

Student / Parent Handbook

2007 - 2008



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

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

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

Receipt of this Handbook constitutes the student's warning for violations of rules. While circumstances may require another warning, most disciplinary action will apply the penalty for the first infraction.

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Non-Discrimination Statement - University High School does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, or age in any of its policies, procedures or practices, nor does it tolerate sexual harassment, in compliance with the Americans With Disabilities Act of 1991, Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap) and the Age Discrimination Act of 1975, (pertaining to age).

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Our Faculty, Staff and Support Team

Teaching Staff

Rosemarie Bauer - Science
Nada Bennett - Math
Garrett Benslay - P. E./Activities Dir.
Sean Canfield - Social Science
S. Eric Day - Drama
Elizabeth Downer - Latin
Dr. David Gettman - Science
Steve Gile - Math
Shauna Hill - English
Peter Johnson - Social Science/Math
Daniel Jones - Math
Gerard Jones - Director of Music
Greg Lapp - Music
John Malcolm - Music
Chai Phannaphob – Latin
Mark Roberts - English
Brenda Royce - Science
Michelle Sanbongi -Math
Dr. Jim Torrance - English
TBA - English
TBA - P.E./Athletic Director

Administrative Staff:

Dr. James Bushman - Head of School
Steve Gile - Dean of Students
Kim Patterson - Academic Counselor
Pat Hill - Psychological and Health Services Counselor
Jeannie Lung - Registrar
Linda Morgan - Executive Assistant to Head of School
Susan Thao – Attendance Clerk
Manila Vang– Office Assistant

The College of Arts and Humanities: UHS is a project of Fresno State's College of Arts and Humanities. Dean Vida Samiian, her office staff and technical support staff assist in coordinating with the Fresno State campus.

Fresno Unified School District: UHS is chartered through the Fresno Unified Board of Education with the support of Superintendent Michael Hanson. UHS has contracted with Sierra Unified School District for business services.

Fresno State Staff and Auxiliaries: UHS is fortunate to enroll students in college courses and to engage faculty, staff and graduate students to be instructors for some courses. We contract with Fresno State for custodial services and building and grounds maintenance. The University Police Department is pro-active and responsive. Ross LaBaugh in the Madden Library provides assistance as needed.

Phoenix Alliance: Phoenix Alliance is a non-profit organization established to benefit, support, enrich, promote and enhance the educational experience for University High students. The association is a collaborative team of stakeholders from CSUF, the UHS Board of Directors, Administrators, faculty, staff, parents, students, and community members. Phoenix Alliance supports and promotes events such as Magic of the Arts, spring fund-raisers, Baccalaureate, and Sober Grad. The web site for Phoenix Alliance is: <http://phoenixalliance.org>.

Parent Volunteers: University High has been such a success due to the large number of parents and other family members who enthusiastically have volunteered in many ways: delivering school lunches and pizza, chairing open houses, obtaining donated refreshments, setting up furniture for meetings and concerts, hauling equipment, instruments and music stands, building sets, making props, obtaining furniture and props and sewing costumes for our musicals, arranging special treats for the students, faculty and staff, providing transportation for field trips, organizing, hosting and supporting fund-raisers, writing grant proposals, notifying UHS of grants and corporate giving programs, and making unsolicited contributions in support of team activities and/or to our general fund. Parent volunteers are making outstanding contributions to the richness of our program.

University High School Calendar 2007-2008

August 15-17	Teacher Staff Development
August 16	New Parent Orientation
August 20	New Student Orientation
August 21	Teacher Staff Development
August 22	Fall Semester Begins - First Day of School at UHS
August 24	Phoenix Bowl, Welcome Back Family Picnic
August 27	Fresno State Classes Begin
September 3	Labor Day HOLIDAY
September 10	Back to School Night
September 20	Late Start Minimum Day
October 2	Progress Reports Mailed Home
October 17	Early Release Minimum Day
November 12	Veteran's Day Holiday
November 13	Progress Reports Mailed Home
November 17	Magic of the Arts (Faculty Staff Duty Day)
November 21-23	Thanksgiving Holiday
December 18-20	Fall Semester Finals
December 21-January 4	Winter Break
January 7-11	Winter Session
January 14	Staff Development Day (no school)
January 15	Spring Semester Begins
January 21	Martin Luther King, Jr. HOLIDAY
February 18	President's Day HOLIDAY
February 26	Progress Reports Mailed Home
Mar 5	Early Release Minimum Day
March 17-24	Spring Break
March 31	Cesar Chavez HOLIDAY
April 8	Progress Reports Mailed Home
April 16	Late Start Minimum Day
April 22-24	STAR testing
May 10	Baccalaureate (tentative date)
May 14-16	Spring Semester Finals
May 17	Graduation
May 19-June 6	Spring Session
May 26	Memorial Day HOLIDAY

This calendar highlights important dates for this school year. The UHS calendar is constantly being updated to include additional information. For the latest updates, visit our website at www.csufresno.edu/univhigh

University High School Schedules

UHS Office hours:

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

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

Class Schedules

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

Mondays ONLY - Juniors in Biology/Zoology will meet for double period lab sessions.

Tuesdays ONLY - Seniors in Geology will meet for double period laboratory sessions.

Minimum Day Schedules

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

Early Release Schedule			Late Start Schedule		
Period	Time	Total Minutes	Period	Time	Total Minutes
1	8:20 – 8:55	35	1	10:00 – 10:35	35
2	9:00 – 9:35	35	2	10:40 – 11:15	35
3	9:40 – 10:15	35	3	11:20 – 11:55	35
Morning Break	10:15 – 10:25	10	Lunch	11:55 – 12:55	60
4	10:25 – 11:00	35	4	1:00 – 1:35	35
6	11:05 – 11:40	35	6	1:40 – 2:15	35
7	11:45 – 12:20	35	7	2:20 – 2:55	35
			8	3:00 – 3:55	55 (rehearsals)
			9	4:00 – 4:55	55 (rehearsals)

Music Classes

Musicianship and performance classes meet five class periods out of every 2 weeks according to the schedule outlined below.

