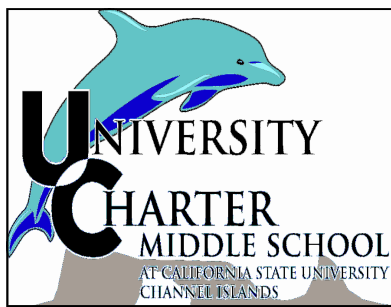


**Student & Parent  
Handbook**

***Manual para los  
Estudiantes y Padres***



**University Charter Schools**

***Escuelas Autónomas de la  
Universidad***

**2014 - 2015**

# TABLE OF CONTENTS

	Page
WELCOME.....	2
CONTACT INFORMATION.....	2
SCHOOL HISTORY AND GOVERNANCE.....	3
COMMUNICATION.....	3
PARENT CONCERNS/COMPLAINTS.....	4
ACADEMIC PROGRAM.....	4
PARENT TEACHER CONFERENCES.....	5
PARENT VOLUNTEER HOURS.....	5
HOMEWORK.....	6
EXTRA CURRICULAR ACTIVITIES.....	6
FIELD TRIPS.....	6
ATTENDANCE AND ABSENCES.....	6
ACADEMIC HONESTY.....	7
SCHOOL HOURS – UPS and PRESCHOOL.....	8
SCHOOL HOURS – UCMS.....	9
SAFETY.....	10
BIKES and SKATEBOARDS.....	10
EMERGENCIES.....	10
SCHOOL HEALTH SERVICES.....	11
CAFETERIA SERVICES.....	12
WELLNESS POLICY.....	12
STUDENT RIGHTS/BULLYING.....	13
STUDENT BEHAVIOR and RESPONSIBILITIES.....	13
DRESS CODE.....	16
CELL PHONES and ELECTRONIC DEVICES.....	17
SUSPENSION and EXPULSION.....	18
MISCELLANEOUS.....	19
PARENT RIGHTS.....	20

*The information printed in this handbook is accurate at the time of printing. On occasion minor changes may occur. Notice of changes will be sent home in letters and newsletters.*

## WELCOME!

Dear Students and Families,

Welcome to University Preparation School and University Charter Middle School at CSU Channel Islands (UPS/UCMS)! This is an exciting community that provides high quality education and care. Supportive families, hard working students, and talented staff are the schools hallmarks.



The experienced staff of educators is dedicated to providing every child with the best education possible. There is a strong emphasis on academic skills in all areas.

At the same time, staff works to develop an attitude of respect and life skills in each child. Many special services supplement the regular program as the faculty works hard to provide a variety of opportunities for our students.



Communication and teamwork are key to healthy relationships and a strong educational program. This handbook was created to give you a ready reference of information about our schools. Please read and use this reference throughout the school year. Parents are the child's first teachers and are the school's partners in the important job of educating our diverse community. The school has an open door policy, therefore, please come and visit. We take our responsibilities very seriously and sincerely care about the emotional, intellectual and physical well being of all of our children. Suggestions are welcome. There are a variety of ways to get involved at the school. Watch for special notices and sign ups. You can start by becoming an active member in the Parent Teacher Student Association (PTSA).

We welcome you to this dynamic learning environment! We firmly believe by working together the best education is experienced and available for every child in the school. **Together families and schools make a difference!**

Charmon Evans  
Director, UPS

Gayle Hughes  
Director, UCMS

Verónica Solórzano  
Assistant Director, UPS and UCMS

## CONTACT INFORMATION

### University Preparation School at CSU Channel Islands

550 Temple Avenue, Camarillo, CA 93010

School Office ..... 805-482-4608

FAX ..... 805-388-5814

Website ..... <http://universitycharterschools.csuci.edu/>

### University Charter Middle School at CSU Channel Islands

700 Temple Avenue, Camarillo, CA 93010

School Office ..... 805-484-1872

FAX ..... 805-388-5814

Website ..... <http://universitycharterschools.csuci.edu/>

## SCHOOL HISTORY and GOVERNANCE

For more than three decades, Ventura County residents envisioned a public four-year university to serve the region. In fall 2002, California State University Channel Islands (CSUCI) opened and the vision became a reality.

During community meetings in preparation for CSUCI, participants expressed a need for a PreK-8 school to meet the educational needs of students that would be both visionary in its approach to education as well as a professional development school model for educators. In August 1999, a Steering Committee of county-wide educators, community members, and CSU representatives convened to articulate this vision of a “lighthouse” school, formed subcommittees, and assembled the beginning components of a school plan. The vision was ratified and served as the guiding document for development of the school.

The Charter Petition for UPS was approved by the Pleasant Valley School District on October 11, 2001. UPS welcomed its first 360 students in September 2002. UPS continues to grow and maintain a waiting list of approximately 150 students from throughout Ventura County each year. UPS current enrollment for preschool-5<sup>th</sup> grade is 480 students.

UCMS serves 290 students in grades 6-8. UCMS supports and builds upon the UPS professional development school philosophy. Indeed, it is part of the mission, in collaboration with CSUCI, for the school to serve as a model professional development school for training of future teachers and other education practitioners and to serve as a model site for action research.

UPS and UCMS are governed by the UPS Board of Directors. This Board executes the responsibility for establishment and ongoing evaluation of policies as set forth in the charter legislation and charter petition regarding personnel, instructional program, budget, student welfare, transportation, dispute resolution, facility oversight, public relations, and community outreach. The experience and expertise of the Board cuts across the areas of curriculum/instruction and education management, finance, law and business. Parents, educators, and other community members serve on the Board. The Board operates the current charter schools as a 501(c) (3).

**The UPS Board of Directors meets monthly.**

**Please check the school website for information regarding meeting dates/times and Board Members.**

**<http://universitycharterschools.csuci.edu>**

### **School Advisory Council (SAC)**

The membership of the School Advisory Council includes parents, school administration, teachers, classified staff, and a CSU Channel Islands faculty representative. This council assists in budget development and oversight of categorical programs and the design and implementation of sound programs to ensure accountability for the vision of the school.

### **English Language Acquisition Council (ELAC)**

The focus of the ELAC is to support our English Learner (EL) students. Parents, school administration, and teachers work together to insure programs are in place to support the students. ELAC assists in budget development and oversight of categorical programs that support EL students.

## COMMUNICATION

UPS and UCMS maintain an open-door policy of communication to all parents, students, staff, and community. It is helpful to review where you can acquire information that keeps the student/parent/teacher team running in an effective, caring, cooperative, and supportive manner. Feel free to contact the school staff. The teachers, office staff, and administration want you to have the information you need to help your child succeed in school. Sometimes you simply need to know who to ask:

Talk to the office staff about: registration/enrollment \* absences \* lost and found \* general questions \* school calendar \* school breakfast and lunch.

Talk to your child's teacher about: your child's progress \* special needs \* classroom behavior \* homework \* classroom curriculum \* class activities \* classroom rules and procedures \* volunteering in the classroom \* assessment results \* enrichment ideas \* supporting learning from home.

