



UNIVERSITY CITY HIGH SCHOOL
6949 Genesee Avenue, San Diego, CA 92122
Ph: (619) 605-2800 | Fax: (858) 458-9432 | uchs.sandiegounified.org

STUDENT & FAMILY HANDBOOK

[Revised August 2025]



Win the Day!
2025-2026



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*Hail to you old blue and white,
We lift our hearts to you.
May your warm and guiding light
Be ever shining through
Hail to you Centurion
On you we can rely.
Hail to University, University City High*

*Hail to you old blue and white,
We raise our voice in praise.
May your warm and guiding light
Shine through our golden days.
Alma Mater hail to you,
Forever hear our cry,
Hail to University, University City High*

-Thomas G. Ventimiglia



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NONDISCRIMINATION STATEMENT

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination, harassment, intimidation, and bullying by reason of the following actual or perceived characteristics: age, ancestry, color, mental or physical disability, ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information, immigration status, marital or parental status, medical condition, nationality, national origin, actual or perceived sex, sexual orientation, race, religion, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal, state and/or collective bargaining agreements.

For more information contact:
San Diego Unified School District Quality Assurance Office
4100 Normal Street, Room 2129
San Diego, CA 92103 (619) 725-8000



DISTRICT MISSION STATEMENT

All San Diego students will graduate with the skills, motivation, curiosity and resilience to succeed in their choice of college and career in order to lead and participate in the society of tomorrow.

UCHS LAND ACKNOWLEDGEMENT

We acknowledge that the land on which UC High stands is part of the ancient homeland and traditional territory of the Kumeyaay people. Rose Canyon was once the site of a Kumeyaay Village. We pay respect to the Kumeyaay people's past, present, and future and their continuing presence in this homeland and throughout the Kumeyaay diaspora.

We understand that it is important to know the history that has brought us to live on this land and to try to understand our place in that history. Rather than a historical context, we understand that colonialism is an ongoing process and we need to be mindful of our present participation.

We take this opportunity to thank the original caretakers of this land.

UC1 - OUR VISION FOR UCHS

Our work is centered on providing equitable learning opportunities for all students, focusing on learners who are at margin. Our educators create rigorous, intellectually challenging work for students, hold learners to high expectations, and communicate confidence in their ability to succeed. We strive to build a strong sense of connectedness and community for all, where parents/caregivers are valued partners in the work.

School-Wide Learning Goals

UNIVERSITY CITY HIGH STUDENTS ARE:

CONTRIBUTORS To THE COMMUNITY

Active contributors to their community who give of their time, talents, and energy to benefit others.

COLLABORATIVE CITIZENS

Collaborative citizens who work well with people of different backgrounds and opinions.

EFFECTIVE COMMUNICATORS

Effective and knowledgeable communicators who are able to listen, read, write, think clearly, and respond appropriately to written materials and spoken language.

NONCONVENTIONAL CRITICAL THINKERS

Independent, critical thinkers and decision-makers who can discern and creatively solve problems using prior knowledge and research skills.

TECHNOLOGICALLY SKILLED

Skilled practitioners who have a working knowledge of current technology and its application for personal and workplace purposes.

STUDENTS WHO PLAN AND SET GOALS

Responsible planners who know how to set long-term learning and career goals.



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**UNIVERSITY CITY
HIGH SCHOOL**

CENTURIONS

*We Believe Seniors Who
Complete 12 of the 15 Steps
Will be College/Career Ready*

STUDENT LEARNER OUTCOMES

UCHS Students Are:

Contributors to the Community

Collaborative Citizens

Effective Communicators

Nonconventional Critical Thinkers

Technologically Skilled

Students who Plan & Set Goals

STEPS TO SUCCESS

- Earn a "3" or Higher on an AP Exam
- Take a Community College Course
- Complete an AP Course and earn a grade of "C" or higher
- Score in the Exceeded Standards Range on SBAC Math
- Score in the Exceeded Standards Range on SBAC ELA
- Earn Academic Honors Distinction (3.5 GPA)
- Take a Career Technical Education (CTE) Course
- Participate in 100 or More Hours of Community Service
- Serve in a Leadership Role for School, Club, or Athletic Team
- Earn an Academic GPA of 3.0 or Higher
- Earn an Overall Citizenship GPA of 3.0 or Higher
- Complete All A-G Required Credits with a "C" or Better
- Complete All 44 Credits Needed for a High School Diploma
- Earn an Overall GPA of 2.5 or Higher
- Participate in a UC Club, Extracurricular Activity, or Athletic Team

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WIN THE DAY!



THE CENTURION CODE

We believe that teaching and learning happen best in an environment that is safe, supportive, attractive, and orderly. Therefore, all students and adults are expected to:

- Be prepared to learn and work hard every day;
- Respect other people and their property;
- Act responsibly at all times;
- Behave safely and have regard for the safety of others;
- Be kind to yourself and others.

ASSOCIATED STUDENT BODY (ASB)

The ASB consists of all students enrolled at University City High School. The officers of the ASB, elected by the students, are charged with the responsibility of planning activities that:

1. Generate school spirit;
2. Promote good human relations;
3. Promote and support our athletic teams;
4. Provide a break in the tension of studies;
5. Develop avenues of communication for student concerns to students, staff, administration and district personnel.

ASB CARDS

Associated Student Body (ASB-student government) Cards go on sale during pre-registration. While not mandated, all students are encouraged to purchase a card to show their support for the school and activities. Athletic letters, awards and pins, as well as student discounts to campus events are funded through ASB card revenue. Additionally, the holder of an ASB Card is entitled to free admission to home football and basketball non-CIF playoff games. ASB Card pricing starts at \$25 dollars.

ATTENDANCE PROCEDURES

Parents/guardians are responsible for their child's school attendance and must notify the school if their child is not in school and why. Acceptable reasons for excused absences are listed below. Absences due to activities such as babysitting, accompanying parents on errands, and attending concerts or sporting events are unexcused.

Absences from school for three (3) or more days may be excused if a parent/guardian requests a **contract for independent study** at least one (1) week prior to absence. The child must complete the contract within the set timeline.

After any absence, parents are requested to provide absence verification to the school office when the student returns to school. No student shall have his/ her grade reduced or lose credit for an excused absence. A student with an excused absence will be allowed to complete all assignments and tests missed during the absence. Upon satisfactory completion of the assignment or test, within a reasonable period, the student will be given full credit. Tests and assignments will be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

Excused Absences Include:

- Personal illness or injury;
- Quarantine under the direction of a county or city health officer;
- Having medical, dental, optometric or chiropractic services rendered;
- Obtaining confidential medical services without the consent of the student's parents or guardians (according to Title X law and regulations);
- Attending the funeral service of an immediate family member; one day if the service is in California and three days if outside of California;
- Jury duty in the manner provided for by law;
- Illness or medical appointment during school of a child whose custodial parent is the student;
- Spending time with an immediate family member who is an active-duty member of the uniformed services and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position;
- Participation in the entertainment industry, as noted under Education Code.



Justifiable Personal Reasons Include:

- A court appearance;
- Attendance at a funeral service;
- Observance of a religious holiday or ceremony;
- Attendance at a religious retreat;
- Attendance at an employment conference when the student's absence has a written request from the parent and approval by the principal or a designated representative.

Absence from School for Illness

Some students with recurrent or ongoing health problems can miss many days of school. When a student misses 10% or more of school days due to illness, school personnel may require parents/guardians to provide a doctor's explanation of the health issues that keep the student from attending school.

Truancy Per California Ed Code

A pupil who is absent from school without a valid excuse three (3) full days in one (1) school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three (3) occasions in one (1) school year, or any combination thereof, shall be classified as a truant. BP/AR 5113.1

ATTENDANCE IS THE STUDENT'S RESPONSIBILITY

To report an absence, CALL the ATTENDANCE OFFICE at (619) 605-2800 and select option **2**, or log on to the UCHS website and click on the "Attendance" tab to fill out the "Report Absences" form. If a student arrives after 9:00am, he/she must report to the ATTENDANCE OFFICE for a pass to class. After 30 minutes into a class period, the student will be considered truant if the student does **not** present a note.

