



ABRAXAS

HIGH

SCHOOL



**HANDBOOK AND STUDENT
PLANNING GUIDE**

**Abraxas High School
12450 Glen Oak Road
Poway, CA 92064
(858) 748-5900**



MISSION STATEMENT

The mission of Abraxas High School is to prepare young adults for high school graduation and to be responsible, caring and contributing members of society.

GRADUATE PROFILE

Our students should know and be able to do the following upon graduation from AHS:

- 1. CRITICAL THINKERS who**
 - Identify, assess, analyze, synthesize and evaluate information to solve problems
 - Access and use appropriate resources and information to make informed decisions
 - Use appropriate mathematical concepts and computations in practical situations and as a problem solving tool
- 2. INDIVIDUAL PERSONAL DEVELOPERS who**
 - Assume personal responsibility and accountability for actions and decisions
 - Develop skills necessary to participate in continuing educational development
 - Practice wellness and recognize the importance of good health and a well balanced lifestyle
- 3. RESPONSIBLE CITIZENS who**
 - Contribute their time and talents to improve the quality of life for others in our society
 - Are respectful of all individuals and cultures in our diverse society
 - Pursue learning about and participate in civic responsibilities
- 4. COLLABORATIVE WORKERS AND LEARNERS who**
 - Work effectively and cooperatively with others to complete tasks and accomplish goals
 - Develop and maintain working relationships in diverse settings
- 5. LIFELONG AND SELF-DIRECTED learners who**
 - Seek information using a variety of strategies and skills
 - Read for comprehension, information and pleasure
 - Accept and adapt to change
- 6. EFFECTIVE COMMUNICATORS who**
 - Speak and write appropriately, clearly, creatively and effectively for diverse audiences and a variety of purposes
 - Listen and read reflectively and critically, considering the points of view and the contexts from which others communicate
 - Demonstrate the use of technology tools as a communication resource



ABRAXAS HIGH SCHOOL

In the spring of 1998 and again in 2007, Abraxas was recognized as a Model Continuation School in the State of California. Abraxas is fully accredited by the Western Association of Schools and Colleges (WASC).

It is the intent of Abraxas High School that District discipline policies and regulations be enforced consistently and fairly without regard to race, creed, color or gender. The basic code of conduct is designed to support students. We hope it will provide students with a school they are proud to attend and an atmosphere where they have freedom to learn.

VISION

Abraxas High School will provide:

- A school climate that is safe, supportive and personalized
- A culture that is committed to high expectation for all
- A relevant and rigorous curriculum that integrates academic learning and essential life skills
- Differentiated instructional methods to engage students in learning
- An individualized learning plan designed to enhance learning and the ability to make positive life-long choices

SHARED COMMITMENT

The faculty and staff at Abraxas High School are committed to:

- A quality program of instruction leading to a high school diploma
- Smaller class size
- Open availability to classes and alternative options for credit recovery
- Instructional support that helps students pass the California High School Exit Exam
- A competent and caring staff willing to assist students with both academic and non-academic issues
- Counseling and guidance services

SCHOOL BELL SCHEDULES

Regular Day	Class Periods
7:40	Warning Bell
7:45-9:00	Period 1/2
9:00-9:10	Extended Passing Period
9:05	Warning Bell
9:10-10:55	Period 3/4
10:55-11:25	Lunch
11:30-1:15	Period 5/6
Basic Ed	Class Periods
8:45-11:15	AM Session
11:45-2:15	PM Session



PUSD GRADUATION REQUIREMENTS

A minimum of 230 semester credits in the following subject areas are required for graduation from Abraxas.
(Each box represents 5 credits - one quarter)

✓ **English:** 40 credits (8 quarters):
Five credits in Career English

1	2	3	4	5	6	7	8
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✓ **Social Science:** 30 credits (6 quarters):
Ten credits in World History, ten credits in United States History, five credits in Civics, and five credits in Economics

1	2	3	4	5	6
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✓ **Science:** 20 credits (4 quarters):
Ten credits in life science and ten credits in physical science

1	2	3	4
---	---	---	---

✓ **Mathematics:** 20 credits (4 quarters):
Including the equivalent of Algebra 1/2

1	2	3	4
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✓ **Physical Ed:** 20 credits (4 quarters):

1	2	3	4
---	---	---	---

✓ **Fine Arts:** 10 credits (2 quarters):

1	2
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✓ **Practical Arts:** 5 credits (1 quarter):

1

✓ **Health:** 5 credits (1 quarter):

1

✓ **Electives:** 80 credits (16 quarters):
Ten elective credits for each CASAS test

1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16

- Pass the Computer/Information Literacy Proficiency requirement
- Pass the High School Exit Exam (CAHSEE)
- Pass PUSD Algebra proficiency

PLEASE NOTE THE FOLLOWING

1. ROP courses: You may apply a maximum of 10 credits in one ROP course per semester. You must be 16 years old to take an ROP class.
2. Physical Education: You may apply a maximum of 40 credits in regular PE toward the graduation requirements.
3. REPEAT COURSES: A COURSE MAY NOT BE REPEATED FOR CREDIT UNLESS IT IS LISTED BELOW:

Work Experience	All Physical Education	All ROP Courses
Adult Education Math	Adult Education English	



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ACADEMIC INFORMATION

Adult Education

Abraxas students are encouraged to take advantage of the many courses offered through the Poway Unified Adult Education Program. Classes are offered on a quarterly basis. See your counselor for enrollment information.

