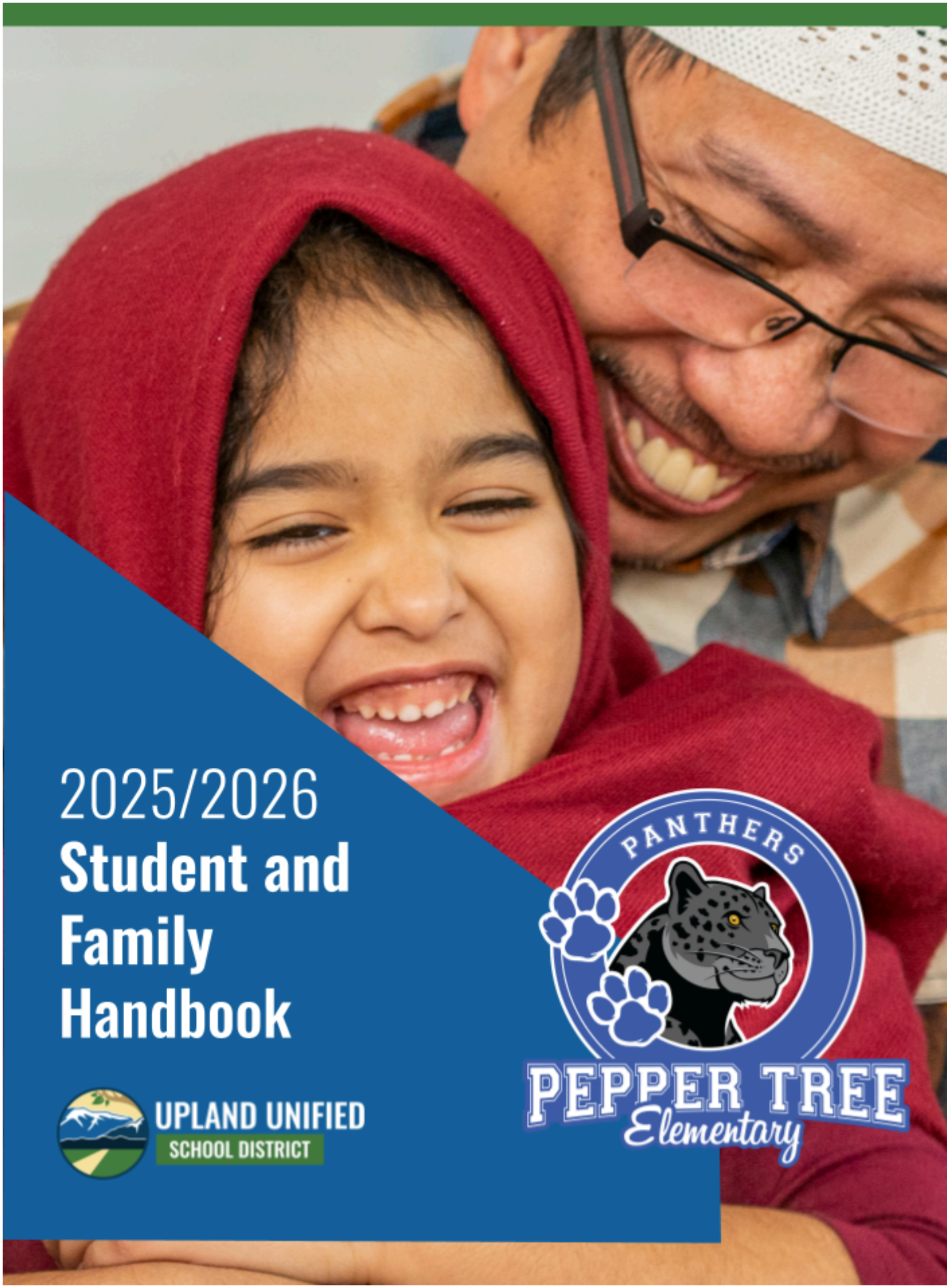


2025/2026

Student and Family Handbook

UPLAND UNIFIED SCHOOL DISTRICT

PANTHERS

PEPPER TREE Elementary

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

UPLAND UNIFIED
SCHOOL DISTRICT

A Message from the Principal

On behalf of our school family, welcome to Pepper Tree Elementary School, where our faculty, staff and school community have been building bright futures since 1990! We feel very fortunate to serve the outstanding students and families that call Pepper Tree home, and we are grateful for the strong support and partnership between our school and your home. Entering campus is a celebration each day as our students are greeted by teachers and administrators, receiving words of encouragement to begin their day.

The Pepper Tree staff and faculty are one of the most dedicated, collaborative, and innovative teams one will find, creating a high performing school that serves as a model school in academic growth and school climate. Parents are highly involved and assist classrooms in various ways such as centers, reading and math support, hands on projects, supporting PTA, attending field trips, and more. As a result of Pepper Tree's welcoming nature towards students and families and the meaningful connections made, Pepper Tree continues to be a destination school with roughly 45% of our student population coming from outside our school residence.

Along with strong academics, the cultural backgrounds and social-emotional health are a major focus of Pepper Tree's staff. Our district's LCAP supports this focus as each elementary school maintains a full-time staffed wellness center, a school counselor, and a consistent curriculum to provide lessons in social emotional learning to all of our students.

Thank you for taking time to review this handbook. This strengthens our partnership and helps us to have an even more successful year. Please join our PTA and help send the message to our students that we value education and we care about their success and learning in school. It is an honor to serve our students and families at Pepper Tree, a school that truly cares for our students, families, staff members, and community and welcomes all to join our family.