San Diego Unified School District permits schools to conduct a "Success School" (CASSAS) which allows students to make up missed instructional days and enables schools to recover lost revenue. By participating, your child will have the opportunity to receive academic support and make up lost assignments. Students **must** clear their attendance in order to participate in UC High School's ASB dances, Prom, and graduation ceremony, as explained in the student/parent handbook. **For each Saturday attended, the student will clear one (1) day of absence, or six (6) period absences, or six (6) tardies.**

Attendance codes:

"K" Attended Success School (one full day)

"Y" Cleared tardies (30 minutes)

"Q" Cleared Period Absence (1 hour)

Blue Slip for Students Leaving School for an Appointment

If a student is to be excused for a medical or personal appointment, his/her parent/guardian must call the Attendance Office at least 2 hours prior to pick-up or fill out the form on the [UCHS Attendance](http://uchs.sandiegounified.org) website to be released. Parent/Guardian must verify the time the student is to be released. If a note is written, it must include the reason for leaving, the date and time, the parent signature and a PHONE NUMBER where the parent can be reached for verification. A release from class note must be given to the attendance office before school starts on the day of, or days before the expected release day or time from school.

STUDENTS MUST COME TO THE ATTENDANCE OFFICE FOR A BLUE SLIP BEFORE LEAVING CAMPUS.

STUDENTS LEAVING CAMPUS WITHOUT FIRST RECEIVING A BLUE SLIP WILL BE MARKED "UNEXCUSED" ABSENT FROM CLASS.

Students Who Will Not be in School for three (3) or More Days:

Independent Study Contract

Form needed for homework must be obtained one (1) week before planned absence and is only needed for absences of three (3) or more days. Absence will not be excused unless homework is completed and signed-off by teachers. Independent contracts can be requested within Powerschool. More information can be found on the [UCHS Attendance](http://uchs.sandiegounified.org) page.



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IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING ATTENDANCE PROCEDURES, PLEASE COME TO THE ATTENDANCE OFFICE.

BELL SCHEDULE | Monday, Tuesday, Thursday and Friday

Period 1	8:45-9:42 AM	57 minutes
Period 2	9:48-10:45 AM	57 minutes
Period 3	10:51-11:51 AM	60 minutes
Lunch	11:57 am - 12:27 pm	30 minutes
Period 4	12:33 pm - 1:30 pm	57 minutes
Period 5	1:36-2:33 PM	57 minutes
Period 6	2:39-3:36 PM	57 minutes
Period 7	3:42-4:39 PM	57 minutes

The following dates are Early-Out Wednesdays:

8/13/2025, 8/20, 8/27, 9/10, 9/17, 9/24, 10/1, 10/8, 10/22, 10/29, 11/5, 11/19, 12/3, 12/10, 1/7/2026, 1/14, 1/28, 2/4, 2/25, 3/4, 3/18, 3/25, 4/8, 4/29, 5/20

The Early-Out Wednesday Bell Schedule is as follows:

Period 1	8:45 am - 9:30 am	45 minutes
Period 2	9:36 am - 10:21 am	45 minutes
Period 3	10:27 am - 11:12 am	45 minutes
Period 4	11:18 am - 12:03 pm	45 minutes
Lunch	12:09 pm - 12:39 pm	30 minutes
Period 5	12:45 pm - 1:30 pm	45 minutes
Period 6	1:36 pm - 2:21 pm	45 minutes
Period 7	2:27 pm - 3:12 pm	45 minutes

Finals Min Days: Semester 1: 12/16 P2, P3 | 12/17 P4, P5 | 12/18 P1, P6



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Friday, 12/19 will be a regular day

Semester 2: 5/26 P5, P2 | 5/27 P4, P3 | 5/28 P6, P1

Period X	8:45 am - 10:45 am	120 min
Lunch	10:50 am - 11:20 am	30 min
Period Y	11:25 am - 1:25 pm	120 min

CENTURION STUDENT STORE

The ASB and cafeteria operate a school store dedicated to serving students at UCHS. Located in Room 209, the store is open during lunch, offering spirit wear, food items and refreshments. Promote school spirit and buy from your student store.

CLUBS

Only school-sponsored and agency-sponsored clubs affiliated with University City High School may use the name of the school, use school buildings and facilities, have publicity in school publications or on the school grounds, and sell tickets on the school grounds to activities sponsored by the clubs. These privileges are denied to all other clubs. The California Education Code forbids any high school student to become a member of a secret club, fraternity or sorority. Anyone interested in starting a new club must pick up forms in room 202.

DANCES

To attend a school-sponsored dance, students must have attained a 2.0 GPA in academics and 2.5 GPA in citizenship on their previous report card and must submit a completed, signed Dance Contract. This includes the Prom dance for seniors. Additionally, tardies, truancies, and uncleared absences must be cleared down to 12 hours or less to be eligible to attend a school-sponsored dance. The school will hold Make It Right sessions and Saturday Schools to clear attendance issues. To view a sample dance contract form, please see the sample towards the end of the STUDENT/PARENT HANDBOOK.

FINANCIAL OFFICE

The Financial Office is located in the Main Office Building with windows that face the Student Quad. The office is open before and after school and during the student lunch period. Students who come during class or during the passing periods cannot be accommodated. The Finance Office sells tickets for all athletic events, dances, and other ASB activities. Students will need to have a Student ID card for all transactions and payment is by cash only. The school district does not allow credit and debit card sales at schools. Any club raising money for their organization needs to turn in their funds raised daily to the finance office. This is to avoid possible loss or theft.

COUNSELING CENTER

The guidance program at UCHS is designed to help you attain the highest standards of academic achievement, personal development, social development, and career planning. We try to do this in several ways:

1. Helping the new student feel at home with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher, or their counselor deems necessary.
3. A testing program designed to help the student learn as much as possible about his/her capabilities.
4. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

The most ideal way to set up a time to meet with your counselor is by emailing your counselor directly. Students and parents can also fill out a meeting request. Request forms are located on the counter by the counseling entrance. Individual email addresses for counselors can be located below (or found online. Also, please note that the counselor alpha assignments listed below may change - if they do, students/parents will be notified). Students are welcomed to come to the counseling office before or after school or at lunchtime, but please do not wait in the counseling office. Your counselor will call you in during the day as soon as their schedule permits. However, if you have a dire and pressing issue that needs to be addressed, please do not leave. Please find a staff member and let that person know why you need help immediately. Your health and safety is our number one concern!

A-B, U-Z	Kelsey Bradshaw (kbradshaw@sandi.net)
C-He	Kim George (kgeorge@sandi.net)
Hi-N	Belen Bahena (bbahena@sandi.net)
O-T	Shauna Van Bommel (svanbommel@sandi.net)



504 SUPPORT

Students who are experiencing difficulties in school are sometimes referred for evaluation and assessment for possible special education placement or considerations. As a parent, you can initiate the referral process if you feel your son or daughter's progress in school is substantially limited by an impairment. First discuss your concern with the teacher(s) or school counselor for further consideration and review. Some students do not meet the requirements for special education certification; however, they do have a disability that is substantially affecting a major life activity at school. A referral to determine student eligibility for services can be made by a parent, school administrator, counselor, teacher, and other professionals knowledgeable about your child. Older students may refer themselves.

If you make a referral for a 504 eligibility meeting for your son or daughter, the 504 Team at school will accept the referral and begin the process to determine eligibility.

The 504 Team generally consists of the following participants:

1. parents
2. site 504 coordinator
3. teacher (s)
4. counselor
5. administrator
6. nurse
7. Specialized Academic Instructor (SAI) when appropriate other professionals knowledgeable about your child If the student is an English learner, the 504 Team will include a teacher or another person knowledgeable about second language acquisition. The 504 Team may also need to include the school psychologist, nurse, or other professionals with specialized knowledge of assessment instruments.

