



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

HANDBOOK NOTICE

This handbook summarizes University Preparatory School and Victor Valley Union High School District expectations, procedures, and policies. It is intended to provide students and parents/guardians with general information regarding school operations and student responsibilities. District policies, administrative regulations, collective bargaining agreements, and applicable federal and California law govern when there is a conflict with information contained in this handbook. Policies and procedures may be revised during the school year as required by changes in law, district policy, or school operations. The most current version of this handbook will be made available by the school.

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 may contribute to 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)**.

Participation in field trips, athletics, dances, and other school-sponsored activities may be subject to eligibility requirements established by the school, district, activity, or applicable law. 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 students' 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 Attendance (Front Office)** 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 or they will not receive STIS credit.
- For **emergency situations**, please contact the front office 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 Valerie Huante at vhuarte@vvhhsd.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.

STUDENT PARKING

Student parking is a privilege and is permitted only in designated student parking areas. Students who wish to park on campus must obtain a valid parking permit from the Assistant Principal's Office and register each vehicle they drive to campus. Students must provide a valid California driver's license and proof of liability insurance listing the student as a covered driver. Parking permits may not be shared or transferred and must be clearly displayed in the vehicle. Students must operate vehicles safely and courteously, obey all traffic laws and campus parking regulations, and **drive no more than 5 MPH** in the student parking lot. Vehicles must be parked within a single marked space and may not block fire lanes, emergency access areas, designated loading areas, or other restricted spaces.

Students **may not loiter, socialize, eat, or remain in vehicles in the parking lot during the school day** without authorization. Students may not leave campus during the school day without appropriate parent/guardian permission and administrative approval. Vehicle repairs, reckless driving, excessive noise, revving engines, or other unsafe behavior are prohibited on campus.

Vehicles parked on school grounds may be subject to search consistent with district policy and applicable law. Students are responsible for the contents of their vehicles and may be subject to disciplinary consequences for violations. Violation of the parking regulations may result in loss or suspension of parking privileges and/or disciplinary action. Lost or unreturned parking permits may be subject to a replacement fee.

University Preparatory and the Victor Valley Union High School District are not responsible for loss, theft, vandalism, damage, or accidents involving vehicles or their contents while parked on or adjacent to school property.

Students and families are responsible for reviewing and following the complete University Preparatory Student Parking Application and Parking Safety Codes before parking on campus.

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 students 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 INFORMATION, MEDICATION, IMMUNIZATIONS, AND HEALTH SCREENINGS

Parents/guardians are responsible for informing the school of any health condition, medical need, allergy, physical limitation, or other health-related matter that may affect their student's safety, health, attendance, participation, or ability to access the educational program. Parents/guardians **must** ensure that the school has current and accurate emergency contact and health information for their student. **All students must have a current Emergency Card on file** in the school office. Parents/guardians are responsible for promptly notifying the school of any changes to emergency contacts, medical conditions, medications, allergies, or other health information.

Medication at School

Whenever reasonably possible, medication should be administered at home. Students generally may not possess, carry, administer, or distribute prescription or over-the-counter medication at school unless the student is specifically authorized to do so under applicable law and VVUHSD procedures.

When medication must be administered during the school day, **the medication must be provided to the school in accordance with current VVUHSD medication procedures and applicable California law.** Medication administered or supervised by school personnel requires the appropriate **written authorization from the student's authorized health care provider and parent/guardian.** The authorization must identify the medication, method of administration, dosage/amount, and time or schedule for administration, as applicable. Medication supplied to the school must be in the original pharmacy or manufacturer's container, properly labeled, and consistent with the current authorization on file. Medication must be provided in an appropriate quantity and must not be expired. School personnel will administer or assist with medication only as authorized and permitted by law and district procedures. The school does not assume responsibility for administering medication when the required authorization, documentation, properly labeled medication, or other required information has not been provided.

This requirement applies to prescription and over-the-counter medications, including, but not limited to, pain relievers, fever reducers, allergy medication, cold medication, and other nonprescription medications. Parents/guardians should not send medication to school with a student unless the medication and student are authorized under applicable law and current VVUHSD procedures.

California law permits students with qualifying medical conditions to carry and self-administer certain medications when the required documentation and authorizations are on file. **Students authorized to carry and self-administer prescription inhaled asthma medication must have the required physician/health care provider and parent/guardian written statements on file with the school,** including the required authorization and releases. Such authorization must be renewed as required by law and district procedures. Education Code §49423.1.

