



2026-2027

UNIVERSITY PREPARATORY SCHOOL

STUDENT HANDBOOK

OFFICE HOURS

The office is open for business between the hours of 7:00 a.m. and 3:00 p.m.

On Wednesdays that are Collaboration and on minimum days, the office closes at 2:00 pm unless otherwise noted on the door.



VICTOR VALLEY UNION HIGH SCHOOL DISTRICT

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

ATTENDANCE

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

TARDIES

All classes begin promptly. Tardy bells will be used to begin school, transitions between classes, and for lunch periods. When the tardy bell rings, students are expected to be in their assigned classroom. All food and drinks must be consumed before the tardy bell, NO EXCEPTIONS. Students arriving tardy with food/drink must dispose of the items before signing in. Students arriving **more than 10 minutes late** will be considered **truant (cut)**. Parent notes, emails, or phone calls **cannot excuse a tardy**. Only **documented medical or legal reasons** are excused. **Nine (9) or more tardies per year** will be considered excessive and may result in disciplinary action. Tardiness and truancy cases will be referred to the **District Truancy Officer** for intervention, in accordance with **EC § 48292** and **BP/AR 5113.1 (a-e)**.

ATTENDANCE, DISCIPLINE AND ACADEMIC PERFORMANCE (i.e. GRADES, etc.) WILL AFFECT ELIGIBILITY FOR FIELD TRIPS, SPORTS AND ANY OTHER SCHOOL EVENT.

STUDENT ATTENDANCE REVIEW BOARD (SARB)

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

SHORT TERM INDEPENDENT STUDY PROGRAM (STIS)

OBJECTIVE: To provide students, while on authorized leave, an opportunity to complete teacher class work during such absence in order to obtain classroom credit with the understanding that this leave of absence may affect the student's grade and stay within the school's requirement of 90% attendance rate or higher. We request a Master Agreement to be completed and permission given before the Short Term Independent Study Program is active (this must be kept on file at the school).

STIS is designed for students who will miss not more than 15 school days in a school year. If a request for long-term independent study is made (greater than 16 days), a meeting with school administration is required to review the request. Please note that placement and accommodations for long-term independent study are not guaranteed for UP. (SB 153)

- STIS requests exceeding **10 school days** require prior approval from school administration.
- We ask Parents/guardians to request a STIS contract at least 4 school days in advance as that provides teachers with advanced notice to ensure your student can have available coursework. Tests and quizzes will not qualify as missed classwork as they are only provided in person during class time.
- STIS (Short-Term Independent Study) will not be approved during the **first two weeks of school**, the **final week of school**, or **week of class finals** for each semester (both **Fall [December]** and **Spring [May]**).
- Please note that **STIS absences are classified as** excused absences. Under **California Education Code 48205**, only **excused absences** qualify students to make up quizzes or tests missed during their absence within a reasonable period of time, as arranged with the teacher. If a reasonable time is missed by the student, this will result in a missed grade/zero on tests or quizzes and could affect their GPA.
- STIS requests **must** be approved by an administrator before submission.
- Upon return, students must **check in with Ms. Warnett** before receiving credit for STIS assignments. All assignments issued by the classroom teacher during STIS must be completed and submitted upon return, along with final paperwork for Ms. Warnett, or they will not receive STIS credit.
- For **emergency situations**, please contact Ms. Warnett immediately.

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

WORK PERMITS

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

ASSOCIATED STUDENT BODY (A.S.B.)

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

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

All students that are interested in A.S.B. must apply for this course and be accepted. In order to qualify, students must meet attendance, grade and behavior expectations to include: no less than 95% attendance rate, no more than seven (7) tardies, no major behavioral issues or concerns, and maintain a 3.0 GPA. These are requirements that are for new and returning ASB students.

STUDENT IDENTIFICATION CARDS

Student School Identification Cards are to be in student's possession at all times while on campus and attending school functions. Temporary Identification cards will be issued at the time students pick up their schedules. Students not carrying a school ID card while on campus will be referred to administration for disciplinary action. If an ID card is lost/stolen, the student must purchase a new one immediately. Replacement cards will be issued through the school counseling office at a cost of \$5.00. If a student is given a temporary ID throughout the year on the 3rd request and any violation thereafter for a temporary ID, may be given after school detention or Saturday school. STUDENT MUST HAVE ID FOR SCHOOL BREAKFAST, LUNCH, LIBRARY AND ANY OTHER SCHOOL ACTIVITIES. BP 5157

TEXTBOOK/LIBRARY BOOKS

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

PARENT ON-LINE ACCESS

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

LOST AND FOUND OR UNCLAIMED ITEMS

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

REPORT CARDS

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

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

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

The academic grading symbols used are:

Mastery

A: Outstanding Achievement	4.0 grade points
B: Above Average Achievement	3.0 grade points
C: Grade Level Standards	2.0 grade points
D: Grade Level below Standards	1.0 grade points

Incomplete

F: Does Not Meet Standards	0.0 grade points
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Citizenship grading symbols used are: O=Outstanding S=Satisfactory N=Needs Improvement U=Unacceptable

Community College Coursework on High School Transcripts

As a school-wide policy, coursework completed at Victor Valley College (VVC) or any other community college **shall not be added to the high school transcript**.

Exceptions:

Community college coursework may be added to the high school transcript **only under the following circumstances**:

- The student is **graduating one (1) year early**, and the coursework is required to meet graduation requirements; or
- The coursework is part of a **CCAP or dual enrollment program taught on the high school campus**.

No other community college coursework will be recorded on the high school transcript or factored into the high school GPA.

Valedictorian and Salutatorian Determination Process

The process for determining Valedictorian and Salutatorian shall be conducted as follows:

1. Generate class ranking reports using **Aeries** for the top six (6) students at the beginning of their Senior year.
2. Identify the **top six (6) students** based on class rank.
3. Review the rankings to determine whether **any ties** exist.
4. **Manually calculate** GPAs for the top six students, including:
 5. Advanced Placement (AP) courses
 6. Honors courses
 7. Regular courses
8. Verify all coursework and GPA calculations collaboratively among **all three (3) counselors** to ensure accuracy and consistency.

