

2026/2027

# Student and Family Handbook

UPLAND UNIFIED
SCHOOL DISTRICT

SEAL OF UPLAND HIGH SCHOOL
UPLAND 1955 CALIFORNIA

# A Message from the Superintendent

**Dear Upland Unified School District Families,**

I hope this message finds you well and filled with anticipation for the year ahead. As we prepare to begin the 2026–2027 school year, I am delighted to extend a warm welcome to all of our students, families, and staff.

I am Dr. Lynn Carmen Day, your superintendent, and it continues to be an honor to serve this exceptional and diverse community. Upland Unified School District is more than a collection of schools, it is a community united by a shared commitment to academic excellence, meaningful relationships, and the success of every student. Together, we create an environment where students are inspired to learn, grow, and thrive.

As we embark on this new school year, there is a renewed sense of excitement across our district as we continue to build momentum around our Great 8 Initiatives. These key focus areas reflect our commitment to ensuring high-quality instruction, and preparing every student for success in an ever-changing world. We are energized by the progress we have made and look forward to the continued growth and opportunities these initiatives will bring to our schools and community.

I also want to express my sincere appreciation for your ongoing support and partnership. Your involvement, whether in the classroom or at home, plays a vital role in the success of our students and our district as a whole.

This year, we remain deeply committed to fostering a culture of belonging where every student feels safe and empowered. We celebrate the diversity that strengthens our community and continue to focus on providing engaging, innovative learning experiences that prepare our students for a bright and promising future.

Thank you for entrusting us with your child's education. Together, we will continue to inspire curiosity, nurture resilience, and empower each student to reach their fullest potential. I look forward to the many accomplishments and memorable moments we will share throughout the year.

If you have questions, ideas, or feedback, please do not hesitate to reach out. Strong communication and collaboration are at the heart of our continued success.

Wishing you all a wonderful start to the 2026–2027 school year!

***Warm regards,***



**Dr. Lynn Carmen Day**

UPLAND UNIFIED SCHOOL DISTRICT

*Superintendent*

# A Message from the Principal

## Welcome to Upland High School!

I am excited to share our goals and plans for the upcoming school year. We are committed to creating a safe and positive school environment where everyone feels welcome, supported, and challenged mentally, artistically, and athletically. Our staff will work together to ensure our school systems are clear and consistent, and we will hold ourselves accountable for meeting our responsibilities. Our administration and our staff is dedicated to fostering engaging, rigorous, and well prepared lessons to motivate our students to reach their highest potential. Below we outline our three focus areas that will continue to move our beautiful school forward.

## Safe and Positive Climate

We want everyone to feel welcome and safe. We aim to reduce suspensions and absences to make school better for everyone by engaging and challenging students in a meaningful way every academic day. With over 2,800 students and growing, more families are choosing Upland High. We listen to feedback from staff, students, and families to keep improving our school environment.

## High-Quality Instructional Programs

Our teachers and administrators work together to provide the best education every day. We want more students to join AP classes, AVID, CTE programs, and earn college credit. We're working to increase our graduation rate and improve our performance on important indicators. At Upland High, we are committed to helping every student succeed by ensuring we have high quality instruction, athletics, and student centered clubs.

## Data-Driven Collaborative Teams

We use data to improve teaching and learning. Our departments create common assessments and aim for better results in English, Math, Science, and English Learner Progress. We're working to reduce D and F grades. By working together, we will make Upland High School the highest performing school in the area.

Working Together Everyone Achieves More! TEAM U today, TEAM U everyday!!
*Make sure to follow us on social media* ***@upland.hs***

**Sincerely,**



**Martin O. Gomez, PhD**
*Principal of Upland High School*

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# 2026/2027 **School Calendar**

## Upland Unified School District
## School Calendar 2026-2027

| July 2026 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| August 2026 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

6

| September 2026 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

21

| October 2026 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

22

| November 2026 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

14

| December 2026 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

14

| January 2027 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

17

| February 2027 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

18

| March 2027 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

20

| April 2027 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

20

| May 2027 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

20

| June 2027 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

8

**180 School Days**

End of Trimester (TK-8)
November 20
March 5
June 10

End of Quarter
October 23, 2026 (end of quarter)
January 22, 2027 (end of 1st semester) - 90 days
March 26, 2027 (end of 3rd quarter)
June 10, 2027 (end of 2nd semester)-90 days

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

**Legal Holidays**

**July**
3 Independence Day Observed

**August**
20 In Service Day
21 In Service Day
24 First Day of School

**September**
7 Labor Day

**November**
2 In Service Day
11 Veterans Day
23-27 Fall Break

**December**
18 Minimum Day
21-31 Winter Break

**January**
1-4 Winter Break
18 Martin Luther King Jr. Day
25 In Service Day

**February**
8 Lincoln's Birthday - Observed
15 Presidents Day

**March**
29-31 Spring Break

**April**
1-2 Spring Break

**May**
31 Memorial Day

**June**
10 Last Day of School
18 Juneteenth (Classified Holiday Observe

# Upland High 2026-2027 **Bell Schedules**

## Regular Schedule
(Mon, Tue, Thur, Fri)

| Period | Time |
|---|---|
| **0** | 7:20 - 8:15 am |
| **1** | 8:30 - 9:27 am |
| **2** | 9:34 - 10:31 am |
| **3** | 10:38 - 11:35 am |
| **Lunch** | 11:35 - 12:08 pm |
| **4** | 12:15 - 1:12 pm |
| **5** | 1:19 - 2:16 pm |
| **6** | 2:23 - 3:20 pm |

## Wednesday Schedule
(Early Release Wednesday)

| Period | Time |
|---|---|
| **0** | 7:20 - 8:15 am |
| **1** | 8:30 - 9:11 am |
| **2** | 9:18 - 9:59 am |
| **U-Time** | 10:06 - 10:45 am |
| **3** | 10:52 - 11:33 am |
| **Lunch** | 11:33 - 12:06 pm |
| **4** | 12:13 - 12:54 pm |
| **5** | 1:01 - 1:42 pm |
| **6** | 1:49 - 2:30 pm |

