

University High School

Parent/Student Handbook

2018 – 2019



Ad Astra Per Aspera

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Fresno, California 93740-8010
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UNIVERSITY HIGH SCHOOL CODE OF CHARACTER

At University High School (“UHS” or “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 the Fresno State 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 continued success and integration with the college campus requires a more mature behavior from us, and as such, we expect a higher standard of behavior from all students.

As a student I will be...

Understanding – and show compassion for all abilities, ethnicities, and beliefs.

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 your typical high school, we are University High School, and **I am UHS.**

UNIVERSITY HIGH SCHOOL ALMA MATER

***UHS our song to thee
Ever in our hearts will be
Like the phoenix rising high
Our spirits soar across the sky
When the future fades to past
Knowledge gained will always last
Red and black and gold we'll stand
And sing your praise
Throughout the land
Sons and daughters proud are we
All hail to University***

OUR FACULTY, STAFF AND SUPPORT TEAM

Teaching Staff

Garrett Benslay – Physical Education*
& Activities Director
Sean Canfield – Social Science*
Dr. Randall Cornelison - Music
Kathryn Dowis – Science
Elizabeth Downer – Latin*
Dr. David Gettman – Science
Jacques Hagen – Physical Education
& Athletic Director
Michelle Hayden – Mathematics*
Shauna Hill – English
Peter Johnson – Social Science/Math
Julio Mondragon - Mathematics
Gerard Jones – Music*
Greg Lapp – Music
Armando Murillo - Mathematics
Rebecca Ibrahim – Latin
Mark Roberts – English
Cari Roche – Mathematics
Brenda Royce – Science*
Kate McKnight – Drama
Jaclyn Smith – English
Dr. Jim Torrance – English

*Department Chairs

Administrative Staff

Dr. James Bushman – Head of School
Jeffie Hickman– Dean of Students
Rocio Fernandez – Counselor
(Last Names A-K)
Geni Bird – Counselor
(Last Names L-Z)
Linda Rea – Registrar
Jennifer Marrett – Office Manager

Additional Support Staff

Michael Bird – Technology Specialist
Tania Sanchez–Attendance Clerk
Ellie Palomo –Attendance Clerk
Joanna Felger – Development &
Community Outreach Director

UNIVERSITY HIGH SCHOOL CALENDAR 2018-19

August 13-17	Teacher Staff Development
August 14	New Parent Orientation
August 17	New Student Orientation
August 20	Fall Semester Begins - First Day of School at UHS
August 23	CSUF Classes Begin
September 3	Labor Day HOLIDAY
September 12	Late Start Minimum Day
September 28	Progress Reports Mailed Home
October 10	PSAT and Early Release Minimum Day
October 27	Magic of the Arts
November 8	Late Start Minimum Day
November 9	Progress Reports Mailed Home
November 12	Veteran's Day HOLIDAY
November 21-23	Thanksgiving Holiday
December 19-21	Fall Semester Finals
December 24-January 4	Winter Break
January 7-15	Winter Session (1 1/2 weeks)
January 16	Teacher Staff Development
January 17	Spring Semester Begins (UHS and CSUF Classes)
January 21	Martin Luther King, Jr. HOLIDAY
February 14	Early Release Minimum Day
February 18	President's Day HOLIDAY
March 1	Progress Reports Mailed Home
March 13	Late Start Minimum Day
April 1	Cesar Chavez HOLIDAY
April 12	Progress Reports Mailed Home
April 15-19	Spring Break
May 14-16	Spring Semester Finals
May 17	Field Day and Baccalaureate
May 18	Graduation
May 20-31	Spring Session (2 weeks)
May 27	Memorial Day HOLIDAY
May 31	Last Day of School

This calendar highlights important dates for this school year. The UHS calendar is constantly being updated to include modified and additional information. For the latest updates, visit our website at www.uhsfresno.com.

UNIVERSITY HIGH SCHOOL CLASS SCHEDULES

UHS Office Hours:

Regular Session: 7:30 a.m. to 5:00 p.m. Monday through Friday

Spring and Winter Sessions: 7:30 a.m. to 4:00 p.m. Monday through Friday

Summer: Hours will vary. Contact the office for hours of operation.

Class Schedules

Regular Schedule		
Period	Time	Total Minutes
1	7:55 – 8:50	55
2	8:55 – 9:53	58
Morning Break	9:53 – 10:00	7
3	10:00 – 10:55	55
4	11:00 – 11:55	55
Lunch	11:55 – 12:55	60
6	1:00 – 1:55	55
7	2:00 – 2:55	55
8	3:00 – 3:55	55 (rehearsals)
9	4:00 – 4:55	55 (rehearsals)

Tuesdays ONLY – Seniors in Earth Science will meet for double period lab sessions.

The UHS schedule works on a two week cycle, A week and B week. A week days are assigned A-E and B weeks days are assigned F-J. If you understand the system then you know that Day G is Tuesday of B week.

Minimum Day Schedules

The two minimum day schedules below will be used to facilitate staff development during the school year. UHS students enrolled in CSUF classes are expected to attend their University classes at their normally scheduled times, informing their UHS instructors of any conflict with the UHS schedule. No rehearsals are held on Early Release days. Rehearsals are held on Late Start days.

Early Release Schedule		
Period	Time	Total Minutes
1	8:20 – 8:55	35
2	9:00 – 9:35	35
3	9:40 – 10:15	35
Morning Break	10:15 – 10:25	10
4	10:25 – 11:00	35
6	11:05 – 11:40	35
7	11:45 – 12:20	35

Late Start Schedule		
Period	Time	Total Minutes
1	10:00 – 10:35	35
2	10:40 – 11:15	35
3	11:20 – 11:55	35
Lunch	11:55 – 12:55	60
4	1:00 – 1:35	35
6	1:40 – 2:15	35
7	2:20 – 2:55	35
8	3:00 – 3:55	55 (rehearsals)
9	4:00 – 4:55	55 (rehearsals)

Finals Schedule

Day One:

1st Period: 8:30-10:00 a.m.

2nd Period: 10:30-12:00 p.m.

The afternoons are open for make-up testing.

Day Two:

3rd Period: 8:30-10:00 a.m.

4th Period: 10:30-12:00 p.m.

The afternoons are open for make-up testing.

Day Three:

6th Period: 8:30-10:00 a.m.

7th Period: 10:30-12:00 p.m.

The afternoons are open for make-up testing.

Performance Classes

Performance classes meet five class periods every week or out of every 2 weeks according to the schedule outlined below.

Weekly Schedule of Music Classes		
Course	Period	Days
Concert Band	7	M-F
Concert Choir	7	M-F
Concert Strings/ String Ensemble	7	MWF (A week)
		MW (B week)
	And	And
	8	MWF (A week)
		MW (B week)
		Or
		T/TH (A week)
		T/TH/F (B week)
Women's Ensemble	8	M/W/F (A week)
Wind Ensemble		M/W (B week)
Advanced Drama		M/W (A/B week)
Mixed Choir	8	T/TH (A week)

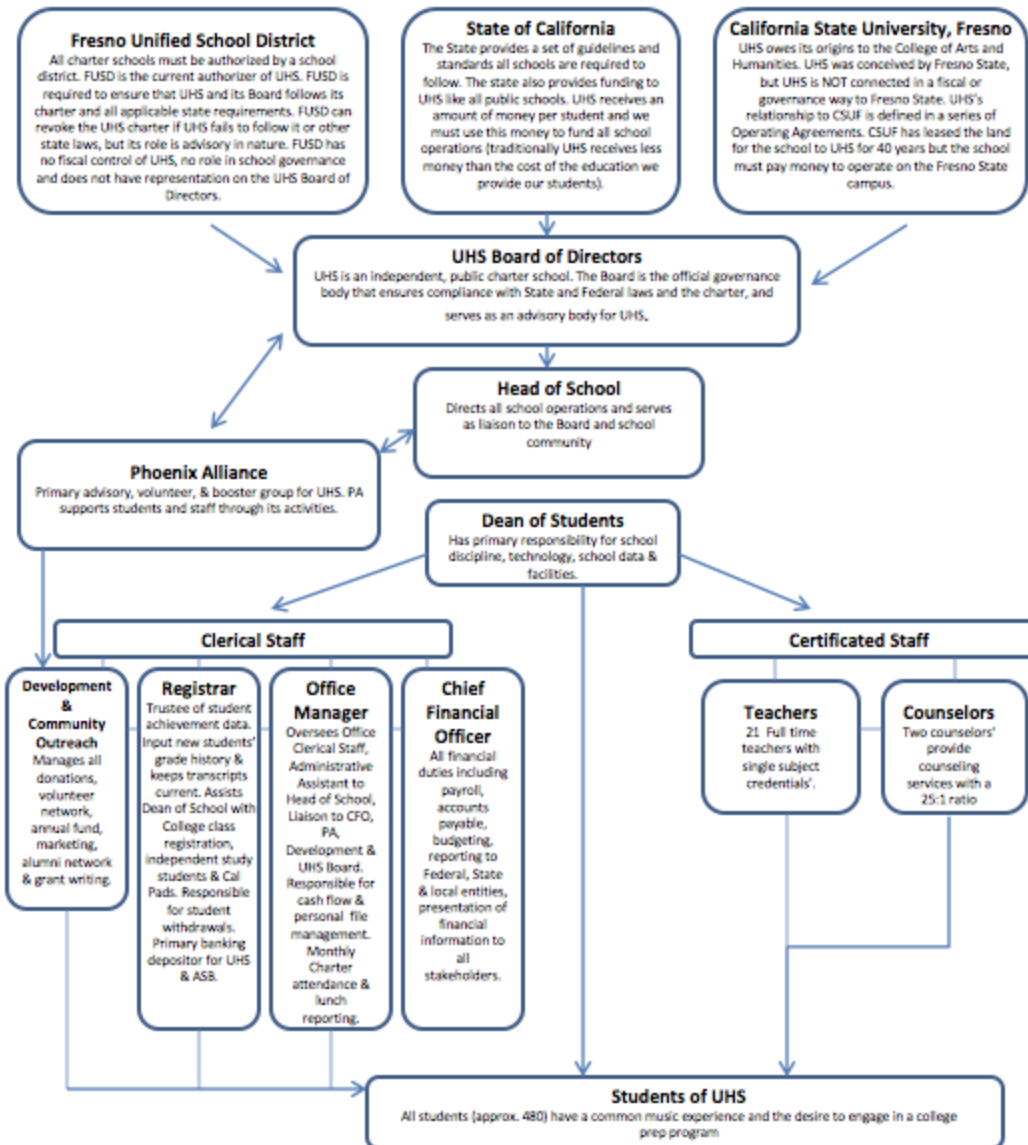
Orchestra Advanced Drama		T/TH/F (B week) T/TH (A/B Week)
Show Choir Jazz Band Beginning Drama	9	M/W/F (A week) M/W (B week) M/W (A/B week)
Chamber Choir Symphonic Band	9	T/TH (A week) T/TH/F (B week)

Winter/Spring Session Schedules

Students select two classes for each of these intensive sessions. The classes meet from 8:00 to 11:00 a.m. and 12:00 to 3:00 p.m. The Winter Session is generally during the first and second week of January (our schedule depends on the CSUF calendar). The Spring Session is generally the last two weeks of May.