Warm Regards,

Chris Deegan

Chris Deegan

Principal Pepper Tree Elementary School

Table of Contents

Superintendent's Message 1
Principal's Message 2
District Calendar 5
Bell Schedule 6
Contact Information 7
General Information 9
California Law Regarding Safe Storage of Firearms 10
Child Abuse Reporting 11
Clever 11
Closed Campus and Visitors 11
Counselor Services 12
Foster Educational Rights 12
Homeless Educational Rights 13
Labor Code 230.8 14
Library 14
Lost & Found 16
Medical Concerns| Health 17
Messages & Deliveries 18
Nutrition Services 18
Off-Campus 19
Online Student Accounts 19
Online Student Data Confirmation & Updates 20
Parent Liability 20
ParentSquare Communication System 20
Patriotic Exercises 20
PE Excusal Policy 20
Personal Beliefs 21
Release of Student Records 22
School Communications 22
Textbooks & School Issued Equipment 23
Use of School Property 23
Volunteers 23
Student Services 24
After School Care 24
English Language Learner Program 24
Independent Study 24
Independent Study / Home Hospital 24
Resource Specialist Program 24
Speech 24
Wellness Center 25
UUSD Child Care 25
UUSD Support Services 25
Mental & Physical Health Resources 25
Academic Information 26
Inclusive and Equitable Resources 26
Homework 26
Summer Bridge 26
Testing & Assessments 27
Extracurricular Activities 28
Special & Alternative Programs 29
Adult Education 29
Newcomer 30
Special Education 30
Attendance 33
Absences 33
Tardiness 36
Truancy 36
Pepper Tree Absence Procedures 38
Parking, Drop off, Pick Up, Arrival, Dismissal 39
Discipline & Behavior 40
Bullying Prevention Policy 40
Hate Related Issues 41
What All Pupils Need To Know (Bullying) 41
Confiscated Items 41
Electronic Communication Device Policy 43
Law Enforcement 43
Searches 43
Sexual Harassment Policy 44
Social Media 45
Student Dress Standards / Personal Belongs 46
Suspensions and Expulsions 47
Tobacco and Vaping Policy 48
Use of Mobile Phone for Recording 48
Pepper Tree Staff Managed Behaviors 50

Discipline & Behavior *Continued*

Office Referral Definitions | Minor 51
Office Referral Definitions | Major 52
Intervention Flow Chart 54

Pepper Tree's School Wide Expectations 55

Cornerstones to Success 55
PBIS 55
Our School Community 56
Other Rules and Regulations 56

Prevention of Student Harassment 60

Uniform Complaint Procedures 61
Non- Discrimination Policy 62
Williams Complaint Procedure 62

Annual Required Notifications 63

Acknowledgement of Receipt and Review 64

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
					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						

10

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				

21

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	

22

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						

13

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			

15

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

18

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

18

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				

20

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		

19

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						

20

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				

4

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 quater)
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 Lincolns 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 Attendence
Teacher In-Service Days
Opening/Closing

2025-2026 **Bell Schedules**

Start of the School Day	School Begins TK-K	7:55 am
	School Begins 1st - 6th Grades	8:00 am
Morning Recess	Recess TK-K	9:10 - 9:30 am
	1st & 4th Grades	9:45 - 10:00 am
	2nd & 5th Grades	10:00 - 10:15 am
	3rd & 6th Grades	10:15 - 10:30 am
Lunch Schedules	TK/Kinder Lunch	10:50 - 11:32 am
	1st Grade	11:05 - 11:47 am
	4th Grade	11:15 - 11:57 am
	2nd Grade	11:30 am - 12:12 pm
	5th Grade	11:40 am - 12:22 pm
	3rd Grade	11:55 am - 12:37 pm
	6th Grade	12:15 - 12:57 pm
Dismissal Times	TK Dismissal	12:55 pm
	Kindergarten Dismissal	2:25 pm
	Dismissal Grade 1-6	2:30 pm

Special Schedules

- **Early Release Days:**
  - *Grades TK-K are dismissed at 12:55 pm.*
  - *Grades 1-6 are dismissed at 1:05 pm.*

Each Wednesday is an Early Release day:
Family/Teacher Conference weeks TK-6
- *1st Trimester: Oct 3-4, 7-8, 10-11*
- *2nd Trimester: Jan 14, 16-17*
- *3rd Trimester: Apr 24-25*

- **Minimum Days:**

The day ends at 11:10 for grades TK-K
The day ends at 11:15 for grades 1-6
- *August 30, 2024*
- *December 20, 2024 Winter Break*
- *May 23, 2025*

Contact Information

For information, please contact your school first

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

UPLAND UNIFIED SCHOOL DISTRICT

Phone: (909) 985-1864

Address: 390 NORTH EUCLID AVENUE
UPLAND CA 91786

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

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

Valencia Elementary Admin: Allyson Wisz 541 W. 22nd St.	Stacy Ansara	**909-949-7830** Ext. 19301
Pioneer Jr. High Admin: Christopher Kotlewski W. 245 18th St.	Susan Koch	**909-949-7770** Ext. 31301
Upland Jr. High Admin: Dr. Leila Dodge 444 E. 11th St.	Roxanne Alvarez	**909-949-7810** Ext. 32301
Hillside High School Admin: Hector Vasquez 1558 W. 9th St.	Nancy Butler	**909-949-8400** Ext. 36301
Upland High School Admin: Dr. Martin Gomez 565 W. 11th St.	Jillian Salber	**909-949-7880** Ext. 35301

Administrator / Office	Contacts	Phone Number
Lynn Carmen Day Superintendent	Letty Talamantes	**909-985-1864** Ext. 21107
Ji Wang-Assistant Superintendent, Human Resources	Samantha Marquez	**909-985-1864** Ext. 21099
Mario Jacquez-Director Homeless / Foster Liaison	Nina Best	**909-949-4804** Ext. 18360
Jeannette Sanchez-Director Business/ Fiscal Services	Vanessa Acedo	**909-985-1964** Ext. 21125

General Information

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

California Law Regarding Safe Storage of Firearms

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

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

▸ Student Access to Firearms:

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

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

▸ Negligence in Firearm Storage:

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

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

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

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

Child Abuse Reporting

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

Clever

Clever is the main digital platform 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 will be compared against the national database of registered sex offenders.

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

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

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

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

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

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

Counselor Services

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

Foster Youth Education Rights

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

▸ District Foster Liaison

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

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

- **Educational Support Services:** Foster youth are entitled to receive appropriate educational support services, such as tutoring, counseling, and special education services, as needed.
- **Access to Records:** Foster youth have the right to access their education records and receive assistance in obtaining school records, even if they change schools frequently.

Referrals to Support Services:

- Our district recognizes the importance of providing comprehensive support to foster youth and their families. We can provide referrals to community agencies and organizations that offer additional support services, including housing assistance, and counseling.
- We encourage foster youth and their families to reach out to our district foster youth liaison for assistance and guidance. Together, we can ensure that every foster youth receives the support they need to succeed academically and beyond.

District Foster Youth Liaison:

- For any questions or assistance regarding services for foster youth, please reach out to Mario Jacquez, Ed.D., who serves as the district foster youth liaison. You can contact Dr. Jacquez via email at *Mario_Jacquez@upland.k12.ca.us* or by phone at **909-949-4804.**

Homeless Education Rights

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

Definition of Homeless

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

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

Resources for Homeless Children and Youth

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

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

▸ District Homeless Liaison

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

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

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

Library

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

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

Some limitations to intellectual freedom in UUSD library settings are:

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

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

The Pepper Tree Library is an important part of each student's school experience. Regular library hours are maintained weekly. In addition to weekly class visitations, students can visit the library during morning and lunch recesses. Library books may be checked out on a one-week or bi-weekly basis. New books and resources are purchased on a yearly basis to keep the library materials updated.

