be reached @ 909-949-7880 extension 350 or 355. The Student Services department adheres to Upland Unified School District Board Policies and Procedures, Upland High School Policies and Procedures, California Education Code, as well as applicable Upland Penal Code.

Non-Discrimination Statement:

The Upland Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), sexual orientation, religion, color, national origin, ancestry, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

UUSD Nondiscrimination/Harassment/Married, Pregnant, Parenting Students

Students attend a safe school environment that is free from harassment and discrimination. All students have equal access and opportunities in academic and other educational support programs, services, and activities. It is prohibited for unlawful discrimination, harassment, intimidation, and bullying of any student based on the student’s actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or pregnant/parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (BP 5145)

In addition, pregnant and parenting students will not be discriminated based on marital status, pregnancy, childbirth, or related responsibilities. Students will be supported to continue their education, including any class and extra curricular activity. Any lactating student will be provided reasonable accommodations with access to a private and secure room or nurse's office to milk or breastfeed an infant child as well as be provided with reasonable time and equipment needed to express breast milk. (BP 5146)
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UPLAND HIGH SCHOOL MISSION STATEMENT

Upland High School prepares and inspires all students academically and socially to be responsible and productive members of a changing global society.
UPLAND HIGH SCHOOL
EXPECTATIONS

Respect

Responsibility

Integrity

These foundational expectations are anchored to our core values of College and Career Readiness, Accountability, Acceptance and Ethical Behavior.
STUDENT SERVICES: Conduct and Discipline

Formerly known as “Discipline”, Student Services is a diverse and multidimensional department on Upland High School’s campus. In addition to formal school discipline and campus security, we offer behavioral interventions as well as educationally-related mental health services. We believe every young person under our care deserves access to a high quality education in a safe and productive learning environment that promotes respect, dignity and learning.

Student Conduct

Responsibilities of all students in Upland High School are to:

● Attend school regularly
● Be on time to school and to all classes
● Dress appropriately and meet standards of health and cleanliness
● Take pride in the school; keep the campus free of gum and litter and
● Respect the value of school property
● Bring required books and materials to class each day
● Complete original classwork and homework on time
● Be respectful and follow staff directions
● Respect other students
● Use of appropriate language; profanity/cursing or vulgar language is unacceptable
● Comply with all school rules and regulations while maintaining academic honesty

Students who violate district or school rules are subject to disciplinary action, including involuntary transfer to an alternative program or alternate school. Parents may appeal the involuntary transfer to the Director of Child Welfare and Attendance (EC 48900/48915). The principal (or designee) will determine the appropriate action after considering the severity of the infraction and other factors such as age, health and maturation of the student and all alternative measures designed to bring about proper conduct.

~Students and parents/guardians are responsible for reading the Upland High School’s Student Conduct Handbook and all students are expected to comply with these rules.

~Students and parents/guardians are expected to follow all rules and policies outlined in the California State Education Code (Ed Code), the Upland High School (UHS) Student Services Conduct Handbook and any other Upland Unified School District Board policies, rules and/or regulations.

At Upland High School, participation in extracurricular activities, including dances and athletics, are a privilege. This privilege is earned by good conduct, good attendance, and good academic performance. The privilege of participating can be revoked if a student fails to maintain good standing in conduct, attendance, and/or academics.

Student Discipline
Student Services believes that behavioral discipline within a school setting should be centered on restorative justice while serving as an integral part of an educational process that supports a student’s fullest development (Dignity in Schools, 2017). To that end, our department’s goal is to change and alter negative behavior patterns within the academic setting. We utilize progressive discipline measures and always seek to exhaust “other means of correction” before committing to any suspension/due process procedures.

Progressive Discipline Philosophy
The purpose of progressive discipline at UHS is to teach students appropriate behaviors so that they may be successful in the learning environment. Implementing specific behavioral interventions like Positive Behavior Intervention Supports (PBIS) and Capturing Kids’ Hearts (CKH) while working with parents as partners and allies in the process is critical in supporting student responsibility and success. When it becomes necessary to follow formal student discipline policies, rules and/or procedures, Student Services adheres to California Education Code(s), other applicable laws and Upland Unified School District Board policies and procedures.