UNIVERSITY HIGH ORGANIZATIONAL STRUCTURE

Organizational Structure of University High School



Fresno Unified School District: UHS is chartered through the Fresno Unified School District with the support of Superintendent Bob Nelson. The School Choice/Charter Office within Fresno Unified is the office that provides support and oversight.

Fresno State Staff and Auxiliaries: UHS is fortunate to be able to utilize much of the Fresno State campus. We are able to enroll students in college courses and to engage faculty, staff, and graduate students in ways that are mutually beneficial for UHS and the University. UHS contracts with Fresno

State for custodial services and landscaping and grounds maintenance. The University Police Department is pro-active and responsive to our security and safety.

UHS School Board: UHS is governed by its own Board of Directors. The Board of Directors are comprised of California State University Members, Community Members and Parent Members. Current Board Members include Dr. Paul Beare (Chair), Carolyn Plunkett, Kathleen McKinley, Dr. Ram Nunna, Susan Anderson, Michael Stain, and Michael Gen. Board Meetings occur the first Thursday of every month, with public session beginning at 3:00 unless posted differently. For specific dates and times of board meetings visit our website.

Phoenix Alliance: Phoenix Alliance is a non-profit parent organization established to benefit, support, enrich, promote, and enhance the educational experience for our students. All our members are invited to come to meetings and participate/volunteer at our events. Phoenix Alliance supports and promotes events such as Magic of the Arts, spring fundraisers, Baccalaureate, and Sober Grad.

Parent Volunteers/Family Engagement: University High School has been successful due to the large number of parents and other family members who have enthusiastically volunteered in many ways: delivering school lunches and pizza, chairing open houses, obtaining donated refreshments, setting up furniture for meetings and concerts, hauling equipment, instruments and music stands, building sets, making props, obtaining furniture and props and sewing costumes for our musicals, arranging special treats for the students, faculty and staff, providing transportation for field trips, hosting and supporting fund-raisers, writing grant proposals, notifying UHS of grants and corporate giving programs, and making unsolicited contributions in support of team activities and/or to our general fund. Parent volunteers are making outstanding contributions to the richness of our program. On a routine basis UHS will solicit volunteers through its volunteer network hub, but please be advised that **volunteering is completely optional**. As a small school parent support helps us to offer the activities and services of a large high school. Please don't be afraid to get involved!

The Board of Directors and the staff of University High School believe that all students have the right to learn in a positive environment free from distractions and disruptions. In order to promote an atmosphere conducive to learning, it is imperative that every student understands that all behavior should be based on mutual respect and consideration for the rights of others, and conducts himself or herself accordingly.

Students are responsible for knowing and following the rules and regulations of University High School and demonstrating good citizenship everywhere.

Board Policies: The University High School Board of Directors has adopted specific Student Rights Regulations and Responsibilities. Anyone wishing to view these policies may request to do so in the UHS office.

GENERAL POLICIES AND PROCEDURES

Non-Discrimination Statement

University High School does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

UHS adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Individuals with Disabilities Education Improvement Act of 2004 (“IDEIA”).

UHS is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). UHS also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. UHS does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which UHS does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. UHS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the UHS Uniform Complaint Procedures (“UCP”) Compliance Officer: Jeffie Hickman, Dean of Students (559-278-8263)

General Complaint Procedure

University High School has a policy for addressing complaints about instructional materials or school personnel. For complaints regarding instruction, the first recourse is for the student or parent to request a meeting with the teacher to discuss the problem. For complaints regarding school personnel, parents can contact or schedule a meeting with the counselor or Dean of Students. Contact will remain confidential at parent request.

Uniform Complaint Procedure

University High School has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

UHS shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure (“UCP”) adopted by our Governing Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, immigration status, religion, sex, sexual orientation, or on a person’s association with a person or group with one or more of these actual or perceived characteristics, in any UHS program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Foster and Homeless Youth Services
- Consolidated Categorical Aid Programs
- Child Nutrition Programs
- Special Education Programs
- Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)
- Economic Impact Aid

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Head of School. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

NAME: Mrs. Jeffie Hickman
TITLE : Dean of Students
CHARTER SCHOOL: University High School

ADDRESS: 2611 E Matoian Way, M/S UH134, Fresno, CA 93740
Telephone: 559-278-8263

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Executive Director or his or her designee in writing.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the School's procedures.

The complainant has a right to appeal UHS's Decision to the California Department of Education ("CDE") by filing a written appeal within fifteen (15) days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of UHS's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of UHS's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be available free of charge in the Front Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Head of School.

Homeless Students

The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434(a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless."

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

School Liaison: The Head of School or designee designates the following staff person as the School Liaison for homeless students ((42 USC 11432(g)(1)(J) & (e)(3)(C).):

Mrs. Geni Bird, Counselor
University High School: 2611 E Matoian Way, M/S 134, Fresno, CA 93740
559-278-8263

The School Liaison shall ensure that (42 U.S.C. 11432(g)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at UHS.
3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by UHS, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, UHS charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
8. School personnel providing services receive professional development and other

support.

9. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

For any homeless student who enrolls at UHS, a copy of the school's complete policy shall be provided at the time of enrollment and at least twice annually.

Free and Reduced Price Meals

The School participates in the National School Lunch Program. Applications for free or reduced price meals are included in the first day packets to all families and can also be obtained on the School website and in the main office. All families are encouraged to complete the application form in order to include as many eligible students as possible.

Emergency Card

Each student must have an Emergency Card on file in the Front Office. Should a student become ill or have an accident during school hours, the student **MUST** report to his/her teacher or other staff member immediately to be accompanied to the Office so that a staff member can make the necessary contacts. In the event of an emergency, contact will be made in the order that appears on the emergency card. **Only persons whose names are listed on the student's Emergency Card will be permitted to take that student from school.**

Immunizations and Physical Examinations

To ensure a safe learning environment for all students, UHS follows and abides by the health standards set forth by the state of California. Students will not attend school until all required records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the School.

Closed Campus

Once students arrive at UHS they are to **remain on the California State University Fresno ("CSUF") Campus** in the immediate vicinity of UHS classrooms or on their way to or from classes in university buildings. UHS students are not to congregate or loiter in CSUF buildings, even if they are attending a class in a CSUF building. Students are allowed to visit the following areas at appropriate times: Student Union, Library, and Residence Dining Hall.

The Recreation Center in the Student Union is off-limits. Junior and Senior students in good standing and have a double lunch period are allowed to go to Campus Pointe. The privilege of going to the Student Union, Campus Pointe and the Library is extended to UHS students in good academic standing and with no disciplinary sanctions. Students who are found elsewhere on campus or who leave campus without prior permission from school authorities shall be subject to disciplinary action. [See Discipline Policy and Specific Discipline Violations.]

Facilities Usage

Students are given access to the computer lab, fitness room, vending machine area, and music practice rooms. This access is a privilege, not a right, and will be revoked if abused. All students are expected to treat these areas as they would treat their own homes with respect and care.

Computer Lab

The computer lab is open during school operating hours except when reserved by teachers and other school staff. Rules for the computer lab include: no food or drinks, no gaming, no sitting on the computer tables, do not change any system settings, do not tamper with computer accessories (i.e. keyboard, mouse, keyboard covers, etc.), headphones are required, printing is allowed only for class assignments, and courtesy is expected in this shared workspace.

Solicitation

Students are not allowed to solicit, fundraise or sell things for personal gain to other students or staff members on campus, nor post flyers or posters without Associated Student Body approval.

UHS Photo ID

Students will be issued a UHS/CSUF photo ID, or “Key Card,” which serves to identify our students to CSUF personnel and is a student ID card for attending UHS and other high schools’ activities. A student number is encoded in the magnetic strip on the card for borrowing books from CSUF’s Madden Library. Replacement cost for a lost card is \$10. If a student transfers to another school, the UHS Photo ID card is the property of CSUF and must be returned to the UHS Front Office upon checking out.

CSUF Traffic Flow and Parking on Campus

All parking at CSUF requires a permit, except at meters or designated short-term parking. Parking is checked frequently. Cars which are in violation of parking regulations will be cited (approximately a \$50 fine). If you receive a campus citation and do not respond within the allotted time, it will become a City of Fresno offense. CSUF Parking Regulations are available on the Internet at: <http://fresnostate.edu/adminserv/police/traffic/index.html>

A map of the CSUF campus is on the back cover of this handbook to assist you in locating appropriate parking and the student morning drop-off and afternoon pick-up areas near UHS. A CSUF map is available through a link on the parking webpage, or directly at:

<http://www.fresnostate.edu/map/>

- Student Drop-off and Pick-up:
 1. Drivers may not impede the flow of traffic on campus streets or in parking lots.
 2. From Maple Avenue: There is a student drop off and pick up area along Matoian. There is also a roundabout on the west side of the UHS campus just south of the Joyal Administration building.
- Visitor Parking
 1. Short stops at UHS:
 - a. There are two 20-minute parking stalls west of the UHS administration office in the roundabout in addition to three parking stalls on the east end of campus.
 - b. There is metered parking in Lot P1 and Lot P2. Bring change for the meters.
 2. Longer visits: A 1-day pass (\$3 - dispenser takes *only* credit/debit cards) may be used in any General Parking area (green areas such as lots P1 and P2). These may be purchased at the kiosk machines at campus entrances or in front of the campus police station (see campus map on back cover).
 3. For most UHS events, free parking is available. Parking codes if available will be located in the daily bulletin. To obtain the free parking permit, take the code listed in the daily bulletin to any parking kiosk and park in the appropriate lot listed on the permit.
- UHS Student Parking:

UHS students may purchase parking passes to use in General Parking areas (see map or web site) for the same fee as CSUF students and must follow all the regular campus parking rules and regulations. Parking on campus is a privilege, which may be revoked at any time. Students may also find on-street parking near the campus. All parking is at your own risk. UHS is not responsible for loss or theft of items left in your car. After arriving on campus, students are to proceed directly to school. Students are not to loiter in the parking lot or enter their vehicles during school hours without permission.

