

2026/2027

Student and Family Handbook

UPLAND UNIFIED SCHOOL DISTRICT

UPLAND ELEMENTARY ACADEMY OF ARTS & COMMUNICATION

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
Superintendent

UPLAND UNIFIED SCHOOL DISTRICT

A Message from the Principal

It is both an honor and a privilege to serve as the principal of Upland Elementary School—a place rich in history and tradition. As the very first school established in Upland, our campus holds a special place in the heart of this community. For generations, it has stood as a foundation for learning, growth, and opportunity. Today, we are proud to continue that legacy, entrusted with educating our community's most precious citizens and shaping the future one child at a time.

As we enter the 2026–2027 school year, Upland Elementary is embracing an exciting new chapter, now serving students in Transitional Kindergarten through 3rd grade. This purposeful shift allows us to deepen our focus on early education—where the seeds of curiosity are planted, confidence is nurtured, and the foundation for lifelong learning is built.

At Upland Elementary, we are committed to developing strong readers, confident mathematicians, and compassionate individuals. Our focus on foundational literacy and numeracy ensures that every student gains the essential skills needed for long term academic success. At the same time, we recognize that true learning extends beyond academics. Through a strong emphasis on Social-Emotional Learning (SEL), we are dedicated to supporting the whole child—fostering resilience, empathy, and a sense of belonging so every student feels safe, valued, and inspired to learn.

Our school remains a place where high expectations and student well-being go hand in hand. We strive to create an engaging and nurturing environment where students are encouraged to explore, ask questions, collaborate, and take pride in their growth. Our dedicated staff works collaboratively to cultivate a positive and inclusive culture grounded in our core values: Belief in our students, ensuring everyone is safe, achieving excellence, showing respect, and supporting one another.

We know that the early years are the most critical in a child's educational journey, and we believe deeply in the power of strong partnerships with our families. Together, we will build a solid foundation that empowers every child to thrive academically, socially, and emotionally.

On behalf of our entire school community, I warmly welcome you to Upland Elementary. As we honor our past and embrace our future, we look forward to a year filled with growth, discovery, and inspiration. Together, we will continue a proud tradition of excellence and ensure that every child's story begins with a strong and meaningful start.

Warm regards,

Tanisha Hawkins

Tanisha Hawkins
Principal of Upland Elementary 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						
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23	24	25	26	27	28	29
30	31					

6

September 2026						
S	M	T	W	T	F	S
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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
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

22

November 2026						
S	M	T	W	T	F	S
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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
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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
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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
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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
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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 Obser

2026-2027 **Bell Schedules**

Start of the School Day	Breakfast is Served	7:30 - 7:50 am
	School Begins	8:00 am
Morning Recess	Transitional Kindergarten	9:30 - 9:45 am
	Kindergarten	9:45 - 10:00 am
	1st , 2nd, and 3rd Grade	10:00 - 10:15 am
Lunch Schedules	TK/Kindergarten Lunch	11:00 - 11:45 am
	1st , 2nd, and 3rd Grade	11:45 - 12:30 pm
Dismissal Times	Transitional Kindergarten	1:00 pm
	Kinder through 3rd Grade	2:15 pm (Kinder) 2:20 pm (1st - 3rd)
	Wednesday Early Release	1:00 pm (Kinder) 1:20 pm (1st-3rd)
	Minimum Day	11:00 am

Special Schedules

- **Early Release Days:**
  - *Transitional Kinder are dismissed at 1:00 pm.*
  - *Kinder is dismissed at 1:15 pm.*
  - *Grades 1st -3rd are dismissed at 1:20 pm.*

- **Early Release Dates for Parent/Teacher Conferences**
  - *October 2nd-3rd, 6th-7th, 9th-10th*
  - *January 16th, 22nd-23rd*
  - *April 23rd & 24th*

- **Minimum Days:**

The day ends at 11:00 for all students

- *Friday, August 28, 2026*
- *Friday, December 18, 2026*
- *Friday, May 28, 2027*
- *Thursday, June 10, 2027*

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

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

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

General Information

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



California Law Regarding Safe Storage of Firearms

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

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

▸ Student Access to Firearms:

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

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

▸ Negligence in Firearm Storage:

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

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

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

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

Child Abuse Reporting

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

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

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

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

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

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

- For a CA license visit, a local DMV office or go to *www.dmv.org*.
- 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
- Unaccompanied youth who are not in the physical custody of a parent or guardian.