▸ A Love of Reading

It is Pepper Tree's desire that each student develops a love of reading. We have many genres in our library, so there is something for everyone! Please help us by teaching your student to be dependable and respectful with borrowed books. We hope the library is a place of joy for your students. Search for Books in the Pepper Tree library. Access Destiny through Clever.

▸ Book Checkout

- 1st Grade – 1 book per student
- 2nd-6th Grade – 2 books per student

At the beginning of each school year, and several times throughout the year, each class is reminded of the following:

All books are to be returned or renewed each classroom library visit. Students who do not return/renew books are not allowed to check out another book until their current books are cleared.

Donations

Pepper Tree accepts donations of gently used or new books from students, with their parent's permission. If books are more appropriate for junior or high school readers, they will be forwarded to the Junior High or High School. Also, if the library ends up with too many copies of a certain title, the extra copy is put out for teachers to take for their classrooms. With the teacher's permission, students may come to the library during morning and lunch recess. If there is a classroom in the library, students will have to come back at another time.

Library Care

It is expected that the students do their very best to help maintain the cleanliness and organization of the library. It is for their use, as well as the staff. Shelf markers are used when selecting books. If a student finds a book with loose pages, they should turn it in for repair.

Lost or Damaged Books

If a library book is lost or damaged while a student has it checked out, the student is responsible for paying for the book. Parents may purchase a replacement book, but the book must be like the one lost/damaged, i.e. purchase a hardcover book to replace a hardcover and a paperback for a paperback. If a lost book is found after it has been paid for, please return the book to the library during the current school year it was lost. If there is no additional damage, money for the book will be refunded. If you paid cash, you will be reimbursed with cash, if you paid by check, the District Office will reimburse you by check. If a book was purchased to replace a lost book, bring the original book back, and the replacement copy will be given back to the student. No money is returned for replacement books purchased.

Bills for overdue books are run throughout the school year. Currently, we do not charge a daily fee for overdue library books. It is the student's responsibility to take care of borrowed library books. Please ensure that books are returned free of liquid damage, tears, bent/folded pages, and pen, pencil, and/or colored markings.

Lost & Found

Every year many articles of clothing are left on the playground, in the cafeteria or in the hallways. These articles are collected and placed in a bin. Other articles (glasses, jewelry...) should be brought to the office. Please mark all your students' clothing articles with their name to help in returning lost items to the rightful owner. Students are responsible for loss of or damage to any property belonging to them such as clothing, equipment, books, instruments, and money. The school will, in every way possible, try to protect appropriate personal belongings. Do not bring items of value to school. Parents wanting to check for their student's articles should check in with the office. At the end of every trimester, unclaimed lost items will be donated to a charity.

Medical Concerns | Health

Automated External Defibrillators (AED):

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

Change of Address or Phone Number:

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

Emergency Cards:

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

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

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.

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. Students who become ill during the school day must request a pass from the current teacher in order to go to the Health Office. If students need to leave school due to illness, they must be picked up from school by a parent or guardian.

Immunization Requirements:

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

▸ Medication Procedures:

Procedures are in place for any medication required to be administered in school If your student must take a prescription or over-the-counter (i.e. Advil, eye drops, and cough drops) medication in school, you may do any of the following:

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

▸ Protection of Health:

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

▸ UUSD NARCAN Strategy:

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

Messages & Deliveries

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

Nutrition Services

The Nutrition Services department is made up of a team of food and nutrition professionals who are dedicated to students' health, well-being, and their ability to learn as well as sustainability practices such as reducing food waste. The UUSD supports learning by promoting healthy habits for lifelong nutrition and fitness practices. Breakfast, Lunch, and Supper served at school exceeds the nutrition recommendations of the U.S. Dietary Guidelines. 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*** and click the Business Services at the top of the page under departments. Then click Nutrition Services.

▸ Food Allergies:

A doctor's note must be on file with the health office for all food allergies. We have an allergy table available in the cafeteria for students that choose to sit there. Nutrition Services will work with the family of a student with food allergies once a doctor's note has been submitted to the health office.

▸ Lunch Drop Off

Lunches that are dropped off during instructional time can be left on the lunch cart outside of the front office. Students can pick up their lunch on the way to the cafeteria. Students with fast food must eat outside in the quad. Please do not bring your child soda or energy drinks. Parents who would like to eat lunch with their student must report to the office to sign into the Raptor system using a driver's license. They may join their students in the quad during their assigned lunch time. Parents may only provide lunch for their own children.

▸ Second Chance Breakfast:

Second Chance Breakfast and Lunch are FREE for all students this year. Second Chance Breakfast is served during snack recess. Link to Elementary School Menus: *menus*

▸ Snacks at Recess

To help keep students' bodies and minds alert and ready to learn, snacks brought to school for morning recess must be healthy. They should also be small and easy to open.

Off-Campus

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

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

Online Student Accounts

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

Online Student Data Confirmation & Updates

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

Parental Liability

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

ParentSquare Communication System

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

Patriotic Exercises

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

Physical Education Excusal Policy (medical excuses)

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

▸ **Parent/Guardian Note***:

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

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

LIMITED RESTRICTION INCLUDES:

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

FULL RESTRICTION INCLUDES:

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

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

▸ Doctor's Note:

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

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

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

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

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

Personal Beliefs

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

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

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

Release of Student Records

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

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

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

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

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

School Communication

Parents or guardians with a question, concern, or comment should call the school at their earliest convenience. Parents or guardians are welcome to visit the school; however, under no circumstances should a parent or guardian attempt to meet with a teacher by going directly to the

classroom. All parents or guardians must check in at the Main Office and make an appointment to see a teacher with at least a 24 hour notice. Appointments are usually scheduled before school, after school, or during the teacher's preparation period. If a parent or guardian would like to observe their student in class, arrangements must be made at least 24 hours in advance and the length of the visit shall be brief and agreed upon with the administration.