Talk to the administrators about: school wide programs \* school rules and discipline \* how your child is assigned to a class \* special programs to help your child learn \* safety plan \* ways you can help and support the school \* serving on school committees \* special concerns \* anything you can't find answers for elsewhere.

Talk to your PTSA or SAC about: parent and student activities \* volunteering at school \* committees on which you might like to serve \* meeting times \* school program ideas \* fundraising.

Please communicate your questions, concerns, or ideas. Open communication guards against misinformation and strengthens the teams' efforts to improve student achievement. A supportive school community/team sends a message to our children that the process of education is a high priority. The opportunity to work with the staff, students, and parents on the UPS/UCMS team is one of the most enjoyable aspects of being part of our community.

## PARENT CONCERNS/COMPLAINTS

### General School and Staff Concerns/Complaints

Please direct all concerns or complaints to the school Administration. It is the responsibility of the school Administration to then investigate and/or address each concern or complaint with the appropriate parties and by taking appropriate action. Concerns and complaints may – at times- be taken to the Board of Directors by school Administration for their consideration. You may also ask school staff for our Complaint Policy and Procedures, or may access it on our website.

### For allegations of Non Compliance or Discrimination / Harassment

Please ask school staff for the UPS/UCMS Uniform Complaint Procedure form if you have allegations of non compliance, discrimination or harassment. For more information, you may also refer to Board Policy #105 on the school website.

## ACADEMIC PROGRAM

UPS and UCMS maximize learning opportunities for their students through a variety of instructional practices and school structures. These practices are modeled for student teachers, other credential candidates, and a variety of practitioners through regularly scheduled on-site training and action research in conjunction with CSU Channel Islands.

The schools:

- Optimize student potential and performance via instructional delivery by teachers who employ school-wide collaboration and articulation to implement the best and most promising research-based pedagogical practices;
- Offer an educational setting in which classrooms reflect the ethnic, linguistic, socio-economic, and special needs diversity of California classrooms;
- Model the best and most promising research-based pedagogical practices for student teachers, other credential candidates, and practitioners;
- Serve as a laboratory for theoretical and action research which will contribute to the body of knowledge regarding curriculum, instruction, assessment, child growth and development, parent/community participation and education, and site administration;
- Encourage students to create a positive community environment by exhibiting ownership of their education through self-discipline and high expectations;
- Provide a curriculum that is standards-based, fosters critical thinking skills, and utilizes best educational practices within a multi-age setting. It includes instruction in the core subjects as well as in Spanish, technology, and the arts.

### Curriculum and Instructional Design:

Students are flexibly grouped in clusters within classrooms that ensure that they may move freely as their program and skill needs change and as it is deemed developmentally and academically appropriate. The number, age, and other placement considerations of the children registered determine the configuration of clusters. Classes are “looped” whenever possible so that students will remain with the same cluster teacher for 2-3 years to maximize continuous growth unless it proves to be in a student’s best interest to do otherwise.

The instructional program is organized to ensure that each child has rich instruction and experience with all content areas (Reading/Language Arts, Math, History/Social Science, Science, Physical Education/Health, the Visual and Performing Arts). Teachers have primary responsibility for instruction in Reading/Language Arts, Math, and History/Social Science, with emphasis upon thematic integration of those disciplines. The specialist teachers will support the core curriculum and/or develop skills in specialty areas such as drama, fine arts, nutrition, and technology, instrumental and choral music during a regular Specialist Block.

The attainment of second language proficiency in basic conversational skills is an instructional objective for UPS/UCMS. Toward that end, Spanish language instruction is provided to promote school-wide fluency. Two options are available to the students for second language instruction.

Language Enrichment - This program component offers students the opportunity to learn Spanish as a second language or to enrich Spanish for Spanish speakers. Spanish as a second language is taught using natural acquisition methods and Spanish curriculum.

Dual Language - This program is a language strand that offers an exciting opportunity for students to acquire literacy in two languages, English and Spanish. Both languages are learned through instruction in core curricular areas. Bilingualism and bi-literacy are the goals.

### *Guiding Principles*

The instructional program guiding principles that drive the schedules, activities, and school's organization for instruction include the following:

- Faculty focuses on the whole child when developing curriculum.
- Students and teachers are engaged in a meaning-centered, standards-based curriculum.
- Curriculum is research-based and is made available to be shared with others in the field.
- Students are engaged and responsible for their own learning.
- Students are able to communicate effectively.
- Ongoing assessment informs instruction and is a driving force in the instructional program.
- Intervention is provided as early as possible.
- Faculty, staff, and students exemplify life-long learning.
- Parents are integral partners in the education of their children.
- Adults continuously model what is expected of students.
- Computer and other technology are infused throughout the curriculum.
- All elements of the school's organization are for the purpose of facilitating learning.

## PARENT/TEACHER CONFERENCES

Teachers will provide opportunities for at least two conferences during the school year to discuss student progress. UPS parents will receive their child's progress report during two conferences and at the end of the year. UCMS parents will receive report cards by mail at the end of each quarter and progress reports will be sent home with students mid-quarter. On the days that these conferences are scheduled, an early student dismissal may be instituted. Notices will be sent home concerning the schedule.

Additional conferences may be scheduled as needed by contacting the teacher to request an appointment. Parents are invited to schedule parent/teacher conferences and are also welcomed volunteers in the classroom. However, please schedule all conferences in advance, and please schedule volunteer times in advance with the teacher as well. Please sign in at the school office before going to the classrooms to volunteer. Teachers will share volunteer needs with parents.

## PARENT VOLUNTEER HOURS

Parents are asked to do an average of **2 hours per week** of volunteer work to support the UPS and UCMS program. Volunteer hours can be accomplished in a variety of flexible options including participation in school governance or committees, classroom help, lunch sports club/organization, fundraising activities, etc. (see below). We recognize that many parents have limited availability and may not be able to volunteer on site during the school day. In this case, you may consider helping behind the scenes from home or after hours. You may also consider donating funds in place of donating your hours. Our schools can use the support in a variety of ways! Examples of volunteer activities:

- Serving as a committee member (PTSA, SAC, Board)
- Helping in the classroom
- Helping on fieldtrips
- Work done for teachers
- Helping with the yearbook or book fair
- Helping with Luau, Harvest Festival
- Volunteering for an after-school program
- Coaching a team
- Helping in library
- Helping in planning a school fundraiser
- Helping coordinate Camarillo Academic Olympics
- Work done from home
- Helping with school directory
- Helping with Fun Run, Photo Night, etc.

## HOMEWORK

Homework assigned by the teacher is for skill practice and is essential to the learning program. Students in grades K-8 have approximately 10 minutes of homework daily for each year in school. In addition, all parents are encouraged to read to or be read to by their child for a minimum of 15 minutes a day every day. Older children are encouraged to read on their own for a minimum of 20 minutes a day. Homework amounts will vary from grade to grade, from teacher to teacher, and from day to day. We encourage all students to plan ahead and to utilize the school-provided agendas (grades 4 – 8).

