

THE PREUSS SCHOOL UC SAN DIEGO



SCHOLAR
HANDBOOK
2020-2021

Table of Contents

ESLRs	5
EXECUTIVE DIRECTORS MESSAGE	6
Principal’s Message	7
The Preuss School History	8
Vision Statement	8
Mission Statement	8
Scholar Code of Conduct	9
Framework for a Positive School Environment	10
People to Know	11
Attendance Policy/Procedures	12
Scholar Absence Procedure	13
Truancy Policy	14
Dress Code	15
Consequences for Violating the Dress Code	16
STUDENT POLICY AND PROCEDURE INFORMATION	17
Academic Honesty Policy	17
Assembly Behavior	18
Body Sprays/Colognes	18
Breakfast and Lunch	18
Bus Passes	18
Bus Rules and Expectations	18
Elevator	18
Electronic Devices and Cell Phones	18
Flowers, Bouquets and Balloons	18
Food	19
Gifts	19
Gum	19
Health Office	19
Homework Policy	19
ID Cards	19
Library Policies	20
The Preuss School Scholar Computer / Network / Internet	22
Acceptable Use Agreement	22
Non-School Items	24
Permanent Markers	24
Public Display of Affection	24
Report Cards and Progress Reports	24

School Supplies	24
Scholar Activities and Fundraisers	24
Work Permits	24
SERIOUS OFFENSES SUBJECT TO SUSPENSION AND/OR EXPULSION	25
Zero Tolerance Policy	26
Consequences	27
Complaint Process	27
High School Graduation and UC Admissions Requirements Information	28
The Preuss School UC San Diego High School Graduation Requirements	28
Physical and Health Education	28
Official Dress Code:	28
Scholar Services	29
Valedictorian Policy	29
University of California (UC) Minimum Admission Requirements	29
College Entrance Requirements	29
Scholar Retention Policy and UC/CSU Eligibility Policy	30
Grading Policy	31
Grade Reporting Codes and Descriptions	31
Comment Codes	31
The Preuss School UC San Diego Citizenship	32
Scholar Nondiscrimination and Sexual Harassment Policy	33
EMERGENCY PROCEDURES	34
Site Emergency/Disaster Plan	34
Imminent Danger	35
School Bus Emergency Procedures and Passenger Safety*	35
2020 - 2021 SCHOOL YEAR CALENDAR	36
Grade Reporting Calendar	37
Saturday Enrichment Academy (SEA) 2020 - 2021	38
Scholar Handbook Addendum	39
Open Learning Remote Instruction in Response to COVID-19 Fall, 2020	39
2020 - 2021 School Year Calendar	40
Athletics	40
Attendance	40
Clubs	40
Digital Learning Agreement	40
As a student and a digital citizen please review the following agreement:	40
Scholar Digital Learning Agreement	40
Dress Code	40
Food Security (Breakfast and Lunch)	41
Homework Policy	42
Academic Honesty	42

Late Homework	42
Absences	42
Consequences	42
Instructional Schedule	43
REMOTE LEARNING CLASS SCHEDULE	43
Grade Reporting Calendar	44
Grading Policy	45
Grade Reporting Codes and Descriptions	45
Comment Codes	45
The Preuss School UC San Diego Citizenship	46
Online Etiquette	47
Saturday Remote Enrichment Academy (SEA) 2020 - 2021	48
The Preuss School UC San Diego Essential Questions	49

ESLRs

Expected Schoolwide Learning Results

1. A **KNOWLEDGEABLE CRITICAL THINKER** who...
 - a. Meets or exceeds the California State Standards in each subject area
 - b. Asks “Am I CLEAR?” to deepen understanding through a framework of Inquiry, Collaboration, Evidence, Application, Research, and Reflection
 - c. Learns subject matter in order to think as an expert in the discipline (mathematician, scientist, writer, historian, and so on)
 - d. Uses multiple strategies and application of academic knowledge to solve a variety of sources and learning experiences
 - e. Identifies, analyzes, evaluates, and synthesizes information from a variety of sources and learning experiences

2. A **COMMUNICATOR** who...
 - a. Reads and understands a variety of texts and print materials
 - b. Writes in a logical coherent, and well-organized manner that acknowledges the audience, purpose, and situation in developing an effective communication style
 - c. Speaks and listens critically and reflectively
 - d. Listens to and is open to all points of view
 - e. Expresses opinions and ideas to broaden understanding for others
 - f. Has an appreciation for and practices Bilingual Literacy

3. A **COLLABORATOR** who...
 - a. Works with others as a team player to establish and accomplish common goals
 - b. Thinks about the value of his or her own actions and the impact on others
 - c. Networks with other individuals and organizations to achieve goals
 - d. Negotiates, compromises, provides and accepts constructive criticism
 - e. Manages interpersonal relationships effectively in diverse settings

4. A **TECHNOLOGICALLY-LITERATE USER** who...
 - a. Uses technology as a tool for learning
 - b. Knows how to use the internet for research and recognize bias
 - c. Demonstrates proficiency using many types of technology
 - d. Applies ethical behavior in his or her use of technology
 - e. Continues developing and using technology to access, evaluate, and use information from varied electronic sources to fulfill school, college, and career needs

5. A **HEALTHY BALANCED INDIVIDUAL** who...
 - a. Makes healthy choices in diet, exercise, and lifestyle
 - b. Has developed coping skills and strategies for effective mental health
 - c. Knows his or her own strengths and uses reflection, appropriate risk-taking, and critical evaluation to make decisions
 - d. Has inner resources to be mentally, physically, emotionally, and spiritually healthy
 - e. Cultivates originality and nurtures his or her own artistic and creative self-expression

6. A **GLOBAL GOOD CITIZEN** who...
 - a. Accepts responsibility for his or her choices, decisions, and actions
 - b. Knows United States history and practices the rights and privileges as a citizen
 - c. Embraces leadership opportunities, contributing time, energy, and talents to improve the quality of life in the larger community
 - d. Recognizes that all citizens have a responsibility to the environment and all living things
 - e. Integrates and applies knowledge as a life-long learner

EXECUTIVE DIRECTORS MESSAGE

Dear Preuss Scholars:

Welcome to the 2020-2021 academic year!

This will be our twenty first year as a school. In these twenty years, The Preuss School has graduated 16 classes and each one has been successful by being admitted to colleges and universities, both public and private. More than 90% of our graduates (2004-2020) have been admitted to four-year colleges or universities.

This year however, we find ourselves engaged in the dedicated work to slow the spread of COVID-19. It is taking the tenacity and commitment of every citizen to ensure the public health of our nation. The pandemic has forced our school to open this new fall through Distance Instruction and Open Learning. This summer we were busy making plans to deliver an exceptional virtual educational program even though we cannot yet meet on our campus. The standard has been set and the challenge is now ours. While learning from your home, we pledge to support you as a scholar to work hard to achieve the results that we all want: admission and graduation from the university of your choice. Therefore, together we must enter this year motivated to achieve success and amazing academic outcomes.

While learning remotely, please take advantage of the many opportunities and supports that we will offer in the virtual environment. We will continue to prepare you for admission to a four-year university through live teaching sessions with our talented faculty, online tutoring during the school day, after school, and on Saturdays, college workshops, virtual college tours, access to your counselors, computers, internet access and tech resources, your University Prep/Advisory class, virtual job shadows and internships, and support for your overall health and wellness. We want you to focus on learning, critical thinking, leadership, compassion, kindness, unconditional love for all, and changing our world through civic leadership and action.

You are fortunate to be a part of one of the most prestigious universities in our nation, UC San Diego. We hope that each of you will aspire to apply and graduate from UC San Diego and continue their legacy of creating world changers. If accepted to

UC San Diego, you will be eligible for the Chancellor's Associates Scholars Program (CASP), which gives scholars a full ride opportunity as they earn their Bachelor's degree. Once we return to Preuss, we will ensure that you have additional opportunities to be a part of the greater UC San Diego campus so that you have a smooth transition to life as a college student. That said, let's apply our full attention to the year ahead of us and work to make it the best experience possible. We are here to support your lifelong success and help you realize your highest hopes and dreams!

Take care of you, take care of each other, and take care of The Preuss School UC San Diego.

Much Love and Respect,
Dr. Helen V. Griffith

Principal's Message

Dear Scholars,

Welcome to the 2020-2021 academic year!

It's with great pleasure and excitement that I begin my first year serving The Preuss School in the role of Principal. As we are in the middle of a global pandemic and a social justice struggle unlike none that we have seen in over fifty years, many people would say this is a difficult time to take on such a leadership role. I say this is the perfect time to step in and lead. It is my hope that I can bring our learning community together around these challenges and together plan, organize and execute solutions that are in-line with our vision and mission.

Our vision is to provide low-income, first generation college bound Scholars the opportunities of a rigorous college preparatory program in a public charter school environment.

Our mission is to ensure that Scholars who are from low income families and who are traditionally under-represented in most colleges will be admitted to a university as the first generation in their families to attend college.

This year will be the most unique of our school's history. However, our expectations of ourselves remain as high as ever. We expect our scholars to complete all of the A-G requirements for admission to a University of California School. We expect our scholars to apply for admission, gain acceptance and successfully graduate from prestigious universities all over the world. Now the conditions under which we need to accomplish this have changed, but our resolve will only be tested by these challenges. Together I believe the Preuss Promise will live on and this will be a year like no other.

In support of your goals,
Dr. Matthew Steitz

The Preuss School History

The Preuss School began when faculty members from the University of California, San Diego (UC San Diego) began planning for the best way to increase the number of Scholars in the university who came from low income, underrepresented groups. Under the leadership of Provost Cecil Lytle, the group approached Chancellor Robert Dynes and requested that a school for Scholars in grades 6 through 12 be built and run by the university. Believing that it was a mission of the university to find ways to better prepare Scholars, Chancellor Dynes brought the proposal before the faculty senate, who agreed that the university could run a school if they could find the money to build it. The first gift came from Peter and Peggy Preuss, their son Peter, and the Preuss Family Foundation. Thereafter, the school was named in recognition of this \$5 million gift to UC San Diego to help establish a charter school on campus. Peter Preuss, appointed as a Regent of the University of California in 1996, and his wife, have a long history of support for UC San Diego and for K through 12 education. John Moores, The Walton Family Foundation, Douglas Manchester, the Copley family, among others, also contributed to the new building. The Preuss School is fortunate to have had this initial support from members of the San Diego community.

Vision Statement

The vision of The Preuss School UC San Diego is to transform the lives of Scholars who are from low-income families and who are traditionally underrepresented in colleges, with the goal of qualifying them for university admission as the first generation in their families to attend four-year colleges or universities.

Mission Statement

The Preuss School UC San Diego is designed as an intensive college preparatory educational program. Through tutor-assisted teaching, a detracked college preparatory curriculum, small classes, and extensive use of technology, the goal is to create a highly enriched secondary school. The Preuss School UC San Diego will prepare the graduates to distinguish themselves academically so that they will be competitively eligible at the University of California and other similar selective institutions of higher learning.

Above all, The Preuss School UC San Diego must provide an environment where Scholars are continually encouraged and empowered to develop a greater sense of confidence and self-worth through self-sufficiency and pride in their academic accomplishments. The school will foster a culture of high academic performance in an environment that encourages intellectual risk-taking. Scholars will be taught the art of questioning, and logical, critical thinking. The intention of The Preuss School UC San Diego experience also will be deemed successful if it stimulates graduates to enjoy a lifelong intellectual curiosity and dedication to continued learning.

The Preuss School UC San Diego also has as its mission the development of personal character, healthy lifestyles, good judgment, and ethical behavior. The family, community institutions, and the school share responsibility for encouraging young people to develop both as scholars and as citizens.

Scholar Code of Conduct

(Developed by Preuss Scholars)

Individually, we strive for achievement. Together, we are The Preuss School. We, the Scholars of Preuss, have goals to succeed and have persistence to do quality work in a rigorous academic atmosphere. The quality of our leadership allows us to be our own role models, which helps us to become motivated as a student body. As Scholars of The Preuss School:

1. We respect ourselves and don't put others down.
 - Respect your mind and body and encourage yourself to be the best.
 - Don't put yourself or anyone else down in any way.
2. We are positive leaders and not negative followers.
 - Try to set positive examples for others and be your own leader.
3. We never give up.
 - Strive to achieve goals without quitting. Give everything your best shot.
4. We treat staff and parents with the utmost respect.
 - Listen to parents and staff without back talk or negative attitude.
5. We are persistent with our quality work.
 - Enforce good work habits and do high quality work.
6. We do not slack off.
 - Be persistent with turning in homework, stay on task, pay attention, etc.
7. We take the responsibility to be on time.
 - Tardiness is not accepted.
8. We lend a helping hand to those who need it.
 - Be helpful to peers in need of help.
9. We can achieve what we put our minds to.
 - If you set a goal, you can achieve it with effort.
10. We solve our disagreements in a calm and civil manner.
 - No fights, no verbal abuse, no physical confrontations, etc.
11. We know when it's time to work, and when it's time to play.
 - Class time is used for working. Class time is educational, not a time to banter with others.
12. We don't exclude others from our groups, under any circumstance.
 - Cliques and groups will not exclude Scholars in any way.
13. We are well organized and prepared for class.
 - Come to school ready to learn with proper materials (pencil, pen, paper, etc.).
14. We follow the dress code.
 - The selected dress code colors are khaki (a light tan) for long skirts, shorts, or pants and maroon or navy for polo shirt tops. Outer garments (such as jackets and sweaters) are also to be navy blue, and must be embroidered with "The Preuss School UC San Diego". Dress code attire may be purchased at Mario's clothing. White, black, or brown shoes, without open toes, must be worn. No bagginess, etc., is allowed.
15. We respect others' property and do not do graffiti of any kind.
 - Do not vandalize, or disrespectfully abuse the property of others.