Weekly Schedule of Music Classes		
Course	Period	Days
Musicianship 1	1,2,3,4,6	MWF (A week) TTh (B week)
Musicianship 2	2,3,4,6	TTh (A week) MWF (B week)
Musicianship 3	2,3,4,6	TTh (A and B weeks) Friday (A week)
AP Music Theory	1st	TTh (A and B weeks) Friday (A week)
Musicianship 4	2,3,4,6	MW (A and B weeks) Friday B week
Orchestra String Ensemble Mixed Choir	8th	MW (A and B weeks) Friday (A week)
Chamber Choir Wind Ensemble	8th	TTh (A and B weeks) Friday (B week)
Women's Ensemble Jazz Band	9th	MW(A and B weeks) Friday (A week)
Symphonic Band Show Choir	9th	TTh(A and B weeks) Friday (B week)

Winter/Spring Session Schedules

Students select two classes for each of these intensive sessions. The classes meet from 8:00 to 11:00 a.m. and 12:00 to 3:00 p.m. The Winter Session is generally during the first 1-2 full weeks of January (our schedule depends on the CSUF calendar). The Spring Session is generally the last two weeks of May and the first week of June.

General Policies and Procedures

Emergency Card

Each student must have an Emergency Card on file in the Office. Should a student become ill or have an accident during school hours, the student **MUST** report to his/her teacher or other staff member immediately to be accompanied to the Office so that a

staff member can make the necessary contacts. **Only persons whose names are listed on the student's Emergency Card will be permitted to take that student from school.**

Closed Campus

Once students arrive at UHS they are to remain on the Fresno State campus in the immediate vicinity of UHS classrooms or on their way to or from classes in university buildings. UHS students are not to congregate or loiter in Fresno State buildings, even if they are attending a class in a CSUF building. The immediate vicinity of UHS includes the amphitheater, Student Union, library, and residence dining hall at appropriate times. The privilege of going to the Student Union and the Library is extended to UHS students in good academic standing and with no disciplinary sanctions. Students who are found elsewhere on campus or who leave campus without prior permission from school authorities shall be subject to disciplinary action. [See page 30.]

UHS Photo ID

Students will be issued a UHS/Fresno State photo ID, or "KeyCard," which serves to identify our students to CSUF personnel and is a student ID card for attending UHS and other high schools' activities. A student number is encoded in the magnetic strip on the card for borrowing books from Fresno State's Madden Library. Replacement cost for lost cards is \$20. If a student transfers to another school, the UHS Photo ID card is the property of CSUF and must be returned to the UHS Office upon checking out.

CSUF Traffic Flow and Parking on Campus

All parking at CSUF requires a permit, except at meters or designated short-term parking. Parking is checked frequently. Cars which are in violation of parking regulations will be cited (\$25 fine). If you receive a campus citation and do not respond within the allotted time, it will become a City of Fresno offense. Fresno State Parking Regulations are available on the Internet at

<http://www.csufresno.edu/parking.html>.

A map of the Fresno State campus is on the back cover to assist you in locating appropriate parking and the student morning drop-off and afternoon pick-up areas near UHS. A CSUF map is also available on the Internet at

<http://www-catalog.admin.csufresno.edu/univrelations/map>

- Student Drop-off and Pick-up:
 - 1) Drivers may not impede the flow of traffic on campus streets or in parking lots.
 - 2) From Barton Avenue: there is a student drop-off and pick-up area along Campus Drive south of the Keats Avenue stop sign. (see map)
 - 3) Keats Avenue: please pull out of traffic to drop off your student. Parking lot C or D, or the turnaround at Maple and Keats can be used (see map).

- Visitor Parking
 - 1) Short stops at UHS:
 - a) There are four 30 minute parking spaces in front of the UHS office marked for visitors. The yellow Restricted parking spaces adjoining them require a restricted (yellow) parking pass. Parking is monitored.
 - b) There is metered parking along Campus Drive and in Lot E. Bring change.
 - 2) Longer visits - A one-day pass (\$3 - dispenser takes dollar bills or quarters) may be used in any General Parking area (green areas such as lots C and E). These may be purchased at the yellow vending machines at campus entrances or in front of the campus police station (see map).
- UHS Student Parking:

UHS students may purchase parking passes to use in General Parking areas (see map or web site) for the same fee as Fresno State students and must follow all the regular campus parking rules and regulations. It is a privilege which may be revoked at any time. Students may also find on-street parking near the campus. All parking is at your own risk. After arriving on campus, students are to proceed directly to school. Students are not to loiter in the parking lot nor enter their vehicles during school hours without permission.

Keeping track of time at UHS

UHS does not have a bell system. Each classroom has a wall clock. Students are expected to keep track of time and to be on time for classes and other commitments.

Administering Medication to Students

Any student needing medication during the regular school day (with the exception of inhalers for students with asthma) must comply with both of the following:

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

Visitors

Students may bring friends or relatives onto campus as visitors. The inviting student must obtain a Visitor Request Form from the Office at least one day in advance of

the visit and get it signed by the teachers whose classes the visitor will attend and by the parent of the inviting UHS student. Visitors must report to the Office on the day of their visit to obtain a Visitor Pass to present to teachers or other authorities.