STUDENT CONDUCT POLICIES AND PROCEDURES
All students and parents should note that the Board of Trustees and administration of Upland Unified School District enforce strict student disciplinary practice for students who are found to be in possession of or are using, furnishing or selling weapons or prohibited substances (including but not limited to those commonly referred to as drugs, alcohol or look-alikes) on campus or on the way to or from school or during school hours, and/or who cause serious physical injury to another person except in cases of credible self-defense. Such infractions require a due process hearing at the site, possible referral to the District Expulsion Panel, and may result in expulsion from the Upland Unified School District.**(Please see last page)

Suspension from School - A student may be suspended from school or recommended for expulsion if it is determined that the student has committed an act in violation of the provisions of EC 48900, 48900.2, 48900.3, 48900.4, 48900.7. The principal is required to recommend for expulsion any student found to have violated the provisions of EC 48915. Should a student be suspended from school, a reasonable effort shall be made by the principal (or) designee to contact the student’s parent or guardian in person or by telephone at the time of suspension. Within one school day of the beginning of suspension, a notice shall be given to the parent or guardian [EC 48911(d)]. The parent or guardian shall be requested to attend a conference prior to the student returning to school. (SB 813, Ch. 498). Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the school grounds or during recess and lunch (EC 44807).

Suspension from a Class - After a progressive discipline process that includes other means of correction have failed and a student continues to misbehave or demonstrate inappropriate classroom conduct, a
teacher may suspend a student from a class for any of the acts enumerated in EC 48900 for the day of the suspension and the following day. The teacher shall immediately report the suspension to the principal (or designee) and send the student to the Student Services office. As soon as it practical, the teacher shall contact the parent and arrange a parent conference to discuss the suspension.

**Academic Dishonesty** - Academic honesty is a fundamental principle of scholarship. Students are expected to do their own work on tests and independent assignments, neither giving assistance to other students nor getting assistance from other students or sources. The content of research papers, essays, and other individual assignments is expected to provide a means to distinguish a student’s own work from the work and ideas of others. Credit must be given to the source of the ideas or words of another. Therefore, any instances of academic dishonesty may result in the one or more of the following disciplinary actions:

- Zero grade on assignment/test, parent contact, referral to Director of Discipline and/or failure of the course (requires administrative approval). Subsequent and serious infractions may include one or more of the following: Saturday School, behavior contract, suspension, due process hearing and possible referral to the District Expulsion Panel.

**Serious infractions** include stealing any documents, altering grades and/or records (written or electronic), submitting/receiving work that is retrieved dishonestly or selling work to others. Students found in violation will be subject to suspension, a due process hearing, and a possible referral to the District Expulsion Panel.

*Be advised that counselors and teachers are required to respond honestly and accurately to college requests and/or college recommendations regarding any violation of the academic honesty policy.*

**Off-Campus During School Day** - Students are not allowed to leave during the regular school day without permission from the Attendance Office. If a student needs to leave campus during the school day, his/her parent must send a note with the student for the Attendance Office or visit the Attendance Office to request a release before the student leaves campus. No phone calls will be accepted. Students must obtain an Off-Campus Permit before leaving campus. It is recommended that medical/dental appointments be made after school. **The Attendance Office will not clear students who leave campus without first obtaining an off-campus pass from the Attendance Office. Discipline for leaving campus without following the appropriate procedures include detention, Saturday School, and a Discipline Director conference.**

**Off-Campus Lunch Permit** - Seniors are allowed to leave campus for lunch if they apply for and are granted an Off Campus Pass. Applications are available in the Assistant Principal’s office. If a senior leaves campus and does not return from lunch, he/she is truant. The Off Campus Pass is subject to immediate cancellation if the holder violates any school rules or municipal or state laws.

**After-School Detention** - Administrators, directors of discipline and/or teachers may assign after-school detention. Parents will be notified of detention 24 hours before the assigned time. After-school detention may be used in place of Saturday School at the discretion of the administrator, director of discipline and/or the teacher.

**Saturday School Detention**- Saturday School Detention is held from 8:00 AM to 12:00 noon. The Saturday School schedule is announced and posted on the school website. Administrators, directors of
discipline and/or teachers may assign after-school detention and Saturday School for some offenses and as an alternative to suspension. Failure to attend after-school detention and/or Saturday School will result in loss of privileges. School privileges can include, but are not limited to: loss of work permit, parking permit and/or off campus pass, the ability to attend or participate in school activities such as dances, prom, rallies and/or assemblies. Please see the Student Services department for the differences between Saturday School Detention and Saturday School Academic.

