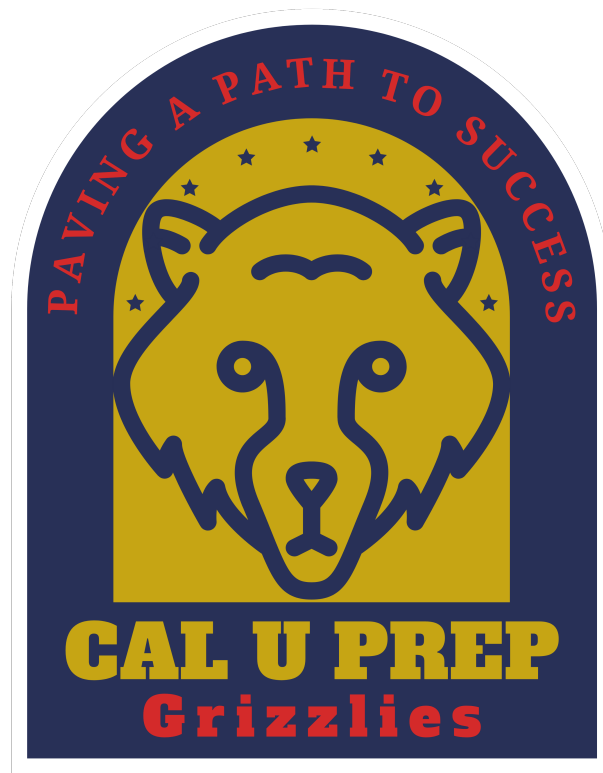


California University Preparatory School

18760 Colima Road
Rowland Heights, CA 91748
(626) 964-9655

Fax: (626) 913-3919
Website: caluprep.com
E-mail: admissions@caluprep.com



Home of the Grizzlies

2019-2020
Student Handbook



Cal U Prep School 2019-2020 Bell Schedule

Period	Time
1 st	8:00 am- 8:50 am
2 nd	8:55 am- 9:45 am
Nutrition/ Advisory (Tuesday & Thurs.)	9:45 am- 10:05 am
3 rd	10:10 am-11:00 am
4 th	11:05 am- 11:55 am
Lunch	11:55 pm-12:40 pm
5 th	12:45 pm-1:35 pm
6 th	1:40 pm- 2:30 pm
7 th	2:35 pm- 3:15 pm
After School	3:15 pm- 4:20 pm
School Closed	4:30 pm



Agreement of California University Preparatory School's Expectations and Policies of its Students

1. Students are expected to do their very best on all assignments and turn them in on time.
2. Students are expected to do their own work on all assignments and tests. Cheating will not be tolerated and will result in a **zero**, in addition to notification of parents and guardians.
3. Students are expected to be in class every period of every day.
4. **Electronics (cell phones, tablets, laptops) are permitted on campus for educational purposes only. See Student Handbook.**
5. Students are not allowed to leave campus unless the School President or School Principal has granted permission with a note.
6. No drugs, alcohol, or smoking is permitted on campus or at any school activities. California University Preparatory School is not responsible for any health issues related to smoking, alcohol or drugs.
7. Students are expected to be respectful of all staff members, teachers, and other students.
8. Students are expected to use social media wisely, not spreading gossip or hurtful material.
9. Cal U Prep students are expected to fully participate in the life of the school including, but not limited to, field trips, special projects, community service, and school events. **Student also agrees to release and indemnify Cal U Prep School from all claims of injury, illness, loss of property or life.**
10. According to Cal U Prep School policy, in the case of a "**Force Majeure**" event (i.e. fire, earthquake, tornado) the school may close due to acts of nature or acts of government, etc. in which all fees paid to Cal U Prep School are **non-refundable**.
11. All students understand that the staff at Cal U Prep School will notify their parents and guardians if any of the rules are broken.
12. All students, parents, and or guardians must read and abide by the information provided in the Cal U Prep School handbook.

All students are required to attend school every day and every period as stated by California state laws and by the student's visa requirements.