Cancellation of Classes

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

Campus Emergencies

Should a campus-wide emergency occur, Fresno State officials will check each classroom on campus, including UHS classrooms, to be sure everyone is alerted and that appropriate procedures are being followed. The evacuation area for all UHS students is Parking Lots C and V on the southeast corner of the Fresno State campus. The current system is in the process of being updated, and students and parents will be notified when the update is completed. General information on Fresno State emergency procedures is available on the Internet -

<http://www.csufresno.edu/police/emergency.htm>

STUDENT AND PARENT RESOURCES

Counseling Services (Psychological and Health Services Counselor)

Services and information available at UHS include:

- Individual counseling and support
- Referrals to Community resources
- Drug, alcohol and tobacco use information
- Teen pregnancy counseling and information
- Abstinence information
- Suicide intervention
- Personal wellness
- Nutrition counseling
- Peer support groups
- Anger/conflict management
- Date rape information
- Grief and loss
- Stress management

Advisement Services (Academic Counselor)

Services and Information available at UHS include:

- College interest and assessment
- Time management and Study strategies
- Development of four year plans
- Scholarship application processes
- Career interest and assessment
- Monitoring of graduation progress
- College application processes

Internet Resources

You will find useful information on these Fresno State web sites as you learn to take full advantage of the UHS location on the Fresno State campus.

Campus map: <http://www.csufresno.edu/univrelations/map/map/>

Detailed Parking Information: <http://www.csufresno.edu/parking>

Emergency Information: <http://www.csufresno.edu/police/emergency.htm>
 CSUF Course Catalog: <http://www-catalog.admin.csufresno.edu/current/>
 CSUF Course Schedule: <http://www.csufresno.edu/classschedule/current>

University High School provides these internet resources for parents and students.

UHS web site: www.csufresno.edu/univhigh
 PowerSchool <http://129.8.66.253>. (see pg 18)
 Schoolnotes: www.schoolnotes.com (see pg 19)

UNIVERSITY HIGH GRADUATION REQUIREMENTS

(Adopted by the Board of Directors on May 5 2005)

Courses in bold earn college credit.

History [30 credits required]

Grade 10	History 1 & History 2 (or World History in summer school)	10 credits
Grade 11	U.S. History or AP U.S. History	10 credits
Grade 12	U.S. Government or AP U.S. Government	5 credits
Grade 12	Economics	5 credits

English [40 credits - Option A; 50 credits - Option B (see page 13)]

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

Languages other than English [30 credits required]

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

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

Science [35 credits required]

Grade 9	Physics	10 credits
Grade 10	Chemistry	10 credits
Grade 11	Biology 10 & Zoology 10	10 credits
Grade 12	Geology 1 or approved Earth Science Course	5 credits

Physical Education [20 credits required]

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

Visual and Performing Arts [44 credits required]

Grade 9	Musicianship I	5 credits
Grade 9	Performing Group	6 credits
Grade 10	Musicianship II	5 credits
Grade 10	Performing Group	6 credits
Grade 11	Musicianship III	5 credits
Grade 11	Performing Group	6 credits
Grade 12	Musicianship IV	5 credits
Grade 12	Performing Group	6 credits

Mathematics [40 credits or 30 credits math + 10 credits humanities]

Students may complete their math requirement under two different options.

AP Course prerequisites: A student must have a grade of C or better in all math course work prior to taking an AP math course

Option A: 4-year math option (10 credits per class)

9th	10th	11th	12th
Algebra II	Geometry	Pre-Calculus	AP Calculus BC <i>or</i> AP Statistics <i>or</i> Discrete Math
Algebra II	Geometry	AP Statistics	Discrete Math
Algebra II	Pre-Calculus*	AP Calculus BC	Optional 5th year**

Option B: 3-year math option: (30 credits math + 10 credits college humanities)

9th	10th	11th or 12th	11th or 12th
Algebra II	Geometry	Pre-Calculus <i>or</i> AP Statistics <i>or</i> Discrete Math	2 semesters of college humanities courses

* This option requires that Geometry be completed prior to 9th grade.

** **Math 77 and 81** recommended for students who complete AP Calculus before grade 12.

Winter and Spring Session Courses

The UHS Winter and Spring Sessions are an integral part of the UHS curriculum, and attendance is MANDATORY. Sixteen of these special, exploratory classes are available for students making progress toward graduation. Students are expected to complete successfully 2 classes in each of the two Elective Sessions each year. Because a student may need extended academic work to pass a regular semester course or because of summer school conflicts, exceptions may be made.

The required minimum for elective courses is 30 units.

Class Designations

Students are grouped into four classes according to the following:

Freshman = 0 - 65 credits Sophomore = 65+ credits

Junior = 140+ credits Senior = 206+ credits

A minimum of 269 credits are required for graduation.

Participation in Graduation Ceremonies

Seniors must meet at least the following in order to participate in the graduation ceremonies: Attain the minimum of 269 credits; complete all requirements of the State of California and UHS; pass the required competency exams/standards.

Note: Students may be denied participation in the ceremonies for disciplinary reasons. Students who have one failing grade may participate in graduation ceremonies. Students who have more than one failing grade will not be allowed to participate in graduation ceremonies. Diplomas will be awarded upon remediation of failing grades.

A student who experiences academic difficulties will be able to receive a diploma from UHS by earning a minimum of 269 credits.

History	30	Music	44
English	40 or 50	Physical Education	20
Math	40 or 30	Language other than English	30
Science	35	Winter & Spring Electives	30

COURSE ENROLLMENT INFORMATION

Class Standing at UHS

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

Citizenship

Each student will earn a citizenship grade for courses taken at UHS. It will be assumed at the start of each semester a student's citizenship grade is satisfactory (S). Students may earn an excellent (E) citizenship grade through participation in activities that contribute to the well being of the school and the community. Students may also see their citizenship grade drop to Poor (P) or unsatisfactory (U).

Students with three tardies will receive a poor citizenship grade. Upon receiving 6 tardies the grade will change to unsatisfactory. The unsatisfactory may be amended by community service, but would return to unsatisfactory with any additional tardies. A first offense of cheating, classroom disruption, or truancy will also result in a poor citizenship grade. A second offense will result in an unsatisfactory citizenship grade.

Students with an unsatisfactory citizenship grade will be restricted from attending extracurricular events including clubs, school competitions, dances, sports, and Grad Nite. Students with an unsatisfactory citizenship grade could clear that grade through a mutually agreed upon contract between the student, dean or designee, and the student's parents.