**Personal Property** - Students are responsible for all of their own personal property. Even though a teacher or staff member may permit a student to leave personal property temporarily at school, the school and Upland Unified School District are not responsible for theft or damage. Students should keep all items of personal property with them at all times. Do not leave backpacks, purses or any other personal property unattended in classrooms or any place on campus. Physical education and athletic lockers should be kept locked at all times. Students should not allow other students to share their lockers. The District is not responsible for lost, stolen, or damaged personal or school property. Textbooks must not be kept in athletic or physical education lockers. Unclaimed personal property is donated to a local charity after thirty days.

**Searching Students** - The Principal (or designee) may conduct a search of a student when there is a reasonable suspicion that the student may be in possession of a controlled substance, stolen property or dangerous objects. Searches may be conducted without initial notification of parent. In addition, random searches of the campus are conducted on a frequent basis. Areas searched include, but are not limited to classrooms, lockers, automobiles, backpacks and purses. From time to time, a specially trained dog is used during these searches.

**Students with Fewer Than Six Classes** - A student who has a schedule of fewer than six classes must secure a permit sticker to be placed on his/her I.D. card. Students who leave campus without permission and a valid pass may be cited by Upland Police Department and fined by the juvenile court. No student will be allowed to leave campus without a valid ID card indicating a shortened school schedule.

**PROHIBITED BEHAVIORS AND APPROPRIATE ACTIONS**

- **Animals:** Animals, other than service animals and those brought specifically for class purposes, are prohibited on school grounds. Students must have their teacher’s permission BEFORE bringing animals to school. Any animal must be properly housed and transported to school. Animals are not permitted on school buses. Any animal on school grounds during class sessions is subject to impoundment by the Upland Animal Shelter.

- **Automobiles & Parking:** Driving and parking on campus is a privilege and not a right. Students may not visit their car during the school day. Cars parked on campus must display a parking permit. Permits
are available at the student store. Permits are not transferable. Parking permits may be revoked for unsafe driving, poor attendance, excessive tardiness or as a result of disciplinary action. Cars parked without a visible permit or in a restricted location may receive a citation. Students are not permitted to use their cars to take other students off campus during the regular school day without permission from a parent/guardian. Motor vehicles, motorcycles and mopeds must be parked in designated areas and locked. Students are not permitted to ride mopeds, motorcycles or any motorized vehicles on campus at any time. The District is not responsible for lost, stolen, or damaged motor vehicles, motorcycles and mopeds on or off campus. See the parking permit application for the complete regulations regarding driving and parking on campus.

- **Bicycles and Skateboards:** Students are not permitted to ride bicycles, roller skates/blades, “heelies”, skateboards or any other wheeled devices on campus at any time. The District is not responsible for lost, stolen, or damaged bicycles, roller skates/blades, “heelies”, skateboards, or vehicles brought on or off campus. Bicycles and skateboards must be parked in designated areas and locked. Bicycles and/or skateboards or any other wheeled device found to be out of compliance will receive disciplinary action.

- **Bullying, Harassment, Sexual Harassment & Threats:** Any gesture, written or verbal statement, message or graphic or physical act (including those electronically transmitted) that is reasonably perceived as being based upon race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic is considered harassment or bullying and is prohibited and subject to disciplinary action (EC 48900.4 and BP 5145.3, 5145.7, 5145.9). *(EC 48900.2)* – A student may be suspended from school or recommended for expulsion if a reasonable person of the same gender as the victim determines that the conduct is sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. **Students should REPORT IMMEDIATELY any instances of sexual and/or bullying/harassment to the principal and/or administrative designee, a counselor, a discipline director, teacher or any other appropriate and trusted adult on campus.**

- **Hate Violence** *(EC 48900.3)* The pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5: No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the constitution or laws of this state or by the Constitution or laws of the United States because of the other person’s race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.