Textbooks & School Issued Equipment

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

Use of School Property

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

Volunteers

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

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

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

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

▸ Getting Started

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

Prospective volunteers must complete the following:

- Volunteer Assistance Application Form (Must be completed annually) required with proof of identification, such as a California Driver's License or California ID
- Fingerprint Clearance through the State of California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) (Valid for the duration of your uninterrupted service)

- A negative Tuberculosis (TB) clearance 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

CHAMPIONS After-School Child Care **Before- and after-school programs for 1st–6th graders**

Setting children up for success in school—and in life—is what our programs are all about! We help children become young experts in the three critical areas that have the most impact on their future success:

- Social-emotional skills, like building relationships, becoming self-aware, and making decisions
- Executive-function skills, like getting organized, managing impulses, and staying focused
- Inquiry-based learning, like using curiosity and creativity to guide their learning process

We even help them get homework done before they go home! Enrollment Link

English Learner Program (EL)

We provide services for students with non-English proficiency on a daily basis. Students are screened for eligibility, given English instruction, and carefully monitored.

Independent Study (Short Term)

Occasionally it is necessary for parents to pull a student from school for several days. A Short Term Independent Study program is available and encouraged for students who will be gone from school for three or more consecutive days. The office AND classroom teacher must have 5 school days notice for any student participating in the Independent Study Program. The child's teacher will prepare independent study assignments that will be turned in upon return to school. Students that successfully complete the Independent Study will be given attendance credit. Contact the office to initiate the program.

Long Term Independent Study & Home Hospital

Home School teachers are provided to any student who is unable to attend in-person instruction for medical reasons if such an absence is for more than two weeks. A doctor's certification of the expected length of absence must accompany the request. Contact the school office for more information.

Resource Specialist Program

Pepper Tree has two full-time resource specialists who meet on a regular basis with students who have identified special learning needs. Individual programs are developed to meet a variety of learning needs, such as poor visual memory, weak auditory perception, reversals, inability to concentrate, and other learning handicaps. There are other programs available both within the District and the West End Selpa community for children with greater educational handicaps.

Speech

Pepper Tree has a speech therapist who works with students with Individualized Educational Plans on their speech and language needs.

Wellness Center

Pepper Tree has a Wellness Center that is available for staff and students to take a short break. It is a comfortable space for someone to unwind and rejuvenate so that they can go back to class.

UUSD Child Care

Pepper Tree offers a before and after school child care program for students in grades TK-6. The hours are 6:30 a.m. – 6:00 p.m. Students are encouraged to participate in activities such as computer time, arts & crafts, SPARK activities, performing arts, & leadership opportunities. A homework time and snack time are also provided. Contact the daycare office @ (909) 942-1905 for availability and a monthly fee schedule. Students needing to be dropped off prior to 7:40 or picked up later than 2:40 need to be enrolled.

UUSD Support Services

UUSD's Support Services Department provides support services to meet the needs of our students and their families through the Support Services Family Center located near the corner of Arrow Hwy and Third Ave. We are here to help, so please don't hesitate to call us at (909) 949-7804 to learn more about the services we are pleased to make available to you.

UUSD Transportation

Our district offers bus transportation to Pepper Tree families that live in a designated area. Please contact the school office for additional information.

Mental & Physical Health Resource Information

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

Access the family resources for mental and physical health support: ***Family Resources Link.***

Academic Information

Inclusive and Equitable Resources

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

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

Homework

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

Summer Bridge

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

Summer BRIDGE ACADEMY

Testing & Assessments

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

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

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

The CAASPP program includes the following assessments:

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

▸ English Language Proficiency Assessments for California (ELPAC):

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

The ELPAC exam has three purposes:

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

The ELPAC and CAASPP are reported on the California School Dashboard. The CAASPP is also reflected in the designation of students being College Ready or Conditionally Ready through the Early Assessment Program (EAP). Parents/guardians wishing to opt their student(s) out of CAASPP testing must do so in writing, 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.

▸ Physical Fitness Test (PFT):

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

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

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

Extracurricular Activities

Eligibility for School Activities:

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.

Gifted and Talented Education (GATE)

The district is supportive of extended learning experiences for gifted students. Children who are GATE identified will receive differentiated instruction in their classroom. They also have the opportunity to participate in school and district-sponsored enrichment activities. Students in this program have been screened and tested. Referrals to participate in the program are made by the student's teacher and/or principal.

Intradistrict Sports Teams

The Elementary PE team runs after school sport leagues in the Fall and Winter. 4th, 5th, and 6th grade students at each of the ten Elementary Schools form school based teams that compete against the other Elementary Schools in the district. Teams will be formed based on good attendance, behavior, grades and sportsmanship as well as homework completion.

Student-athletes must maintain good grades, do their homework, be respectful to teachers and classmates and have good behavior .

Student-athletes are representing their school. Good sportsmanship is required at all times. The student-athlete must show respect towards the opponent, all coaches, referees, fans, and teammates. Failure to display good sportsmanship or respect can result in immediate removal from the team.

Students must also be in attendance on the day of the activity to participate.

Student Council

The Pepper Tree Student Council is made up of sixth grade students. They meet monthly during recess. The purpose of the Student Council is to give students an opportunity to learn about leadership. The Student Council plans activities such as the annual storybook pumpkin decorating contest. Spirit days are sponsored every month and the class with the best spirit receives the Pom Pom Award. The Golden

Dustpan award is given to the cleanest classroom. Members of the Student Council also help with announcements particularly about college and career. The Student Council also has a partnership with warriors for children and hosts drives for back to school supplies, toys and hygiene items.

Special & Alternative Programs

Adult Education

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

▸ English as a Second Language (ESL):

English as a Second Language (ESL) courses are for our non-native speakers desiring to speak, read, and write in English for many reasons: to improve their job prospects, further their educational goals, become U.S. citizens, better engage with their community, or just to help increase their involvement in their children's education or activities. We 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.

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 guidance or attendance office on the day the student is absent.
If it is not possible to contact the school earlier, the parent or guardian must call or send a note on the day of the student's return to school.
✻ ***ABSENCES NOT CLEARED IN THREE DAYS ARE DECLARED TRUANT.***

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

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

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

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

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

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

1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.

2) Due to quarantine under the direction of a county or city health officer.

3) For the purpose of having medical, dental, optometrically, or chiropractic services rendered.

4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than five days per incident.

5) For the purpose of jury duty in the manner provided for by law.

6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.

7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.

8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

9) For the purpose of spending time with a member of the pupil's immediate family who is an active-duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

11) For the purpose of participating in a cultural ceremony or event.

12) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence. (B)

(i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.

(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.

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

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

(ii) To access grief support services.

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

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

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

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

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

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

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

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

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

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

▸ Legal Responsibility to Attend School:

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

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

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

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

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

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 (more than four times per trimester) 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.