Apprenticeship Programs

Apprenticeship programs are expanding to meet the major shortage of technically skilled personnel. These programs offer:

- paid employment while in training for a career, with salary increases as proficiency levels rise
- classroom instruction in subjects related to the occupation
- opportunities to become uniquely qualified, with state-issued credentials
- apprenticeship programs in over 400 occupations

For information about apprenticeship applications and other opportunities for on-the-job training, contact:

**State of California Department of Industrial Relations
Division of Apprenticeship Standards
28 Civic Center Plaza, Room 525
Santa Ana, CA 92701-4034 Phone (714) 558-4126
Web Site: <http://www.dir.ca.gov>**

California High School Proficiency Examination (CHSPE)

Passing the CHSPE is required of any student 16+ years of age who wishes to cease attending school (written parent/guardian permission is also required). For information and applications regarding the CHSPE, see your counselor. You can also visit the website at www.chspe.net

CASAS Test

CASAS Tests are a unique opportunity to earn elective credit. Tests are available in the areas of Math, English, Physical Science, Biology, World History, United States History, Civics, and Economics. Each test can be taken only once. A passing grade is equivalent to 10 elective credits. Students are encouraged to take a CASAS Test upon the completion of a specific course (i.e. take the Biology CASAS upon the completion of the Biology course.)

Community College

California has over 100 community colleges which offer course work that prepares students to transfer to a four-year college or to prepare for work in a career area. All community colleges offer an extensive program of academic courses, but the career training programs vary according to the needs of the students and available facilities.

Checklist for Seniors:

- Sign up for the STARS (orientation and assessment) program with your counselor if attending Palomar.
- Contact other community colleges in March for information about their application process.
- Take any college entrance examinations suggested for admission. Check the college catalog for any special placement examinations required in the field you plan to study.



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- Turn in your completed application by early JUNE in order to have the best chance of signing up for classes in the fall semester. Counselors recommend that new students enroll for at least one summer school course to gain the advantage of registering as a continuing student in the Fall.
- Ask the Registrar to mail your final semester high school transcript to the community college of your choice.
- Sign up for college classes on the assigned days.

MIRA COSTA COLLEGE
(760) 757-2121

SAN DIEGO CITY COLLEGE
(619) 230-2400

SAN DIEGO MESA COLLEGE
(858) 627-2600

PALOMAR COLLEGE
(760) 744-1150

GROSSMONT COLLEGE
(619) 644-7000

SAN DIEGO MIRAMAR COLLEGE
(858) 536-7395

CUYAMACA COLLEGE
(619) 660-4000

SOUTHWESTERN COLLEGE
(619) 421-6700

Community College/Career Programs

All community colleges have programs that are designed to help you with your career development. These career programs involve pre-professional areas where you are prepared to transfer to a four-year college, as well as one and two-year programs where you may begin employment after completion of your community college courses. For information about a particular program, contact the guidance office at the specific community college offering the program.

Transfer Students

You can complete the first two years of a four-year degree program at any Community College and meet the requirements for transfer as a junior to a four year college anywhere in the U.S., including the nine UC campuses, the 24 CSU campuses or over 70 private colleges in California. Community Colleges maintain course agreements with many colleges and universities that list the courses needed to transfer to the college of your choice.

Any Community College also has special Transfer Admission Guarantee (T.A.G.) programs with UC San Diego; UC Riverside; SDSU and CSU San Marcos. The Community College counseling staff and Transfer Center can help you plan your program of studies to ensure that you meet all transfer admission requirements.

Associate Degree Program

The two-year Associate Degree program combines General Education courses with a major interest area. Community colleges offer over 100 Associate Degree majors. After completing a program, you may go to work or use the degree as a stepping-stone for transfer to a four-year college or university.

Career Certificate Program

Certificate programs are similar to Associate Degree programs, but you are not required to take the General Education courses. You merely complete the technical-vocational program of your choice and you are ready for employment. Most programs take one to two years to complete.

Financial Aid Scholarship Calendar for Senior Year

COMMUNITY COLLEGES - FOUR YEAR COLLEGES - TRADE AND TECHNICAL SCHOOLS

If you are wondering whether you should make application for financial aid, you probably should. This process is necessary for most all financial aid packages. **NOTE:** The FAFSA (Free Application for Federal Student Aide) is the starting point for most institutional (four-year college) funds.



September – May

Register for the CSS Financial Aid Profile if required by a college of interest to you. See your homeroom teacher for scholarship information.

November

Pick up the FAFSA from your counselor or online at www.fafsa.ed.gov

December

Fill out the FAFSA. Tax information may be estimated if necessary. If you have questions, see your counselor.

January

Mail FAFSA after making a copy for your records. Get GPA Verification Form from your counselor and return to the school registrar in the front office. Pick it up when ready and mail it. Request a “certificate of mailing” from the post office. If your forms are lost in the mail, the financial aid offices will allow you to submit a duplicate form **IF** you have a receipt.

MAIL EARLY: funds may dwindle

March

Mail GPA Verification Form no later than March 2. Students will receive a Student AID Report (ASR) once the FAFSA has been received. Check the accuracy of this report. Complete follow-up if necessary.

April

Financial Aid Packages, if applicable, will follow acceptance notifications. Now is the time to weigh options and make decisions.

