

# REQUIRED NOTIFICATIONS

## STUDENT / PARENT INFORMATION

### **RESIDENCY REQUIREMENTS**

A pupil is considered a resident of the Upland Unified School District in any of the following circumstances:

1. The pupil's parent or guardian resides in the district
2. The pupil is placed in a foster home or institution within the district
3. The pupil has been granted an interdistrict transfer by the district
4. The pupil lives in the home of a care-giving adult that is located in the district, so long as a *Caregiver's Affidavit Form* has been properly completed
5. The pupil resides in a hospital located in the district

Residency verification is a state required responsibility and falsification of information will be grounds for immediate cancellation of enrollment.

### **NEW STUDENTS**

All students new to the Upland Unified School District are required to provide the following:

- ◆ Proof of residency
- ◆ Transfer from previous school
- ◆ Proof of birth date
- ◆ Proof of Polio, Measles, D.P.T., Mumps, Hepatitis B and Chicken Pox immunizations

### **REQUIRED IMMUNIZATIONS**

California Health and Safety Code requires that all students, prior to first entrance, must be fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella, chickenpox and hepatitis B in the manner and with immunizing agents approved by the State Department of Health Services. Full immunization against pertussis, TDAP (whooping cough), including boosters, is now a 7<sup>th</sup> – 12<sup>th</sup> grade admission requirement. Under a new law known as SB 277, beginning January 1, 2016 exemptions based on personal beliefs will no longer be an option for the vaccines that are currently required for entry into child care or school in California. Most families will not be affected by the new law because their children have received all required vaccinations. Personal beliefs exemptions on file for a child already attending child care or school will remain valid until the child reaches next immunization checkpoint at kindergarten (including transitional kindergarten) or 7<sup>th</sup> grade. For more information about school immunization requirements and resources, please visit the [California Department of Public Health's website](#), or contact your local health department, county office of education, or District Credentialed Nurse at your child's school. The Upland Unified School District fully cooperates with the local health office in the prevention and control of communicable diseases in school-age children. (Education Code 49403)

### **PHYSICAL EXAMINATION**

California State legislation requires a health checkup of all students before entering first grade. (AB2068). However, as a parent, you may file annually with the principal of the school, a statement in writing, stating that you do not consent to a physical examination for your son/daughter. When there is a reason to believe that a student may be suffering from a contagious or infectious disease however, he/she shall be sent home and shall not be permitted to return until the school authorities are satisfied that a contagious disease does not exist. Free health screening is available. Contact your school office. (Education Code 49451)

### **CONCUSSION AND HEAD INJURIES**

Requires, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. These provisions would not apply to an athlete engaged in an athletic activity during the regular school day or as part of a physical education course. (Education Code 49475)

### **HEALTH SCREENINGS**

A dental oral health examination is required prior to enrollment in kindergarten. A physical examination is required prior to enrollment in first grade. Free health screenings are available through the County Health Department and the District Healthy Start Program. (Education Code 49452.8)

### **CONTACTING YOUR CHILD**

The school office will try to relay emergency phone messages to your child. Children may not use the office phone unless it is an emergency and/or they have permission from their teacher. Any articles to be delivered to a student should be left in the office.

## **EMERGENCY CARDS/CHANGE OF ADDRESS OR TELEPHONE**

Parents are required to fill out an emergency card for their child. It is imperative that in case of an emergency the parent(s) of a child can be contacted by the school office. Every effort should be made to keep the school office informed of any change of address or telephone number as soon as possible. (No addresses or phone numbers will be given out by the school office.)

## **ADMINISTRATION OF MEDICATION**

Medication that is prescribed for a student by a physician that must be taken during a school day may be supervised by the school Health Technician or a designated staff member. This service will be provided only upon receiving detailed instructions from the physician and written parental consent. (Education Code 49423, 49480)

If a pupil with epilepsy has been prescribed an emergency antiseizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency antiseizure medication in the event that the pupil suffers a seizure when a nurse is not available.

## **TRANSPORTATION**

Elementary school children living 1 ½ miles or more from school are provided with bus transportation. Only children who are REGULAR bus riders may ride the bus. Regulations prohibit the transporting of animals or glass containers. Children should follow proper behavior on the bus and at bus stops. Students must follow the directions of the driver and show proper respect. Bus rules include:

- ◆ Keep hands inside the bus.
- ◆ Talk quietly while on the bus.
- ◆ Sit down as directed by the driver.
- ◆ Respect property around the bus stops.
- ◆ Exit the bus at home stops only.