504 Contact Person

Audrey Mason
amason1@sandi.net

HEALTH OFFICE

The nurse is available in the Health Office (Building 100) on certain days to be determined. A student wishing to see the nurse during class time must obtain a pass from his/her teacher. No pass is necessary during the lunch period. California State law requires that any medication brought from home to be administered at school should be labeled with the student's name, name of the medication, dosage and hours to be taken. Prescription medicines must be in their original containers. All medications must be left with the nurse. A student needing PE medical excuses should bring his/her doctor's note to the nurse. In addition to his/her other responsibilities, the nurse is available to students as a medical resource. Should the nurse be absent, please see another front office staff member for assistance.

LIBRARY/MEDIA CENTER

University City High School boasts one of the finest facilities in the district. **The Media Center will be open M-F from 7:45 am to 5:00 p.m.** Please know that these hours may have to be adjusted to deal with less staffing. Information is offered to students in many formats, both print and non-print materials including Internet access, art and study prints.

Students may come to the Media Center with their classes or on a pass. Passes are not required before or after school or during lunch; however, at any other time, students must have a pass from a staff member to enter and use the Media Center.

Students may borrow materials by showing their Student ID Card. Items may be checked out for two weeks, and can be renewed.

Students are requested to be considerate of others at all times in the Media Center. At no time is any FOOD or DRINK allowed in the Media Center. Access to the facility will be denied to students disobeying these basic rules.

LOCKERS

Two hundred and fifty (250) outside lockers are available at UCHS. Lockers and a lock will be offered first to seniors only on a "first come, first served" basis. Seniors will be assigned their lockers during the first few weeks of school and must share a locker with another senior. Students in grades 9-11 will have an opportunity to be assigned a locker based on availability after seniors have been given a chance to acquire one.

Students are cautioned not to keep valuables or money in their lockers at any time. Lockers must be kept clean during the course of the



year. Lockers are subject to administrative search. At the end of the school year all materials must be removed from lockers no later than NOON on the designated "locker clean-out" day. All contents of lockers will be discarded after this date and time.

LOST AND FOUND

The lost and found department (for clothes and backpacks) is located in the Main Office. Textbooks are sent to the Media Center. If items lost have a significant monetary value, they will be kept by the associated principals. If you lose or misplace an item, be sure to check one of these places.

POWERSCHOOL PARENT/STUDENT PORTAL

Students and parents are encouraged to monitor academic processes via PowerSchool Parent/Student Portal. While not all teachers utilize the system, most UCHS staff members use PowerSchool Gradebook that allows students and parents the opportunity to monitor their student's progress. Students can access their PowerSchool information by using their Active Directory PIN and Password. Parents/guardians can gain access by obtaining an Access ID and Password from the school. This will allow parents/guardians to create an individual account. After receiving the ID and Password, go to <https://powerschool.sandi.net>, select "Create an Account," and follow the instructions to create a new parent/guardian account. Once an account is created, parents can review their student's class schedule, grades, and attendance from any computer that has Internet access, 24 hours a day, 7 days a week. The PowerSchool Parent Portal also allows parents to manage their account, link any and all students to the account (for whom the parent has parental and legal rights to) and set email notification preferences for each student linked to the account. To obtain an Access ID and Password, please contact the site tech.

ON AND OFF CAMPUS – AFTER SCHOOL HOURS

Students are encouraged to get involved in extracurricular activities after school. Students are also encouraged to stay for tutoring if they need help with their classes. All students staying on campus after hours may do so as long as they have a stated purpose.

Students may not leave the campus to go to a friend's house, the UTC mall, or any other non-school sponsored activity and return back to campus. **Students wanting to ride the late activity bus to go home must have a pass indicating their after school activity and their student ID showing bus privileges to get on the bus.**

REFERRAL PROCESS

Inappropriate classroom behavior:

If you are behaving inappropriately in class your teacher will:

1. Confer with you individually (Level 1)
2. Contact your parents directly by telephone or email (Level 2)
3. Hold a conference with you and your parent (Level 3)
4. Contact your counselor (possible conference with student/teacher/counselor)
5. Lower your citizenship grade accordingly
6. Assign appropriate classroom consequences

If you get a referral –

After the above actions have been taken place, and if the student continues to be uncooperative and disruptive, a formal referral report by the teacher will be made to the counselor or administrator.

1. Your teacher will deliver the referral form to your counselor at his/her convenience along with the Classroom Levels of Intervention form. Your counselor (or administrator) will send a pass for you as soon as possible.
2. If your behavior warrants immediate removal from the classroom, your teacher will call ext. 111 to request a campus security assistant to pick you up. (If you are immediately removed from your classroom, your citizenship grade for that grading period may automatically become a "U".)
3. You will be escorted to the associate principal's office and immediate disciplinary measures will be taken.
4. Your teacher has the authority to suspend you from the class for that day and the next.
5. As members of the site faculty/staff, all members of the faculty and staff are entitled to the same respect.



SCHOOL SECURITY

Every effort is made by the staff and administration of UCHS to provide security to protect students' personal property. However, theft might occur. It is, therefore, imperative that students take steps to protect their property by following these suggestions:

1. Do not leave valuables of any kind in any locker on campus.
2. Do not bring excessive amounts of money to school and never "flash" money on campus.
3. Know where all of your possessions are at all times. WATCH THEM.
4. Bicycles, scooters, and skateboards should be locked to the racks provided in the student parking areas.
5. Always check your lock before walking away from your locker and never share locker combinations.
6. Write down serial numbers of all valuables and keep records at home.
7. Report any theft or suspected theft to the school police officer immediately.
8. Keep cell phones out of sight and in your possession at all times.

Students are advised that the school assumes no responsibility for the loss or theft of personal property or for books or materials loaned to the students by the school.

STUDENT ID CARDS

Students will have pictures taken for student ID cards during the August pre-registration at no charge. One make-up day will be conducted approximately three to four weeks after the start of school. If an ID card is lost or stolen, replacements are available for \$5.00. UCHS ID cards are required for the following activities:

- Identification
- Bus Pass
- ASB discounts
- Internet Use
- Food Service
- Textbooks & Materials
- Finance Office Transactions
- Out of Class Hall Pass
- Dance Admission
- Clearing Attendance Issues at Scheduled Detentions (After-school, lunch, early-out days, and Saturday Success School)

Each student must carry a current UCHS ID card for identification purposes, and the card must be shown to any staff member on request.

Tardy students who do not have a current school ID card in their possession at the time they are tardy will be assigned after-school detention. Also, a current ID card is required for any student requesting a pass to leave class during class time and must be attached to a teacher-provided lanyard, which is worn while out of class. Students requesting a pass who do not have an ID card will require a campus security escort and will be assigned after-school detention for not having their ID card.

A student must also show their ID card to purchase an ASB card or other items at the Financial Office, attend school dances, check out textbooks and library books, and ride the bus. The ASB stickers and bus pass stickers are all adhered to the back of the student ID card.

STUDENT NONDISCRIMINATION AND SEXUAL HARASSMENT POLICY

The San Diego Unified School District Board of Education is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability or any other unlawful consideration. The district shall promote programs that ensure that discriminatory practices are eliminated in all district activities.

Any student who engages in discrimination of another student or district employee may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

Any student or parent who feels that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site.



STUDENT SEXUAL HARASSMENT POLICY

San Diego Unified School District is committed to making the schools free from sexual harassment. Sexual harassment can be such actions as: Unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The district prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment in which a student's grade, benefits, services, honors, program or activities are dependent on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor or teacher. Students who violate the sexual harassment policy shall be disciplined appropriately. This includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures.

To File A Discrimination or Sexual Harassment Complaint:

1. Obtain a copy of the Uniform Complaint Form and procedure from the school or the district's Legal Office. Remedies available outside of the district are listed in this procedure.
2. Investigation: San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations and provide a written report within 60 days of when the complaint is filed.
3. Action: If the district determines that its policies prohibiting sexual harassment have been violated, disciplinary action, up to and including expulsion, will be taken.

The person filing the complaint may also pursue action in civil court.