College

The Federal Supplemental Education Opportunity Grant (FSEOG) is a campus-based program. The college awards funds based on need, other funds received by the student, and availability of funds.

Campus-based funds are available to qualifying students who complete the appropriate financial aid forms obtained from the Financial Aid Office at the selected institution.

Community College Bridge Program (CCBP)

Community college classes are available to our students. Many classes apply toward our diploma requirements. The Abraxas Community College Bridge Program (CCBP) is designed to facilitate the transition from high school to community college. The program is affiliated with Palomar Community College. Students take both Abraxas High School courses and enroll in Palomar Community College to complete one to two classes while attending Abraxas. Upon successful completion of the Palomar course work both high school and college credit is received. The program provides a teacher to closely monitor and support the student in applying to Palomar, enrolling in classes, and providing academic support during the course of the Palomar academic semester. Interested students and parents are encouraged to contact Abraxas High School counselors to learn more about the program.

Community Service

Community Service can be used to earn elective credit. The activity must be approved by the homeroom teacher and the administration. An activity record sheet must be kept, signed and turned in at an appropriate time.

Computer Technology

Computers are available for student use in each classroom, the library and in the Computer Lab. To assure and maintain appropriate use, the following rules have been implemented:



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- An “Acceptable Use Agreement” must be signed by student and parent(s)/guardian(s) and returned to the homeroom teacher.
- Students must abide by the acceptable use policy to be allowed continued access to technology.
- Upon request, students must show their ID card to any adult supervising the use of technology equipment at Abraxas.
- Games and music are not allowed during class or tutorial time unless the teacher determines that they directly relate to the approved curriculum.
- Vandalism - tampering of **any** kind to hardware or software will result in disciplinary consequences (e.g. suspension and restitution for financial cost due to repairs).

Contracts

One of the principal features of our program is the course contract system.

What is a course contract? A contract is a course of study which is designed for students to work independently with teacher assistance, as needed. Each contract is divided into five (5) subcontracts worth one (1) credit each, and representing a quarter-long, 5-credit course, which addresses PUSD and California State Standards.

Contracts will include such things as: course descriptions, specific activities to address learning standards, texts and materials to be used, and the methods that will be used to evaluate work accomplished. Contracts are designed to take approximately 60 or more productive hours to complete.

Course Completions

Once a student has satisfactorily completed all the requirements of a course contract, the teacher will fill out a course completion form. The Principal and Assistant Principal will review the course completion form, the contract, and the work completed by the student. Contracts are constructed in a manner that specifies criteria for a specific grade. A student is not given credit until all requirements of the contract are met. Thus, no failing grades are given. Credit is recorded on the student transcript after teacher and administrative approval.

Graduation Agreements

At the beginning of the senior year a graduation agreement will be written by the homeroom teacher and the student. The agreement will specify the following:

- The number of credits the student has earned.
- The number of credits lacking, at the time of the agreement, to fulfill graduation requirements.
- The specific classes or other requirements the student needs for graduation.
- A plan for completing the requirements.
- Other special conditions for meeting the agreement.
- Verification that the technology/computer, reading, writing and mathematics proficiencies have been met.
- Student and teacher signatures.
- Approval and signature of the principal and counselor.

Graduation Ceremony

In order to ensure that you may participate in our Graduation Ceremony, please take note of all requirements and deadlines as they are distributed. Seniors will be given detailed information as the year progresses including the following:

- Students must **NOT owe any make-up hours.**
- Senior Project must be completed and approved according to the posted schedule.
- **The deadline date to turn in coursework and verify make-up hours is approximately one week prior to graduation**



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- The student must have met ALL PUSD Graduation Requirements by the Friday prior to graduation day.

Fifth Year

Abraxas High School can authorize the return of a student for a 5th year of instruction. A 5th year is earned through satisfactory behavior, attendance, productivity and the ability to graduate within the 5th year. To apply for a 5th year a student must be within 55 credits of graduating. In order to remain in the 5th year, the student must attend every available intersession and be productive each quarter, completing 3 courses per quarter.

Independent Study (OCIS)

The Independent Study program, requires a minimum of 125 core credits to enter, allows at home study, within the limits of compulsory school attendance requirements. A minimal guideline of 20 hours of academic work per week has been established for this program.

Students meet at least once a week with the Independent Study teacher to have their work assessed and to get new assignments. This program stresses quality work, and those who need additional support are encouraged to spend more time at school with the teacher. Schedules are based upon individual needs. The State of California is very specific as to the quality and quantity of work and attendance expectations for students enrolled in this program. Students who do NOT keep up with these expectations will not be allowed to remain in the program.

Intersession

Intersession is an opportunity for students to earn credits for an additional class. Intersession is held during the break between quarters, except winter break. The student is required to report to school one day each week. On each reporting day, the designated work must be complete. Failure to report or failure to complete the assigned work will result in the student being dropped from the class.

Physical Education Independent P.E. Program

Goal – Abraxas students will become more involved in community-based recreational programs and activities. Each one-credit contract for Independent P.E. will consist of 15 hours of verified activity, a written journal documenting the date, time, location and activity and one written research assignment.

