August 2013

Dear Parents, Guardians and Students:

Welcome to the start of the 2013 - 2014 school year! As in the past, University Preparatory High School staff, students, parents, and guardians will continue to work together to support the goals of our mission statement, leading to high student achievement, college and career readiness, leadership opportunities, a commitment to high standards of student conduct, and service to our community.

This year we are very happy to welcome many new students. All of us know that they will do much to enrich our school. These students will be joined by a great faculty and staff, a new IT technician, some new teachers, and a new Learning Director for curriculum and instruction.

Programs designed to support our students have been strengthened and enriched. The Parent Support Organization (PSO) has broadened its scope to support all students who are new to UPHS. A revision of our Friday bell schedule allows us to provide weekly professional development and collaboration to our faculty and staff – a time devoted to addressing the academic, social, and emotional needs of each of our students.

I invite you to join us as we work to insure that University Preparatory High School continues to be a truly exceptional school.

GO Pandas!

Sincerely,

John Kelly
Principal
University Preparatory High School
WE ARE UNIVERSITY PREPARATORY HIGH SCHOOL

At University Preparatory High School, we have established a unique and positive school environment. We come from a wide variety of backgrounds, cultures, beliefs and communities, to converge on our campus to form one family. We learn together, play together, struggle together, and celebrate our successes together. We take pride in our academics, our performing groups, our extracurricular activities, and our sense of community.

Our higher academic expectations place greater responsibility on students to focus on learning rather than just grades, and call us to a high standard of academic honesty. Here at University Preparatory High School, we enjoy excelling, both in the classroom and in extracurricular activities. We enjoy being ourselves. We form friendships with a variety of people, and in this atmosphere, students, parents, and staff work together to help all of us fully realize our potentials.

Therefore, integrity, honesty, responsibility, and tolerance are all hallmarks and expectations of our University Preparatory High School community. Our student diversity, standards of excellence, and our integration with the college campus require more mature behavior from our students, and as such, we expect a higher standard of behavior from all students. We are not like a typical high school – we are University Preparatory High School.

As a student I will be…..

- Understanding – and show compassion for all abilities, ethnicities, and beliefs.
- Prepared – for classes, leadership, community service, and collegiate opportunities.
- Honorable – in all aspects of life (academics, extracurricular, and school functions).
- Studious – and serious about academic endeavors, concerned about exams, assignments, and school projects.

I understand that if, through my actions, I violate this code, I will be required to meet with a school official to discuss my behavior. Furthermore, I understand that there will be disciplinary consequences for infractions as outlined in the student handbook.

We are not a typical high school. We are University Preparatory High School, and I am UPHS.

Receipt of the Handbook constitutes the students’ warning for violations of rules. While circumstances may require another warning, most disciplinary action will apply the penalty at the first infraction.

Student Name: _________________________ Signature: _____________________    Date: __________
Parent Name: __________________________ Signature: _____________________    Date: __________
Committed to students, support & service

A high school for students committed to college success, leadership and community service
# Administration & Main Office Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Kelly</td>
<td>Principal</td>
<td><a href="mailto:johnk@tcoe.org">johnk@tcoe.org</a></td>
<td>730-5452</td>
</tr>
<tr>
<td>Jennifer Harris</td>
<td>Administrative Secretary to the Principal</td>
<td><a href="mailto:jenniferh@tcoe.org">jenniferh@tcoe.org</a></td>
<td>737-5455</td>
</tr>
<tr>
<td>Stacy Hanson</td>
<td>Learning Director (Curriculum &amp; Instruction)</td>
<td><a href="mailto:stacyh@tcoe.org">stacyh@tcoe.org</a></td>
<td>730-5451</td>
</tr>
<tr>
<td>Sarah Pennington</td>
<td>Counselor</td>
<td><a href="mailto:sarahp@uphsconnect.org">sarahp@uphsconnect.org</a></td>
<td>737-5456</td>
</tr>
<tr>
<td>Susie Aceron</td>
<td>Parent Liaison / Outreach</td>
<td><a href="mailto:susiea@tcoe.org">susiea@tcoe.org</a></td>
<td>730-2529</td>
</tr>
<tr>
<td>Enoch Alanis</td>
<td>Technology</td>
<td><a href="mailto:enocha@uphsconnect.org">enocha@uphsconnect.org</a></td>
<td>730-2529</td>
</tr>
</tbody>
</table>

# Teaching Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susie Aceron</td>
<td>Business, CTE</td>
<td><a href="mailto:susiea@tcoe.org">susiea@tcoe.org</a></td>
<td></td>
</tr>
<tr>
<td>Arturo Figueroa</td>
<td>Social Science</td>
<td><a href="mailto:arturof@tcoe.org">arturof@tcoe.org</a></td>
<td></td>
</tr>
<tr>
<td>Patty Guthrie</td>
<td>Music</td>
<td><a href="mailto:patty.guthrie@uphsconnect.org">patty.guthrie@uphsconnect.org</a></td>
<td></td>
</tr>
<tr>
<td>Stacy Hanson</td>
<td>Physical Education, Health, Independent Study</td>
<td><a href="mailto:stacyh@tcoe.org">stacyh@tcoe.org</a></td>
<td></td>
</tr>
<tr>
<td>Glen Hill</td>
<td>Art</td>
<td><a href="mailto:glen.hill@uphsconnect.org">glen.hill@uphsconnect.org</a></td>
<td></td>
</tr>
<tr>
<td>Gary Lieberman</td>
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<td><a href="mailto:garyl@uphsconnect.org">garyl@uphsconnect.org</a></td>
<td></td>
</tr>
<tr>
<td>Anicia Lopez</td>
<td>Physical/Earth Science</td>
<td><a href="mailto:anicia.lopez@uphsconnect.org">anicia.lopez@uphsconnect.org</a></td>
<td></td>
</tr>
<tr>
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<td></td>
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<tr>
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<td><a href="mailto:helenmf@tcoe.org">helenmf@tcoe.org</a></td>
<td></td>
</tr>
<tr>
<td>Jordan Roberts</td>
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<td><a href="mailto:jordan.roberts@uphsconnect.org">jordan.roberts@uphsconnect.org</a></td>
<td></td>
</tr>
<tr>
<td>Pamela Rutherford</td>
<td>Mathematics</td>
<td><a href="mailto:pamr@uphsconnect.org">pamr@uphsconnect.org</a></td>
<td></td>
</tr>
<tr>
<td>Eric Thiessen</td>
<td>Science</td>
<td><a href="mailto:erict@tcoe.org">erict@tcoe.org</a></td>
<td></td>
</tr>
<tr>
<td>Maria (Zonia) Tovar</td>
<td>Foreign Language</td>
<td><a href="mailto:zoniat@uphsconnect.org">zoniat@uphsconnect.org</a></td>
<td></td>
</tr>
</tbody>
</table>
Tulare County Office of Education

Board Of Education

Celia Maldonado-Arroya – President
Joe Enea – Vice President
Judy Coble
Patricia Hillman
Debby Holguin
Tom Link
Chris Reed

District Administration

Jim Vidak – Superintendent
John Caudle – Deputy Superintendent
Guadalupe Solis, Ed.D. – Assistant Superintendent
Robert Herman – Public Information Officer
ACADEMICS

ACADEMIC ELIGIBILITY

For a parent notification of eligibility, a student’s report card will be checked as Eligibility (E), Probation (P) or Ineligibility (I), as shown below.