Add/Drop Policies for University High School Classes

In semester courses UHS will closely follow the university calendar for adds and drops. Students may add and drop courses up until the 4th week of instruction of the class without penalty. After the 4th week of school no adds are allowed, unless by teacher request. After the 4th week students may only drop courses after petitioning the Dean of Students or Academic Counselor to drop for compelling reasons. Any drops after the 12th week of instruction would receive an F, unless the student's course work had earned semester credit of a higher grade.

During the Spring session of elective courses, course changes will be allowed up through the 3rd day of instruction. Course changes for the Winter session must be completed before the class begins. Because of the condensed nature of these courses full credit cannot be given for changes made after these dates.

Health/Sex Education

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

College classes

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

The college classes included in the UHS curriculum are: History 1 & 2 for sophomores, Biology 10 and Zoology 10 in junior year, as well as a minimum of two semesters of the same foreign language (following Latin I and II) taken in either junior or senior year. Senior year features an Earth Science class. For accelerated students, additional college courses are possible. The maximum allowable college units per semester, however, is 7.

The deadline to enroll UHS students in a college course for the next semester is usually right after the start of the current semester.

Privacy policies at the college preclude Fresno State instructors and administrators from informing anyone but the student as to his or her grade or progress in a course. UHS has NO AUTHORITY over Fresno State faculty or special access to them. It is the responsibility of each

student to keep the syllabus describing college course requirements and detailing how the grade is determined. It is the responsibility of the student , not UHS or a parent, to contact an instructor in a Fresno State course through email or by telephone or during office hours. If a student has difficulty in finding resolution, the Dean of Students or designee will assist on his or her behalf.

Instructional Materials Needed for Fresno State Classes

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

Dropping or Withdrawing from a College Class

Students who must drop a CSUF class must file the change with both UHS and CSUF before Sept. 24 (fall). The spring course drop date is typically the 2nd week of February (the exact date will be posted on the CSUF web site). After this date classes may only be dropped for “serious and compelling reasons.” A failing grade does not constitute a serious and compelling reason. See the Fresno State Class Schedule for more information.

If a UHS student determines that he or she is enrolled in a Fresno State class in which he or she is likely to receive a grade below a “C”, it is the responsibility of the student to know and to follow the Fresno State procedures and deadlines to drop the class. The Fresno State instructor cannot drop the student from a class. UHS cannot drop the student from a class. During the first two weeks of classes a student may file an Add/Drop form, and the class will not appear on the student’s Fresno State transcript. Once this deadline passes, a student may still be dropped from a class by obtaining signatures from the instructor and the dean of the college on an Add/Drop form and then submitting the signed to the University.

Once this second deadline has passed, a student may not drop the class except for serious and compelling reasons. As noted elsewhere in this handbook, a failing grade does not constitute a serious and compelling reason. Failing to follow these procedures and ceasing to attend classes will result in a student’s transcript showing a grade of Withdrew Unknown (WU) which is entered in the college records as an “F” grade.

College Disqualification

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

Enrolling in Non-UHS Classes

Approval must be obtained IN ADVANCE for non-UHS courses that the student may wish to apply toward UHS graduation requirements. Students who enroll in pre-approved summer school or other courses at the high school or college level after completing grade 8 will be given credit for these courses if they are comparable to or more advanced than a course at UHS. To ensure that a non-UHS course quali-

fies for UHS graduation credit, students must obtain approval from the Department Chair before enrolling in the class and provide proof of satisfactory completion to the Academic Counselor within 60 days of completing the course.

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

Accelerated Course Credit:

- A UHS student who completes the highest level course offered in one or more of the UHS curricular areas in advance of the normal pace (for example, completing Calculus as a freshman, sophomore or junior) is expected to continue to enroll in appropriate courses in that subject area at Fresno State or to present a petition to the Head of School to consider an alternative sequence of elective courses.
- It is possible for a student to over-elect by participating in multiple performing groups and/or dramatics all four years. Some students may also choose to take additional, pre-approved summer school and/or evening courses at area colleges.

GRADES

Teachers establish the grading standards for each of their own courses. In general, grades are reported as a percentage of possible points as follows: A = 90% or better, B = 80-89%, C = 70-79%, D = 60-69%, F = 0-59%.

Grade augmentation

Students enrolled in Advanced Placement or non-remedial college classes will receive 5 grade points for a grade of A, 4 grade points for a grade of B and 3 grade points for a grade of C. A grade of D receives 1 grade point and a grade of F receives no grade points.

"D" grades

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

Course Credit - Miscellaneous

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

Students enrolled in University High School who have successfully completed high school courses before completing grade 8 will have these courses shown on their UHS transcript, but will not be given UHS graduation credit for them, with the exception of Geometry.

A course taken after grade 8 at another institution but which does not meet UHS graduation requirements will be shown on the UHS transcript, but will not be given UHS graduation credit.

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

UHS Internet Communication Resources

PowerSchool

PowerSchool is a sophisticated, Internet accessible system which, in addition to maintaining student records for UHS, allows computer-using parents to view their student's attendance records and grades 24/7. The URL for PowerSchool is <http://129.8.66.253>. PowerSchool can also be accessed from the UHS web site at www.csufresno.edu/univhigh. A username and password is furnished to each UHS family. Parents may email teachers directly from PowerSchool.

Attendance Codes:

Attendance records are available on PowerSchool using these codes:

A	Absent (Unverified)	S	School Activity	H	Homebound Study
C	Truant	N	Non-UHS School Activity	I	Independent Study
E	Excused Absence	R	Parent Request	Z	Off-Campus Suspension
U	Unexcused Absence	T	Tardy		
M	Medical Appointment	X	Excused Tardy		

Online Grades and Grade Reporting

Grades on PowerSchool are reported as both a percentage of points earned and as a letter grade. In general, an A is 90% or above, a B is between 80% and 89%, a C is between 70% and 79%, a D is between 60% and 69% and an F is below 60%.