Independent P.E. students need to adhere to the following guidelines:

- A supervising adult, approved by the assistant principal (PE Instructor approved with weekly check-in), must sign off each hour of activity in the journal.
- Students must turn in a schedule of planned activities (e.g. softball team schedule), in advance, to the homeroom teacher.
- The student must describe in a journal the date, time, location and a brief description of what they did for exercise. It is the student's responsibility to have their journal neat and updated with appropriate verification signatures. The journal and research assignment must be turned in to the student's homeroom teacher upon completion of each credit.

If the supervising adult is a **certified employee of an outside agency, the following stipulations are in place:**

- The student must have the supervising adult fill out the District paperwork for Independent P.E. in advance of participating in activities for credit.
- The adult must present proof of current certification in First Aid and CPR.

Certified employees are defined as people who work for health clubs, fitness clubs, martial art studios, direct team or individual sports (e.g. softball teams, tennis instruction).

Progress Reports

Student progress reports will be completed every quarter and will be mailed home with the school newsletter. Please look for these reports to obtain information about the academic, attendance, and behavior efforts of your student. Reminders will also be printed in the school newsletter.



ROP (Regional Occupation Programs)

Approximately 40 courses are offered within the Poway Unified School District (over 450 are offered throughout San Diego County). See your counselor or website for more information.

Scholarships

There are numerous opportunities for Abraxas students to earn scholarship awards. Seniors should fill out generic scholarship applications from their counselor. They should also speak to their homeroom teacher about specific scholarship applications that are available throughout the school year.

Federal

The PELL GRANT is a federal grant. Consideration for this money is initiated by the FAFSA form. This grant may be used in all states for community college, trade school or four-year college programs.

State

The CALIFORNIA STATE GRANT is awarded to students attending California schools. This program is administered by the California Student Aid Commission. There are three (3) kinds of California grants, as outlined below:

- CAL GRANT A: (Tuition, fees) for students with financial need enrolling in a **California four-year college** (community college students may put this grant on reserve until transfer).
- CAL GRANT B: (Non-tuition college costs) for disadvantaged students with financial need enrolling in a **California two or four-year college**.
- CAL GRANT C: (Tuition, fees, tools, books, equipment) for students with financial need enrolling in a **trade school or vocational course in California**. The course of study may be from four months to two years in duration.

Transfer Credits While Enrolled At Abraxas

Students are allowed to take courses for credit through programs other than our own. Any other programs must be cleared in advance with the principal and/or counselor.

Students under 18 years of age must have an official permission slip signed by a parent/guardian to be enrolled concurrently at Abraxas and adult school or a community college. See your counselor for a concurrent enrollment form.

Work Experience

Work Experience Education is a program designed for high school students who work a minimum of 32 hours per week.

Work Regulations

California law requires that all persons under 18 years of age who are employed must have a work permit. Work permit applications are available through the Work Experience Coordinator.



SUPPORT SERVICES

Counselor

Your counselor is available to work with academic, career, social or personal issues. Students may make appointments to see a counselor.

Conflict Mediation

Students are usually referred to Conflict Mediation through the Counselor or Assistant Principal. Students who have been trained in mediation skills may meet with the involved parties and try to resolve the conflicts. If the conflict mediators feel they did not reach a resolution, an administrator or counselor will step in.

Communication Home

- **Telephone Contact:** Teachers will call parent(s)/guardian(s) as necessary and parent(s)/guardian(s) are encouraged to call teachers when situations warrant or to request information. Please be sure to provide the office with current phone numbers.
- **Conferences:** Parent(s)/guardian(s) who wish to have conferences with teachers to discuss student progress, concerns, etc. are encouraged to do so by contacting the homeroom teacher by telephone or e-mail.
- **Abraxas Parent Newsletter:** An Abraxas Parent Newsletter will be mailed home approximately six times annually (once every six weeks). This newsletter lists activities, important dates, and events at Abraxas High School. Progress reports may be included with the newsletter.
- **Abraxas Web Page**
You can access information on the Abraxas Web Page at:
<http://powayusd.sdcoe.k12.ca.us/pusdahs/ahs.htm>

Food Services/Vending Machines

The District Food Services offers a lunch that includes an entree, fruit and/or vegetable and milk for \$2.25. Eligible students may receive meals free of charge or at a reduced price of approximately \$0.40. The school office has the required forms. The forms must be renewed each school year.

Abraxas also has vending machines which are open daily before school from 7:30 to 7:40 a.m. and during the nutrition break. Students are expected to clean up after themselves at school and to help maintain a clean campus.

Handbook

Student/Parent handbooks will be provided at the time of registration or at the time of the enrollment conference. Students and parent(s)/guardian(s) are responsible for the contents of the handbook.

Health Office

Students who are ill must get a health office referral from their teacher and bring it to the health technician. Students who are ill must be checked out through the health office. Students will be given a pink copy of the student office referral form to take home.

Homeroom Teacher

The homeroom teacher is the student's first period teacher. This individual is the primary support person for each homeroom student. This individual should be the parent/guardian's main contact for information about their child's progress and any additional questions.

ID (Student Pictures)

A professional photographer will take school photos once at the start of the Fall Semester and once during the Spring Semester. Picture packages will be available for purchase. The photographers are also available on graduation day.



Library/Media Center

The Library is open to students during the school day. Contracts, textbooks, library books, and other research materials are available for checkout. Fines will be assessed for overdue books and costs for lost/stolen books. Current and back issues of magazines and reference materials are available for reading in the Library.