▸ Truancies and Unexcused Absences:

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

- Going to work with parent or other family member
- Going to the beach, lake, river, mountains, desert, etc.
- Going to a concert or sporting event
- Getting ready for a date
- Baby-sitting, taking care of other family members
- Under the influence of alcohol or drugs
- Student walkouts
- Joyriding or partying
- Personal problems
- Participating in a non-student sponsored demonstration off or on campus
- Repairing car or household items
- Waiting for service or repair people to arrive
- Shopping
- Bus not available/missing bus
- Camping
- Any other reason not included in the Acceptable Reasons for Excused Students Absences section per EC 48205

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

▸ Truancy Plan:

- Truancies will be recorded on the student's attendance record.
- ·Upon a student's initial classification as a truant, the UUSD shall notify the student's parent or guardian using the most cost-effective method possible, including an email or telephone call (EC 48260.5).
- Any student who has once been reported as truant and who is again absent from school without a valid excuse one or more days, or tardy for more than 30 minutes on one or more days, shall again be reported as truant (EC48261).
- On the first and second reported truancies (single period or all day) during the same school year, the student and parent or guardian may be requested to attend a meeting with a teacher or counselor to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. During the meeting, specific intervention strategies will be discussed with the goal of improving the student's attendance. A contract may be drawn listing specific interventions and expectations for improved attendance.

- On the third reported truancy during the same school year, the student shall be classified as a "habitual truant" (EC 48262). Subsequent truancies may be penalized in accordance with the EC.
- Tests and other coursework missed during truancy may be made up or turned in late at the teacher's discretion.

Pepper Tree Absence Procedures

▸ Absence Verification:

Please call the Attendance Line @ (909) 949-3627 to leave a message to report an absence. You may also complete this Google Form Absence Verification or email sharon_clark@upland.k12.ca.us . If these options are not possible, a note indicating the reason for the absence is required when your child returns to school. Medical appointments are the only excused absences with a note from the doctor or dentist. We appreciate your efforts in having your child attend school any portion of a day when full attendance is not possible. We would like to remind you that success at school is contingent upon regular attendance.

▸ Attendance & Activities:

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

▸ State Attendance Review Board (SARB):

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

▸ Tardiness:

Students who arrive late to school must report to the office before going to class. A student is truant when they are late to school by 30 minutes or more. Three (3) tardies (all less than 30 minutes) = 1 truancy. Parents will receive letters when their child is truant. In the case of frequent tardiness, parents and students will be notified and asked to meet with the administration to alleviate the tardy problem.

▸ Truancy Letters and School Attendance Review Team (SART)

Any student who has 3 or more unexcused absences will receive a truancy letter. No action is needed after receiving the letter. Only notify the school if an absence needs to be excused. School Attendance Review Team (SART) meetings are scheduled when a student has 6 or more absences. The SART team's purpose is to attempt to address and correct the student's attendance issue. At the SART meeting, an administrator, the parent, and student will sign a SART contract.

Parking, Drop off/Pick Up, Arrival/Dismissal

Students can arrive at school no earlier than 7:40 a.m. when gates are opened. Upon arrival, students wait in front of the office gates or in front of the gate in the east drop-off parking lot. At 7:40 they are dismissed to go to the playground until the bell rings at 7:55 a.m.

Students are to go home immediately after school. Please discuss with your child the safest route to and from school. Contact the Child Care Coordinator @909-942-1905 for further information if you need before or after-school child care. Please send a note to the teacher if your child will be going home with a friend after school.

If you are driving your child to school, use the east parking lot for unloading and pick-up ONLY. There is no parking along the curb. The east parking lot area is for STAFF ONLY. The west parking lot is for buses and parent parking. There is no drop-off or pick-up from the west parking lot. Parents must park in a stall and walk up to pick up or drop off students from the west parking lot. For safety reasons, children are not allowed to cross traffic lanes, the street, or go through the parking lot to meet you. This procedure is VITAL for the safety of everyone.

Follow the signs indicating right and left turn traffic flow patterns. They are designed to maximize traffic flow and safety. Please leave the crosswalks free so that pedestrians can cross safely.

▸ Appointments & Early Releases

We highly discourage families picking up students early from school, as instructional time is lost. Please keep in mind that the last 15 minutes of the school day students are wrapping things up for the day and prepping for the following day. If it is necessary that students leave the school grounds before the regular dismissal time, please send a note to the teacher indicating the time and reason. Students will not be pulled out of class until you arrive at school. Students must be signed out in the office before leaving. They will only be released to their parent/guardian or an emergency contact who is 21 years of age or older with a valid I.D. If they return to school following an appointment, they must check in at the office before going to class.

▸ Late Pick-Up Policy

At the end of the school day, all students must be picked up within 10 minutes of the dismissal bell. Students who have not been picked up will be taken to the office, where parents will be required to pick them up and sign them out as a late pick-up.

▸ Pedestrians

Pedestrians are to use crosswalks and follow safe walking procedures on the way to and from school. Students are to show respect for property on the way to and from school. Students are encouraged to use corners where there are crossing guards and follow the directions of the crossing guards at all times.

▸ Transitional Kindergarten and Kindergarten Dismissal

Students will be dismissed at the gate on the East side of campus. Every student needs to be picked up by an adult. If a child is not picked up they will be dropped off at the front office and will need to be signed out.

Discipline & Behavior

Bully Prevention Policy

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

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

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

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

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

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

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

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

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

Hate Related Issues

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

What All Pupils Need To Know:

- Any pupil who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Pupils are expected to immediately report incidents of bullying to a site administrator and/or to their counselor.
- Pupils can rely on staff to promptly investigate each complaint of bullying thoroughly and confidentially.
- If the complainant pupil or the parent/guardian of the pupil feels that appropriate resolution of the investigation or complaint has not been reached, the pupil or the parent/guardian of the pupil should contact the principal of the school or the Assistant Superintendent of Personnel at the District office. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- Victims of bullying have the right to request an Intra-District transfer to another school with space within the District or transfer out to another district through an Inter-District transfer.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, pupils and their parents/guardians will receive a summary of this policy prohibiting bullying: at the beginning of the school year in an information packet, as part of the new/returning pupil orientation and the district website.
- The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.
- Staff is expected to intervene when they become aware of a bullying incident immediately.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Confiscated Items

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

Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

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

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

Electronic Communication Device Policy

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

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

Any extreme circumstances necessitating the use of a cell phone during prohibited times shall require approval from a school official.

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

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

- **Use for Medical Necessity Exception:**

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

Law Enforcement

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

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

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

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

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

- **Student Discipline Investigations:**

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

Searches

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

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

Sexual Harassment Policy

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

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

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

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

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

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

▸ Resolution Process:

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

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

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

- 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**

Social Media

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

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

1. Be cautious with posting identifying information. Virtually anyone with an email address can access your information. It is unwise to post the following information: full date of birth, Social Security number, address, phone numbers, class schedules, bank account information, or details about your daily routine. Check each site's privacy settings for information contained in its pages and use these settings to protect private information. Once you post your information it becomes property of the website.