We are proud to represent The Preuss School.

The Principal's Advisory Council developed this Code of Conduct.

Framework for a Positive School Environment

Self-Discipline, Courtesy, Commitment to Learning, Honesty, Respect and Appreciation: These are qualities that will create a community at The Preuss School UC San Diego in which all Scholars, parents, and staff can achieve their best.

1. All members of The Preuss School UC San Diego community are expected to show RESPECT for self, peers, school, and community at all times.
2. Scholars are expected to show RESPECT and cooperate with all school adults. They should follow any directions given by school adults.
3. Scholars are expected to show RESPECT for people and property. This includes using appropriate language at all times and keeping the campus clean and neat.
4. Scholars are expected to RESPECT the right of others to learn without distraction or disruption.
5. Scholars are expected to be where they are supposed to be at all times.
6. Scholars are expected to be in class on time and prepared to work.

Scholar Expectations and Commitments

1. All people will behave appropriately
2. Behavior is a matter of choice
3. A student will accept the responsibility for his/her actions
4. Teachers have the right to teach
5. Each student has the right to learn
6. No student should prevent a teacher from teaching or another student from learning

Staff Expectations and Commitments

1. Offering an academically rigorous curriculum based on standards
2. Guiding Scholars to make appropriate choices
3. Communicating with Scholars and parents in a positive manner
4. Formulating and implementing classroom rules and consequences
5. Reviewing the assignment calendar on a weekly basis
6. Preparing and distributing a course syllabus

Parent Expectations and Commitments

1. Reinforcing your student's desire to learn
2. Knowing, understanding, and supporting the rules your student is expected to follow
3. Ensuring that your child is at school
4. Providing a quiet place at home for your child to study, read, and complete homework assignments
5. Reviewing homework each night and signing the planner each day
6. Sending your child to school with a good night's sleep, in good health, and with a clean dress code attire
7. Seeking school assistance if you have questions or concerns about your student's progress or about our policies

Ability is what you're capable of doing. Motivation determines what you do.

Attitude determines how well you do it.

- Raymond Chandler

People to Know

Administration

Dr. Helen Griffith Executive Director
Dr. Matthew Steitz Principal
Vice Principal
Ms. Karin Marsolais Chief Administrative Officer

Scholar Services

Ms. Amanda Torre Family Support Specialist
Ms. Ruthie Hernandez School Counselor
Ms. Brittany Oka School Counselor
Ms. Erin Patrick School Counselor
School Nurse
Ms. Yazmin Ghonaim School Psychologist

Development

Ms. Tamika Franklin Director
Development Assistant

Teachers and Certificated Personnel:

Ms. Laura Ackerman	Biology	Ms. Maria Gonzalez	Librarian
Ms. Dalya Almansour	Learning Specialist	Mr. Marc Hua	Mathematics
Mr. Jorge Arana	English	Dr. Mercy Hwong	Music
Mr. Jesus Arias-Rodriguez	Mathematics	Ms. Alexa Lomberg	Social Studies
Ms. Alcantar-Wiedemeier	Spanish	Ms. Indira Hood-Esparza	Social Studies
Dr. Leah Anderson	English	Mr. Ted Kim	Science
Mr. Vahid Asgharzadeh-Fozi	Science	Ms. Gabriela Lopez Alvaro	Spanish
Ms. Shaoni Bandyopadhyay	Science	Ms. Holly Mak	Mathematics
Ms. Krista Bartlett	Learning Specialist	Ms. Tiffany Majors	English
Ms. Chellyn Boquien	Social Studies	Mr. Tom Meka	Spanish
Mr. Eric Brazelton	Exercise & Health Science	Ms. Karen Nance	Librarian
Dr. Jonathan Chittuluru	Science	Ms. Tamima Noorzay	Fine Arts
Mr. Timothy Carr	Social Studies	Ms. Carla Petraglia	Science
Ms. Hannah Coyle	Exercise & Health Science	Mr. Eric Romer	Social Studies
Dr. Phil Ensberg	English	Mr. Daniel Rupert	Engineering/Science
Ms. Chovy Frohlich	Mathematics	Mr. Ryan Scott	Literacy
Mr. Vincent Fulchiron	Exercise & Health Science	Ms. Christobelle Tan	Mathematics
Ms. Janis Gabay	English/Staff Development	Ms. Rowena Tiojanco	English
Ms. Stephanie Garcia	English	Ms. Vanessa VanDeVanter	Social Studies
Mr. Nathan Garner	Mathematics	Dr. David Weber	Mathematics
Mr. Lee Glisan	Science	Ms. Jean Williston	Exercise & Health Science
Ms. Marsha Greco	Social Studies	Ms. Viviana Zamora	Spanish

Classified Personnel:

Mr. Manolo Altez	Lead Custodian	Ms. Kandy Mahaffey	Principal's Assistant
Dr. Jacqueline Azize-Brewer	Volunteer Coordinator	Ms. Veendah Mccunney	Human Resources
Mr. Allen Caesar	Supervision Aide	Ms. Vivian Pate	Instructional Aide
Mr. Jose Cevera Jimenez	Custodian	Ms. Elda Martin Sanchez Robles	Instructional Aide
Ms. Crystal Flores	Admissions/Data Coordinator	Ms. Kristal St. Jean	Instructional Aide
Ms. Vanessa Gomes	Receptionist/Health Assistant	Mr. Daryl Rysberg	Systems Administrator
Mr. Antonio Guerra	Custodian	Ms. Patricia Villanueva	Attendance/Transportation
Ms. Maria Ibarra	Financial Analyst	Ms. Leoncia Villarino	Custodian
Ms. Paty Macedo	Registrar		

Attendance Policy/Procedures

It is important that parents and Scholars understand the following State and school guidelines. Regular and consistent attendance is a primary requirement for academic achievement and success at The Preuss School UC San Diego. Scholars cannot learn unless they are in school; parents can be of great assistance monitoring their Scholars' attendance. Be advised that parents must call the school office before 10:00 a.m. or send in a note to clear an absence. (CA Education Code Section 48349 (a)). Any absence not verified by a parent/guardian within 72 hours will be marked as unexcused. Unexcused absences will subject the student to disciplinary measures. A flagrant number of absences may result in the student being removed from The Preuss School UC San Diego. Changes of address, telephone number, or emergency contacts should be reported to the **Attendance Office (858-822-0311)**.

Excused Absences: Absences or tardies are considered excused only for the following reasons: Illness such as vomiting, high fever or contagious disease. Medical/Dental appointments (time excused will only be for a reasonable time to attend appointment, please, try to schedule medical appointments before or after school hours to avoid lost instructional time). Court appearances require a student's presence. Attending the funeral of an immediate family member (parent, grandparent, sibling, or family member residing in the home). Religious Observance. School related and approved activities. Family emergencies that cannot be handled in some other manner.

Scholars who are absent from school may not participate in after-school activities on that day. This includes all extracurricular activities (sports, clubs, choir, etc.). Scholars who are absent on Friday may not participate in activities on Friday and the weekend. Scholars who have attained the age of eighteen (18) years are not permitted to sign his/her own excuse for absence.

Unexcused absences: An unexcused absence or tardy is recorded for reasons other than those listed above. The following are examples of unexcused absences: going out of town, vacations, extended trips, traffic, and family celebrations. Families should plan vacations and trips when school is not in session. Excessive unexcused absences will lead to the loss of extracurricular activities. Excessive unexcused absences for seniors will lead to the loss of Seniors Activities (Grad Night, Prom, Senior Dinner, and Graduation). **A student will be consider truant if he/she has 3 or more unexcused absences and the consequences for truancy will be incurred.**

Short-term Independent Contract: Scholars who will be absent for 5 days or more due to unavoidable reasons should request an Independent Study Contract from the attendance office **1 week prior** to the absence. All assignments provided by the teacher must be completed by the date of return to school for class credit or the absences will be unexcused. Requests to accommodate a temporary absence are made on an individual basis. Contracts will not be issued for vacations or non-school related activities.

Excessive Absences/Truancy: Excessive absences due to illness may require a doctor's note in order to be excused. Should a child's excused absences exceed 10% of school days in a semester without a doctor's note, absences will be recorded unexcused and Truancy Policy may be applied.

Truancies are defined as follows: Absences by a student from school without a valid excused (3 full days in a school year, or tardies or absence without a valid excuse in excess of 30 minutes on each of three occasions in one school year (Education Code Section 48260). Absences will remain part of the student's records. The parent/ guardian must provide reasons for absences even if they are considered unexcused.

Tardiness: Punctuality is important. The parent/Guardian must notify school if a student is late and a note should be provided. Habitual tardiness may result in detention, assignment to Saturday School, and the loss of the privilege to participate in extracurricular activities.

Early Dismissal: A student can be dismissed from school before the end of the school day. The parent or guardian must sign the child out in the office and submit a note the next school day. **A valid picture identification is required to pick up a student.** A student may leave campus for a Doctor/Dentist appointment (must provide a doctor's note upon returning the school the following day), Court appointment (must provide a related court document), or emergency circumstances (must provide a parent note). Any other reason for early dismissal will result in an unexcused absence. **Scholars can only be**

released to the person authorized by the parent/guardian and listed as emergency contact on our school records. Scholar must have a written request from his/her parent or guardian stating a reason for early dismissal with another person. Siblings over 18 years of age may be listed under the emergency contact section of the registration card. Parents/Legal Guardian must inform the school that older sibling will be picking up the student in advance of pickup. If the parent/legal guardian does not inform the school that the older student will be picking up the student, then the student will not be released.

The Parent/ Legal Guardian should contact the Preuss office by 10:00 a.m. to request a Departure slip for the student. Parents may call in advance to request a Departure slip. Scholars may pick up a classroom pass for departure before school, between classes or during lunch. Classroom passes for departure will ensure that Scholars are on time for their appointments.

Scholar Absence Procedure

1st Unexcused Absence: Attendance Office notifies parent of absence by phone. If no answer, attendance office personnel sends pass for student.

1st Truancy (3 Unexcused Absences):

- **Attendance Office** notifies parent of absences by phone. If no answer, attendance office personnel sends absence verification with student.
- **Vice Principal** sends **first** letter home to parent.
- **SART team** arranges a meeting with the **student** to explore barriers and create an intervention plan that all parties sign.

2nd Truancy (6 Unexcused Absences):

- **Attendance Office** notifies parent of absences by phone. If no answer, attendance office personnel sends absence verification with student.
- **Vice Principal** sends **second** letter home to parent.
- **SART team** arranges a meeting with the **student and parent** to explore barriers and create an intervention plan with the family that all parties sign.

3rd Truancy (9 Unexcused Absences):

- **Attendance Office** notifies parent of absences by phone. If no answer, attendance office personnel sends absence verification with student.
- **Vice Principal** sends **second** letter home to parent.
- **SART team** arranges a meeting with the **student and parent and Advisory teacher** to explore barriers and create an intervention plan that all parties will sign.

4th Truancy (12 Unexcused Absences):

- **Attendance Office** notifies parent of absences by phone. If no answer, attendance office personnel sends absence verification with student.
- **Vice Principal** sends **third** letter home to parent.
- **SART team** arranges a meeting with the **student and parent, Advisory teacher and Vice Principal** to explore barriers and create an intervention plan that all parties will sign.

5th Truancy (15 Unexcused Absences):

- **Attendance Office** notifies parent of absences by phone. If no answer, attendance office personnel sends absence verification with student.
- **Vice Principal** sends **a copy of the signed third letter home and intervention plan** home to parent **with warning of further violation will result in SARB (School Attendance Review Board) meeting.**

6th Truancy (18 Unexcused Absences):

- **Vice Principal** sends **notification home of case being referred to SARB.**
- **SARB panel is arranged and hearing is held.**
- Scholar may be recommended to enroll in home/ district school site.

Truancy Policy

The Preuss School UC San Diego has taken a firm position on attendance and truancy. It is our belief that "the purpose of all Scholars attending school is to receive an education, and that the responsibility of every student is to attend school regularly and on time." It is necessary for Scholars to attend school every day in order to graduate and go on to college.

Habitual tardiness or truancies may result in detention, assignment to Saturday School, the loss of the privilege to participate in extracurricular activities. Each truancy will result in the assignment of a Saturday School.

Parents of Scholars must clear all absences. Scholars who have not cleared their full day absence within 72 hours or their period absence within 24 hours will be considered truant (CA Education Code Section 48260(a)). If the parent does not clear the absence, an attendance print out will be sent to the advisory teacher for the student to clear.