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

To protect instructional time, please ensure students arrive at school with all necessary materials, including backpacks, homework, instruments, lunches, and other personal items. Once the school day has begun, classroom instruction will not be interrupted to deliver forgotten items to students.

If a student forgets their lunch, a free school lunch will be available. We ask that deliveries during the school day be limited to emergency or essential items, such as medication for the Health Office or important documents from a healthcare provider. Thank you for helping us maximize learning time for all students.

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.

Lost & Found

Parents should mark their student's name on clothing, lunch bags and other belongings. When lost items are found, the student who finds the item must turn it in to the Lost and Found. Smaller items are returned to the office. We will keep the items behind the office building until the last Friday of the month. On the last Friday of the month, we will clear the Lost and Found items and donate them to local agencies. Please have your children look through items in Lost and Found regularly.

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.

Messages & Deliveries

Since we desire to maintain a learning environment that is uninterrupted, non-emergency messages and deliveries, including flowers and balloons, may not be delivered to the school site, and will not be sent to classes. 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 ~~the~~ 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. 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.

Physical Education Excusal Policy (medical excuses)

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

- **Parent/Guardian Note***:

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

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

LIMITED RESTRICTION INCLUDES:

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

FULL RESTRICTION INCLUDES:

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

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

Doctor's Note:

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

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

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

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

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

Personal Beliefs

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

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

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

Release of Student Records

Access to School Records - In the course of a student's education, the UUSD keeps records as deemed necessary to provide programs to meet their needs and interests. California Education Code provides parents or guardians the right to inspect and review these records and to question the accuracy and substantiation of any and all such records, files and data. Procedures are available for parents or guardians to 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.

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.

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)

Mental & Physical Health Resource Information

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

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

Academic Information

Inclusive and Equitable Resources

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

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

Homework

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

Summer Bridge

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

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 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 grade students take these assessments. These assessments include both English Language Arts/Literacy and Mathematics.
- **California Alternative Assessment (CAA):**
  Measures achievement of students in 3rd Grade in the areas of Math and Language Arts. 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.

Extracurricular Activities

Eligibility for School Activities

All students are eligible to participate in school activities if they exhibit good citizenship on campus, and follow all school policies. Students forfeit eligibility for all nonacademic school activities when the above criteria are not met. Students must also be in attendance on the day of the activity to participate.

Gifted and Talented Education (GATE)

Students who qualify for GATE (Gifted and Talented Education) are supported by credentialed teachers during the regular school day. They also have opportunities to participate in enrichment activities offered by the school sites.

Each year, all 3rd grade students are invited to take the GATE assessment, which typically takes place in January or February. If a student does not qualify in 3rd grade, families may request that their child retake the assessment in 4th grade. Any inquiries regarding GATE can be directed to the site administration

Special & Alternative Programs

Adult Education

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

- **English as a Second Language (ESL):**

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

children's education or activities. We partner with Chaffey College to offer levels I-V (beginning levels to advanced levels), matching the levels to the needs of those particular students. Class availability is offered mornings and evenings at various school sites throughout Upland Unified School District. Please call the Upland Adult Education Office for more information at **(909) 985-1864 ext. 21144**.

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

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

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

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

▸ Career & Technical Education:

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

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."

- **Attendance And Activities:**

Students may not attend a school activity if they are absent on that day.

- **Closed Campus Policy:**

Upland Elementary is a closed campus. Any non-employee must check in through the front office in order to access the campus. A visitor's pass will be issued and must be worn during your entire visit on campus. Visitor restrooms are located in the front office. Visitors **ARE NOT** to enter student restrooms at any time.