This process shall be completed:

- **At the end of the first semester of the senior year**, and
- **Again in early May** of the senior year.

Teachers of the top six students will be contacted via email to confirm final grades, after which GPAs will be recalculated to determine final rankings.

GPA Calculation for Community College Coursework

Only VVC coursework that is used to fulfill graduation requirements for students graduating **one (1) year early** shall:

- Be placed on the high school transcript, and
- Be included in the calculation of the student's GPA.

All other community college coursework shall be excluded from GPA calculations.

PAYMENT METHODS

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

HALL PASSES

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

CAFETERIA SERVICES

Our school cafeteria provides an excellent lunch for reasonable prices. Students are not to cut into cafeteria lines and are to dispose of their trash properly. Students who cannot behave in the cafeteria and cafeteria lines will lose their cafeteria privileges. Students at lunch are permitted to be in assigned lunch areas only. **STUDENTS MUST PRESENT THEIR OWN (CURRENT YEAR) VALID SCHOOL ID TO RECEIVE BREAKFAST OR LUNCH.**

INSURANCE

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

HEALTH SERVICES

Parents/guardians should keep the Office informed of any special health matters concerning their student. **ALL STUDENTS MUST HAVE AN UP-TO-DATE EMERGENCY CARD ON FILE IN THE OFFICE.** Students are not to bring medication to school. If medication must be administered at school, it must be kept in the office and be dispensed by trained school personnel (school nurse). The medication must be in the original pharmacy container with the prescription printed on the label. It must be accompanied by a VVUHSD medication form which includes physician directions and signature and parent's signature requesting school assistance with medication. This policy includes prescription and over the counter medications (i.e. Tylenol, Aspirin, cold medicine, etc.). Over the counter medications without a written prescription can only be administered to a student directly by their parents. EC 49423. Students requiring asthma and/or anaphylaxis medications may carry emergency inhalers/epi-pens on their person. However, specific release forms signed by a doctor and parents are

required to be on file in the office. All medication forms are available from the school office. All students entering or repeating the 7th grade will be required to present documentation of TDAP and all other current immunizations which includes Hepatitis B and one additional dose of Measles, Mumps and Rubella (MMR). Any student who has not been properly immunized shall be excluded from school until such documentation is provided. Whenever there is a reason to believe a student is suffering from a recognized contagious or infectious disease, that student will also be excluded from school. During the 7th and/or 8th grade, the state of California mandates certain health screenings. These include Scoliosis screening for 7th grade girls and 8th grade boys, and hearing screening for all 8th graders. These tests are performed by registered nurses during the school day. A student may be exempt from these screenings only if the parent or guardian files a written statement with the principal stating they do not want any health or medical examinations for their student. Each student is required to participate in Physical Education unless a doctor's note is on file with the school office excusing him/her for a specific medical reason and time period.

MENTAL HEALTH SERVICES

Mental Health Clinicians provide one-on-one services to students, run groups for students and parents and operate the wellness center.

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

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

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

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

REQUEST FOR A STUDENT TRANSFER TO ANOTHER CLASS

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

MONEY AND VALUABLES

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

RESTROOMS

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

TELEPHONE

The office phones are for office business only. Students will not be called from class to the phone unless an emergency exists. In addition, students staying after school must make ride arrangements in advance. Students must be off campus by 3:00 p.m., unless under direct supervision of a staff member. The office closes at 3:00 p.m. (Monday, Tuesday, Thursday and Friday) and 2:00 pm (Wednesday). Cell phone pickup and telephones may not be available after the office is closed

CELL PHONES/TECHNOLOGY ITEMS

Cell phones are to be used in the office (after asking for permission to use) for emergencies only! They must remain off and not be seen throughout the day. This includes all hours between 7:30 A.M. and 2:16 P.M (From the start bell to the last bell of the day). Cell phones will be confiscated and released after school **to parents/guardians only (even if you are 18 years old)**, if used inappropriately. The consequences are listed in this handbook. Smartwatches, technology glasses, and other wearable electronic devices are considered personal technology items and must not be used during instructional time unless specifically approved by a teacher for educational purposes. These devices may not be used to record, photograph, text, or access the internet during class, exams, or any school activity where such use would cause a distraction, violate privacy, or compromise academic integrity. Misuse of these devices may result in confiscation and disciplinary action in accordance with school policy. (Assembly Bill 3216)

VISITORS

Parents/guardians are welcome to visit our school. We kindly request a 24 hour notice. All guests must check in at the office before visiting classrooms. Unauthorized visitors will be asked to leave campus. All visitors shall have a Visitor's Pass and it shall be visible while on campus. All visitors must present identification when signing in at the front desk. The Visitor's Pass must be returned to the office when signing out.

PARENT INVOLVEMENT

Studies have shown that parental involvement has a positive impact on student achievement. Our campus fosters an environment that encourages family involvement. Parents/guardians who are interested in volunteering at our school or sharing their expertise with our students are encouraged to contact the school office at (760) 243-5940 ext. 35117.

SCHOOL NURSE

The school does have a nurse on site at ext. 35122. The district also has a registered nurse available for any questions or concerns at (760) 955-3201 extension 10237.

NO RESCUE POLICY

The school **DOES NOT ALLOW** students to come up to the office during class time to get belongings which were left at home, or to check on lost items. Students will **ONLY** be allowed to come up to the office for their belongings during passing period, lunch time, or after school.