The following are considered truancies:

- Being absent from school without the knowledge and consent of the parent.
- Leaving the school grounds during the school day without permission.
- Staying out of class without permission.
- Not reporting to class within three minutes of obtaining a pass from the office.
- Three unexcused absences
- Arriving thirty (30) or more minutes late for class without a valid bus pass or other valid pass from the office. A period truancy will be recorded, if not cleared (CA Education Code Section 48260.5)

Tardy Policy

The following tardy policy applies to each semester:

First Tardy <ul style="list-style-type: none">● Teacher/ student conference
Second Tardy <ul style="list-style-type: none">● Teacher/ student conference● Teacher discipline (student completes written reflection)
Third Tardy <ul style="list-style-type: none">● Teacher/ student conference● Teacher discipline (student completes written reflection)● Teacher makes parent contact● Lower citizenship grade
Fourth Tardy <ul style="list-style-type: none">● Referral to Vice Principal● Vice Principal assigns lunch detention● Vice Principal makes parent contact● Lower citizenship grade
Fifth Tardy (and each additional tardy) <ul style="list-style-type: none">● Referral to Vice Principal● Vice Principal schedules parent conference● Vice Principal assigns Saturday School (SEA)● Citizenship grade lowered to a U

Dress Code

The Preuss School UC San Diego has a dress code to establish a neat appearance and avoid disruptions in the school environment. The dress code also establishes a sense of community and team spirit. To belong to The Preuss School is to identify you as a motivated individual willing to work harder to achieve your dreams. Each student is provided a Preuss polo upon enrollment. No pupil shall be penalized academically or otherwise discriminated against or denied attendance to school if the pupil's parents choose not to have the pupil comply with the school dress code policy. An opt-out form is available in the front office.

Each day the Scholars are expected to dress according to the following standards:

Tops: Scholars must wear a maroon or navy polo shirt containing The Preuss School UC San Diego embroidery.

- A. Must **not** hang below the top of the inseam
- B. Must contain The Preuss School UC San Diego
- C. Must **not** be altered sloppily or in a distracting fashion

Bottoms: Scholars can wear slacks, shorts, skorts, skirts, or capri pants in **khaki** (a light tan).

- A. All of the garments must **not**:
 - 1. Be altered sloppily or in a distracting fashion
 - 2. Sag - they must be supported at the waist
 - 3. Be made of form-fitting material. They must be made primarily of cotton or polyester, **not** lycra or spandex
 - 4. Be tight-fitting
 - 5. Have slits that extend past the knee (if they are long skirts)
- B. Skirts and shorts must hang to or near the **knee**

Shoes and Socks:

- A. Only white, navy, black, or brown shoes (With the exception of minimal markings in other colors, i.e. a blue stripe)
- B. No ballet shoes, high heels, or high platform shoes
- C. All shoelaces must be solid colors of either white, navy, black, or brown
- D. Shoes must **not** be open-toed or open-backed
- E. **No** shoes with rollers will be permitted
- F. Solid white, brown, or navy socks must be worn with shoes
- G. No boots

Undergarments:

- A. Only a **white short sleeve t-shirt** is allowed as an undergarment
- B. White shirts must be tucked in and may not hang below the Preuss shirt
- C. No bottom undergarments may show (i.e. tights, leg warmers, long socks, sweat pants)
- D. Visible undergarments worn for religious reasons must be school colors (blue, maroon or tan), black or white

Outer garments (jackets, coats, sweaters, sweatshirts, etc.):

- A. Must be navy in color with "The Preuss School UC San Diego" embroidered on the front
- B. Must contain **no** writing other than "The Preuss School UC San Diego"
- C. School approved outer garments for clubs and activities are allowed

Headwear:

- A. **No** hats are to be worn or brought to school
- B. Hoods are **not** worn in the classroom or any other school buildings
- C. **No** bandanas, beanies, visors, etc.

Accessories:

- A. **No** excessive jewelry (jewelry that is distracting to the learning environment)
- B. **No** body piercing except in the ear is allowed
- C. **No** piercing in the nose
- D. **No** chains, including wallet chains, are permitted
- E. Belts must be black, brown, or navy blue
- F. Belts must **not** hang and must be contained in belt loops
- G. **No** neckties
- H. **No** other **inappropriate** accessories
- I. Neck scarves must be navy blue or maroon (must match shirt)

Miscellaneous:

- A. Clothing must not distract from the learning environment
- B. **No** unnatural hair color or style that is disruptive to the learning environment
- C. **No** excessive make-up
- D. **No** visible tattoos
- E. Backpacks and school bags must **not** have inappropriate writing or patches
- F. Gum chewing violates the school dress code

Consequences for Violating the Dress Code

Infractions will be routed to the advisory teacher, who will then follow through with appropriate discipline actions.

The following policy applies to the entire year (not per semester):

First Violation

- Dress Code violation brought home and signed by parent and returned to University Prep teacher.
- University Prep teacher phones parent and a solution is discussed.

Second Violation

- Dress Code violation brought home and signed by parent and returned to University Prep teacher.
- University Prep teacher holds conference with student and phones parent explaining why student has received violation and warns that next violation will lead to a referral and Saturday School.

Third Violation

- Dress Code violation brought home and signed by parent and returned to University Prep teacher.
- University Prep teacher writes a referral to the Vice Principal and attaches the three Dress Code violations.
- Vice Principal assigns Saturday School and signs Dress Code Contract with student and parent. The Dress Code Contract warns that upon the next Dress Code violation a parent conference will be held and the student will lose school privileges (extracurricular activities, including dances).
- Citizenship grade lowered to an N in University Prep.

Fourth Violation

- Dress Code violation brought home, signed by parent, and returned to University Prep teacher.
- University Prep teacher writes a referral to the Vice Principal with the Dress Code violation attached.
- Vice Principal holds parent conference.
- Saturday School assigned.
- Scholar will not be allowed to participate in extracurricular activities for one semester, or the equivalent amount of time (five months).
- Citizenship grade lowered to a U in University Prep.

Fifth violation

- Dress Code violation brought home, signed by parent, and returned to University Prep teacher.
- University Prep teacher writes a referral to the Vice Principal with the Dress Code violation attached.
- Scholar is assigned In-school Suspension for defiance, and a parent conference is held.
- Scholar will not be allowed to participate in extracurricular activities for one semester, or the equivalent amount of time (five months).
- Citizenship grade lowered to a U in University Prep.

Sixth Violation (and thereafter)

- Dress Code violation brought home, signed by parent, and returned to University Prep teacher.
- Scholar will not be allowed to participate in extracurricular activities for one semester, or the equivalent amount of time (five months).
- Citizenship grade lowered to a U in University Prep.

STUDENT POLICY AND PROCEDURE INFORMATION

Academic Honesty Policy

The faculty and staff of The Preuss School UC San Diego agree that honesty and integrity are values which lie at the core of the educational process. Honesty is an essential component in creating a challenging classroom atmosphere for Scholars, in maintaining community trust, and in preserving the dynamics of student-teacher interaction. The acts of academic dishonesty as outlined below are of major concern to The Preuss School UC San Diego. In all cases, academic grades and effort grades will be affected and a suspension from school is a possibility. Repeated violations may result in serious disciplinary consequences from The Preuss School UC San Diego. These acts will be dealt with as explained below.

All Scholars will have due process, in which Scholars may present supportive evidence against a claim of violation of the Academic Honesty Policy, in a supportive environment of third parties that may include any or all of the following individuals: Principal, Vice Principal, counselor, teacher, or other staff member(s), in the handling of the infractions.

Violations of the Academic Honor Code include, but not limited to, the following:

1. Cheating on tests

Any intentional giving/discussing/using of external assistance relating to an examination, test or quiz, without express permission of the teacher.

Penalty: A student who is guilty of dishonesty on an examination, test or quiz will receive a zero on that examination, test or quiz. That zero may not be dropped from the record and will be averaged into the student's grade. The student will receive a referral to the counselor. Parents will be notified. A lowering of the citizenship grade to a U is at the discretion of the teacher.

2. Fabrication

Any intentional falsification or invention of data, citation, or other authority in an academic exercise.

Penalty: If a student is found guilty of falsification of data or authority, or invention, the student will receive a zero on that assignment. That zero grade may not be dropped and will be averaged into that student's grade for that grading period. The citizenship grade for that grading period may be lowered in the discretion of the teacher.

3. Unauthorized Collaboration:

Intentional collaboration on an assignment between a student and another person is not permitted unless the teacher specified collaboration is permitted.

Penalty: If Scholars are guilty of collaboration that has not been authorized by the teacher, all of the Scholars involved will be subjected to lowered academic and citizenship for that grading period.

4. Plagiarism:

Any intentional use of another's ideas, words, or works as one's own. Plagiarism includes the misuse of published/copyrighted material whether written or visual and/or the work of other Scholars.

Penalty: Any student guilty of plagiarism will receive a zero grade on the assignment. That zero will be averaged with the other course assignment grade and may not be dropped. The citizenship grade for that grading period may also be lowered in the discretion of the teacher.

5. Pattern of test or major project avoidance

A pattern of absences on test days or major project due dates for the apparent advantage of performing better on the make-up test or for gaining extra working/studying time.

Penalty: If a student develops a pattern of test avoidance, the parents will be notified. At the teacher's discretion, any further absences may result in a forfeit of make-up opportunities.

Assembly Behavior

Quietly enter the Walton Center or the amphitheater and be seated according to the seating chart. Sit quietly and listen to the presentation. Applaud at the appropriate times. Booming, hissing, whistling, or making other noises is inappropriate. Wait to leave the Walton Center until your class has been dismissed. Teachers will need to sit/stand with their Scholars for the entire presentation

Body Sprays/Colognes

Colognes, perfume, scented lotions, and sprays (such as Axe) and other aerosols may not be used at school or on the bus. It is a health and safety issue.

Breakfast and Lunch

Breakfast and lunch will be served in the cafeteria and Scholars will eat in designated areas on campus. Scholars must remain in the designated areas until the end of lunch. Special activities, such as ASB, clubs, and sports, may take place during lunch allowing Scholars to meet in selected areas. Below are a few rules that will make our mealtime enjoyable for everyone.

- Always walk to and from the cafeteria
- Scholars must stay in class when it is not their designated lunch period
- Form a single line for each window serving food
- Do not cut in line or save a place for a friend
- Do not engage in horseplay
- Do not litter or throw food
- Clean up after yourself by throwing away all of your trash
- Do not sit or climb on the tabletops
- Scholars must not take their food to the basketball/four square courts
- Scholars should not be upstairs during breakfast and lunchtime

Bus Passes

Scholars may only ride their assigned route. Bus passes will only be issued for urgent family matters and must be requested in writing 48 hours in advance. You must have your Z pass to ride the bus to and from school.

Bus Rules and Expectations

Scholars must obey the bus rules and instructions given by the bus driver. Wait for your bus at a safe place off the street. Be at the bus stop 10 minutes before the scheduled pick up time. Board the bus in an orderly manner. Be prepared to show your Preuss School ID card and Z pass to the driver. Scholars must carry their ID cards and Z pass at school and while on the bus. Once seated, face the front of the bus and wait for instructions. Remain properly seated at all times, respect the rights of others inside and outside of the bus, keep your voices low to minimize distractions, keep your hands and arms inside the bus, and remember to keep the bus clean. Food is not allowed on the bus (no eating, drinking, or gum chewing on the bus). Inappropriate language will not be tolerated. Keep alert when exiting the bus and look both ways for traffic. Follow emergency drill procedures whenever necessary. Please see the Bus Safety Procedures located in this Handbook for more information. Failure to follow rules may lead to a loss of riding privileges.

Elevator

Scholars may not use the elevator unless accompanied by an adult, or with written permission of the nurse.

Electronic Devices and Cell Phones

The Preuss School recommendation regarding student possession and use of cellular telephones and other electronic signaling devices is as follows:

Scholar possession and use of cellular phones, iPad, iTouch, Kindle, any computer tablets, pagers, and other electronic signaling devices on The Preuss School campus, at school-sponsored activities, and while under the supervision and control of school and school district employees (including bus drivers) is permitted under the circumstances described below:

- All Scholars may use these devices on campus before school begins and after school ends. Scholars in high school grades 9 – 12 also may use such devices during the lunch period.

Cameras should not be brought to school. In addition, it is prohibited to use video and camera features of other devices such as cell phones, at school.

These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Additionally, theft may result. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Parents must come to the school to retrieve confiscated items. Repeated unauthorized use of such devices may lead to disciplinary action.

Flowers, Bouquets and Balloons

Flowers, bouquets and balloons are not permitted on campus during instructional periods. If they are brought to school, they will be held in the Front Office and can be picked up at the end of the day.

Food

Scholars are not allowed to bring food to school for celebrations (cakes, cookies, etc.). Food is not allowed in the classrooms and will be confiscated. Candy and other “junk” food do not provide the adequate nutrition for success at school, and Scholars should not bring them to school. Scholars are not allowed to order pizza or other foods from restaurants off campus and have them delivered by any method. Scholars are not allowed to sell food or other merchandise that is not part of a school-approved fundraiser.

Gifts

Do not give gifts, presents, etc., to staff members. School policy and procedure states that school employees may not receive gifts, presents, or articles of value from Scholars or classes.

Gum

Scholars will not chew gum anywhere on campus. Scholars will be issued dress code violations for chewing gum (see Dress Code and consequences above). Scholars will be disciplined for violating this policy.

Health Office

If you feel ill or are injured, obtain a pass from your teacher and go to the health office. Scholars will not be admitted to the health office without a pass, with the exception of emergencies. If a student feels ill and wants to go home, he/she must come to the health office first before using his/her cell phone to call a parent. An emergency contact number must be given for each student. For Scholars who need to be on long-term medicine at school, there is a physician’s authorization that needs to be picked up from the nurse and taken to the physician for signature. All medication brought to school must have a label with the student’s name, exact dosage, directions and parent permission with signature authorization. All Scholars with asthma must have an Asthma Action Plan on file and medications available at school. Short-term medications also require a doctor’s written authorization. Over-the-counter medications are available at the school, and require parent permission (see consent form). Immunizations can be available with parent consent for those Scholars who do not have a medical provider. You are welcome to call with any questions or concerns you may have.