## Minimum Day Schedule
(Sept 18th, Dec 18th)

| Period | Time |
|---|---|
| **0** | 7:41 - 8:15 am |
| **1** | 8:30 - 9:04 am |
| **2** | 9:11 - 9:45 am |
| **3** | 9:52 - 10:27 am |
| **4** | 10:34 - 11:08 am |
| **5** | 11:15 - 11:49 am |
| **6** | 11:56- 12:30 pm |
| **Lunch** | 2:30 - 1:15 pm |

## Rally Schedule 1:
(Rooms 104 -181)

| Period | Time |
|---|---|
| **0** | 7:20 - 8:15 am |
| **1** | 8:30 - 9:11 am |
| **Rally #1** | 9:29 - 10:05 am |
| **2** | 10:12 - 11:03 am |
| **3** | 11:10 - 12:02 pm |

## Rally Schedule 2:
(Rooms 182 - 264 & PE)

| Period | Time |
|---|---|
| **0** | 7:20 - 8:15 am |
| **1** | 8:30 - 9:22 am |
| **2** | 9:29 - 10:20 am |
| **Rally #2** | 10:27 - 11:03 am |
| **3** | 11:10 - 12:02 pm |

## Finals Schedule
(Jan.:20, 21, 22 / June: 8, 9, 10)

| Period | Time |
|---|---|
| **1st, 3rd, 5th** | 8:30 - 10:30 am |
| **Break** | 10:30 - 10:53 am |
| **2nd, 4th, 6th** | 11:00 - 1:00 pm |

| | |
|---|---|
| **Lunch** | 12:02 - 12:37 pm |
| **4** | 12:44 - 1:36 pm |
| **5** | 1:43 - 2:35 pm |
| **6** | 2:42 - 3:34 pm |

| | |
|---|---|
| **Lunch** | 12:02 - 12:37 pm |
| **4** | 12:44 - 1:36 pm |
| **5** | 1:43 - 2:35 pm |
| **6** | 2:42 - 3:34 pm |

### Rally Dates

- September 25,
- October 16,
- December 11,
- March 19,
- June TBD

# Contact Information

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

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

UPLAND UNIFIED SCHOOL DISTRICT

**D.O. Phone:** (909) 985-1864

**D.O. Address:** 390 NORTH EUCLID AVENUE
UPLAND CA 91786

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

| School Sites / Principals | Contact / Secretaries | Phone Number |
|---|---|---|
| **Baldy View Elementary**<br>Admin: Angela Huerta<br>979 W. 11th St. | Leticia Jimenez | **909-982-2564** Ext. 10301 |
| **Cabrillo Elementary**<br>Admin: Trisha Banks Noble<br>1562 W. 11th St.. | April May | **909-985-2619** Ext. 13301 |
| **Citrus Elementary**<br>Admin: Nancy Sherod<br>925 W. 7th St. | Rebecca Moore | **909-949-7731** Ext. 12301 |
| **Foothill Knolls Elementary**<br>Admin: Caryn Sanchez<br>1245 Veterans Ct. | Michelle Blanco | **909-949-7740** Ext. 13301 |
| **Magnolia Elementary**<br>Admin: Katie Deniz<br>465 W. 15th St. | Sandy Scruggs | **909-949-7750** Ext. 14301 |

| | | |
|---|---|---|
| **Pepper Tree Elementary**<br>Admin: Chris Deegan<br>1045 W. 18th St. | Monique Walker | **909-949-9635** Ext. 15301 |
| **Sierra Vista Elementary**<br>Admin: Jen Brault<br>253 E. 14th St. | Carol Boersma | **909-949-7780** Ext. 16301 |
| **Sycamore Elementary**<br>Admin: Shawnda Trent<br>1075 W. 13th St | Jeannette Poot-May | **909-982-0347** Ext. 17301 |
| **Upland Elementary**<br>Admin: Tanisha Hawkins<br>601 N. 5th Ave | Valerie Caustrita | **909-949-7800** Ext. 18302 |
| **Valencia Elementary**<br>Admin: Allyson Wisz<br>541 W. 22nd St. | Stacy Ansara | **909-949-7830** Ext. 19301 |
| **Pioneer Jr. High**<br>Admin: Christopher Kotlewski<br>W. 245 18th St. | Susan Koch | **909-949-7770** Ext. 31301 |
| **Upland Academy of the Arts**<br>Admin: Dr. Leila Dodge<br>444 E. 11th St. | Roxanne Alvarez | **909-949-7810** Ext. 32301 |
| **Hillside High School**<br>Admin: Hector Vasquez<br>1558 W. 9th St. | Nancy Butler | **909-949-8400** Ext. 36301 |
| **Upland High School**<br>Admin: Dr. Martin Gomez<br>565 W. 11th St. | Jordan Smith | **909-949-7880** Ext. 35301 |

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

# General Information

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




thereby (1) causes death or injury to the student or any other person; (2) carries the firearm off the

premises or to a public place, including *to any preschool or school grades* kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; *or (3) unlawfully* brandishes the firearm to others.1

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

### Negligence in Firearm Storage:

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

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

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

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

## Child Abuse Reporting

All school employees are mandated reporters under California law and must report **any reasonable suspicion** of child abuse or neglect. Reports must be made **immediately, or as soon as practicably possible, by telephone** to Child Protective Services (CPS) or a local law enforcement agency, with a **written follow-up within 36 hours.**

**Child abuse and neglect include:**

- Physical abuse
- Sexual abuse or exploitation
- Neglect
- Emotional abuse

School employees do not investigate suspected abuse; their role is to report based on reasonable suspicion.Failure to report may result in criminal penalties. Reports made in good faith are protected from civil and criminal liability.

## Clever

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

## Closed Campus & Visitors

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

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

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

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

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

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

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

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

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

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

## Counselor Services

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

## Foster Youth Education Rights

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

### ▶ District Foster Liaison

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

- **Immediate Enrollment:** Foster youth have the right to immediate enrollment in school, even if they lack required documents, such as proof of residency or school records.

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

### ▶ Referrals to Support Services:

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

### ▶ District Foster Youth Liaison:

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

## Homeless Education Rights

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

### ▶ Definition of Homeless

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

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

- Migratory children who qualify as homeless because they are children who are living in similar circumstances listed above

### Resources for Homeless Children and Youth

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

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

### District Homeless Liaison

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

## Items Left at Home

In order to protect instructional time, please be sure students arrive at school with all necessary educational items. In the event a student forgets something at home, such as backpack, school instrument, etc., parents may leave the item in the front office. The student is responsible for retrieving the item during the passing period and not during instructional time, so please advise them in the morning if you are bringing them to school as the student will not be called out of class. The school is not responsible for lost or missing items from items that are delivered or dropped off.