3 Truancies in a quarter = Saturday School or In-School Suspension, letter home

6 Truancies in a quarter = 2nd Saturday School or In-School Suspension; possible grade penalty, letter home; Loss of Off-Campus privileges for the following quarter

9 Truancies in a semester = Loss of school privileges (field trips, dances, activities), grade penalty, letter home; automatic failure and have to re-take class

12 Truancies in a semester = Expulsion

Student Signature: _____ Parent/Guardian Signature: _____

Print Name (Visa): _____ Print Name: _____

Date: _____

Date: _____

Cal U Prep School Calendar 2019-2020

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	28	30	31			

- 1 Summer School Starts
- 4 [Independence Day](#)
- 26 Session 1 Ends
- 29 Session 2 Begins

- 3 Winter Break Ends
- 6 Classes Resume
- 20 [M.L. King Day](#)
- 23 Spring Festival
- 24 Lunar New Year (no school)
- 29-31 Final Exams, 1st Semester

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 23 Summer School Ends
- 26-30 Teacher Orientation

- 3 2nd Semester Begins
- 5 Progress Report Conference/PD
- 14 [Valentine's Day](#)
- 17 President's Day

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 [Labor Day](#)
- 3 Student Orientation

- 17 St. Patrick's Day
- 25-27 3rd Quarter Midterms
- 30 Spring Break Begins

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 14 Indigenous People's Day
- 16 PSAT Testing
- 31 [Halloween](#)

- 3 Spring Break Ends
- 6 Classes Resume
- 10 3rd Quarter Ends
- 13 4th Qtr Begins
- 15 Progress Report Conference/PD

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 End of 1st Quarter
- 6 Progress Report Conference/PD
- 11 [Veterans Day](#)
- 22 Thanksgiving Feast
- 25-29 Thanksgiving Break
- 30 UC/CSU App. Deadline

- 10 [Mother's Day](#)
- 25 [Memorial Day](#)
- TBD Prom

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 16 Winter Break Begins
- 25 [Christmas Day](#)

- 9-11 Finals
- 12 Graduation
- 21 [Father's Day](#)

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



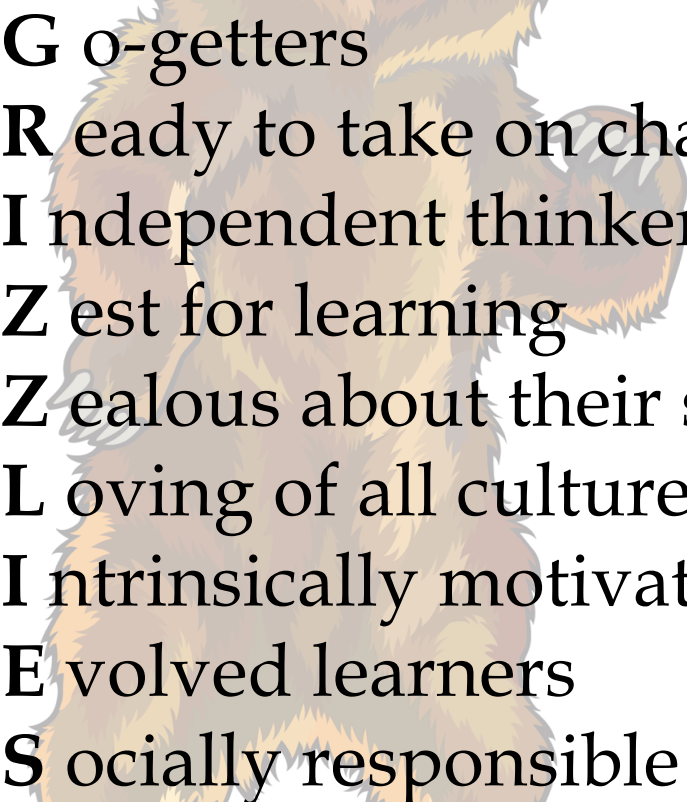
Graduation Requirements

Core Areas of Study	9th	10 th	11th	12th	Total Required for CALUPS graduation
Social Studies		World History	US History	Govt./Econ	30
English	English 100	English 200	English 300	English 400/450	40
Math	Algebra I or Geometry	Algebra I or Geometry or Algebra II	Algebra I or Geometry or Algebra II or Pre-Calculus	Algebra I or Geometry or Algebra II or Pre-Calculus	40
Science		Biology	Chemistry	Physics	30
Arts	Note: UC/CSU eligibility requires 10 credits in a single discipline of Visual Performing Arts in addition to 2 years of a language other than English (LOTE).				10
Electives	An elective course is any course taken in addition to specified department graduation requirements, such as ESL.				70
PE	20 credits of PE is required for graduation; additional PE will count toward elective credits				20
Total Credits required for graduation					240