Homework Policy

The Preuss School believes that homework is an essential component of the learning process. Scholars are instructed to complete different kinds of homework assignments for *skills* practice; to *reinforce* skills, concepts, or ideas presented in the class; to *extend* Scholars’ understanding of skills, concepts, or ideas studied in the subject; for Scholars to *apply* knowledge or information; or tap Scholars’ *prior knowledge* about a topic, generally as preparation for a new idea or concept that will be introduced in class. The Preuss School Scholars are required to maintain a daily homework log in their Preuss Planner, which will be provided for the school year. Classroom teachers will monitor the student’s homework log on a regular basis. Parents are expected to review the student’s homework log to ensure the student is given support at home. Parents are encouraged to set aside a consistent time and place at home for Scholars to complete their homework assignments each day. Replacement planners, if available, may be purchased at a cost of approximately \$5.00. Parents and Scholars should take time to familiarize themselves with each individual teacher’s homework policy.

Academic Honesty

Information and consequences of violating the academic honest policy can be found in the Academic Honesty Policy section of this handbook.

Late Homework

All assignments are expected to be turned in on time and should reflect maximum effort and quality. Failure to complete and turn in an assignment may result in a student receiving no credit for that assignment; however, the student will still be expected to complete the assignment to reinforce concepts and skills. In the event that a student submits an assignment that does not meet standards, the teacher may require the student to resubmit an improved version of that assignment.

Absences

In the event of an excused absence, Scholars will have one day for each day missed to complete the assigned work. Long term projects, homework assigned in advance, or missed tests are due the day the student returns to school.

Consequences

Failure to comply with this policy will negatively impact the student’s academic and effort grades. A complete list of consequences is located on The Preuss School website in the Discipline Handbook.

ID Cards

Your ID card is your school ID as well as a means for you to check out books from the library. Your bus letter will be on your ID card. Bus drivers will be asking to see your ID card with the correct bus letter. The drivers may or may not ask to see your ID card on a daily basis, but you must be prepared to show it upon request. When you get your ID card, be sure that it has the correct bus letter. You must carry your ID card with you at school, while riding the bus, and at school sponsored activities. You will need your school ID card to take college entrance tests such as the SAT in 11th and 12th grade. Should you lose or misplace your school ID, contact the front office for a replacement.

Library Policies

Scholar Use of the Library

- Copley Library Hours of Operation: Monday-Thursday, 8:00 am-4:00 pm, Friday 10:00am – 4:00pm
- Scholars are allowed in the library before school, lunch or at the request of a teacher. Scholars must be working on an assignment or reading while in the library. Any disruptive behavior will not be tolerated and the student will be promptly asked to leave. **No food or drinks** are allowed in Copley Library.

Library Book Check out

- Scholars in good standing may have the privilege of checking out up to three library books at a time. The length of checkout time is two weeks.
- Scholars with fines totaling **two dollars or more** or possessing any lost textbook debt will be allowed to check out only one library book and will not be allowed to participate in any school site sponsored extracurricular activities (including athletics). Reinstatement for those privileges will occur only at such time that the fine or debt total has been reconciled or a payment plan has been established. Any student not able to pay may volunteer hours in the library to clear their account.

Library Renewal/Holds

- Scholars may renew any book if necessary. However, Scholars may only renew a book three times **if the books are not on hold**.
- Scholars may request books to be put on hold for a period of one week.

Late/Lost Library Books

- Fines notices are distributed monthly during University Prep class.
- Late library books will be charged \$.05 fine per day up to a maximum of \$5.00 total. Returning the book late does not erase the fine. **THE STUDENT IS STILL RESPONSIBLE FOR THE FINE!** Scholars may choose to pay for the lost library books at the purchase price or replace by purchasing the exact copy, using the library ISBN from Amazon or other online book vendors. The condition must be “new” to “like new” condition.

Textbook Check out

- All Scholars will check out textbooks through their classes. **Scholars are required to properly cover all hardcover textbooks** (paper grocery bags, **DO NOT use store bought nylon**). Textbooks are not to be loaned to anyone or to be left in their classrooms. The student is responsible for their textbooks even if it disappears from a classroom or a friend misplaces it. Scholars must report any damage to the textbooks they check out at the beginning of the school year or they may be held responsible at the end of the school year.

Late/Lost Textbooks

- Returning textbooks late will not incur a fine. However, Scholars may choose to pay for the textbook at the purchase price or replace by purchasing the exact text, using the library ISBN, from Amazon or other online book vendors. If replacing from an online source, the textbook must be in “very good” to “like new” condition. Scholars with late or lost textbooks will only be able to check out one library book during such a period. Scholars will also not be able to participate in school site sponsored extracurricular activities (including athletics) until the textbooks are returned, a payment plan is established or their debt is paid in full. Any student not able to pay may volunteer hours in the library to clear their account.

Damaged textbooks and Library Materials

- Scholars will be charged at least \$5.00 for damage that is beyond normal wear and tear. Books with missing barcodes will be charged \$5.00.

Requirements for 8th grade Celebration of Learning and 12th grade Graduation

- Scholars must turn in all textbooks and library materials and pay all fines in order to participate in all ceremonies. 12th grade Scholars will not receive their diploma until their account is cleared. Any student not able to pay may volunteer hours in the library to clear their account.

Online Resource Bookmark

- All tools are accessed through www.preuss.ucsd.edu, click Library under Campus Life tab.
- Login information for sites that require username or password only:

Albert.io Create account: www.albert.io Link account to Preuss School Obtain class code from teacher/teacher must verify you after you join	Turnitin.com You create your own student account. Ask class teacher for password.
Brain Pop Username: Preuss Password: Preuss	CalSNAP Username: sandiego Password: sandiego
Churchill Archive No username or password required.	Common Sense Education No username or password required. *May sign up for free weekly emails of information
Digital Content Portal (DCP) Username: preuss#1 Password: triton	Open Library Free resource, but must sign up to use.
Open eBooks Request code from librarians@preuss.ucsd.edu	Mango Languages Free resource, must create your own account
NoodleTools Bibliographical Username:preuss_student Password: preuss1	Sora eBooks by Overdrive http://preuss.lib.overdrive.com sign in: your student ID#
San Diego City Library Databases Refer to your library card, J internet card apply here: https://www.sandiego.gov/blog/digital-library-card	San Diego County Library Databases. Refer to your library card or apply for an online card here: https://www.sandiego.gov/blog/digital-library-card

Any questions? Please contact Karen Nance or Maria Gonzalez at 858-822-2150 or kgnance@ucsd.edu or mgg001@ucsd.edu

The Preuss School Scholar Computer / Network / Internet Acceptable Use Agreement

The Preuss School recognizes that Internet services offer a wide variety of opportunities to further educational goals and objectives and therefore provides network access to its staff and Scholars. Access to this vast resource of information is an educational opportunity requiring responsible use by each individual. As such, every Preuss School user should act in an ethical and legal manner consistent with school goals and objectives and should conform to educationally appropriate use and network etiquette that includes being polite, using appropriate language, respecting the privacy of others, and respecting the computer equipment.

Users of The Preuss School network services should remember that the level of confidentiality on school-owned computers may not be the same as that expected when using their own equipment or Internet services. Electronic communications*, files, and other Internet records may be examined for educational and administrative purposes and to verify that acceptable-use guidelines are being followed. (*For purposes of this document, electronic communications include but are not limited to e-mail, chat, blogging, Internet posting, and instant messaging.)

The Preuss School has taken reasonable steps to ensure that network use is primarily for activities that support school goals and objectives. The school is currently using iBoss enterprise network security devices for monitoring and filtering web based traffic. While it is more difficult, it is potentially possible for users of The Preuss School Internet to access information that is intended for adults. Computer security cannot be made perfect and it is likely that a determined user can make use of computer resources for inappropriate purposes. The Preuss School believes that the benefits of Internet access in the form of information resources and opportunities for collaboration far exceed any disadvantages. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. Use of the school's network or the Internet is a privilege that may be revoked at any time for inappropriate conduct. Internet and network use is strictly limited to educational purposes.

Responsibility

As a user of The Preuss School network and Internet connection, I agree to:

- Report any known misuse of the network to the responsible person.
- Use my network access in an acceptable manner, follow all school rules and regulations regarding network use, including being polite, using appropriate language and respecting others' privacy.
- Use electronic resources and communications for educational purposes only.
- Use on-line time and other network resources efficiently.
- Assist in keeping The Preuss School network free from virus attack by refraining from opening attachments and running files from unknown or potentially malicious sources.
- Be respectful to all computers and computing equipment owned by The Preuss School and report any physical tampering with devices by any other users.
- Do not damage the computers by carrying them by the screen, pulling off keyboard keys, having open containers of liquid near the laptops.

Inappropriate online conduct includes, but is not limited to:

- Using the network for illegal activities, including unauthorized installation, use, storage, or distribution of copyrighted software or materials in violation of copyright laws.
- Using the network for private business or commercial enterprise.
- Using the network for political activities.
- Use of another individual's name or account.

- Allowing another user access to your account.
- Sharing electronic account passwords, leaving passwords available in obvious locations, or leaving "signed on" computers unattended.
- Disclosing, using or dissemination of personal identification information about oneself or others when using electronic communication. Scholars are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
- Reading other users' electronic mail or files.
- Attempting to interfere with other users' ability to send or receive electronic mail, or deleting, copying, modifying or forging other users' mail.
- Distributing electronic media in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system (e.g., using torrent software, downloading large files; sending mass electronic messages; downloading of video and audio files not directly related to school goals, excessive chat or instant message use for non-educational purposes).
- Intentionally uploading, downloading, distributing, or creating computer viruses.
- Attempting to vandalize, harm, tamper with or destroy school equipment, data, or materials.
- Manipulating the data of any other user.
- Unauthorized access to servers, computer systems or network equipment.
- Tampering with computer (monitors, keyboards, mice, cables, etc.) or network hardware (network cables or wall jack) in order to diminish or damage functionality.
- Using electronic resources and communication for other than educational purposes.
- Using proxy servers, virtual private networks (VPN), websites or software to bypass network filters.

Cyber-bullying

The Preuss School UC San Diego's policy on the prevention of "cyberbullying" is aligned with the CA ED Code, SDUSD, and the Anti-Defamation League guidelines. Cyberbullying is broadly defined as the "willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. The Preuss School identifies the following as forms of "cyberbullying" offenses as prohibited behaviors for student conduct in cyberspace:

- Accessing, posting, submitting, publishing or displaying harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. California Penal Code Section 313(a)
- Trolling, flaming, impersonation, trickery, or e-bullying on forums, e-mail, or websites including but not limited to myspace.com, facebook.com, youtube.com.
- Sending or exchanging messages that are inconsistent with school or school policies.

Scholars who violate the *Network/Internet Acceptable Use Agreement*, misuse electronic resources, or violate state or federal laws may be subject to disciplinary action, loss of access privileges and/or legal action in accordance with law and Board policy. (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Scholars with Disabilities)). We support the parent's or guardian's right to authorize or decline Internet access for their student.

Non-School Items

Non-school items should not be brought to school. These items can be distracting, and may be lost or stolen. Non-school items will be confiscated and only returned to parents.

Permanent Markers

Permanent markers may not be brought to school. They will be confiscated and Scholars will be disciplined.

Public Display of Affection

Inappropriate and intimate displays of affection are not acceptable at The Preuss School UC San Diego. This includes, but is not limited to kissing, holding hands/arms, and intimate hugging. Scholars are expected to exercise good judgment and restraint while on the campus or riding the bus to and from school. The Preuss School is a learning environment and public displays of affection will not be tolerated.

Report Cards and Progress Reports

The Preuss School UC San Diego will issue Semester Report Cards two times a year. Academic and Citizenship (behavior, effort and attendance) grades will be issued in all courses. Progress Reports will also be issued by teachers twice each semester. Eligibility to participate in extracurricular activities will be based on the most recent grading period.

School Supplies

The following school supplies should be brought to school each day:

- A 2 ½ inch or larger size notebook, with dividers for each of our eight subjects;
- Plenty of 8 ½ X 11 inch lined paper for the binder;
- A zipper pouch to fit into the binder with at least two pencils, two black or blue ink pens (no GEL pens or permanent markers), an eraser, two highlighters, a white out pen, colored pencils, a small six inch ruler with metric measurement, a compass, 3X5 index cards, a small pair of scissors, individual pencil sharpener, a glue stick, and a calculator (preferably one with fraction capabilities);
- The Preuss Scholar Handbook. Scholars are expected to write down their homework assignments and other projects on their calendars.
- KBAR Book

Scholar Activities and Fundraisers

The Preuss School UC San Diego has a Scholar Government. The Associated Scholar Body (ASB) is an organization made up of elected and appointed Scholars. The ASB encourages Scholars to become involved in the school by having lunchtime activities, rallies, fundraisers, dances and a variety of other activities. The ASB also helps Scholars to form clubs and organizations. All Scholars are encouraged to participate in all the activities sponsored by the ASB. Only approved clubs and organizations may participate in fundraisers. All fundraisers must also be approved by the ASB and the Administration.

Work Permits

High school Scholars, with an academic total weighted GPA of 3.5 or higher may request a work permit after being offered a job. Scholars may only work Friday, Saturday and Sunday. See the Vice Principal for more information.