## EXTRA CURRICULAR ACTIVITIES

Students are encouraged to participate in the school's extra-curricular activities, which are important and exciting opportunities for students to attain social skills, leadership qualities, success, and excellence. Clubs, art activities, and sports programs are open to all students and are often run by our wonderful parent volunteers. Participation in the programs requires that students attend meetings and practices for the duration of the activity or season, and that they be present in school on the day of an extra-curricular activity to participate in the activity on that day. Academic, attendance and behavior eligibility requirements apply. Sponsors and coaches inform the students of the standards of behavior and grades expected during the course of the program or activity. Clubs, activities, and sports begin and end at various times throughout the school year. Check the school newsletter, website, and calendar for specific dates and times.

## FIELD TRIPS

Classes take a variety of field trips on regular school days that support and enrich the curriculum. PTSA and donations support class field trips. In every case, students are to have signed permission slips. Should a student forget his permission slip, or have a behavior problem which might endanger personal or class safety, the student will not be allowed to go on the field trip.

## ATTENDANCE & ABSENCES

Regular attendance and punctuality are essential!

All absences from class are classified as excused or unexcused. According to state law and California Education Code, students are **only excused** for the following reasons:

- |                                |                         |
|--------------------------------|-------------------------|
| ✓ Illness                      | ✓ Religious observation |
| ✓ Death of close family member | ✓ Doctor's appointment  |
| ✓ Court appearance             |                         |

Because of state laws regarding compulsory attendance, schools are mandated to enforce the regular attendance of students. The UPS and UCMS policy allows for parents to call in or write a note to excuse their students for **illness** for three consecutive days or a combined total of ten days. After three consecutive days or combined total of the ten days, student absences must be verified through a doctor's note. Once the 11-day mark is reached or a student has three unexcused absences, parents will receive a letter from the school stating that their student has an attendance problem. This letter is forwarded to the School Attendance Review Board (SARB).

*We want your child in school every day that he/she is able to do so. Keep your child home if he/she has a fever, continued diarrhea, or is vomiting.*

1. Absences for family business may be excused only when a parent submits a written request one week prior to the anticipated absence and receives approval from the school for INDEPENDENT STUDY (see below). In this case student class work can then be completed for credit in order to excuse the absence.
2. When a student is absent from school for any reason (whether excused or unexcused), he/she must, upon returning to school, present a written excuse at the office signed by a parent or guardian or call on the absence hotline.
3. A student may not be permitted to participate in after school activities if he or she was absent from school full or partial day.
4. Parents picking up children during the school day **must** come to the office first. The child will be called from the classroom

and parents will sign the child out in the office. **No student will be allowed off the school premises without the parent or guardian or emergency contact listed in the child's record.** Parent pick-ups require a doctor's note to be marked as an excused absence.

### **TARDINESS**

Students must arrive at school on time to receive a quality instructional program. Excessive tardies and early pick-ups are violations of state attendance laws and administration will follow up accordingly by initiating the SARB (School Attendance Review Board) process, which may include summoning parents and students to a meeting, creating a contract, and/or ultimately a hearing before representatives from local law enforcement and District Attorney's office. Being on time is not only a legal mandate, but is important and helps students to become responsible. All students should be at school by 7:55 am. UCMS students must also be on time to all of their classes within the day.

The following reasons are ***excused*** reasons for being late according to California Education Code and require a note from parent or doctor:

- |                                  |                         |
|----------------------------------|-------------------------|
| ✓ Doctor or dental appointment   | ✓ Religious observation |
| ✓ Illness                        | ✓ Court appearance      |
| ✓ Death of a close family member |                         |

The school must require a doctor or dentist note after the third absence, tardy, or early pick-up from school due to illness or doctor/dental appointments.

### **INDEPENDENT STUDY CONTRACT**

If you plan to travel during the school year, please be sure to arrange for an independent study contract with your child's teacher and the office, as far in advance of your departure date as possible (a minimum of 3 days in advance. Independent Study is an option for any student who will be absent for a period of a minimum of one to a maximum of ten consecutive school days, unless otherwise approved by the Director(s) or designee. Independent Study requires approval from the Director(s) or designee in writing. A student may participate in a maximum of two Independent Study programs per academic year unless otherwise approved by the Director(s) or designee. In an extenuating circumstance (i.e., serious illness or injury) the Director(s) or designee may approve additional Independent Study days following conference with the parents and teacher. The independent study contract provides for continuity of education, maintains the student's place in the school, and enables the district to collect funds for attendance. An Independent Study contract will allow the absences to be excused if all work is completed with a passing grade.

## **ACADEMIC HONESTY**

### **Students' Right:**

All students have the right to keep confidential their materials, homework, tests and expressions which they create through their efforts.

### **Students' Responsibility:**

Students shall not misrepresent examination materials, research assignments, class work and homework assignments as their own, when in fact they are the work of someone else. Students will not share their homework, class work or test information with other students, unless permission is expressly given by the teacher. Students will follow classroom test protocol as set by each teacher, including, but not limited to: keep your eyes on your own paper; no communication of any kind at any time.

### **Consequences**

#### *First Referral:*

Teacher conference with student.  
Grade of Fail given for that assignment.  
Teacher will notify parent.  
Citizenship grade may be lowered in that class  
Teacher will send a referral to the administrator noting the details of the incident.

#### *Second Referral:*

All "first referral" consequences.  
Parent Conference.  
Citizenship grade lowered to U in that class.  
Loss of Citizenship /Dolphin Program points  
Further Progressive Discipline.



## SCHOOL HOURS

### ARRIVAL

Classes at UPS and UCMS begin at 8:00 a.m. We ask that students arrive at school no later than 7:55a.m.



#### University Preparation School at CSUCI (UPS) Daily Schedule 2014-2015

7:15	Gates Open for Breakfast
7:15-7:50	Breakfast Served - All Welcome
7:45	Gates Open
7:55	Line Up Bell & Classes Picked Up
8:00	Class Begins***
10:55-11:40	Early Years Lunch
11:35-12:20	Primary Years Lunch
12:15-1:00	Intermediate Years Lunch
11:30-12:15	Intermediate Years Specialist Time
12:20-1:05	Primary Years Specialist Time
1:10-1:55	Early Years Specialist Time
2:00	**Early, & Primary Years Dismissal
2:50	**Intermediate Years Dismissal

*\*\*Every Thursday is 1:10 Dismissal for ALL students.*

*\*\*All students receive a 10 minute morning Brain Break as well*

#### El Jardín de Los Niños de La Universidad (Preschool)

7:50-10:50	Morning Session
11:50-2:50	**Afternoon Session

*\*\*No afternoon Preschool on Thursdays*

## University Charter Middle School at CSUCI

You can help us reach our learning goals! UCMS students are expected to arrive no later than 7:55am to ensure that they may be in their seats in the classroom before the 8:00am bell to begin the school day. Gates and doors will open at 7:45am daily. UCMS students are invited to have breakfast at UPS each morning beginning at 7:15am.

Please also help our safety and security efforts by making sure that students are off of the UCMS campus and supervised no later than 10 minutes after dismissal. Exceptions are students who are involved in supervised and pre-planned activities, meetings, practices, or sporting events.