NO OUTSIDE FOOD

The school **does not allow** students/parents/guardians to bring outside food for anyone other than their student. If food is dropped off for the student, the student will have to eat the food in the office. **No food deliveries for students will be accepted to include Grub Hub, Door Dash, etc.**

STUDENT SUPPLIES

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

MATERIALS NOT RELATED TO SCHOOL

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

PROMOTION, ACCELERATION, AND RETENTION

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

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

ED 5123 (a), (b), (c), (d), (e), (0, (g), (h.l), (h.3), (i), 0.1), 0.2); BP 5123 (a), and AR 5123 (b), (c), (d), (f), (g)

HANDS OFF RULE

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

RELEASING STUDENTS

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

TOBACCO-FREE SCHOOLS/SMOKING

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

BIKES AND SKATEBOARDS ETC.

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

PHILOSOPHY OF DISCIPLINE

When large groups of people work and live together for long periods of each day, as we do here at University Preparatory, it becomes necessary to set up guidelines for behavior to help ensure that each individual member of the group can work and move as freely and safely as every other member of the group. These guidelines serve to protect the rights of the students and faculty of our school and provide a positive and supportive environment for student growth and learning. Individuals who choose not to respect the rights of others should expect disciplinary action against them to ensure the rights of everyone in our school. Each student must follow the direction or orders of teachers, staff, and parent volunteers the first time given. Any student who refuses to obey a staff member or parent volunteer is guilty and may be subject to dismissal.

STANDARDS OF BEHAVIOR

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

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

Under state law (EC 35291 and 48900–48915), the school may assign a student to **detention for up to one hour** for disciplinary reasons. Twenty-four-hour notice shall be given to the parent (EC 35291; BP/AR 5144). Transportation is not provided, students are responsible for transportation home. Failure to attend assigned detention may result in **additional days of detention, or other disciplinary actions**, consistent with **EC 48900 et seq.**

SEARCH AND SEIZURE

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

POWER OF SCHOOL BOARDS TO ISSUE RULES OF CONDUCT

Each school district's governing board has the power to prescribe rules for the discipline of its schools. The district/school must notify parents and guardians of those rules as they pertain to student discipline and must communicate those rules to students at the beginning of each school year. (EC Sections 35291 , 48980, and 48981)

DUTY OF PUPILS

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

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

BEST BEHAVIOR MATRIX

Area/Rule	Safe	Responsibility	Respect
Classroom	• Use materials & furniture properly • Keep aisles clear • Keep hands, feet and objects to self	• Return materials to designated area • Clean up after yourself Be on time and prepared for class ◦ No food, drink or gum	• Have a positive attitude Follow directions at all times • Treat others and property with respect • Use appropriate voice and Language.
Library and Computer Labs	• Use materials & furniture properly • Keep aisles clear • Keep hands, feet and objects to self	• Return materials to designated area • Clean up after yourself Be on time and prepared for class ◦ No food, drink or gum ◦ Clean up after yourself	• Follow directions • Have a positive attitude • Treat others and property with respect • Use appropriate voice and language
Assemblies/ Special Events	• Keep hands, feet and objects to self • Remain seated during presentation • Wait for dismissal instructions	• Sit quietly • No food, drink, or gum	• Be attentive • Treat others and property with respect • Use appropriate voice and language
Hallways	• Keep hands, feet and objects to self • Walk at all times	• Move to class on time • Use drinking fountains appropriately.	• Treat others and property with respect • Use appropriate voice and language
Office	• Use materials & furniture properly • Keep hands, feet and objects to self	• State your purpose politely • Obtain written permission to enter office • No food, drink or gum • Be mindful of your own business	• Treat others and property with respect • Use appropriate voice and language
Lunch Area	• Keep hands, feet and objects to self • Walk at all times	• Wait your turn in line • Place trash in proper containers • Clean up after yourself	• Treat others and property with respect • Use appropriate voice and language
Bathrooms	• Keep water in sink • Wash hands • Keep hands, feet and objects to self	• Place trash in proper containers • Flush toilets • Inform adults of vandalism	• Treat others and property with respect • Use appropriate voice and language • Give people privacy
Cyclist/ Walkers	• Walk and ride bikes safely • Wear helmets • No loitering	• Touch others' property only with permission • Obey traffic rules • Secure bicycles	• Treat others and property with respect

DISCIPLINARY CONSEQUENCES

TEACHER SUSPENSION FROM CLASS

A teacher may suspend any pupil from class from 1 to 2 days for any of the violations listed in EC48900. The length of a class suspension shall be the day of the suspension and, if applicable, the following day. The teacher shall immediately inform administration of the actions, and send the pupil to the proper administrator for actions. As soon as possible, the teacher shall contact the parent/guardian and ask the parent or guardian of the pupil to attend a parent/teacher conference regarding the suspension. (EC 48910) The teacher should explore every reasonable solution to the problem, INCLUDING CONTACTING THE PARENT, when classroom misbehavior begins. This contact MUST also be made BEFORE referring the student to an administrator for minor, routine classroom problems. These attempts must be documented on the referral and in Aeries. Only extreme classroom discipline problems - such as fighting, threatening staff, etc., will be handled by administration without prior disciplinary intervention attempts by the teacher. The administrator reserves the right to alter or decide the offense's entry level, depending on the severity of the offense, the past behavior of the student, and the effectiveness of the discipline for each student. If a student has been suspended 10 days, he/she will be referred to the district's Disciplinary Hearing Panel and a pre-expulsion contract will be put into effect. If a student is suspended 20 days during a school year, the principal is required to refer the student for expulsion.

TARDIES

Administrative Action:

9 or more tardies may result in after school detention, lunch detention, or loss of all extra curricular activities to include field trips, dances, sports, and senior events, or dismissal from school.

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

PROFANITY

Administrative Action:

Each subsequent use of profanity will result in a referral, after school detention and loss of activities. Dance privileges may be revoked.

TRUANCY

Teacher and Administrative Action:

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

Note: Extreme cases may result in a referral to SARB.