Administering Medication to Students

Medication at School Forms are available in the UHS Front Office. Any student needing medication during the regular school day must comply with both of the following:

- (1) The student's authorized health care provider must provide a written statement specifying the medication the student is to take, the dosage, and the period of time during which the medication is to be taken as well as detailing the method, amount, and time schedule for taking the medication, AND
- (2) The student's parent/guardian must provide a written statement initiating a request to have the medication administered to the student or to have the student assisted in the administration of the medication in accordance with the authorized health care provider's written directions.
 - These statements must be returned to the UHS office
 - The medications are to be held in the UHS office
 - Each administration will be logged by UHS office personnel

Visitors

All visitors must be approved beforehand by the Dean of Students or an administrator before

their scheduled visit. All visitors must report to the office on the day of their visit to obtain a Visitor Pass to present to teachers or other authorities. Visitors who intentionally disrupt the learning environment may be asked to leave and/or lose their right to visit for a period of up to 14 days.

Cancellation of Classes

UHS classes will be canceled if, and only if, CSUF classes are officially cancelled due to weather or other hazardous conditions. The safety of our students is paramount. Please call the UHS office if weather or other factors will delay arrival at school.

Campus Emergencies

UHS adheres to the CSUF Comprehensive Safety Plan. Should a campus-wide emergency occur, CSUF officials will check each classroom on campus, including UHS classrooms, to be sure everyone is alerted and that appropriate procedures are being followed. The evacuation areas for all UHS students are Parking Lots C and V on the southeast corner of the CSUF campus. General information on CSUF emergency procedures is available on the Internet:

<http://www.fresnostate.edu/adminserv/police/index.html>

Work Permits

Work permits are available in the UHS front office. The work permit forms must be filled out by the employer and returned to the UHS front office so an official work permit can be made for the student. Students on the Academic Ineligibility list will not be granted a work permit. Students may have their work permit revoked if placed on the Academic Ineligibility list. Please see the office assistant for details.

Child Find/Special Education and 504

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. The School provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act ("IDEIA"), Education Code requirements, and applicable policies and procedures of the Fresno County Charter SELPA. These services are available for special education students enrolled at the School. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. The School collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

The School also recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the School. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by the School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Head of School. A copy of the School's Section 504 policies and procedures is available upon request.

ATTENDANCE POLICIES AND PROCEDURES

Daily attendance and participation in each class is a critical part of the learning process. Regular attendance in school is a positive example of proper behavior in the world of work. UHS policies and procedures are designed to help students learn responsibility and increase their potential for success, along with being aligned with Education Code that mandates a student under the age of 18 years old must attend school on a regular and continual basis. Attendance is taken in every class, every day. Parents may review their student's attendance records at any time through PowerSchool.

Truant, unverified, unexcused, excessive excused absences or tardies affect the student's education and increase the chances of failure. UHS is a school of choice. If a student does not attend UHS on a regular basis, they may be asked to consider enrollment in alternative public or private school options. Parents will receive notification via letter or phone call home about the poor attendance of their student per the SARB policy (below).

Absence: All absences must be cleared by a parent or guardian. Parent/Guardian should call in the day of or the day before to notify the attendance office that the student will be absent from school. A parent/guardian may also email a student absence uhsattendance@gmail.com. Students who are returning to school after a single period/multiple period absence or are tardy are to report to the Office before going to class. All absences and tardies must be supported by a note, phone call or email from a parent/guardian in order for the absence to be excused.

Excused Absences

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

A student's absence shall be excused for the following reasons:

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometric, or chiropractic appointments;
4. Attendance at funeral services for a member of the immediate family:
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with Charter School policy:
 - a. The student shall be excused for this purpose on no more than four school days per month.

In addition, a student's absence shall be excused for justifiable personal reasons such as:

1. Appearance in court;
2. Attendance at a funeral;
3. Observation of a holiday or ceremony of his/her religion;
4. Attendance at religious retreats for no more than four hours during a semester.
5. Attendance at the pupil's naturalization ceremony to become a United States citizen.

SARB(School Attendance Review Board): Parents are required by law to see that their children attend school according to the mandatory attendance laws of the State of California. Truancy is defined as three (3) or more unexcused absences from school, or tardies of more than 30 minutes, within a single school year. A habitual truant is defined as six (6) unexcused absences or tardies without a valid excuse. Students classified as habitual truants will be subject to the following procedures:

- 1) A parent will be notified via phone call, letter, or meeting of the excessive absences after 8 absences.
- 2) A parent will be notified a second time of the continued excessive absences when the number of absences reaches twelve. This notification may be via phone call or letter from UHS administration to the parent to discuss the student's poor attendance.
- 3) Following the second notification, a meeting between the student, parent, and UHS counselor/administrator may take place to create a plan for improved attendance on the part of the student; the student may be placed on a contract and alternative school placements may be discussed with the student to provide a more convenient access for the student to attend school.
- 4) **If a student violates an attendance contract, or the Student reaches a total of 15 unexcused absences or tardies, a student/parent meeting will be held and the student may be released to their home District of Residence.**
- 5) If a child's attendance does not improve after an attendance contract has been developed according to the procedures above, or if the parents fail to attend a required team meeting, the Charter School shall notify the District's Attorney's office, which then may refer the matter for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

10 Day Absence Policy: If a student is absent for 10 days in a row without prior notification to the office and the parent/guardian of the student has been non-responsive, the student may be dropped from UHS and will need to enroll at the school in their attendance zone or another charter school.

15-Period Absence Policy: No credit for the semester will be given to students whose total absences exceed fifteen (15) periods per semester in any one class without administrative approval. Because PE/Musicianship meets every other day, students are only permitted 8 absences in each of these classes. Parents will be notified if their student reaches 10 absences in any class during the semester. Absences for school-related functions will not be included in the 15-period count.

No Note Policy: Absences must be cleared by the following school day, either by note, email or phone call from a parent/guardian. Medical or dental appointments must be supported by written documentation from the office of the provider. Students whose absences are not cleared will be considered truant and will be assigned lunch detention. They may also be subject to further to disciplinary action.

Attendance on School Activity Days: Students must be in attendance a minimum of four (4) periods on a given day in order to participate in school activities such as dances, plays, performances, etc., on that day.

Tardy Policy

Students must report to the office and sign in when they are tardy to class. Students who are tardy due to medical or dental appointments will be given an “excused tardy”, provided that the student has a note from the doctor’s office or the parent has called, emailed, or sent in a note with the student. Students who oversleep, have car problems, experience traffic problems, etc., will be given an “unexcused tardy”. Students who arrive to class more than 10 minutes after the class has begun will be marked as “late”. Any student that arrives to class more than 30 minutes after the class has begun will be marked as “unexcused”, unless there is a valid excuse (i.e., doctor appointment). Tardies will be reported via PowerSchool to the office and will be cumulative for all classes.

UHS does not have a bell system. Students are expected to keep track of time and to be on time for classes and other commitments. Students must be in their assigned classroom at the start of each period. Teachers may establish their own consequences for tardy violations, principally that students owe the teacher at the beginning of the lunch period the number of minutes the student was tardy.

Consequences for reported tardies during each grading period:

Fourth Tardy: assigned to one day of lunch detention.

Fifth Tardy: assigned to one day of lunch detention and/or an Honor Code Essay to be turned in to the Dean of Students by the following day.

Sixth Tardy: assigned to one day of lunch detention.

Subsequent Tardies: students will be assigned one hour of community service per each tardy after the 6th tardy. Parents will be contacted, and students will be placed on the AI list until the community service hour(s) have been completed under the supervision of the Dean of Students.

Miscellaneous Attendance Issues

Leaving School During the Day: Students leaving school must be signed out in the office by a parent or guardian or any adult listed on the Emergency Card. Even if a parent or guardian has sent a note, email or called ahead to give permission for a student to leave, the adult picking up the student must come to the Office and sign the student out. If a

student leaves without following this procedure, he or she will be subject to disciplinary action. On their return, students must report to the office to sign in before returning to class.

Performing Group Rehearsals: Rehearsals of music groups at University High School are classes, not extracurricular activities. They are an integral part of the UHS curriculum. Students and parents are reminded that attendance at a rehearsal is as important as attendance at any class. Rehearsals are classes.

Missing Class to Make an Appointment: Students are not to miss class to make appointments with school or university staff except in an emergency. Students are to make appointments before school, at breaks or lunch, or after school. If an appointment conflicts with class time, the student is to report to the class before keeping the appointment.

Missed Assignments Due to Absence:

Assigned Work Missed Due to Illness or School Activity

The general policy regarding assigned work turned in late due to a student's missing school because of illness is as follows: For each day the student misses for an illness or school activity, the student is allowed one day to make up the missed work. For example, a student is ill three days, Tuesday, Wednesday and Thursday, and returns to school on Friday. The student will have three school days, Friday, Monday and Tuesday, to catch up on the missed assignments.

Deadlines for Long-Term Assignments

The above policy does NOT apply to long-term assignments, that is, a project or report or work with a deadline more than a week from the date the assignment is given to the students. The rationale for this policy is to strongly encourage students to begin work on a long-term assignment as soon as it is given, to complete a significant amount of work each day, and not to wait until the last minute. For example, a project is assigned on September 10 that is due on September 25. A student becomes ill on September 24 and 25. This student does NOT get a two day extension of the deadline. The project is to be submitted ON TIME by a parent or family member or classmate. The ONLY exception to be considered is under special circumstances when a parent (or guardian) meets with the teacher in person and in advance of the deadline to work out a new deadline.

Independent Study

If a student knows in advance that he or she will miss five (5) or more days of instruction due to a parent request, it is possible for the student to make arrangements to work independently. The rules for Independent Studies are very strict because they earn state funding for the school for the days the student was absent from school.

To abide by the letter of the regulations, Independent Study work is to be done outside of school following as closely to the same assignments and schedule as the student would follow if he or she were in school. Independent Study is not to be done outside of regular school hours such as during evenings or weekends. Independent Study is "school away from school." The process is detailed below:

Step 1 – The student and parent meet with the Registrar and she will give them the Independent Study Contract to complete and sign. The Registrar will go over the independent study procedures with the parent and student at that time.

Step 2: - The Registrar will make copies of the Independent Study Forms (along with a memo) needed at that time and distribute to the teachers. The Registrar will also inform the Attendance Clerk with a memo letting her know the student is going on independent study and the dates the student will be gone. The Attendance Clerk will code the student's attendance as I.S.

Step 3 – The teachers will give the necessary work assigned and instructions to the student.

Step 4 – When the student returns, the Registrar will then give the teachers the additional forms needed to complete and return to her with their grade and additional signatures. The Registrar will make a copy of the work completed and the student log completed, and wait for the additional forms completed back from the teachers.

Step 5 – After the Registrar receives the final forms completed by the teachers, she will contact the Supervising Teacher to sign-off on the Independent Study Forms.

Step 6 – If the student didn't complete the Independent Study Contract, the Registrar will inform the Attendance Clerk to re-code the student's attendance from I.S. to Unexcused.