Students with anaphylaxis or other qualifying medical needs may also be permitted to possess or use prescribed emergency medication when authorized under applicable law and current VVUHSD procedures. In addition, California law authorizes school nurses and appropriately trained school personnel to administer emergency epinephrine to a person suffering, or reasonably believed to be suffering, from anaphylaxis in accordance with applicable law and district procedures. Education Code §49414.

Medication authorization forms and district procedures are available through the school office. Parents/guardians are responsible for ensuring that all required medication authorizations and health information remain current and are updated whenever there is a change in medication, dosage, frequency, medical condition, or other relevant circumstance.

The school may contact the parent/guardian, health care provider, emergency medical services, or other appropriate emergency personnel when reasonably necessary to protect a student's health or safety. Nothing in this section limits the school's obligation to respond to a medical emergency in accordance with applicable law, district procedures, and emergency response protocols.

Immunizations

Students must meet all applicable California immunization requirements for admission and attendance. Parents/guardians are responsible for providing the school with required immunization documentation and for maintaining their student's immunizations in accordance with applicable law.

Students advancing to 7th grade are required to have documentation of the immunizations required by California law, including one dose of Tdap on or after the 7th birthday. Students entering or transferring into California schools must also meet the applicable K–12 admission requirements, which may include required doses of DTaP/Tdap, polio, Hepatitis B, MMR, and varicella, subject to applicable statutory and regulatory requirements and valid exemptions.

A student who does not meet applicable immunization requirements, and who does not have a valid exemption or other legally recognized basis for admission, may be excluded from school in accordance with California law until the required documentation or immunizations are provided. The school will follow current California Department of Public Health requirements and VVUHSD procedures when determining whether a student is eligible for attendance.

If there is reason to believe that a student has a communicable or infectious disease requiring exclusion from school under applicable law or public health guidance, the school may take appropriate action, including temporary exclusion from attendance, notification of the parent/guardian, and/or consultation with appropriate public health authorities.

Health Screenings

California law requires certain student health screenings at specified grade levels. These screenings may include hearing and scoliosis screening and will be conducted by qualified personnel in accordance with applicable law, California Department of Education requirements, and VVUHSD procedures. California Education Code §49452.5 requires school districts to provide scoliosis screening for female students in grade 7 and male students in grade 8, subject to applicable law. Parents/guardians will receive information regarding required screenings and any applicable rights to decline or request an exemption when permitted by law. Any request to decline a screening must be submitted in the manner and within the timeframe established by applicable law and district procedures.

Physical Education and Medical Limitations

Students are expected to participate in Physical Education unless they have a documented medical limitation or other legally recognized reason that prevents or restricts participation. When a medical condition requires limitation, modification, or temporary exemption from Physical Education, parents/guardians must provide appropriate documentation from a licensed health care provider when required by school or district procedures.

Medical documentation should identify the applicable restriction or limitation and, when appropriate, the anticipated duration and any recommended accommodations or modifications. The school may request updated documentation when reasonably necessary to determine appropriate participation and safety measures.

The school will make reasonable efforts to implement appropriate health-related accommodations and follow applicable law, district procedures, and any required student-specific plans. Nothing in this section requires school personnel to provide medical treatment or services beyond those authorized by law, district policy, and the personnel's training and assigned responsibilities.

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 6-12)
October	ADHD Awareness Month (1-31)
	Mental Illness (Oct 4-10)
	Domestic Violence (Oct 14)
November	Anti-Bullying Week (Nov 16-20)
December	Seasonal Depression Awareness Month
January	National Human Trafficking Awareness (January 11)
February	International Boost Self-Esteem Month
	Random Acts of Kindness Week (Feb 14-20)
	National Eating Disorders Awareness Week (Feb23-March 1)
	Teen Healthy Relationship Month/Teen Dating Violence Awareness Month (TDVAM)
March	Self-Harm Awareness Month
	Sleep Awareness Week (Mar 14-20)
	National Drug and Alcohol Facts Week (Mar 15-Mar 21)
April	Child Abuse Prevention/Autism Awareness/Sexual Assault
	National Youth Violence Prevention Week (Apr 19-23)
May	Mental Health Awareness
	Children's Mental Health Awareness Week (May 2-8)
June	LGBTQ Pride Month
	National PTSD Awareness Month

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. ***Meta glasses and other smart glasses capable of recording, photographing, or transmitting information are not permitted on campus.*** 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. Students may not photograph, record, livestream, or otherwise capture images, audio, or video of students, staff, or visitors without authorization when doing so violates privacy, disrupts the educational environment, or violates school/district policy. 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.** Students arriving late to school with food or beverages purchased or obtained off campus, other than water, will not be permitted to take these items to class. Such items will be collected and held at the front desk until the end of the school day. Students may not consume outside food or beverages in classrooms.