California University Preparatory School Mission and ESLRs

California University Preparatory School is a new school with a new vision of education. It was founded on the basis of helping students reach their full potential and obtain their goal of higher education. California University Preparatory School is a nurturing learning community committed to equality and inclusion. Our caring and inventive teachers and challenging academics inspire critical thinking, collaboration, creativity, and communication. Cal U Prep promotes a balance between mind, body, and soul and encourages each student to appreciate and impact the world around them. We are paving a path to success.

Expected School-wide Learning Results



G o-getters
R eady to take on challenges
I ndependent thinkers
Z est for learning
Z ealous about their studies
L owing of all cultures
I ntrinsically motivated
E volved learners
S ocially responsible

Attendance Policy

The California University Preparatory School faculty and staff believe that there is a direct relationship between good attendance and high achievement. Students with good attendance achieve higher grades, enjoy school, realize success, gain the necessary credits for graduation, and learn positive habits that carry over to their personal and occupational achievement.

It is the responsibility of each parent, guardian, teacher, administrator, and staff member to promote and stress the value of good attendance. It is also the responsibility of the staff to carry out all attendance policies in a fair, firm, consistent, and timely manner.

Tardies

Teachers will mark a student who is less than 30 minutes late to class as tardy. A student will be marked as absent if they arrive 30 minutes or later to class according to Education Code section 48260.

A tardy is considered unexcused when the student arrives to class late without a signed, dated, and timed excuse from school personnel. The number for tardies listed below is for total period tardies.

A tardy is unexcused unless a doctor, orthodontist or legal/court note is provided to the Office when the student arrives to school.

Consequences for tardies will be assigned as follows:

10 tardies in a quarter = Saturday School or In-School Suspension

13 tardies in a quarter = 2nd Saturday School or In-School Suspension; Loss of Off-Campus privileges for the following quarter, letter home

20 tardies in a semester = Loss of school privileges (field trips, dances, activities), grade penalty, letter home

25 tardies in a semester = 3 days In-School Suspension

Truancies

An absence is considered a truancy whenever, in the judgment of the Principal or designee, the student intentionally and deliberately failed to report to an assigned class or classes, without reasonable cause. According to Education Code 48260, *any student tardy in excess of 30 minutes will be considered absent. If this occurs on each of more than three days in one school year the student may be considered a truant.* A student can accumulate up to 7 truant periods in one day. The number of truancies listed below is for total period truancies.

Consequences will be assigned as follows:

3 Truancies in a quarter = Saturday School or In-School Suspension, letter home

6 Truancies in a quarter = 2nd Saturday School or In-School Suspension; possible grade penalty, letter home; Loss of Off-Campus privileges for the following quarter

9 Truancies in a semester = Loss of school privileges (field trips, dances, activities), grade penalty, letter home; automatic failure and have to re-take class

12 Truancies in a semester = Expulsion

Parent/Student Responsibility

Parents are to call the school between the hours of 8:00 am and 4:30 pm on **EACH DAY OF ABSENCE. The student's absence will be recorded on Gradelink.**

When a daily phone call is not made, the student must bring a note or the parent must make a call **WITHIN 3 DAYS OF AN ABSENCE.**

Permission to leave school after arriving on campus must be obtained by the student through the Principal or Admission's Office by a verified phone call or a signed note. **STUDENTS WHO LEAVE CAMPUS WITHOUT PERMISSION ARE TRUANT.**

Definition of Absences

A. Excused/Warranted Absences

- Illness or injury
- Quarantine
- Medical, dental, optometric, chiropractic, governmental services
- Funeral Services for a member of the immediate family
- Jury Duty
- Exclusion for failure to be immunized
- Approved school activity
- Appearance in court
- Holiday or ceremony of student's own religion
- Employment interview or conference
- Essential family travel
- Verified family emergency
- Community disaster/emergency
- Funeral services for other than a member of the immediate family (3 day maximum)

Short term Independent Study (with an absence of 5 or more school days) is an option in some cases.