UHS ONLINE COMMUNICATION

UHS Website

www.uhsfresno.com

UHS Event Calendar:

A link to the UHS event calendar can be found at www.uhsfresno.com.

PowerSchool

PowerSchool is an Internet accessible system which, in addition to maintaining student records for UHS, allows parents to view their student's attendance records and grades at any time. The URL for PowerSchool: <http://uhs.powerschool.com/public/> PowerSchool can also be accessed from the UHS web site at www.uhsfresno.com. A username and password is furnished to each UHS family. If your username and/or password is misplaced, please contact the Dean of Students or School Counselor. Parents may email teachers directly from PowerSchool.

Daily Bulletin:

The daily bulletin is maintained on PowerSchool to keep the school community informed of current school events and opportunities such as summer enrichment programs or scholarship news. Families may also subscribe via email to the daily bulletin. Email jmarrett@csufresno.edu to be added or taken off the daily bulletin, email list serve.

Attendance Codes in PowerSchool

Attendance records are available on PowerSchool using these codes:

A	Absent (Unverified)	S	School Activity	F	Illness (Excused)
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C	Truant	B	Saturday School	I	Independent Study
E	Excused Absence	R	Parent Request	Y	On-Campus Suspension
U	Unexcused Absence	T	Tardy	Z	Off-Campus Suspension
M	Medical Appointment	X	Excused Tardy	0	Class Canceled
L	Tardy by 10+ minutes	K	Cleared Tardy		

Online Grades and Grade Reporting

In addition to the PowerSchool online availability of information on grades and attendance, UHS provides printed grade reports at 6-week intervals during each 16-week semester. Grade reports are distributed to students and/or mailed home to parents.

Moodle

UHS teachers maintain individual web pages on Moodle where assignments and other timely course information may be found. You may access Moodle through the school website at www.uhsfresno.com.

Teacher Qualification Information

All parents may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals.

Miscellaneous Internet Resources

Campus map: <http://www.fresnostate.edu/map/>

Detailed Parking Information: <http://fresnostate.edu/adminserv/police/traffic/index.html>

Emergency Information: <http://www.fresnostate.edu/adminserv/police/index.html>

CSUF Course Catalog: <http://www.fresnostate.edu/catalog/>

CSUF Course Schedule: <http://www.fresnostate.edu/studentaffairs/classschedule/>

UNIVERSITY HIGH SCHOOL ACADEMICS AND COURSE ENROLLMENT

GRADUATION REQUIREMENTS

Minimum of 269 credits and pass all required UHS courses to graduate.

Courses in bold earn college credit through Fresno State.

History [30 credits required]

Grade 10	History 20 and 21 (World History)	10 credits
Grade 11	U.S. History or AP U.S. History	10 credits
Grade 12	U.S. Government or AP U.S. Government	5 credits
Grade 12	Economics or AP Economics	5 credits

English [40 credits required]

Grade 9	English 9	10 credits
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Grade 10	English 10	10 credits
Grade 11	AP English Language and Composition	10 credits
Grade 12	AP English Literature and Composition	10 credits

Languages other than English [30 credits required]

Grade 9	Latin I	10 credits
Grade 10	Latin II	10 credits
Grade 11/12	Language other than English 2 semesters of the same language: <i>Chinese, French, German, Greek, Hmong, Italian, Japanese, or Spanish or Latin 131 T (2 semesters) or other language</i>	10 credits

Note: 1 semester of college language is equivalent to 2 semesters of high school language.

Science [35 credits required]

Grade 9	Physics	10 credits
Grade 10	Chemistry	10 credits
Grade 11	Biology 10 & Biology 12	10 credits
Grade 12	Earth & Environmental Science 4 or other Counselor approved CSUF Science Course	5 credits

Physical Education [20 credits required]

Grade 9	Physical Education I	5 credits
Grade 10	Physical Education II	5 credits
Grade 11	Physical Education III	5 credits
Grade 12	Physical Education IV	5 credits

Visual and Performing Arts [44 credits required]

Grade 9	Musicianship I	5 credits
Grade 9	Performing Group	10 credits
Grade 10	Musicianship II	5 credits
Grade 10	Performing Group	6 credits
Grade 11	Musicianship III or AP Music Theory	5 credits
Grade 11	Performing Group	6 credits
Grade 12	Musicianship IV	5 credits
Grade 12	Performing Group	6 credits

Mathematics [40 credits]

Grade 9	Integrated Mathematics I Integrated Mathematics II+	10 credits
Grade 10	Integrated Mathematics II Advanced Mathematics #	10 credits
Grade 11	Advanced Mathematics AP Statistics ^ AP Calculus AB ^ AP Calculus BC ^	10 credits

Grade 12	AP Statistics ^ AP Calculus AB ^ AP Calculus BC ^ Math 45 or other approved Fresno State Math Course Optional 5 th year of College Math **	10 credits
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+ Grade 9 students who have completed an Advanced Common Core 8, Math 1, or Integrated Mathematics I equivalent course in Grade 8 with a B or better.

Grade 10 students who have completed Geometry in Grade 8 with a B or better. Or, Grade 10 students who completed Integrated Mathematics II in Grade 9 at UHS.

^Enrollment in an AP math course is appropriate after the completion of Advanced Mathematics.

**Math 77 and Math 81 are recommended for students who complete and pass the College Board AP Exam for AP Calculus BC before Grade 12.

Enrollment in Math Courses at UHS

UHS is very concerned that students are enrolled in the math course in which they will most likely find success. All students take an assessment test prior to enrolling in a future math course to help determine their appropriate math course placement.

Winter and Spring Session Courses

The UHS Winter and Spring Sessions are an integral part of the UHS curriculum, and attendance is MANDATORY (although there are exceptions for senior students that have met all graduation unit requirements). Students are expected to complete 2 classes in each of the 2 Elective Sessions each year. Because a student may need extended academic work to pass a regular semester course or because of summer school conflicts, exceptions may be made.

The required minimum for elective courses is 30 units.

Class Designations

Students are grouped into four classes according to the following:

Freshman = 0 - 65 credits

Sophomore = 65+ credits

Junior = 140+ credits

Senior = 206+ credits

A minimum of 269 credits are required for graduation.

Class Standing at UHS

Before entering high school, students progress to the next grade level unless seriously deficient in meeting learning objectives. At the high school level students must earn graduation credits. Failing a class means that the credits are not earned. The class must be made up either in summer school, or by repeating the class the following year, or through an approved online course by their school counselor.

Community Service Requirement

All students are asked to perform at least ten hours worth of community service per

semester. A total of 80 hours of community service is required over the course of four years. Students will log their volunteer hours on forms that are located in the office. Completed forms need to be turned in to the office, where those hours will be recorded. University High School defines community service as work that specifically benefits the larger community outside of our normal family and friend relationships, without any material or grade compensation received in return.

California Assessment of Student Performance and Progress (“CAASPP”)

The School shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress.) Notwithstanding any other provision of law, a parent’s or guardian’s written request to School officials to excuse his or her child from any or all parts of the state assessments shall be granted.

Participation in Graduation Ceremonies

Seniors must meet at least the following in order to participate in the graduation ceremonies: Attain the minimum of 269 credits and complete all requirements of the State of California and UHS.

Add/Drop Policies for University High School Classes

In semester courses, students may add and drop courses up until the 2nd week of instruction of the class only if space permits. These changes will only be accommodated with a completed schedule change form.

Schedule changes will only be made for the following serious and compelling reasons:

1. _____ A documented medical condition.
2. _____ To correct a schedule conflict or to complete an incomplete schedule.
3. _____ To act upon teacher or administrator recommendation regarding student placement.

Note: Students who wish to add or drop a CSUF course must first see their counselor for approval.

After the 2nd week of school, no adds or drops are allowed unless requested by the teacher. After the 2nd week, students may only drop courses after petitioning the Dean of Students or Counselor to drop for compelling reasons.

During the Winter and Spring Session of elective courses, course changes must be completed before the course begins. Because of the condensed nature of these courses, full credit cannot be given for changes made after the course begins.

College classes

Students at UHS are enrolled in several CSUF classes as part of our curriculum. The potential of earning a year of college credit while attending UHS is one of the incentives for coming to UHS. The vast majority of UHS students do well in these classes. However, it is important to emphasize that every CSUF class is entered on a CSUF transcript as well as the UHS transcript. That college transcript remains as a record of the student’s work at the college level.

The college classes included in the UHS curriculum are: History 20 and History 21 for sophomores, Biology 10 and Biology 12 for juniors, as well as a minimum of two semesters of the same foreign language (following Latin I and II), taken in either junior or senior year. Senior year features an Earth Science class. For accelerated students, additional pre-approved college courses are possible. The maximum allowable college units per semester is 8. The deadline for UHS students to enroll in a college course for the next semester is usually right after the start of the current semester. Freshmen are not permitted to enroll in college classes at Fresno State and sophomores are limited to History only.

Privacy policies at the college preclude CSUF instructors and administrators from informing anyone but the student as to his or her grade or progress in a course. UHS has NO AUTHORITY over CSUF faculty or special access to them. It is the responsibility of each student to keep the syllabus describing college course requirements and detailing how the grade is determined. It is the responsibility of the student, not UHS or a parent, to contact an instructor in a CSUF course via email or telephone or during office hours. If a student has difficulty in finding resolution, the Dean of Students or designee will assist on his or her behalf.

Instructional Materials Needed for CSUF Classes

UHS urges students to purchase the textbooks and/or other instructional materials needed for courses taken at CSUF. In cases of financial need, UHS will supply these materials, but they then belong to UHS and must be returned to UHS in good condition for use by other students.

Dropping or Withdrawing from a College Class

Students who must drop a CSUF class must file the change with both UHS and CSUF before mid-September. The spring course drop date is typically the 2nd week of February (the exact date will be posted on the CSUF website). After this date classes may only be dropped for "serious and compelling reasons." A failing grade does not constitute a serious and compelling reason. See the CSUF Class Schedule for more information.

If a UHS student determines that he or she is enrolled in a CSUF class in which he or she is likely to receive a grade below a "C", it is the responsibility of the student to know and to follow the CSUF procedures and deadlines to drop the class. The CSUF instructor cannot drop the student from a class. UHS cannot drop the student from a class. During the first two weeks of classes, a student may file an Add/Drop form, and the class will not appear on the student's CSUF transcript. Once this deadline passes, a student may still be dropped from a class by obtaining signatures from the instructor and the dean of the college on an Add/Drop form and then submitting the signed form to the University. Once this second deadline has passed, a student may not drop the class except for serious and compelling reasons. As previously noted, a failing grade does not constitute a serious and compelling reason. Failing to follow these procedures and ceasing to attend classes will result in a student's transcript showing a grade of Withdraw/Unauthorized (WU) which is entered in the college records as an "F" grade.