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

Students **should not** bring personal items or electronic devices that interfere with instruction, create a safety concern, violate another person's privacy, or are prohibited by school or district policy. Prohibited items may be confiscated and may result in disciplinary action. The school is not responsible for missing, lost, stolen, or damaged personal property. 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). We will make reasonable attempts to keep confiscated items until picked up by **parents/guardians**. 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), (f), (g), (h.1), (h.3), (i), 0.1), 0.2); BP 5123 (a), and AR 5123 (b), (c), (d), (f), (g)

HANDS OFF RULE

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

RELEASING STUDENTS

Students will be released during school hours **only to those individuals listed on the student's emergency card**. A proper state-issued 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, students, 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 ensure 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

University Preparatory and VVUHSD reserve the right to conduct searches of students, vehicles, lockers, and other areas/property under school control when permitted by district policy and applicable law. Searches may include the use of detection canines and other safety measures. 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. Disciplinary actions, including suspension and recommendations for expulsion, will be administered in accordance with California Education Code, VVUHSD Board Policy/Administrative Regulation, and applicable due-process requirements.

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. The school may respond to cyberbullying occurring off campus when permitted by law and district policy, including conduct that materially affects the school environment or creates an intimidating or hostile educational environment. Official District bullying complaint forms are available in the office or on the Victor Valley Union High School Website at vvuhsd.org 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 from 2025-2026 (rates are subject to change based on the model and age of the Chromebook):

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 students 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:

Regular attendance is essential to student success. California law requires school attendance for students who are subject to compulsory education requirements, with specific exceptions provided by law. Parents/guardians are responsible for ensuring that their school-age children attend school regularly and on time.

Three (3) — Unexcused Absences:

- The student may be classified as truant in accordance with California Education Code.
- The parent/guardian will be notified of the attendance concern.
- The school district may issue a written truancy notification (1st notice) and provide information regarding the importance of regular attendance and available supports.

Six (6) — Unexcused Absences:

- The student's attendance will be reviewed by the school.
- Truancy Letter #2 will be sent by mail to the student's parent/guardian.
- The parent/guardian may be contacted to schedule a meeting with school administration or the Attendance Department.
- The school will work with the student and parent/guardian to identify barriers to attendance and develop appropriate interventions.

Nine (9) — Unexcused Absences:

- The student's attendance will be reviewed for continued intervention.
- Truancy Letter #3 will be sent by mail to the student's parent/guardian.
- If the student meets the legal definition of a habitual truant, the school may refer the matter for additional attendance intervention, including consideration by the Student Attendance Review Board (SARB), consistent with California law and district procedures.

SARB Hearing

- When a SARB referral is appropriate, the parent/guardian will receive written notice of the scheduled hearing and information regarding the attendance concerns. The SARB process is intended to identify barriers to regular attendance and develop an appropriate plan to improve attendance.

- Parents/guardians and students may be asked to participate in an attendance improvement plan or contract and to comply with identified interventions. Failure to participate in or comply with required attendance interventions may result in additional action as permitted by law and district procedures.
- To help prevent attendance concerns, parents/guardians should ensure that students attend all classes daily and arrive on time. Parents/guardians should promptly notify the school when a student is absent and provide any required documentation for an absence. Families are encouraged to regularly review attendance records through the district's available systems and contact the Attendance Department with questions or concerns.

TRUANCY AND UNEXCUSED ABSENCES

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

An absence may be considered unexcused or truancy when it does not meet the criteria for an excused absence under California law and applicable district policy.

Examples of reasons that may result in an absence being considered unexcused include:

1. Accompanying a parent/guardian or another person to work.
2. A trip or outing that does not qualify as an excused absence.
3. Oversleeping or waking up late.
4. Refusing to attend school.
5. Personal matters that do not qualify as an excused absence.
6. Waiting for a service or repair person.
7. Missing or not having transportation when other arrangements are available.
8. Babysitting or caring for family members.
9. Participating in an unauthorized activity or demonstration that results in an absence.
10. Leaving school grounds without authorization.
11. Failing to provide required notification or documentation for an absence.
12. Any other reason that does not qualify as an excused absence under California law or district policy.

Parents/guardians are encouraged to contact the Attendance Department whenever they have questions about whether an absence is excused or unexcused.