B. Unexcused Absences

A student's absence is unexcused whenever the absence has been verified as having been avoidable (i.e. oversleeping, missing the bus, or running out of gas, etc.).

To Excuse an Absence

To clear an absence, please call the Admissions Office at (626) 964-9588 or the student may bring a note.

When a student is marked absent in one or more classes, a call/e-mail is sent home the day of the absence. It is then a Parent/Guardian's responsibility to call or send a note within 72 hours to clear the absence. Parents/Guardians should provide written medical, and or legal notices, when possible, to justify an absence. All absences not cleared will automatically become truant.

Off Campus Privileges

California University Preparatory School's current attendance policy includes consequences for tardies and trancies. One of the consequences for excessive tardies and trancies is the loss of off-campus privileges at lunch.

If a student loses his/her off-campus lunch privilege, **the student will not be permitted to leave campus during nutrition or lunch.** The student will be required to spend lunch on campus. It is the responsibility of the student to bring food for lunch if off-campus privileges have been revoked.

To avoid the loss of off-campus privileges, please adhere to our attendance policy regarding tardies and trancies in this 2019-2020 Parent/Student Handbook.

Nutrition/Advisory

California University Preparatory School will **NOT** allow students to leave campus during Nutrition. The student store will sell food and drinks.

Advisory

Advisory will happen twice a week every Tuesday and Thursday during nutrition time. Students will report to their advisor and spend the 20 minutes getting to know each other and to work on etiquette and life skills.

Lunch

California University Preparatory School allows *Seniors* off campus for lunch. Students may lose their off campus privileges if they return from lunch tardy (see tardiness rules). **Food may not be eaten in classrooms.**

Under classmen (*freshman, sophomores and juniors*) shall remain on campus for lunch. **Students may order lunch for delivery from the school's chosen restaurant or they may order food for delivery or bring a lunch.** A refrigerator and microwaves are available for student use.

Student Discipline

At California University Preparatory School, we are committed to nurturing our students to grow intellectually, socially, physically, and emotionally. Our students have the right to learn in a safe, secure, and peaceful environment. We expect our students to conform to classroom standards and school regulations, to be diligent in study, and to be respectful to teachers, peers, and other adults on campus.

When inappropriate or disruptive student behaviors arise and continue despite reasonable teacher intervention, a student is referred to a counselor or school administrator. Discipline violations of a more serious nature, such as vulgarity, profanity, vandalism, major disruptive or unsafe behavior, and/or disrespect towards a student or staff member, will result in an immediate referral to a school administrator for appropriate disciplinary action. Extreme problems, such as an incident involving physical aggression, threats of violence, drugs, and/or alcohol, are handled immediately and often times, concurrently with support from law enforcement.

There are many options available when assigning consequences to a student who has violated a school rule or policy. School consequences can range from a reprimand to expulsion from the school. Also, school privileges may also be revoked, such as school dances, extra-curricular activities, etc...

Alcohol/Drug Abuse

Any student involved in extra-curricular/co-curricular activities that possesses, uses, or is under the influence of any controlled substance or alcoholic beverage or intoxicant of any kind at school, at a school sponsored activity, or in route to or from school or a school sponsored activity is subject to:

1. Immediate suspension for a minimum of (1) day and a maximum of (5) days.
2. Immediate exclusion from participation in all extra-curricular/co-curricular teams or organizations during the days of suspension.
3. Denial of any letter, honor, award, certificate or banquet attendance to which otherwise entitled for the period of ineligibility.
4. Immediate report to law enforcement with possible arrest.