In addition to the PowerSchool on-line availability of information on grades and attendance 24 hours a day, 7 days a week, UHS provides written grade reports at 4 week intervals during each 16 week semester. Grade reports are distributed to students and mailed home to parents.

Schoolnotes.com

UHS teachers maintain individual web pages at Schoolnotes.com where assignments and other timely course information may be found. If a student is absent, log on to

schoolnotes.com, enter 93740 for the school's Zip code, and click on the teacher's name to find assignments missed.

Daily Bulletin:

The Daily Bulletin is maintained on PowerSchool to keep the school community informed of current school events and opportunities such as summer enrichment programs or scholarship news.

ATTENDANCE POLICIES AND PROCEDURES

Daily attendance and participation in each class is a critical part of the learning process. Regular attendance in school is a positive example of proper behavior in the world of work. UHS policies and procedures are designed to help students learn responsibility and increase their potential for success. Attendance is taken in every class, every day. Parents may review their student's attendance records at any time through PowerSchool, the Internet-accessible record-keeping system UHS employs (see page 18).

Absence - Students who are returning to school after an absence or who are tardy are to report to the Office before going to class. Absences and tardies must be supported by a note or phone call from a parent/guardian to be excused.

Tardy - Students must report to the main office and sign in when they are tardy to class. Students who are tardy due to medical or dental appointments will be given an "excused tardy." Students who oversleep, have car problems, experience traffic problems, etc. will be given an "unexcused tardy." Students who arrive to class more than ten minutes after the class has begun will be marked absent.

Tardy Policy - UHS does not have a bell system. Each classroom has a wall clock. Students are expected to keep track of time and to be on time for classes and other commitments. Students must be in their assigned classroom at the start of each period. Teachers may establish their own consequences for tardy violations, principally that students owe the teacher at the beginning of the lunch period the number of minutes the student was tardy. Tardies will be reported via PowerSchool to the Office and will be cumulative for all classes.

Consequences for reported tardies each grading period:

Third Tardy: assigned to one day lunch detention or late afternoon detention and citizenship grade is poor.

Fourth Tardy: assigned to 2 days lunch detention or late afternoon detention by the Dean or Head of School.

Fifth and subsequent: assigned to two days late afternoon detention or one day ISS for each violation. Habitual violations of tardy policy may result in suspension. Six tardies result in citizenship grade of "U."

No Note Policy - Absences must be cleared within three school days, either by note or phone call from a parent/guardian. Medical or dental appointments must be supported by written documentation from the office of the provider. Students whose absences are not cleared will be considered truant and subject to disciplinary action (see page 30.)

Uncleared Absences - Failure to clear an absence within three days of a student's absence will result in a designation of "unexcused absence" and assignment of detention. Three unexcused absences will be equivalent to a truant (see page 30).

Attendance on School Activity Days - Students must be in attendance a minimum of four (4) periods on a given day in order to participate in school activities such as dances, plays, performances, etc., on that day. Exceptions may be made for doctor and dental appointments, court appearances or for other valid and verifiable reasons.

15-Period Policy - No credit for the semester will be given students whose total absences exceed fifteen (15) periods per semester in any one class without administrative approval. Parents will be notified if their student reaches 10 absences in any class during the semester. Absences for school-related functions will not be included in the 15 period count.

Leaving School During the Day - Students leaving school must be signed out in the Office. Even if a parent or guardian has sent a note or called ahead to give permission for a student to leave, the adult picking up the student must come to the Office and sign the student out. If a student leaves without following this procedure, he or she will be subject to disciplinary action. (See page 30). On their return, students must report to the Office to sign in before returning to class.

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

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

Missed Assignments Due to Absence

Assigned Work Missed Due to Illness

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

Deadlines for Long-Term Assignments

The above policy does NOT apply to long-term assignments, that is, a project or report or work with a deadline more than a week from the date the assignment is given to the students. The rationale for this policy is to strongly encourage students to begin work on a long-term assignment as soon as it is given, to complete a significant amount of work each day, and not to wait until the last minute. For exam-

ple, a project is assigned on September 10 that is due on September 25. A student becomes ill on September 24 and 25. This student does NOT get a two day extension of the deadline. The project is to be submitted ON TIME by a parent or family member or classmate. The ONLY exception to be considered is under special circumstances when a parent (or guardian) meets with the teacher in person and in advance of the deadline to work out a new deadline.

Independent Study

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

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

Step 1 - The student or parent meets with the Registrar to determine if the requested Independent Study satisfies the legal guidelines. If it does, the student will be given an Independent Study Request Form.

Step 2 - The student or parent meets with the teacher or teachers involved to obtain their agreement to supervise the requested Independent Study. Each teacher must sign the Request Form.

Step 3 - After obtaining the signatures, the student or parent meets again with the Registrar to obtain the Independent Study Contract Forms. These include the Contract form on which the details of the Independent Study agreement are spelled out and a log form used to record the day, date and time actually spent on the Independent Study work.

Step 4 - After the agreed upon work is completed, the student or parent meets with each of the supervising teachers to present the assignment or assignments and the logged record for that subject. **All work must be submitted to the supervising teacher or teachers on the day specified in the Independent Study Contract.** The teacher evaluates the work done. If the work is to be incorporated into ongoing assignments for a semester, the teacher incorporates the grades on the assignments into the student’s semester record. If the work is for a Winter or Spring Elective course, the supervising teacher evaluates the work to determine the final grade.

Step 5 - Each supervising teacher submits the student’s completed work, log sheets, and signed Contract indicating the grade to the Registrar.

Step 6 - If the work has been completed satisfactorily, the Registrar codes the days the student has been absent as “I”, which allows the school to collect ADA for the student’s attendance. If the work has not been completed satisfactorily, the days of absence will be coded appropriately, and the school will not qualify for state ADA.

S.A.R.B. (School Attendance Review Board)

Parents are required by law to see that their children attend school according to the mandatory attendance laws of the State of California. Students with excessive absences from school may be referred to the School Attendance Review Board (S.A.R.B.). Parents can be fined and/or jailed for failure to ensure that their children attend school regularly.