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 UP stamped (non altered) plaid skirt from Lands End (at **knee length**, no sweats allowed under skirt)
- Socks, **No** inappropriate patterns or phrases
- Tights or leggings: Solid black, white, burgundy or gray. **No lace patterns**
- **No clothing attire should have inappropriate: patterns, words, images, explicit materials, weapons or violence, drugs, alcohol, sexually suggestive content, obscenities, or phrases.**
- Shoes: Solid black or white with matching laces (if any), **NO SANDALS or OPENED-TOED SHOES**, May wear boots, white converse, or solid black or white tennis shoes.

Tuesday-Friday: Casual Dress

- UP logo polo shirt (white, gray, or burgundy) or white button up blouse; Shirt **MUST** be tucked into skirt or slacks at **ALL** times
- UP approved plaid skirt (knee length), solid black or khaki dress style shorts (**MUST** be to the top of the knees and loose fitting, no knit shorts), or solid black or khaki straight leg slacks (**no outside pockets, cargo, wide leg, or ankle pants**). No capris, skinny pants, jeggings, or warm-ups.
- Solid black, brown, gray, or white belts must be worn with slacks if there are belt loops (with shirt tucked in)
- Solid Black, white, burgundy, or gray tights or leggings (**no lace patterns**)
- Solid black or white shoes (shoe laces must match shoes), **NO SANDALS or OPENED TOE SHOES**; may wear black boots, white converse, or solid black or white tennis shoes
- Socks, **No** inappropriate patterns or phrases

NO CUFFING BOTTOM OF PANTS and NO FRAYS

NOT ALLOWED:** Pajamas, sleeveless tops, tank tops, lace, open shoulder tops, midriff tops, or spaghetti strap tops. Covering sleeveless tops with jackets, hoodies, or sweaters is still **NOT ALLOWED

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



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

Hair: Natural hair color **ONLY**, no distracting hair color (subject to administration discretion). All hair accessories or hijabs **MUST** be black, white, gray, or burgundy. **Not Allowed:** hair nets, shower caps, wave caps, bandanas, or skull caps.

Hats: UP approved logo **ONLY**, hats are **NOT ALLOWED TO TO BE WORN IN THE CLASSROOM.**

Scarves, beanies, and knit caps in solid, black, white, burgundy, or gray are allowed to be worn during inclement weather outside, these may **not** be worn in the classroom.

Religious headwear and other religious or cultural attire will be permitted in accordance with applicable law and district policy, granted they are black, white or gray.

Outerwear for Inclement Weather: Must be school colors (black, white, burgundy, or gray) and a logo on the lapel that is 3" tall and/or wide is allowed, **No writing on the chest, back, or arms.** Gloves **must** be school colors

Modest piercings are allowed

General Dress: Students are to be in uniform at all times without any modifications to include rolling up of the skirts, untucking their shirts, having frays, holes, tears, graffiti, or inappropriate wording/images. The dress code is at the discretion of the administration.

Backpacks: Only plain black, white, burgundy, or gray are allowed. Logos of the brand name **only** will be allowed as long as it is under 4" long

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' IDs 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 can only be purchased through Lands End - <https://www.landsend.com/co/account/school-uniforms>
Upon visiting the site, select "school", enter "University Preparatory" (this is our only approved apparel location)

Polos can only be purchased through our website at <https://up.vvuhsd.org/>, select uniform purchase. Jackets and PE bags with our logo are optional to purchase

PE clothes may also be purchased in person or on our website through the student store. PE teachers will be giving students the PE policy on the first day of school.

ID Cards: All students are required to keep their id cards on them at all times. Students will receive a temporary card during orientation and will receive their permanent card during school pictures. Replacement cards will require a fee of \$5.00.

****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 slacks/shorts 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



****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.** Religious headwear and other religious or cultural attire will be permitted in accordance with applicable law and district policy, granted they are 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' IDs 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 open-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.

SEAL OF BILITERACY

The California State Seal of Biliteracy certifies that a student has attained a high level of proficiency in two or more languages.

Criteria is as follows:

- **English**
 - ▶ Completion of all English language arts requirements for graduation with an overall grade point average of 3.0 or above.
 - ▶ Passing the California standards (SBAC) test in English language arts administered in grade 11 with a score of *standard met* or higher.
- **Spanish**
 - ▶ Earn a score of 3 or higher on the AP Spanish Language and Culture or AP Spanish Literature and Culture exam.
 - ▶ Overall 3.0 GPA in Spanish courses completed during high school
- **EL Students**
 - ▶ must be reclassified to qualify

****For languages other than Spanish the district may select another language assessment to determine language proficiency however Spanish is excluded from such assessment.****



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.
- A signed acknowledgement form must be on file.
- 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 _____

7/28/2026

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:** _____