## UCMS BELL SCHEDULE 2014-2015

MONDAY / TUESDAY / WEDNESDAY / FRIDAY.....8:00am - 2:55pm  
THURSDAY.....8:00am - 1:10pm

MONDAY / TUESDAY / WEDNESDAY			
Per. 1	8:00 - 8:02	Morning Business	2 min
	8:02 - 8:42	Rotation 1	40 min
	8:42 - 8:45	Passing	3 min
Per. 2/3	8:45 - 8:52	"Jump Start" Announcements	7 min
	8:52 - 10:00	Block 1	68 min
	10:00 - 10:20	Flex Time	20 min
	10:20 - 10:35	Nutrition	15 min
Per. 4	10:38 - 11:18	Specialist & ACTT*	40 min
	11:18 - 11:21	Passing	3 min
Per. 5/6	11:21 - 12:29	Block 2	68 min
	12:29 - 12:49	Flex Time	20 min
	12:49 - 1:29	Lunch	40 min
	1:29 - 1:32	Passing	3 min
Per. 7	1:32 - 2:12	Rotation 2	40 min
	2:12 - 2:15	Passing	3 min
Per. 8	2:15 - 2:55	Rotation 3	40 min

\*ACTT = Active Collaboration Team Time (for teachers)

<b>Blocks</b>	Language Arts & History <i>or</i> Math & Science
---------------	--

<b>Rotations</b>	PE
	Spanish or English Language Arts for Dual
	Directed Studies (RSP)
	Advancement

THURSDAY		
Per. 1/2	8:00 - 8:07	"Jump Start" Morning Business
	8:07 - 9:28	Block 1
	9:28 - 9:48	Flex Time
	9:48 - 10:03	Nutrition
	10:03 - 10:06	Passing
Per. 3/4	10:06 - 11:27	Block 2
	11:27 - 11:47	Flex Time
	11:47 - 12:27	Lunch
	12:27 - 12:30	Passing
Per. 5	12:30 - 1:10	All School PE

FRIDAY		
Per. 1/2	8:00 - 8:07	"Jump Start" Morning Business
	8:07 - 9:35	Block 1
	9:35 - 9:55	Flex Time
	9:55 - 10:10	Nutrition
	10:10 - 10:13	Passing
Per. 3/4	10:13 - 11:41	Block 2
	11:41 - 12:01	Flex Time
	12:01 - 12:46	Lunch
	12:46 - 12:49	Passing
Per. 5	12:49 - 1:29	Rotation 1
	1:29 - 1:32	Passing
Per. 6	1:32 - 2:12	Rotation 2
	2:12 - 2:15	Passing

## **EARLY PICK-UP: UPS and UCMS**

We encourage you to always schedule your child's doctor and dental appointments around school hours. If this is not possible, **you must come to the office first to sign your child out.** If someone other than the parent signs the child out, that person must have written permission from the parent before the child will be permitted to leave the building. See attendance policy for more information regarding excused tardies/absences/parent pick-ups.

## **SAFETY**

Safety is our priority! In an effort to keep our school site safe for all students, the **UPS parking lot is closed during drop off and pick up times.** It is prohibited to pull into the UPS parking lot from 7:40 to 8:10 am, 1:45 to 2:10 pm and 2:40 to 3:00. Your support is greatly appreciated. On rainy days the UPS parking lot will open for drop-offs/pick-ups.



We have a drop off zone at the beginning of the UCMS parking lot for both UCMS and UPS students and families to use. Help us protect our children by making plans for drop off and pick up procedures. Some ideas include:

- Use the UCMS parking lot drop off zone (parking is prohibited in this zone).
- Carpool with neighbors.
- Park on Hartnell or the west side of Temple and have your child walk across with the crossing guard. You can enjoy the walk with them too.
- Walk your child to school if you live nearby.
- Make arrangements for your child to walk or ride bikes with a group of students.

UPS Teachers will walk their students to the front of the school at the end of each day. You can park on a nearby street and walk to the campus to greet your child.

## **SCHOOL VISITORS and CLASSROOM VISITS**

All visitors, volunteers, parents, guests or anyone else coming on campus must sign in at the office and wear a visitors badge. This is for the safety of the children as well as for your safety. If we were to have an emergency, we know whom to look for by the sign-in book. While UPS/UCMS encourages parents/guardians and interested members of the community to visit and view the educational program, UPS/UCMS also endeavors to create a safe environment for students and staff. Additionally, parents volunteering in the classroom can be extremely helpful to our teachers and valuable to our students. We thank all parents for their willingness to volunteer in this manner.

To minimize any disruption to the instructional plans and the educational process, classroom visits must be arranged twenty-four hours in advance by calling the school or teacher to establish a time for the visit. Please see our Board Policy #102 for more information and details. Thank you!

## **BIKES and SKATE BOARDS**

All students are expected to **walk** bikes, scooters, and skateboards on the sidewalk in front of school and lock them securely in the bike rack in the courtyard. Please make sure your child has a safety helmet. It is mandatory. Students will not be allowed to ride their bikes or skate boards home if they do not wear a helmet. Students who ride on campus or otherwise demonstrate dangerous or irresponsible behavior will lose the privilege of riding to school and/or these items will be confiscated and surrendered only to a parent or guardian. Campus includes the parking lot, sidewalks within the parking lot, front walkways, grass areas in front of the school and anywhere between the street sidewalks and the perimeters of the school campus. The school is not responsible for the theft of parts or damage to bikes/skateboards while they are parked in the bike rack or on campus. Shoes with wheels are not allowed at school for safety reasons.

## **EMERGENCIES**

Evacuation, Fire and Drop Drills are held on a regular basis. Every student is instructed on correct behavior for emergencies. When evacuating the classroom, students are to walk silently to the assigned areas of the field, turn around and face the building and wait quietly for teachers to take roll call. During an earthquake drill, students are to drop to the floor under a table or desk, cover their back and neck with one arm, and hold onto the legs of the table with the other arm. Following the drill, students are to respond immediately to instructions given by the adult in charge.

In the event of an actual disaster, students will be held at school until released to an authorized adult, as listed on the emergency card. It is critical that parents make arrangements to have someone available in case of emergencies. Staff works with the PTSA to provide materials and equipment to insure the safety of all of the students in case of any emergency.

#### **EMERGENCY CARD INFORMATION**

It is extremely important that the student emergency card be kept up to date. Please be certain there is always someone listed on the card with a current telephone number in the event we have to notify someone regarding an emergency or accident. If there are changes or additions during the year, please notify the office immediately. **When a student is sent home early from school, only contacts listed on the emergency card will be permitted to take the child.**

### **SCHOOL HEALTH SERVICES**

#### **HEALTH TECHNICIAN AND STUDENT SUPPORT**

The Health Technician's office is located in the UPS and UCMS main office. The Health Technician is the consultant for students concerning health problems. Contagious illnesses are quickly and easily spread at school. If your child has a sore throat, or any other illness, please keep him at home.

When children complain of illness at school, their temperature is taken. If the student has a fever, parents will be called to come take the child home. If parents cannot be located, an alternate name listed on the emergency card will be called.