- **Doctor And Dental Appointments:**

Please schedule appointments after school. Parents are required to check out students in the front office for appointments. If a student has more than three early-outs per year, all other early sign-outs will be considered truancies.

- **Emergency Contact Information - Change Of Address Or Phone Number:**

In case of an emergency, the school needs to contact parents. Please update any changes for your place of residence, your home, cell, and/or business phone number in the **AERIES Parent Portal**. Please fill out the Emergency section in the Parent Portal with phone numbers where you, a friend, or family member can be reached.

- **School Attendance Review Board Referral:**

If a minor is a habitual truant, or is irregular in attendance at school, the student may be referred to a School Attendance Review Board (SARB). The Supervisor of Attendance or a designee shall notify the minor and parent or guardian of the referral. All parties will be required to attend a mandatory

meeting at the Upland Police Department, in which fines and the removal of minor children from the home may occur.

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.

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, Drop off and Pick Up/Arrival, Dismissal

We prioritize the safety and well-being of all members of our school community, we are reaching out to emphasize the importance of adhering to traffic procedures in our school parking lot.

The school parking lot serves as a hub of activity during arrival and dismissal times. We all must play our part in ensuring the safety of students, staff, and visitors. By following designated traffic procedures, we can mitigate potential risks and create a secure environment for everyone.

We kindly remind all families to:

1. Utilize the designated drop-off and pick-up areas: Please drop off and pick up students only at the designated yellow curb. Avoid stopping in the middle of the driveway or street, as this poses significant safety hazards.

2. Respect parking guidelines: Do not park in the middle of the driveway, and ensure that vehicles are parked in designated parking spaces.

3. Pulling all the way forward in the drop-off/pick-up zone helps maintain a smooth flow of traffic.

4. Exercise caution and patience: Be mindful of pedestrians and other vehicles in the parking lot. Drive at a safe speed and adhere to all posted traffic signs.

5. Utilize designated crosswalks: When walking students to the cafeteria gate or front office, please use designated crosswalks to ensure their safety.

6. Respect handicapped parking spaces: Designated handicapped parking spaces are reserved for vehicles with valid handicap decals. Please refrain from parking in these spaces unless authorized.

By following these procedures, we can collectively contribute to a safer environment for everyone in our school community. Your cooperation and vigilance are greatly appreciated.

▸ Dismissal Policy

At the end of the school day, all students who ARE NOT with a teacher MUST be picked up or off campus within 10 minutes of the dismissal bell. Students who have not been picked up will be taken to the front office, where parents will be required to sign them out.

Discipline & Behavior

Upland Elementary has a school wide discipline program. Our discipline plan emphasizes development of responsible, appropriate behavior. We believe that when responsible behavior is taught and expected from children, school becomes a safe, happy place in which learning can take place.

Bully Prevention Policy

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

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

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

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

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

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

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

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

Hate Related Issues

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

What All Pupils Need To Know:

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

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

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

Behavior Notice

Behavior notices can be written by any staff member for a student who is in violation of the school or classroom guiding principles, rules, or expectations. Behavior notices are sent home for parent/guardian notification and signature to help support positive behavior at school.

Cell Phone/Smart Watch Policy:

Cell phones are not to be used on campus during the school day and must be turned off, and placed in students' backpacks. Failure to adhere to this policy will result in the cell phone being confiscated by school personnel. Smart watches are to be used as a watch, if it is used as a cell phone, it will be confiscated by school personnel. All cell phones or electronic devices that are brought to school are done so at the student's own risk. *According to Board Policy 1250 and Education Code 51512, No electronic listening or recording device may be used by any person in a classroom or on campus without the teacher and principal's permission. Doing so without permission will result in consequences.*

Classroom Discipline Plans:

Each teacher will have his or her individual classroom behavior management program based on our PBIS school wide program. They will be sharing this information with you at "Back to School Night" and will also be sending you a written copy of their program. Please review it with your child. Suspension is seen as a serious consequence and will usually only be imposed when other options have not succeeded. Violence toward individual students/adults will not be tolerated. If a student has committed an offense that violates the California Education Code for Rules of Conduct (acts of violence, threats or intimidation, possession of dangerous objects, etc.), the parent is contacted by the classroom teacher or principal. Depending on the severity of the offense, the resulting action may be a detention, in-school suspension (placement in another classroom), suspension from school (for 1-5 days), or expulsion.