Complaints will be kept confidential. The district prohibits retaliation to any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

If you have a discrimination or sexual harassment complaint, students should contact a teacher or administrator for resolution at the school site. If not resolved, contact SDUSD Quality Assurance: Click on [link](#) for more information.

TEXTBOOKS

Textbooks are distributed to students before school begins and during the first week of school via their English classes. Textbook exchanges may be made using the student's ID card at the Media Center circulation desk. **Upon reissuing textbooks, they become the sole responsibility of the student.** STUDENTS WILL BE REQUIRED TO PAY FOR LOST, STOLEN, DAMAGED, MILDEWED OR OTHERWISE MISSING TEXTBOOKS.

Students, who have outstanding debts from the previous semester, or from another school, must clear their debt prior to pre- registration. Students who transfer to another school or are changing classes must return their textbooks to the Media Center. Book charges for outstanding debts will be forwarded to the school to which a student transfers.

VANDALISM AND PROPERTY DAMAGE

Students who destroy or vandalize school property will be required to pay damages and/or losses. In addition to making restitution, suspension, expulsion, and/or legal action such as arrest may be recommended by the school against the student(s) responsible.

YEARBOOK

Receiving your yearbook in June is one of the highlights of the school year. The yearbook may be purchased during pre- registration at substantial savings compared to the regular sales in November and December. No extra books are ordered after this two-month selling period.

GRADES, ELIGIBILITY & RECOGNITION



ATHLETIC/EXTRACURRICULAR ELIGIBILITY

[Visit the Athletics Site](#)

Becoming involved in extracurricular activities at UCHS is an exciting prospect and a privilege. However, whether it is the sports program, cheerleading, ASB, or any other activity, there are standards that must be met to participate. In general, the standards are as listed below. If you have questions concerning them, please contact the respective coach and/or advisor.

1. A scholastic grade point average of at least 2.0*
2. A citizenship grade point average of at least 2.0*
3. Physical exam from a private physician (athletics)
4. Insurance – school or private carrier

ASB GPA REQUIREMENT IS 2.50, NON WEIGHTED FOR ACADEMICS AND CITIZENSHIP

RESIDENCY FOR ATHLETIC ELIGIBILITY

Please know that attending UCHS may not naturally permit you to compete for the school in athletic competitions. Students and their parents who do not reside in the UCHS school boundary area need to check with their coach or athletic director to make sure they have athletic eligibility. If a student moves for any reason, the school and athletic director need to know about it. A student who plays on an athletic team for the school while not having approved clearance to do so because of where s/he lives, results in the team's forfeiture of victories and subsequent season titles. Athletic eligibility must be gained for all students who reside outside of the UCHS boundaries prior to stepping foot on the field or court.

CALIFORNIA SCHOLARSHIP FEDERATION

The California Scholarship Federation (CSF) is a statewide high school honor society. Eligibility for membership is dependent on grades. A total of ten points is required (A=3, B=1). Physical Education grades are not included. Seven points must be from academic subjects. Membership is not automatic; students must apply for membership and renew it each semester.

CITIZENSHIP GUIDELINES

When a spirit of cooperation exists on a school campus, a positive learning atmosphere also exists. Good citizens demonstrate attitudes of caring, concern and respect for others. The semester citizenship grade will be the cumulative average of the three six- week grading periods.

- **E = Exceeds** – Exceeds standards
- **M = Meets** – Above average student
- **I = Inconsistent** – Approaching standards
- **U = Unsatisfactory** – Needs help in meeting standards

The school will recognize students demonstrating perfect citizenship marks at the semester grading periods. UCHS believes earning perfect citizenship marks says a lot about a student. In addition to behavior in class, the tardy and truancy policies explained in the Student/Parent Handbook determine citizenship grades.

Exceeds (E)	Meets (M)	Inconsistent (I)	Unsatisfactory (U)
Consistently exceeds expectations: ● attends school daily/on time ● clears all absences/tardies ● completes all work by due date ● comes to class prepared ● participates appropriately	Consistently meets expectations: ● attends school regularly/on time ● clears absences/tardies, ● completes all work by deadline (work is rarely late) ● comes to class prepared ● participates	Inconsistently meets expectations: ● attends inconsistently/is tardy to class ● attempts to clear absences/tardies, ● occasionally misses assignment deadlines ● not always prepared to learn ● participates inconsistently or	Does not meet expectations: ● habitually absent/tardy, ● little/no attempt to clear ● absences/tardies, ● frequent missed assignment deadlines ● not prepared to learn ● student frequently uses electronics inappropriately



• student uses electronics appropriately for educational purposes as instructed by the teacher • demonstrates leadership in building a positive learning community • no Level 1-4 behaviors	• regularly student regularly uses electronics appropriately for educational purposes as instructed by the teacher • contributes to building a positive community • resolved Level 1 behaviors (see UCHS Restorative Discipline Plan)	• inappropriately student consistently uses electronics inappropriately • may not work well with others/ occasionally disrupts the learning environment • unresolved Level 1 behaviors (see UCHS Restorative Discipline Plan)	• disruptive in class/ does not work well with others • Level 2-4 behaviors (see UCHS Restorative Discipline Plan)
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GRADING AND REPORT CARDS

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

- | | |
|---|--|
| A | Exceeded Standard |
| B | Met Standard |
| C | Approaching Standard |
| D | Little Evidence of Meeting Standard |
| F | No evidence of Meeting Standard |

UCHS issues report cards approximately every six weeks. THE FIRST TWO GRADING REPORTS OF EACH SEMESTER SERVE AS PROGRESS REPORTS. The district prints the final report card of each semester and the June report is mailed home.

GRADUATION SEMINAR PROGRAM (CREDIT RECOVERY)/ONLINE (iHIGH VIRTUAL ACADEMY) LEARNING

The Graduation Seminar Program is a means for seniors and underclass students to make up course deficiencies for graduation. Students may enroll only after receiving a failed (F) or nearly failed (D) grade upon completion of the course. The program is not designed for enrichment/concurrent courses. Students may be enrolled during the regular scheduled day or after school. Please know that credit recovery classes meet the fulfillment for high school graduation credits, but the NCAA Clearinghouse does not recognize them for course completion. If a student is a potential college athlete, they need to make up the course in summer school or retake the class during the school year.

Opportunity permitting, online learning through the district's iHigh Virtual Academy is an option for students to take during the school day or after school. Courses can be taken via online learning through an independent learning environment whereby students take quizzes and tests to demonstrate mastery learning and earn a credit and grade. These courses can be taken by all four grade-levels and are accepted for graduation purposes and the NCAA Clearinghouse accepts most. Please know that the NCAA continually updates its course list, and it is the student's responsibility to stay informed. To find a list of these courses, visit this website:

<https://web1.ncaa.org/hportal/exec/hsAction?hsActionSubmit=searchHighSchool> GRADUATION REQUIREMENTS FOR A HIGH SCHOOL DIPLOMA FOR STUDENTS IN GRADES 9-12

Graduation Requirements At-A-Glance

44 semester credits needed for graduation.

Core UC 'a-g' Course Requirements

Class of 2016 and Beyond

- a. 6 credits (3 years) History/Social Science



- b. 8 credits (4 years) English
- c. 6 credits (3 years) Mathematics

Integrated Math I

Integrated Math II

Integrated Math III or advanced mathematics course

- d. 6 credits (3 years) Science
- e. 4 credits (2 years) Language Other Than English (World Language)
- f. 2 credits (1 year), UC “f”-approved Visual and Performing Arts
- g. The required UC “g” elective is fulfilled by satisfying the district’s requirement for a third year of science. No additional college prep elective is required for graduation.

Total: 32 credits

Additional Requirements

- 4 credits (2 years) Physical Education (Fitnessgram required). Students who do not pass five out of six Healthy Fitness Zones on the Fitnessgram must enroll in physical education courses until an overall passing score is obtained.
- 8 credits (4 years) of electives

Total: 12 credits

Students must complete a minimum of 44 semester credits, as specified above. Students are expected to meet California standards in English, mathematics, science, history/social science, fine and practical arts, and physical education, as well as the UC/CSU “A- G” course requirements.