## Labor Code Authorizing Parent to Take Up to 40 hours Per Year:

**Labor Code 230.8.**

**(a) (1)** An employer who employs 25 or more employees working at the same location shall not discharge or in any way discriminate against an employee who is a parent of one or more children of the age to attend kindergarten or grades 1 to 12, inclusive, or a licensed childcare provider, for taking off up to 40 hours each year, for the purpose of either of the following child-related activities:

- (B) To address a child care provider or school emergency, if the employee gives notice to the employer

**(2)** "Child care provider or school emergency" means that an employee's child cannot remain in a school or with a child care provider due to one of the following:

- (A) The school or child care provider has requested that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider.
- (B) Behavioral or discipline problems.
- (C) Closure or unexpected unavailability of the school or child care provider, excluding planned holidays.
- (D) A natural disaster, including, but not limited to, fire, earthquake, or flood.

# Library

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

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

**Some limitations to intellectual freedom in UUSD library settings are:**

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

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

# Medical Concerns

**Disease:**

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

**Automated External Defibrillators (AED):**

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

**UUSD NARCAN Strategy:**

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

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

**Health Office:**

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

**Immunization Requirements:**

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

**Protection of Health:**

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

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

Athletic activity includes interscholastic athletics, athletic competition other than interscholastic athletics, cheerleading, club-sponsored sports activities, noncompetitive cheer sponsored by a school, practices, interscholastic practices, and scrimmages for public school, charter school, or private school. School districts are encouraged to post information for parents, coaches and students on the web as of

July 1, 2017. Each school year before starting California Interscholastic Federation (CIF) activities and non-CIF activities, the school shall collect and retain a copy of sudden cardiac arrest information acknowledgement from a parent or guardian. A school may hold an informational meeting before the start of the season for all ages of competitors regarding the warning signs including pupils, parents, coaches, school officials, athletic trainers, and authorized persons. A pupil who passes out or faints while participating or immediately following athletic activity, shall be removed by athletic director, coach, trainer, or authorized person. In the absence of an athletic trainer, a coach shall notify parents to determine what treatment, if any, the pupil should seek. A pupil who is removed shall not be permitted to return until evaluated and cleared by a physician. This does not apply to physical education activities during the regular school day. Coaches must complete the sudden cardiac arrest training course and renew every two years thereafter. After July 1, 2019, a coach who has not completed the training course required shall be suspended from coaching duties.

## Messages & Deliveries

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

## Nutrition Services

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

Nutrition Services provides students with access to a variety of appealing foods, including plant-based options, and special diets that meet their health and nutrition needs. Nutrition Services offers FREE meals to all students due to California's Universal School Meals Program and Upland USD's Community Eligibility Provision. Students and staff may also purchase additional meals for a fee. For more information on pre-payment options for additional meals, **call 909-985-1864 ext. 21140** or visit our website at ***www.upland.k12.ca.us*** and click Business Services at the top of the page under departments and then click Nutrition Services.

## Off-Campus

Leaving campus without permission is a violation of school rules. **If a student needs to be dismissed before the end of the school day, the student needs to bring a note to the Attendance Office at the beginning of the school day.** The student will receive an Off-Campus Permit before leaving school grounds. Parents or guardians may come in to sign out their student. Truancy earned by leaving campus without permission may not be cleared after the fact.

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

## Online Student Accounts

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

## Online Student Data Confirmation & Updates

Parents or guardians can update their student's information and view their student's attendance through the Parent Portal Accounts at *https://uplandusd.aeries.net/Student/LoginParent.aspx*

To create this account, please contact your school.

## Parental Liability

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

## ParentSquare Communication System

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

## Patriotic Exercises

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

## Personal Beliefs

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

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

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

## Physical Education

### ▶ Gym Lockers:

Students enrolled in Physical Education (PE) class may be assigned to a locker, a convenience provided by the school.

Students are responsible for the security of the locker. The UUSD and the school cannot replace money, books, PE clothes, electronic devices, or any other personal item(s) missing from a locker. Lockers may be checked by school administrators if they have reason to believe the locker is not being used for its intended purpose.

### ▶ PE Clothes

Physical Education (PE) students are responsible for having their own PE clothes, socks, tennis shoes, and school-issued combination lock. Students are not permitted to wear another student's PE clothes. Students may use their personal school-approved attire as described in the physical education course syllabus. For your convenience, PE clothes may be purchased from the school. As the weather gets colder, sweats may be worn that are in line with the UUSD dress code standards. Sweats pulled over regular clothes are not permitted. Students are to wear shoes that are appropriate for physical activity. Parents/guardians will be contacted for students who decline to dress-out for PE or wear loaner clothes. Repeat violators will be referred to either their counselor or the appropriate administrator. Non-suits may be made up in accordance with the teacher's make-up policy. Students who forget their PE clothes must wear loaner clothes in accordance with school

policy. If a student needs assistance regarding PE clothes, please contact your physical education teacher or your counselor.

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

## Physical Education Excusal Policy (medical excuses)

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

### ▶ Parent/Guardian Note*:

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

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

### ▶ LIMITED RESTRICTION INCLUDES:

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

### ▶ FULL RESTRICTION INCLUDES:

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

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

### ▶ Doctor's Note:

When a student is to be excused for a period longer than three days, a doctor's note must be obtained and include the following:

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

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

- The student will continue in class with modifications

- The student will be assigned to the library with specific health assignments that will be completed and turned-in for the grade.

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

## Release of Student Records

**Access to School Records -** In the course of a student's education, the UUSD keeps records as deemed necessary to provide programs to meet their needs and interests. California Education Code provides parents or guardians the right to inspect and review these records and to question the accuracy and substantiation of any and all such records, files and data. Procedures are available for parents or guardians to challenge records pursuant to **Education Code 49070.** When a student transfers to another school district or to a private school, a copy of the student's record will be transferred upon request from the other school district or private school. Written consent of parents or guardians for transfer of records is not necessary, and records will be forwarded without unnecessary delay.