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. Smart glasses are not allowed on campus at any time.

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

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

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

- **Use for Medical Necessity Exception:**

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

Law Enforcement

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.

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.

Social Media

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

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

1. Be cautious with posting identifying information. Virtually anyone with an email address can access your information. It is unwise to post the following information: full date of birth, Social Security number, address, phone numbers, class schedules, bank account information, or details about your daily routine. Check each site's privacy settings for information contained in its pages and use these settings to protect private information. Once you post your information it becomes property of the website.
2. Be aware that college admissions offices and potential current and future employers often access information you place on social media sites. You can protect yourself by maintaining an online self-image that you can be proud of years from now.

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

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

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

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

Student Personal Belongings/Dress Standards

To maintain an environment that is focused on learning, students are expected to follow the guidelines below.

- Students are required to wear the school uniform each day unless otherwise designated as a non-uniform day by the school. The school uniform consists of a dark green polo shirt and khaki or tan pants or shorts.
- Uniforms may be purchased from The Uniform Store or a local retailer. Families purchasing uniforms from a retailer other than The Uniform Store should ensure that polo shirts are a dark green color that closely matches the shade provided by The Uniform Store.
- Shoes must be worn at all times. Sandals must have heel straps. Flip flops or backless shoes or sandals are not acceptable.

- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- Hats, caps and other head coverings shall not be worn indoors.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- Hair may not be sprayed by any coloring that would drip when wet.

Students who fail to follow the dress code will be required to have clothing brought from home or supplied by the school to finish the day. Administration has the discretionary right to deem appearance as a distraction to the learning environment.environment.

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 for Recording

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

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

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

Use of Smart Glasses

Smart Glasses are not permitted on campus.

UPLAND ELEMENTARY SCHOOL

BEHAVIORS DEFINED

MINOR (TIER I)

- **CHEATING/ LYING**
  Lower-intensity levels of not telling the truth or copying someone else's work
- **DEFIANCE/ NON-COMPLIANCE**
  Lower-intensity declining to follow directions, task avoidance behaviors, talking back and/or socially rude interactions
- **DISRUPTION/ OFF TASK**
  Behavior that causes an interruption in a class or activity; includes loud talk, yelling, or screaming; noise with materials; and/or out-of-seat behavior
- **INAPPROPRIATE DISPLAY OF AFFECTION / OBSCENE ACT**
  Lower-intensity inappropriate verbal and/or physical gestures of a romantic nature
- **INAPPROPRIATE LANGUAGE**
  Lower-intensity instance of inappropriate language (e.g., cursing after stubbing a toe)
- **INAPPROPRIATE PHYSICAL CONTACT**
  Lower-intensity inappropriate physical contact without intent to cause harm or inflict pain. (e.g., hitting, pushing, etc.)
- **INAPPROPRIATE TECHNOLOGY USE**
  Using school devices or internet for non-educational activities, inappropriate searches, causing minor disruptions, accidentally sharing limited personal information, or downloading unauthorized content
- **PROPERTY MISUSE**
  Lower-intensity misuse that breaks or makes a lower-cost item unusable. Student engages in misuse of property that may cause permanent damage.
- **TEASING/ RUMOR SPREADING**
  Lower-intensity messages to another person that may include negative comments, pictures, or written notes.