- **Terrorist Threats** *(EC 48900.7)* – For the purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of $1,000, with the specific intent that the statement is to be taken as threat even if there is no intent of actually carrying it out. The threat, on its face and under the circumstances in which it was made, is so unequivocal, unconditional, immediate, and specific as to convey the person threatened:
  - A gravity of purpose and an immediate prospect of execution of the threat;
  - Causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety;
  - Or for the protection of school district property, or the personal property of the person threatened
  - Or his or her own family
• **Cell Phones and other Electronic Devices:** Students are not encouraged to bring digital or electronic devices and cell phones or similar devices to school. These items are subject to confiscation, and the student in possession is subject to disciplinary action. Confiscated items that remain unclaimed for thirty days will be discarded. The District is not responsible for replacement of, or reimbursement for, any lost or stolen items. Possession of cell phones on campus by students is, however, permitted and may be used before school, during passing periods, at lunch, and after school. Students may use cell phones or other digital or electronic devices **only at the discretion of the teacher.** Cell phones must be powered off during class time and may not be set to ring or vibrate. A teacher may confiscate a student’s cell phone or other digital or electronic device during class and return it to the student or send it to the discipline office. Cell phones and other digital or electronic devices sent to the discipline office will not be released until the end of the school day. Any use of a cell phone or other digital or electronic device during an assessment without the express advanced permission of the teacher shall result in the cell phone being confiscated and sent to the discipline office. In addition, the student shall be subject to the Academic Honesty Policy. Any use of a cell phone or other digital or electronic device during a standardized state or national assessment shall subject a student to further disciplinary action.

• **Closed Campus:** Upland High School is a closed campus. Students may not leave campus during the school day without prior approval. If it is necessary for a student to leave school for any reason, he/she must have permission from his/her parent/guardian to obtain an Off-Campus Pass from the Attendance Office before leaving campus. Seniors with a valid Off Campus Pass, may leave campus during their designated lunch time. The Off Campus Pass must be in the student's possession and it is not transferable to nor may it be used by another student. Off Campus Passes may be revoked for disciplinary or attendance issues. No one is allowed on campus without checking in at the Administration Office during school hours. Students **MAY NOT OPEN ANY GATES FOR ANOTHER STUDENT/UNKNOWN INDIVIDUAL NOR LEAVE THROUGH ANY GATE WITHOUT EXPRESS PERMISSION AND/OR AN OFFICIAL OFF CAMPUS PASS.**

• **Controlled Substances and Weapons:** Possession, distribution, use, or sale of drugs/illegal substances, alcohol, all weapons (including all knives and pocket knives, no matter how small, as well as imitation firearms), or facsimiles thereof are not permitted on or off of the school campus by students during the school day or while they are on their way to or from school. Consequences will include suspension, process hearing, and referral to the District Expulsion Panel. Possession and/or use of weapons, imitation weapons, injurious objects and/or prohibited substances are major disciplinary offenses. Suspension will result and recommendation for expulsion is probable. A Breathalyzer may be used to determine intoxication on campus, at school functions, or on the way to or from school or school functions.

• **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 willfully defaces, or otherwise injures in any way property, real or personal, belonging to a school district, shall be liable for all such damages so caused by the minor (EC 48909).

• **Defiance:** Defiance directed toward any school personnel is not permitted.

• **Fighting:** Fighting and/or battery, whether provoked or unprovoked, is not permitted on or around the campus. Consequences for violation of this rule will include suspension, a monetary fine, and may include arrest and/or citation and/or a due process hearing and recommendation to the District Expulsion
Panel. Causing serious physical injury to another person except in credible self-defense will incur disciplinary action. Participation in a fight may include promoting, encouraging or videotaping/recording the participants.

- **Gambling**: Gambling of any kind is prohibited on campus.

- **Hazardous or Disruptive Items**: Any items deemed to be a safety hazard to other students or disruptive to the educational process will be taken from students and parents will be notified. Items such as aerosol products, squirt guns, soakers, poppers, shaving cream or aerosol whipped topping, water balloons, chains, dice, laser lights or devices, firecrackers or caps or other items deemed to be hazardous or disruptive must not be brought on campus. Possession or use of any of these (or any other item deemed a nuisance item) may result in suspension for disruption, and possible expulsion. In addition, dangerous substances such as tear gas, Mace and pepper spray are illegal on the school campus. Laser lights, laser pointers, and other such laser signaling devices are illegal on campus (PC 417.27). Possession, use, or furnishing of any prohibited substance may result in arrest and recommendation for expulsion. The District is not responsible for replacement of or reimbursement for any confiscated items.