Psychologist

A school psychologist is available on a limited basis for academic and personal issues. Generally, the counselor refers a student to the psychologist.

Student Assistance Services

Abraxas High School's Student Assistance Services program (SAS) systematically provides assistance to students who have special needs that interfere with their education. Through the joint efforts of the school, the student, the parent(s)/guardian(s), and the community, student problems are addressed. When a student is demonstrating school or personal problems, he or she may be referred to the SAS Team. The SAS team meets weekly to discuss student issues and strategize the best ways to meet student needs. . Parent(s)/guardian(s) will be contacted by their student's homeroom teacher and are encouraged to attend.

It is the goal of SAS to identify "behavior(s) of concern" as early as possible and provide support and intervention before student behavior reaches a crisis level.

Students are referred to the SAS team via any or all of the following: (1) self-referral; (2) teacher referral and/or; (3) referral due to attendance problems or lack of reasonable progress on coursework.

Student Store

The Student Store is located in Rooms 1-2 and is open during break. Students are expected to clean up after themselves at school and to help maintain a clean campus.

Support Groups

The purpose of support groups is to provide a caring environment where students can be in a safe, confidential and non-judgmental setting. Trained adults facilitate groups. Parent permission is required for student participation. Examples include:

Tutoring

Tutorial is offered four days per week (M, T, Thu, F), after school from 1:25 – 2:25 p.m. Students should check the schedule listed in each classroom, library or the newsletter for the specific classroom location each day. Students may also use this for make-up time if they are present for a full hour or half-hour. Please note there is no tutorial on Wednesdays or minimum days.



SUBSTANCE USE AND ABUSE

The Poway Unified School District Board of Education has developed the following policies concerning substance use and abuse.

The Board of Education recognizes the negative health effects of smoking and using tobacco and therefore, forbids smoking and tobacco use or possession by students on school premises and at school functions off campus. (Ed. Code 48901)

The Board shall provide instruction regarding the effects of smoking and tobacco on the human body. Students who use tobacco products on school property or at school events shall be subject to disciplinary procedures. (Ed Code 48900)

The Board recognizes that the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful and has serious social and legal consequences in our society. The Board desires to promote a positive and healthy life style and provide a safe environment for learning; thus, the Board intends to keep District schools free of alcohol and other drugs.

Instructional Programs

The District will provide instructional programs which help students avoid the use of alcohol or other legal drugs, or the use of any illegal drug and which teach students how to influence and support their peers to avoid and/or discontinue the use of alcohol or other drugs. (Ed. Code 51202 and 51203)

Intervention

The Board recognizes that there are students on campuses who use/abuse alcohol and other drugs and can benefit from intervention. The Board supports intervention programs that include training all school personnel to identify symptoms which may indicate use of alcohol or other drugs and which involve students, parent(s)/guardian(s), law enforcement personnel, and other community agencies in providing assistance. (P.C. 13864)

Non-Punitive Self-Referral

Abraxas High School Staff strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent(s)/guardian(s), counselor or a school staff member. Students who disclose past use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be punished or disciplined for such past use. (This does not include a student who is in possession or under the influence of alcohol or other drugs at the time of reporting this information.)

Recovering Student Support

The Board recognizes the presence of recovering students in the schools and the necessity to support these students in avoiding re-involvement with alcohol and other drugs and directs District schools to provide on-going activities which enhance recovery.

Disciplinary Action

If students are involved with use, possession or sale of alcohol or controlled substances, school administrators are required to make appropriate reports, including legal reports, obtain written statements from witnesses and all involved, notify the student's parent(s)/guardian(s) and arrange a parent/guardian conference, notify the administration center and follow disciplinary procedures.

Zero Tolerance

We are required to notify students and parent(s)/guardian(s) that unannounced inspections will be conducted. The notification will be added to our Annual Rules of Student Discipline form, which is signed by all students and parent(s)/guardian(s).

To enforce its policy of zero tolerance for drugs, the District may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or District policy. The



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above inspections shall be unannounced and may take place in any areas of the school, e.g. classrooms, cars in AHS parking lot.

Palomar Pomerado Hospital offers a drug test 24 hours a day for parent(s)/guardian(s) of students in the Poway Unified School District. The number is 858-694-8497. (The information provided is not an endorsement, but merely for information purposes).



ATTENDANCE POLICIES AND PROCEDURES

Students must attend school regularly to benefit from the Abraxas high school academic program and to have course credits placed on their transcript.

State Law requires regular school attendance. If a student cannot or will not attend regularly, no course credits will be awarded and other agencies may be called in to assist. According to the law, it is the parent/guardian's responsibility to see that their minor children attend school. Students 18 years or older may be dropped from school if attendance is an issue. Students are expected to attend a full-day, 7:45-1:15, program unless enrolled in Work Experience, Independent Study Program, or other arrangements are made and approved by the principal.

Absences

Legal Requirements

Compulsory attendance laws require that parent(s)/guardian(s) send their children to school. The law further states that students must attend every scheduled session of every class, even if failure is imminent. The law applies to all students under 18 years of age. **Once students reach the age of 18, education becomes a privilege, not a right, and non-productive students can be removed from the school rolls if their academic progress, attendance and/or behavior are not acceptable.** If absences (excused or unexcused) and/or tardies are excessive, the student may be referred to the Student Attendance Review Board (SARB). Absences will be reflected on the student progress report.