Violations will result in citations sent home and/or denial of bus privileges. (Education Code 39831.5)

## **FREE & REDUCED MEALS**

Free and reduced meals are available to students of qualifying families. Free and reduced meal applications are mailed out to all currently enrolled students during the summer. New students receive an application at the time of enrollment.

## **EXTENDED DAY CARE**

Extended day care is offered at several of the school sites. Contact your local school for additional information on the availability of day care.

## **INSURANCE**

Student accident insurance handled by a private carrier is available. These forms are sent home to all parents early in the school year. (Education Code 49472)

## **DEMOGRAPHIC INFORMATION**

As part of the State CAASP testing program, the Upland Unified School District is required to provide demographic information to the California Department of Education. This information includes: student's birth date, place of birth, ethnicity, home language, parent education level, and amount of time the student has been continuously enrolled in the district. Generally we can obtain this information from registration forms and school records. If a parent's level of education has changed since last year, please contact the school's office with this information.

## **SCHOOL ACCOUNTABILITY REPORT CARDS**

Each school annually develops a school accountability report card. The school accountability report cards are posted on the District's website at [uplandusd.org](http://uplandusd.org). (Education Code 35256)

## **SCHOOL SAFETY PLAN**

Each Upland Unified School District school site has a *Comprehensive* School Safety Plan, which includes a disaster preparedness plan *and emergency procedures*. Copies are available to read at each school office. *Fire and emergency drills are held periodically at each school.* (Education Code 32280)

## **CHILD ABUSE**

School district personnel are required, by law, to report any suspected cases of child abuse to the appropriate agencies.

## **PESTICIDE PRODUCTS**

Pesticides are used on a very limited basis, but are still necessary to keep schools from becoming infested with insects and other pests. Pesticide application is done by a professional, licensed firm, using a new generation of pesticides which are proven to be less harmful than many of those available for purchase in local supermarkets. All applications are done after school hours to eliminate the possible contact with students and staff. Herbicides are used to help with the control of weeds on playing fields. Applications are done using manufacturers recommendations and only after school hours. Insecticides used by the district include: Talstar One – active ingredient “Bifenthrin” and Tempo 20 WP – active ingredient “Cyfluthrin.” If you would like to be notified of future application dates, please contact your school site principal. Information on pesticides and herbicides may be found at the [Department of Pesticide Regulation’s website](#). (Education Code 17612)

## **ASBESTOS MANAGEMENT PLAN**

An updated management plan for asbestos-containing material in school buildings is available at the district office.

## **VOLUNTEER PROGRAM**

We are proud of our volunteer program. Parents (grandparents, neighbors, etc.) volunteer many hours each year in service to our schools. If you are interested in helping with typing, parties, making materials, field trips, library work, classroom instruction, etc., please check with your child’s teacher or school office.

## **RIGHT TO FREE APPROPRIATE EDUCATION**

All students, including those with exceptional needs, age three to twenty-one years, have a right to a free, appropriate public education. Any parent who believes that his/her child might need special education services has the right to request an individual assessment by the school student study team. To initiate such a referral, the parent may contact the school his/her child attends or the Director of Special Education at (909) 985-1864 ext. 283. (Education Code 56040, 56301)

## **NON-DISCRIMINATION POLICY**

The Upland Unified School District does not discriminate on the basis of religion, age, gender, color, sex, sexual orientation, ethnic group identification, race, ancestry, national origin or physical or mental disability in any program or activity or in its personnel employment practices. Students, parents, or guardians of students, who have any concerns about the information included in this notice, or who wish to file individual grievances, should contact the Assistant Superintendent of Human Resources, (909) 985-1864 extension 226 or at 390 N. Euclid Avenue, Upland, California 91786. (Section 504, Rehabilitation Act of 1973, as amended and Title IX, Educational Amendment of 1972)

The Upland Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

The board affirms its policy to ensure equal educational opportunity for all students. District programs and activities shall be free from discrimination based on religion, age, gender, color, sex, sexual orientation, ethnic group identification, race, ancestry, national origin or physical or mental disability in any program or activity or in its personnel employment practices. The Superintendent or designee shall ensure that the district provides auxiliary services as required to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. Individuals with disabilities shall notify the Superintendent, designee or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