Hearing screenings are mandated by the state for grades K, 2, 5, 8, new to California, and by teacher referral. You will be notified by the school when this is to occur.

Vision screenings are mandated for students in grades K, 3, 6, new to California, and by teacher referral.

Scoliosis screening is mandated for each female student in grade 7 and each male student in grade 8.

If you **DO NOT WANT** your child to receive any or all of the screenings provided free of charge during the school year, please send a signed note to your child's school, addressed to the Health Office. Please include your child's grade and specific screening (hearing, vision, scoliosis) you do not want. A **"DO NOT SCREEN"** note from the parent/guardian is needed each school year.

Immunization Review - The physical exam can be done by your physician, or if eligible, by a Health Department Clinic. The Pleasant Valley School District and University Charter Schools require that immunizations be verified by the school secretary or health technician at school before a child can enter school. To verify the dates of immunizations, you must bring with you the health card from your doctor, Health Department, or an International Health Card which lists the immunization dates. It is the responsibility of the parent to keep immunization records current.

Medication - The state law and our school policy state that your child may never bring **any type of medication** to school without parent and doctor permission. Parents must request an Authorization to Administer Medication form from the school office, which must then be completed by a physician. All medication is stored and administered by the administrative assistant, clerk, or health technician. Medication must be kept in the pharmacy labeled container. This includes all types of pills, inhalers, over the counter medication and/or prescription medications.

## CAFETERIA SERVICES

Lunch and breakfast menus will be sent home the first week of school. Forms for Free/Reduced meals are in the August mailing and available in the office. Please read the important letter that explains the benefits of filling out this form. All families are requested to turn one form in.



### **Breakfast Club—Start the Day Right!**

Breakfast Club begins each morning at 7:15. UPS & UCMS students are invited to eat breakfast at UPS. Breakfast will cost \$2.00. Students who qualify for free/reduced lunch automatically qualify for free/reduced breakfast (reduced breakfast is \$0.30). Milk is also available by itself for \$0.50 cents.

### **Morning Nutrition & Brain Breaks!**

UPS & UCMS classes take a morning brain break or nutrition that includes a snack time. Some UPS classes organize their snacks through the individual classroom. The teacher will send information home the first week of school. Other classes have their students bring their own snack or purchase a snack from the kitchen. Snacks are similar to the food served at breakfast and cost \$2.00. If a student qualifies for free/reduced lunch, they can choose either breakfast or snack. UCMS students can bring a snack or purchase one from the kitchen.

### **Lunches—Prepay is the Easy Way!**

Lunch will cost \$3.50 (reduced cost is \$0.40 cents.) We encourage students to bring in money to put on their account and do preorders. If your child is absent the order carries over to another day. Many families find it convenient to pay by the month. Prepayments can be sent in envelopes available in the office or an envelope from home with all of your child's information. You or your child can also stop by the kitchen to put money into the account. If you have any questions, contact the office or in the kitchen at either UPS or UCMS.

## **LUNCHTIME AND PLAYGROUND BEHAVIOR**

During lunch, all food is to be eaten at the lunch tables. In order to maintain a safe and healthy school environment, please observe the following:

1. Students are expected to exercise good table manners and clean up after themselves.
2. Each student is expected to be responsible for bringing or buying his or her own lunch.
3. Each student is expected to stand in line and make his or her own lunch purchases.
4. The playing of contact games or rough sports is prohibited (to avoid injuries!).
5. Only use equipment as it is intended to be used.
6. Play or visit with classmates in designated areas only.
7. Rocks or other harmful objects are not to be played with or thrown.
8. Foul language, bullying, mistreatment of others, and harming others do not contribute to a safe, peaceful school environment and will not be tolerated.

## WELLNESS POLICY

In an effort to support good health and habits, the Board of Directors of University Charter Schools has recently adopted a new Wellness Policy to help guide our school-wide efforts. The following information summarizes the school board policy, and will help families and school staff to maintain a healthy learning environment and support the well-being of our school community

### **INTRODUCTION**

The Board of Directors of University Preparation School (UPS) and University Charter Middle School (UCMS) recognizes the link between student health and academic achievement. It is the goal of UPS and UCMS to promote the health of its students by supporting wellness, good nutrition and regular physical activity as vital components of the complete learning environment. In furtherance of this goal, the University Preparation School Board of Directors adopts this School Wellness Policy.

## SNACKS

Food served during the school day or in after-school care or enrichment programs should make a positive contribution to student's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and beverages that are within the nutritional standards.

## CELEBRATIONS & EVENTS

UPS and UCMS encourage the consumption of healthy foods and beverages at school celebrations and events (including classroom parties). Teachers will limit celebrations that involve food during the school day to no more than one party per class per month. It is strongly recommended that any type of classroom or school sponsored activity which will serve food or beverages take place after the lunch meal period, in order to avoid interference with the lunch program. University Charter School teachers and staff ask students and parents to refrain from providing sugary, high calorie or high fat foods for group or class celebrations. We ask that families not send foods with added sugar to school for consumption by groups of students or classes.

## SHARING OF FOODS AND BEVERAGES:

University Preparation School shall discourage students from sharing their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

# STUDENT RIGHTS / BULLYING

Every student has the right to be free from teasing and bullying and have his/her personal and property rights respected. If at any time your rights are interfered with, you should appeal to a teacher or administrator. There is no discredit in doing so: this is the proper action to take and is the only way that we can maintain the peaceful and respectful environment that we all desire. We take allegations of harassment, intimidation and bullying very seriously. Please see Board Policy #518 for more information.

*Bullying (California Education Code 48900.4)* is defined as any hurtful or aggressive act toward an individual or group that is **intentional and repeated**. We recognize violence as any word, look, sign or act that inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings or possessions. We recognize bullying as a type of violence that occurs whenever a student intentionally, **repeatedly**, and over time inflicts or threatens to inflict physical or emotional injury or discomfort on another's body, feelings, or possessions. This includes comments made via text messaging or on social network sites (i.e. Facebook), through email, as well as inappropriate photos or videos shared electronically. To make our school violence free and safe from bullying, we pledge to tolerate no bullying in our school, intervene in bullying behaviors and strictly enforce rules against bullying and empower staff and students to report bullying behavior and treat one another with respect. Interventions will include counseling or disciplinary action up to and including suspension or expulsion and having the perpetrator cited by the police.

# STUDENT BEHAVIOR and RESPONSIBILITIES

## SCHOOL RULES AND DISCIPLINARY PROCEDURES

Your behavior is a reflection of your pride towards yourself, your peers, and your school. School-wide and classroom discipline is necessary to ensure your safety and the best possible learning environment. You are, at all times, responsible for your own behavior. Your good behavior and your respect for the feelings of others (students and all school personnel) will help to maintain the positive school climate we all need for a successful school year.

### *Responsibilities and Expectations*

1. I am respectful, responsible, and courteous.
2. I am prepared.
3. I am a good listener.
4. I stay on task.
5. I keep myself and others safe.
6. I do my best work always.

## AUTHORITY OF SCHOOL PERSONNEL

Every student is under the jurisdiction of all school personnel: teachers, substitute teachers, guest teachers, instructional aides, and office

staff. All staff is responsible for monitoring student behavior and safety and may assign appropriate consequences.