CLASSROOM DISCIPLINE PHILOSOPHY

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

Basic Classroom Rules:

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

Consequences of Violations:

1. Verbal warning by teacher: teacher may take other actions, such as change student's seat, etc.
2. Teacher/student conference.
3. Teacher/parent contact by phone, conference, mail, etc.
4. Referral to Dean of Students, student assigned to detention, ISS, parent notified.
5. Detention, ISS, removal from class, suspension, expulsion.

Cheating:

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

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|-----------------|---|
| First Offense: | F (or zero) on assignment, conference and 1 - 3 day assignment to ISS and poor citizenship. |
| Second Offense: | F (or zero) on assignment, parent conference and 3 - 5 day assignment to ISS and "U" citizenship grade. |
| Third Offense: | F (or zero) on assignment, 5 day assignment to ISS. |

Deception:

Any student who attempts to deceive school officials by lying, forgery or other acts of deception is in violation of school rules and is subject to discipline.

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|-----------------|--|
| First Offense: | Conference, and 1 day ISS/detention. |
| Second Offense: | Parent Conference, 1 - 3 days ISS/detention. |
| Third Offense: | Parent Conference, 3 - 5 days ISS. |

Meeting/Lecture Conduct

Meetings and lectures are held for the education and enjoyment of students. Students are required to give every courtesy to the speaker and the program. It is the respon-

sibility of each student to maintain high standards of courtesy and conduct. Violations may be cause for disciplinary action, such as detention and/or assignment to ISS.

Student Disruptions - Definition: Disrupting daily schedule or school activities or classroom procedures; defying the authority of school personnel in the performance of their duties; disobedience/defiance.

Class Disruption:

First offense:	Conference and/or one day ISS/detention.
Second offense:	Parent Conference and 1 - 3 days ISS/detention.
Third offense:	Parent Conference, 3 - 5 days ISS/suspension.

Defiance:

First Offense:	Conference, 1 day ISS/detention.
Second Offense:	Parent Conference, 1 - 3 days ISS/detention.
Third Offense:	Parent Conference, 3 - 5 days ISS/suspension.

Problems between a Student and a Teacher

If a classroom problem develops between a student and a teacher, the first recourse is for the student to ask to meet with the teacher to discuss the problem. If the situation persists, the student's parent should schedule a conference with the teacher. If resolution is still not reached, a conference including the student, the teacher, the parent and the Head of School should be scheduled.

EXTRACURRICULAR ACTIVITIES

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

Student Activities, Clubs and Competitions

Student Clubs:

Meeting times for the 2007-2008 academic year will be established by faculty advisors before classes start to maximize access for students.

Clubs and Activities that are typically available to students each year at UHS are: Academic Decathlon (AD), Associated Student Body (ASB), Class Clubs, California Scholarship Federation (CSF), Chess Club, Creative Writing Club, Destination Imagination, Key Club, L.I.F.E., Math Team, Mock Trial, Philosophy Club, Science Olympiad, Soccer, Yearbook (The Flame), B-16 Believers

New Clubs - To start a new club students must:

- a) find a faculty advisor and determine the meeting time and location
- b) form a mission statement and develop a budget
- c) submit a new club application package (application, mission statement, and budget) to ASB for consideration

Once an application has been accepted, the club must elect officers and have a representative attend ASB meetings.

Any club not adhering to these guidelines will not be considered an official club of UHS, and any funds from that club will be absorbed by the ASB.

Associated Student Body and Class Clubs

Associated Student Body (ASB) Responsibilities

Spirit Week, Formal Dance, Spring Field Day, Student Store

Senior Class Club Responsibilities:

Ice Breaker Dance, Grad Nite, Graduation

Junior Class Club Responsibilities:

Prom, Fund-raising

Sophomore Class Club Responsibilities:

Halloween/Harvest Dance, Fund-raising

Freshman Class Club:

End of Year Dance, Fund-raising

Academic Awards

Academic Awards Ceremony - UHS holds an annual Awards Ceremony on an evening near the end of the regular Spring Semester. Students to be recognized and their parents are invited to the Ceremony.

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

Eligibility to Participate in Extracurricular Activities

Academic Eligibility - A list of ineligible students will be distributed to faculty every reporting period. A student may request a review every Friday. Fall semester ineligibility carries over to Spring semester.

1. Students are held accountable for knowing whether or not they are eligible.
2. In order to be academically eligible for extracurricular activity participation a student must:
 - a) Be currently enrolled in a minimum of 25 credits and
 - b) Have attained a minimum GPA of 2.00 with NO FAILING GRADES. Students who have an "F" solely because they have not yet passed a Mastery Assessment will be excluded from the Academic Ineligibility (AI) list.

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

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|-----------------|--|
| First offense: | Warning and reduction in citizenship grade |
| Second offense: | Student ineligible for one full 4-week grading period.
Unsatisfactory citizenship |

Third offense: Student ineligible for remainder of school year; for serious offense, ineligibility may be extended into the next school year.

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

Rules Concerning Extracurricular Activities, Field Trips and Dances

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

- Extracurricular activities include, but are not limited to: competitions, dances, day and overnight field trips, etc.
- Students who wish to attend dances as guests of students at other schools must also meet UHS eligibility criteria.

Criteria to Miss Class to Attend a Special/Extracurricular Activity:

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

Dances

UHS offers several dances each year for UHS students and their guests. Each class club and the ASB council hosts one dance during the year (see page 24).