Excused Absences

All absences due to illness and/or doctor or dentist appointments must be verified by a telephone call or a written note from the doctor, dentist, parent(s) or guardian(s), or other adult authorized and indicated on the registration form (DP-15/5.1.1) to excuse the student.

Students should give all notes from home regarding absences and/or tardies to their homeroom teacher. Notes **MUST** be written in ink, **MUST** be signed by the parent/guardian or other authorized adult and **MUST** indicate the date, time, and reason for absence. Excessive excused absences must be made up.

- **Unexcused Absences**

All excuses other than illness and/or doctor or dentist appointments are considered to be unexcused absences by the State. Excessive absences must be made up.

- **Truancies**

Any absence not excused by your parent/guardian. You are required to make up these absences.

Tardies

Students who are late arriving at school in the morning must sign in and get a readmit slip from the office. Students are expected to be on time to school and to each class. Punctuality is the responsibility of each individual student and is an important habit for successful participation in the world of work.

Poor attendance and habitual tardiness are unacceptable both in school and in life. The teacher will address the tardiness with the student and every effort will be made to resolve the problem. Tardies will be reflected on the student progress report. Students will not be permitted to enter campus during the school lunchtime.



ABRAXAS HIGH SCHOOL STUDENT RESPONSIBILITIES AND CODE OF CONDUCT

ID Cards

All students must have an Abraxas ID card on their person while on PUSD property. Students are required to show this ID card upon request. The ID card will be made from the student photo if the student participates in our Fall photo day, or will be taken upon enrollment at Abraxas. There is no cost for the first ID card. There is a one-dollar fee to replace an ID card.

Animals on Campus

Any student who brings an animal, insect, and/or pet on campus will have his/her parent(s)/guardian(s) called immediately. The student may also be suspended for the rest of the day and the following school day.

Any student who finds a rattlesnake or any other type of reptile on campus will follow the steps below:

1. Immediately notify a teacher and/or the school office of the reptile's location.
2. Keep yourself and all other students away from the immediate area. No student is to try to touch or attempt to capture the reptile.

Suspension may result if the student does not comply with these rules.

Campus Boundaries

Abraxas is a **closed** campus. During school hours students may not go past the campus gates without an off-campus pass. Students must have a pass from a teacher when not in class.

Students without a pass when going past the gates shall be considered off campus, are subject to search, and may be suspended. Note: The parking lot is considered off campus.

Cellular Phones/Paging Devices (AB 2800, Chapter 506)

Cellular phones and paging devices are may **ONLY** be used before school, during breaks and after school.

The State Legislature put the following policy into place for all public schools: No school shall permit the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees, without the prior consent of the principal or their designee. The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote the educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools and such use is prohibited. Any person, other than a pupil, who willfully violates this section, shall be guilty of a misdemeanor.

Any student violating this section shall be subject to appropriate disciplinary action.

This section shall not be construed as affecting the powers, rights and liabilities arising from the use of electronic listening and recording devices as provided for by any other provision of the law (Added Stas. 1974, Ch. 235).

Change of Address

Students and/or parent(s)/guardian(s) are required to notify the school if their home address, home telephone number, or work telephone number changes. Any student who moves out of the PUSD attendance area is required by law to request an Interdistrict Transfer. Out-of-District students without an approved Interdistrict transfer will be dropped.



Clothing and Attire

Student clothing and attire must be appropriate for school and non-distracting to others in the learning environment. Items NOT permitted include, but are not limited to the following:

- Metal chains of any length
- Dangling or hanging belts
- Revealing midriiffs
- Hats or caps altered in any way from the original manufacturer
- Bandannas, hair nets and “do” rags
- Clothing that reveals cleavage, bare midriiffs and that does not adequately cover underclothing, including tube tops
- Clothing advertising weapons, drugs, alcohol, tobacco products or other illegal substances
- Clothing with profanity and/or lewd pictures and/or pictorial representations, or clothing worn in such a way as to be intimidating to others
- Pajamas and slippers
- Any items deemed by the school administration to be inappropriate, pose a health or safety risk, or to be distracting to the learning environment
- Shoes must be worn at all times

Copyrighted Material

All staff members and students shall adhere to the provisions of copyright laws in the use of instructional materials. Copyright guidelines specify the appropriate use of materials. These guidelines are available in the library.

Defiance of Authority

Direct challenges or verbal abuse toward a staff member will result in strict disciplinary action including suspension. If the challenge or verbal abuse is considered to be a threat of bodily harm to a staff member, disciplinary action could include arrest and expulsion from the Poway Unified School District.

NOTE: By law, students are required to do what is reasonably asked of them. If a student feels they are being treated unfairly, the student should refrain from arguing with the staff member and make an appeal to the principal.

Dismissal

When students have finished their scheduled day, they will leave campus promptly. Loitering is not allowed within 1,000 feet of school grounds.

Due Process/Student Rights

Students facing disciplinary action are entitled to hear the accusation and then provide their side of the issue. Students who wish to appeal a disciplinary decision should contact the principal or refer to the student rights section in this handbook.