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

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

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

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

***Students who are 16 years of age or older have the right to access their student records;***

## School Communication

Parents and guardians with questions, concerns, or comments are encouraged to contact the school at their earliest convenience. We value your partnership and are always happy to support open communication.

Parents and guardians are welcome to visit the school; however, to ensure a safe and productive learning environment, we ask that all visitors first check in at the Main Office. Meetings with teachers should be scheduled in advance with at least 24 hours' notice, so teachers can give you their full attention. Appointments are typically available before school, after school, or during the teacher's preparation period.

If you would like to observe your student in class, please contact the school to make arrangements at least 24 hours in advance. Classroom visits are kept brief and scheduled in coordination with school administration to minimize disruption to instruction.

## Student Identification

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

## Textbooks & School Issued Equipment

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

## Use of School Property

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

## Volunteers

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

A school volunteer is a person who is willing to take time to share wisdom and experience with those on the threshold of the future...our students. A school volunteer helps expand and enrich the students' learning experience by working under the direction of the school staff. Education is a team effort, and volunteers are critical to the school team. Your involvement on a school campus shows our students that you are concerned, that you value them, and that you want to help them succeed and be the best they can be. We appreciate our community resources and thank you for providing your precious time, individual talents, and expertise as a school volunteer.

### Getting Started

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

**Prospective volunteers must complete the following:**

- Volunteer Assistance Application Form (**Must be completed annually**) required with proof of identification, such as a California Driver's License or California ID
- Fingerprint Clearance through the State of California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) (**Valid for the duration of your uninterrupted service**)
- A negative Tuberculosis (TB) clearance needs to be submitted before you receive a phone call to receive your Volunteer badge and every four years from the expiration date
- Volunteer Code of Conduct (**submit to school office**)

# Counseling and Career Center

## College & Career Center

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

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

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

## Work Permit

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

# Mental & Physical Health Resource Information

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

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

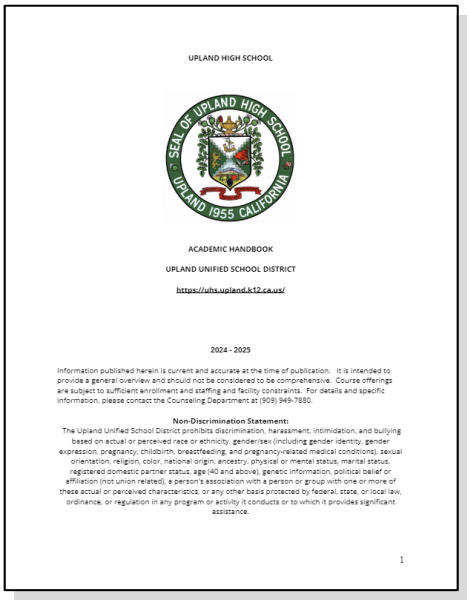
# Academic Information

## Upland High School Academic Handbook

**| *Academic Handbook Link* |**

*Follow the link above to the Upland High School Academic Handbook for more information which includes, but is not limited to the following topics:*

- **Academics, Class Schedules, Academic Honors and Awards**
- **Applying to College**
- **Counseling Department & Mental Health Services**
- **Course Descriptions**
  - English
  - History/Social Science
  - Mathematics
  - Science
  - World Languages
  - Visual Performing Arts
  - Physical Education
  - Career Technical Education
  - Specialized Electives
- **Course Registration: Preparation & Procedure**
- **Eligibility Requirements for College Admission**
  - UC/CSU Course Lists
- **Eligibility Requirements for the College-bound Athlete**
  - NAIA Requirements
  - NCAA Requirements and Course Lists
- **How to Request a Transcript**
- **New Student Enrollment**
- **Program Descriptions**
  - Pathways



UPLAND HIGH SCHOOL

ACADEMIC HANDBOOK

UPLAND UNIFIED SCHOOL DISTRICT

https://uhs.upland.k12.ca.us/

2024 - 2025

Information published herein is current and accurate at the time of publication. It is intended to provide a general overview and should not be considered to be comprehensive. Course offerings are subject to sufficient enrollment and staffing and facility constraints. For details and specific information, please contact the Counseling Department at (909) 949-7880.

**Non-Discrimination Statement:**
The Upland Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), sexual orientation, religion, color, national origin, ancestry, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

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- Freshman Honors Core
- Advancement Via Individual Determination (AVID)
- Advanced Placement
- Community College Concurrent Enrollment
- English Language Development
- Alternative Education
- Special Education

**Student Records & Grades**

**UHS Graduation Requirements**

## Inclusive and Equitable Resources

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

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

## Final Examinations

Final examinations are administered during the last days of each semester. Students failing to take a final examination due to an excused absence (as defined in EC 48205) must make-up the examination within one quarter. The EC does not require a teacher to provide a make-up examination for a student who is truant or unexcused. If a student fails to make up a final examination within one quarter, the student will receive a "zero" for the exam. The "zero" will be averaged with the student's other grades in that course. That average grade will be recorded on the transcript.

***[ Final exams will not be given early. ]***

The year is divided into two semesters and each semester into two quarters for a total of four quarters. The second and fourth quarter grades (semester grades) are recorded on the student's permanent record (transcript). Progress reports and final semester grades will be sent home via a secure parent square communication. Please reach out to the AP of Instructional Services if you have any concerns with this new procedure.

## Homework

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

## McKinney-Vento Students

Existing law states that all students must meet certain course requirements in order to earn a high school diploma **(EC 51225.3(a))**. The governing board of UUSD may also establish additional graduation requirements applicable to all of its students (EC 51225.3(b)). Foster, homeless, active military, migrant, juvenile court, and probation students may be exempt from local graduation requirements and issuance of partial credits (EC 51225.3(c)).

## Proficiency Examination in Lieu of Graduation

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

## Scholastic Recognition

The UUSD is committed to recognizing academic achievement. Check with the school counselor to see which programs are available. Students who meet certain criteria may be honored at special ceremonies or at graduation for:

- ★ Principal's Honor Roll
- ★ Honor Roll
- ★ HEF Awards
- ★ Latin Honors Recognition
- ★ National Honor Society
- ★ Advanced Placement International Diploma
- ★ Junior Honor
- ★ Outstanding Senior Awards
- ★ Student of the Month
- ★ Valedictorian and Salutatorian
- ★ Academic Letter
- ★ Department Awards
- ★ Highlander Award
- ★ Varsity Letter
- ★ Scholar Athlete
- ★ California Scholarship Federation
- ★ State Seal of Bi-Literacy
- ★ UC Top 9 Percent
- ★ Private Scholarships

## Summer School

The summer school program emphasizes academic preparation for those students who need to make up grades. Review the 26-27 Academic Handbook for more information on Summer School Contact your counselor for more information.