Due to the variation in college entrance requirements, it should be understood that meeting these high school graduation requirements does not guarantee entrance to specific colleges. Catalogs of the colleges to which admission is sought should be reviewed for specific course preparation and admission policies.

ACADEMIC HONESTY POLICY

The teachers, counselors, and administrators at University City High School agree that honesty and integrity are the core of the educational process. In order for educational institutions to accomplish the task of providing a meaningful and challenging opportunity for students, honesty of performance must be a dominant and consistent attitude among all those involved.

Since cheating undermines the academic process, destroys student integrity, and interferes with the trust necessary for effective student-teacher relationships, the Instructional Council of University City High School has requested that this policy concerning academic honesty be initiated and communicated to all members of our educational community.

The acts of academic dishonesty listed below are of major concern to the Council. These acts will be dealt as follows: parents will be notified in all instances, and the incident will be documented with a referral.

1. Cheating on Tests and Assignments

A student guilty of dishonesty such as requesting, giving or receiving information on an examination, quiz or assignment, will receive a zero on that work. That zero, will be averaged into the student's academic grade and the semester citizenship grade will be lowered.

2. Plagiarism

A student guilty of plagiarism, i.e., copying any part of another’s notebooks, computer, homework assignment or any published materials, will receive a zero grade on the assignment. That zero grade will be averaged with the other course grades for that grading period and the semester citizenship grade will be lowered. Staff members observing an act of plagiarism will take the work and notify appropriate teachers.

3. Theft or Alteration of Materials



A student guilty of stealing or using stolen materials or of altering test or class materials may face suspension, a failure grade of F/U for the semester, removal from class with a failure grade, removal from UCHS or all of the above.

4. Test Avoidance

When it has been determined that a student has missed 50% of the announced test/quiz days within a grading period, the teacher will notify the parent of the potential test avoidance problem. At the teacher's discretion, any further test day absence may result in forfeiting the opportunity to make up the test.

5. Use of AI (Artificial Intelligence) *Credit to College Unbound for these guidelines.*

- a. **Definition:** We will define "AI generative tools" as including (but not necessarily limited to) the use of technologies that rely on machine learning models (LLMs), and other advanced data-manipulation tools to produce distinct answers or outputs based upon prompts by the user.
- b. **Usage:** The use of AI generative tools includes engaging with such tools to generate specific content that contributes to the submission of any assessment or work to be evaluated in a course or requisite for graduation, including but not limited to papers, presentations, discussion posts, etc. This includes learning content, presentations, assessments, feedback, etc.
- c. **Parameters:** There might be situations and contexts within your courses where you will be asked to use AI tools. Outside of those circumstances, you are discouraged from using AI tools to generate content (text, video, audio, images) that will end up in any student work (assignments, activities, responses, etc) that is part of your evaluation in any course. Any student work submitted using AI tools should clearly indicate what the student's work is and what part is generated by the AI. In such cases (unless otherwise specified by the instructor), no more than 25% of the student's work should be generated by AI and should be edited by the student and not directly cut and pasted. If you are uncertain if you are falling within these guidelines, please reach out to your instructor before submitting your work.

NOTE: Multiple/Repeated infractions within the same course may result in a grade of F/U for that semester. Misuse of any form of technology will not be permitted. Teachers must refer documentation to the office and contact parents.

ACTIVITIES – STUDENT PICK-UP

All students must be picked up and be off campus within 30 minutes of the conclusion of a school event. If not, students are subject to attending Saturday Success School.

TRANSPORTATION SERVICES

Riding the bus is a privilege granted to students. UCHS issues **Z-Passes and ID cards with bus stickers and students are required to scan their Z-Passes and show their ID cards to the bus driver at all times** (if asked to do so). Temporary bus passes will NOT be provided for the 3:50 p.m. bus in the event a student does not have their Z-Pass and/or ID card. Students without an ID card must wait for the 4:50 p.m. bus. Temporary bus passes/Z-Passes can be obtained from Mrs. Smith in the main office. The 5:00 and Athletic late activity buses are available to athletes and game attendees only and require an athletic sticker or game ticket stub.

Improper conduct while riding the bus will lead to disciplinary action and the possibility that the privilege will be suspended. Students are to ride only the buses to which they are assigned and are not to invite non-students to ride school buses. California Administrative Code Title V, Section 14103 states: "Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation."

CLOSED CAMPUS

Students are not allowed off campus during the school day, including lunch. Students off campus during the day or for school issues require a Blue Slip. Students who have a home period or community college course during Period 5 or 6 must have parent permission to leave school early. Students are not to be in the parking lot during school hours and lunchtime.

RESTORATIVE PRACTICES

At UCHS, we believe that all behavior infractions are a result of people making poor decisions. Our goal at UCHS is to work with students to make appropriate decisions that support themselves and those around them. In the case of most infractions, someone has committed an error and has directly impacted or hurt someone else. The key in a philosophy of restorative practices is allowing individuals the



opportunity to learn what they have done, and provide a chance for them to make it "right." In essence, to "Own It"! As we work with students, we will use this overarching vision to do the best we can to make things right, and to restore faith and confidence in the community.

BP 5144 San Diego Unified's Restorative Discipline Policy establishes a framework for developing, refining, and implementing a culture of restorative discipline conducive to learning at every school. This framework is built on school-wide positive behavior support, a culture of positive response techniques, and the systemic development of carefully identified guidelines with the necessary structure for fair and consistent implementation. The importance of schoolwide positive behavior supports, and restorative responses are consistent with the principles of safety, responsibility, respectfulness, appreciation of differences, honesty, and life-long learning. Sites will uphold the following principals to successfully implement the Restorative Discipline Policy and maintain restorative communities:

- Engage students in relevant instruction, with clear agreements about interactions with one another
- Create safe spaces throughout the campus and in classrooms for all students and use a restorative justice approach after incidents take place that threaten their sense of safety
- Repair and restore relationships between students and/or adults after harm has taken place to re-establish safe spaces for all
- Encourage all staff to build positive relationships with students and be actively engaged in their students' academic lives and learning
- Increase awareness of student behaviors that are associated with trauma, crisis, disabilities, cultural norms, or medical conditions, and understand the triggers for those behaviors to better address the needs of the student
- Promote high standards of behavior by teaching, modeling, and monitoring behavior
- Pair school discipline with meaningful social emotional learning that offers students the necessary guidance to learn from their mistakes and positively contribute to their school community
- Ensure students have a trusted adult "champion" to support them through a restorative suspension or expulsion process that is fair, thorough and involves parents. Champions are side by side with students every step of the way and receive training on restorative practices as well as trauma-informed care.

TERMS DEFINED

Behavior Contract: A contract that records and communicates to the parents, student and teachers the behavior of the student over a period of time ranging from one week to the entire school year.

Buddy Room: Students are not allowed in class for a period of time ranging between five minutes and the entire length of the period and completes assignment(s) in another teacher's classroom.

Campus Beautification: A program which takes place during lunchtime (or on a Saturday) in which students are assigned community service on campus. Students are assigned by administration. This is an optional behavioral support program and students can be assigned an alternate consequence.

Defiance: Intentionally not following school rules and/or directions of a staff member.

Expulsion: Student is prohibited from attending the school for up to one year. The principal recommends the student for expulsion, but only the board of education has the authority to expel.

"Own It"/In-School Suspension (ISS): An informal suspension in which a student is prohibited from attending classes, but completes assignments in another designated room/office on campus. ISS is assigned by an administrator in lieu of a formal suspension and is not recorded in a student's cumulative file, but is recorded in PowerSchool.

Parent Shadow: Parent/guardian spends a full day on campus with their student.

Period Suspension: Per the Collective Bargaining Agreement between SDUSD and SDEA, teachers are authorized to suspend a student from their class for the day of the incident and the day following for a good cause (Article 11.7.3). Must be written on a referral form and work should be supplied.

Referral: Form of communicating and documenting student behaviors. Must be completed and submitted for all Level 3 and Level 4 offenses.