Rules Concerning Dances

- All school rules and regulations are in effect and are enforced at all dances.
- Students who do not have an emergency card on file in the Office are considered ineligible.
- Students must satisfy the eligibility requirements stated above to attend dances.
- Students must have been in attendance at school a minimum of 4 periods on dance day to attend the dance.
- Students who have been suspended or have been assigned a detention on the

- day of the dance are not allowed at the dance.
- Students who behave inappropriately may be asked to leave the dance.
 - No one, including ineligible students, is allowed to loiter in the vicinity of the dance.
 - Guests of students must present a Dance Guest Pass at the door:
 - a) The Guest Pass must be approved by an administrator at the student's school, unless the guest is not attending a school.
 - b) The guest must be less than 2 years older or younger than the UHS student. In exceptional cases the parent of a student may contact the Head of School.
 - Each UHS student and guest (under 18) must present a student ID at the door.
 - a) If a non-UHS student cannot obtain a student ID, BOTH students will need written parent permission on a Dance Guest Pass obtainable from the Office.
 - b) If the UHS student is under 18 and the guest is 18 or over, the UHS student needs written parent permission on the Dance Guest Pass and the guest must present a letter of permission from his or her parent. No guest 21 years or older will be admitted to the dance.

DRESS CODE AND GROOMING GUIDELINES - AN OVERVIEW

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

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

Specific Dress and Grooming Rules

1. Revealing, provocative or bizarre attire or hair colors and styles, tattoos, or unusual body piercing that interfere with school work or create a distraction are inappropriate including:
 - a) skimpy, see-through, ragged or ripped attire;
 - b) shirts, tops, blouses and/or low cut pants, slacks or shorts which result in several inches of skin showing, or bare midriffs
 - c) articles of clothing which display profanity, vulgarity, or slogans which promote tobacco, alcohol, drugs or sex;
 - d) body piercing and/or jewelry which is distracting or which could be a safety/health issue.
2. Undergarments should not be visible.
3. For safety and health reasons, shoes must be worn at all times.

4. Shirts must be worn at all times.
5. Headgear (hats, caps, visors, etc.) are to be removed when entering classrooms, offices or buildings. Sunglasses are to be removed in buildings unless medically necessary.
6. Pants legs must not completely cover shoes or drag on the ground. Pants, shorts or belts must fit at the waist and not be more than one size too large. Gang-related, oversized or overly baggy attire is inappropriate.

Dress Code & Grooming Penalties

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

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

PROPERTY AND SAFETY

Safety

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

Dressing for Physical Education

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

Aromatics

Some members of the UHS community are allergic to aromatic sprays, perfumes and/or lotions. Do not wear or dispense highly aromatic perfumes or lotions in school.

Personal Property

UHS assumes no responsibility for loss of students' personal property. Students are encouraged **not** to bring items of value to school that are not needed or that may be lost or stolen. Students must be responsible for their own possessions and should not expect others to be held accountable for their safekeeping.

Search & Seizure

The Board of Directors is committed to maintaining an environment for students and staff which is safe. The Board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students and their property by school officials. The Board authorizes school officials to conduct the searches of students, their backpacks, their motor vehicles and other personal property when there is reasonable suspicion that the search will uncover evidence that the student is violating the law or school rules. The Board urges that discretion, good judgment and common sense be exercised in all cases of search and seizure. Any student found in possession of an illegal substance and/or object shall be reported, along with the evidence, to the proper legal authority.

Online Posting

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

Electronics

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

Cell Phones

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

First Offense: Item confiscated; returned to student at the end of the day.

Second Offense: Item confiscated; will only be returned to a parent/guardian.

Bicycles, Skateboards, Rollerblades, Scooters, etc.

Students who choose to rollerblade or ride a bicycle, skateboard or scooter to and from school may do so, but these items are to be stored in the Office during the school day. These items are not to be used during the school day. If bicycles, skateboards or scooters, etc. are used during the school day, they will be confiscated.

First Offense: Item confiscated and returned to the student after school.

Second Offense: Item confiscated and returned only to a parent or guardian.

GENERAL DISCIPLINE POLICIES AND PROCEDURES

Receipt of this Handbook constitutes the student's warning for violations of rules. While circumstances may require another warning, most disciplinary actions will apply the penalty for the first infraction.

Consequences for Rule Violations

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

Appeal Process

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

Lunch Detention; Afternoon Detention

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

Suspension

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

In School Suspension (ISS)

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

Expulsion

Students who habitually fail to comply with these policies and/or who present an immediate threat to health and safety may also be suspended and later expelled by the school's governing board upon recommendation from the Head of School. A student under consideration of expulsion, in keeping with EC 48918, shall be entitled to a hearing to determine whether the pupil should be expelled. In such cases, an expulsion hearing shall be held within 30 school days after the date the Head of School determines that the pupil has committed any of the acts enumerated in Section 48900, unless the pupil request, in writing, that the hearing be postponed. Within 10 school days of the hearing, the governing board shall decide whether to expel the pupil, unless the pupil requests in writing that the decision be postponed. Final action to expel a pupil shall be taken only by the governing board in public session.

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

Specific Violations

Off Campus Without Clearance:

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

First Offense:	Conference, one detention.
Second Offense:	Parent Conference, one day ISS.
Third Offense:	Parent conference, three day ISS.

Out-of-Bounds:

Any student who is found in an out-of-bounds area shall be considered in defiance of school rules. Out-of-bounds areas are generally those away from the immediate vicinity of UHS classrooms, including parking lots or vehicles.

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

Truancy from Class or Assigned Discipline:

First Offense:	Conference, and 1 day ISS/detention.
Second Offense:	Parent Conference, 1 - 3 days ISS/detention.
Third Offense:	Parent Conference, 3 - 5 days ISS.
Third Cut in course	Parent Conference, Warning of being dropped from course.
Sixth Cut in course	Parent Conference, student dropped from course.

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

Action:	Law enforcement and parents notified.
First Offense:	Parent Conference, 1 - 5 days assignment to ISS/suspension and consideration for expulsion.
Second Offense:	Parent Conference, 3 - 5 days assignment to ISS/suspension and recommended expulsion.

Weapons:

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

First Offense:	Law enforcement and parents notified, 1 - 5 days assigned to ISS, or suspension and recommended expulsion.
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Possession of Imitation Firearm:

Action: Law enforcement and parents notified.