- A. Any student involved in extra-curricular/co-curricular activities that sells or otherwise furnishes any controlled substance at school, at a school sponsored activity, or in route to or from school or a school sponsored activity is subject to:
1. Immediate suspension from school.
 2. Immediate exclusion from participation in all extra-curricular/co-curricular teams or organizations for the remainder of the duration of the current activity or season or semester, as applicable.
 3. Denial of any letter, honor, award, certificate or banquet attendance to which otherwise entitled for the remainder of the duration of the current activity or season or semester, as applicable.
 4. Possible recommendation for expulsion.
 5. Report to law enforcement with possible arrest.
 6. Possible transfer to another school or education program pending the outcome of the expulsion process.
- B. Any appeal, which a student and/or parent/guardian wish to make concerning disciplinary action, shall be directed to the principal of the school, which the student attends.

Anti-Bullying Policy

The most important part of this policy is that you let someone know about the situation as soon as possible. Do not wait to talk about the situation involving bullying especially if you are involved as just an observer. **Let someone know so immediate action can be taken.**

How to Report Any Type of Harassment, Name Calling and General Bullying...

...for **STUDENTS**

1. E-mail or call your information to scott.adams@caluprep.com or at 626-964-9655.
2. Drop by the Principal's Office and complete an incident report.
3. Drop off an anonymous note in one of the Bully Boxes located around campus.
4. Talk to an adult about your situation. Let school personnel know!

...for PARENTS

1. E-mail or call your information to scott.adams@caluprep.com or at 626-964-9655.
2. Call the Principal's Office and explain what you know about the situation.
3. Set an appointment to talk with an administrator to discuss the situation.

...for STAFF

1. Contact the Principal's office if you observe a bullying situation.
2. Complete a referral when necessary.
3. Call administrator or make an immediate call for campus supervisor when necessary.

Consequences

California University Preparatory School enforces a **ZERO TOLERANCE** policy for any form of bullying. Consequences for bullying may include, but are not limited to:

1. A severe warning may be issued for cases involving simple name-calling where a student has no previous record. Mediation may be held between the two parties. A Bully Behavior Contract may be established.
2. 3 to 5 day suspension depending on the severity of the situation per California Educational Code 48900, section r.
3. Expulsion.

School officials can only take action when they know that a situation has occurred. Let someone know right away to prevent further harassment. You can help others on your campus by speaking up and doing so anonymously through scott.adams@caluprep.com or at 626-964-9655.

Electronics Policy

California University Preparatory School acknowledges the importance of the use of cell phone communication between students and parents, particularly in emergency situations. Further, the District recognizes that instructional time is precious, and school time must be protected from unnecessary disruptions from cell phones, iPods, MP3 players, or other electronic devices.

Therefore, students may be permitted to have electronic devices in their possession on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Students shall be allowed to possess and use electronic devices while under supervision of the school with the following parameters:

- a. Electronic devices are to be silenced and put away upon arriving to class or before entering any school building unless otherwise allowed by the teacher.
- b. Authorization for student possession or use of an electronic device may be revoked by the administration for inappropriate student use.
- c. *California University Preparatory School* assumes **no liability** for the damage or theft of electronic devices.
- d. Students are expected to comply immediately with the direction of any school official to cease the use of an electronic device on campus or at a school sponsored activity.
- e. The recording of a teacher, staff member, or student, without their consent, is a violation of the California Educational Code. Any student participating in such action will be subject to an appropriate consequence.
- f. No laser lights of any kind are permitted on campus at any time. Penal code section 417.27 prohibits the possession of laser pointers on elementary and secondary campuses.
- g. Failure to comply with this policy may result in confiscation of the electronic device by school personnel and additional consequences.

NOTE: Students should keep a list of all serial numbers for personal items they may bring to school.

Cell Phone Policy

State Law, SB 1253, allows a school district's governing board to regulate the use of electronic signaling devices such as cellular telephones and pagers as long as the use of such a device does not interfere with school instruction or activities. Therefore, students may be permitted to have a cell phone in their possession on campus during the school day, while attending school sponsored activities, or while under the supervision and control of a school district employee.