The academic eligibility program is designed to emphasize the importance of academic achievement, satisfactory citizenship, and good attendance. The basic minimum requirements for students to participate in extracurricular activities as adopted by TCOE are specifically as follows:

1. A student must have a grade point average of "C" (2.0) with no more than one "F" during each six-week grading period.

2. Should a student fall below the above requirement, a six-week probationary period will be provided to allow the student to bring up his/her grades. If unsuccessful in bringing the grades up to the standard required, the student will not be eligible for participation in extracurricular student activities during the next six-week period and until his/her grades meet the academic standards at the next regular grade reporting period.

3. A student with two or more unsatisfactory citizenship marks from teachers may not participate in extracurricular activities until the next regular period (the following six-week period).

4. Students who are absent fifteen days in one school year may be placed on Attendance Supervision, which imposes the requirement that a licensed medical practitioner verify future absences. If a student on Attendance Supervision accumulates five unexcused absences, he or she will be ineligible to participate in extracurricular activities, including graduation, for the remainder of the school year unless the student returns to the regular campus after successfully completing an alternative education program.

5. In addition to the stipulation above, High School athletes are bound by C.I.F. (California Interscholastic Federation) regulation that states that an athlete must be passing a minimum of 20 units each quarter or immediately be declared ineligible to participate in extracurricular activities.

6. As described above, your student’s eligibility to participate in extracurricular activities will be checked on the report card. Please contact your student’s high school counselor if you have any questions.
ACADEMIC HONESTY

The students of University Preparatory High School are expected to demonstrate the belief that personal integrity is basic to all solid achievement and that it is the responsibility of the school to maintain a climate in which honesty is expected and valued. Cheating is an obstacle to achieving this goal. With regard to schoolwork, cheating is defined as obtaining or providing any help on an assignment or test where the intent was that the student completes the assignment or test by himself/herself. Plagiarism is a form of cheating. To plagiarize is to take ideas or words of another person and pass them off as one’s own. This applies to written material, and materials or information from Internet sources. Students are expected to provide adequate documentation as to the source of information used as indication of academic honesty. Teachers reserve the right to use appropriate methods (Internet) in order to confirm the authorship of papers turned in by students.

The teacher’s professional judgment will determine whether cheating has occurred. Students shall not give an instructor cause to consider their actions dishonest. If it is determined that a student has cheated or plagiarized, the student will be subject to disciplinary consequences as outlined in the TCOE Conduct Code. Sources: Board Policy 5131.9 – Administrative Regulation 5131.9a

COLLEGE ENROLLMENT POLICY

The students of University Preparatory High School are expected to follow the school guidelines to become eligible to enroll in a COS class. The following criteria must be met.

1. Student must have a GPA of 2.5 and a “C” or better in all High School courses as per the last grading period.

2. Student must have 95% attendance in all High School courses to enroll.

3. Student and Parent must submit High School Concurrent Enrollment Form prior to enrolling.

4. Student and Parent must submit signed College Contract Agreement to office for administrative approval.

A student may enroll in a college course to replace a high school course by following the criteria below.

1. Student must meet regular criteria outlined above.

2. Student must submit College Contract Agreement with replacement section signed and approved by the subject department chair.

3. Student must agree to follow all UPHS and COS recommendations and codes.

A student is not allowed to register for any college course that has not been given prior approval. This includes courses that were not written as approved on the concurrent
enrollment form. Any course credits that are taken without approval will not be given credit on the High School Transcript.

**COS CODE**

A student enrolled in any COS course needs to follow COS course and behavior policies. These policies are available online at:

[www.cos.edu/Admissions/ClassSearch/Pages/Catalog.aspx](http://www.cos.edu/Admissions/ClassSearch/Pages/Catalog.aspx)

It is recommended that each parent and student review the catalog before signing up for any COS course.

*A Standard For High School Graduates*

Seniors are required to pass the California High School Exit Examination (CAHSEE) to receive a high school diploma. The purpose of this graduation requirement, authorized by state law, is to:

- help improve student achievement in high school;
- make sure that graduates meet rigorous state standards in reading, writing, and mathematics.

This is a major component to the school’s requirements for high school graduation. School staff will be working closely with students and parents to help students pass this exam.

**What will happen if students don’t pass the CAHSEE?**

Students will have five (5) opportunities to take the test until all the portions are passed. They will retake only those portions of the test not previously passed. Visalia Unified School District and/or Golden West High School will provide additional instruction for students who need it. Students who have not passed the CAHSEE by the end of grade twelve (12), are entitled to receive instruction and services for up to two (2) consecutive years after completion of grade twelve (12) or until the student has passed both parts of the CAHSEE.

**For more information....**

If you have any questions about the CAHSEE:

- Contact our school office at (559) 730-2529
- Come to Back-to-School Night
- Check the California Department of Education website at [www.cde.ca.gov/statetests/hsee/hsee.html](http://www.cde.ca.gov/statetests/hsee/hsee.html)
### COLLEGE ADMISSION COURSE REQUIREMENTS

(a) through (g) Requirement Course List

<table>
<thead>
<tr>
<th>Area</th>
<th>Subject</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>History and Social Science (including 1 year of U.S. History or 1 semester of U.S. History and 1 semester of Civics or American Government and 1 year of Social Science)</td>
<td>2</td>
</tr>
<tr>
<td>b</td>
<td>English (4 years of college preparatory English Composition and Literature)</td>
<td>4</td>
</tr>
<tr>
<td>c</td>
<td>Math (4 years is recommended) including Algebra I, Geometry, Algebra II, or higher Mathematics (take one each year)</td>
<td>3</td>
</tr>
<tr>
<td>d</td>
<td>Laboratory Science (including 1 Biological Science and 1 Physical Science)</td>
<td>2</td>
</tr>
<tr>
<td>e</td>
<td>Language Other than English (2 years of the same language; American Sign Language is applicable – *See below about a possible waiver of this requirement)</td>
<td>2</td>
</tr>
<tr>
<td>f</td>
<td>Visual and Performing Arts (Dance, Drama or Theater, Music, or Visual Art)</td>
<td>1</td>
</tr>
<tr>
<td>g</td>
<td>College Preparatory Elective (additional year chosen from the a-g list)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Courses</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

*Waiver of “Language Other than English” Requirement*

If you can demonstrate competency in a language other than English that is equivalent to or higher than that expected of students who have completed two years of Language Other than English study, you may be allowed a waiver to the foreign language requirement. For further information, contact the UC/CSU campuses to which you are applying and/or your University Preparatory High School counselor for more details regarding any aspect of the a – g course listing.

### College and University Websites

The following websites give information on state colleges and universities, independent colleges, and community colleges:

- **Community Colleges**
  
  - [www.cccc.edu](http://www.cccc.edu)

- **Independent and Private Colleges**
  
  - [www.aiccummentor.org](http://www.aiccummentor.org)

- **California State University**
  
  - [www.csumentor.edu](http://www.csumentor.edu)

- **UC/CSU a-g Course List and More**
  
  - [ucop.edu/doorways/](http://ucop.edu/doorways/)

- **University of California**
  
  - [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu)

- **SAT College Board Examinations**
  
  - [www.collegeboard.com](http://www.collegeboard.com)

- **ACT Examinations**
  
  - [www.actstudent.org](http://www.actstudent.org)
GRADE REPORTING POLICY FOR 2013-2014 SCHOOL YEAR

In order to provide all parents of students in grades 9-12 with more information about the progress of their children, **students will receive grade reports every six weeks.** These **reports will be mailed** home.