MAJOR (TIER 2)

- **CHEATING/ LYING**
  Higher-intensity levels of not telling the truth or copying someone else's work that have more intense/serious consequences for their own or others' well-being or the behavior has become chronic
- **DEFIANCE/ NON-COMPLIANCE**
  Higher-intensity refusal to follow directions, confrontational talking back and/or socially rude interactions
- **DISRUPTION/ OFF TASK**
  Behavior that causes an interruption in a class or activity; includes sustained or chronic loud talk, yelling, or screaming; noise with materials; and/or sustained or chronic out-of-seat behavior
- **INAPPROPRIATE DISPLAY OF AFFECTION / OBSCENE ACT**
  Higher-intensity inappropriate, verbal and/or physical gestures/contact of a romantic or sexual nature
- **INAPPROPRIATE LANGUAGE**
  Higher-intensity verbal messages that include swearing, name calling or use of words in an inappropriate way
- **INAPPROPRIATE PHYSICAL CONTACT**
  Higher-intensity physical actions with the intent to cause harm or inflict pain (e.g., punching, kicking, etc.)
- **INAPPROPRIATE TECHNOLOGY USE**
  Cyberbullying, accessing harmful online content, sharing private information, hacking, plagiarism, and online predatory behavior
- **PROPERTY MISUSE**
  High-intensity misuse of property that causes permanent damage or continues despite previous warning or direction to stop.
- **TEASING/ RUMOR SPREADING**
  Higher-intensity disrespectful messages to another person that may include negative comments, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on ethnicity, race, religion, gender, gender identity, sexual orientation, disability, age, national origin or other personal matters.

Schoolwide Discipline Program

School-Wide Behavior Expectations

One of our main goals is to teach our children individual responsibility, self-control, and good citizenship. The entire staff holds students highly accountable for positive and productive behavior. In order for our discipline plan to be effective, parental support is vital. Clearly established behavioral expectations have been set and each student should use these guidelines for his/her decisions. In order to keep communication open between home and school, a behavior notice will be sent home when a student is behaving inappropriately. Upland Elementary utilizes the Positive Behavior Interventions and Supports (PBIS) as the format for our schoolwide discipline plan. Through this plan, a matrix with clearly established behavioral expectations has been developed in order to help students to be accountable for positive and productive behavior. Through these expectations, our goal is for students to develop citizenship through individual responsibility and self-control.

PBIS: Positive Behavior Interventions and Supports:

PBIS is our school format to develop positive and productive behavior. PBIS is used nationwide in schools to create a positive climate for learning. Upland Elementary has school wide expectations on a matrix that all students should be familiar with and refer to throughout the year. We encourage families to also use the matrix as a tool at home to reiterate behavior expectations and be **BEARS** (**B**elieve, **E**veryone Safe, **A**chieve, **R**espect, **S**upport Others).

Bear Ups:

As a form of recognition for students who demonstrate positive attributes in the areas of Believe, Everyone Safe, Achieve, Respect and Support Others, the staff will have the opportunity to recognize students with BEAR Ups. Bear Ups will be used by students to enter surprise raffles at our PBIS celebrations, and for prizes in the classroom and or on the playground.

Problem Solving Strategy:

At Upland Elementary students are expected to learn problem solving skills and attempt to solve problems. Therefore, when someone is bothering you:

1. Tell the person to stop.
2. Move far away from the person,
3. Tell the adult ON DUTY!

Additionally, there is an expectation that Upland Elementary Students will assist staff in ensuring a safe environment for all students. This includes NOT tolerating the actions of bullying and reporting any dangerous activity to school personnel.

School Rules:

Office Discipline Referrals will be issued for violating the following rules:

1. Students will use language and actions which are not abusive to others (i.e., no threats, profanity, defiance, or gestures).
2. Students will be respectful towards any adult (i.e., no name calling, threatening, mimicking, making faces, yelling, or gestures).

3. Students will respect school and personal property (i.e., no stealing or trading personal items, no swinging on doors, writing on or willfully destroying school property or the property of others).
4. Students will keep hands, feet, and objects to themselves (i.e. no fighting or play fighting, hitting, biting, kicking, tackling, swinging jackets or other items, or throwing things).
5. Students will take responsibility for their actions and maintain their integrity by completing their own work to the best of their ability.
6. Students will have food only in assigned eating areas. Gum chewing is not allowed.
7. Students will follow playground rules.