Students shall be allowed to possess and use cell phones while under the supervision of the school with the following guidelines:

1. Cell phones must be silenced and not be in use upon arriving to class/office, unless otherwise allowed by the teacher.
2. Students may use cell phones before school, outside class during brunch and lunch, after school or in class based on teacher policy or instruction.
3. Authorization for student possession or use of cell phones may be revoked by the administration for inappropriate student use.
4. Use of cell phones to take pictures of students or staff without permission is prohibited.
5. Students are expected to comply with the direction of any school official when asked to cease using or relinquish their cell phone.
6. Failure to comply with this policy may result in a written referral of a student to school personnel and additional school consequences. Students with multiple violations related to electronics may require parent pick up of the confiscated device.
7. The school site takes no responsibility for lost or damaged cell phones on campus.

Personal Transportation Devices

Skateboards, in-line/roller skates, scooters, bicycles and other personal transportation devices are NOT PERMITTED on campus at any time including before and after school. These items will be confiscated by school personnel and remanded to the Principal's Office. Disciplinary action may also result depending on the severity of the incident.

Skateboards and bicycles used for transportation to school must be locked at the bike or skateboard racks.

***California University Preparatory School assumes no liability for the damage or theft of a student's personal property, including, but not limited to electronic devices, bikes, skateboards, and scooters.**

Grade Placement Agreement

All official transcripts from middle school to the most recent high school submitted with the application are final. Any transcripts submitted afterwards with different grades or classes will not be accepted. If the student is currently taking classes at another school, he/she must provide California University Preparatory School with a written list of these ongoing classes upon submitting the application.

It is mandatory for each incoming student to take a Math and English placement test prior to enrollment. Test dates are available in the Administrative Office. **California University Preparatory School will designate the student's grade level based on the test results in conjunction with the student transcripts and the University of California A-G required course list.** Based on the results of the placement test, the student may be placed in a lower grade level than what he/she may have completed prior to **California University Preparatory School.**

If the student is unable to demonstrate basic English proficiency based on the English placement test, he/she will be required to take ELD courses. ELD courses are part of the regular course load and may be taken for credit as electives.

Students are not allowed to take the placement test if the Admissions Office does not receive official transcripts from middle school to the last completed grade. No classes will be scheduled until the placement test is completed. Failure to take the placement test will result in delayed enrollment.

California University Preparatory School **requires** students to take the TOEFL (iBT) test within two months of enrollment. TOEFL (iBT) is a test of English proficiency for international students and public/private universities require it.

Currently, the University of California (UC) system requires a minimum of 81 for admission; the California State University (CSU) system requires a minimum of 61 for admission; and the two-year junior or Community College (CC) system requires a minimum of 45 for admission. Additional private schools such as Stanford generally range from 80 to 105.

In order for an ELD student to transition into the mainstream curriculum for the following semester, the student must obtain a minimum TOEFL (iBT) score of 35 if he/she is in 9th grade, 40 if he/she is in 10th grade, and 45 if he/she is in 11th grade.

Seniors are expected to graduate from *California University Preparatory School* with a minimum TOEFL (iBT) score of **61**. After official TOEFL (iBT) scores are received, parents or caregivers may meet with the Academic Office to discuss the student's English proficiency and academic goals.

Enrollment in *California University Preparatory School* does not guarantee conferral of a diploma. The student must pass all courses with a grade of 70% (C) or above, based on the University of California A-G required course list. The student must also adhere to all other rules and regulations and fulfill all requirements for graduation from CALUPS.

California University Preparatory School

STUDENT ELECTRONIC RESPONSIBLE USE POLICY

- ✦ Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission.
- ✦ Students should never agree to meet someone they meet online in real life.
- ✦ If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel.

Netiquette

- ✦ Users should always use the internet, network resources, and online sites in a courteous and respectful manner.
- ✦ Users should recognize that, with valuable content online, there is also unverified, incorrect, and/or inappropriate content.

Cyber-Bullying

- ✦ The National Crime Prevention Council defines cyber-bullying as “When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”
- ✦ Cyber-Bullying will not be tolerated and is strictly forbidden.
- ✦ The user should remember that digital activities are monitored and retained.
- ✦ Report cyber-bullying immediately to school personnel.
- ✦ CALUPS Acceptable Use Policy of Technology Resources is to be followed at all times.