The grade reporting dates for the 2013-2014 school year are:
- September 20, 2013
- November 1, 2013
- December 20, 2013 (First Semester Ends)
- February 21, 2014
- April 11, 2014
- May 30, 2014 (Second Semester Ends)

GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td>40</td>
</tr>
<tr>
<td><strong>History/Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>World History and Cultures</td>
<td>10</td>
</tr>
<tr>
<td>United States History</td>
<td>10</td>
</tr>
<tr>
<td>American Government, Civics</td>
<td>5</td>
</tr>
<tr>
<td>Economics</td>
<td>5</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>20</td>
</tr>
<tr>
<td>All students must pass Algebra or an approved sequence of courses covering the Algebra standards (Ed. Code 51224.5) in grades 9-12</td>
<td></td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>25</td>
</tr>
<tr>
<td>Physical Science</td>
<td>10</td>
</tr>
<tr>
<td>Biological Science</td>
<td>10</td>
</tr>
<tr>
<td>Health</td>
<td>5</td>
</tr>
<tr>
<td><strong>Physical Education</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Foreign Language/Fine Arts</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>75</td>
</tr>
<tr>
<td><strong>Total to Graduate</strong></td>
<td>220</td>
</tr>
</tbody>
</table>
California High School Exit Exam
All students must pass the California High School Exit Exam (CAHSEE).

Physical Education Participation Requirements
All 9th graders will enroll in and complete a comprehensive physical education course or its equivalent. No athletic exemptions will be granted in 9th grade.

Non-athletic exemptions for 9th graders will be granted in accordance with the state education code.

HOMEWORK POLICY

Homework is an integral part of the educational process as it is an extension of the classroom, giving students reinforcement in using what has been taught in the classroom. Homework encourages students to work independently, use time wisely, and develop a sense of responsibility. Homework fosters good study habits that will be useful throughout the student’s school career. Homework gives parents an opportunity to see what their student is doing in school and an idea of their student’s progress. Each student will work better when he/she senses his/her parents’ interest in the homework. If your student doesn’t bring work home, determine whether he/she is completing it in school, forgetting it, or failing to bring it home. Parents having concerns about homework are encouraged to contact the teacher.

STANDARDS BASED INSTRUCTION TERMS

*Academic Content Standards – the general expectations of what a student should know and be able to do.

*Benchmarks – a specific statement of what all students should know and be able to do at a specified time in their schooling. These are statements around which teachers will organize assessments or design tests.

*Rubric – set of guidelines for evaluating student work.
TEXTBOOKS

Textbooks will be issued to students through the IT technician and installed on their computer. In order to receive paperbound textbooks, students must present a valid student identification card. Students are responsible for the care of each text assigned to him or her. Texts that are lost or stolen and books that show excessive wear and/or damage are charged to the pupil and parents. Teachers will check periodically on textbooks, their ownership and condition. **A student must turn in the same textbook that was assigned to him/her.** Students may be placed on non-privilege for failure to return the books assigned. In addition, failure to clear obligations may result in delay in registrations for fall or spring courses, and/or withholding of the student’s report card.

LAPTOPS

Laptops will be issued to students through the IT technician upon the return of the Laptop Check-Out form. Students are responsible for the care of each laptop assigned to him or her. Laptops that are lost or stolen and laptops that show excessive wear and/or damage are charged to the pupil and parents. The IT technician will check periodically on laptops, their ownership and condition. **A student must turn in the same laptop and cord that was assigned to him/her.** Students may be placed on non-privilege for failure to return the laptop assigned. In addition, failure to clear obligations may result in delay in registrations for fall or spring courses, and/or withholding of the student’s report card.

SUPPORT FOR STUDENTS

ACADEMIC SUCCESS

UPHS supports student success by helping students “learn how to learn”, including the utilization of assignment calendars, organization and time management skills.

BULLETIN

First and Fourth period teachers will read the bulletin daily. The bulletin is also published daily on the University Preparatory High School PowerSchool website.

CAFETERIA & FOOD SERVICES

Food services are available for purchase in the cafeteria, snack bar and food carts located on the COS campus. **Students are expected to take responsibility for their trash and dispose of it properly.** Violation of this rule may result in a detention during lunch hour, campus clean up, or disciplinary consequences.
CAREER CENTER

The Career Center is a resource for students to research careers, colleges, and programs as they determine post-graduation goals. This is provided by COS in their Welcome Center.

COLLEGE NIGHT

The Tulare County Office of Education is proud to present the Tulare County College Night on Tuesday, September 10, 2013 at the Visalia Convention Center. College Night is designed for students and parents who want to learn more about preparing for and applying to colleges. The Convention Center will be filled with representatives from over 90 universities and colleges, ready to answer questions about entrance requirements, tuition, and housing. Financial aid and scholarship information will also be available. Prior to and during the event, students and parents may access the College Night website at www.tcoe.org/collegenight to learn more.

COUNSELING

Counselors are responsible for all academic and minor discipline issues for students.

   Sarah Pennington, 737-5456

Yearly Counseling Goals:

Eighth Grade
- Pre-registration for high school, including student orientation and optional parent orientation.
- Academic counseling session
- PSAT* (Preliminary Scholastic Aptitude Test) available

Ninth Grade
- Review established four-year educational and career plan
- Report results on district competency tests
- Academic counseling sessions

Tenth Grade
- A sophomore conference with student, parent or guardian
- Academic counseling session (4-year plan)
- Students will be informed of their progress toward grade
- PSAT* will be available
- Report results on district competency test

Eleventh Grade
- Students will continue with the Career Education Program
- Include educational/career plan update
- Include any testing that may be necessary for identification of interests or aptitudes (optional)
• Students will be informed of their progress toward graduation
• Students will be given the following:
  *PSAT/NMSQT, SAT I, ACT, SAT II testing information
• Opportunity to meet with college representatives
• Information on career-related vocational choices
• Results of district competencies reported – student and parent contact.

Twelfth Grade
• A graduation requirements update will be conducted.
• Parents will receive notification when a student is deficient in a class required for graduation.
• The following information is available to seniors:
  • College application process
  • Scholarship and financial aid information
• Vocational counseling is available to all seniors.

* SAT - Scholastic Aptitude Test
  PSAT - Preliminary Scholastic Aptitude Test
  ACT – American College Test
  NMSQT - National Merit Scholarship Qualifying Test

ENGLISH LANGUAGE DEVELOPMENT (ELD)

ELD services are available to Non-English and Limited-English Speakers in the core subject areas: English, Math, Science, and Social Science.

LEARNING RESOURCE CENTER (Library)

The Learning Resource Center is the hub for curricular and resource materials. The Learning Resource staff and classroom teachers cooperate as teaching partners, making the Learning Resource Center an extension of the classroom. The purpose of this cooperative partnership is to develop and implement resource-based learning experiences and units of study, which will ensure the integration of informational skills and/or literature into the curriculum. Students develop, master, and extend skills in different subject contents at varying levels of difficulty using a wide variety of materials and technology. This is provided to our staff and students through the COS library.

Students are encouraged to utilize this resource before, during, and after school. Students losing or damaging material will be fined or charged replacement fees.