Restorative Discipline Policy Link [HERE](#)

Saturday Success School: A 4-hour school session that occurs on Saturday mornings starting at 8am and ending at 12noon. Attending Saturday School clears an entire day of absences and/or up to four tardies.

Student Study Team (SST): A meeting which involves a student's teachers, support staff, counselor, administration, parent(s) and sometimes the student to discuss behavior and/or academic problems. The goal of the SST is to mutually identify and implement strategies to assist the student.

Suspension: A formal suspension in which a student is prohibited from entering school grounds for one to five days. Formal suspensions are



recorded and remain in a student's cumulative file. Assigned by an administrator.

UCHS SCHOOL-WIDE RULES & EXPECTATIONS

Discipline is intended to foster responsibility, independence and a positive attitude. The best discipline is self-control. It is based upon understanding the limits of one's freedom and actions as they relate to others.

1. Follow directions the first time they are given by an adult/staff member;
2. Arrive to class on time and prepared with all materials needed;
3. Leave electronic devices at home or keep them out of sight and off...use cell phones before school, after school, or during lunch;
4. Do not leave the school campus or be in a restricted area without permission;
5. Do not use profanity, threaten others, or display any gang behaviors (signs, colors, drawings, etc.);
6. Do not fight or play fight;
7. Know and follow all classroom rules as determined by the classroom teacher;
8. Follow the school-wide dress code.

ELECTRONIC DEVICE POLICY

Electronic devices cell phones, cameras, portable/Bluetooth speakers, headphones and any other device powered by a battery must be used in conjunction with headphones. Portable speakers' use is limited to approved student dance groups who are practicing after school – in these cases, volume must be at an appropriate level. Due to disruptions to instruction and distractions from the learning environment, unauthorized cell phone use is not permitted at UCHS during class time (in or out of the classroom). Authorized access and use of a cell phone is determined by the teacher. Unless a teacher authorizes the use of the phone, it should be kept out of site and turned off during class time.

Unauthorized use is grounds for confiscation of the cell phone by school officials, including classroom teachers. If there is an emergency, please contact the front office for help. Any electronic device that is visible, audible or otherwise in use during prohibited times and without authorization may be confiscated. Students who walk into a classroom with an electronic device visible may have that device confiscated by the teacher (at the discretion of the teacher). Confiscated devices will only be returned to parents after 3:30 pm. Please know this may be on the day of the offense or on another day when an Associated Principal (AP) is available to provide the parent the device.

Teachers may collect from students their phones during testing periods and will return phones back to their students at the end of the period.

CELL PHONE POLICY

1. There will be NO cell phone use during instruction time (bell-to-bell). Cell phones are to be **off, out of sight, and not in use (OSU)**. Same holds during bathroom passes, or other passes during the instructional day.
2. Teachers need to notify administration in advance for when they want their students to use their cell phones for educational value. Educational use of student cell phone will be purposeful and used for instructional merit.
3. When a student is not in compliance, the teacher will give a verbal warning to put the cell phone away.
4. If a student is **not** in compliance after a verbal warning, the teacher will request the phone from the student. The phone will be given to an administrator for the student to pick up.
 - a. If the phone is taken on Monday or Tuesday, it will be accessible to the student to pick up after school on Wednesdays (from 2:21-2:41 pm or from 3:36 to 3:56pm).
 - b. If the phone is taken on Wednesday, Thursday or Friday, it will be accessible after school on Fridays (from 3:36 to 3:56pm).
 - c. If a student does not agree to turn over phone to their teacher, a referral will be written for the student by the teacher and sent to an administrator.
5. Should a student disagree with their OSU violation, the administration will follow up with teacher and student to make a determination as



to whether there was a violation.

6. If a phone is taken from a student, it's up to the student to notify their parent/guardian that their phone has been confiscated for OSU violation. A parent can always come pick up their student's phone on Wednesdays and Fridays during the scheduled time periods.

For the purposes of UCHS, laser pointers are not included in the above definition and are not to be on campus at any time in the possession of students.

HALLS AND LUNCH ARBOR

Students should be in the hallways ONLY before and after school or when changing classes. Any other time the students should have a pass to enter these areas. Students are asked to be courteous at all times and to refrain from running, shouting, and playing in the hallways. Additionally, students are expected to help keep the campus clean by picking up after themselves.

HATE VIOLENCE (Education Code 48900.3)

"A pupil in grades 4 through 12, inclusive, may be suspended from school if the principal determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence." As defined in Penal Code Section 422.6, no person 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 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.

INTIMIDATION (Education Code 48900.4)

"A pupil in grades 4 through 12, inclusive, may be suspended from school if the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

STUDENT NONDISCRIMINATION POLICY

The San Diego Unified School District Board of Education is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability or any other unlawful consideration. The district shall promote programs that ensure that discriminatory practices are eliminated in all district activities.

Any student who engages in discrimination of another student or district employee may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

Any student or parent who feels that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site.

BULLYING, HARASSMENT, and INTIMIDATION PROHIBITION (Administrative Procedure 6381)

(A-3550) In its commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, the Board of Education will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school sponsored activities, school busses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation. Any staff member that observes, overhears or otherwise witnesses bullying

(including cyber-bullying), harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate



action to stop the behavior and to prevent its reoccurrence as detailed in the applicable Administrative Procedure. Students who observe, overhear, or otherwise witness such actions must, and parents/district visitors are encouraged to report the behaviors to a staff member. At each school, the principal or principal's designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited.

OFF-LIMIT AREA/LUNCHTIME POLICY

In addition to the "closed campus" policy, students are not permitted to be in an off-limit area of campus during school hours, including lunch. Examples of off-limit areas include, but are not limited to parking lots, canyons, fields, etc. Also, in an effort to ensure a safe campus, unauthorized food deliveries are not permitted (from any delivery service including pizza places, Grub Hub, Uber Eats, etc.). Unauthorized food deliveries will be turned away or held in the office for a parent to pick up.

PARKING

Driving and parking on campus is a privilege granted to students by the school. All sections of the California Vehicle Code apply on school grounds, as do Municipal Codes. Students are asked to park in paved, "white" marked stalls only. All cars on campus must display a valid parking permit issued in the main office. Parking permits will be issued during the first weeks of school and throughout the school year. There is no charge for the initial parking permit. However, replacement permits cost \$5. Additionally, all permits must be turned in at the end of the school year to avoid a \$5 charge. Additionally, the parking lot is off limits to students during classes, between classes, and during lunchtime. Students found in the parking lot during these times, without permission, will be considered truant. Likewise, students who have an approved internship or "Assigned Time Home" must not loiter in the parking lot. Abuse of this privilege and/or failure to follow this process and procedure may result in a schedule change or removal from the school approved internship.

PASS POLICY/OUT OF CLASS

School staff makes it a point to be "out and about" during passing periods and students who are late to class will be stopped and required to surrender their ID card. Late students with poor attendance/tardy records must serve after-school detention on the same day as their tardy; students with good attendance/tardy records will have their ID card returned to them. Consequently, all tardy students who have had their ID card taken must report to the attendance office during lunch or immediately after school to either retrieve their ID card or to receive notification that they have been assigned after-school detention.

Digital Passes are coming soon and a new procedure will be in effect later in the 2025-26 school year.

STUDENTS WHO DO NOT HAVE A VALID ID CARD (FOR THE CURRENT SCHOOL YEAR) IN THEIR POSSESSION ARE AUTOMATICALLY ASSIGNED DETENTION.

SKATEBOARDS

Students may carry skateboards around the campus but are not allowed to ride or set them on the ground for the purpose of standing, riding or sitting upon while on campus. Students found riding a board will have them taken from them and kept for the week until Friday after school. Roller blades and razor type scooters are not to be brought to campus.

SMOKING/VAPING

The use and/or possession of tobacco or tobacco products is prohibited by State law and supported by District procedure. Students found smoking/vaping on the school grounds will have their parents contacted, be detained after school, and for subsequent offenses, face suspension from school and/or possible arrest. This rule applies during the school day, on school buses, and at school-sponsored activities.