SERIOUS OFFENSES SUBJECT TO SUSPENSION AND/OR EXPULSION

The Preuss School UC San Diego has developed a Scholar Safety Plan, which includes the Scholar Code of Conduct, the Discipline Policy, the Honesty Policy, and the Scholar Retention Policy. The Plan delineates expectations for behavior as well as consequences for violations. With respect to discipline, in practice, the school follows a progressive discipline approach with the most serious offenses drawing suspension or even expulsion after appropriate investigations. The school typically recommends expulsion for assault and battery, possession of weapons or other dangerous objects, controlled substances, robbery, possession of tobacco or other nicotine products, and hate crimes. No student is suspended or expelled solely because of poor grades. Each student and parent or guardian is given a copy of the Scholar Code of Conduct. Signed acknowledgements are retained on file at the School. Scholars suspended from the school, and recommended for expulsion, will receive due process in the form of a review panel. Following is a list of items that may lead to suspension or expulsion.

1. **Weapons and/or explosive devices:** Scholars may not possess any type of weapon on campus, or on the bus to and from campus (Refer to the Zero Tolerance Contract). A weapon is defined as a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, or any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon. Lighters are dangerous objects and may lead to expulsion.
2. **Harassment:** Harassment of any kind will not be tolerated at The Preuss School UC San Diego. Harassment includes, but is not limited to threats and or continual comments, either verbally or in writing, which causes a negative impact on another person. Sexual harassment can be defined by unwanted sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (Refer to the Sexual Harassment Policy). Racial harassment may include slurs, insults, or name calling which may result in hostility, anger and fear. The Preuss School UC San Diego is committed to making our campus free of harassment. Scholars should report any kind of harassment to their teachers, the counselor or to the Vice Principal.
3. **Fighting:** Scholars must not cause, attempt to cause, or threaten to cause physical injury to another person. (Refer to the Zero Tolerance Contract).
4. **Tobacco, alcohol, drugs:** The sale, furnishing, possession, use or being under the influence of any of these substances is against state law. Scholars must not possess drug paraphernalia (Refer to Zero Tolerance Contract). If you are found to be using/under the influence, selling, furnishing or possessing a controlled substance, you will be recommended for expulsion on your first offense. Possession of a lighter may result in expulsion.
5. **Threats:** Scholars must not threaten other Scholars or staff members.
6. **Stealing and Extortion:** Scholars must not steal or attempt to steal school or private property. Scholars must not use intimidation or violence to obtain money or items of value
7. **Vandalism:** Any student who maliciously damages or defaces school or personal property is required by law to pay for damages, and will be subject to immediate removal from the school.
8. **Profanity:** The use of offensive words or profanity is not allowed.

9. **Cheating:** Cheating is not allowed. A student is expected to complete his/her own work (Refer to the Academic Honesty Policy).
10. **Graffiti:** Graffiti will not be tolerated anywhere on campus. Any form of graffiti is prohibited. Scholars will be subject to expulsion from the school.
11. **Disorderly Conduct:** Scholars should not engage in pushing, shoving or horseplay in an aggressive manner.
12. **Tardiness or Truancy:** Scholars are expected to be on time and in class daily. Excessive tardiness will affect citizenship grades. It is the student and parent's responsibility to clear absences (Refer to the Attendance Policy in the Scholar Handbook for more information).
13. **Abusive Conduct with Computers/ Network:** Such conduct includes, but is not limited to, damage or theft of system hardware or software; the altering of any system software configurations; placing unlawful information, computer viruses or harmful programs on any computer; and pirating copyrighted software. Any unauthorized electronic entry, including but not limited to any access downloading and/or printing of materials which would be considered pornographic, unlawful, obscene, or otherwise objectionable by any staff member.

Zero Tolerance Policy

The Zero Tolerance Policy is designed to make your school safe for you and other Scholars and create an appropriate learning environment. "Zero tolerance" means the rules are strictly enforced for everyone: no excuses or exceptions. Under this Zero Tolerance Policy, the Principal must recommend expulsion if you engage in the following prohibited conduct on school campus or at a school-sponsored activity, whether on or off campus and whether during class time, recess or lunch or before or after school hours:

- Use, possession or brandishing of a weapon. Examples of "weapon" include a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, or any explosives or fireworks. The Principal may determine that any other object used in a dangerous manner is a "weapon" for purposes of this rule.
- Repeated incidents of violent acts or causing serious injury to another person.
- Attempting to commit or committing a sexual assault and committing a sexual battery.
- Selling, furnishing or knowingly using or possessing alcohol, tobacco or any drug (other than one prescribed for your use). Being under the influence of alcohol or drugs on campus also violates the NO ALCOHOL AND DRUG USE POLICY.

The Principal may recommend expulsion if you engage in prohibited conduct on the way to or from school, or to or from a school activity, on the school bus or a school van or otherwise under the auspices of the school.

Expelled Scholars will not be readmitted to the Preuss School.

Consequences

The staff at The Preuss School UC San Diego feels that our Code of Conduct is fair and that all Scholars will be able to follow the policies. We believe in consistent and appropriate intervention that allows the child to get back on track as soon as possible. Scholars who break the rules will be subject to the appropriate discipline, as determined by the level of inappropriate behavior.

Disciplinary action may include one or more of the following:

- Contact parent/guardian
- Confiscate item
- Conference with Counselor/Vice Principal
- Assign in-school detention
- Parent conference
- Lunch clean-up
- Suspension from school
 - Requires that the student remain home under adult supervision for a specified number of days as determined by the school guidelines. If Scholars must leave home, it must be under the supervision of their parent or guardian. Scholars who are suspended may not attend any school-sponsored activities, nor are they allowed on the Preuss campus or their local schools campus(es) as well.
- Referral to other agencies
 - This may include Scholars being referred to appropriate outside agencies or to law enforcement personnel.
- Arrest: Scholars may be arrested and prosecuted
 - Scholars may be arrested and prosecuted for an offense that falls under the jurisdiction of local law enforcement. (Do we use the UCSD Police for our support?)
- Expulsion from The Preuss School UC San Diego. In extreme cases Scholars will be expelled from the school.

Complaint Process

1. Persons entitled to avail themselves of this process are Scholars, parents, and other persons directly affected by the operation and administration of The Preuss School.
2. Complaints relating to the administration and operation of the school must be submitted in writing within a reasonable time to the Principal for resolution.
3. The Principal shall consider all the facts and arrive at a resolution of the complaint.
4. If the complainant is dissatisfied with the principal's decision, then the complainant may petition the Board of Directors in writing. The Board's Executive Committee shall make a determination about how best to resolve the matter.
5. If the complainant is not satisfied with the Appeals Committee's resolution, the complainant may appeal in writing to the Board Chair. The Chair's decision is final.

High School Graduation and UC Admissions Requirements Information

The Preuss School UC San Diego High School Graduation Requirements

- Sixth graders are challenged by rigorous courses that concentrate on skill development, study habits, and a deep understanding of subject content.
 - Seventh and eighth grade Scholars begin completing college admission requirements in such core subjects as mathematics and Spanish, while building academic background in core and elective subjects.
 - Integrated Math courses and Spanish courses taken in middle school will appear on the High School transcript.
 - Ninth and tenth graders take courses that not only meet, but exceed college admission requirements.
 - Eleventh and twelfth graders take the highest level of high school courses in the five core subjects and electives that meet the a-g subject requirements of the University of California.
 - Preuss twelfth graders experience internships that connect them with the professional and technical career opportunities throughout the university community and San Diego County.
 - One hundred percent of Preuss graduates apply to four-year colleges and universities, with the primary goal being their admission to the University of California campuses and other prestigious institutions of higher learning throughout our nation.
- A. Scholars must complete 270 credits in the following subject areas to qualify for **The Preuss School UC San Diego High School diploma**:

Subject Area	Credits Required
History/Social Science	30
English	40
Mathematics	30
Laboratory Science	30
Language other than English	20
Visual and Performing Arts	10
Physical Education/EHS	20
UC San Diego EAOP Senior Seminar	10
Senior Exhibition/Wheel	10
Elective	70
Total Credits to Graduate	270

- B. In addition to meeting all The Preuss High School UC San Diego graduation requirements, all Scholars are required to pass each component of the Senior Wheel and Exhibition in order to receive a diploma.

Physical and Health Education

Our Exercise and Health Sciences (EHS) curriculum includes a variety of activities focused on meeting the requirements of the California State Physical Education Standards. The EHS program at The Preuss School UC San Diego consists of Health-related and Physical Skill-related fitness. Our program prepares Scholars to meet the physical demands of daily life, to use activity for preventive health benefits for a lifetime, and to enjoy physical activity during leisure time. Our physical educators join with other subject area teachers to provide Scholars with interdisciplinary instruction and alignment with current research on how Scholars learn.

The following information provides general guidelines for our physical education program. More specific information will be included in the course syllabus, available from each physical education teacher.

Official Dress Code:

The Preuss School UC San Diego Exercise and Health Sciences Department requires a dress code for the school year. Each student must be prepared with the following in his/her locker: Preuss EHS T-shirt, and shorts, athletic socks, athletic shoes, one combination lock (supplied by the school), and one towel (optional). Optional clothing for cooler days: Preuss sweatshirt and/or sweatpants. All items must be labeled with the student's last name using permanent ink. In order to maintain the quality of our program, Scholars are reminded that EHS shorts are to be worn at the waist and should not be "sagging". Undergarments should not be visible through or outside of the EHS dress code. If the cost of purchasing a dress code presents a problem or financial burden, please contact your Physical Education Teacher at the school.

- **Medical Excuses:** A parent's note to the EHS teacher excusing a student from EHS activities is limited to medical care. A note is required from a doctor, and will be filed with the school nurse.
- **Locker Room:** Food or drinks may not be consumed in the physical education area or inside the locker rooms. In order to insure security, all personal belongings should be labeled or identified with the student's last name.
- **Athletics:** The following sports are offered at Preuss: Cross Country, Volleyball, Basketball, Soccer and Lacrosse. All athletes wishing to participate in our after school sport programs, must obtain a physical from either the nurse at Preuss or their own personal physician. See individual coaches for more information.

Scholar Services

Scholar Services at The Preuss School UC San Diego is comprised of three school counselors, a family support specialist, and a school psychologist. The counselors will assist parents and Scholars toward success with the educational planning, course selection, understanding school rules, personal and social adjustment and college information. They will also work with Scholars and parents with course selection, career exploration, college planning, college applications, financial aid, scholarships and internships. The family support specialist assists families in need. The school psychologist supports the psychological needs of Scholars. Parents are encouraged to phone The Preuss School UC San Diego to set up an appointment or to confer by phone at any time during the school year regarding their student's well-being.

Valedictorian Policy

The Valedictorian shall be the student designated from the senior graduating class, based upon the highest weighted grade point average from ninth (9th) through 1st semester grade report of the twelfth (12th) grade, who demonstrates the expectations for academic integrity expected of all Scholars of The Preuss School UC San Diego. The WGPA will be calculated to the nearest hundredth. The salutatorian is the student with the second highest cumulative WGPA. If two or more Scholars are tied for valedictorian, each student will receive this honor, and the student with the next highest cumulative WGPA will be designated salutatorian. In addition, there is recognition at graduation for those Scholars with cumulative WGPAs 3.5 and above as graduating with honors.

University of California (UC) Minimum Admission Requirements

How does UC determine eligibility?

All California high school seniors who fulfill the following two requirements will be entitled to a comprehensive review of their applications at each UC campus to which they apply. They must:

1. Complete 15 UC required college-preparatory ("a-g") courses, with 11 of those done prior to the start of 12th grade. Grades in these courses must **not** be lower than a C.
2. Maintain a GPA of 3.0 or better (weighted by honors/AP bonus points) in these "a-g" courses.

Required A-G Courses

- a) **History/Social Science - 2 YEARS REQUIRED**
Two years of history/social science, including one year of world history, cultures and geography; and year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.
- b) **English - 4 YEARS REQUIRED**
Four years of college-preparatory English that include frequent and regular writing, and reading of classic and modern literature. No more than one year of ESL-type courses can be used to meet this requirement.
- c) **Mathematics - 3 YEARS REQUIRED, 4 YEARS RECOMMENDED**
Three years of college-preparatory mathematics that include the topics covered in elementary and advanced algebra and two-and three-dimensional geometry. Approved integrated math courses may be used to fulfill part or all of this requirement, as may math courses taken in the seventh and eighth grades that your high school accepts as equivalent to its own math courses.
- d) **Science - 2 YEARS REQUIRED, 3 YEARS RECOMMENDED**
Two years of college-preparatory science, including or integrating topics that provide fundamental knowledge in two of these three subjects: biology, chemistry, or physics. One year of approved interdisciplinary or earth and space sciences coursework can meet one year of the requirement. Computer Science, Engineering, Applied Science courses can be used in area D as an additional science (i.e., third year and beyond).
- e) **Language Other than English - 2 YEARS REQUIRED, 3 YEARS RECOMMENDED**
Two years of the same language other than English. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition and culture. American Sign Language and classical languages such as Latin and Greek are acceptable.
- f) **Visual and Performing Arts (VAPA) - 1 YEAR REQUIRED**
One year-long course of visual and performing arts chosen from the following: dance, drama/theater, music or visual art.
- g) **College Preparatory Electives - 1 YEAR REQUIRED**
One year (two semesters), in addition to those required in "a-f" above, chosen from the following areas: visual and performing arts (non-introductory level courses), history, social science, English, advanced mathematics, laboratory science, engineering/technology and language other than English (a third year in the language used for the "e" requirement or two years of another language).