NURSE / MEDICATION / PHYSICALS

SCHOOL NURSE
The nurse is available on a quarterly basis. UPHS has trained staff members on hand to assist with any incident. In case of an accident, the nurse/designated staff is notified immediately, and he/she in turn contacts the parents. It is essential that parents fill out and return the Emergency Contact Cards in order to provide
necessary medical services. The nurse/designated staff must speak directly to a parent/guardian to excuse a student for an illness.

**MEDICATION**

**All medication must be checked in through the front office.** This applies to all over-the-counter medication, such as aspirin, allergy tablets, etc., as well as prescription drugs.

**Ed. Code Section 49423** defines the following **requirements for medication:** “Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel” if the school received:

1. A written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken.

2. A written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matter set forth in the physician’s statement. "Medication must be clearly labeled and in original container." Hint: Ask the pharmacist to label two bottles. One for home use and one for school use. If your student has special health needs, (i.e., bee sting allergies, asthma, diabetes, seizure disorders, etc.) please contact the nurse/office (730-2529).

**PHYSICALS**

Physicals are mandatory for any student participating in **intramural sports/club activities.** This will clear the student for the academic year.

**PSYCHOLOGICAL, DRUG & ALCOHOL COUNSELING SERVICES**

Psychological counseling services are available to all students at UPHS. Students may be referred to the TCOE psychologist by their parents, teachers or counselors. Students may refer themselves by contacting the counseling office. Referrals to appropriate services are available to students upon request for help with alcohol or drug use. The psychologist is available to provide testing and psychological information beyond the scope of the classroom teacher.

The TCOE Psychologist plays a counseling role to parents and students, and provides assistance to teachers regarding the difficulties. All psychological testing requires parent permission. The goal is implementation of effective teaching strategies for individual students exhibiting learning and/or behavioral difficulties.

**YOUTH SERVICES OFFICER**

Our campus is served by the College of Sequoias campus officer who is a City of Visalia Police Officer assigned to the COS campus. The mission of the COS officer is to help provide guidance and protection to the students of University Preparatory High School and to help insure that our school is free of violence and intimidation. The goal of the COS officer is to reduce incidents of crime and maintain a more secure atmosphere conducive to learning. A truant officer is provided by TCOE and will be used to help students from becoming delinquent.
**ATTENDANCE – DISCIPLINE – SAFE SCHOOL**

**SCHOOL PERSONNEL AND PARENT RESPONSIBILITIES**

**IT IS OUR DUTY TO HELP YOU DISCIPLINE AND GUIDE YOUR CHILDREN**

Under California law, parents and legal guardians are responsible for the conduct of their minor children. *California Education code gives school personnel parent responsibilities from when your student leaves your front door in the morning until he/she enters your front door after school, or is attending a school-sponsored event.* Ultimately, parents must maintain discipline and control of their children’s behavior, whether at school or away from school. We will certainly help your student follow the standards below while he/she is at school or at a school-sponsored event. The parental duty in this regard includes direct responsibility for all aspects of your children’s conduct and financial liability for his/her misconduct or negligence. See generally CIV.CODE 196,197.

Certainly, parents are also prohibited from abusing or neglecting their children.

While parents are ultimately liable, students are required to conform their conduct to acceptable standards. These general standards include the duties to:

- Attend school punctually and regularly (5 CODE REG. § 300);
- Obey promptly all directives of teachers and others in authority (5 CODE REG. § 300);
- Observe good order and proper deportment (5 CODE REG. § 300);
- Be respectful to teachers and others in authority (5 CODE REG.§300);
- Be kind and courteous to other students (5 CODE REG.§ 300);
- Refrain entirely from the use of profane and vulgar language (5 CODE REG. § 300);
- Remain on school premises (5 CODE REG. § 303).

Students are specifically prohibited from intentionally damaging, defacing or destroying school property, under the penalty of suspension or expulsion. (5 CODE REG.§ 301).

*Our promise to you is that all of us at University Preparatory High School will be as consistent as possible as we are doing our best parenting while your student is in attendance here.*
ATTENDANCE AND TARDY POLICIES

ATTENTION SENIORS: Senior Attendance Policy
Attendance Requirement for Participation in High School Commencement Ceremony

Tulare County Office of Education/ UPHS has a 94% attendance policy that must be met during the senior year for participation in commencement ceremonies.

1. Students must be in class at least 94% of the periods during the senior year of high school to participate in commencement ceremonies.

2. This is not an excused/unexcused absence policy. It is an attendance policy. The type of absence does not matter with the following exceptions:
   a. doctor appointments or a doctor-mandated stay at home
   b. subpoenas to court
   c. funeral of an immediate family member
   d. approved and completed furlough
   e. participation in a school activity

3. It is up to the student to bring verification from the doctor or court for an exception. Otherwise, the absence will count against the policy. Verification must be brought within three school days following the absence.

4. Saturday School attendance (all four hours) may clear an absence. Banking of Saturday School credit is NOT allowed.

Appeal Process

An appeal must be originated by a parent. This appeal must be in writing using the Attendance Policy Appeal Form available in the Attendance Office.

The appeal board consists of:
1. Principal
2. Attendance Secretary
3. Counselor/Learning Director
4. Teacher

The appeal board’s decision is final.
When a student is absent, call the following attendance technician:

Susie Aceron 730-2529

Student absences are to be cleared by phone calls only to the attendance office.

Note: Be ready to give your name, student’s name, date and reason for the absence.

If an absence isn’t cleared by a call within one school day, the student is considered truant and subject to disciplinary action in accordance with the appropriate section of the UPHS Conduct Code.

**Excused Absence**  
An absence legally recognized by the California Education Code, such as personal illness, medical or dental appointments, funerals involving members of the immediate family.

**Warranted Absence**  
Unavoidable family emergencies, family business, and funerals (prior approval required).

**Unexcused Absence**  
Absence for personal reasons which did NOT receive prior approval from school administration. Saturday School may be assigned to make up missed class work.

**Cut**  
A tardy in excess of thirty (30) minutes. If a student accumulates three (3) cuts, the student will be considered truant. Disciplinary action will be taken.

**Truancy**  
Absence recognized by the school as avoidable and without acceptable parental permission. In an effort to improve school attendance, the policy included in the appropriate section of the UPHS Conduct Code will be enforced. Disciplinary action will be taken.

**Suspension**  
A suspended student may be allowed to complete comparable assignments. The responsibility of obtaining and doing class work lies with the student. (Parents may contact teacher to obtain class work). The teacher may require the student to complete any assignments and tests missed during the suspension. The student shall not be denied the opportunity to make up work and to have made-up work calculated in the course grade. (E.C. 48913)
TARDY POLICY AND PROCEDURES

Students are to be **inside the classroom** before the start of class, or they will be considered tardy. Tardiness to class is unacceptable because it interrupts and is disruptive to the educational process. If a student is tardy in excess of ten (10) minutes, the teacher has the option of not allowing assignment make-up because of lack of class participation. If the student is tardy in excess of thirty (30) minutes, he/she will be marked UNEXCUSED (E. C. 48260). Teachers are discouraged from allowing any student to leave the classroom for the first fifteen (15) minutes of class, unless it is an emergency. In the event of an emergency, and to discourage students from abusing this privilege, the students may be given the opportunity to make up the missed time at lunch or after school.