College Disqualification

UHS students who perform poorly in college classes (receiving grades of “D” or “F”) may be disqualified from enrolling in further college classes and will jeopardize admission to any CSU or UC.

Enrolling in Non-UHS Classes

After completion of grade 8, students who wish to enroll in non-UHS summer school courses at other high schools, or students who wish to enroll in evening or weekend courses outside of UHS during the course of the school year **cannot take courses in lieu of required UHS graduation classes for original credit**. Counselor approval to enroll in non-UHS classes required for graduation may be granted for students under the following conditions: (1) hospitalization or prolonged health issues, (2) taking a semester abroad, (3) academic concerns related to the ability of the student to graduate on time with his/her class.

Course approval forms are available in the Counselor’s Office. Students wishing to enroll in summer school courses at other high schools and colleges or students wishing to enroll in evening or weekend courses outside UHS MUST obtain written approval IN ADVANCE from their academic counselor. If this is not done, UHS credit may not be granted. Other high schools and colleges DO NOT notify UHS of grades. It is the responsibility of the student to bring a report card or transcript to the UHS Office within 60 days of completion of an approved course to be given UHS credit. Courses taken without approval in advance may not be accepted for UHS graduation credit.

Accelerated Course Credit:

- A UHS student who completes the highest level course offered in one or more of the UHS curricular areas in advance of the normal pace (for example, completing Calculus as a freshman, sophomore or junior) is expected to continue to enroll in appropriate courses in that subject area at CSUF or to present a petition to the Head of School to consider an alternative sequence of elective courses.
- It is possible for a student to over-elect by participating in multiple performing groups and/or dramatics all four years. Some students may also choose to take additional, pre-approved summer school and/or evening courses at area colleges. However, any additional non-augmented/non-weighted courses (such as extra performing groups) taken that are not needed to meet graduation requirements will not be factored into the GPA unless the student is below a 4.0 GPA. Students’ grades will not drop if extra classes are taken.

Class Rank:

UHS does not use class rank to distinguish students.

Grades

Teachers establish the grading standards for each of their own courses. In general, grades are reported as a percentage of possible points as follows: A = 90% or better, B = 80-89%, C = 70-79%, D = 60-69%, F = 0-59%. Please consult the individual teacher’s syllabus for the actual grading scale and policies used in each course.

Incomplete Grades

Students that receive an incomplete grade from a teacher at the end of a semester have up to six weeks to make up their grade. If not completed in that time frame the teacher will factor in zeros for the missing work.

Grade augmentation

Students enrolled in Advanced Placement or CSU Fresno courses will receive 5 grade points for a grade of "A", 4 grade points for a grade of "B", and 3 grade points for a grade of "C". A grade of "D" is not augmented and receives 1 grade point. A grade of "F" receives no grade points.

Transfer students will not receive grade augmentation for any coursework from their previous school, other than advanced placement coursework.

"D" grades

Although a "D" earns high school graduation credits, UC and CSU do not accept classes passed with a "D" in A-G required courses. Unless a student is planning to start his or her college career at the community college level or at a private college that accepts "D" grades, students receiving a "D" in a class will need to make up that class in summer school or by repeating that class the following year, or by taking an online course approved by their school counselor.

Course Credit - Miscellaneous

If a student retakes a course, the grade for both attempts will be included in the student's transcript. The higher grade will be used to calculate the student's GPA.

Students enrolled in University High School who have successfully completed Geometry or Advanced Math courses before completing grade 8 will have these courses shown on their UHS transcript. A course taken after grade 8 at another institution or college will not be shown on the UHS transcript unless the course is taken to remediate a UHS course.

Coursework completed at University High School is transferable to all public high schools. The Counselor and Registrar are available to assist students who choose to transfer to another high school.

Cal Grant Program Notice

UHS is required by state law to submit the GPA of all high school seniors by Oct. 1 of each year, unless the student over age 18 or parent/guardian for those under 18 opt-out. Students currently in eleventh (11th) grade will be deemed a Cal Grant applicant, unless the Student (or Parent, if the Student is under 18) has opted out before the GPA's are submitted each year.

Book Fees

Failure to turn in class textbooks when requested by your teacher will result in students having to buy a replacement textbook or pay UHS for it. At the end of the school year if a

student has not found their textbook or paid for it then they will be placed on the Academic Ineligibility (AI) List at the beginning of the school year preventing them from participating in certain school activities. Seniors that owe book fees at the end of their senior year will not be able to participate in the graduation ceremony.

Academic Ineligibility Policy

The Academic Ineligibility (AI) list is created after the first progress report in the fall semester. Students are put on the AI list if they have below a 2.0 GPA and/or an “F” in any class. Every two weeks during that grading period, a new list will be generated for the remainder of the semester/year. However, students will get a 2 week grace period (i.e. probation) before they are on the official AI list. If, after 2 weeks, they still have below a 2.0 GPA and/or any “F” grades, they will be placed on the AI list. Basically, there will be two lists –AI Probation List and AI List. Students placed on either the official AI list or AI Probation list will be removed if they improve their academic grades and GPA.

Academic Intervention

In addition to the existing policies to help students whose academic performance is below expectation, the following academic interventions will be implemented:

- If a student has 2 or more failing grades, the student will be recommended a peer tutor to receive extra help.
- A Student Study Team (SST) meeting may be recommended to help the student be more successful academically. An SST plan may include private tutoring, lunch tutorials with teacher, or other measures which might be a more efficient use of student’s time and effort for the affected classes.
- Students who are not on track to graduate on a 4-year plan from UHS may be placed on a contract with their counselor.

*Students who are not successful after the above interventions have been attempted will be asked to move to another school where they have a better chance of academic success.

Academic Probation

Students who fall below a 1.5 GPA at the end of a semester will be placed on academic probation for the following semester. If they fall below a 1.5 GPA for a second semester, they will be asked to leave UHS.

Health/Sex Education

Students are strongly encouraged to enroll in Life Skills during either the Winter or Spring Sessions. At the parent/guardian’s request, any student may be excused from any part of instruction in health/sex education. Parents/guardians shall be notified in writing before students are offered any instruction in which human reproductive organs and their functions, processes, or diseases are described, illustrated or discussed. This notification shall inform parents/guardians that they may request in writing that their child not attend the class(es). All materials used for the above instruction shall be made available for inspection.

Pupil Records, including Challenges and Directory Information (FERPA)

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students who are 18 years of age or older (“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 5 business days after the day the School receives a request for access. Parents or eligible students should submit to the School principal or designee a written request that identifies the records 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 are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the School discloses personally identifiable information (“PII”) from 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) or a person serving on the School board. A School official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the School would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

FERPA permits the disclosure of PII from student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the School to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A School may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student —

1. To other School officials, including teachers, within the educational agency or institution whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).
3. To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their

authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).
5. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
6. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
7. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
8. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).
9. Information the School has designated as “directory information” under §99.37. (§99.31(a)(11)).

“Directory Information” is information that is generally not considered harmful or an invasion of privacy if released. Directory information can 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 year books. The School has designated the following information as directory information:

1. Student’s name
2. Student’s address
3. Parent’s/guardian’s address
4. Telephone listing
5. Student’s electronic mail address
6. Parent’s/guardian’s electronic mail address
7. Photograph
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Weight and height of members of athletic teams
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended
14. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s social security number, in whole or in part, cannot be used for this purpose.)

If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing at the time of enrollment or re-enrollment. Please notify the Head of School at: 559-278-8263.

Academic Awards

Principal's Honor Roll – Students will be awarded principal's honor roll for each semester they earn a 4.0 unweighted GPA (straight A's).

California Scholarship Federation (CSF) – This is a statewide honor society to which a student must apply for membership each semester of eligibility. Students who earn 4 semesters of membership in the sophomore, junior, or senior years, with one of the four semesters coming in the senior year, are eligible for life membership in CSF. Life members receive a gold cord to be worn at graduation, and a CSF Life Member seal is placed on the diploma. An application with a complete list of eligibility criteria and accepted classes is available from the CSF advisor. Students normally have about three weeks at the beginning of the semester to apply for CSF membership based on the previous semester's grades.

Academic Letters - Students may be awarded an academic letter for outstanding participation on competitive teams, for outstanding contributions to musical or dramatic performing groups, and for leadership in student activities. Criteria have been established by advisors or directors, who may be consulted for details.

Achievement Awards Ceremony - UHS holds an annual Achievement Awards Ceremony in late spring to recognize students for their accomplishments of the year. Parents and guardians of the students being recognized are invited to the ceremony.

EXTRACURRICULAR ACTIVITIES

UHS sponsors a large number of activities, clubs and competitions. Most of these extra-curricular activities meet during the lunch period once or twice each week. Some advisors find they must schedule meetings on evenings or weekends, especially for competitive events. Most competitive teams meet during the fall semester, concentrate their efforts during the Winter Session, and meet more frequently as competition dates approach.

Student Clubs

Clubs and Activities that are typically available to students each year at UHS are: Academic Decathlon, Associated Student Body (ASB), California Scholarship Federation (CSF), Chess Club, Creative Writing Club, Cricket, Cross Country, Drama Club, Film/Photo Club, Food Club, Gender & Sexual Diversity (GSD), LEO Club, L.I.F.E., Math Team, Mock Trial, Peer Mentoring, Red Cross Club, Science Olympiad, Ski Team, Soccer, Softball, Speech and Debate Team (Forensics), Travel Club, Volleyball, Yearbook.

New Clubs - To start a new club, students must:

- a) Talk to the Activities Director to receive a new club application package.
- b) Find a faculty advisor and determine a club meeting time and location.

- c) Form a mission statement and develop a budget for the club.
- d) Submit a new club application package (application, mission statement, and budget) to ASB for consideration

Once an application has been accepted, the club must elect officers and have a representative attend ASB meetings. Any club not adhering to these guidelines will not be considered an official club of UHS, and any funds from that club will be absorbed by the ASB.

Associated Student Body and Class Clubs

Associated Student Body (ASB) Responsibilities: Spirit Week, Winter Formal Dance, Spring Field Day

Senior Class Club Responsibilities: Ice Breaker Activity, Grad Nite, Graduation

Junior Class Club Responsibilities: Prom, Fundraising

Sophomore Class Club Responsibilities: Harvest Dance, Fundraising

Freshman Class Club Responsibilities: Sadie Hawkins Dance, Fundraising

Eligibility to Participate in Extracurricular Activities

Students must maintain a minimum level of progress to be eligible to participate in extracurricular activities. A list of ineligible students (AI list) will be distributed to faculty each reporting period. A student may request a review every Friday. **Students are accountable for knowing whether or not they are eligible.**

Citizenship Eligibility It will be assumed at the start of each semester a student's citizenship standing is satisfactory (S). Students may also see their citizenship standing drop to needs improvement (N) or unsatisfactory (U).