## **STUDENT SERVICES**

### **HEALTH SERVICES**

Major health screening and counseling is performed by the district’s registered nurse. Vision and hearing tests are given to kindergarten, second, fifth, eighth and tenth graders each year. Parents are notified if additional follow-up is necessary. Upland Unified School District (UUSD) in cooperation with the California Departments of Health Services and Education has a program to allow the district to be reimbursed with federal Medicaid dollars for selected health services (such as hearing and vision screening, health assessments) provided to eligible students at school. In accordance with UUSD rules and guidelines, eligible student records may be forwarded to a HIPAA certified agency. School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents will never be billed for health services by the school district.

## **VISION, HEARING AND SCOLIOSIS SCREENING**

California State legislation requires that vision, hearing, and scoliosis screening be conducted on students in specifically designated grades. Students may be excused from these screening procedures if they are in conflict with parents' beliefs. Written consent is not required, but written objection will be honored for your son/daughter. (Education Code 49452)

## **CONFIDENTIAL MEDICAL SERVICES**

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

## **WELLNESS POLICY**

The Upland Unified School District Board adopted a Wellness Policy in April of 2006. This policy supports healthy eating and physical activity for our District's students by promoting healthy celebrations at all school sites. As noted in the [PTA Healthy Lifestyles: A Parent's Guide](#); "Serving healthy snacks to our children is important to providing good nutrition for growth and development, supporting lifelong healthy eating habits, and preventing costly and potentially disabling diseases, like heart disease, cancer, diabetes, high blood pressure, and obesity". By providing healthy school celebrations, schools and parents will join in the commitment to promote healthy behaviors which will help to reduce student health risks and improve learning. Some ideas for healthy snacks are carrot sticks, apple slices, orange wedges, fruit snacks, popcorn and crackers.

## **PSYCHOLOGICAL SERVICES/TESTING**

A district psychologist provides testing services for all schools. Psychological testing is done only with parental permission and results are confidential. This information can be released only upon written permission from the parent.

## **SPEECH THERAPISTS**

The therapist screens for speech difficulties and meets weekly with children who are identified as having speech and/or language problems. Pre-school aged children may also qualify for this service.

## **STUDENT STUDY TEAMS**

When a student experiences difficulty in any aspect of his/her school life (academically, socially, physically, emotionally), he/she may be referred to the school's Student Study Team. The team is composed of teachers, district psychologist and the principal. The team studies the student's situation and makes recommendations to help alleviate the problem. The Student Study Team is a positive, creative and effective force in finding appropriate solutions to students' problems at school.

## **RESOURCE SPECIALIST PROGRAM**

The Resource Specialist Program includes full-time resource specialists who meet on a regular basis with students who have identified special learning needs. Individual programs are set up to meet a wide variety of individual learning needs (e.g. poor visual memory, weak auditory perception, reversals, etc.).

## **LIMITED/NON-ENGLISH PROFICIENT PROGRAM**

Assistance is provided to students with no or limited English proficiency. Students for this program are identified for eligibility and progress is carefully monitored.

## **SPECIAL EDUCATION PROGRAMS**

There are special programs for children with identified special needs. Appropriate programs and services are provided as specified in written Individualized Education Programs (IEP) developed for each student in the special education program. For specific information on the special education programs, contact your local school office. Parents have the right to electronically record the proceedings of an IEP meeting. Twenty-four (24) hours notice is required. (Education Code 56341)

## **SCHOOL IMPROVEMENT PROGRAMS (SI)**

This state-funded program encourages school improvements (in all elementary schools) through a collaborative decision-making process within the school community. This program supports and guides school-wide improvements to meet the needs of every student. Led by the School Site Council, a representative body of parents, teachers, non-teaching staff and administrators, a school-wide improvement plan is designed, implemented, monitored and evaluated on a yearly basis. Each school's plan includes specific change objectives and activities in the following areas: Language Arts, Mathematics, Science, History/Social Science, Visual and Performing Arts, Physical Education, School-wide Effectiveness, Special Student Needs, Learning Environment, Staff Development, Leadership and Planning/Implementing/Evaluating the School Program.