- **Inappropriate or Abusive Language**: Verbally abusive language toward students or staff is not permitted. A student who verbally abuses a staff member or uses profanity in the presence of a staff member may be sent to the discipline office, suspended and/or recommended for expulsion.

- **Littering**: Littering on or around the campus may result in citation by Upland Police Department (or designee). Consequences may include fines and/or the requirement to do community service as determined by the court. Failure of the minor and his/her parents to appear in court as directed or pay the fine may result in further penalties and fines (CPC 374).

- **Loitering**: The City of Upland has enacted an ordinance that prohibits loitering off campus during school hours. It provides that it is illegal for juveniles to loiter, wander, or be in or upon the public streets, highways, roads, alleys, parks, playgrounds, public eating establishments, vacant lots, or any unsupervised place between 8:30 a.m. and 2:30 p.m. on school days, unless accompanied by a parent or guardian, or unless the juvenile has a valid off-campus permit. Juveniles who violate this ordinance will be given a citation to appear in juvenile court with a parent or guardian. Penalties can include fines and/or community service and suspension of the juvenile’s driving privilege.

- **Lunch Area**: During lunch on campus, students are confined to the clearly defined lunch areas. Other areas on campus are considered out-of-bounds.

- **UHS Student Parking**: Seniors (12th grade) may park in their designated space with the proper permit displayed and visible from the front of the vehicle. Any student found to be parked incorrectly will be subject to disciplinary action, a revoking of the student parking permit and/or may be cited and towed.

- **Other Schools**: Upland High School students are not permitted to be on campuses of other schools during the regular school day.

- **Recording**: Audio and/or video recording in the classroom without the express advanced permission of the teacher is strictly prohibited.

- **Sales**: Students are not allowed to bring items on campus for sale to other students. Confiscated items will not be returned.

- **Tobacco**: Possession or use of tobacco is not permitted during the day or at school activities. This
includes but is not limited to cigarettes, electronic cigarettes, cigars, pipe tobacco, chewing tobacco, and snuff.

**While an expulsion case is pending, the student will not be allowed to attend school, but will be provided with assignments to complete at home. If the case proceeds through all three phases (site hearing, district hearing, and Board meeting), four or more weeks may elapse from the time of the offense. If expelled, the student will not be allowed to attend school in UUSD for the term of the expulsion and may also be excluded from other school districts. A student who has been expelled may be allowed to attend an alternative educational setting. In addition to the offenses mentioned in this paragraph, other expellable offenses include, but are not limited to those specified in California Education Code 48900.

Ranges of Discipline Consequences(UHS Discipline Matrix Guidelines)

**STUDENT DRESS CODE**

The site administration is responsible for interpreting and enforcing the student dress and appearance policy. As fashion trends change, there may be a need to interpret policy on dress standards. When this occurs, parents may be notified by an administrator and/or administrative designee. Inappropriate clothing may be confiscated and released to parents. Parent support in encouraging students to dress appropriately is greatly appreciated.

Students may not wear:

- Clothing that is indecent or obscene or reveals excessive cleavage, buttocks, or areas usually covered by undergarments. This includes excessively tight clothing, see-through/sheer clothing, tube tops or shirts that expose the stomach/midriff/belly-button.
- Undergarments as outerwear or that are excessively exposed.
- Pants that sag, oversized pants, pants with oversized legs or crotch seams or long socks with shorts where there is no gap between the shorts and socks.
- Clothing and hats that advertise, promote, depict or suggest alcohol, tobacco, drugs or any illegal substances, sexual activity, gangs, graffiti, violent acts or characters, inappropriate graphics or gestures, or is derogatory, disparaging or demeaning toward any individual or group of individuals. In addition, hats and doo-rags/hair scarfs must be removed when inside a classroom or office.
- Pajamas, sleeping garments or swimwear.
- Shoes that do not have substantial soles, combat boots that extend 12” or more above the top of the heel, and/or have steel-reinforced toes. Additionally, shoes must comply with all school and classroom safety regulations.
- Sunglasses indoors, without a physician’s note in the health office.
- Jewelry that is gang related, denotes a hate group, presents a safety hazard or disrupts the learning environment.
- Spiked jewelry, brass knuckles, handcuffs, knives of any size or type or chains - including those attached to wallets, backpacks or purses.
- Hair styles or nuisance items that disrupt the learning environment.
- Skin art that depicts anything not allowed by the dress and appearance standards above. Such skin art must be covered by an appropriate article of clothing.