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

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

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

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

Student Personal Belongings/Dress Standards

Students need to be prepared for school, which includes an appropriate appearance. Teachers have been asked to check students in the morning for appropriate school attire. Students who do not wear appropriate school attire will be asked to make a change. In some cases, students may need to have clothing brought from home or will be supplied by the school to finish the day. Sometimes our decisions may seem arbitrary or subjective. Our intent is to mirror the expectations of a professional workplace and prepare your children for real-life experiences. In order to look like a professional student, your children should come to school with the following:

▸ **Clothing/Shoes**

- Tank top straps must be greater than 2 inches wide. Spaghetti straps, halter tops, tops with only one shoulder, racerback or tops that do not completely cover the student's torso and/or undergarments are not permitted.
- Shorts/skirts/dresses should be no shorter than the midpoint of the thigh. Short skirts must have shorts under them.
- Pants must stay on the waist and have a length that does not pose a safety hazard. Pants must cover all undergarments and should not expose the student's torso.
- Clothing must not be excessively tight, see-through, or sheer.
- Undergarments and swimwear may not be worn as outerwear.
- Pajamas, sleep wear, blankets, and/or slippers may not be worn. *(unless it is a designated day)*
- Clothing must not have inappropriate messages and/or artwork.
- Shoes that are flat and allow students to participate in sports activities and recess activities. Sandals must be closed-toe and have a heel strap. **Crocs are not permitted.** All students must have tennis shoes for PE and it is preferred for recess and lunch activities to ensure student safety.

▸ **Accessories**

- Jewelry or accessories must be school appropriate and not pose a safety hazard.
- Students must have clean faces and arms free of makeup and writing. No tattoos.
- Fingernails should be clean and trimmed, so as not to pose a safety hazard.
- Any headgear (hoodies, sunglasses) must be promptly removed when entering a building on campus. Hats/head coverings are allowed outdoors for sun protection. In order to be considered as sun protection, they must have at least a 1 ½ inch wide brim.
  (ie. no baseball caps)
  - ➢ Medical or religious head coverings are exempt from the requirement.

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 administrative designee.

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

Tobacco and Vaping Policy

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

Use of Mobile Phones for Recording

No student is permitted to record on campus without the permission of the site administrator. Per **UUSD Board Policy 5138.8** when a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

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

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

Staff-Managed vs Administrator-Managed Behaviors

Staff-Managed Behaviors/Minor or Low-Level Infractions/Tier 1 are behaviors managed by the staff/teacher.

They include:

1. Cheating/Lying
2. Defiance/Non-compliance
3. Disruption/Off-task
4. Inappropriate display of Affection
5. Inappropriate Physical Contact
6. Property Misuse
7. Teasing/Rumor Spreading

Administrator-Managed Behaviors/Major or High-Level Infractions/Tier 2 are behaviors managed by administrators.

They include:

1. Bullying
2. Committed Obscene Act
3. Destruction of Property
4. Drugs or Controlled Substance
5. Excessive Obscenity/Profanity
6. Fighting/Physical Injury
7. Forgery/Plagiarism
8. Harassment
9. Hate Violence
10. Hazing
11. Imitation Weapon
12. Abusive Language/Profanity
13. Lit Matches/Lighter etc.
14. Non-compliance
15. Possession of Controlled Substance
16. Possession of Stolen Property
17. Rock/Object Throwing
18. Safety Concern
19. Sexual Assault
20. Terrorist Threats
21. Theft
22. Use of Force
23. Vandalism
24. Weapons