## **PROGRAM IMPROVEMENT**

At the start of each school year, schools that have been identified as Program Improvement schools will disseminate information to parents or guardians of students enrolled as to the criteria for identification, how the school is addressing the issues, transfer options for students and supplemental services that maybe available. (20 USC 6316)

## **GIFTED AND TALENTED EDUCATION (GATE)**

Students who are identified GATE are supported by certified teachers during the regular school day. They also have the opportunity to participate in school and district sponsored enrichment activities. Referrals to participate in the program are made by the students' teacher and/or principal.

## **ALTERNATIVE SCHOOLS**

The Upland Unified School District currently offers alternative schools, including Independent Study through a district-operated program. Alternative school placement is available at Hillside High School. Parents may request additional alternative placements. Requirements for graduation and alternative modes of completing the prescribed course of study must be made available. (Education Code 58502)

## **COUNSELING (7-12)**

Students periodically receive counseling regarding careers and course selection. Parents may participate in such counseling sessions and decisions. Students in grades 7 – 12 will be provided with college admission requirements and courses offered by the district that satisfy subject requirements for admission to California State University and the University of California. (Education Code 40 and Education Code 51229)

## **DRUG EDUCATION**

The school district is required to give instruction on drug education and the effects of the use of tobacco, alcohol, narcotics, dangerous drugs and other dangerous substances. (Education Code 51260) If any of the above activities are scheduled to occur at the school your son/daughter attends, you will receive a notice stating the fact and the approximate date the activity will occur.

## **RELIGIOUS INSTRUCTION**

After a student has attended a minimum school day, he/she may be released for religious purposes, primarily educational. (Education Code 46014)

## **HARMFUL OR DESTRUCTIVE USE OF ANIMALS**

Pupils with a moral objection to dissecting animals may choose to refrain from such educational projects and shall be provided a comparable assignment. (Education Code 32255)

## **HEALTH & FAMILY LIFE EDUCATION**

Whenever any part of the instruction in health, family life education and sex education conflicts with the religious training and beliefs of the parent or guardian of any pupil, the pupil, on written request of the parent or guardian, shall be excused from the part of the training which conflicts with such religious training and beliefs. (Education Code 51201.5, 51240, 51550, 51938) No governing board of a public elementary or secondary school may require pupils to attend any class in which human reproductive organs and their functions and processes are described, illustrated or discussed, whether such class be part of a course designated "sex education" or "family life education" or by some similar term, or part of any other course which pupils are required to attend. A student may be excused from courses in sex education in which reproductive organs and their functions are described, illustrated, or discussed. This section does not apply to words or pictures in any science, hygiene, or health textbook. Written consent is not required, but written objection will be honored for your son/daughter. HIV / AIDS instruction is provided to students in grades 7-12. Parents may request that their child not receive such instruction.

## **ACCEPTABLE USE OF COMPUTERS**

All students who use the district's electronic information system will be required to complete a training program and to sign an "Electronic Communications Acceptable Use Contract". Improper use of district computers will result in disciplinary action up to and including expulsion. (Education Code 51870.5)

Inappropriate use includes, but is not limited to, the following:

- Violation of academic integrity, including plagiarism and copyright violation.
- Use of the system to access sites that are obscene or deal with illegal activities.
- Use of the system for sending threatening, racist or obscene messages.
- Use of the system for commercial purposes or political campaigning or inappropriate use of information accessed through the system.
- Vandalism or intentional disruption of the system, including the creation and spread of computer viruses.

- Use of the system for purposes that are in violation of any and all existing site or district policies.

## **ELECTRONIC LISTENING OR RECORDING DEVICE**

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action. (Education Code 51512)

## **ATTENDANCE AND DISCIPLINE**

### **ATTENDANCE**

Students are to attend school regularly and punctually. Excessive excused and unexcused absences and tardies will be reported to the School Attendance Review Board (SARB).

### **EXCUSED ABSENCES**

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

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

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

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

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." (Education Code 48205)

### **PHYSICAL EDUCATION EXCUSES**

Physical education is required by state law of all students. If a student is unable to participate in the program for more than three days, a written statement from a physician is required.