# Testing & Assessments

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

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

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

**The CAASPP program includes the following assessments:**

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

## English Language Proficiency Assessments for California (ELPAC):

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

**The ELPAC exam has three purposes:**

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

The ELPAC and CAASPP are reported on the California School Dashboard. The CAASPP is also reflected in the designation of students being College Ready. Parents/guardians wishing to opt their student(s) out of CAASPP testing must do so in writing. However, there is no opt-out option for the ELPAC as the assessment is a federal requirement for all English Learners. Your school relies on each student to do their very best, so test results accurately reflect what students have learned.

## Physical Fitness Test (PFT):

Public school students in grades 5, 7, and 9 are required to take the PFT, regardless of whether they are enrolled in a physical education class or on a block schedule. These students include those enrolled in elementary, high, and unified school districts, county offices of education, and charter schools. School

districts should also test all students in alternate programs, including, but not limited to, continuation schools, independent study, community day schools, county community schools, and nonpublic schools. Students who are physically unable to take the entire test battery are to be given as much of the test as conditions permit.

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

# Extracurricular Activities

## Eligibility for School Activities:

All students are eligible to participate in school activities if they maintain a 2.0-grade average, exhibit good citizenship on campus, and follow all school policies including an attendance rate above 91% and click here for Senior Agreement. Students forfeit eligibility for all nonacademic school activities when the above criteria are not met. Students must also be in attendance on the day of the activity to participate.

## Student Organizations

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

## Student Publications

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

# Special & Alternative Programs

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

## Adult Education

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

### English as a Second Language (ESL):

English as a Second Language (ESL) courses are for our non-native speakers desiring to speak, read, and write in English for many reasons: to improve their job prospects, further their educational goals, become U.S. citizens, better engage with their community, or just to help increase their involvement in their children's education or activities. We partner with Chaffey College to offer levels I-V (beginning levels to advanced levels), matching the levels to the needs of those particular students. Class availability is offered mornings and evenings at various school sites throughout Upland Unified School District. Please call the Upland Adult Education Office for more information at **(909) 985-1864 ext. 21144**.

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

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

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

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

### Career & Technical Education:

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

## Continuation Education

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

## English Learner Program

To support students identified as English Learners each site has an EL Coordinator to serve as a liaison between district-level support and site support. The ultimate goal for EL students is to reclassify, which means that they've demonstrated proficiency in four domains: listening, speaking, reading, and writing. Below are some supports that we provide to all 14 sites:

1. **District-wide:**
   All EL students are provided with access to Rosetta Stone at both home and school. Targeted language development instruction is delivered via both an integrated approach (throughout the school day in all content areas) and designated approach (protected time during the school day where individualized language development support is provided in the four domains).
2. **Newcomer: Kindergarten through 6th grade and 6th grade through 12th grade:**
   - **K-6:** Wonders Newcomer Program was purchased for and implemented in the 2022-2023 school year to address the specific needs of students that have extremely limited English language skills.
   - **6-12:** Houghton Mifflin Harcourt's English 3D with Language Launch was purchased and implemented in 2023 for grades 6-12.

**Both programs are designed to:**

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

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

## Special Education

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

### Federal Vocational and Rehabilitation Act of 1973 Section 504:

A disabled person as defined under Section 504: Any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, and (2) has a record of such an impairment, or (3) is regarded as having such an impairment. The term is not necessarily synonymous with disabled students as set forth in the Individuals with Disabilities Improvement Act 2004. In order to be

eligible for a Section 504 Plan, the student must have a physical or mental impairment that impacts one or more major life activities, and substantially limits the student's opportunity to access programs and activities provided by the UUSD.

### Adult Transition Program (ATP):

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

### Assessment for Special Education:

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

### Certificates of Completion:

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

### High School Diploma:

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

### Least Restrictive Environment (LRE):

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

### Parental Consent:

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

### Procedural Safeguards in Special Education:

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

- There is a proposal to initiate or change the identification, assessment, educational placement, or the provision of a Free, Appropriate Public Education (FAPE).

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

### Right to Revoke Consent for Special Education Services:

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

# Attendance

## Absences

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

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

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

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

**The parent, guardian, or caregiver is expected to contact the school guidance or attendance office on the day the student is absent.**
**If it is not possible to contact the school earlier, the parent or guardian must call or send a note on the day of the student's return to school.**

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

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

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

The UUSD shall work with students, parents or guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy. The UUSD also may collaborate with child welfare services, law enforcement, courts, District Attorney, public health care agencies, and other support services that are available for students and families and intervene as necessary when students have serious attendance problems.

## Acceptable Reasons for Excused Absences

***(EC 46010, 46010.3, 48205)***

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

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of, or grieving the death of, a member of the pupil's immediate family, or a person determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to:
    - an appearance in court,
    - attendance at a funeral service,
    - observance of a holiday or ceremony of the pupil's religion,
    - attendance at a religious retreat,
    - attendance at an employment conference, or
    - attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization,
8. When the pupil's absence is requested in writing by the parent or guardian and approved by the principal or designated representative pursuant to uniform standards established by the governing board of the school district.
9. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
10. For the purpose of spending time with a member of the pupil's immediate family who is an active-duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

11. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
12. For the purpose of participating in a cultural ceremony or event.
13. (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, provided that the pupil notifies the school ahead of the absence.

    **A middle school or high school pupil** *who is absent pursuant to this paragraph shall be excused for one schoolday-long absence per school year.*
    **A middle school or high school pupil** *may be permitted additional excused absences at the discretion of a school administrator, as described in subdivision (c) of Section 48260.*

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

1. To access services from a victim services organization or agency.
2. To access grief support services.
3. To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member, including, but not limited to, temporary or permanent relocation.

Any absences beyond three days for the reasons described above shall be subject to the discretion of the school administrator or designee pursuant to Section 48260.