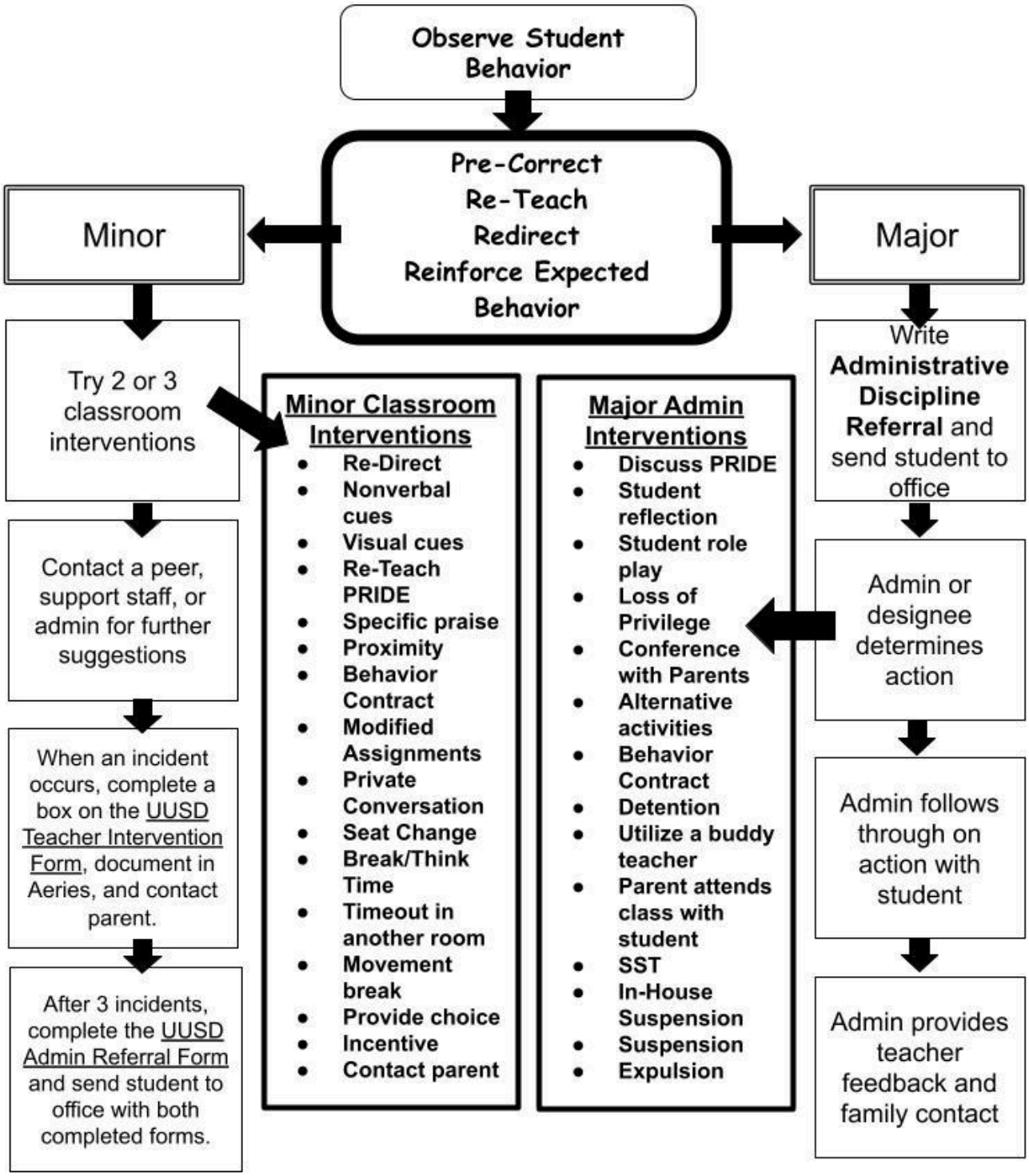
Office Referral Definitions

Minor Problem Behavior	Definition
Defiance/Insubordination Non-Compliance (M-Defiance)	Student engages in a brief or low-intensity failure to follow directions or talks back.
Disrespect (M-Disrespect)	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Disruption (M-Disruption)	Student engages in low-intensity, but inappropriate disruption.
Dress Code Violation (M-Dress)	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.
Inappropriate Language (M-Inappropriate Language)	Student engages in low-intensity instances of inappropriate language.
Other (M-Other)	Student engages in any other minor problem behaviors that do not fall within the above categories.
Physical Contact/ Physical Aggression (M-Contact)	Student engages in non-serious, but inappropriate physical contact.
Property Misuse (M-Property Misuse)	Student engages in low-intensity misuse of property.
Tardy (M-Tardy)	Student arrives at class after the bell (or signal that class has started).
Technology Violation (M-Tech)	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, smart watches, pager, music/video players, camera, and/or computer.

Major Problem Behavior	Definition
Abusive Language/ Inappropriate Language/ Profanity *(Inappropriate Language)*	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Bullying *(Bullying)*	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Defiance/Insubordination/ Non-Compliance *(Defiance)*	Student engages in refusal to follow directions or talks back.
Disrespect *(Disrespect)*	Student delivers socially rude or dismissive messages to adults or students.
Disruption *(Disruption)*	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Dress Code Violation *(Dress)*	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
Fighting *(Fight)*	Student is involved in mutual participation in an incident involving physical violence.
Forgery/Theft/Plagiarism *(Theft)*	Student is involved by being in possession of , having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
Harassment *(Harass)*	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.

Inappropriate Display of Affection *(Inappropriate Affection)*	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Lying/Cheating *(Lying)*	Student delivers a message that is untrue and/or deliberately violates rules.
Other Behavior *(Other)*	Student engages in problem behavior not listed.
Physical Aggression *(PAgg)*	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Damage/Vandalism *(Prop dam)*	Student participates in an activity that results in destruction or disfigurement of property.
Tardy *(Tardy)*	Student is late (as defined by the school) to class or the start-up of the school day (and Tardy is not considered a minor problem behavior in the school).
Technology Violation *(Tech)*	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.

Pepper Tree Behavior Intervention Flow Chart



Procedures for Minor & Major Behavior Reports

- On 3rd Minor and Major behaviors, send to office.
- Teacher **must** contact parent for all minor behaviors that could lead to an Administrative Referral.

*UUSD Teacher Intervention Form - Minor Form

Revised 8/12/20

Pepper Tree's School Wide Expectations

A major home and school goal is to teach our Pepper Tree students individual responsibility while developing self-esteem so that students can reach their full potential. The values upon which our Behavior Plan is based are as follows:

Cornerstones to Success

We believe that:
Each student has the right to learn.
Each teacher has the right to teach.
Parental involvement and support are essential to success.

Therefore, all students and adults will:
Come to school prepared to learn.
Do their best.
Take care of personal and school property.
Show courtesy, caring, and respect towards self and others.
Use safe conduct.

PBIS (Positive Behavior Interventions & Supports)

Pepper Tree staff work as a unified team to enhance academic and social behavior outcomes for all students. Our school-wide positive behavior expectations include the following:
"To create and maintain a safe & positive learning environment that is inclusive of all students"

I Have Panther P.R.I.D.E.

- **I Persevere**
- **I Show Respect**
- **I Have Integrity**
- **I Am Dependable**
- **I Have Empathy**

Our goal is to assist children in learning how to make decisions about their behavior by learning the listed school-wide behavior expectations and practicing them on a daily basis. The emphasis is on learning how to take charge of one's own decision-making process and use problem-solving skills to deal with difficult interpersonal situations and conflicts. We want children who are empowered to take responsibility for their own behavior, whether it be about working and playing together in a positive way, taking an active role in their own learning (i.e., staying on task, completing assignments, etc.), or solving interpersonal conflicts without negative verbal or physical actions.

Our School Community

▸ Parent Teachers association (PTA)

The Pepper Tree PTA is a very active group dedicated to the enhancement of education and to the advancement of our school. We encourage every parent, staff member, and community member to show their support and join the PTA during our membership drive. Joining does not mean that you're committed to being a volunteer or that you must attend the meetings, it simply shows your support for PTA and everything we do for the school. Although we encourage your participation and attendance at our meetings, you choose your level of involvement. For more information, visit the Pepper Tree PTA website at: www.peppertreepta.com

Join the Pepper Tree PTA here: https://jointotem.com/ca/upland/pepper-tree-elementary-pta

▸ Watch D.O.G.S.

WATCH D.O.G.S. (Dads Of Great Students) is a family and community engagement educational initiative. Please contact the school office if you are interested in supporting our school.

What are the goals of a WATCH D.O.G.S. program?

- To provide positive male role models for the students
- To provide extra sets of eyes and ears

Who is WATCH D.O.G.S. and how does WATCH D.O.G.S. work?

- Watch DOGS are Fathers, grandfathers, uncles, and other father-figures who volunteer for at least one day each year at an official WATCH D.O.G.S. school

▸ School Site Council

The School Site Council, (SSC) is a committee composed of administration, staff members and parents or community members. The School Site Council reviews data in three areas; academic performance, a safe environment with connected and engaged students, and college and career readiness for students. After reviewing the data, the SSC helps develop performance goals for the next school year and allocates funding to each goal. The SSC meets several times during the year. https://www.cde.ca.gov/fg/aa/co/ssc.asp

Other Rules and Procedures

▸ Bicycles

Fourth, fifth, and sixth graders may ride their bicycles to school. All bicycle riders MUST wear a helmet. Bus riders are not permitted to ride bicycles. Students must walk bikes to and from the bike racks and lock them to the racks. Bicycles are not to be ridden on the school grounds. Parents should discuss bicycle and pedestrian safety with their children. Bike riders are expected to ride with the traffic. Continual disregard for safety rules will result in the denial of the privilege of riding a bicycle to school.