Fighting and Physical Intimidation

Abraxas will be a safe environment for all students and staff. Fighting on campus will not be tolerated and students who fight will be suspended and may be recommended for expulsion. Eighteen year-old students involved in fighting and/or threatening or harassing activities of any kind will be dropped from school. Fighting and physical intimidation includes, but is not limited to threats, “jumping in,” “stare downs,” intimidation by groups or individuals, participation in group “gang” tactics, telecommunication threats and/or obscenities, confrontation and/or fights before, during, or after school hours on campus or to and from school.

Fighting and/or threatening activity toward or with any person on campus or to and from school, will result in:

- Immediate suspension.
- A parent/guardian conference with the principal, teacher and student.



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- Possible expulsion proceedings.
- Police notification

Food and Drink

Food and drink are allowed in designated areas only. Students are expected to clean up after themselves at school and support a clean campus.

Gambling

Gambling in any form is prohibited by law and will result in disciplinary consequences.

Harassment

Harassment of students will not be tolerated. Harassment is defined as threats, epithets, intimidation and/or slurs, directed against a pupil or group of pupils that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment. Students guilty of harassment are subject to disciplinary action including a conference, suspension and/or expulsion.

Hate Behavior

Negative behaviors that target members of a particular gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged will not be tolerated.

Leaving Classrooms

Students may not leave the classroom without a written pass from the teacher. It is the student's responsibility to ask for a pass.

Loitering

When school is dismissed, students **must** leave the campus. Students making up time must check in and stay with their teacher. Loitering and/or smoking on campus or across the street within 1,000 feet of school are not allowed and are subject to disciplinary action including suspension.

Lost, Damaged, or Vandalized Property

Board Policy 6.84 (Recovery of Lost, Damaged or Vandalized Property) states, "The Governing Board encourages school staffs to require students to respect school property and to return or pay for all instructional materials loaned to them and to pay for damages or vandalism to school facilities and equipment."

Parking

Students must register their cars and have an Abraxas High School parking permit displayed to park in the school lot. Cars that do not have appropriate permits may be ticketed or removed at the owner's expense. All cars in the school parking lot are to be parked in designated parking stalls. The Sheriff's Department may issue tickets if cars are not in appropriate spaces. The use of the school parking lot and bicycle rack is at the student's own risk. Neither Abraxas nor the PUSD assumes any responsibility for loss, damage or theft. For everyone's protection, it is advised that all students keep their vehicles locked and bicycles chained. Careless and reckless driving is prohibited on school grounds. Maximum speed in the parking lot is 5 mph. Student cars in the parking lot are subject to search with reasonable suspicion or may be scrutinized by the drug dogs.

Pass Procedures

A written note and/or phone call from the parent/guardian or other authorized adult is necessary before a student will be allowed to leave campus during the school day. Please note: ALL students leaving campus must have an off-campus pass signed by their homeroom teacher and the principal, counselor, or one of the office personnel.



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- **Permanent Passes - Work Experience/Independent Study**

Students enrolled in work experience who leave campus and/or who attend on a part-time basis will be issued permanent passes by the Work Experience/Independent Study coordinator to authorize their absence from school during school hours.

- **Visiting Other Schools**

Students are not allowed to visit other schools while school is in session. Students having legitimate business on another campus must follow the other school's visitation policy. Students visiting other schools without proper permission will be subject to discipline action including warning and possible suspension.

Personal Property

Personal property brought to school by a student will be the sole responsibility of that student. Staff members will not be held liable should the property be damaged and/or stolen.

Off-Limits Areas

The following areas are off-limits to students during school hours:

- The staff lounge;
- The area behind all classrooms including the P.E. fields area, unless supervised by a staff member;
- The areas in front of, in back of, or on the sides of the school;
- The parking lot. Students must obtain a written pass prior to going to the parking lot or coming in contact with any vehicle and/or person in the parking lot for any reason;
- The brick walls around the patio areas; no sitting or standing;
- Arbolitos Park restrooms during school hours.

Search and Seizure

When situations of reasonable suspicion warrant, searches will be performed. The District may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or District policy. The above inspections shall be unannounced and may take place in classrooms, around campus, and in the school parking lot.

Skateboards/Bicycles

Skateboards and rollerblades are not allowed on campus. All bicycles and other two-wheeled vehicles will be parked in the designated places in the parking lot.

Smoking

The California Education Code prohibits smoking on any public school grounds. Consequences for smoking on campus or within 1,000 feet of campus and/or possession of tobacco products on campus will result in disciplinary action as follows:

- Confiscation of all items
- 1st offense 3 days campus cleanup
- 2nd offense ticket issued by the Sheriff's Department
- 3rd offense parent conference to determine course of action before returning to school; ticket

Telephones

Office telephones will not be used by students unless there is an **emergency**. Incoming telephone calls and/or messages **will not** be relayed to students unless a parent/guardian is calling with an emergency.

Vandalism/Tagging/Graffiti

Vandalism of school property, tagging or graffiti is prohibited. The consequences for such acts will be:



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- suspension
- restitution
- community service
- referral to law enforcement

Visitors on Campus

All visitors on campus must check in at the front office. To preserve the educational environment of our classes, visitors will not be permitted to attend classes. Students meeting unauthorized visitors on campus or in the parking lot for any reason may be subject to suspension.

Weapons

Possessing, selling or otherwise furnishing to others any firearm, any knife, explosive or other dangerous objects such as, but not limited to, brass knuckles, slingshots, razor blades, BB guns or pellet guns is prohibited. A student discovering inadvertent possession of a dangerous object should immediately self-report such possession to a staff member in order for optional consequences to be considered.