### **TEMPORARY DISABILITY**

A pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside. Home teachers are provided to any youngster who is unable to attend school for medical reasons if such an absence is for more than two weeks. A doctor's certification of the expected length of absence must accompany the request. Contact the school office for more information. (Education Code 48206.3, 48207)

## **TEMPORARILY HOSPITALIZED STUDENTS**

Students who are temporarily hospitalized within the attendance boundaries of the Upland Unified School District meet the residency requirements of the Upland Unified School District and are eligible for enrollment. It is the responsibility of the parent or guardian of the student to notify the school district of the student's presence within the district. (Education Code 48206.3, 48207, 48208)

## **ATTENDANCE OPTIONS FOR UPLAND RESIDENTS**

The Upland Unified School District intradistrict transfer policy reflects the effort to have families in the Upland community attend their school of choice. Annually, during February and March, the district conducts an open enrollment period where the parents may apply for their school of choice for the following school year. Open enrollment applications are granted on a space available basis and priority is given to siblings and children of district employees. Where the number of applicants exceeds the space available students are placed on a prioritized waiting list for their school of choice. Parents or guardians must fill out an *Intradistrict Transfer Form* to request a transfer to another school within the Upland Unified School District. Forms are available from your school of residence or the Educational Services office at 390 N. Euclid Avenue, Upland. At the start of each school year, parents with students enrolled in schools that have been identified by the Superintendent of Public Instruction as "low achieving schools" will be notified of their right to request a transfer to a higher achieving school for the next school year. (Education Code 35160.5(b), 48350)

## **ATTENDANCE OPTIONS OUTSIDE THE DISTRICT**

Community members who desire to send their children to a school outside the district may request an interdistrict transfer. *Interdistrict Transfer Forms* are available at the district office at 390 N. Euclid. If an interdistrict transfer request is denied, the parent may appeal the decision by writing a letter to the Director of Educational Services. If it is not resolved at that level, it may be appealed to the Board of Education and further, to the San Bernardino County Board of Education.

## **INVOLUNTARY TRANSFER**

A student may be involuntarily transferred for adjustment purposes to an alternative program or alternative school if the student has committed an act listed in Education Code 48900/48915. Involuntary transfers require parent notification. Parents may appeal the involuntary transfer to the Director of Child Welfare and Attendance.

## **STUDENT RECORDS**

In the course of your son's/daughter's education, the school district keeps records as deemed necessary to provide programs to meet his/her needs and interests. Parents have the right to inspect and review these records and to question the accuracy and substantiation of any and all such records, files and data. Procedures are available for parents to request the removal of certain types of information. The principal of the school where your son/daughter is currently attending is responsible for student records. All records will be made available for your review at a mutually convenient time during the regular school day, if you so request. (Education Code 49069). When a student transfers to another school district or to a private school, a copy of the student's Mandatory Permanent Record will be transferred upon request from the other district or private school. Written consent of the parents for transfer of records will not be necessary and records will be forwarded without unnecessary delay. (Education Code 49068) The district provides directory information to newspapers, some vendors and armed services recruiters. If the parents choose not to have the district release directory information for their student(s) they must notify the school in writing.

## **CSIS (California School Information Services)**

The Upland Unified School District participates in the California School Information Services (CSIS) program. CSIS is an electronic statewide school information system which is used to facilitate the exchange and reporting of student information by local educational agencies to the California Department of Education. It also provides student identifiers to all of California's approximate six million students.

## **SCHOOL DISCIPLINE**

Every teacher in the district shall hold their pupils to a strict accounting for their conduct on the way to and from school and while at school. Students are required to conform to school regulations, obey all directions, be diligent in studies and respectful to teachers and others in authority. (Education Code 44807).

## **STUDENT DISCIPLINE**

Rules of the district pertaining to student discipline are provided by each school. Pupils are required to obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language. (Education Code 35291)

## **SUSPENSIONS**

At the time of suspension, reasonable effort shall be made by the principal/designee to contact the student's parent or guardian in person or by telephone. Within one school day of the beginning of a suspension, a notice shall be mailed to the parent or guardian.

(SB 813 Section 48911 (d)). The parent or guardian shall be requested to attend a conference prior to the student returning to school. (SB 813, Ch. 498)

## **CORPORAL PUNISHMENT**

The Upland Unified School District does not use corporal punishment. (Education Code 49001)

## **UNIFORM DISCIPLINARY PROCEDURES**

Students who violate district rules are subject to the disciplinary actions listed on the following chart. Schools also have the right to make additional school rules. School administrators will determine the appropriate action after considering the severity of the infraction, other factors such as age, health and maturation of the student and all alternative measures designed to bring about proper conduct. Students whose behavior is insubordinate or incorrigible will be referred for appropriate action to the school administrator. If no improvement is noted or if a sanction more severe than a five-day suspension is considered appropriate, the principal may recommend expulsion or an involuntary transfer. A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district.