DISRUPTIVE BEHAVIOR

Serious problems will result in an immediate referral. Disruptive behavior may include, but is not limited to: chasing students around the classroom, out of seat, cell phone use, iPods/music devices, unnecessary noise making, eating or drinking in class, gum, etc. Each subsequent disruption will result in a referral. *Throwing things (i.e. rocks) or shooting things (i.e. Rubber bands) at others is a safety issue and the student will be given an immediate referral.

Administrative Action:

Each subsequent disruption will result in a referral, after school detention and loss of activities, sporting events, and all events for the school year. Dance privileges may be revoked. Multiple referrals for disruption may result in further discipline.

DRESS CODE

Administrative Action:

1st violation - warning, sent to the office to change unauthorized/inappropriate Dress Code violation (if available) and documented. Students **MUST** contact their parent/Guardian and the parent/Guardian **MUST** bring a change of clothing.

2nd violation — referral to the office to change unauthorized/inappropriate Dress Code violation (if available), documented in the discipline file. Students **MUST** contact their parent/Guardian and the parent/Guardian **MUST** bring a change of clothing.

3rd violation -referral to the office to change unauthorized/inappropriate Dress Code violation (if available), documented in discipline file. Students **MUST** contact their parent/Guardian and the parent/Guardian **MUST** bring a change of clothing.

4th violation and each subsequent violation - referral to the office to change unauthorized/inappropriate Dress Code violation (if available), one (1) day of lunch detention and documented in discipline file. Students may lose extra curricular activity privileges. Students **MUST** contact their parent/Guardian and the parent/Guardian **MUST** bring a change of clothing.

P.E. NON-SUITS

1st non-suit - warning

2nd non-suit - warning with parent notification

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

4th non-suit and each subsequent non-suit will result in a referral.

DEFIANCE

Teacher Action:

Any type of student defiance will result in a parent call home and the student will be sent to the office. (i.e. Cutting breakfast/lunch lines and Public Display of Affection)

Administrative Action:

1st violation - Disciplinary action will be issued per Administration Discretion.

2nd violation - Disciplinary action will be issued per Administration Discretion.

3rd violation - Disciplinary action will be issued per Administration Discretion.

4th violation - Disciplinary action will be issued per Administration Discretion.

BULLYING

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

In addition, we also have a ZERO TOLERANCE for Cyber bullying as well. "Cyber bullying or online bullying is a term used to refer to bullying over electronic media. Cyber bullying is willful and involves recurring or repeated harm inflicted through electronic text. Cyberbullying can be as simple as continuing to send email to someone who has said they want no further contact with the sender. Cyber bullies may also include threats, "put downs" or hate-motivated speech. Cyber bullies may publish the personal contact information of their victims. They may attempt to assume the identity of a victim for the purpose of publishing material in their name that defames or ridicules them." (California Department of Education) Any report of bullying, in any form, will be taken seriously/investigated and will be grounds for disciplinary action. Students are encouraged to report any concerns of bullying to teachers/administration. Official District bullying complaint forms are available in the office or on the Victor Valley Union High School Website at [vvuhsd.org](https://resources.finalsite.net/images/v1631902339/vvuhsdorg/wsfabmw2kg9u6dlnjls/BullyingHarassmentComplaintForm2020-2021ENGSPANRev08-01-16.pdf) or by clicking this link <https://resources.finalsite.net/images/v1631902339/vvuhsdorg/wsfabmw2kg9u6dlnjls/BullyingHarassmentComplaintForm2020-2021ENGSPANRev08-01-16.pdf>

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

RESPECTFUL LANGUAGE AND PROHIBITION OF HATE SPEECH

We are committed to maintaining a safe, inclusive, and respectful environment for all students. The use of hate speech, racial slurs, or any language that is intended to demean, intimidate, or offend others is strictly prohibited. We recognize that language can sometimes be misunderstood, but racially offensive language and slurs are never acceptable on campus or at school-related activities. All students are expected to use school-appropriate, respectful language at all times. The school, in collaboration with the District, has established **tiered responses** for incidents involving hate speech or racial slurs. These responses are designed to consider the **context, frequency, and severity** of the behavior and may include:

- Restorative conversations
- Conflict mediation
- Suspension or expulsion
- Dismissal

Parents/guardians will be contacted immediately in the event of a violation. By enforcing these expectations, we aim to help students **develop respect, empathy, and social responsibility**, ensuring a positive and inclusive learning environment for everyone.

VANDALISM

Vandalism or destruction of school property will result in an immediate referral to the office. Students who are found to have vandalized school property will be required to pay for the damages.

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

Code	Violation	Fine
SBCO 25.022(a)	Daytime Loitering (partial or full day)	Community Service Up to \$170
PC 308(b)	Smoking or tobacco products (including pipes, papers, Skoal, etc.)	"Smokeless Saturday" Up to \$75/Community Service*
pc 374.4	Littering (Even if you clean up our mess)	Community Service \$100 -\$750
pc 330	Gaming Dice, Cards, etc.)	Community Service U to \$170
pc 415	Fighting or disturbing the peace (Including challenges, gestures, etc.)	"Anger Management" Up to \$400/Community Service*
PC 485	Keeping Lost Property ("I found it.")	Community Service Up to \$170
PC 488	Petty Theft (Taking anything not yours)	Community Service Up to \$1000
PC 594.1	Minor possess aerosol paint can	Community Service Up to \$1000
PC 594.2(a)	Minor possess graffiti tools (Markers, paint tips, etc.)	Community Service Up to \$1000
PC 640.6	Affix Graffiti An ta in a related, or not	Up to 200 hours Community Service U to \$1000/Driver's License Suspension**
PC 6470	Under the influence (Alcohol or marijuana)	Alcohol/Drug Diversion Up to \$1000/Driver's License Suspension**
BP 25662	Minor Possess alcohol (Any person under 18 years old)	Alcohol/Drug Diversion Up to \$250/Driver's License Suspension**
BP 25658(b)	Minor consuming Alcohol (any amount)	Alcohol/Drug Diversion Up to \$170/Driver's License Suspension**
HS 11357(e)	Possess less than 1 oz. marijuana (even 1 joint)	Alcohol/Drug Diversion Up to \$500/Driver's License Suspension

*Community Services

**Automatic 1-year Driver License Suspension

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

UNIVERSITY PREPARATORY TARDY/TRUANCY POLICY

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

*It is the responsibility of the student and parent to monitor tardies according to the parent/student compact which is signed at the beginning of the school year. Discipline will occur if a student has excessive tardies. Please refer to the above table. Tardy sweeps will occur randomly throughout the school year.