Students with 4 tardies may receive a needs improvement citizenship standing. Upon receiving 6 tardies, the standing will change to unsatisfactory and the student will be placed on the AI list. The unsatisfactory may be amended by community service, but would return to unsatisfactory with any additional tardies. Students that have outstanding fees will also be placed on the AI list for citizenship until their fees have been paid for. A first offense of cheating, classroom disruption, or truancy may also result in a needs improvement citizenship standing. A second offense will result in an unsatisfactory citizenship standing.

Students who have been suspended are ineligible to participate in extracurricular activities for a period of up to five school days for every day of suspension assigned.

Students with an unsatisfactory citizenship standing will be restricted from attending extracurricular events including clubs, school competitions, dances, sports, and Grad Nite. Students with an unsatisfactory citizenship standing could improve their standing through a mutually agreed upon contract between the student, dean or designee, and the student's parent/guardian.

Students who are ineligible may be allowed to rehearse or practice with their group during and after school under the direct supervision of teacher/coach, but will not be able to

perform or participate outside the regular school day.

Rules Concerning Extracurricular Activities, Field Trips, and Dances

All school rules and specific field trip regulations will be followed on school-sponsored field trips and extracurricular activities. Students who participate in these activities are expected to conform to the school's accepted standards of behavior, decency and/or modesty.

Violations are subject to disciplinary action.

- Extracurricular activities include, but are not limited to: competitions, dances, day and overnight field trips, etc.
- Students will not be allowed to purchase tickets for dance or extracurricular field trips if they are on the AI list.
- Students that are on the AI list must be off at least one week prior to the day of the event they would like to participate in unless coaches or advisors designate otherwise.
- Students that are on the AI list will not be allowed to run for office or try out for any competitive activity or drama production.
- Students who wish to attend dances as guests of students at other schools must also meet UHS eligibility criteria.

Criteria to Miss Class to Attend a Special/Extracurricular Activity

- Students will be expected to sign out in the Office in the usual manner unless the teacher(s) in charge provide a roster to the Office of all the students present and participating.
- For an all-day or overnight event, no student who is on the Academic Ineligibility list may attend the event, whether or not it involves missing school.
- For a morning or an afternoon half-day event, no student may miss regular classes if he/she is receiving an "F" grade in any one of the missed classes. It should be noted that students affected by this policy might still participate in the activity if they can obtain transportation to join the event in progress after attending the required class(es).

Dances

UHS offers several dances each year for UHS students and their guests. Each class club and the ASB council host one dance during the year.

Rules Concerning Dances

- **Students must satisfy the eligibility requirements stated above to attend dances. It is the students' responsibility to know if they are eligible to attend the dance. Students may not purchase a dance ticket until they are eligible to attend.**
- All school rules and regulations are in effect and are enforced at all dances.
- Students must have been in attendance at school a minimum of 4 periods on dance day to attend the dance.
- Students who have been suspended during the week of the dance are not allowed to attend.
- Students who behave inappropriately may be asked to leave the dance.
- No one, including ineligible students, is allowed to loiter in the vicinity of the dance.

- Bringing Guests to Dances:
 - a. Dance Guest Passes are available in the Office and on the School's website.
 - b. Only *one* Guest per UHS student. The guest must enter and leave with the UHS student.
 - c. The Guest Pass must be approved by an administrator at the guest student's school (with an attached business card), unless the guest is not attending school.
 - d. All guests must be within the ages of 14-20 years old and must be at least in 9th grade. No guest 21 years or older will be admitted to the dance.
 - e. All Guest Passes must be turned in and approved by the Dean of Students prior to the dance. No Guest Passes are accepted at the door.
- Each UHS student and guest (under 18) must present a student ID at the door.
 - a. If a non-UHS student cannot obtain a student ID, BOTH students will need written parent permission on a Dance Guest Pass obtainable from the Office.
 - b. If the UHS student is under 18 and the guest is 18 or over, the UHS student needs written parent permission on the Dance Guest Pass and the guest must present an acceptable form of identification.

STUDENT AND PARENT RESOURCES

UHS Counseling Services Provided by Mrs. Bird and Mrs. Fernandez

Confidential services and information available at UHS include, but are not limited to:

- | | |
|---|---|
| <ul style="list-style-type: none"> • College application process • Development of four year plans • Career interest and assessment • College interest and assessment • Monitoring of graduation progress • Time management/Study strategies • Scholarship application process • Individual counseling and support • Brief personal/social counseling • Referrals to community resources • Drug, alcohol, tobacco information | <ul style="list-style-type: none"> • Teen pregnancy information • Nutrition counseling • Peer support groups • Anger/conflict management • Date rape information • Grief and loss • Stress management • Personal wellness • Abstinence information • Suicide intervention |
|---|---|

Health & Safety Services

- Emergency (Fire, Sheriff, Ambulance): 911 or Campus Police 278-8400
- Fresno Co. Sheriff Dispatch: 600-8401
- Health Department: 600-1377 -HIV/AIDS (CDC): 1-800-232-4636
- Poison Control Center: 1-800-222-1222

Hot lines to answer questions and give referrals

- Mental Health Youth Services: 453-8918
- Department of Behavioral Health: 600-9180
- National Suicide Prevention: 1-800-273-8255 (24hr hotline)

- Youth Crisis Line: 1-800-852-8336
- Youth America Hotline (Counseling for Teens by Teens): 1-877-968-8454
- Trevor Project (Crisis Intervention and Suicide Prevention for lesbian, gay, bisexual, transgender and questioning youth): 1-866-488-7386
- National Hopeline Network (Suicide Prevention): 1-877-235-4525

Counseling/Support Services:

- Marjoree Mason Center: 237-4706

Victims of domestic violence can call 24 hours a day.

- Rape Counseling Services of Fresno: 222-7273

Victims of rape, date rape, incest or molestation call 24 hours a day.

- Pregnancy Care Center: 237-0683

- Child Protective Services (Fresno): 255-8320

Victims of child abuse can call 24 hours a day.

- National Runaway Switchboard: 1-800-786-2829

- Sanctuary: 498-8543 (Shelter and safe haven for runaways) Hotline: 1-800-820-4968

- Fresno Family Counseling (low-cost individual and family counseling) - 229-3085

- Substance Abuse: Fresno NEW Connection (outpatient counseling services for alcoholism, drug abuse, anger management and domestic violence): 248-1548

- California's Smokers' Help Lines: English 1-800-662-8887 Spanish 1-800-456-6386

CLASSROOM DISCIPLINE PHILOSOPHY

*Integrity, honesty, responsibility, and tolerance are all hallmarks and expectations of our University 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 a typical high school—we are **Understanding, Honorable and Studious, we are UHS.***

Teachers' Classroom Rules – Teachers have the right to establish individual classroom rules and regulations that are consistent with the policies of UHS.

Basic Classroom Rules

1. Be in class on time and prepared to work with required materials.
2. Behavior must not interfere with the learning process.
3. Respect the rights and property of others.

Consequences of Violations

1. Verbal warning by teacher: teacher may take other actions, such as change student's seat, etc.
2. Teacher/student conference.
3. Teacher/parent contact by phone, conference, mail, etc.
4. Referral to Dean of Students, student assigned to detention, ISS, parent notification.
5. Detention, ISS, removal from class, suspension, expulsion.
6. Any violation of the UHS Code of Character, other than tardies, will also result in the violator being assigned to write a 300-500 word essay on how the infraction was not

in keeping with the code of character.

7. Students will be unable to participate in extra-curricular activities for a period of time that corresponds to their suspension (either on-campus or off-campus). One day of suspension is equivalent to one week of “non privileges.”

Disciplinary Transgressions

Cheating

Any student who knowingly violates the school’s or an individual teacher’s established policy dealing with graded assignments shall be considered to be cheating and shall be disciplined by the following methods:

- First Offense: F (or zero) on assignment, parent contact, honor code essay and detention.
- Second Offense: F (or zero) on assignment, parent conference and 1-3 day suspension and “U” citizenship standing.
- Third Offense: F (or zero) on assignment, parent conference, 3-5 day suspension

Note: The acts of plagiarism (copying someone else’s work or allowing someone to copy your work), online postings of answers/class work/tests/quizzes, using unauthorized aides on a test or quiz, or failure to report known cheating to a school administrator or teacher is considered cheating. If you are aware of a student cheating, please file an anonymous report with a school administrator or teacher.

Deception

Any student who attempts to deceive school officials through lying, forgery, etc. is in violation of school rules and is subject to discipline.

- First Offense: Conference, parent contact, honor code essay and detention.
- Second Offense: Parent Conference, 1 - 3 days detention or suspension.
- Third Offense: Parent Conference, 3 - 5 days suspension.

Meeting/Lecture Conduct

Meetings and lectures are held for the education and enjoyment of students. Students are required to be courteous to the speaker and the program. It is the responsibility of each student to maintain high standards of courtesy and conduct. Violations may be cause for disciplinary action, such as detention and/or assignment to suspension.

Student Disruptions

It is prohibited for any student to disrupt the daily schedule, school activities, classroom procedure; to defy the authority of school personnel in the performance of their duties; or to be disobedient/defiant.

Class Disruption:

- First offense: Conference, honor code essay and detention.
- Second offense: Parent Contact and 1-3 days detention or suspension.
- Third offense: Parent Conference, 3 - 5 days suspension.

Defiance:

- First Offense: Conference, honor code essay and detention.
- Second Offense: Parent Contact, 1 - 3 days detention or suspension.

Third Offense: Parent Conference, 3 - 5 days suspension.

GENERAL DISCIPLINE POLICIES AND PROCEDURES

*Integrity, honesty, responsibility, and tolerance are all hallmarks and expectations of our University 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 a typical high school—we are **Understanding, Honorable and Studious, we are UHS.***

Receipt of this Handbook constitutes the students' warning for violations of rules. The following pages give general outlines of disciplinary consequences but the administration reserves the right to decide what course of action will be taken.

Consequences for Rule Violations

Seriousness of the offense, conditions under which it occurred and the student's cooperation and discipline record are factors to be considered in each case. **As mentioned above, the administration reserves the right to decide what course of action will be taken.** In some cases, including any violation of Penal Code, law enforcement agencies will be involved.

Appeal Process

Students who are not satisfied with the decision of the Head of School regarding the assignment of consequences for rule violations may appeal the decision to the Board of Directors. The student is required to state in writing the reason for requesting the appeal. Upon review of the written appeal, the Board may either: 1) act on the basis of the written appeal, or 2) grant an appeal hearing at which both the student and his/her guardian are required to attend.