14. Due to the pupil's participation in military entrance processing.
15. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

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

For purposes of this section, attendance at religious retreats shall not exceed one school day per semester.

### ▶ Definitions

**1.** "Civic or political event" includes, but is not limited to:
   - voting,
   - poll working,
   - strikes,
   - public commenting,
   - candidate speeches,

- political or civic forums, and
- town halls.

2. "Cultural" means relating to the practices, habits, beliefs, and traditions of a certain group of people.
3. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

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

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

**Legal Responsibility to Attend School:**

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

**The Education Code states first that compulsory full-time education applies to all students ages 6 to 18 in the State.**

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

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

## Duty to Remain at School

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

## Tardiness

Students are expected to be at school on time. Tardiness to class is disruptive and places the student in a position of not doing as well as possible if present on time. If a student is tardy, the student should provide an approved excuse document. For the purpose of identifying a tardy as excused or unexcused, **EC 48205** shall apply to tardiness. Any tardy over 30 minutes without a valid excuse per California Education Code is a truancy. Excessive unexcused tardies may result in notification to the parent or guardian and counselor. Appropriate corrective measures will be implemented.

**Tardiness Plan:**

Students are expected to arrive at school on time. If they arrive after school begins, they must sign in at the office. If a student has excessive excused/unexcused tardies, a parent, student, teacher, and/or administrator conference will be scheduled.

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

## Transfers to Continuation School

**Involuntary Transfer:**

A student may be transferred involuntarily to continuation school upon finding they have committed any acts set forth in the Education Code, or have been habitually truant, or who is irregular in attendance at school. The procedure for transferring students involuntarily to continuation school shall include notices to the students and parents or guardians informing them of a meeting to hear the specific facts and reasons for the transfer. At this meeting, the student and the parent or guardian may inspect all documents relied upon, question evidence and witnesses to be presented, and present evidence on the student's behalf. An involuntary transfer to continuation school shall not be extended beyond the end of the semester following the semester during which the acts leading to the transfer occurred.

**Voluntary Transfer:**

Persons 16 years of age or older and under 18 years of age who have not graduated from high school may be permitted to enroll in continuation classes conducted by the UUSD. Students who have voluntarily transferred to continuation school shall have the right to return to their regular high school at the beginning of the first or second semester if they meet credit requirements.

## Truancy

All absences must be verified. Unverified absences may be classified as unexcused absences and may contribute toward truancy classification pursuant to Education Code. The law provides schools and school districts with discretion regarding student penalties for truancy, provided such penalties are implemented consistently with State law (EC 48264.5). UUSD shall respond to truancies and attendance concerns in accordance with applicable Education Code provisions and district procedures.

Students with excessive absences, whether excused or unexcused, may also be referred for attendance interventions and support services.

Make-up work for unexcused absences or truancies may be permitted in accordance with district policy, site practices, and teacher expectations.

# Parking & Transportation

## Parking

### Parking is a privilege not a right.

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

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

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

### Handicapped Parking:

Handicapped parking is provided at all school sites.

### Parking Lot Rules

- The speed limit is five miles or less per hour.
- Cars must be parked within the lines.
- Cars may park head-in only. Backing into parking spaces is forbidden.
- Students are not permitted to loiter in the parking lot during the school day, including lunch and between classes.
- Students are not permitted to use their cars as lockers.
- Students are required to obey staff members' directions at all times.
- All rules of safety and courtesy, even if not specifically mentioned above, are to be observed at all times.
- Illegally parked vehicles on campus without authorized permits will be ticketed.
- Infractions will result in the loss of the parking privilege and possible disciplinary action.

### Parking Lot Security:

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

## Parking Permit Requirements:

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

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

## Vehicle Searches:

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

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

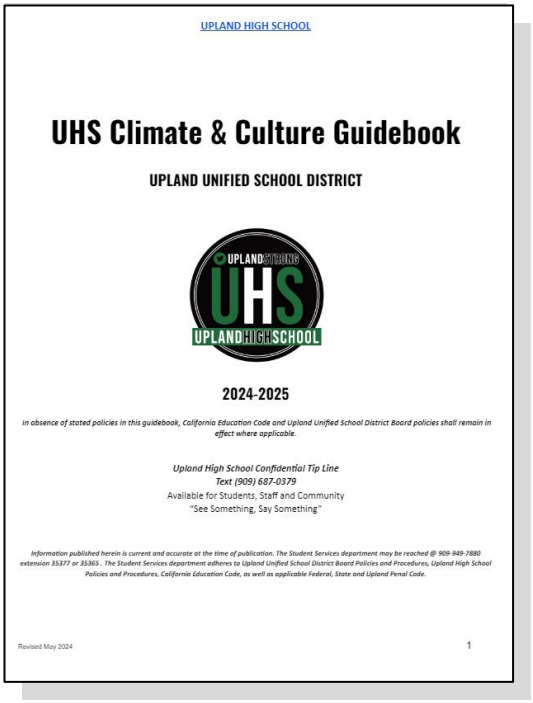
# Discipline & Behavior

## Upland High School Climate & Culture Guidebook

**| *Climate and Culture Guidebook Link* |**

*Follow the link above to the Upland High School Guidebook for more information which includes, but is not limited to the following topics:*

- **Positive Behavior Interventions and Supports**
- **Attendance expectations, practices, policies and procedures**
- **Make up work for absences**
- **School Wide Behavior Expectations**
- **Discipline Flowchart**
- **Restorative Practices overview**
- **Campus policies and procedures**
  - Progressive discipline
  - Suspension
  - Alternative Learning Center (ALC)
  - Saturday Academy
  - Searching students
  - Vape detectors
  - Good Standing with Student Services
- **Prohibited behaviors and appropriate actions**
  - Bullying
  - Cell phones
  - Deliveries
  - Personal property
  - Vaping
- **Student dress code**
- **5 Star Student system**



UPLAND HIGH SCHOOL

UHS Climate & Culture Guidebook

UPLAND UNIFIED SCHOOL DISTRICT

2024-2025

*In absence of stated policies in this guidebook, California Education Code and Upland Unified School District Board policies shall remain in effect where applicable.*

*Upland High School Confidential Tip Line*
*Text (909) 687-0379*
Available for Students, Staff and Community
"See Something, Say Something"

*Information published herein is current and accurate at the time of publication. The Student Services department may be reached @ 909-949-7880 extension 35377 or 35365 . The Student Services department adheres to Upland Unified School District Board Policies and Procedures, Upland High School Policies and Procedures, California Education Code, as well as applicable Federal, State and Upland Penal Code.*

Revised May 2024 1

**UHS Tip Line**

## Abuse of School Personnel

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

## Animals/Pets on Campus

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

## Behavioral Guidelines

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

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

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

Students and parents/guardians should be aware that this section only describes the major problem areas. At any time, students may be counseled by teachers, counselors, or administrators regarding their behavior. If this becomes necessary, students will be informed as to what they must do to make their behavior acceptable. Students are expected to come to school prepared and to respect the rights of others, to preserve a positive learning environment. This guideline is a basic code of conduct designed to assist and to support students by providing them with a school they are proud to attend, in an atmosphere that is safe, where they have full freedom to learn.