**Tardy Steps**
It is one of the school’s duties to assist parents in helping students develop responsible attitudes and behavior. For this reason, one of the responsibilities of each student is to be in the classroom in his/her seat or workstation when the bell rings. Being tardy is irresponsible behavior; it is disruptive to other students and the classroom learning environment.

<table>
<thead>
<tr>
<th>Tardy</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Tardy</td>
<td>Teacher warning to student and review of the tardy policy.</td>
</tr>
<tr>
<td>2nd Tardy</td>
<td>Teacher warning to student and review of the tardy policy.</td>
</tr>
<tr>
<td>3rd Tardy</td>
<td>Teacher warning to student and review of the tardy policy.</td>
</tr>
<tr>
<td>4th Tardy</td>
<td>Teacher makes parent contact and assigns a class detention. Failure to serve a class detention will result in a one-hour detention after school.</td>
</tr>
<tr>
<td>5th Tardy</td>
<td>Teacher writes a referral to the principal. Principal will make parent contact and assign detention. Principal will document in PowerSchool/Discipline and counsel student on the tardy policy.</td>
</tr>
<tr>
<td>6th Tardy</td>
<td>Teacher writes a referral to the principal. Principal will make parent contact and assign a Saturday School. Principal will document in PowerSchool/Discipline. *Teacher may mark unsatisfactory citizenship on the student’s report card provided parent contact has been made.</td>
</tr>
<tr>
<td>7 or more</td>
<td>Student will be subject to further disciplinary consequences which may include restriction of “off campus” privileges, detention, Saturday school, suspension, SARB, and possible consideration to an alternative placement.</td>
</tr>
</tbody>
</table>

**Note:** Students tardy after lunch may be denied off-campus privileges.

**OTHER CONSEQUENCES**
** At certain times of the year when tardies become problematic, administration will run temporary lockouts. These will be used to reinforce school policy and an after school detention will be assigned. In addition, students returning late from lunch may have off-campus lunch privileges temporarily revoked. **
CITIZENSHIP MARKS

Three or more unexcused tardies or more than two referrals may result in unsatisfactory classroom citizenship marks. Citizenship marks are given at the end of each six-week grade reporting period. A student who receives two or more unsatisfactory (U) citizenship marks within the same grading period becomes ineligible for participation in extracurricular activities for the following grading period. See UPHS Conduct Code, “Classroom Citizenship Expectations and Consequences and Appeal of Citizenship Mark.”

CLEARANCE FOR ATHLETES/ PERFORMERS

Students who must attend a medical or dental appointment the day of a competition or performance must clear the absence with the principal at least one day prior to the event. Upon return from the appointment, the student must bring a signed note from the doctor or medical staff verifying the appointment. Failure to adhere to this C.I.F. policy will result in the athlete/performer not being able to participate in the event.

HALL PASSES

Students are never to leave a classroom or activity area without the written permission of the supervising teacher and only after being issued a Hall Pass.

LEAVING PERMITS

Once arriving at school, students are to remain on campus until the end of their school day. Students must have a leaving permit in hand prior to leaving campus during the school day when driving themselves. Any student leaving campus without a leaving permit or school clearance may be classified as a truant/unexcused absence. Parents must call the attendance office prior to the appointment to authorize the student to leave campus. The leaving permit can be picked up before school or between classes. Students being picked up by a parent must be signed out in the office. Students must check back in through the attendance office, located in the administrative office, when returning from an appointment.

- Permits are issued for excused or illness-related reasons only. (Appointments must be verified).
- Students may not leave school during the day without a leaving permit.
- Parents must call the attendance office to give prior approval for leaving permits.
- Leaving permits should be signed by a doctor or parent and returned to the attendance office upon the student’s return to school.
- Leaving permits are also issued if a student becomes ill at school, but only after the student reports to the nurse’s office.
- Assignments missed due to an excused or warranted absence may be made up. It is the responsibility of the student to make up missed assignments.
MODIFIED OPEN CAMPUS

University Preparatory High School operates under a modified open campus policy for **Sophomores, Juniors and Seniors only.** It is a **closed campus for Freshman students.** This means that a student is not permitted in the neighborhoods or parks during lunchtime, whether in a car or on foot. There are also unauthorized areas off limits to all students during lunch, before school and after school. These areas are:

- Any other school unless enrolled in a class
- The swimming pool/tennis courts
- COS classroom buildings (does not include UPHS classrooms, attending COS class)
- Parking lots
- Baseball/Softball fields

Privileges can be revoked/restricted for discipline/attendance reasons.

Whether on or off campus during the lunch hour, TCOE rules of conduct apply to all students. Students are obligated to be positive ambassadors for the school when out in the community.

**PLEASE NOTE: Seniors are not permitted a Senior Ditch Day. Students who choose to observe a Senior Ditch Day will be subject to the University Preparatory High School disciplinary consequences for truancy.**

ASSEMBLY CONDUCT

Students are not permitted to leave campus during an assembly.

- During pep/rally assemblies, students are to sit in the area with their class.
- During an assigned seat assembly, students sit within the designated area.

COMPUTER / INTERNET USE AGREEMENT

Students are granted the privilege of computer use while at school. The details of the computer use agreement are outlined in the UPHS Conduct Code. Further, each student signs a computer user agreement which stipulates the proper use of computers at school. Students are expected to report any security problem or misuse of the network to the teacher or principal.

Students are not permitted to:

1. use another person’s name and/or password;
2. access sites not approved for student use at school (such as My Space, Facebook, gaming sites) or utilize a site which would allow the student to access a non-approved site;
3. download and/or install any software program not approved by UPHS and site administration on the school system;
4. view the correspondence (e-mail) between other people without their knowledge or consent;
5. use a teacher computer;
6. view or change grades and/or attendance on a teacher computer;
7. use any computer unless under the direct supervision of a staff member.

Student participation in any of these activities or any other violation of the UPHS Computer Use Agreement as outlined in the UPHS Conduct Code will result in disciplinary action up to and including suspension, expulsion, arrest, and/or loss of computer privileges at school for a specified period of time.

**DRESS CODE**

UPHS believes that all students should wear clothing to school that fits well, reflects pride in oneself, is conducive to the learning process and demonstrates respect for the school and others. Additionally, we believe that high school is a transitional time for students to prepare for the workplace. Therefore, students will adhere to the dress code rules described in the University Preparatory High School Student Code of Conduct.

The principal/designee shall have the discretion to prohibit any student from wearing any attire that is disruptive and distracting to the learning environment or the safety of the students. (Ed. Code 3529.5)

Any violation of the dress code will result in a warning to the student and parents will be contacted. Students may be sent home to dress properly or change into appropriate attire for school. Continual infractions will result in other alternative consequences and/or suspension for defiance of authority.

For questions of interpretation or clarification, call 730-2529.