▸ **Office Discipline Referral** (ODR) Procedures

ODR #1

- Teacher conferences with the student
- Principal conferences with the student
- Parent signs and returns ODR
- Loss of privileges
- Teacher and principal start a discipline record

ODR #2

- Teacher/parent/student/principal conference
- Parent signs and returns ODR
- Student loses privileges until parent/teacher/principal meeting

ODR #3

- Teacher/parent/student/principal meeting with the principal to develop a plan/contract
- Parent signs and returns ODR
- Further action will be determined at the meeting
- Student may be suspended at the principal's discretion

NOTE: *Severe offenses may bypass steps one through three. If necessary the student will be suspended and the parent contacted. Suspension is a very serious action.*

▸ **Serious Offenses:**

The offenses listed below are violations of the Education Code of California and may result in suspension up to 5 days.

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- e. Committed robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.

- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors.
- l. Committed sexual harassment as defined in section 212.5.
- m. Caused, attempted to cause or threatened to cause, or participated in an act of hate violence as defined in section 233.
- n. Engaged in an act of bullying, including but not limited to bullying by means of an electronic act.

A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance which occur at any time including, but not limited to, any of the following:

1. While on school grounds.
2. While coming to or going from school.
3. During the lunch period whether on or off the campus.
4. During, or while going to, or coming from, any school-sponsored activity.

UPLAND ELEMENTARY SCHOOL

BEHAVIOR MANAGEMENT FLOWCHART

MINOR (TIER I)

1

REDIRECT/RETEACH
Verbally remind appropriate behavior

2

REDIRECT/RETEACH/PRAISE
Teacher redirects and/or reteaches appropriate behavior. Look for opportunities for specific praise. Documentation in Aeries. Contact family

3

STAFF INTERVENTION
Teacher utilizes intervention strategies. Behavior is documented in UUSD Interventions. Contact family

4

CONTINUED STAFF INTERVENTION
Teacher continues to utilize intervention strategies. Behavior is documented in UUSD Interventions. Contact family

5

REFERRAL TO TIER II
Chronic behavior concern must have at least five documented entries in UUSD Interventions for the same behavior in the period of one month. Teacher submits referral to Administrative Tier II.

STAFF INTERVENTIONS

- Warn and redirect
- Re-teach BEARS expectations
- Address environmental factors
- Provide choice (aligned with a logical consequence)
- Non-verbal/visual cues
- Specific praise 5:1 ratio
- Proximity
- Private conversation
- Seat change
- Break/think time
- Sensory movement break
- Incentive or privledge for desired behavior

MAJOR (TIER 2)

1

STUDENT REFERRED TO OFFICE
Student is sent to the office with an ODR (Office Discipline Referral)

2

ADMINISTRATIVE DECISION
Administrator determines action.

3

ADMINISRATIVE INTERVENTION
Administrator follows through on action with student, family, and documentation

4

ADMINISTRATIVE AND TIER II TEAM
Determine additional interventions and supports if needed

ADMIN INTERVENTIONS

- Identify academic deficits contributing to behavior
- Modified environment to address environmental influences
- Taught/retaught social skills
- Facilitated conflict mediation
- Facilitated restorative conversation
- Referred to counselor
- Referred to support services
- Developed behavior contract
- Assign adult mentor
- Other