### ***SCOPE OF SCHOOL RULES***

All school rules and standards for student behavior as specified in this handbook are in effect: on school grounds, to/from school, and at any school sponsored activities or event.

### ***UPS and UCMS Student Expectations***

Each of the following expectations is in place with the intention of maximizing learning and maintaining an effective learning environment.

1. Follow the directions of all school personnel.
2. Attend and be on time for all your scheduled classes.
3. Gum is not allowed on campus.
4. Respect all personal and school property. Help maintain a clean campus.
5. You are to be on campus only for the scheduled school day unless you are participating in an authorized school activity. You have 10 minutes to leave campus after school unless you are involved in an after-school activity that is supervised by staff.
6. Food is to be eaten only at the lunch tables or, when authorized by school staff in another area such as the UPS multipurpose room or classroom.
7. Dangerous objects such as weapons, matches, slingshots, firecrackers and others, considered to cause bodily harm, are not allowed.
8. Musical instruments may only be brought to school for the purposes of school band, organized school clubs or with permission by school staff.
9. Students are responsible for their own property and for school materials issued to them.
10. Fighting and play fighting are not allowed.
11. Refrain from public displays of affection, including kissing, hand holding and hugging.
12. For the safety of all, we practice a "Hands Off" policy. When you touch others in any way, you are putting yourself at risk for injury, and thus at risk for disciplinary action (including suspension). Keep hands, feet and objects to themselves; no hitting, shoving, running, or horseplay. No "table-topping", "body blows" or "punchlines".
13. Courteous, respectful, and responsible behavior and language is required at all times.
14. Report Bullying! See more information regarding Bullying below.

### ***SUBSTITUTE / GUEST TEACHERS***

You are expected to follow the directions of substitute and guest teachers and be cooperative in class. If you disrupt the educational process, you will be appropriately disciplined.

### ***STOP THE GOSSIP!***

Gossip causes heartache and hurt feelings, and generates grief. Before you repeat a story, ask yourself: Is it true? Is it fair? Is it necessary? If not, keep quiet please.

### ***POSITIVE DISCIPLINE***

While teaching and practicing the importance of intrinsic rewards and motivation is very important at UPS and UCMS, we also have a program of positive reinforcement used to encourage, reward, and recognize good citizenship. It must be remembered that the vast majority of students obey all school rules all the time. It is important that to understand the connection between demonstrating self-discipline and the positive results of following the rules. Examples of positive reinforcement activities in place at UPS and UCMS include: Various Awards; After-school activities; Student Leadership; Recognition Assemblies; Field Trips; Leadership Privileges; Academic Awards ; Extracurricular Activities; Athletic Programs; School Clubs. In order to reward those who work to be contributing members of the school community, UPS and UCMS reserve the right to exclude from these programs students who do not maintain minimum standards in academic achievement and/or behavior.

### ***DISCIPLINARY PROCEDURES***

Rules are for the safety and well-being of everyone. Infractions of the rules will lead to certain consequences and disciplinary procedures. Listed below are the procedures that are important to know:

1. Loss of privileges and/or guidance session will result from excessive tardies, class disruptions, incomplete work, lunch problems, etc. This can be assigned before school, at lunch, or after school.

2. Referrals are reports written by school employees about your behavior. A referral usually states that you have an attendance, behavior, and/or academic problem. Referrals are usually handled by the school Director (Principal), or designee. Referrals written for severe infractions or multiple infractions may result in higher levels of progressive discipline.
3. On-Campus Suspension (OCS) may be used in lieu of suspension for certain offenses. OCS is held during the school day. Assignment to OCS is made by an administrator for a period of one to five days. You will remain in OCS during the length of the school day, including lunch period. Restroom breaks are scheduled. When in OCS, you are expected to complete all assignments and service projects provided by your teachers. When you are disruptive in OCS, you are subject to more severe disciplinary action.
4. School Service Projects are for truancy, un-served detention, excessive tardies, and lack of respect or are assigned at the administration's discretion.
5. Suspension and expulsion (see Suspension/Expulsion section below).

## **UNAUTHORIZED ITEMS AT SCHOOL**

Student and staff efforts during the school day should focus on the learning process. Therefore, many items that interfere with the educational process are not allowed at school. All unauthorized items brought to school will be confiscated by staff and may or may not be returned directly to the student. Possession of unauthorized items may lead to disciplinary action, including but not limited to suspension or expulsion.

Items include but are not limited to: permanent markers/sharpies (except as provided by teachers), energy drinks, water balloons, electronic games, MP3 players, iPods, electronic signaling devices, laser pens/pointers, silly string, aerosol cans, weapons or weapon look-alikes, drugs and drug paraphernalia including, but not limited to pipes, rolling papers, lighters, stink bombs, toys, chains, hobby/collectibles, or other items that are not related to classroom instruction and learning.

Clothing, accessories or other items may not display words, pictures or phrases promoting violence, gang affiliation, profanity, sexual reference, or other categories deemed inappropriate by school personnel.

Parents may recover confiscated items, excluding illegal items held in evidence, upon administrative approval within a reasonable period of time. Items not recovered within a reasonable period of time will be discarded. The school is not responsible for materials confiscated from students while at school. The primary objectives of requiring you not bring restricted materials to school are to ensure that you focus on educational tasks, to assure your safety, and to prevent the loss of or damage to private property.

## ***PERSONAL POSSESSIONS***

Toys and other personal items which are used for sharing time or for enhancement of the school's educational program may be brought to school by students if approved by the teachers. For safety reasons and to protect personal property, all other toys and playground equipment should remain at home. If a student brings in a ball for playground use it is to be checked with the teacher or the office and will be available for all students to use. Real weapons and "look alike" weapons are not allowed at school at any time.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

No student shall go on school campus with a weapon, including a firearm, explosive, knife, any dangerous or illegal instrument, or any instrument represented as one of the above items or that reasonably appear to be a weapon. No students shall interfere with normal activities, occupancy, or use of any building or portion of campus by exhibiting, using, or threatening to exhibit or use any weapon or any item that is represented as or that reasonably appears to be a weapon.

Any article which could endanger or be used as a weapon will be confiscated immediately, and depending on circumstances, parents and/or police may be called. Dangerous Weapons Policy Violations - Any student violating this policy shall be (a) suspended; or (b) expelled.

Weapons and dangerous instruments include, but are not limited to:

1. Firearms - pistols, revolvers, shotguns, rifles, "zip guns," "stun guns", tasers, laser pen lights, and any device capable of chemically propelling a projectile. For school purposes, this includes air-guns, CO2 guns, paint guns, BB guns, pellet guns and dart guns, and non-operating devices made to look like a firearm which might be used for intimidation.



2. Cutting and puncturing devices, dirks, daggers, legal knives, illegal knives (knives longer than two and one-half inches, folding knives with a blade that locks into place), razors with an unguarded blade and any other device capable of cutting or puncturing.
3. Explosive and/or incendiary devices: pipe bombs, time bombs, tear gas and tear gas weapons, i.e. pepper spray, cap guns, caps, containers of inflammable fluids, and other hazardous devices.
4. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nun chucks, and club, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.
5. Other - any other objects that could be used to inflict harm.