CHROMEBOOK DAMAGE POLICY

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

Model: Acer 720 1 740 Chromebook	
Complete Replacement	\$250.00
LCD Screen	\$50.00
Motherboard	\$150.00
Lowercase	\$30.00
LCD Cover	\$30.00
LCD Bezel	\$30.00
Bottom cover	\$30.00
Keyboard (\$40.00) & touchpad (\$30.00)	\$70.00
Touchpad	\$30.00
AC Adapter	\$30.00

Fee information:

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

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

If the student moves between schools within the district while at the same level without resolving the fees, fines and charges at the previous school, the receiving school is responsible for collecting those charges. If the student moves outside the district, records can be held by the school until the fees, fines and charges are paid.

STUDENT ATTENDANCE REVIEW BOARD (SARB)

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

(Ec. 548200)

SARB Process:

Three (3) — Unexcused Absences:

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

Six (6) — Unexcused Absences:

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

Nine (9) — Unexcused Absences:

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

SARB Hearing

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

TRUANCIES AND UNEXCUSED ABSENCES

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

DRESS CODE FOR GIRLS

Monday: Professional Dress

- White button up blouse
 - Blouse must be tucked in to the skirt/dress slacks at all times
- Tie, UP plaid only (sold in the ASB Student Store)
- UP approved **Black** Dress Slacks (no outside pockets) or plaid skirt from UP approved vendor (see below)
 - Skirt must be at knee length, no sweats allowed under skirt
- **No clothing attire should have inappropriate: patterns, words, images, explicit materials, weapons or violence, drugs, alcohol, sexually suggestive content, obscenities, or phrases.**
- Tights or leggings: Solid black, white, burgundy or gray. **No lace patterns**
- Shoes: Solid black or white with matching laces (if any), NO SANDALS or OPENED TOED SHOES, **Boots are OK**

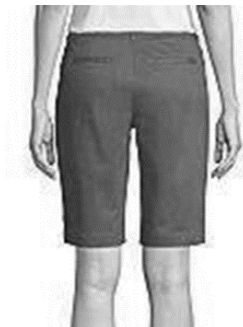
Tuesday-Friday: Casual Dress

- Polo shirt with school logo (Vendor is below in white, gray or burgundy) or white button down blouse
 - Blouse/Polo must be tucked in to the skirt/dress slacks at all times
- UP approved plaid skirt or solid black or khaki business/dress slacks or dress shorts
 - Approved slacks/shorts are George, Cherokee, Dockers, Izod, Lees, Apt. 9, Dickies or Lands End (**pockets must be inset**), NO capris, skinny pants (including skinny or extra wide and the ankle), jeggings, joggers, shorts or warm ups, excessively tight slacks, etc.
- Dress Shorts must be solid black or khaki color, they must come to the knees and **ABSOLUTELY NO STRETCH/KNIT SHORTS**
- Belts: Solid black, brown, gray and white must be worn with slacks or jeans if there are belt loops
- Shoes: Solid black or white with matching laces (if any), NO SANDALS or OPENED TOED SHOES, **Boots are OK**
- Socks, any color
- **No attire should have inappropriate patterns, pictures, explicit materials, guns or violence, drugs or phrases**
- Tights or leggings: Solid black, white, burgundy or gray. **No lace patterns**

ALTERATIONS ARE ONLY ALLOWED TO FIT LENGTH FOR STUDENT OR ADD/TIGHTEN WAISTLINE

NO CUFFING BOTTOM OF PANTS and NO FRAYS

EXAMPLES of Dress Slacks/Trousers NO OUTSIDE POCKETS (must be inset)



Here are some stores that may carry the required styles:

Apt. 9® Magic Waist Tummy Control Boot cut Pants - **Kohl's** Women's/Juniors
Dickies - **Walmart** Women's/Juniors **JCPENNY'S**, **Old Navy**, **Target**, **Amazon**

****Detention may be given for any ID or dress code violations.****

- **Hair:** Subtle natural hair color is ALLOWED. NO DISTRACTING COLORS of any kind.
- ONLY black, white, or gray **hair accessories** are allowed; this applies to barrette, headbands, hijabs, beads, bows, clips, scarves, or rubber bands.
- Bandanas, hair nets, shower and wave caps, are **NOT ALLOWED**.
- **Hats are not allowed unless they display the school logo.**
- **Scarves, Beanies and Knit Caps, black, gray, burgundy or white solid colors only, with the exception of school approved logo. Hats/beanies/knit caps are not to be worn inside the classroom with the exception of religious head wear which can only be black, white or gray.**
- **Undershirts:** solid school color.
- **Gloves:** Must be school colors
- **Backpacks:** Must be black, white, burgundy or gray. Free of logos/patches/writing with the exception of name brand (one logo allowed under 4" long). May be two toned in school colors
- **Outerwear/Winter wear:** Must be burgundy, gray, white or black, it may be two toned in school colors (one logo allowed on lapel and must be under 3" long and our school colors). Logos cannot be on the back, arm or across the chest.
- **MODEST PIERCINGS ALLOWED**

General Dress: The dress code applies to all students as long as they are on school grounds/school sponsored activities. Students should present a neat appearance. No sloppy dress permitted. Shirts must be tucked in at all times, a belt (solid brown, gray, white or black) must be worn when wearing slacks or jeans. **Skirts shall be at knee length and may never be rolled up at the waistline.** NO sagging or oversized uniforms, patches, frays, tears, rips, holes, patches or graffiti (NOT ALLOWED).