**ELECTRONIC DEVICES/CELL PHONE GUIDELINES**

**BOARD POLICY 5131 (b)**

Students may possess or use electronic devices (including, but not limited to, pagers, beepers, cellular/digital telephones, CD players, MP3s, PSPs, iPods, etc.) while on campus or at school-sponsored activities provided that such devices do not disrupt the educational program or school activity. These devices shall be turned off and put away during class time and at any other times directed by a district employee. Cell phones may never be used in classrooms, locker rooms, or restrooms to photograph students. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day or activity and will return it only to the parent. Such devices are considered personal property. Students possess these items at school entirely at their own risk. The school or district is not responsible for lost, stolen, or damaged devices. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student’s health and the use of which is limited to health-related purposes. (Education Code 48901.5)
EMERGENCY DISASTER NOTIFICATION

We do not know when a disaster may occur, yet we must be prepared. In preparation, and in compliance with TCOE policy, UPHS has developed a Safe School Response Plan in case of an emergency. The plan is committed to the welfare and safety of our students during school hours. The plan is available for inspection in the school office. As part of our Safe School Plan, we are requesting your assistance. Should there be an emergency, such as a major fire, shooting, explosion, etc., your student may be required to remain in the care of the school until it is deemed safe by an Emergency Services Authority for students to be released. At that point, students may be released only to properly authorized parents and/or designees.

To assist in our Safe School Plan, please return the Emergency Contact Card with correct local telephone numbers and addresses for yourself and those persons to whom you would allow your students’ release. (Be sure to notify those persons listed that you have authorized their supervision in case of an emergency). No student will be released to the care of unauthorized persons. In case of an emergency, UPHS has established the following designated Student Release Points:

- If students remain at University Preparatory High School – Student Release Points will be the Yokut Classrooms, if buildings are accessible. The Woodland Drive pick-up and drop-off area will be used for a staging area if an outside area is necessary.

We at UPHS will do everything in our power to assure that our students and staff are prepared to address any emergency should one arise. If you have any questions concerning our Safe School Plan, please feel free to call Stacy Hanson, Learning Director/Student Safety Coordinator at 730-2529.

FIRE AND EMERGENCY DRILLS

In order to help ensure the safety of staff and students, emergency drills will be held on a regular basis throughout the school year. Drills will include:

- Fire
- Lock down
- Shelter in place
- Site evacuation
- Duck and cover

University Preparatory High School has a comprehensive safe school plan and all staff is trained in emergency procedures and will communicate directions to students.
Non-Discrimination Harassment

Any and all forms of harassment or discrimination based on race, ethnic group, religion, gender, color, ancestry, national origin, physical or mental disability, age, or actual or perceived sexual orientation, which includes perceptions of a person's identity, appearance or behavior, is expressly prohibited under TCOE policies 5123.3 and 5145.7 and State law, including Education Code Section 220 and Penal Code Sections 422.6 and 422.76.

Intimidation, harassment, or retaliation of any student is prohibited. Teachers and staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges. The School Safety Counselor's role includes accepting complaints of harassment or discrimination. The University Preparatory High School Safety Counselor is Sarah Pennington, 737-5456.

Any student who feels that he/she is being harassed or discriminated against should immediately contact either the school safety counselor or the principal. Each harassment or discrimination complaint shall be promptly investigated in a way designed to respect the privacy of all parties concerned. If a situation involving harassment is not promptly remedied by the school safety counselor or principal, a complaint may be filed with the TCOE Area Administrator.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

SEXUAL AND SEXUAL ORIENTATION HARASSMENT

The prohibition on retaliation, the consequences for sexual harassment and the grievance complaint procedures applicable to sexual harassment are equally applicable to harassment or discrimination based on sexual orientation or gender.

TCOE and University Preparatory High School are committed to maintaining a learning environment that is free from harassment of any student by an employee, student, or other person at school or at any school-related activity. This includes any conduct or communication that harasses which is based on race, ethnicity, color, creed, national origin, religion, gender, or sexual orientation.

Students shall be assured that they need not endure any form of harassment, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student’s emotional well-being at school. They shall be informed that they should immediately contact the school safety counselor, principal, or designee if they are being harassed.
PARKING AND TRANSPORTATION INFORMATION

Bicycles, Mopeds, and Motorcycles
Students are not to ride bicycles, mopeds or motorcycles on campus. They may be placed in the racks provided by COS. **ROLLER BLADES & SKATEBOARDS ARE NOT TO BE RIDDEN ON CAMPUS, ROADWAYS OR PARKING LOTS.** Failure to comply with these rules will result in confiscation of skateboards or roller blades which will only be returned to a parent or guardian. **UPHS students are not to bring skateboards to school.** We are implementing these policies for the safety of students and to protect school property.

Transporting students to and from school
In order to maintain safety for our students, **please drop students off at the loading zone on Woodland Drive.** Because of the congested nature of our parking lots in the morning, it is not advisable to drop off your student in the parking lots. **Do not enter the COS Faculty Parking lot to drop off or pick up students at any time.**

**UNLESS AUTHORIZED, STUDENTS AND VISITORS MAY NOT PARK IN THE FOLLOWING AREAS:**

- **BUS ZONES** (for BUS Loading/Unloading ONLY)
- **WHITE ZONES** (Loading & Unloading ONLY)
- **RED ZONES** (No vehicle may be parked or stopped in a no-parking red curb zone. Vehicles that are parked in a no-parking red zone may be issued a citation and/or towed at the owner’s expense.
- **FIRE LANE
- **NO PARKING ZONES** (where marked)
  Violators will be cited by Visalia Police Department. Cars and cycles of any kind are not to be driven on any part of the school campus other than paved roadways. This includes the athletic fields, in front of the cafeteria, pool or tennis courts.
- **Student Permit Parking** (only park if permit purchased), Staff, Handicapped, Visitor Parking, Campus Police, and School Nurse space.

**POSTING AND USE OF SIGNS**
All posting of signs/bulletins, hand-held signs and informational flyers must have prior approval by site administration. The ASB Director may approve flyers promoting UPHS student activities.

**PROHIBITED ITEMS**
The following items are prohibited on campus: non-approved hats/caps.bandanas, laser pens, wallet chains, water guns, spiked or studded apparel, weapons, and the use of roller blades or skateboards. These items will be confiscated and will be returned to
the student’s parent or guardian at the end of the week, or when deemed appropriate. Devices not picked up within 30 days will be auctioned, donated, or otherwise disposed of. Second offense may result in disciplinary action, including suspension.

SUSPENSION – DUE PROCESS

1. Suspension by the principal/designee or the Superintendent shall be preceded by an informal conference which is conducted by the principal or his/her designee between the pupil, and, whenever practical, the teacher, supervisor, or school employee who referred the pupil to the principal. At the conference the pupil shall be informed of the reason for the disciplinary action and an explanation of the evidence against him or her and shall be given the opportunity to present his/her defense. (E.C. 48911, sub-section b)

2. A principal/designee or Superintendent may suspend a pupil without affording the pupil an opportunity for a conference only if the principal or his/her designee determines that an emergency situation exits. If a pupil is suspended without a conference prior to a suspension, both the parent and pupil shall be notified of the pupil’s right to such a conference and the pupil’s right to return to school for such purpose. The conference shall be held within two (2) school days, unless the pupil waives the right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the pupil is physically able to return to school for the conference. (E.C. 48911, sub-section c)

3. At the time of suspension, a school employee shall make a reasonable effort to contact the parent or guardian of the pupil in person or by telephone. (E.C. 48911, sub section of d)

4. Whenever a pupil is suspended from school, the parent or guardian shall be notified in writing of the suspension. (E.C.48911, sub-section d)

5. The parent or guardian of any pupil shall respond without delay to any request from school officials to attend a conference regarding his/her child’s behavior. (E.C. 48911, sub-section f)

6. The pupil or pupil’s parent or guardian has the right to appeal the suspension to the principal, whose decision will be final.