	Believe	**E**veryone is Safe	**A**chieve	**R**espect	**S**upport Others
Cafeteria	We believe in selecting food choices.	Walk in both inside/outside areas. Stay in your seat while eating. Keep hands and feet to yourself.	We will achieve a functional and clean cafeteria by following the directions given by the cafeteria staff and duty-aides.	Wait calmly/quietly in line. Use inside voice and good manners. Follow staff directions the first time they are given.	Help staff by following directions. Help clean up trash even if it is not yours.
Bathrooms	We believe in using the restroom for appropriate reasons.	Use restroom properly. Keep water in the sink. Wash your hands.	We will achieve a clean and orderly bathroom by using the toilet, sink, and other items properly.	Give others privacy. Knock politely on stall. Wait quietly and calmly for your turn.	Help staff by returning promptly to class/playground.
Hallways	We believe in displaying our best work. We believe in keeping our belongings neat and orderly.	Walk with a purpose. Keep hands and feet to yourself. Single file line. Keep floors clear and clean.	We will achieve a quiet, clean, and safe hallway by practicing proper hallway manners.	Honor personal space, property, and displays. Stay in designated boundaries.	Help staff by reporting problems to staff members.
Big Toy	We believe in using our playground equipment to stay fit.	Slide down seated with feet first. Take turns. Leave wood chips on the ground. Keep hands and feet to yourself.	We will achieve a safe fun zone by practicing proper playground manners.	Honor personal boundaries Be gentle with your words and actions. Follow staff directions the first time they are given.	Include all students. Share the equipment. Help staff by following directions the first time they are given.
Front of School	We believe in being on time and ready to learn.	Use sidewalks and crosswalks. Go promptly and directly to your destination/home.	We will achieve a clean and orderly area in the front of the school.	Wait quietly and calmly for your parent. Stay in designated areas.	Help staff by watching for your pick up.
Assemblies	We believe in displaying proper theater manners.	Keep hands and feet to yourself. Sit on your bottom and backs against the chair.	We will achieve good listening skills and proper theater manners during assemblies.	Sit quietly during presentations with eyes on the speaker. Wait quietly and calmly in line. Face forward.	Help the presenter by responding appropriately: Clap or cheer at appropriate times.

Other Rules and Procedures

- **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.

- **Back - To - School Night And Open House**

Back-to-School is a great opportunity to meet your child's teacher and learn what the teacher's expectations are and understand what the curriculum for your child's grade level will be. Open House provides your child an opportunity to share his/her accomplishments with you.

- **Bicycles:**

Students are permitted to ride bicycles to school, but must have a signed permission slip on file in the office. All students riding bicycles are required to **wear a bicycle helmet.** Bicycles must be parked and locked in the bike rack as soon as the student arrives on campus. The school is not responsible for theft of parts or damage to bicycles while parked in the bike rack. Bicycles must be "walked" on and off campus through the gate on 5th Avenue. Failure to follow the bicycle safety rules may result in the loss of bicycle riding privileges.

- **Birthdays And Celebrations:**

Balloons, flowers, cupcakes, treat bags, or other party items are prohibited at Upland Elementary, with the exception of school sponsored events. **Birthday celebrations are not permitted**

- **Books And Chromebooks:**

Upland Elementary students are issued textbooks and chromebooks for their use during the school year. Students are also given the privilege to check out books on loan from our school library. Parents are responsible for reimbursing Upland Unified School District for lost or damaged textbooks, chromebooks and library books. Third trimester report cards will not be issued to families who fail to pay for lost or damaged materials. All library privileges will cease until payment is received.

- **Campus Supervision:**

Upland Elementary provides adult supervision from 7:20 A.M. to 2:30 P.M (7:30 A.M. to 1:30 P.M. on early release days). All adult employees of our school have the authority to discipline students for inappropriate behavior.

- **Disaster Preparedness:** In the event of a natural disaster or other emergency, Upland Elementary staff will follow state, district and local policies and procedures in an effort to keep children safe. Students will be monitored and cared for at school until such time as District or local authorities direct that children shall be released to parents. At that time school personnel will require that individuals who are picking children up are listed on Emergency Cards and show appropriate identification.

School and district personnel will use the AERIES communication system to communicate with the community, so please ensure that you keep your contact numbers current.