Students I.D. is to be in their possession at all times. Student must have I.D. to get school lunch, books or attend school activities. Replacement I.D. will cost \$5. Students will be issued a temporary I.D. at the start of the school year and later will be given their hard copy. If they receive a temporary I.D. from school office they may receive detention.

PE teachers will be giving each student a copy of the PE policy on the first day of school. PE clothing may be bought at the school site.

UNIFORM COMPANIES

SKIRTS: Must purchase (may purchase pants) through Lands End

- Please purchase skirts and optionally pants, sweaters from the following website:
 - <https://www.landsend.com/co/account/school-uniforms>
 - Upon visiting the site, please select "school" and enter "University Preparatory" to view our approved apparel.
 - Please be aware that if you select items that are not part of the approved apparel, they may not be permitted as part of our uniform standards.

POLOS: You may purchase Polos online using credit card at: <https://up.vvuhsd.org/>

- Click on uniform purchase, Jackets and PE bags (with our logo) are optional to buy through the above link.

****It is at the discretion of administration if you are in violation of any policies. Parents will be notified to bring a change of clothes****

DRESS CODE FOR BOYS

Monday: Professional Dress

- White button up blouse
 - Blouse must be tucked in to the skirt/dress slacks at all times
- Tie, UP plaid only (sold in the ASB Student Store)
- UP approved **Solid Black Business/Dress Slacks.**
 - Approved slacks are George, Dockers, Izod, Lees, or Dickies (no cargo pants/external pockets on the outside of the leg, INSET POCKETS ONLY and NO jogger pants/warm ups or Skinny at the ankle)
- Shoes: Solid black or white with matching laces (tennis shoes ok)
- **No clothing attire should have inappropriate: patterns, words, images, explicit materials, weapons or violence, drugs, alcohol, sexually suggestive content, obscenities, or phrases.**
- Belt: Solid black/brown/gray or white must be worn

Tuesday-Friday: Casual Dress

- Polo shirt with school logo (Vendor is below in white, gray or burgundy) or white button down blouse
 - Polo must be tucked in at all times
- Pants: Solid black or khaki business/dress slacks or dress shorts
 - Approved slacks/shorts are George, Cherokee, Dockers, Izod, Lees, Apt. 9, Dickies or Lands End (**pockets must be inset**), **NO** capris, skinny pants (including skinny or extra wide and the ankle), jeggings, joggers, shorts or warm ups, excessively tight slacks, etc.
- Solid khaki or black dress style shorts (must be to the top of the knees)
- Shoes: Solid black or white with matching laces (boots and tennis shoes ok)
- Socks, any color
- **No attire should have inappropriate patterns, pictures, explicit materials, guns or violence, drugs or phrases**
- Belts: Solid black, brown, gray and white must be worn with slacks or jeans

ALTERATIONS ARE ONLY ALLOWED TO FIT LENGTH FOR STUDENT OR ADD/TIGHTEN WAISTLINE

NO CUFFING BOTTOM OF PANTS and NO FRAYS

EXAMPLES of Dress Slacks/Trousers



Here are some stores that may carry the required styles:

Dickies Walmart: Men's/Boys JCPENNY'S OLD NAVY Kohl's

****Detention may be given for any ID or dress code violations.****

- **Hair:** Subtle natural hair color is ALLOWED. NO DISTRACTING COLORS of any kind.
- ONLY black, white, or gray **hair accessories** are allowed; this applies to barrette, headbands, hijabs, beads, bows, clips, scarves, or rubber bands.
- Bandanas, hair nets, shower and wave caps, are **NOT ALLOWED**.
- **Hats are not allowed unless they display the school logo.**
- **Scarves, Beanies and Knit Caps, black, gray, burgundy or white solid colors only, with the exception of school approved logo. Hats/beanies/knit caps are not to be worn inside the classroom with the exception of religious head wear which can only be black, white or gray.**
- **Undershirts:** solid school color.
- **Gloves:** Must be school colors
- **Backpacks:** Must be black, white, burgundy or gray. Free of logos/patches/writing with the exception of name brand (one logo allowed under 4" long). May be two toned in school colors
- **Outerwear/Winter wear:** Must be burgundy, gray, white or black, it may be two toned in school colors (one logo allowed on lapel and must be under 3" long and our school colors). Logos cannot be on the back, arm or across the chest.
- **MODEST PIERCINGS ALLOWED**

General Dress: The dress code applies to all students as long as they are on school grounds/school sponsored activities. Students should present a neat appearance. No sloppy dress permitted. Shirts must be tucked in at all times, a belt (solid brown, gray, white or black) must be worn when wearing slacks or jeans. Shorts shall be at knee length and may never be rolled up at the waistline. NO sagging or oversized uniforms, patches, frays, tears, rips, holes, patches or graffiti (NOT ALLOWED).

Students I.D. is to be in their possession at all times. Student must have I.D. to get school lunch, books or attend school activities. Replacement I.D. will cost \$5. Students will be issued a temporary I.D. at the start of the school year and later will be given their hard copy. If they receive a temporary I.D. from school office they may receive detention.

PE teachers will be giving each student a copy of the PE policy on the first day of school. PE clothing may be bought at the school site.

UNIFORM COMPANIES

Can purchase pants through Lands End

- Pants can be purchased from: <https://www.landsend.com/co/account/school-uniforms>
 - Upon visiting the site, please select "school" and enter "University Preparatory" to view our approved apparel. Please be aware that if you select items that are not part of the approved apparel, they may not be permitted as part of our uniform standards.