7. Students remain on suspension throughout the appeal process. If the principal overturns the suspension, all information related to the suspension will be deleted from the pupil’s record.

APPEAL PROCESS

Time Lines
A suspension appeal to the principal must be requested within five (5) school days following the first day of suspension. In cases where the site principal was involved in the suspension decision due to the absence of the Learning Director, the appeal request would be lodged with the appropriate District Administrator.
The principal shall hold the appeal hearing within five (5) school days after the appeal request has been lodged. The scope of review is limited to the following four areas:

1. Did the school act without, or in excess of, its jurisdiction?
   a. Was the suspension based on an enumerated suspendable offense?
      Disciplinary action will be taken if a student’s behavior is disruptive to the instructional process or causes a danger to persons or property, even though the offense is not defined in the Student Conduct Code.
   b. Were the student’s acts related to school activity or attendance while on school grounds, going to or from school, on or off school campus during the lunch period, during or while going to or coming from a school-sponsored activity? (E.C. 48900)

2. Was the student told why he/she was being suspended and provided with the evidence that indicated he/she committed the offense?
   Was the student accorded the opportunity to tell his/her side of the story and produce any evidence he/she may have to support it?

3. Was there prejudicial abuse of discretion in the suspension decision?

4. Is there other relevant or new material evidence which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded?

**UNIFORM COMPLAINTS**

TCOE has a policy for addressing complaints about instructional material or school personnel. If the complaint is not remedied at the site level with the principal or designee, the complainant should contact the Assistant Superintendent of Instruction at Tulare County Office of Education.

**VIDEO SURVEILLANCE**

For the safety of the general student body, certain areas on the grounds of University Preparatory High School may be under video surveillance by College of Sequoias. No classrooms or private areas are under surveillance. If a violation of the UPHS Conduct Code/ COS Conduct Code is recorded on a surveillance device, it can be used as proof of a rule violation at University Preparatory High School.
CO-CURRICULAR / EXTRACURRICULAR

CLUBS AND ACTIVITIES / STUDENT ORGANIZATIONS

Tulare County Office of Education encourages high school students to join various social, athletic, or academic clubs. Most clubs meet during the lunch hour or other special club times. Meeting dates and times are announced in the school bulletin. Students should check with the advisor for additional information.

Students at University Preparatory High School are encouraged to take advantage of the many curricular and extracurricular activities available. From time to time, students may find that activities, competitions, or performances are in conflict. When a student’s participation in a school-sponsored event conflicts with another event, it is the responsibility of the student to notify both of the coaches/advisors/teachers in charge as soon as the conflict is known. Both coaches/advisors/teachers and the student will make a good faith effort to work out a compromise. **If a workable compromise is not found, the student is obligated to the first commitment.** The decision of the coaches/advisors/teachers may be appealed to the Learning Director and Principal. The decision made by the Learning Director and Principal is final.

University Preparatory High School students are strongly encouraged to join in these clubs, activities and organizations. We believe that getting involved in extracurricular activities provide those experiences outside the classroom that are fondly remembered for many years after graduation.

### Club Advisor
- Archery Club: Stacy Hanson
- ASB: Eric Thiessen
- Panda Buddies: Stacy Hanson
- Community Service: TBD
- Drama Club: TBD
- Freshman Club: Helen Milliorn-Feller
- Sophomore Club: TBD
- Junior Club: TBD
- Robotics Club: Helen Milliorn-Feller
- Science Club: Eric Thiessen
- Hip-Hop Club: TBD
- Tennis Club: Stacy Hanson
- Music Appreciation Club: TBD
- Philosophy Club: TBD
- Soccer Club: Arturo Figueroa

DANCES

- Under the direction of the Activities Director, the student body will schedule dances throughout the year. An admission fee is charged.
- Students are only admitted to dances with a valid school identification card. University Preparatory High School students may obtain guest passes from the Activities Director or designee for students outside UPHS who are escorted to
school- or district-wide dances by a UPHS student. Guests must be younger than 21 and approved at least two days before the scheduled event.

- No middle school students OR children are allowed at dances. School dress code and behavior codes will apply at all dances.
- There are no in-and-out privileges at dances. Once a student leaves a dance, he/she will not be permitted to return.
- The Ice Breaker dance held at the beginning of the year will be for University Preparatory High School students only.

United Student Association of Visalia (USAV)
Dance Guidelines

Student leaders in USAV worked to find solutions to issues of student dance conduct as it impacts student safety and inappropriate dance behavior in our school district. This proposal will create a consistent plan across high school sites for the handling of the consequences for inappropriate dance behavior and will eliminate/reduce disruption of dance activities as a result of the action of some students.

☆ Must be Standing Up
  → No laying on the floor
  → No dancing/standing/moving around on all fours
  → Both feet must be on the ground – break dancing excluded from this rule

☆ No Groping or Inappropriate Touching
  → No touching someone below the waist with your hands.
  → Touching the waist is ok
  → No rubbing or “bumping and grinding”

☆ No Bending Over
  → No bending in a 90° angle, no hands on the floor, no head below the waist

☆ No Hurting Others – or dancing that could potentially hurt others
  → No jumping on other people
  → No mosh pits

Violation of dance rules will result in removal from the school dance and notification to the parent. Repeat violations may result in the loss of privilege to attend school-sponsored dances for the remainder of the current school year.

Dance Dress Code

Ladies
1. Dresses may not be cut below the bustline.
2. Dresses may be backless as long as they are not cut below the waistline.
3. Midriffs will not be exposed. (This includes both front and side).
4. Dresses may not have a slit that exceeds mid-thigh.
5. No cover-ups (coats, shawls, sweaters) will be allowed over dresses that do not meet dress code.
6. No pinning will be allowed as an alteration for a dress if without the pins the dress does not meet dress code.
7. Fabric inserts must be sewn, not pinned, on the dress if without the inserts the dress does not meet dress code.
Gentlemen
1. Tuxedos, suits, dress jackets and slacks, or formal western cut pants with dress jackets are permitted.
2. Blue jeans are acceptable attire, unless the school announces that the dance is more formal.
3. Appropriate shoes are required. No steel-toed boots may be worn.

While we will be reasonable in our interpretation of these guidelines, we want you to know that you will not be allowed into the dance if you are dressed inappropriately.

Refunds will not be given for dress code violations.

Most importantly, this dress code does not limit your ability to show your style and uniqueness.

STUDENT GOVERNMENT

The government of the University Preparatory High School Associated Student Body is vested in the following:

- **ASB Officers**: President, Vice President, Secretary, Treasurer, Rally Commissioner, and Publicity Commissioner
- **Class Officers**: President, Vice President, Secretary, Treasurer and Senior Class President

Elected student leaders make a commitment of time and effort to their fellow students at University Preparatory High School. Elections take place in the fall for 9th graders and in spring for the reminder of the student body. Candidates are expected to have a cumulative 2.5 grade point average at the time of the election and must maintain that GPA to remain in office. Officers must also adhere to the University Preparatory Code of Ethics/Participation as outlined in the ASB UPHS student conduct code.

Being an ASB officer is a position of service, which requires students to make a wholehearted effort to work for the good of the school.

As an ASB officer or elected honoree, students are expected to uphold the highest standards of conduct when representing the school. Should a student elected or appointed to represent the school violate school rules, policies, or the district conduct code while representing the school, the principal and designees may remove the student from his/her elected office or honor.