All students are expected to comply with the school’s student dress and appearance policy. Failure to comply will be considered a form of defiance and will result in disciplinary action up to and
including suspension from school. The school dress code and consequences will be in effect the first day of school. The school reserves the right at any time to amend this list. And should this occur parents and students will be notified.

Any questions about student dress or appearance, please contact the Student Services department @ uhsstudentservices@upland.k12.ca.us.

UUSD BOARD POLICY ON STUDENT APPEARANCE AND DRESS REGULATIONS

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 poses 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 incites 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.

ATTENDANCE

Students are expected to attend all classes every school day. Whenever possible, make medical, dental or other important appointments outside of school hours. A student who is habitually absent or tardy without sufficient cause may be referred to the School Attendance Review Board (SARB) or placed in an alternative school setting. The Upland Municipal Code (4240.10) requires parent/guardians ensure their child attends school. Students who are truant are subject to citation and appearance with their parent/guardian in court. A conviction for violation of UMC 4240.10 may result in a penalty of up to $1000 and/or imprisonment not exceeding six (6) months for the first violation. Subsequent convictions may result in increased penalties.

**Perfect Attendance** - Perfect attendance is defined as no period or full-day absences for a school year (approved school activities are not considered absences). Absences cleared by parents are still absences and count against perfect attendance even though they are excused.

**Absences** - Students should miss no more than 10 days of school a year (approximately 1 day per month). The following interventions are put into place for students with excessive absences.

- 24 periods absence: Attendance Letter #1 (notification of absences and possible loss of privileges)
- 48 periods absence: Attendance Letter #2 (Director conference/Saturday School, loss of privileges).
- 60 periods absence: (Possible Pre-SARB and/or SART meeting at UHS/Contract and loss of privileges)
- 72 periods absence: (SARB, possible citation, Alternative placement).

**Truancy/Unexcused Absences** - A truancy is an absence from class without clearance from the attendance office. A student is truant when he/she is more than 30 minutes late to class. **Any absence that is not cleared by parent or teacher of record within three days is unexcused and is treated the same as a truancy.**

- 1 or more periods unexcused: (Detention/Saturday School (4 hours)
- 6 or more periods unexcused: (Saturday School, possible citation, Loss of privileges)
- 30 or more periods unexcused: (Pre-SARB meeting at UHS/Contract/ Possible citation, Loss of privileges)
- 60 or more periods unexcused: (SARB/ Alternative placement, Loss of Privileges)

**Privileges will be revoked, when necessary, for excessive tardies/absences/truancies**
- Loss of senior privileges
- Loss of school activities (including dances)
- Loss of Off Campus Permit
- Loss of teacher assistant position
- Loss of Interdistrict Transfer
- Loss of Work Permit

**Excusing Absences** - All excused absences must be cleared through the attendance office by the student’s parent/guardian within 3 school days of the original date of absence. If an absence is not cleared within 3 school days, the absence will remain unexcused. **It is the parent/guardian’s responsibility to clear all absences.**
Absences can be cleared using two of the following methods:

1. Email **uhsattendance@upland.k12.ca.us**.
2. A handwritten note with valid signature (Parents must provide a handwritten note along with any doctor’s note/medical office documentation.
3. Attendance Line Message Center (909) 9812830-Due to the high call volume, parents/guardians may NOT receive a call back. In your email, note or voice message, please include the following detailed information: Your full name, student’s first and last name, date of birth, date of absence(s), a detailed reason for the absence(s), and a phone number where you can be reached if there are any questions.
At Upland High School, participation in extracurricular activities, including dances and athletics, are a privilege. This privilege is earned by good conduct, good attendance, and good academic performance. The privilege of participating can be revoked if a student fails to maintain good standing in conduct, attendance, and/or academics.