## **RANGE OF DISCIPLINARY ACTIONS**

(Schools May Have Additional Rules)

A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following (Education Code 48900) :

- While on school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off the campus.
- During, or while going to or coming from, a school-sponsored activity.

<b>Grounds for Discipline</b>	<b>Minimum Action</b>	<b>Maximum Action</b>
Tardiness: Truancy	Conference/Meeting	SARB/Alternative Placement
Defiance of Authority to School Personnel	Conference/Meeting	Suspension/Expulsion
Disorderly conduct, profanity, obscene behavior, vulgar language	Conference/Meeting	Suspension/Expulsion
Dress Code	Conference/Meeting	Suspension
Harassment, threats, intimidation, bullying to pupils or school personnel including through electronic means	Conference/Suspension	Expulsion
Forgery	Conference/Detention	Suspension
Smoking, tobacco possession	Suspension	Alternative Placement
Damage to school or private property	Suspension	Expulsion
Fighting	Conference/Suspension	Alternative Placement
Physical assault/willful use of force or violence	Conference/Suspension	Expulsion
Selling/delivering material represented to be a controlled substance	Suspension	Alternative Placement, Expulsion
Possessing a material represented to be a controlled substance	Suspension	Alternative Placement
Threatening to cause injury	Suspension	Alternative Placement, Expulsion
Possession of drug paraphernalia	Suspension / Alternative Placement	Expulsion
Stealing or attempting to steal school or private property (including electronic files and databases)	Conference/Suspension	Expulsion
Receiving stolen property	Suspension	Expulsion
Possession of an imitation firearm	Suspension/Alternative Placement	Expulsion
Threatening a witness	Suspension/Alternative Placement	Expulsion
Aiding or abetting the infliction of physical injury	Suspension	Expulsion
Hate violence	Suspension/Alternative Placement	Expulsion
Hazing	Suspension/Alternative Placement	Expulsion
Sexual Harassment	Suspension/Alternative Placement	Expulsion
Making a terrorist threat	Suspension/Alternative Placement	Expulsion
Causing serious physical injury	Suspension/Alternative Placement	Expulsion



<b>Grounds for Discipline</b>	<b>Minimum Action</b>	<b>Maximum Action</b>
Possessing a knife or dangerous object	Suspension /Alternative Placement, Expulsion	Expulsion
Possessing or under the influence of drugs or alcohol	Suspension /Alternative Placement, Expulsion	Expulsion
Robbery, extortion	Suspension/Alternative Placement	Expulsion
Assault/battery upon a school employee	Alternative Placement, Expulsion	Expulsion
Possessing, selling or furnishing a firearm	Expulsion	Expulsion
Brandishing a knife	Expulsion	Expulsion
Selling a controlled substance	Expulsion	Expulsion
Sexual assault or battery	Expulsion	Expulsion
Possessing an explosive	Expulsion	Expulsion

## **DAMAGE TO PROPERTY**

“The parent or guardian having custody or control of any minor whose willful misconduct results in injury or death to any student or person employed by or performing volunteer services for, a school district, or who willfully cuts, defaces or otherwise injures in any way any property, real or personal, belonging to a school district, shall be liable for all such damages so caused by the minor.” (Education Code 48909)

## **PROHIBITED ITEMS**

Animals, other than those brought specifically for class purposes, are prohibited on school grounds. Children must have their teacher’s permission BEFORE bringing animals to school. Any animal must be properly housed and transported to school by parents. Animals are not permitted on school buses. Any animal on school grounds during class sessions is subject to impoundment by the Upland Animal Shelter. Bicycles, skates, skateboards, or any motorized vehicle are not to be used on the school grounds. Dangerous or hazardous items, such as firecrackers, caps, knives or other similar objects, are not allowed on school grounds. Students are not allowed to bring items for sale to other students on campus.