Lunch Detention/Afternoon Detention

Students may be assigned to lunch detention or afternoon detention periods 8 and 9. These students will be isolated and expected to work on assignments, some of which may be related to their offenses. Students are to bring paper, pens, and school books with them. Students may also be given a 'campus beautification' task as part of their detention assignment. This may include tasks deemed appropriate to the situation such as picking up trash around the UHS campus.

Suspension

UHS has developed and maintains a comprehensive set of student discipline policies describing the school's expectations regarding attendance, leave from campus, mutual respect, substance abuse, violence, safety, work habits, and academic performance. Off-campus suspension (OCS) will be assigned for major rule violations, outlined in EC 48900. When suspended, students are not allowed on campus for any reason. Teachers are not required to assist students with makeup work missed while suspended.

In School Suspension (ISS)

ISS allows students to be on campus rather than be suspended off-campus. Students assigned to ISS are at all times under the supervision of a staff member and are provided with assignments, some of which may be related to their disciplinary violations. Students report to ISS in the Office immediately after arriving at school and are supervised until they leave for home. A student assigned to ISS on any given day is not allowed to participate in school activities on that day. Students are to bring paper, pens, and school books with them.

Expulsion

Students who habitually fail to comply with these policies and/or who present an immediate threat to health and safety may also be suspended or expelled by the school's governing board upon recommendation from the Head of School. A student under consideration of expulsion shall be entitled to a hearing, conducted in accordance with EC 48915, to determine whether the pupil should be expelled. In such cases, an expulsion hearing shall be held within 30 school days after the date the Head of School determines that the pupil has committed any of the acts enumerated in Section 48900, unless the pupil requests, in writing, that the hearing be postponed. Within 10 school days of the hearing, the governing board shall decide whether to expel the pupil, unless the pupil requests in writing that the decision be postponed. Final action to expel a pupil shall be taken only by the governing board in closed session.

Students that have an IEP or 504 Plan will have due process and procedural safeguards under the law. These procedural safeguards will be followed to conform to applicable federal law regarding students with exceptional needs. UHS will follow Section 504, the IDEA, and all applicable Federal and State laws, including but not limited to the Education Code when imposing suspensions and expulsions. UHS will notify the district of the suspension of any SPED/504 student or suspected student of disability prior to expulsion.

Property and Safety

Safety

Students are required by law to maintain safe practices at all times. The wearing of safety glasses and other protective equipment and clothing is a requirement in studios and labs. Students failing to abide by the safety procedures as specified for these classes will not be allowed to continue with the work in the studio or lab and may be disciplined. Continued violations will lead to removal from the class.

Dressing for Physical Education

A description of appropriate and inappropriate dress for PE classes is provided by each instructor to ensure safe and healthy participation by all students. Students may elect to purchase PE attire from the UHS student store.

Aromatics

Some members of the UHS community are allergic to aromatic sprays, perfumes, and/or

lotions. Do not wear or dispense highly aromatic perfumes or lotions in school.

Pets

No animals or pets are allowed on campus. Not only can animals/pets be a disruption to the campus environment, but also just like aromatics, some members of the UHS community are highly allergic to animals.

Personal Property

UHS assumes no responsibility for loss or theft of students' personal property. Students are encouraged **not** to bring items of value to school that are not needed or that may be lost or stolen. Students must be responsible for their own possessions and should not expect others to be held accountable for their safekeeping. **Do not leave any of your belongings unattended.** Backpacks should be stored in your locker, and larger musical instruments should be stored in the music room lockers.

Search & Seizure

The Board of Directors is committed to maintaining an environment for students and staff which is safe. The Board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students and their property by school officials. The Board authorizes school officials to conduct the searches of students, their backpacks, their motor vehicles and other personal property when there is reasonable suspicion that the search will uncover evidence that the student is violating the law or school rules. The Board urges that discretion, good judgment and common sense be exercised in all cases of search and seizure. Any student found in possession of an illegal substance and/or object shall be reported, along with the evidence, to the proper legal authority. Under no circumstances will a student be strip searched.

UHS Internet and Social Networking/Media Policy

With new means of communication via technology constantly emerging, UHS recognizes students will frequently use tools such as Twitter, Facebook, email, and texting to communicate with each other and their community. Because of its ability to reach a vast audience with a new level of permanence than other forms of communication, technology is a powerful tool that is best used with care so as to protect oneself from unintended social and emotional harm, or even legal action and criminal charges. While use of some forms of social media appears to be anonymous, no communication is actually so and one's identity is easily traced (especially on a college campus).

In the past, people could more easily maintain separate public and private lives. But now, when things in one's private life are shared electronically, they can easily become public. People are now being defined not only by their public actions, but also by the private things that they say and do. We must be more careful with our electronic communication.

At UHS, while we allow the use of social media, we expect students to adhere to the following guidelines and rules for their own safety and the integrity of our school community:

1. NEVER post any message, text, or picture about another person, especially STUDENTS, TEACHERS, or STAFF, that could be interpreted as negative or

indecent by the person mentioned or by an objective reasonable observer, even when using a feature where there is a perception of anonymity (such as yik-yak or social media accounts under false names).

- a. UHS does not condone using social media in regards to others without their consent if it could be construed or interpreted in any sort of negative way. Additionally, students are obligated to remove or rescind a post, photo, video, audio-file, etc. containing another person if the person requests them to do so.
 - b. While you may post things about yourself, NEVER post or send a picture, video, audio-file, etc. of yourself that could be interpreted as indecent or denigrating, even when using a feature where there is a perception of anonymity.
2. When using electronic communication, NEVER use racist or derogatory language - even when joking with a friend or when using a feature where there is a perception of anonymity.
 3. Avoid electronic communication that could be construed as sexual harassment or hate speech, or communication that suggests that you support or may conduct a violent act against yourself or others, even when using a feature where there is a perception of anonymity. Such postings may be investigated if brought to our attention.
 4. UHS does not allow posting of recordings of classroom lessons or pictures of tests, homework, or other sensitive teacher work without teacher permission, and you are NEVER allowed to take pictures of or post about standardized test information (e.g. CST, AP, PSAT, CAHSEE).
 - a. Always be sure that if you are discussing school work in your postings, you are not violating the UHS cheating policy.

If you are in a private group (such as Facebook) and someone in that group violates one of the above rules, you could find yourself guilty by association, especially if you have commented positively about what the other person posted. To protect yourself, you must speak out against posts that violate the rules posted above (or report to a school official) so that others know that you are not party to it and that you uphold the UHS Internet and Social Networking/Media Policy.

It is a common belief that students have a right to privacy and freedom of speech. It is important for students to understand these freedoms can be restricted legally in order to prevent harm to others. **It is UHS policy that if something you post (whether at school or away from school) that becomes a topic of conversation at school, or affects a person at school, the school can take disciplinary action against you, as they deem appropriate, for what you have posted.**

The above rules are designed to be guidelines for safe social media usage to protect you. To the extent that you choose to ignore or violate the guidelines, UHS reserves the right to take disciplinary action against you.

Online Posting

Because student character matters, UHS wants to reinforce good student behavior both on and off campus. As such, UHS reserves the right to investigate student behavior that influences the welfare of students and/or faculty. This includes, but is not limited to, online postings. Please refer to UHS policy on Cyber Bullying.

Cyber Bullying

Cyber Bullying is defined as the use of any electronic communication device to convey a message in any form (text, image, phone, audio, game, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true, false, or misrepresented identity. Any communication of this form that disrupts or prevents a safe and positive educational or working environment will be considered cyber-bullying. Use of personal communication devices or school property (including property of CSUF) to harass, intimidate, or bully another is prohibited.

Examples of Cyber Bullying include, but are not limited to, the following:

- Sending or posting mean, vulgar, or threatening messages or images.
- Posting sensitive, private information about another person on a blog, Facebook, Instagram, Snapchat, Twitter, etc.
- If you use a blog, Facebook, Twitter, Instagram, Snapchat, or other form of social media, gossiping about UHS students is neither appreciated nor appropriate, even when in subtext or indirect reference (i.e. "subtweeting").
- Purposefully excluding a student in tags, groups, posts, or other forms of communication.

Dress Code and Grooming Guidelines – An Overview

The dress code and grooming guidelines at UHS are consistent with the standards of educational institutions and places of business. Use common sense. **When in doubt about whether clothing or grooming is appropriate for school, don't wear it.**

- All clothing should be within the bounds of decency and good taste, neat, clean, and comfortable. A favorite piece of clothing may not be appropriate for school. Any teacher or school employee may direct a student to report to the Office for clothing or grooming he or she deems inappropriate. If a student is sent to the Office, he or she may be asked to call a parent to provide different clothing or to deal with a grooming issue. A student may be loaned clothing to wear for the day and return it laundered.
- Remember, school is for teens what work is for adults. At home you can wear whatever your family standards allow, but at school your clothes should be appropriate for the work we are doing.

Specific Dress and Grooming Rules

1. Revealing, provocative or bizarre attire or hair colors and styles, tattoos, or unusual body piercing that interfere with school work or create a distraction are inappropriate including:
 - a. Skimpy, see-through, ragged or ripped attire

- b. Shirts, tops, blouses and/or low-cut/low-worn pants, slacks or shorts which result in several inches of skin showing, revealing necklines, or bare midriffs
 - c. Articles of clothing which display profanity, vulgarity, or slogans which promote tobacco, alcohol, drugs, violence, gang affiliation, or sex
 - d. Body piercing and/or jewelry which is distracting, or which could be a safety/health issue
2. Undergarments should not be visible.
 3. For safety and health reasons, shoes must be worn at all times.
 4. Shirts must be worn at all times and no more than the top 2 buttons undone.
 5. Headgear (hats, caps, visors, etc.) are to be removed when entering classrooms, offices, or buildings, unless prevented by religious observation. Sunglasses are to be removed in buildings unless medically necessary.
 6. Pants legs must not completely cover shoes or drag on the ground. Pants, shorts, or belts must fit at the waist and not be more than one size too large. Gang-related, oversized or overly baggy attire is inappropriate.

Dress Code & Grooming Penalties

Violations of the dress code specified above will be subject to the following:

- First Offense: Warning and alternative clothing supplied by school.
- Second Offense: Conference, parents notified, change to acceptable standards, possible loss of privileges, e.g. Lunch Detention.
- Third Offense: Conference, suspension, and change to acceptable standards.
- Repeated Offenses: May result in disenrollment.

Electronics

CD players, electronic games and consoles, gadgets, etc. are not to be used during class. Students may listen to music during unstructured time (before school, during lunch, etc.) as long as it does not disturb others. However, students are not permitted to bring video cameras, or use cellular phones or other electronic devices as such, to school without prior approval from a teacher or administrator for use in completion of a class assignment or project. Video games and consoles are not allowed on campus.