All Upland Elementary students and staff have been trained in emergency preparation. Regular drills are scheduled for readiness in case of fire, earthquake, or lockdown. Should a true emergency arise, trained staff will assist you in the procedures for a safe release of your child from school. No exceptions to these established safety procedures will be made.

- **English Learner Advisory Committee (ELAC)**:

English Learner Advisory Committee is an advisory committee made up of parents of second language learners, and school administrators. Parents are encouraged to attend ELAC meetings and become involved in their child's education. ELAC meetings are held at least three times per year. Topics may include such topics as attendance, reclassification and what it means to be an English Learner.

- **Field Trips:**

Classroom teachers may schedule study trips and Field Trips throughout the year. Students must meet written classroom criteria to go on trips. Students are requested to help with fundraising to help cover the charge for these trips. Donations are always welcomed to assist our students with field trips.

- **Lunch Procedures:**

Students sit with their class during their meal time. Students will be dismissed for recess after 20 minutes. Students are expected to clean their lunch area and wait quietly before being dismissed to the playground.

- **Family-Teacher Conferences:**

Family-Teacher conferences will be held in each trimester to inform you of your child's progress. You will be notified of your scheduled appointments. All parents are encouraged to attend with the student. If your child seems troubled, confused or unhappy about school, it is wise to request a conference with your child's teacher. Also, the teacher may wish for an additional conference if your child has difficulty adjusting to certain school situations. Regular communication between parents and teachers is essential for students to have a rewarding school experience.

- **Physical Education**

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

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

- **Personal Items:**

Students may not bring any personal items from home other than those that support their academic learning. All toys will be taken and parents will be asked to come to school to claim them. Objects that are considered dangerous, threatening or disruptive may result in a suspension or

expulsion from school. Toy plastic guns and/or knives are considered threatening objects, bringing one of these to school will result in serious consequences.

- **Recess Times:**

We have sufficient playground equipment available for all students. Therefore, we ask that toys, balls, and other items from home are not brought to school. Our main priority is to provide a safe environment, where there are clear expectations and consistent consequences. For safety reasons we do not allow football, soccer, or any type of tag game.

- **School/Home Connection:**

Your child's growth and progress depends on a cooperative effort between home and school. Communication is very important. Information bulletins, permission slips, and newsletters are sent home by the school periodically. Please expect these and advise your child of the importance of you receiving school mail. If you have any questions or concerns regarding school programs or policies, please feel free to contact the front office. At times you will be receiving recorded phone calls reminding you of important school events. This service is provided byAERIES communication and it requires that a current working phone number is on file at the front office.

- **School Site Council (SSC):**

Upland Elementary has a school site council which meets once a month to plan and monitor our School Strategic Plan. Parents are always welcome to attend School Site council meetings.

- **Skateboards / Rollerblades / Scooters:**

Skateboards, rollerblades, and scooters may not be used either to or from school and are not permitted on the campus for safety/security reasons. Skateboards, rollerblades, and scooters will be taken away from the student, and a parent will be required to pick them up.

- **Visiting School:**

Upland Elementary welcomes classroom visitors and guests whenever students and teachers would not be disrupted. -When you arrive at school, always stop at the office and sign in so we know you are on campus. You will be required to show a valid ID and check in through our RAPTOR system. You will be given a visitor's badge to wear. Do not expect a private conference during school hours. However, you may arrange for a conference with your child's teacher at a separate time by telephone or checking with the office

- **Yearbooks:**

Yearbooks are sold during the school year. **Students who purchase a yearbook will be issued a receipt, which should be retained for yearbook pick-up in June.** Students are responsible for their yearbooks and should supervise them at all times.

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

Non-Discrimination Policy

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

Concerns should be addressed to ***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 Acknowledgment of Receipt and Review and return it to your student's school. Your signature acknowledges that you have been informed of your rights but does not indicate that consent to participate in any particular program which has been either given or withheld. UUSD policies are available for review at the schools, the UUSD office, and the **UUSD website at** ***www.upland.k12.ca.us/.***

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

UPLAND UNIFIED SCHOOL DISTRICT

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