▸ Birthday Celebrations

Balloons, flowers, cupcakes, sweets, or other party items are prohibited at school. There are two classroom celebration days where sugary foods are allowed. **Birthday celebrations are not permitted at**

school. However, a gift of a book to the classroom library donated in your child's name is preferred or a small treat bag with non-food items is allowed. Teachers may not pass out birthday invitations. Students and families can pass out invitations before or after school.

Books and Supplies

Students will be provided with all necessary textbooks and school materials. Each child is responsible for giving them proper care. Charges will be made for lost or damaged books. Students may bring personal supplies (binders, felt pens, pencils, etc.) but toys and games should be left at home unless approved by a teacher.

Classroom Visitation/Observation

Parents are welcome to visit the school. It is necessary to have some guidelines so that visits do not interfere with the educational program. Please call the school or teacher before you plan your visit so you will know the scheduled activities for that day. Be sure to sign in at the school office when you arrive. An administrator will accompany you for the observation, which will be limited to a reasonable length of time (20-30 minutes). If you feel the need to discuss any questions or concerns with the teacher, please make an appointment outside of class time.

Homework

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

Family-Teacher Conferences

Family-Teacher Conferences are scheduled one time during the school year for all students. This conference is an opportunity for parents and teachers to jointly report/plan an educational program for the student. Parents/Guardians or teachers may request other special conferences as necessary throughout the year. Report Cards/Progress Reports will be provided at conference times and at the end of the school year.

Make-Up Work

Students who miss school work because of an excused absence will be given the opportunity to complete assignments and tests, which can be reasonably provided. As determined by the teacher, the assignments and tests will be reasonably equivalent to but not necessarily identical to the assignments and tests missed during the absence. Students will receive full credit for work satisfactorily completed within a reasonable period of time. Teachers may, but are not required to provide make-up work or allow students to take tests missed because of absences which have been designated unexcused or suspensions.

Modified Days

Modified days are observed on Family/Teacher Conference days and EACH Wednesday for curriculum development and instructional planning purposes.

Parties

The Pepper Tree PTA sponsors two parties (Winter and Valentine) during the year. All parties are arranged by the teacher and Room Parents. Birthdays will be recognized by individual teacher preference. PARENTS, PLEASE DO NOT BRING BIRTHDAY TREATS OR FAVORS TO SCHOOL. Bouquets, balloons, etc. sent to the school cannot be delivered to classrooms, if they are received, your child will be notified at the end of the day to pick them up on the way home.

Physical Education

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

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

School Spirit

Pepper Tree Elementary School is a special place. We are proud of our students, staff, parents and community. Each year we work on building a strong school spirit. We believe that students MUST be proud of their own school! Each Friday we show our school spirit by wearing our school colors (Royal Blue & White) or Pepper Tree gear. Please visit the Pepper Tree PTA website for information on how to purchase spirit wear. http://www.peppertreepta.com

Student Recognition

Students will be recognized in their classes as well as at our awards assemblies. Parents are encouraged to attend these assemblies and join in making this a special day for the students being honored. Parents will be notified in advance when their children are recognized.

The following awards may be given:

- **Academic Excellence:** Teachers select students who have exhibited outstanding academic accomplishment in any area of the curriculum.
- **Citizenship:** Teachers select students who have demonstrated Panther P.R.I.D.E. or displayed the qualities of a good citizen through following rules, accepting responsibility, responding to peers with sensitivity, and showing kindness to others.
- **Extraordinary Effort:** Teachers select students who have shown growth in a behavioral or academic area.

Student Records

Cumulative records are kept for each student. Parents have the right to inspect, review, and challenge the contents of these records. To see your child's records, please contact the school office. The school must receive a 5-day notification if a parent wants to review their child's cumulative records. The review must take place with an administrator present.

Substitute (Guest) Teachers

All students must treat guest teachers with respect. Students who disrupt classroom activities when guest teachers are present are subject to citation/behavior notice, being assigned detention, class, or in-house suspension.

Technology

- Cell phones and smart watches must be kept in the student's backpack or with a teacher and turned OFF while at school. Cell phones and smart watches are NOT to be utilized during the school day for text messaging, phone calls, audio or video recording or internet use.
- AirPods or bluetooth headphones are not allowed to be worn at school. They must remain in the Visitors/Volunteersstudent's backpack. Headphones must use a chord that plugs into the student's chromebook.

Visitors/Volunteers

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

Who is a visitor?

A visitor is an individual who, with District authorization, attends a student performance, special event, etc. A visitor may also, with District authorization, assist students, schools, or teachers on a non-regular basis (up to five days in a school year). A visitor does not need to have fingerprint clearance or a TB test. **Example: a parent attending Open House, Back-to-School Night, assisting with a one-day school project or activity, etc.*

Who is a volunteer?

A volunteer is a non-paid individual who, with district authorization, assists students or educational programs. The service can be short-term, project-specific, or ongoing. A volunteer is required to complete a volunteer application, Code of Conduct, a TB test, and have a background check completed prior to rendering services. **Example: a parent assisting in their child's classroom, a parent/individual volunteering on multiple field trips, etc.*

Prevention of Student Harassment

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

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

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

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

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

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

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

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

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

Uniform Complaint Procedures

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

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

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

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

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

Complaint Procedures for Issues Not Covered by the Uniform Complaint Procedures

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

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

Non-Discrimination Policy

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

Concerns should be addressed to *Ji Wang, Director of Human Resources* or she can be reached at 909-985-1864

Williams Complaint Procedures (EC 35186(f))

The following is provided to inform parents or guardians that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class **and to take home** as defined in **Education Code 60119**.
2. School facilities must be clean, safe, and maintained in good repair as defined in **EC 17002**; and school restrooms must be cleaned, maintained, or kept open in accordance with **EC 35292.5.** Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels, or functional hand dryers.
3. There should be no teacher vacancies or 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 Acknowledgment of Receipt and Review and return it to your student's school. Your signature acknowledges that you have been informed of your rights but does not indicate 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/.***

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.

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 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*

UPLAND UNIFIED
SCHOOL DISTRICT