STUDENT DRESS CODE

The intent of any code of conduct is to ensure a positive teaching and learning environment for all students and staff. The code should provide enough flexibility to accommodate personal taste in order that teaching and learning continues to be the focus of the classrooms. Modesty and good taste should govern all school clothing selections.

GOALS OF A STUDENT DRESS CODE: A student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).



- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

Basic Principle:

- Certain body parts must be covered for all students
- Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material
- Cleavage should not have set coverage standards

All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

Students Must Wear:*

- Shirt
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoes requirements are permitted (for example for sports)

* High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering girls’ bodies or promoting culturally-specific attire.

Students May Wear:

- Hats, including religious headwear
- Hoodie sweatshirts (over-head is allowed at teacher discretion)
- Fitted pants, including leggings, yoga pants and “skinny jeans”
- Midriff baring shirts
- Pajamas
- Ripped jeans, as long as underwear is not exposed.
- Tank tops, including spaghetti straps, halter tops, and “tube” (strapless) tops
- Athletic attire
- Clothing with commercial or athletic logos provided they do not violate bullets below

Students Cannot Wear:

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear. Visible waistbands or straps on undergarments worn under other clothing are not a violation
- Bathing suits
- Helmets or headgear that obscures the face (except as a religious observance)

DRESS CODE ENFORCEMENT

- Teachers are expected to enforce dress code consistently.
- Teachers will notify administrators, who will deal with violations during passing period or lunch.
- Students in violation will be given a pass to their next class if necessary.
- Violators will receive an explanation of their violation and will be trained on the dress code.
- Repeat violators will be subject to increased disciplinary action.

TEACHING ABOUT CONSENT + SEXUAL HARASSMENT: A STEP BEYOND DRESS CODE

Schools have a role to play in setting clear anti-harassment policies and in teaching curricula that promote positive messages about consent-only sexual activity.



Consent: Schools should teach all students — and administrators and teachers — about consent (no means no) so there is a clear message that individual students are responsible for their own actions and that consent is a must before any sexual or other physical contact.

Sexual Harassment: Schools should have clear and well publicized anti-sexual harassment policies for students and staff. Schools should educate students and staff to not engage in sexual harassment and to recognize what it is and how to address it.

TARDY POLICY (6-Week Period)

TARDY CONSEQUENCE

- **1 - 2 Tardies** - Teacher conference with student, with suggestion for student to make up time in "Make It Right"
- **3 - 6 Tardies** - Teacher counsels student and contacts parent and lowers citizenship grade
- **7 or more Tardies** - Referral to Associate Principal for disciplinary action, who then telephones/contacts home and requests parental involvement or assistance. Progressively lower citizenship grade.

Students may raise their citizenship grade by making up absences and tardies at Saturday Success School (CASSAS) and/or after school with the teacher. Each hour served clear one absence. Each tardy is 30 minutes.

The review of the number of tardies starts over at each 6-week grading period. Semester grade is the average of the three grading periods.

NOTE: 12 or more accumulated tardies during the semester will result in a "U" semester grade. A student not complying with the above procedures may be given Saturday School or progressive discipline. The San Diego Unified School District considers any tardy of more than 30 minutes to be a truancy. The review of the number of tardies starts over at each 6-week grading period.

TRUANCY POLICY

Truancy is defined as "absence from class without parental or school permission." Any student late to class by more than 30 minutes will be considered truant. One (1) truancy during a six-week period **MAY** result in an "U." More than one truancy from class during a six-week period will result in a "U." This policy renews itself every six weeks and should affect students in the following manner:

- Assign detention: one hour per each hour of truancy. Note: not attending detention without prior approval = double detention.
- Students who are truant for an entire school day will be assigned Saturday School.
- A single truancy to any class during a 6-week grading period will eliminate a student from earning an "Exceeds" (E) in citizenship
- A second truancy to any class during a 6-week grading period eliminates a student from earning a "Meets" (M) in citizenship
- A third truancy to any class during a 6-week grading period eliminates the students from earning an "Inconsistent" (I) in citizenship.
- An Associate Principal alerted of habitual truancy problem: will counsel students, contact parents and assign Saturday School.
- Conferences with parents/students/counselors may follow. Options will be discussed.

If a student is marked truant a teacher has the right to issue a zero for any test or assignment due on that day. A teacher is not required to review the material missed by a student who is truant.

YOUR RIGHTS AND DUE PROCESS OF LAW

All students are entitled to due process of law. This means there are certain procedures that school officials must follow prior to taking appropriate disciplinary action.

We hope students will never be in a situation where they need the protection of due process of law. If, however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her parents will be given a more detailed description of the due process procedures. (Form PP-4/5.9.1, Student Suspension Notice)

In general...the school principal or the principal's designee has the right to suspend a student for a period of up to five days. In cases of this type, the student: 1) has the right to hear the accusation, and 2) has the right to answer the charge(s). This is generally done with one of the vice principals. If a suspension is necessary, it will become effective immediately. Every attempt will be made to notify a parent/guardian. A copy of the suspension notice will be mailed home.

Parents/guardians wishing to appeal a suspension may do so by first contacting the school principal and requesting a meeting.



In the event of an expulsion, the school will notify the student and parent(s)/guardian(s) of the recommendation. The student will be placed on suspension. The district office will notify the parent(s)/guardian(s) of the day, date, time, and location of the hearing as well as the charges against the student. A description of due process guarantees will be included in this mailing.

BULLETINS AND ANNOUNCEMENTS

A bulletin containing announcements of student activities and other student and staff information is published on the [UCHS website](http://uchs.sandiegounified.org) and the [Weekly](#) Bulletins. It is the student's responsibility to remain informed about the happenings on campus.

CLASS CHANGE POLICY

In order to balance class sizes and to avoid excessive changes, student programs, once reviewed and agreed upon during spring articulation, will not be changed except for obvious computer error or upon teacher review of student's pre-requisites and skills. Parents must complete an administrative petition in order to drop or change a class after the first two weeks of each semester. A schedule change made after two weeks will only be made on an emergency basis. After the first grading period of each semester a drop from any class may result in a grade of "F" on the student's permanent record.

FIRE AND DISASTER DRILLS

Fire and disaster drills are held at irregular intervals throughout the entire school year. Remember these basic rules when the warning sounds:

1. A school-wide option based response is indicated by a 20 second continuous bell. Students are to remain inside classrooms or immediately seek shelter or move to a safe location off campus.
2. Do not treat any alarm as a false alarm.
3. Check the instructions in each classroom indicating what procedure to follow.
4. In the event of an evacuation, move quickly and quietly to designated areas.
5. Students should remain a minimum of 50 feet from school buildings after being evacuated.
6. Follow the directions of any and all staff members.

In the event of an actual emergency, please refer to the last page in this HANDBOOK for parent communication and reunion and information.

COMMUNITY COLLEGE COURSES and Early and Late Start Status

Students who have an approved late start or early-out schedule need to arrive or leave campus at their designated time. Late arriving students need to be on campus 5 minutes before the start of their next scheduled class. Students with an early out need to be off campus by the end of the passing period. Student who have no community college class during the instructional day need to go to the library for that instructional period. Students during the instructional day are not permitted to leave campus or go to their cars. Students will be expected to present a sticker upon request showing their attendance location. Abuse of this privilege and/or failure to follow this process and procedure may result in a schedule change or removal from the community college class.

Academic:

HOME/SCHOOL COMPACT

STUDENT COMMITMENTS

- I will attend school daily, on time, prepared, and ready to work and learn.
- I will understand what I am expected to learn, complete all assignments to the best of my ability, and get help when I need it.

Citizenship:

- I will follow school rules (including the site discipline code) and cooperated with adults and other students.
- I will respect the rights of others to learn and help to create a positive learning environment for everyone.
- I will follow teacher instructions and not be disruptive in class.



- I will not use profanity or make derogatory statements (“put-downs”).
- I will respect the property of the school, the community, and others.

Home:

- Everyday, I will spend time reading (including reading for fun), studying and completing homework.