## Bully Prevention Policy

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

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

- Placing a reasonable pupil in fear of harm to that pupil's person or property
- Causing a reasonable pupil to experience a substantially detrimental effect on their mental health.

- Causing a reasonable pupil to experience substantial interference with their academic performance.
- Causing a reasonable pupil to experience substantial interference with their ability to participate in or benefit from the services, activities or privileges provided by a school. Ed Code 234-234.5

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

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

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

School personnel are to take immediate action to intervene, when safe to do so, if he or she witnesses an act of discrimination, harassment, intimidation, or bullying

Staff will discuss this policy with their pupils to assure them that they need not endure any form of bullying. Pupils who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. Please visit your school's website to access the Bullying policy, and reporting forms.

### Hate Related Issues

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

### What All Pupils Need To Know:

- Any pupil who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Pupils are expected to immediately report incidents of bullying to a site administrator and/or to their counselor.
- Pupils can rely on staff to promptly investigate each complaint of bullying thoroughly and confidentially.

- If the complainant pupil or the parent/guardian of the pupil feels that appropriate resolution of the investigation or complaint has not been reached, the pupil or the parent/guardian of the pupil should contact the principal of the school or the Assistant Superintendent of Personnel at the District office. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- Victims of bullying have the right to request an Intra-District transfer to another school with space within the District or transfer out to another district through an Inter-District transfer.

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

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

## Confiscated Items

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

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

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

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

## Electronic Communication Device Policy

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

All electronic communication devices are to be completely turned off (including any text messaging functions) inside a classroom during the instructional day unless directed by the teacher and/or administrator, as well as during outdoor classes, assemblies, meetings and other school-day activities. Electronic communication devices may be used in a class if directed by the instructor and/or administrator as a part of the instructional activity. Except as otherwise provided in this policy (use for

medical necessity), any use during all other times is strictly prohibited. If such devices are turned on or used without permission, any teacher or administrator has the right to immediately confiscate the device and the principal, or their designee may thereafter revoke the privilege and prohibit a student from possessing such a device on campus.

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

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

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

**Use for Medical Necessity Exception:**

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

## Law Enforcement

Whenever a student violates the laws of the State, the State in its role of parent's patriae ("parent of the country") may intervene and take custody of the student. When this is necessary, the custody of the parent or guardian, or school officials who stand in loco parentis ("in place of a parent"), is superseded by that of the State. Immediately after officers have determined it necessary to take custody of a student, they must notify the parent or guardian and school officials of this action.

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

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

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

Effective January 1, 2021, a California minor age 17 or under must consult with an attorney before a custodial interrogation may proceed with a law enforcement officer in a custodial setting which would

be legally admissible in a court of law. The consultation with the attorney can occur by phone or video conference. Neither the minor nor the minor's parent can waive this right. There is an exception if a law enforcement officer reasonably believes an immediate custodial interrogation is necessary to "protect life or property from an imminent threat" as long as the officer's questions are limited to those necessary to obtain the needed information. The law also does not prevent probation officers from performing their normal duties.

**Student Discipline Investigations:**

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

## Loitering

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

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

## Names and Pronouns

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

## Public Display of Affection

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

## Searches

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

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

## Sexual Harassment Policy

The Upland Unified School District is committed to maintaining a learning environment free from sexual harassment, discrimination, and retaliation. All students have the right to be treated with dignity and respect. Sexual harassment in any district program or activity is prohibited, and retaliation against individuals who report or participate in an investigation is strictly prohibited.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment or interferes with a student's ability to participate in or benefit from school programs. Examples may include unwanted touching, sexual comments or jokes, repeated unwanted attention, displaying sexual images, or spreading sexual rumors.

Some conduct may also fall under Title IX, a federal law addressing specific types of sexual harassment. These include situations where a person's participation in school programs is conditioned on sexual conduct, conduct that is severe and pervasive enough to limit access to education, or incidents involving sexual assault, dating violence, domestic violence, or stalking. The district will determine the appropriate procedures for responding to a complaint based on the nature of the allegation.

Students who believe they have experienced sexual harassment, or who have witnessed such behavior, are encouraged to report it immediately. Reports may be made to any teacher, counselor, administrator, or school staff member, or directly to the District's Title IX Coordinator:

**Director of Human Resources**
390 N. Euclid Ave., Upland, CA 91786
(909) 985-1864 ext. 21103
*Jerry_mccanne@upland.k12.ca.us*

Reports may be made with or without filing a formal complaint.

Upon receiving a report, the district will respond promptly. The Title IX Coordinator or designee will review the information and determine the appropriate process. Supportive measures may be offered to students regardless of whether a formal complaint is filed. These may include counseling, schedule changes, or no-contact directives to support student safety and access to education.

Complaints will be investigated in a prompt, fair, and impartial manner. The district will provide all parties an opportunity to share information and will follow applicable laws and district procedures. Some complaints may be addressed under Title IX procedures, while others will be handled under general district policies.

The district will respect the privacy of all individuals involved and will maintain confidentiality to the extent possible. However, information may be shared as necessary to investigate and resolve the complaint.

If an investigation determines that sexual harassment occurred, the district will take appropriate corrective action to stop the behavior, prevent its recurrence, and address its effects.

For additional information, refer to Board Policy 4119.11 and Administrative Regulations 4119.11 and 4119.12.