POLOS: You may purchase Polos online using credit card at: <https://up.vvuhd.org/>

- Click on uniform purchase, Jackets and PE bags (with our logo) are optional to buy through the above link.

****It is at the discretion of administration if you are in violation of any policies. Parents will be notified to bring a change of clothes****

SPECIAL DRESS DAYS:

Jean Day Attire:

- May wear any color jeans, jeans must fit appropriately and must have a belt. Cannot wear jeans that are baggy, sagging, holes, rips, tears, frays, patches, jeggings, joggers or have graffiti.
- UP school polo shirts, UP Friday shirts, UP club shirts and UP sports shirts (all preapproved/affiliated with UP logo) may be worn with Jean day attire.
 - Approved tops include UP school polo shirts, UP Friday shirts, UP club shirts, and UP sports shirts, all of which are preapproved and bear the UP logo.
- Any color tennis shoes are allowed (no rips, holes or graffiti allowed).

Free Dress Day Attire/Spirit Week:

- Pajamas, sleeveless, see through, lace, open shoulder tops or midriff shirts ARE NOT ALLOWED! GARMENTS (JACKETS, SWEATER, ETC.) COVERING SLEEVELESS TOPS DOES NOT MAKE SLEEVELESS OR MIDRIFF TOPS OKAY. SO NO SLEEVELESS OR MIDRIFF TOPS, PERIOD.
- No sandals or opened toed shoes. If Crocs are approved for that specific day, they must have the strap worn.
- No sweat pants, joggers, warm-ups, leggings and/or jeggings unless otherwise noted.
- No jeans with holes, rips, tears, frays, patches or graffiti.
- **No clothing attire should have inappropriate: patterns, words, images, explicit materials, weapons or violence, drugs, alcohol, sexually suggestive content, obscenities, or phrases.**

***Jackets, sweatshirts and sweaters are not a part of the free dress day or jean day attire, so you will be required to follow the UP Dress Code.**

SPIRIT WEEK, THEME DAYS or SPECIAL DRESS DAYS:

These events will feature special dress themes, which will be announced in advance for specific dates. Fliers and announcements will include the designated theme and colors to wear. All attire must adhere to dress code standards and requirements.

*If you have any questions you may bring a picture of you wearing the outfit or the outfit itself. (Length cannot be determined if not wearing the item in question.)

VIOLATION: Students will be instructed to contact PARENTS/GUARDIAN to bring a change of clothes to their student and MAY NOT be allowed to participate in the remainder of the week or next dress day event per administration's instructions.

Word to the Wise: If in doubt of your dress attire, don't wear it.

THESE STANDARDS ARE STRICTLY ENFORCED and at the discretion of administration.



UNIVERSITY PREPARATORY

13853 Seneca Road, Victorville, California 92392

(760) 243-5940 Fax (760) 261-7023

18 Year Old Contract

I, _____ realize that as an 18 year old student at University Prep and I am responsible for my conduct and my own actions. I understand that I am now legally considered an adult in the state of California and I am entitled to an education. **As an adult I understand that the rules do not change for me.** I may remain at University Preparatory and on the 18 year old contract so long as I comply with the following:

1. I WILL follow all instructions of all staff members.
2. I WILL make regular academic progress toward graduation.
3. I WILL be on time to school AND to class.
4. I WILL follow ALL school rules.
5. I WILL NOT receive any disciplinary referrals.
6. I WILL NOT be involved in any altercation (either verbal or physical).
7. I WILL NOT cut any classes and have all absences verified the day after the absence.
8. If I check myself out of school, I will verify with the attendance office my whereabouts and I will only leave campus for the purpose of having medical, dental, optometric, or chiropractic services rendered, with a note from them coming back to University Prep. (No note from the above stated will equal UNEXCUSED ABSENCES.) YOU MAY NOT LEAVE CAMPUS FOR ANY OTHER REASON. Ed Code: 48205. _____ (Initial)

I understand that failure to abide by any of the above rules may result in my 18 year old contract being revoked, disciplinary action, revocation of activities (determined by admin), and/or exclusion from University Preparatory to another school program inside or outside of VVUHSD.

I understand that my parent/guardian may be notified if I fail to abide by the terms of this contract and that my parent/guardian may have access to my academic progress. _____ (initial)

Student: _____ Date: _____

Counseled by: _____ Date: _____

Administrator: _____ Date: _____

Total Credits to date (as noted in the computer): _____ Total classes failing: _____

I have been counseled regarding my academic progress: _____ (initial)

In the state of California, the age of majority is 18 and I understand that my child is now responsible for decisions regarding his/her education and has the legal right to enter into an 18 year old contract with University Preparatory.

Parent/Guardian Signature: _____ Date: _____



Valedictorian and Salutatorian Criteria University Preparatory

The following are the established criteria for Valedictorian/Salutatorian honors:

- Students must have 7 periods for all four years of high school.
- The honors will be selected by TOTAL weighted GPA including grades 9 -12.
- If at any time a student has less than 7 periods, the student will not be eligible for selection of either honor: Valedictorian or Salutatorian.
- A candidate for these two honors must also have attended University Preparatory for all three years of grades 10-12, or he/she will NOT be considered for either of these honors.
- AP/Honors courses taken at University Preparatory will be calculated on a 5-point scale.
- ONLY classes counted for graduation and Dual Enrollment taken DURING the school day will be used to calculate this GPA.
- No other college courses or passing AP scores will be counted toward these honors.
- In a situation where two or more students have the exact/same total GPA, they will be Co-Valedictorians and/or Co-Salutatorians in that year.

Please check the applicable box to acknowledge:

I have been informed of the criteria for Valedictorian and Salutatorian, and I understand that ***I am NOT going to be eligible*** with the schedule I have chosen for either Valedictorian or Salutatorian.