Cell Phones

During the school day cell phones should be turned off. A student's cell phone will be confiscated if its use disrupts instruction or if it is being used inappropriately. Students who use these devices inappropriately are subject to the following:

- First Offense: Item confiscated and returned to student at the end of the day.
- Second Offense: Item confiscated and returned to student by Dean of Students at the end of the day, parent contact.
- Third Offense: Item confiscated, item must be picked up by parent from Dean of Students.

Bicycles, Skateboards, Rollerblades, Scooters, etc.

Students may choose to ride a bicycle or skateboard to and from school, but these must be properly stored during the school day. Bicycles, skateboards, rollerblades, scooters used on campus during the school day will be confiscated.

First Offense: Item confiscated, and returned to the student after school.
Second Offense: Item confiscated, parent contact, and returned only to a parent or guardian.

SPECIFIC DISCIPLINE VIOLATIONS

Off Campus Without Clearance

Students leaving campus must sign out through the Office. Those who do not follow this procedure will be subject to disciplinary action.

First Offense: Conference and detention.
Second Offense: Parent contact, 1-3 days detention, ISS, or OCS.
Third Offense: Parent conference, 3-5 days ISS or OCS.

Truancy from Class or Assigned Discipline

First Offense: Conference, detention, and parent contact.
Second Offense: Parent conference, 1 - 3 days detention, ISS, or OCS.
Third Offense: Parent conference, 3 - 5 days detention, ISS, or OCS.
Third cut in course: Parent conference, warning of being dropped from course.
Sixth cut in course: Parent conference, student dropped from course.

Harassed, Threatened or Intimidated a Student Who is a Complaining Witness or a Witness in a School Disciplinary Action

Action: Law enforcement and parents notified.
First Offense: Parent conference, 1 - 5 days suspension and consideration for expulsion.
Second Offense: Parent conference, 3 - 5 days suspension and recommended expulsion.

Weapons

It is prohibited for any student to carry onto or have in his or her possession at school any firearms, knives, slingshots, or other explosive dangerous objects. Students are prohibited from selling or furnishing any firearm, knife, slingshot, explosive or other dangerous object. All pocket knives are barred from campus by State Law no matter what function they may have.

First Offense: Law enforcement and parents notified, 1 - 5 days assigned to suspension, and recommended expulsion.

Possession of Imitation Firearm

Action: Law enforcement and parents notified.
First Offense: Parent Conference, 1 - 5 days assignment to suspension and recommended expulsion.

Tobacco

It is prohibited for any student to possess or use tobacco or any products containing tobacco and nicotine products on campus at any time.

First Offense: Conference, parent contact, 1-3 days detention, ISS, or OCS.
Second Offense: Parent Conference, 2-4 days detention, ISS, or OCS.
Third Offense: Parent Conference, 2-5 days suspension.

Drug or Alcohol Abuse

It is prohibited for any student to possess, use, sell, or otherwise furnish, or be under the influence of any controlled substance, alcoholic beverages, or an intoxicant of any kind. Whenever a student at school, on the way to or from school, while under the jurisdiction of the school, or while representing the school is in possession or under the influence of drugs or alcohol, or is in possession of drug paraphernalia or smells strongly of marijuana or alcohol so as to indicate that he/she has either been with others who were using it or using it him/herself, he/she shall be penalized as follows:

Action: Law enforcement and parents immediately notified. Student suspended for up to 5 days, or recommended for expulsion and suspended off campus pending hearing.

Offering or Selling a Controlled Substance

It is prohibited for any student to offer, arrange, or negotiate to sell a controlled substance, alcoholic beverages, or an intoxicant of any kind, and then either sell, deliver, or furnish the controlled substance. Such student will be subject to these penalties:

Action: Law enforcement and parents immediately notified. Student suspended for 5 days, or recommended for expulsion and suspended off campus pending hearing.

Note: A second violation of Ed Code 48900 (c) or (d), during a student's four years at UHS will result in recommended expulsion and suspension pending the hearing.

Robbery or Extortion

It is prohibited for any student to commit or attempt to commit robbery or extortion. (Extortion is the obtaining of money or property from another).

Action: Law enforcement and parents notified.
First Offense: Parent conference, 1 - 5 days suspension, possible recommendation for expulsion.
Second Offense: 5-day suspension. Recommendation for expulsion.

Theft

It is prohibited for any student to steal or attempt to steal school or private property. The school does not take responsibility for lost or stolen private property.

Action: Law enforcement and parents notified.
First Offense: Parent Conference, 1 - 5 days suspension.
Second Offense: Parent Conference, 3 - 5 days suspension, and recommendation for expulsion.

Loitering on Campus

Students are not to loiter inside or outside the restrooms. Students are expected to use the

restrooms in a timely manner and not congregate inside or outside these areas.

- First Offense: Conference, 1 - 3 days detention.
- Second Offense: Parent notified, 1 - 3 days detention, ISS, or OCS.
- Third Offense: Parent Conference, 3 - 5 days suspension.

Public Displays of Affection

Only hand holding is permitted. Inappropriate public displays of affection are embarrassing to adults and students. Kissing, sitting on laps, and extended hugging are examples of prohibited display of affection.

- First Offense: Conference, parent notified, 1-day assignment to detention with alternate days for the students involved.
- Second Offense: Parent conference, 3 day assignment to detention, ISS, or OCS.

Sexual Harassment

Sexual harassment of any kind will not be tolerated (see board policy). Anyone found to be guilty of such behavior will be subject to discipline and penalties as prescribed by law. Sexual harassment/sexual battery can be verbal as well as physical abuse. Harassment can include: sexually suggestive looks or gestures, sexual jokes, pictures or teasing, pressure for dates or sex, sexually demeaning comments, deliberate touching, kissing, pinching, threats, demands or suggestions that favors will be granted in exchange for sex.

- First Offense: Parents notified, 1 - 5 days detention/suspension and consideration for expulsion.

Committed or Attempted to Commit a Sexual Assault

- Action: Law enforcement and parents notified.
- First Offense: Conference, 1 - 5 days assignment to suspension and consideration for expulsion.
- Second Offense: Conference, 1 - 5 days assignment to suspension and recommended for expulsion.

Dangerous Behavior

It is prohibited for any student to behave in a manner which poses a risk to a student's own health or safety, or the health or safety of others.

- First Offense: Conference, parent contact and 1 day detention, ISS, or OCS.
- Second Offense: Parent conference, 1 - 3 days detention, ISS, or OCS.
- Third Offense: Parent conference, 3 - 5 days suspension.

Throwing of Objects (such as ice, water, food, etc.)

- First Offense: Conference and 1 day detention, ISS, or OCS.
- Second Offense: Parent conference, 1 - 3 days detention, ISS, or OCS
- Third Offense: Parent conference, 3 - 5 days suspension.

Fire-Producing Objects

Lighters, matches, etc. are not permitted at school.

- First Offense: Conference, item confiscated, parent contact, 1 day detention, ISS, or OCS.

Second Offense: Parent Conference, item confiscated, 1 - 3 days suspension.

Disruptive/dangerous devices

Laser pens, water pistols, and other disruptive and/or dangerous devices are not to be brought to school.

First Offense: Conference, parent contact, 1 day detention, ISS, or OCS and item confiscated.

Second Offense: Parent conference, 1 - 3 days suspension, item confiscated.

Rumors, Gossip or Verbal Bullying

Some students come to UHS with the habit of making derogatory comments about other students and spreading rumors. While recognizing that this activity may be common on other school sites, the UHS faculty and administration agree that verbal bullying has no place at our school. Students involved in making derogatory comments, starting rumors, gossiping or any form of verbal bullying will be subject to the following:

First Offense: Conference, parent contact, detention and possible suspension.

Second Offense: Parent conference, 1 - 3 days detention, ISS, or OCS.

Third Offense: Parent conference, 3 - 5 days ISS, or OCS.

Cyber Bullying

Cyber Bullying is defined as the use of any electronic communication device to convey a message in any form (text, image, phone, audio, game, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile, and unwanted manner under a person's true, false, or misrepresented identity. Any communication of this form that disrupts or prevents a safe and positive educational or working environment will be considered cyber bullying. Use of personal communication devices or school property (including property of CSUF) to harass, intimidate, or bully another is prohibited [See Page 33-34, UHS Social Networking Policy].

First Offense: Conference, parent contact, detention and possible suspension.

Second Offense: Parent conference, 1-3 days detention, ISS, or OCS.

Third Offense: Parent conference, 3-5 days suspension.

Knowingly Received Stolen School or Private Property

Action: Law enforcement and parents notified.

First Offense: Parent conference, 1 - 5 days detention, ISS, or OCS.

Second Offense: Parent conference, 3 - 5 days suspension and recommendation for expulsion.

Vandalism

It is prohibited for any student to commit an act of willful misconduct, which causes or attempts to cause damage to school or private property.

First Offense: Parent conference and/or 1 - 5 days ISS and/or suspension. Student shall pay restitution.

Second Offense: Parent conference and 3 - 5 days suspension and/or recommendation for expulsion. Student shall pay restitution.

Assault, Battery, or Threats

It is prohibited for any student to cause, attempt to cause, or threaten to cause physical injury to another person. Public school students may not participate in hazing or commit any action that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any fellow student or person attending the school. Fighting is not permitted on school grounds or anytime while students are under the jurisdiction of the school.

Student-to-Student:

First Offense: Parent conference, 1 - 5 days assigned to ISS or OCS.

Second Offense: Parent conference, 5 days suspension and recommended expulsion.

Student-to-Employee: Parent conference, immediate 5 days suspension and recommended expulsion.

Profanity or Vulgarity

It is prohibited for any student to use language, actions, or dress, which are offensive or demonstrate discrimination of age, sexual orientation, religion, race, disability, or gender.

First Offense: Conference, parent contact, 1 day assignment to detention.

Second Offense: Conference, parent contact, 1-3 day assignment to detention, ISS, or OCS.

Third Offense: Parent conference, 3-5 days suspension.

Language or action directed towards a staff member:

First Offense: Conference, parent contact, 1 - 3 days detention, ISS or OCS

Second Offense: Parent conference, 3 - 5 days suspension.

*Note: Students are expected to be respectful with language at all times. What one perceives as funny may be offensive to others.

Obscene Act

It is prohibited for any student to commit an obscene (indecent or lewd) act which is offensive to accepted standards of decency or modesty.

First Offense: Conference and/or 1 - 3 days assignment to ISS or suspension, parent and law enforcement notified.

Second Offense: Parent conference and 2 - 5 days assignment to ISS or suspension, parent and law enforcement notified.

Third Offense: Parent conference, 5 day suspension, parent and law enforcement notified, recommended expulsion.

Habitual Offenses

Students who continue inappropriate behavior after standard disciplinary measures have been put into effect may be suspended and/or recommended for expulsion. This section covers habitual violations of any school rule.