## **WILLFUL INTERFERENCE WITH SCHOOL ACTIVITIES**

It is illegal to interfere with the “peaceful conduct of the activities of a school or disrupt the school or its pupils or school activities.” (Code 602.9)

## **LASER POINTERS**

Possession of a laser pointer is prohibited by any student on any elementary or secondary school campus, unless possession of a laser pointer is for valid instructional purposes. Further prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog. (Code 417.27)

## **IMITATION FIREARM**

A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school. (Code 12550, 12556)

## **LOITERING**

Every person who loiters about any school or public place at or near which children attend or normally congregate is a vagrant and is punishable by a fine not exceeding five hundred dollars (\$500) or by imprisonment in the county jail not exceeding six (6) months or both such fine and imprisonment. (Code 602.5)

## **DRUGS AND WEAPONS ON CAMPUS**

In keeping with our safe schools policy, the district has instituted the use of trained canines to assist with locating drugs and weapons that may be on campus.

## **STUDENT DRESS AND APPEARANCE REGULATIONS**

Under the Constitution of the State of California, the students of the Upland Unified School District have the inalienable right to attend schools that are safe, secure and peaceful. The Upland Unified School District Board of Trustees subscribes to the philosophy that students should be provided with a quality education in a safe, secure and peaceful environment. The Board has determined and finds that the presence of any gang related jewelry, insignia, colors, paraphernalia, apparel, clothing and attire on school campuses and at school activities results in substantial disruption of or material interference with institutional and other activities and so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations or the substantial disruption of the orderly operation of the school. Specifically, the Board finds that it is necessary to establish dress and grooming regulations designed to regulate the wearing of or display of clothing, attire, jewelry, apparel, insignia, colors, paraphernalia or materials that evidence membership in or affiliation with any gang, which are obscene, sexually explicit or

suggestive; which promote the use/abuse of drugs, tobacco and/or alcohol; which pose a threat to the physical well-being and safety of students or are likely to cause others to be intimidated by fear of violence; or which so incite students as to create a clear and present danger of the commission of unlawful acts on school premises or at school activities, or the violation of law or lawful school regulations or the substantial disruption of or material interference with the orderly operation of the school or school-sponsored activities.

In recognition of the instructional responsibilities and goals of the Upland Unified School District, the district hereby adopts the following regulations relative to the dress and appearance of the students:

1. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities. Also prohibited are notebooks, manner of grooming or gesture, which, by virtue of its color, arrangement, trademark, graffiti or any other attribute, denotes membership in such a group.
2. Each school site shall allow for outdoor use during the school day, articles of sun-protective clothing, including, but not limited to, hats. Each school site may set a policy related to the type of sun-protective clothing, including, but not limited to, hats, that pupils will be allowed to use outdoors. Specific clothing and hats determined by the school district or school site to be gang related or inappropriate apparel may be prohibited by the dress code policy. No gang-related hats or other gang related head attire may be worn on campus or at school activities.
3. Clothing, jewelry, paraphernalia or material, or manner of grooming, which is obscene, sexually explicit or which depicts or suggests sexually-related or obscene gestures, pictures or wording or which promotes violence, the use/abuse of drugs, tobacco, or alcohol, may not be worn or carried on campus or at school activities.
4. No student may wear articles of clothing, jewelry, paraphernalia or accessories which pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities.
5. Clothing or articles of clothing (including, but not limited to, gloves, bandanas, shoestrings, wristbands, jewelry) which are likely to provoke others to acts of violence or which are likely to cause others to be intimidated by the fear of violence may not be worn on campus or at any school activity.
6. The principal or principal's designee shall enforce the Student Dress and Appearance Regulations.
7. Gang-related clothing, apparel, attire including hats, jewelry, insignias, colors, paraphernalia and materials are prohibited from being worn at school or at school activities.

## **COMPLAINT PROCEDURES**

### **SEXUAL HARASSMENT COMPLAINT PROCEDURE**

The Upland Unified School District prohibits sex-based discrimination, including sexual harassment, and the district and school site staffs are committed to investigating and resolving, fairly, all reports and complaints of sex-based discrimination and sexual harassment.

The Assistant Superintendent of Human Resources is the Chief Complaint Officer for the District. The Assistant Superintendent may be contacted at (909) 985-1864, extension 229, or at Upland Unified School District, 390 N. Euclid Avenue, Upland, California, 91786.

Any report or complaint of sex-based discrimination or harassment against a student may be presented in person or in writing to the principal or vice-principal of the school the student attends. Any report or complaint of sex-based discrimination or harassment made by a student against an employee should be presented in person or in writing to the Assistant Superintendent of Human Resources at the above address. A complaint may also be filed directly with the U.S. Department of Education, Office for Civil Rights at 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

The administration is committed to prohibiting sex-based discrimination and sexual harassment and will thoroughly investigate and resolve all such reports or complaints.