## **SEXUAL HARASSMENT**

The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the schools. Engage in the sexual harassment of anyone in or from the district, and you may be subject to disciplinary action up to and including expulsion. The Board expects students or staff to immediately report incidents of sexual harassment to administration or to another district administrator.

### **Other types of conduct which are prohibited and which may constitute sexual harassment include:**

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Displaying sexually suggestive objects in the educational environment.
10. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

## **CLASSROOM RULES**

Each classroom will have additional rules and expectations that each student will be required to know and follow. A copy of the classroom plan will be reviewed with students and parents at the beginning of the school year.

## **DRESS CODE (Dress for Success!)**

All students are expected to demonstrate high standards of appearance and appropriate dress at school and on field trips. The dress code is in place to support safety and a positive learning environment. The dress code may slightly limit personal choice of styles or inconvenience some individuals. However, the rules established for the school will support an atmosphere of learning and are for the good and safety of all. Students and parents should make sure that cleanliness, health and safety are guides to acceptable school attire.

Students will receive one warning about a Dress Code violation and will be required to replace an article of clothing with a loaner from school or may be asked to turn a t-shirt inside out. After a first warning, parents will be called and asked to bring appropriate clothes, accessories or shoes to school. Please see below for specific requirements:

1. Students are expected to wear closed-toe shoes at all times and shoes must provide protection and not be a safety hazard during regular school activities. Examples of shoes that are not acceptable are: flip flops, open-toed shoes, bare strap type sandals or dressy shoes with high heels (shoes with a heel higher than 1 inch must be approved by school administration).
2. Shorts and skirts must meet minimum length requirements. Shorts and skirts must be past "fingertip" length when the student's hands are placed straight down with relaxed shoulders and fingers extended. Please be conservative in purchasing shorts and skirts to be worn at school.
3. Holes in pants should be covered, when they are above the fingertips.

4. Due to law enforcement suggestion that it may be indicative of gang attire, the following items are not permitted at the middle school and may be banned at the elementary school if deemed inappropriate:  
ALL professional sports jerseys, hats, jackets, shirts, or any other professional sports attire/logos.
5. Clothing that advocates or is considered by school administration to represent inappropriate language, drugs, alcohol, any known gang affiliation or appearance, violence, weapons, demon/death related symbols, or illegal acts will not be allowed.
6. Boys may not wear sleeveless tops or tank tops.
7. Other inappropriate attire includes open or bare midriffs, cut off "T" shirts, halter tops, and spaghetti strap tops.
8. Clothing that contains sexually suggestive language, rude comments, double meanings, derogatory language directed at a particular gender, race, ethnic group, disability or religion is also prohibited.
9. All clothing must be neat and clean in appearance and in good repair.
10. Clothing must cover undergarments at all times.
11. Pants and shorts must be worn at the waist and be able to stay up without a belt or other support.
12. Headgear such as sweatbands, beanies, do-rags, hairnets, bandanas are not permitted without special permission from school.
13. Wallet chains, chains worn as bracelets or necklaces, large or spiked rings, spike bracelets or necklaces, or other objects deemed by school administration to be potentially dangerous are not permitted.
14. Body piercing jewelry, except for earrings, is not allowed.
15. Cosmetics and jewelry which distracts or calls undue attention are not allowed. Parents are encouraged not to allow students to wear or bring valuable jewelry to school.
16. Sunglasses, caps, hats or hoods are not allowed in the classroom unless needed for medical reasons. Parents must provide a letter indicating the special needs. Hats and caps may be worn on the playground and at PE for sun protection.
17. Clothing must not interfere with the student's ability to perform assigned class activities or pose a health or safety hazard.

### CELLULAR PHONES (*and other electronic devices*)

Ringling and vibrating cell phones are disruptive during class time. Camera phones and text messaging are also major disruptions to instruction. Phones are stolen, loaned to other students, and may be lost or broken. The use of cell phones at school can be detrimental to the academic climate because it takes valuable time away from instruction and creates distractions to the learning process.

Due to increasing frequency of lost, damaged, and stolen cell phones; and other electronic devices, the school will generally be unable to investigate stolen items. Their security is the sole responsibility of the student and we therefore strongly urge families to keep electronics and other costly belongings at home. Only in the case of extenuating circumstances will reports of stolen or lost devices be turned over the police.

All cell phones and any other electronic devices must be turned off and kept in backpacks or lockers. They must not be visible. Students may not use their cell phones between the hours of 7:55a.m. and the final bell at the end of the day or at any after-school event. Using a cell phone as a clock or saying that it "fell out of my pocket" is not an excuse to have a cell phone out.

We understand the need and convenience of cell phones for students of a particular age. For this reason, a student may use his or her phone before or after the school day. If a student has a matter that requires contacting a parent they must do so under the supervision and with the permission of a staff member using a land line from the main office or with the help of a teacher from the teacher's classroom. Students may not loan their cell phones to other students to use during school hours.

Because of the disruption to the instructional process, if a student is using a cell phone (any of the functions) for any reason during the restricted time, students will be held accountable and the following consequences will be imposed:

- Phone will be taken from the student.
- Discipline will take place (loss of privileges, detentions, suspensions, etc.) at the discretion of school administration.
- The cell phone will be returned only to the Parent/Guardian of the student. The student, sibling, neighbor or relative other than the parent/guardian, may not pick up the phone.

Students who have cell phones confiscated more than two times will be placed on a behavior contract and may be suspended from school for one day for continued defiance. The school may also require the student to check the phone into the office for repeat offenders.

We realize that having to pick up a student's phone may be inconvenient for parents and guardians and therefore we recommend you discuss this policy with your student in order to avoid this problem. We also ask you to keep in mind that the use of cell phones are not

only disruptive in class, they are an inconvenience to teachers and staff that must stop what they are doing to correct the problem, label the phone and be responsible for its safe keeping. Confiscated phones will be labeled with the students name and kept in the main office until the parent takes possession.

UPS and UCMS are not responsible for lost, stolen, or broken cell phones or other electronic devices.

#### **PARENT MESSAGES AND TELEPHONE CALLS**

We request your cooperation in limiting phone calls, deliveries, and other classroom disruptions to emergencies only. Because classroom time is valuable, we aim to minimize disruptions. If your child brings home lunch, please send the lunch with your child in the morning. Lunches, forgotten books and assignments, or other items will be kept in the main office until break time when the student will be notified and may pick up the item(s). Every time a classroom door is opened, concentration and instruction are interrupted. Our teachers thank you for keeping disruptions to a minimum!

### **SUSPENSION/EXPULSION PROCEDURES**

Discipline policies for the UPS and UCMS are based on concepts of positive behavioral support and a progressive discipline process that will involve the children, the school staff, and the child's parent(s)/caregiver(s). The discipline policies are guided by the view that children should be accountable for their behavior. The climate is one of support, understanding, and respect. Every effort will be made to model appropriate behavior and to be proactive in preventing the need for undesirable behavior.