College Entrance Requirements

College entrance requirements vary and are the responsibility of the student to review in conjunction with the College Advisor, Counselors and the University Prep teacher. Scholar Retention Policy and UC/CSU Eligibility Policy

Scholar Retention Policy and UC/CSU Eligibility Policy

The purpose of The Preuss School is to prepare Scholars for admission to four year universities and colleges, including the University of California and other of the nation's leading institutions. It provides Scholars with the curriculum and training needed to achieve academic success.

The curriculum and culture of the school are focused on learning and high academic achievement by all enrolled Scholars. All Preuss Scholars are expected, through their personal behavior and performance, to exemplify a dedication to learning and academic excellence and to contribute to a school environment that fosters learning and academic excellence. Scholars who are not meeting the high academic and behavioral standards of The Preuss School will be counseled and supported to rise to the expected standards. Every effort will be made to assist Scholars in improving their performance. We understand that it may take time for a student to adjust to the new and different environment of The Preuss School, and we will use a variety of supports to assist Scholars in making that adjustment. Should a student be unable to meet the academic standards, despite counseling and support over a period of time, that student may be recommended for retention in his/her present grade.

UC/CSU Eligibility Policy

- The mission of The Preuss School is to prepare Scholars for acceptance to a 4-year university. In order for seniors to take advantage of the school's mission, Scholars in grades 8-11 need to be on track to be UC/CSU College eligible.
- In order to be on track towards college eligibility, Scholars in grades 8-11 need to pass their Math, English, Science, and History classes with a C- or better.
- Scholars earning lower than a C- need to take advantage of Preuss' many academic supports to improve their academic performance.
- Scholars earning lower than a C- who DO NOT take advantage of Preuss' supports will have the opportunity to get back on track towards college eligibility by repeating an entire grade.
- If Scholars do not want to repeat a grade, be sure to pass your classes with at least a C-, or take advantage of the school's supports, including SEA, tutoring, tutorials, test corrections, counseling, and summer school.
- Advisory Teachers will review the specific eligibility policy for grades 8-12 in university prep classes.

Behavior, Effort, Motivation

Scholars must demonstrate comportment, which reflects a personal commitment to learning and academic achievement. Scholar behavior must contribute to an environment that fosters a dedication to learning and high academic achievement, integrity and civil behavior by all at the Preuss School.

The following activities often lead to academic failure. These behaviors lead to a process of "Intervention," outlined in a separate section of this statement.

- Patterns of unexcused absence or poor attendance.
- Unsteady work patterns: not turning in assignments, being late with assignments, not doing homework, not doing assignments in the proper format.
- Poor performance in Citizenship:
 - If a student earns a minimum of 2 N's (N= Needs Improvement) or 1 U (U= Unsatisfactory) grade in citizenship in one or more classes on any semester report card, the student is considered to have serious behavior concerns that may require interventions.
 - If a student does not improve the minimum grade level citizenship GPA by the end of the second semester progress report, the student is subject to retention.

Intervention for Scholars

The School is committed to working with Scholars to improve their performance. It believes that all Scholars are capable of performing effectively, and to the fullest extent its resources allow, will provide assistance to Scholars who are not meeting the school's standards in behavior, effort, motivation or academic performance. Such Scholars will be notified about the concerns and then assisted in various ways, including:

- Counseling
- Round Table Conference: A meeting with all stakeholders in which a plan is drawn up for improvement and support.
- Tutoring
- Guidance from mentors
- Repeating of courses.
- Other interventions, as appropriate, including Saturday School and after-school tutorials.
- Scholar Study Team meetings to explore assessment for learning disabilities.
- Routine Progress Checks
- Referral to the School Nurse
-

If these opportunities for assistance are exhausted without the student improving performance sufficiently to pass courses in a non-probationary status, it may be necessary to retain the student. This may be the only recourse for The Preuss School UC San Diego when the Scholars are:

- Not making progress through the curriculum sequence in terms of credits and courses passed;
- Unresponsive to interventions.

We expect student retention to be rare. The School is committed to aiding Scholars in succeeding at the Preuss School, and will use this option only when thorough efforts have exhausted the School's resources.

Due Notification and Advisal

- All Scholars, parents, teachers and staff are informed of Academic, Behavior, and Retention Policies.
- A written plan or contract is prepared and signed by all parties whenever academic issues occur as outlined in this document.

Implementation Schedule

- Behavior, Effort, Motivation, is in effect with the Class of 2004 and all subsequent graduating classes.

Grading Policy
Grade Reporting Codes and Descriptions

Academic Marks (A, B, C, etc.)		Citizenship Marks (E,G,U, etc.)	
Code	Description	Code	Description
A	Superior	E	Excellent
B	Above Average	G	Good
C	Satisfactory	N	Needs Improvement
D	Below Average	S	Satisfactory
F	Failure	U	Unsatisfactory
I	Incomplete		
P	Pass		
IP	In Progress (APEX Online Courses Only)		
NG	In Progress (APEX Online Courses Only)		

Comment Codes

Code	Description	Code	Description
A	Absences affecting grade	N	Needs to participate in class
B	Below basic in reading and/or writing skills	N1	Needs to improve effort
B1	Behavior disrupts class	N2	Needs constant supervision
B2	Behavior needs improvement	N3	Not doing homework/poor quality homework
C	Contact teacher for conference	N4	Needs to pay attention in class
D	Declining effort over course of grading period	N5	Not prepared for class
D1	Does not follow directions	N6	Not following uniform policy
E	Excessive talking in class	O	Outstanding effort
G	Good work habits	P	A pleasure to have in class
H	High test scores	P1	Positive attitude in class
L	Late or missing assignments	P2	Participates well in class

L1	Low test scores	P3	Poor understanding of concepts
L2	Low notebook scores	P4	Poor attitude in class
L3	Lacks motivation; shows little initiative	S	Shows improvement in effort
M	May fail at the semester	T	Tardiness affecting grade
M1	Must attend after school tutoring	V	Violated the honor code
MG	Does not reflect achievement		

The Preuss School UC San Diego Citizenship
(Behavior, Effort and Attendance Scale)

Excellent (E)	Good (G)	Satisfactory (S)	Needs Improvement (N)	Unsatisfactory (U)
Shows a high degree of self-control.	Shows self-control.	Usually shows self-control.	Shows limited degree of self-control.	Rarely shows self-control.
Makes a significant contribution to discussion, always at appropriate times.	Talks appropriately in class, at appropriate times.	Usually talks appropriately in class, at appropriate times.	Talks inappropriately and/or at inappropriate times.	Makes little attempt to control inappropriate talking.
Always on task. Exceeds classroom expectations on a daily basis. Outstanding effort is present in each assignment and work of excellent quality.	Stays on task consistently. Completes all work on time and work is neat, complete and of high quality – no careless errors; each piece of work is student’s best.	Usually stays on task. Usually completes work on time; work is usually neat, complete and of satisfactory quality. Work is not always the student’s best.	Displays off-task behavior, needs teacher intervention. Work is sometimes or often incomplete, missing, and frequently untidy, with careless errors, not student’s best work.	Makes minimum attempt to stay on task; requires frequent teacher intervention. Work often incomplete or not turned in, usually carelessly done and not of acceptable quality.
Not only engaged in learning, but leads peers in group assignments, following instructions regularly.	Always actively engaged and on task; works effectively, without wasting time; follows instructions the first time they are given. Constructive in groups, sometimes as a leader.	Often actively engaged and on task; generally wastes little time; follows instructions the first time they are given. Works constructively in groups.	Frequently off task, may be distracting to others and ineffective in groups. Often needs to be reminded of instructions.	Frequently off task, distracting to others and disruptive in groups. Has difficulty following instructions even after reminders.
Always takes the initiative to help others.	Takes initiative to help others.	Willing to help others when asked.	Helps others infrequently; tends to distract others.	Does not help others, disrupts others and/or disrupts the learning environment.
Maintains exemplary relationships with peers.	Maintains positive relationships with peers.	Maintains satisfactory relationships with peers.	Does not maintain satisfactory relationships with peers.	Routinely engages in negative peer relationships.
Has an exemplary attitude; serves as a role model for positive attitude toward school and school activities.	Has a good attitude; is positive toward school and school activities.	Has a satisfactory (generally good) attitude; is generally positive toward school and school activities.	Has a poor attitude; is seldom positive toward school and school activities.	Attitude/contribution is counter-productive.
Enthusiastic about accepting academic challenges; seeks assistance when needed.	Frequently accepts challenges; is persistent; asks for help when needed.	Sometimes accepts challenges; asks for help when needed.	Avoids accepting challenges; needs to be reminded to get help when needed; gives up easily.	Rarely accepts challenges; does not take advantage of help offered.
Attendance is excellent; no absences or tardies.	Attendance is good; no unexcused absences.	Attendance is satisfactory.	Attendance needs improvement; absence or tardiness a concern.	Excessive absence or tardiness.
			Violation of Honesty Policy (1 st offense).	Violation of Honesty Policy (2 nd offense).

Scholar Nondiscrimination and Sexual Harassment Policy

NOTICE OF STUDENT NONDISCRIMINATION

The Preuss School UC San Diego is committed to equal opportunity for all individuals in education. The Preuss School's programs and activities shall be free from harassment, discrimination or bullying based on sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, race, ancestry, national origin, religion, color and mental or physical disability or any other unlawful consideration. The Preuss School shall promote programs which ensure that discriminatory practices are eliminated in all school activities and will take steps to ensure that the lack of English proficiency will not be a barrier to admission and participation in school programs.

Any student who engages in prohibited harassment, discrimination or bullying of another student or anyone from The Preuss School may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in harassment, discrimination or bullying of a student may be subject to disciplinary action up to and including dismissal.

Any student or parent/guardian who feels that harassment, discrimination or bullying has occurred should immediately contact a teacher or the Principal for resolution at The Preuss School.

STUDENT SEXUAL HARASSMENT POLICY

The Preuss School is committed to making the school free from sexual harassment. This means that The Preuss School prohibits harassment by someone from or in the educational setting. Sexual harassment can include such actions as unwelcome sexual advances, requests for sexual favors, or verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The Preuss School 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 Preuss School further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct. Scholars should report any sexual harassment to the school Principal, Vice Principal, counselor, or teacher. Scholars who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion.

The Preuss School encourages reporting of any harassment, discrimination or bullying issues and will attempt to resolve issues promptly and fairly. For questions or additional information, please call **(858) 822-2282**.

TO FILE A DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT

1. **Filing a complaint:** A complaint may be filed by a student or parent/guardian by contacting The Preuss School Principal for resolution of the complaint at the school. Alternatively, a complaint may be filed by contacting the UC San Diego Office for the Prevention of Harassment & Discrimination.
2. **Investigation:** The Preuss School will immediately undertake a thorough and objective investigation of a complaint of harassment, discrimination or bullying and provide a written response within sixty (60) days of when the complaint is filed.
3. **Action:** If the school determines that its policies prohibiting harassment, discrimination, bullying or retaliation 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.

The Preuss School prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way, that respects the privacy of all parties concerned.

A student who has a complaint of discrimination or sexual harassment should contact a teacher or the Principal for resolution at the Preuss School. If the complaint cannot be resolved, the student should contact:

Helen Kaiser
Title IX Officer
Phone Number: 858-534-8297
Office for the Prevention of Harassment & Discrimination
9500 Gilman Drive, Mail Code 0024
La Jolla, California 92093-0024

EMERGENCY PROCEDURES

Site Emergency/Disaster Plan

Bells

- Fire Procedure – Intermittent short bells: Evacuate building via route posted in your classroom.
- Earthquake/Disaster (Physical damage to plant) – Alternate short/long bells: Drop and take protective position, and then evacuate the building. Wait for the all-clear bell.
- Imminent Danger/Lock Down: Long continuous bell and/or Verbal warning: Everyone remains inside building; lock doors and cover windows where possible. If outdoors, immediately seek refuge in nearest building or seek cover until directed by staff.
- All Clear – A series of two long bells and/or verbal communication by administrative staff.

Emergency/Disaster When School is NOT in Session

- Scholars remain at home.
- Tune to an Emergency Broadcast System station (KOGO, 600 kHz or KCBQ, 1170 kHz).
- Pending communication capabilities, the site telephone tree will be activated. Administrators will contact department chairs and other key personnel.

Emergency/Disaster When School IS in Session

- Take appropriate action (take cover, drop, stand by, evacuate) as directed.
- Maintain control over Scholars and assure their safety at all times.
- Await emergency signal or instructions from the principal or the Emergency Operations Center (EOC).
- If an evacuation signal (fire alarm) is given, take the attendance book and first aid kit to the designated assembly area. Prep period teachers assist directing Scholars to the assembly area, and then go to the EOC of instructions.
- Follow designated routes to the assembly areas unless blocked or impassable. Even though alternate routes may have to be devised to overcome obstacles, destinations should remain constant.

Other Emergencies

- There is no signal. Staff will be notified by PA system, megaphones, and/or written message.
- It is not possible to plan ahead for every emergency. Decisions may have to be made on the spot, depending upon the nature of the emergency.
- The two most important elements in emergencies are COMMUNICATION AND CONTROL. Staff members must maintain control over assigned Scholars until instructions are received.
- Staff members without assigned Scholars and staff members who have, by direction, relinquished control of their Scholars should report to the principal or the CAO and await further instructions.

Emergencies Defined

An emergency is an unforeseen happening requiring prompt actions.