## Skateboards & Related Items

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

## Social Media

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

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

1. Be cautious with posting identifying information. Virtually anyone with an email address can access your information. It is unwise to post the following information: full date of birth, Social Security number, address, phone numbers, class schedules, bank account information, or details about your daily routine. Check each site's privacy settings for information contained in its pages and use these settings to protect private information. Once you post your information it becomes property of the website.
2. Be aware that college admissions offices and potential current and future employers often access information you place on social media sites. You can protect yourself by maintaining an online self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in an email.
4. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The online social media sites are NOT a place where you can say and do whatever you want without repercussions.
5. Remember that photos become the property of the social media site. You can delete photos from your profile, but they stay on the site's server. Internet search engines like Google or Yahoo may still find images long after you deleted them from your profile. Think long and hard about what type of photos you want to represent you.
6. Users should always be sensitive to how others might perceive their profile and posts. A private joke is not so private when it is accessible to millions of people across the Internet.

Unauthorized videos, audio recordings or still images of students or staff, including the posting and transferring of these recordings/images on social media during the school day, is not allowed.

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

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

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

## Suspensions and Expulsions

**Classroom Suspension:**

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

**Classwork During Suspension:**

The teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension (EC 48913). AB 982 requires a teacher to provide, upon request, homework to any student who has been suspended from school for two or more schooldays. This request must be made by either the suspended student, their parent, legal guardian, or other person holding the right to make educational decisions for the suspended student. If the request for homework is made, the assignments then must be turned in to the teacher by the student either upon the student's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later.

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

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

1. possessing, selling, or otherwise furnishing a firearm.
2. brandishing a knife at another person.

3. unlawfully selling a controlled substance.
4. committing or attempting to commit a sexual assault.
5. possession of an explosive.

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

**Length of Suspension:**

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

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

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

## Tobacco and Vaping Policy

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

## Use of Mobile Phones

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

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

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

## Use of Smart Glasses

Smart Glasses are not permitted on campus.

# Prevention of Student Harassment

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

State and federal laws and district policy prohibit discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics, including sex, gender, gender identity, gender expression, age, national origin, ancestry, ethnicity, race, color, religion, sexual orientation, or association with a person or group with one or more of these characteristics. Such conduct will not be tolerated. Retaliation against any individual who reports or participates in a complaint process is also prohibited.

Staff are expected to immediately intervene when it is safe to do so and report incidents of discrimination, harassment, intimidation, or bullying of which they become aware.

Harassment may include verbal acts, name-calling, written or graphic statements, or physical conduct that is threatening, harmful, or humiliating. When conduct is sufficiently severe or pervasive that it creates a hostile environment or interferes with a student's participation in or access to school programs, it may violate state or federal law.

The district will promptly and effectively respond to all complaints. The appropriate complaint procedure will be determined based on the nature of the allegation, including whether the complaint falls under Title IX or other district policies. In cases where harassment is substantiated, the district will take prompt and appropriate action to stop the behavior, prevent its recurrence, and address its effects.

Students who engage in harassment may be subject to disciplinary action, up to and including suspension or expulsion. Employees who engage in or permit harassment may be subject to disciplinary action, up to and including dismissal.

Any student who believes they have been subjected to harassment or discrimination should immediately report the incident to a school administrator or any staff member. Employees who become aware of harassment shall report it to administration.

## Uniform Complaint Procedures

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

care and development programs, nutrition services, career readiness education and special education programs will be reviewed and mediated or investigated by the UUSD.

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

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

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

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

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

- Each person must specify, in written detail, the complaint, together with any relevant facts concerning the complaint.
- The principal or designee shall, upon receipt of a written complaint, investigate the complaint and report in writing the disposition of the complaint to both the UUSD Superintendent or Designee and the complainant within the 30-day period immediately following receipt of the complaint. The complainant shall be provided with a written report which includes relevant reasons for said decision in a language best understood by the complainant.
- If the complaint issue is not resolved to the satisfaction of the complainant, the UUSD Superintendent or designee shall forward to the Board of Trustees a copy of the complaint and a report of the investigation procedures and action taken. The report shall include dates, places, and if possible, copies of documents submitted for review, as well as reports of the discussion and conclusions reached. The Board of Trustees shall consider the matter at the next appropriate meeting of the Board of Trustees. The complainant may appear to present the complaint.
- The UUSD Board of Trustees shall inform the complainant of any right to appeal.

## Non-Discrimination Policy

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

**Concerns should be addressed to** ***Jerry McCanne,*** ***Director of Human Resources*** *or he* can be reached at **909-985-1864**

## Williams Complaint Procedures (EC 35186(f))

The following is provided to inform parents or guardians that:

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

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

# Annual Required Notifications

**Dear parent, guardian, or caregiver,**

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

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

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UPLAND UNIFIED SCHOOL DISTRICT

# 2026-2027 STUDENT-PARENT HANDBOOK

# ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

***Please complete and return this form to your student's school.***
***Forms are also available online at upland.k12.ca.us or at the school site.***

**PLEASE PRINT..**

School: _____ Grade: _____

Student Name: _____

Date of Birth: _____ / ____ / _____ Telephone #: ( ) _____

Address: _____ City: _____ Zip Code: _____

**Pursuant to California Education Code 48982,** the parent or guardian must sign and return this notice to the school. A signature on this notice acknowledges that the parent or guardian has been informed of their rights; it does not necessarily indicate consent for participation in any particular program or activity. Our goal is to maintain a safe, respectful, and supportive learning environment for all students and staff.

**Please review the Student–Family Handbook with your student and check each box below to acknowledge your understanding.**

☐ **Handbook Review**
I acknowledge that I have received and reviewed the 2026–2027 Upland Unified School District Student–Family Handbook with my student.

☐ **Bullying and Harassment Policy**
I understand that bullying, racial bullying, hate speech, harassment, or intimidation is not acceptable and may result in disciplinary consequences according to district policy.

☐ **Recording and Privacy Policy**
I understand that video or audio recordings of students or staff without the express permission of school staff are prohibited to protect student privacy and maintain a safe school environment.

☐ **Smart Glasses Prohibition**
I understand that Smart Glasses or any wearable device capable of recording video, photos, or audio is not allowed on campus

☐ **Disciplinary Consequences**
I understand that violations of school policies may result in disciplinary action in accordance with district and school policies, including suspension or additional disciplinary measures.

_____

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

_____

*Signature of Student* *Date*