First Offense:	Parent Conference, 1 - 5 days assignment to ISS/suspension and recommended expulsion.
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Tobacco:

Definition - Possession or use of tobacco or any products containing tobacco and nicotine products on campus at any time.

Action: Law enforcement notified.

First Offense:	Conference, 1-3 days ISS/detention.
Second Offense:	Parent Conference, 2-4 days ISS/detention.
Third Offense:	Parent Conference, 2-5 day suspension.

Drug or Alcohol Abuse:

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

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

Offering or Selling a Controlled Substance:

Definition - Offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage or an intoxicant of any kind, and then either sold, delivered or furnished the controlled substance. Such student will be subject to these penalties:

Actions: Law enforcement and parents immediately notified. Student suspended for 5

days, or recommended for expulsion and suspended off campus pending hearing.

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

Robbery or Extortion:

Definition - Committed or attempted to commit robbery or extortion. (Extortion is the obtaining of money or property from another).

Action: Law enforcement and parents notified.

First Offense: Parent Conference, 1 - 5 days ISS and/or suspension, possible recommendation for expulsion.

Second Offense: 5 day suspension. Recommendation for expulsion.

Theft:

Definition - Stole or attempted to steal school or private property. The school does not take responsibility for lost or stolen private property.

Action: Law enforcement and parents notified.

First Offense: Parent Conference, 1 - 5 day ISS or suspension.

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

Loitering on Campus:

Students are not to loiter inside or outside the restrooms. Students are expected to use the restrooms in a timely manner and not congregate inside or outside these areas.

First Offense: Conference, 1 - 3 days ISS/detention.

Second Offense: Parent Conference, 1 - 3 days ISS/detention.

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

Public Displays of Affection:

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

First Offense: Conference, parent notified, 1 day assignment to ISS/detention with alternate days for the students involved.

Second Offense: Parent Conference, 3 day assignment to ISS/detention.

Sexual Harassment:

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

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

Committed or Attempted to Commit a Sexual Assault ;

Action: Law enforcement and parents notified

First Offense: Conference, 1 - 5 days assignment to ISS/suspension and consideration for expulsion

Second Offense: Conference, 1 - 5 days assignment to ISS/suspension and recommended for expulsion.

Dangerous Behavior:

Definition - behavior which risks a student's own health or safety, or the health or safety of others.

First Offense: Conference, and 1 day ISS/detention.

Second Offense: Parent Conference, 1 - 3 days ISS/detention.

Third Offense: Parent Conference, 3 - 5 day ISS.

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

First Offense: Conference, and 1 day ISS/detention.

Second Offense: Parent Conference, 1 - 3 days ISS/detention.

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

Fire-Producing Objects:

Lighters, matches, etc. are not permitted at school

First Offense: Conference, item confiscated, one day ISS/detention

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

Disruptive/dangerous devices:

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

First Offense: Conference, 1 day ISS/detention, item confiscated.

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

Rumors, Gossip or Verbal Bullying:

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

First Offense: Conference, 1 - 3 days ISS/detention.

Second Offense: Parent Conference, 1 - 3 days ISS/detention.

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

Assault, Battery, or Threats:

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

Action: Law enforcement and parents notified.

Student-to-Student:

First Offense: Parent Conference, 1 - 5 days assigned to ISS or suspension.

Second Offense: Parent Conference, 5 day suspension and recommended expulsion.

Student-to-Employee: Parent Conference, immediate 5 day suspension and recommended expulsion.

Knowingly Received Stolen School or Private Property:

Action: Law enforcement and parents notified.

First Offense: Parent Conference, 1 - 5 days ISS/detention.

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

Vandalism:

Definition - Act of willful misconduct, which caused or attempted to cause damage to school or private property.

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

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

Profanity or Vulgarity:

Definition - Language, actions or dress which are offensive to accepted standards of decency or modesty.

First Offense: Conference, 1 day assignment to ISS/detention.

Second Offense: Conference, 2 day assignment to ISS/detention.

Third Offense: Parent Conference, 5 day suspension.

Language or action directed towards a staff member:

First Offense: Conference, 1 - 3 day ISS/detention.

Second Offense: Parent Conference, 3 - 5 day ISS.

Obscene Act:

Definition - Committed an obscene (indecent or lewd) act which was offensive to accepted standards of decency or modesty.

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

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

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

Habitual Offenses

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

Fresno County Health & Other Area Services

Calif. Highway Patrol Dispatch: 445-6681 Health Department: 445-0666
Emergency (Fire, Sheriff, Ambulance): 911 HIV/AIDS: 1-800-342-2437
Fresno Co. Sheriff Dispatch: 1-800-522-0086 * Special Fresno Clinic 445-3416

Hot lines to answer questions and give referrals

Mental Health Department Outreach: 453-4099 Emergency: 453-6616
Mental Health Youth Services: 453-4309 Moms & Kids Hotline: 1-800-640-0333
Poison Control Center: 1-800-876-4766 University Medical Center: 453-5111
Suicide Prevention:
 Adult - 453-6616 Adolescent - 453-4309
Youth Crisis Line: 1-800-843-5200

Counseling/Support Services

Marjorie Mason Center: Hotlines: 233-4357, 1-800-640-0333
 Marjorie Mason Center Administration: 237-4706

Victims of domestic violence can call 24 hours a day.

Rape Counseling Services of Fresno: 497-2900

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

Child Protective Services (Fresno): 255-8320

Victims of child abuse can call 24 hours a day (accepts collect calls).

National Runaway Switchboard: 1-800-786-2929 (or 1-800-runaway, a **24 hour hot-line**)

Sanctuary: 498-8543 (Shelter and safe haven for runaways)

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

Substance Abuse

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

Free Stop Smoking Programs

California's Smokers' Helplines English 1-800-662-8887 Spanish 1-800-456-6386

Education

Fresno County Office of Education: 265-3000

L.I.F.T. (Adult Literacy): 855-6252

If you know of other services that should be listed here, please let us know at 278-8263.