- | | | |
|------------------------------|---|--|
| • Fires | • Floods, Prolonged Rains, Dam Failures | • Operating School as a Community Center |
| • Earthquakes | • Civil Disturbances | • Terrorist Attack |
| • School Campus Emergencies | • Utility Failure | |
| • Advanced Stage Smog Alerts | • Airplane Crashes | |
| • Bomb Threats | • Nuclear Power Plant Accidents | |
| • Hazardous spills | • Enemy or Nuclear Attacks | |
| • Dangerous Winds | | |

Imminent Danger

A verbal warning (over intercom system or in person) indicates that there is danger to all persons who are visible on the school campus. Note: In some instances verbal warnings may not be immediately possible. Announcements and directions will be given by the administration.

Obviously, it is impossible to identify all of the potential incidents, which might involve a threat to people on the school grounds. Listed below are examples of imminent danger:

- Sniper activity in or around the school
- Police and/or SWAT activities, which take place, near school grounds
- A threat to an individual or group on campus
- Civil riot or similar activity
- Terrorist attack

Required Action during Imminent Danger Emergency

- When the continuous warning bell sounds, everyone is to get inside the closest building immediately.
- Teachers are to assure that all Scholars are inside, and then lock the room doors.
- Once inside and locked down, teachers should immediately attempt to cover all windows if possible with blinds, blackout curtains, or anything that might block the view into or out of the room.
- NOTE: It is absolutely imperative that teachers and Scholars stay away from doors and windows once the room is locked down.
- In case of gunfire or other such danger, it may be necessary for teachers to ask Scholars to lie down on the floor.
- Remain locked down until you are notified verbally that all is clear.

The complete School Safety Plan/Site Disaster Plan is available at the school.

School Bus Emergency Procedures and Passenger Safety*

In the event of an emergency, follow the directions of the school bus driver.

- Walk. Do not run.
- Stay Calm. Do not panic.

The following emergency exits on the school bus are clearly marked and have operating instructions:

- Side door(s)
- Rear door / window
- Roof vent(s)

These exits also are available in an emergency:

- Front door
- Windows

Passengers sitting beside an emergency exit door will help with the evacuation of the bus by doing the following:

- Opening the door
- Exiting the bus
- Standing on each side of the open door
- Assisting other passengers out of the bus
- Directing them to reassemble at least 100 feet from the bus

There are several danger zones around a school bus.

Passengers must remain outside the danger zones because the driver's visibility is limited within these areas:

- 12 feet from the side of the bus
- 12 feet from the front of the bus
- 20 feet from the rear of the bus

Follow the Rules of Conduct posted in the bus.

- All passengers must enter and exit the bus in an orderly fashion. Do not push or shove. Do not run to, from, or on the bus.
- All passengers must remain seated until the bus is completely stopped. Do not change seats unless instructed to do so by the school bus driver or the bus monitor. Face forward in the seat and keep all body parts inside the bus at all times. Passengers must refrain from boisterous conduct while on the bus.
- All passengers who must cross the street on which the bus has stopped must cross at a traffic signal or under the protection of the red signal lights on the bus. Passengers must cross in front of the bus only after the driver has signaled that it is safe to do so.

***Procedures modeled after San Diego Unified School District procedures.**

2020 - 2021 SCHOOL YEAR CALENDAR

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	ST	TCR	OTH									
JUL			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	0	0	8	
AUG	3	4	5	6	7	8	9	10	11	12	13	14A	15	16	17	18	19	20	21B	22	23	24	25	26	27	28A	29	30						16	20	21	
SEPT		1	2	3	4B	5	6	7	8	9	10	11A	12	13	14	15	16B	17	18B	19	20	21	22	23	24	25A	26	27	28	29	30			21	21	21	
OCT				1	2B	3	4	5	6	7	8	9A	10	11	12	13	14	15	16B	17	18	19	20	21	22	23A	24	25	26	27	28	29	30B	22	22	22	
NOV	2	3	4	5	6A	7	8	9	10	11	12	13B	14	15	16	17	18	19	20A	21	22	23	24	25	26	27	28	29	30					15	15	15	
DEC		1	2	3	4B	5	6	7	8	9	10	11A	12	13	14	15	16	17	18B	19	20	21	22	23	24	25	26	27	28	29	30	31			14	14	14
JAN					1	2	3	4	5	6	7	8A	9	10	11	12	13	14	15B	16	17	18	19	20	21	22A	23	24	25	26	27	28	29B	19	19	19	
FEB	1	2	3	4	5A	6	7	8	9	10	11	12	13	14	15	16	17	18	19B	20	21	22	23	24	25	26A								18	18	18	
MAR	1	2	3	4	5B	6	7	8	9	10	11	12A	13	14	15	16	17	18	19B	20	21	22	23	24	25	26A	27	28	29	30	31			20	20	20	
APR				1	2	3	4	5	6	7	8	9B	10	11	12	13	14	15	16A	17	18	19	20	21	22	23B	24	25	26	27	28	29	30A	20	20	20	
MAY	3	4	5	6	7B	8	9	10	11	12	13	14A	15	16	17	18	19	20	21B	22	23	24	25	26	27	28A	29	30						20	20	20	
JUN		1	2	3	4B	5	6	7	8	9	10	11A	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			13	14	22	
Totals																											198	203	220								

Monday/Wednesday A (block 1-4) Tuesday/Thursday B (block 5-8) Fridays alternative A/B schedule above

Yellow- Student Attendance Days Gray - Holidays and Breaks

Red - Staff Development Days

Blue -VP/Counselors additional work days

August 10, 2020 First Day of Student Attendance
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May 3 -14, 2021 [Advanced Placement Testing Window](#)
 May 31, 2021 Memorial Day (No School)
 June 17, 2021 Eighth Grade Exhibition
 June 17, 2021 Graduation
 June 18, 2021 Last Teacher Work Day



2020-2021

The Preuss School UC San Diego

Grade Reporting Calendar

1st Semester

August 10	School Begins
August 25/26	<i>Progress Report to Parents for At-Risk Scholars</i>
September 18	1st Mid-Semester Ends
September 22	Grades Due to Registrar
September 23/24	1st Mid-Semester Progress Report Cards Distributed
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November 6	2nd Mid-Semester Ends
November 10	Grades Due to Registrar
November 12/13	2nd Mid-Semester Progress Report Cards Distributed
January 5/6	<i>Progress Report to Parents for At-Risk Scholars</i>
January 11-14	1st Semester Final Exams
January 15	1st Semester Ends
January 19	Grades Due to Registrar
January 20	1st Semester Final Report Cards Mailed Home to
Parents	

2nd Semester

January 19	2nd Semester Begins
February 2/3	<i>Progress Report to Parents for At-Risk Scholars</i>
March 5	1st Mid-Semester Ends
March 9	Grades Due to Registrar
March 10/11	1st Mid-Semester Progress Report Cards Distributed
March 23/24	<i>Progress Report to Parents for At-Risk Scholars</i>
April 23	2nd Mid-Semester Ends
April 27	Grades Due to Registrar
April 28/29	2nd Mid-Semester Progress Report Cards Distributed
May 18/19	<i>Progress Report to Parents for At-Risk Scholars</i>
June 11 & 14-16	2nd Semester Final Exams
June 17	2nd Semester Ends, at 2:00 pm
June 17	Teachers Submit Final Grades
June 23	2nd Semester Final Report Cards Mailed Home to Parents

Saturday Enrichment Academy (SEA) 2020 - 2021

What is Saturday Enrichment Academy?

Saturday Enrichment Academy (SEA) is an opportunity for all Preuss Scholars to receive individual and small group tutoring, reinforce skills, and complete homework. SEA is a voluntary program unless the student has been assigned to attend, due to being “at risk” or on academic probation. A student may be considered “at risk” if:

- He or she has earned below a 2.50 GPA on the most recent report card or progress notice.
- Scholar may be moved on or off of “at risk” list by teacher or counselor recommendation.

What are the specific details that I need to know?

- Scholars are required to bring their Preuss Planner, all homework assignments, study materials and a KBAR book to SEA. At the conclusion of SEA Scholars will submit a Planning Sheet documenting the completion of assignments that must be signed by the supervising teacher or tutor. Off-task and disruptive behavior will not be tolerated and will result in a referral.
- SEA begins promptly at 9:00 a.m. and ends promptly at 11:00 a.m. Parents must pick up Scholars promptly at 11:00 a.m., as adult supervision will not be available after that time.
- Scholars check in and are assigned to a tutorial room. Younger siblings or non-Preuss Scholars are not allowed at SEA. Scholars will not be allowed to leave the classroom to wander or socialize with other Scholars. Dress Code attire is not required at SEA. Eating is not permitted in the classrooms.

Put these dates on your family calendar.

First Semester

August 22
September 12
October 3, 24
November 7
December 5
January 9



Second Semester

February 6, 27
March 6
April 10, 17
May 1, 15
June 5

Scholar Handbook Addendum

Open Learning Remote Instruction in Response to COVID-19 Fall, 2020

The
Preuss
School
UC San Diego



Dr. Helen V. Griffith
Executive Director

DATE: July 16, 2020

TO: The Preuss Learning Community

FROM: Dr. Helen V. Griffith, Executive Director & Dr. Matthew Steitz, Principal

RE: FALL 2020 REOPENING PLAN FOR THE PREUSS SCHOOL UC SAN DIEGO

We hope this memo finds each of you well, safe, and enjoying the summer months. After countless hours of consultation with all stakeholder groups, and in view of the continuing rise of the COVID-19 pandemic, our leadership team has determined that the best interests of the entire Preuss School community requires that we plan to teach scholars remotely in an on-line teaching model for the Fall Semester of 2020. We firmly believe that it is unsafe to bring our Learning Community on campus and have elected to offer distance instruction instead. It is our plan to return to the campus as soon as the local, state, and UC medical officials advise that it is safe.

Our decision took into account feedback from more than 500 Preuss families, our faculty and staff, The Preuss School Board of Directors, EVC Elizabeth Simmons, and the team from the Office of Operational Strategic Initiatives at UC San Diego (also lead for the logistics of the Return to Learn Program). Further, we were able to gain up-to-date, expert medical recommendations and advice from Dr. Robert "Chip" Schooley, M.D. (Professor, UC San Diego Medicine in the Division of Infectious Diseases and Global Public Health), Dr. Cheryl Anderson, PhD, MPH, MS (UC San Diego Professor and Founding Dean of the School of Public Health), and Dr. Natasha Martin, DPhil (Associate Professor, Division of Infectious Diseases and Global Public Health). It is with this information and feedback that we feel confident in our decision.

This past month, we have been in collaboration with our community partner, The Elementary Institute of Science (EIS) (centrally located at the corner of Market Street and Euclid Avenue, across from the Malcolm X Public Library), in order to negotiate the use of their facility to offer *optional* in-person Science Labs, tutoring sessions, and UP Advisory meetings. During these optional sessions we will continue to practice all safety precautions that include face masking, small group sessions, extra cleaning, and physical distancing. Faculty can choose to meet at their discretion utilizing the space at the Elementary Institute of Science in order to offer some in-person instruction and extra academic support. In the coming days, it is the goal of our team to continue planning and designing an exemplary remote instructional program that will result in measurable and successful outcomes for our entire Learning Community.

It is our plan to host a series of meetings designed to discuss more of the specifics relative to our Remote Instructional Plan via Zoom sessions. We will send notices once the dates are set.

We appreciate your partnership during this critical time of balancing the health and safety needs alongside a strong, remote instructional model that will be designed to meet the needs of every learner.

The Preuss Promise lives...

2020 - 2021 School Year Calendar

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	ST	TCR	OTH
JUL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	0	8
AUG	3	4	5	6	7	10	11	12	13	14A	17	18	19	20	21B	24	25	26	27	28A	31					16	20	21
SEPT		1	2	3	4B	7	8	9	10	11A	14	15	16	17	18B	21	22	23	24	25A	28	29	30			21	21	21
OCT				1	2B	5	6	7	8	9A	12	13	14	15	16B	19	20	21	22	23A	26	27	28	29	30B	22	22	22
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Ver. 2.0 Rev. 8/03/2020. MS

Athletics

Athletics will begin in late winter. Scholars will be notified when tryouts will begin for the various sports.

Attendance

Attendance will be taken at the beginning of each block. Parents please remember to report your scholars absence at the beginning of the day.

PARENTS NEED TO CALL: The Main Office number to report if you are sick or need to miss class 858 - 822- 3000 OR EMAIL: Ms. Patty pavillanueva@ucsd.edu

Clubs

Clubs will still meet this year during remote learning. Each club will schedule their meeting times.

Digital Learning Agreement

As a student and a digital citizen please review the following agreement:

[Scholar Digital Learning Agreement](#)

Dress Code

Scholars will wear Polo's during remote class time. Polo's are available for purchase from Marios.