Underlying this progressive discipline process is the belief that retaining students in their learning environment is essential. If, as students progress through the process, it is determined that UPS or UCMS is not considered to be the best educational environment for the child, efforts will be made to find an appropriate match for the student. There is a commitment to providing students an opportunity to experience the benefits of the curriculum in an environment that fosters and promotes their potential, achievement, and well being. Certain expectations of the students are therefore essential to achieving these aims. Student attentiveness, cooperation, punctuality, an attitude of readiness, and respect for peers, adults and property are manifestations of proper behavior. When there is divergence from these expectations, the staff, the student, and the student's parent(s)/caregiver(s) will seek age-appropriate interventions which re-direct inappropriate behaviors into more successful behaviors with the least disruption to the student(s) educational program and class. A desire of the discipline process is to maintain the child in the learning environment and implement interventions that are least restrictive to the individual(s) involved.

The process developed and described is not discriminatory, arbitrary or capricious. Procedures follow general principles of due process. Pursuant to all state laws and University Charter Schools Policies and Procedures, the following steps may be taken to enforce necessary regulations.

**The listing below of minimum and maximum disciplinary actions does not imply or require that a "step by step" progression of increasing severity be used by school staff in dealing with a violation. In most cases, disciplinary action is dependent upon each individual situation and the previous behavior record of the student.**

**\*\*\*In accordance with state law, all school rules apply on the way to and from school.**

1. Verbal and/or written warnings.
2. Individual teacher consequences.
3. Loss of privileges.
4. Notices to parent(s)/caregiver(s) by telephone, email and/or letter.
5. Parent/staff/student conference.
6. Referral to SARB.
7. Parent to accompany student to school.
8. In lieu of suspension from school where appropriate: alternative in-school placement.
9. Progressive discipline.

Discipline policies conform to federal law regarding all students who attend the school. Students served pursuant to the terms of a special education Individual Education Plan (IEP) may be subject to federal statutory and case law. Disciplinary matters involving these students will be carried out in consultation with staff knowledgeable about the provisions of the Individuals with Disabilities Act (IDEA) and the California Education Code. All decisions affecting the students who attend UCMS and UPS will be afforded the rights of due process. The school will notify the child's district of any action that results in the students being moved to an alternative placement.

UPS and UCMS adhere to the California Education Code as it is currently constituted regarding alternative placement as outlined under Section 47605 (b) (5) (J), the procedures by which students can be suspended or expelled.

***Serious behavior may be grounds for suspension or expulsion from school.*** If a student commits such an act, he/she will be referred to school administration. Possession of weapons or drugs will result in suspension and probable recommendation for expulsion. Students may be suspended for the acts listed below while on school grounds or coming to and from school (Education Code, Section 48900):

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object, or explosive.
- c) Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcohol, intoxicant, or representation of items thereof.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school or private property.
- g) Stole or attempted to steal school or private property.
- h) Possessed or used tobacco or tobacco products.
- i) Committed an obscene act or engaged in profanity or vulgarity.
- j) Offered, possessed, arranged, or negotiated to see any drug paraphernalia.
- k) Disrupted school activities or willfully defied valid authority.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened, or intimidated a pupil.
- p) Unlawfully offered arranged to sell, negotiated to sell, or sold prescription drugs.
- q) Engaged in, or attempted to engage in hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed toward a pupil or school personnel.

Pursuant to Education Code Section 48915, mandatory suspension and a recommendation of expulsion are required of UPS and UCMS for the following violations and authorities will be immediately notified:

- a) Possessing, selling, or furnishing a firearm: possession must be verified by school employee
- b) Brandishing a knife at another person: as defined in this section, "knife" means any dagger, or other weapon with a fixed sharpened blade fitted primarily for stabbing; a weapon with a \*blade longer than 2-1/2 inches; a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- c) Sale of drugs
- d) Causing serious physical injury
- e) Possession of any knife, explosive, or other dangerous object (such as airsoft gun).
- f) Possession of drugs
- g) Robbery or extortion

### ***SCHOOL PROPERTY***

The cleanliness of the school buildings and grounds is the responsibility of all students, staff, and parents. Students are expected to respect school property and the property of others. Willfully defacing property, real or personal will result in a disciplinary action from the Student Code of Conduct.

### ***ILLEGAL SUBSTANCES***

Any student found in possession or use of illegal substances (drugs or weapons, including pocketknives) is subject to both school consequences and the jurisdiction of the police.

## **MISCELLANEOUS**

### ***LOST AND FOUND***

Any lost personal articles or books, which are found, are to be placed in the lost and found receptacle in the UCMS office or UPS Multi-Purpose room. It is the responsibility of students or parents to search lost and found for missing articles. Articles will be removed monthly and donated to charity.

### ***NON-DISCRIMINATION***

UPS and UCMS shall be non-sectarian in its programs, admission policies, employment practices and all other operations; shall not charge tuition; and shall not discriminate against any pupil on the basis of ethnicity, national origin, gender or disability.

### ***LIBRARY***

UPS students visit the school library weekly. Students receive instruction in the proper use of the library and are responsible for the return of borrowed books. Classes may also take field trips to the public library to take advantage of the excellent community facilities. UCMS students may visit the library after school and on arranged times during the day.

### ***PETS***

Unless requested by a teacher for a specific class project, pets are not allowed on campus. For health and safety reasons pets are not allowed on campus during drop off and pick up times.

### ***CLASSROOM VISITATIONS***

Parents are always welcome at UPS and UCMS. Many parents regularly volunteer in the classroom or on campus. If you wish to visit your child's classroom for a formal visit or observation, please call and make an appointment at least 24 hours in advance. It is suggested that the length of the formal visit be limited to 20-30 minutes to minimize disruption to the instructional process.

All visitors must sign in and obtain a visitors badge at the office before going to the classroom. If parents want to talk with the teacher regarding their child's progress, please make the appointment for before or after school. Teachers cannot take phone calls during the school day.

### ***NO USE STATEMENT***

UPS and UCMS recognize that the use of alcohol, other drugs, and tobacco and the problems associated with these are becoming increasingly common in our society and among youth.

UPS and UCMS also recognize that the use of alcohol, drugs, and tobacco often precedes the development of problems. For that reason, we believe that "no use" of alcohol, drugs or tobacco by students is desirable.

UPS and UCMS believe that it is in the best interest of the community for it to take steps to promote, enhance, and maintain a drug-free school system and student body, and that along with parents and other segments of the community it has a role to play in helping students to remain drug-free.

## **PARENT RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an

attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Therefore, UPS and UCMS may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the UPS and UCMS to include this type of information from your child's education records in certain school publications. Examples include:

- ✓ The annual yearbook;
- ✓ A program for a show or presentation, showing your student's role;
- ✓ Honor roll or other recognition lists;
- ✓ Forward directory information to high school district upon promotion;
- ✓ Graduation programs; and
- ✓ Sports activity sheets, such as for basketball
- ✓ Others listed in the paragraph above.

*Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.*

*If you do not want UPS and UCMS to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1<sup>st</sup>.*

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202-5901