I have been made aware of the criteria for Valedictorian and Salutatorian, and I understand that ***I AM going to be eligible*** with the schedule I have chosen for either Valedictorian or Salutatorian and that my schedule may not change or it will jeopardize my chances of receiving this honor.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Counselor Signature: _____

Date: _____

Victor Valley Union High School District

Teacher Aide OR Early/Late Schedule Approval Form

Section One

Student Name: _____

- 20____/20____ Grade: ☐ 11th ☐ 12th
1. Select One: ☐ Teacher Aide ☐ Early Sched. ☐ Late Sched.
2. Select One: ☐ 1st Semester ☐ 2nd Semester ☐ Year
3. Reason for Request: (Only applicable for early/late schedule)
- ☐ VVC Class (State Class): _____
- ☐ Work Exp.: _____
- ☐ Other: _____
4. If you are approved for an early/late schedule or as an aide, please list the other elective class that you are willing to drop: _____
5. Eligibility: ☐ 3.5 unweighted total GPA
- ☐ < 9 absences &/or tardies in 2025-2026
- ☐ No discipline

Parent/Guardian Consent

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Phone Number: _____

Section Three

Counselor Printed Name: _____

Student is on track to graduate: ☐ Yes ☐ No

70 Elective Units for graduation met: ☐ Yes ☐ No

Student's current classes are all A-G: ☐ Yes ☐ No

If applicable - IEP approval: ☐ Yes ☐ No

Required - Attach Grad Check and Transcript ☐ Yes ☐ No

I confirm that this will benefit the student and is in compliance with AB 1012.

Approved by Counselor: ☐ Yes ☐ No

Counselor Signature: _____

Section Two (Complete this section for Teacher Aide requests only)

- Being a TA is a privilege, not a right and should be treated as such.
 - TA duties may include but are not limited to running errands on campus, delivering or retrieving papers/messages/equipment, and/or working on teacher-directed projects in the classroom.
 - The supervising teacher must have knowledge of your whereabouts at all times. ****PLEASE DO NOT SEND TO OFFICES TO HANGOUT****
 - TAs must have a pass from their supervising teacher whenever they are out of that teacher's classroom.
 - TAs may not: enter/interrupt classes without permission, use the TA period to socialize, purchase/consume food, snacks or drinks while running TA errands, leave campus without being checked out properly, or use the school keys of the supervising teacher.
 - Disciplinary consequences of violating TA rules may include, but are not limited to: Class Suspension, At-Home Suspension, Removal from TA class for placement in an alternative available elective.
- I have read and understand the rules pertaining to being a TA at VVUHSD. I also understand that I may lose my TA privilege for violation of school rules. This form must be signed by prospective TA and supervising teacher prior to being placed in a TA class for the 20____ school year.

Student Printed Name: _____

Student Signature: _____

Please have the teacher or office for which you wish to TA sign below.

Teacher/Office Printed Name: _____

Teacher/Office Signature: _____

Section Four

Principal/Administrator Designee:

At VVUHSD, being a TA is a privilege. Students who are approved for a TA position must have followed the school rules, have good attendance, be making adequate progress towards graduation, and be responsible citizens. TAs are approved on the following criteria:

- No EXCESSIVE absences.
- Truancies, Cuts, Suspensions disqualify students from TA positions.
- Discipline issues will be reviewed and taken into consideration. EXCESSIVE discipline and major infractions will disqualify students from TA positions.

4. A signed acknowledgement form must be on file.

5. AB 1012 Compliance.

Approved by Principal/Administrator: ☐ Yes ☐ No

Principal/Administrator Signature: _____



Bring this form to orientation

Complete with signature

UNIVERSITY PREPARATORY **SCHOOL**

ACADEMIC HONESTY & INTEGRITY POLICY 26-27

At *University Preparatory School* we want every student to become a caring and productive citizen. Students are expected to achieve academic excellence and develop a strong character. The faculty, staff, and administration expect each and every student at *University Preparatory School* to follow principles of honesty and integrity.

Students will be considered to be cheating if they:

1. Copy another person's papers, reports, homework, class work or project.
2. Obtain papers, reports, or projects from another source, such as the internet, and turn them in as their own.
3. Copy another person's test or quiz answers.
4. Use unauthorized information on an exam or quiz. For example: crib sheet, cheat sheet, information in a book, cell phone, metaglasses, digital watches, etc.
5. Allow another student to copy their homework, test, or quiz answer.
6. Change grades or answers of any assignments or test by giving unearned points to another student or changing answers/points after work has been graded.
7. Any violation of 'cheating' will result in administrative action/discipline which may include After School Detention, a Behavior Contract, No Credit for Assignments and parent notification up to dismissal from *University Preparatory* in addition to teacher action/discipline.

1st Offense: Parent/Teacher/Admin Conference

*excluding academic dishonesty regarding final/midterm exams.

2nd Offense: 1 day detention

*excluding academic dishonesty regarding final/midterm exams.

3rd Offense: 2 days of detention

Note: Any academic dishonesty pertaining to Advanced Placement midterm/final exams will result in greater consequences and/or immediate dismissal.

By signing below, I acknowledge that I have read and understand the above policy of Academic Honesty and Integrity and will agree to abide by this code for as long as I remain *University Preparatory* student.

Print Student Name _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

UP Student & Parent/Guardian Handbook Acknowledgment Form

School Year: 2026-2027

This handbook has been developed to help students and parents/guardians understand the policies, expectations, and procedures of our school and district. It is important that both students and parents/guardians review this handbook carefully and discuss its contents together.

By signing below, you acknowledge that:

1. You have **received and reviewed** the Student Handbook.
2. You **understand and agree** to comply with the policies, rules, and expectations contained within, including those regarding attendance, behavior, academic integrity, and technology use.
3. You understand that the handbook may be updated as laws or district policies change, and that the most current version will be available through the school office or website.

Please sign and return this page to your student's teacher or the school office by the specified deadline.

Student Name: _____

Grade: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____