Food Security (Breakfast and Lunch)

COVID-19 Food Resources

Compiled by the San Diego Hunger Coalition, the San Diego County Childhood Obesity Initiative, the UC San Diego Center for Community Health, Healthy Campus Network, Staff Association, and The Hub

CalFresh (SNAP)

- CalFresh is a federal supplemental nutrition program for families and individuals that meet certain income guidelines
- CalFresh benefits supplement your food budget and allow families and individuals to buy nutritious food
- Sign up at getcalfresh.org

Food Pantry & Food Distribution Sites

- Food pantries distribute food to families free of charge
- The Child and Adult Care Food Program (CACFP) is a federal program that provides free or low cost meals for child and adult care centers
- [Find CACFP meal sites](#)
- [Find food pantries and food distribution sites](#)

¡Más Fresco! More Fresh! Program



- For every CalFresh EBT dollar spent on fruits and vegetables you receive another rebate dollar to spend on more fresh fruits and vegetables, up to \$40 per month
- Use at participating Northgate Gonzalez Markets and at farmers markets
- Enroll at masfresco.org or call 888-282-2711

Meals for Seniors

- Seniors can get hot meals and/or a senior distribution box delivered to your home
- [Find senior meal distribution sites](#)
- [Find transportation assistance to food distribution sites](#)



Summer Grab-and-Go Meals for kids

- All children 18 and under can receive no cost meals during the summer from a summer meal site. No paper work required if the child is present.
- This is NOT a public charge
- [Click here to find a summer meal site](#)
- You can also find the nearest site by texting "food" or "comida" to 877-877



Stay Healthy San Diego

- Learn about the [5210 tips](#) to stay healthy
- Visit eatfresh.org for Healthy recipes
- Enjoy free live mindfulness sessions [here](#)
- Continue breastfeeding to provide optimal nutrition. Learn more [here](#)
- It is safe to eat fruits and vegetables during COVID-19. Click [here](#)

WIC

- If your income has been affected by recent events and you are pregnant, nursing, or a caretaker of a child under age 5, WIC can help you get access to healthy foods.
- Must meet income and program requirements
- This is NOT a public charge
- Visit sdwic.com to learn if you qualify and how to enroll

More Resources

- Call [2-1-1 San Diego](#) to find food in your community
- Text COSD COVID19 to 467-311 for SD County updates
- Visit [Leah's Pantry](#) for public & partner workshops
- Visit [San Diego Hunger Coalition](#)
- Visit [Live Well San Diego](#)
- Visit [County of San Diego, HHSA](#)



Homework Policy

The Preuss School believes that homework is an essential component of the learning process. Scholars are instructed to complete different kinds of homework assignments for *skills* practice; to *reinforce* skills, concepts, or ideas presented in the class; to *extend* Scholars' understanding of skills, concepts, or ideas studied in the subject; for Scholars to *apply* knowledge or information; or tap Scholars' *prior knowledge* about a topic, generally as preparation for a new idea or concept that will be introduced in class. The Preuss School Scholars are required to maintain a daily homework log in their Preuss Planner, which will be provided for the school year. Classroom teachers will monitor the student's homework log on a regular basis. Parents are expected to review the student's homework log to ensure the student is given support at home. Parents are encouraged to set aside a consistent time and place at home for Scholars to complete their homework assignments each day. Replacement planners, if available, may be purchased at a cost of approximately \$5.00. Parents and Scholars should take time to familiarize themselves with each individual teacher's homework policy.

Academic Honesty

Information and consequences of violating the academic honesty policy can be found in the Academic Honesty Policy section of this handbook.

Late Homework

All assignments are expected to be turned in on time and should reflect maximum effort and quality. Failure to complete and turn in an assignment may result in a student receiving no credit for that assignment; however, the student will still be expected to complete the assignment to reinforce concepts and skills. In the event that a student submits an assignment that does not meet standards, the teacher may require the student to resubmit an improved version of that assignment.

Absences

In the event of an excused absence, Scholars will have one day for each day missed to complete the assigned work. Long term projects, homework assigned in advance, or missed tests are due the day the student returns to school.

Consequences

Failure to comply with this policy will negatively impact the student's academic and effort grades. A complete list of consequences is located on The Preuss School website in the Discipline Handbook.

Instructional Schedule
REMOTE LEARNING CLASS SCHEDULE

REGULAR DAY

MONDAY - THURSDAY

A Day (Mon & Wed)			B Day (Tue & Thu)	Instruction Time
Block 1	8:55 am	-	10:00 am	Block 5 65 minutes
Block 2	10:15 am	-	11:20 am	Block 6 65 minutes
Lunch	11:20 am	-	12:20 pm	Lunch 60 minutes
Block 3	12:20 pm	-	1:25 pm	Block 7 65 minutes
Block 4	1:40 pm	-	2:45 pm	Block 8 65 minutes
Scholar Centered Support (SCS)	3:00 pm	-	4:00 pm	Scholar Centered Support (SCS) 0 minutes

LATE START FRIDAYS

A/B Rotating Fridays

A Day (Mon & Wed)			B Day (Tue & Thu)	Instruction Time
Block 1	10:00 am	-	10:50 am	Block 5 50 minutes
Block 2	11:05 am	-	11:55 pm	Block 6 50 minutes
Lunch	11:55 pm	-	12:55 pm	Lunch 60 minutes
Block 3	12:55 pm	-	1:45 pm	Block 7 50 minutes
Block 4	2:00 pm	-	2:50 pm	Block 8 50 minutes
Scholar Centered Support (SCS)	3:00 pm	-	4:00 pm	Scholar Centered Support (SCS) 0 minutes

We will continue to place assignments and updates on our webpage under the COVID-19 link and will continue to send updates via Parent Square. Please closely monitor your email and text messages so you can remain aware of any changes to our status. Further, counseling support for our scholars will remain available from members of the Wellness Team which includes: School Counselors, Family Specialists, and our School Psychologist.

As a reminder, if you or your child has respiratory symptoms and fever of >100 F / >37.8 C (lowered from 100.4 F), you should contact your health care professional. It is important to note: during this time scholars should stay home and not frequent malls, restaurants, or other public places as the school closure is being mandated in an effort to slow and stop the spread of the virus in San Diego County.

PLEASE KEEP YOUR CHILD HOME AS MUCH AS POSSIBLE UNTIL THE COUNTY HEALTH DEPARTMENT HAS LIFTED ALL WARNINGS.



Grade Reporting Calendar

2020-2021

The Preuss School UC San Diego Grade Reporting Calendar

1st Semester

August 10	School Begins
August 25/26	<i>Progress Report to Parents for At-Risk Scholars</i>
September 18	1st Mid-Semester Ends
September 22	Grades Due to Registrar
September 23/24	1st Mid-Semester Progress Report Cards Distributed
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January 19	2nd Semester Begins
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June 17	2nd Semester Ends, at 2:00 pm
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Grading Policy

Grade Reporting Codes and Descriptions

Academic Marks (A, B, C, etc.)		Citizenship Marks (E,G,U, etc.)	
Code	Description	Code	Description
A	Superior	E	Excellent
B	Above Average	G	Good
C	Satisfactory	N	Needs Improvement
D	Below Average	S	Satisfactory
F	Failure	U	Unsatisfactory
I	Incomplete		
P	Pass		
IP	In Progress (APEX Online Courses Only)		
NG	In Progress (APEX Online Courses Only)		

Comment Codes

Code	Description	Code	Description
A	Absences affecting grade	N	Needs to participate in class
B	Below basic in reading and/or writing skills	N1	Needs to improve effort
B1	Behavior disrupts class	N2	Needs constant supervision
B2	Behavior needs improvement	N3	Not doing homework/poor quality homework
C	Contact teacher for conference	N4	Needs to pay attention in class
D	Declining effort over course of grading period	N5	Not prepared for class
D1	Does not follow directions	N6	Not following uniform policy
E	Excessive talking in class	O	Outstanding effort
G	Good work habits	P	A pleasure to have in class
H	High test scores	P1	Positive attitude in class
L	Late or missing assignments	P2	Participates well in class
L1	Low test scores	P3	Poor understanding of concepts
L2	Low notebook scores	P4	Poor attitude in class
L3	Lacks motivation; shows little initiative	S	Shows improvement in effort
M	May fail at the semester	T	Tardiness affecting grade
M1	Must attend after school tutoring	V	Violated the honor code
MG	Does not reflect achievement		

The Preuss School UC San Diego Citizenship (Behavior, Effort and Attendance Scale)

Excellent (E)	Good (G)	Satisfactory (S)	Needs Improvement (N)	Unsatisfactory (U)
Shows high degree of self-control.	Shows self-control.	Usually shows self-control.	Shows limited degree of self-control.	Rarely shows self-control.
Makes a significant contribution to discussion, always at appropriate times.	Talks appropriately in class, at appropriate times.	Usually talks appropriately in class, at appropriate times.	Talks inappropriately and/or at inappropriate times.	Makes little attempt to control inappropriate talking.
Always on task. Exceeds classroom expectations on a daily basis. Outstanding effort is present in each assignment and work of excellent quality.	Stays on task consistently. Completes all work on time and work is neat, complete and of high quality – no careless errors; each piece of work is student’s best.	Usually stays on task. Usually completes work on time; work is usually neat, complete and of satisfactory quality. Work is not always student’s best.	Displays off-task behavior, needs teacher intervention. Work is sometimes or often incomplete, missing, and frequently untidy, with careless errors, not student’s best work.	Makes minimum attempt to stay on task; requires frequent teacher intervention. Work often incomplete or not turned in, usually carelessly done and not of acceptable quality.
Not only engaged in learning, but leads peers in group assignments, following instructions regularly.	Always actively engaged and on task; works effectively, without wasting time; follows instructions the first time they are given. Constructive in groups, sometimes as a leader.	Often actively engaged and on task; generally wastes little time; follows instructions the first time they are given. Works constructively in groups.	Frequently off task, may be distracting to others and ineffective in groups. Often needs to be reminded of instructions.	Frequently off task, distracting to others and disruptive in groups. Has difficulty following instructions even after reminders.
Always takes the initiative to help others.	Takes initiative to help others.	Willing to help others when asked.	Helps others infrequently; tends to distract others.	Does not help others, disrupts others and/or disrupts the learning environment.
Maintains exemplary relationships with peers.	Maintains positive relationships with peers.	Maintains satisfactory relationships with peers.	Does not maintain satisfactory relationships with peers.	Routinely engages in negative peer relationships.
Has an exemplary attitude; serves as a role model for positive attitude toward school and school activities.	Has a good attitude; is positive toward school and school activities.	Has a satisfactory (generally good) attitude; is generally positive toward school and school activities.	Has a poor attitude; is seldom positive toward school and school activities.	Attitude/contribution is counter-productive.
Enthusiastic about accepting academic challenge; seeks assistance when needed.	Frequently accepts challenges; is persistent; asks for help when needed.	Sometimes accepts challenges; asks for help when needed.	Avoids accepting challenges; needs to be reminded to get help when needed; gives up easily.	Rarely accepts challenges; does not take advantage of help offered.
Attendance is excellent; no absences or tardies.	Attendance is good; no unexcused absences.	Attendance is satisfactory.	Attendance needs improvement; absence or tardiness a concern.	Excessive absence or tardiness.
			Violation of Honesty Policy (1 st offense).	Violation of Honesty Policy (2 nd offense).

Online Etiquette

As a student and digital citizen, I understand the importance of developing and practicing good online etiquette. In knowing this, I agree to:

1. Be responsible by adhering to the following:
 - Following school dress code for all zoom meetings
 - Use my full (first and last) name when attending zoom meetings
 - Sit up / stand when attending class
 - Minimize distractions to the best of my ability
 - Turn my camera on for zoom meetings
 - Do my best to complete my distance learning schoolwork and assignments.
 - Take care of my device by:
 - not dropping or tossing it.
 - putting it down on a clean, flat surface.
 - not eating or drinking when I use it.
 - Notify the technology department (preuss-it@ucsd.edu) and teachers if my device is broken, stolen, or lost.

2. Stay safe, by:
 - Not share my school account passwords with anyone other than my teacher and parent or caregiver.
 - Not create accounts or share private information without my family's permission. (This includes my full name, date of birth, address, phone number, and photos or videos of myself.)
 - Tell my teacher or an adult I trust if anything makes me feel uncomfortable online, or if anyone acts inappropriately toward me.

3. Think first, by:
 - Remember that teachers and administrators can see whatever I say and do on a school-issued device during video meetings, in emails and chats, and on shared documents.
 - Not post anything online that I wouldn't want my family, teachers, college admissions officers, or future employers to see because posts and comments can be saved and shared without my knowledge.
 - Investigate whether a source is credible because not all information online is true.
 - Give proper credit whenever I use, reference, or share someone else's creative work online.

4. Speak up, by:
 - Communicate with my teacher if I'm confused about or need help with anything, if I'm having trouble managing my workload, or if I can't access something I need for class.
 - Be a good friend to my classmates by not bullying, humiliating, or upsetting anyone online, and also by speaking up or asking for help if I see someone being treated poorly.

5. Stay Balanced, by:
 - Have a schedule for distance learning so I can avoid multitasking while I'm focusing on schoolwork.
 - Help my family come up with a reasonable media plan and follow it.
 - Include time in my day for doing activities that don't involve electronic devices, eating healthy food, and getting some exercise.
 - "Pause for people" by looking up and paying attention if someone wants to talk to me when I'm on my device.

Saturday Remote Enrichment Academy (SEA) 2020 - 2021

What is Saturday Enrichment Academy?

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September 12
October 3, 24
November 7
December 5
January 9



Second Semester

February 6, 27
March 6
April 10, 17
May 1, 15
June 5

The Preuss School UC San Diego Essential Questions

UNDERSTANDING:

Effort, Depth, and Breadth in Learning for Understanding

Am I CLEAR?

- **I**NQUIRY:
 - What do I want to know and why is it important?
- **C**OLLABORATION:
 - How does working together strengthen the knowledge and abilities of all?
- **L**INKING:
 - How is everything linked or connected across disciplines?
- **E**VIDENCE:
 - Do the data support my conclusions?
- **A**PPPLICATION:
 - What do I do with this information?
- **R**ESEARCH:
 - How do I find and access information that I need?