ACADEMIC HONESTY POLICY

The District Academic Honesty Policy will be enforced.



RULES OF STUDENT DISCIPLINE IN THE POWAY UNIFIED SCHOOL DISTRICT

Students of the Poway Unified School District will be disciplined in accordance with Statutes of the State of California. A **student will be subject to disciplinary** action for the designated acts if the acts are related to school activity or attendance and which occur at any time, including but not limited to any of the following:

- *The student is on school grounds.*
- *The student is going to or coming from school.*
- *The student is on breaks or lunch periods whether on or off campus.*
- *The student is going to, coming from, or attending a school or District-Sponsored activity.*

The prohibited acts are:

1. Causing, attempting to cause, threatening to cause, or assisting in the cause of a threat of physical injury to another person;
2. Possessing, selling, or otherwise furnishing to others any firearm, any knife, explosive, or other dangerous objects such as, but not limited to, brass knuckles, slingshots, razor blades, BB guns, or pellet guns;
3. Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, or other controlled substances or intoxicants of any kind;
4. Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest the intent to provide, give, or sell to other students substances which are, or are purported to be, alcohol, narcotics, dangerous drugs, other controlled substances, (i.e., marijuana, crystal methamphetamine, or anabolic steroids) or intoxicants of any kind;
5. Committing or attempting to commit robbery or extortion;
6. Causing or attempting to cause damage to school or private property;
7. Committing or attempting to commit theft of school or private property;
8. Possessing or using tobacco or any products containing tobacco or nicotine on school premises;
9. Commission of obscene act or engaging in habitual profanity or vulgarity;
10. Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code;
11. Disruption of school activities or willful defiance of school authority, including violations of academic honesty or technology-use policies;
12. Knowingly receiving stolen school or private property;
13. Possessing an imitation firearm;
14. Committing or attempting to commit a sexual assault or sexual battery;
15. Threatening or intimidating a witness or a complaining witness in a school disciplinary proceeding;
16. Sexual harassment (Grades 4-12);
17. Hate behavior/Violence (Grades 4-12);
18. Possessing or using electronic signaling devices, including but not limited to pagers and signaling equipment;
19. Causing or attempting to cause an assault or battery on any school employee;
20. Violating individual school rules;

Disciplinary actions may include, but not limited to, advice and counsel, warnings, campus work details, detention, home suspension, behavior or rehabilitation contracts, transfer to another school/program, and/or expulsion from the Poway Unified School District.

Grounds for Suspension and/or Expulsion

The Board of Education authorizes the school principal to suspend or to recommend to the Board for consideration of expulsion any student who violates the Rules of Student Discipline. Restitution may



also be required in cases of damage or destruction of property. At any time, if the principal determines that the student’s presence causing a danger to persons or property or threatens to disrupt the instructional process, the student may be suspended and/or expelled.

Discipline for the Use of Alcohol and Controlled Substances

Board Policy defines specific disciplinary action for the use of alcohol and controlled substances. Compliance with these standards and prohibitions is mandatory.

Prohibited Acts	Disciplinary Action 6-12	
1. Unlawfully possessing, using, having consumed or being under the influence of alcohol, narcotics, dangerous drugs, other controlled substances or intoxicants of any kind.	First Offense Suspend and recommend expulsion or suspend and transfer to another middle school or high school, or the continuation high school, for the remainder of the semester and the following semester. Contact law enforcement. Initiate an intervention contract.	Second Offense Suspend and recommend for expulsion.
2. Unlawfully possessing, offering, arranging or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.	Suspend or suspend and transfer to another middle school or high school, or the continuation high school, for the remainder of the semester and the following semester. Initiate an intervention contract.	Suspend and recommend for expulsion.
3. Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest the intent to purvey, give, or sell to other students substances which are, or are purported to be, alcohol, narcotics, dangerous drugs, other controlled substances or intoxicants of any kind.	Suspend and recommend for expulsion. Contact law enforcement.	

- To enforce its policy of intolerance for drugs and other dangerous substances, the District may use specially trained non-aggressive dogs to alert staff to the presence of substances prohibited by law or District policy. The dogs will inspect inanimate objects only.
- Alcohol detection devices may also be utilized as part of an investigation or as a condition of participation in designated extra-curricular events.
- Students, lockers, and vehicles are subject to search when reasonable suspicion exists.

These rules of student discipline are subject to modification without notice due to State of California legislative action during the school year. Any additional discipline rules for your student’s site are available in the principal’s office.

PUSD Graduation Requirements: Name _____

A minimum of 230 semester credits in the following subject areas are required for graduation from Abraxas.

(Each box represents 1 credit: 5 credits = one quarter)

English: 40 credits

Five credits in Career English

Social Science: 30 credits

Ten credits in World History, ten credits in United States History, five credits in Civics, and five credits in Economics

Science: 20 credits

Ten credits in life science and ten credits in physical science

Mathematics: 20 credits

Including the equivalent of Algebra 1/2

Physical Ed: 20 credits

Fine Arts: 10 credits

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Practical Arts: 5 credits

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Health: 5 credits

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Electives: 80 credits

Ten elective credits for each CASAS test

- Pass the Computer/Information Literacy Proficiency requirement
- Pass the High School Exit Exam (CAHSEE – Math, ELA)
- Pass PUSD Algebra equivalency