TEACHER COMMITMENTS

Teaching and Learning:

- I will set high expectations for student learning and use a variety of teaching strategies to motivate and encourage all of my students.
- I will provide an enriching academic program based on standards.
- I will give my students timely feedback on their work.
- I will provide a safe and positive atmosphere for learning consistent with our site discipline plan.
- I will seek out additional resources, such as individual instruction, peer coaching/tutoring, etc., to meet my students’ special academic needs.
- I will advocate for my students’ non-academic needs.

School:

- I will help to create a welcoming environment for students, families, and community members.
- I will provide opportunities for parents to volunteer, observe, and/or participate in classroom activities.
- I will actively participate in site decision-making.

Home:

- I will communicate with the parents of my students through frequent reports on their child’s progress, and will notify parents of any concerns or problems in a timely manner.
- I will schedule parent-teacher conferences, return parent calls, and will be reasonably available to parents.
- I will suggest ways that parents can support their child’s learning at home, including the importance of reading daily with their child and limiting television viewing.

PARENT/GUARDIAN COMMITMENTS

School Support:

- I will ensure my child attends school daily, on time, prepared, and ready to work and learn.
- I will hold high expectations for my child and regularly monitor my child’s progress.
- I will know and support school/classroom rules and the site discipline and attendance plan.
- I will plan family vacations for times when school is not in session.

School Communication and Involvement:

- I will contact teachers/counselors about concerns or problems in a timely manner.
- I will attend a minimum of one parent-teacher conference a year.
- I will be available to teachers and will return teacher calls in a timely manner.
- I will participate and/or volunteer in classroom/school activities and encourage my child to do the same.
- I will expect to see a progress report come home with my child every 6 weeks and a report card mailed to my home at the end of each semester.
- I will monitor my student’s progress on PowerSchool Parent Portal.

Home Learning:

- I will provide a regular time, place, and supervision for homework completion.
- I will limit my child’s social media time and encourage positive uses of out-of-school time.
-

SCHOOL ADMINISTRATOR COMMITMENTS

Instructional Leadership:

- I will work to ensure a positive learning climate at the school and hold high expectations for student achievement.
- I will provide instructional leadership to inspire and encourage staff to learn and practice a variety of effective teaching strategies.



- I will ensure that a high quality curriculum that is in place at our school that addresses student needs and enables students to meet or exceed district standards.
- I will effectively utilize site and community resources to improve student achievement.
- I will foster a safe and positive learning environment with a consistent application of the site discipline plan.
- I will create a welcoming environment for students, families, and community members.

Communication:

- I will provide regular and direct communication regarding school and learning issues to students, families, and the community.

Stakeholder Involvement:

- I will ensure all stakeholders have the opportunity to be involved and represented in the site decision-making process.
- I will provide staff, parents, and community with ways to participate in training to support student learning and strengthen parent involvement.
- I will provide equitable opportunities for parents to receive appropriate training to support student learning and strengthen parent involvement.

DISTRICT COMMITMENTS

Student Learning:

- We will focus our efforts and provide equitable resources to raise student achievement.
- We will connect schools with integrated resources and services consistently across the district. If all stakeholders in the learning process have fulfilled their roles and responsibilities, and the child still does not successfully meet district standards, we will work collaboratively with the school and parent/guardian to identify, implement, and fund appropriate interventions beyond those previously provided by the site (personnel, referrals, and other services, etc.)

Home:

- We will promote parent involvement and training, and foster a climate of two-way communication between the district and the home.

Support for the Compact:

- We will consistently investigate, develop, and implement district wide policies relating to issues such as attendance, discipline and tardiness.
- We will support the commitments that the home and school make to each other as reflected in the compact.

SAN DIEGO UNIFIED SCHOOL DISTRICT NETWORK USE GUIDELINES

Please read the following carefully before signing the "Signature Page". This contract will give you information about the privileges and responsibilities of using the Internet and district networks as part of your student's educational experience.

The district's Sandi Net is an electronic network with access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people. **Reference: Administrative Procedure 4580**

Students will have access to:

- Electronic mail (email) communication with people all over the world.
- Information, online databases and news from a variety of sources and research institutions.
- District provided software and public domain/shareware software of all types.
- Variety of web-based and software programs to publish content to the web.
- Collaborative web-based programs for the purpose of project based learning.
- Online courses and curriculum, academic software and electronic learning resources.

Responsibilities

San Diego Unified School District has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. "Harmful matter" refers to material that, taken as a whole by the average



person applying contemporary statewide standards, describes in an offensive way material that lacks serious literary, artistic, political, or scientific value for minors (Penal Code, Section 313). The teacher and staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. San Diego Unified School District takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user's risk.

Acceptable Use

The purpose for schools having access to Sandi Net and the Internet is to enhance teaching and learning by providing access to the 21st Century tools and resources as well as online Instruction. Use of another organization's data networks (e.g. Cell Phone Carriers) or computing resources must comply with rules of that network as well as District User policies.

Prohibited Uses

Transmission of any material in violation of any federal or state law, and district policy is prohibited. This includes, but is not limited to, the distribution of:

1. Bullying by using information and communication technologies (cyber-bullying);
2. Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material;
3. Advertisements, solicitations, commercial ventures or political lobbying;
4. Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime;
5. Material that violates copyright laws. (District Procedure 7038)
6. Vandalism unauthorized access, "hacking", or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502).

Warning: Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education Code, district procedures, and school site discipline/network use policy.

Privileges

The use of SanDiNet and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, teachers, and/or staff may request the site system administrator or district security administrator to deny, revoke, or suspend specific user access.

Network Rules and Etiquette

The use of SanDiNet and the Internet requires that students abide by district rules of network use and etiquette. These include, but are not limited to, the following:

- a) Be Polite. Do not send abusive messages to anyone.
- b) Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. Note: E-mail and web-based programs are not private and are subject to review by the district staff. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities must be reported to appropriate authorities.
- c) Maintain privacy. Do not reveal the personal address, phone numbers, personal web sites or images of yourself or other persons. Before publishing a student's picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication.
- d) Cyber-bullying is considered harassment. Refer to The Policy Against Harassment & Discrimination.
- e) Respect copyrights. All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.
- f) Do not disrupt the network.

Cyber-Bullying

Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. Staff and students will refrain from using personal communication devices or district property to cyber-bully one another.



UNIVERSITY CITY HIGH SCHOOL

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Cyber-bullying may include but is not limited to: a. Spreading information or pictures to embarrass; b. Heated unequal argument online that includes making rude, insulting or vulgar remarks; c. Isolating an individual from his or her peer group; d. Using someone else's screen name and pretending to be that person; e. Forwarding information or pictures meant to be private.

Security

Security on any electronic system is a high priority. If you feel you can identify a security problem on SanDiNet, notify the district Educational Technology Department or the Information Technology Department either in person, in writing, or via the network. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to SanDiNet and the Internet.

Vandalism

Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.



EMERGENCY PROCEDURES FOR STUDENTS AND PARENTS IN THE EVENT OF A CAMPUS EMERGENCY

Students-

All students should follow directives from UCHS staff regarding where to go and how to proceed in the event of a campus emergency.

Parents-

All parents should wait for guidance from school officials or police/fire agencies in the event of an on-campus emergency. Should there be a lockdown, shelter-in-place or other emergency action required, all parents are requested to stand-by for further information from stated officials.

Should the school need to have parents pick up their student, a reunification center will be set up (by the stadium or upper field entrance) to provide access for reuniting students with their parents. Parents must have proper identification for reunification purposes. School officials will only release a student to the designated adult listed on the emergency card information.

Emergency Preparedness-

Please know UCHS has a Site Emergency Plan designed to orchestrate responsibilities in an emergency. Each SDUSD school has an emergency box that houses important information. Names of all students and their contacts, as well as that of all staff members, are kept in the emergency box. On the UCHS site, there are two emergency disaster kits with air horns, batteries, flashlights, walkie-talkies, medical supplies, etc. Crates with water are also stored for emergency use.

UCHS staff members also understand that our students' health and safety are our primary responsibility. By law, all UCHS staff will remain on site and stay with students should an emergency declaration require short or long-term care for students.