● Empowerment Groups</li> <li>● Social Emotional Learning Workshops</li> <li>● Occasional Brain Breaks</li> <li>● Restorative Practice</li> <li>● Conflict Resolution</li> <li>● Return from suspension</li> <li>● Lunchtime Connect Crew</li> </ul> |
|---|---|

Students can be referred to the Wellness Center through the School Counselor or the School office. If you think a student would benefit from the Wellness Center, please contact the school counselor. If a student is in need of immediate assistance they should contact their School Counselor in room 8.

### ► Wellness Center Brain Breaks

The Wellness Center is open to ALL students of Hillside High School. Students are able to take a 10 minute break to participate in calming activities. Students must sign in and cell phone usage, eating, and socializing are not allowed. The administration will receive a list of students who attend for Brain Breaks.

## Reporting Inappropriate Behaviors

### ► Bullying & Harassment Reporting:

**Definition :** 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:

- A. Placing a reasonable pupil in fear of harm to that pupil's person or property
  - B. Causing a reasonable pupil to experience a substantially detrimental effect on their mental health.
  - C. Causing a reasonable pupil to experience substantial interference with their academic performance.
  - D. 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

### ► Report

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 and parent/guardians have the option of reporting the incident through the HHS Bullying Complaint form at: <https://forms.gle/NLViSfLfLnshoJ2B9>



### ► Anonymous Reporting

Students, parents/guardians or staff may report any concerns about bullying or harassment through the reporting platform STOPit. Download the app or submit a report online at: <https://bit.ly/3A7kAGc>



**Download STOPit today!**



► **Investigation**

The principal or designee shall promptly investigate all complaints of bullying or harassment. The person who filed the complaint shall have an opportunity to describe the incident, present witnesses and other evidence of bullying or harassment, and put his/her complaint in writing. Within 10 school days of the reported incident, the principal or designee shall present a written response to the person who filed the complaint and to the accused individual. The report shall include his/her findings, decision, and reason for the decision.

► **HHS Tip Line** *Confidential Tip Line*

Available for Students, Staff, and Community, "See Something, Say Something." *Text (909) 687-0379*

# 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.

- 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 Human Resources at (909)985-1864 or email [ji\\_wang@upland.k12.ca.us](mailto:ji_wang@upland.k12.ca.us).**

## 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 mis assignments 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 Acknowledgement 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 that 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/](http://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.

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**UPLAND UNIFIED SCHOOL DISTRICT**

**2025-2026 STUDENT- FAMILY HANDBOOK  
ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

*Please complete and return this form to your student's school.  
Forms are also available online at [upland.k12.ca.us](http://upland.k12.ca.us) or at the school site.*

**PLEASE PRINT..**

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Telephone #: (     ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Pursuant to Education Code 48982, the parent or guardian shall sign this notice and return it to the school. Signature on this notice is an acknowledgment by the parent or guardian that they have been informed of their rights but does not necessarily indicate that consent to participate in any particular program or activity which has been given or withheld.

**I also understand that video and audio recording without express permission from school staff is forbidden. Offenders will receive consequences that may include suspension up to expulsion.**

My signature below acknowledges I have read and understand the following information provided by the Upland Unified School District:

\_\_\_\_\_  
*Signature of Parent, Guardian, or Caregiver (if student is under 18)* *Date*

\_\_\_\_\_  
*Signature of Student* *Date*