LOCKER ROOM

Students are permitted in the locker room during P.E. classes, for co-curricular and extracurricular activities, or at other times when under the direct supervision of an administrator, teacher, or coach. Any breaking into other students’ lockers or taking of another student’s possessions will be considered a violation of UPHS Conduct Code.
GENERAL POLICIES

ACCESS TO CAMPUS AND ADMINISTRATIVE OFFICES

Students are to enter and leave campus using the Drop off/Pick up zone adjacent to Woodland Drive and are to enter the office to sign in/out of school.

ASSIGNMENT MAKE-UP POLICY

Students shall be permitted to make up missed school assignments. Students shall be allowed two (2) school days for each day of excused absence to make up the work. The time for make-up may be extended by the teacher. Responsibility for requesting missed work lies with the student. Upon satisfactory completion, within the time frame, the student will be given the full credit earned.

CLASS CHANGE POLICY

As per Education Code, all students are expected to attend three periods per day. Schedule changes will be made during the first two days of the semester. All schedules must be finalized by the end of the third week. Students are required to fill out a class change request form. Changes will be on a case-by-case basis with administrative approval.

CONTACTING STUDENTS DURING SCHOOL HOURS

Only parents and legal guardians may contact students during the school day. Students may leave campus only with parent, guardian, or other emergency contact as described on the student emergency card kept on file in the School Office.

DRINKING FOUNTAIN

The office sink is for the use of office personnel and school visitors. Students may use the fountains located throughout campus.

FINANCIAL OBLIGATIONS

Parents or guardians of students are financially responsible for lost or stolen school materials, uniforms, or equipment checked out to students. Failure to clear obligations may result in the student being placed on the non-privilege list (restriction from school-related activities), delay in registrations for fall or spring courses, and/or withholding of the student’s report card. Students’ parents will be notified regularly of obligations. Unless prior arrangements have been made, obligations need to be met by the 15th of the month following notification. Students are liable for damage, misuse, or lost materials or equipment issued to them for classroom use. In addition to a financial obligation for school materials, students may be assigned disciplinary consequences for
vandalism or destruction of school property (reference UPHS Conduct Code). Seniors will be excluded from the graduation ceremony if all financial obligations are not cleared.

FOOD, CANDY AND DRINK IN CLASSROOMS; GUM ON CAMPUS

Due to frequent misuse, food, candy and drinks are not to be consumed during a regular class period, except for special projects that have been scheduled by the instructor and approved by the administration. No drinks, including cups with lids, are permitted in the classroom. With the approval of the teacher, bottled water is permitted.

Gum is not permitted on campus or at school-sponsored events. Students who violate the no-gum rule will participate in campus beautification.

On the University Preparatory High School campus, students may not sell candy as part of any fund-raising project for another school or organization.

IDENTIFICATION CARDS

Students are required to have Identification Cards at all times on their person while on campus and they must be presented upon request. Identification Cards should not be covered with stickers or marks, with the exception of the ASB sticker. Identification Card purposes include safety and security on campus, library bar code for borrowing materials, and lunch debit bar code. Students are responsible for immediate replacement of ID card if lost, stolen, or forgotten, and will be charged $5.00 per occurrence.

The first ASB Card is free of charge and will be distributed on Picture Day.

LOST / MISPLACED / UNAUTHORIZED ITEMS

Students are responsible for the care and use of their own personal belongings. Lost, misplaced and unauthorized personal items will not be the responsibility of the school. These include, but are not limited to: sunglasses, clothing items, jewelry, money, purses, backpacks, yearbooks, iPods, and cell phones.

Misplaced clothing is stored in the Lost and Found, which is located in the Main Office. Anything left unclaimed in the Lost and Found at the end of each semester will be sent to a social service organization.

Trading or selling of any collector’s items is prohibited, i.e. baseball cards, stamps, coins, etc.

MESSAGES AND DELIVERIES

The following rules are in effect for all students:
1. No personal messages between friends will be taken.
2. In order to avoid disruption of classroom instruction, deliveries of the following items will not be made: money, homework assignments, P.E. clothes, musical instruments, books and binders, food deliveries, balloons, flowers, and gifts.
3. Emergency messages from a parent or guardian will be delivered.
4. Due to the number of meetings, parent conferences, and academic tutorials held before and after school, parents are asked not to request the office staff to page a student.

PATRIOTIC OBSERVANCE

The Pledge of Allegiance will be observed school-wide during special gatherings or assemblies. Students, while not required to participate, must refrain from disrupting or detracting from this observance.

REDUCED HIGH SCHOOL SCHEDULE PROTOCOL

Students in grades nine through eleven are required to be assigned a full, high school block schedule. Only seniors in good standing are permitted to release early from school. An individual case review by the principal is necessary to exempt a student from the required full school day.

TELEPHONE

Students will need permission from a school employee in order to use a school phone.

TOBACCO POLICY

Smoking is not permitted on campus or within one block of campus. Possession of any tobacco product is grounds for suspension.

VISITORS ON CAMPUS

To help ensure the safety of the students and staff at University Preparatory High School, all non-students, including parents, must check in at the Administration Building and receive a visitor’s pass before coming onto campus. In general, students are not to bring friends/siblings/other relatives to campus as visitors without prior approval of the principal. Parents may visit classrooms with the prior permission of the teacher and school administration.

Due to the size constraints of the gym, at certain events such as assemblies and/or rallies, only immediate family will be permitted to attend.
PARENT INVOLVEMENT

UNIVERSITY PREPARATORY HIGH SCHOOL WEBSITE

Our goal is to communicate information of general interest regarding UPHS. This website serves as a vehicle to communicate school policy, parent group information, updates on school-related events and activities, and the school bulletin. Please take a moment and familiarize yourself with this site and the information available to you and your student: www.tcoe.org/UPHS. The daily bulletin is available by selecting the PowerSchool link.

PARENT / GUARDIAN CONTACT GUIDE

During the course of the semester, you may have questions about grades, attendance or other concerns and need to contact a staff member directly. Communication between home and school is a key element to your student’s success in school. Below are listed some guidelines in establishing and maintaining contact with the UPHS staff.

PARENT CONFERENCE REGARDING STUDENT PROGRESS / ATTENDANCE / DISCIPLINE

A parent/teacher and/or parent/student/counselor conference may be arranged by contacting your student’s counselor so that a mutually convenient appointment can be arranged. Unresolved problems or requests for conferences should be referred in the following order:

1. Teacher
2. Counselor
3. Learning Director
4. Principal
5. TCOE Assistant Superintendent of Instruction

When arriving for a conference, please check in at the UPHS Office in the Administration building upon arrival. Visitors are always welcome; however, in an effort to prevent classes from being disrupted, please call for a conference in advance of your visit.

PARENT INVOLVEMENT COMMITTEES

School Site Council (SSC)
Representatives for the SSC may be nominated by any UPHS staff, student or parent, and are appointed at an election held each year at Back-to-School Night. Meeting dates, times, and agendas are communicated monthly.
The purpose of the SSC is to:
- Assist, in an advisory capacity, with the School Site Plan and the Safe School Plan as aligned with the district’s agreements and expectations;
- Allocate and monitor categorical funding; and
- Review the effectiveness of programs and instruction.

### UPHS BELL SCHEDULE 2013-2014

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