## **REPORTING PROCEDURES**

1. The Board encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site or to the District Complaint Officer.
2. Any teacher, counselor, or administrator who has received a report, verbally or in writing, from any student regarding sexual harassment of that student or any other student by a student or adult in the educational setting must forward that report to the building principal and the Assistant Superintendent of Human Resources, District Complaint Officer, Upland Unified School District, 390 N. Euclid Avenue, Upland, California 91786, Telephone (909) 985-1864 within twenty-four (24) hours, or within a reasonable extension of time thereafter for good cause.
3. Verbal reports of sexual harassment will be put in writing by the individual complaining or the person who receives the complaint and should be signed by the person complaining.

4. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.
5. The complaint investigator will put his/her findings in writing after concluding the investigation.
6. The investigator will communicate his/her finding to the complainant and the alleged harasser as expeditiously as possible. Appropriate discipline may be imposed.
7. Results may sustain the complaint, not sustain the complaint or be indeterminate. If indeterminate, the matter will be
8. recorded as unresolved. A written record of the investigation will be maintained by the school district separate and apart from any student or personnel file.
9. If dissatisfied with the district's decision, the complainant may seek assistance through local resources, i.e., Legal Aid Society of the West End, Inland Counties Legal Services or Tel-Law General information. If unable to resolve the dispute via local remedies, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. Other resources available include the Office of Civil Rights and the American Civil Liberties Union.

If you have any questions about Upland Unified's policy against sexual harassment or the procedure for filing complaints, please contact:

Assistant Superintendent Human Resources, Upland Unified School District  
Phone: (909) 985-1864

### **WILLIAMS CRITERIA LEGISLATION**

Policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment will be addressed through Uniform Complaint Procedures process to identify and resolve complaints per the Williams Criteria Legislation. (Education Code 35186)

### **UNIFORM COMPLAINT PROCEDURES**

The Governing Board recognizes that the district has primary responsibility for ensuring compliance with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on religion, age, gender, color, sex, sexual orientation, ethnic group identification, race, ancestry, national origin, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal laws including adult basic education, consolidated categorical aid programs, vocational education, child care and development programs, child nutrition programs and special education programs.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

### **COMPLIANCE OFFICER**

The Governing Board designates the following compliance officer to receive and investigate complaints and ensure district compliance with law:

Assistant Superintendent of Human Resources  
390 N. Euclid Avenue  
Upland, California 91786  
(909) 985-1864

The Superintendent or designee shall annually notify in writing, as applicable, its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, and other interested parties of their local educational agency complaint procedures, including the opportunity to appeal to the California Department of Education. The notice shall include the identity (identities) of the person(s) responsible for processing complaints. The notice shall also advise the recipient of the notice of any civil law remedies that may be available, and of the appeal and review procedures. This notice shall be in English, and when necessary, in the primary language or mode of communication of the recipient of the notice.

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. The Compliance Officer shall maintain a record of each complaint and subsequent related actions, including:

- a) The original complaint;
- b) A copy of the district decision;
- c) A summary of the nature and extent of the investigation conducted by the district if not covered in the district decision;
- d) A report of any action taken to resolve the complaint;
- e) A copy of the district complaint procedures; and
- f) Such other relevant information.

The district will use its uniform complaint procedures when addressing all complaints regarding sex equity.

Investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and the facts.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

### **Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance.

The complaint shall be presented to the Superintendent or designee, who will then give it to the appropriate compliance officer. The Superintendent or designee will maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, district staff shall help him/her to file the complaint.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

### **Step 2: Investigation of Complaint**

The compliance officer shall hold an investigative meeting within five days of receiving the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

### **Step 3: Response**

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Governing Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant.

### **Step 4: Final Written Decision**

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district will arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any.
2. The rationale for the above disposition.
3. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal.
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

#### **APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION**

If dissatisfied with the district's decision, the complainant may seek assistance through resources, i.e., Legal Aid Society of the West End, Inland Counties Legal Services or Tel-Law General information. If unable to resolve the dispute via local remedies, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. Other resources available include the Office of Civil Rights and the American Civil Liberties Union.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision.

Revised: 6/22/16