



13500 Camino Del Sur  
San Diego, CA 92129  
(858) 780-2000

[www.westviewwolverines.com](http://www.westviewwolverines.com)

### **Westview Core Values**

**Respect Your Learning**

**Respect Yourself**

**Respect Each Other**

**Respect This Place**

### **Vision**

Westview is a thriving learning community to which all members feel connected. At Westview, high academic and personal standards are established, accessed and achieved by all members through collaboration, meaningful activities, and ongoing, comprehensive evaluation. The culture of Westview is one of respectful communication and interdependence while still celebrating the uniqueness of the individual.

### **WESTVIEW ALMA MATER**

*We give honor to Westview*

*To the black and the gold*

*We will be Wolverines*

*Forever brave and bold*

*And as we forge ahead*

*Loyal, strong and true*

*We will know in our hearts*

*We're the pride of our school*

## ASB Calendar of Activities 2009-2010

|   |  |
|---|--|
| <p><b>August</b></p> <p>07 ACT Registration Deadline<br/>11 Senior Registration<br/>PTSA Board Mtg<br/>12 Junior Registration<br/>13 Sophomore Registration<br/>14 Freshmen Registration<br/>17 Make-Up Registration<br/><b>20 First Day of School!</b><br/>22 Football Fan Festival<br/>25 Choral Parent Night/ Theater<br/>Fall Sports Parent Night<br/>26 Picture Make-Up Day<br/>28 Interclub Mtg</p> <p><b>September</b></p> <p>01 Back-To-School Night<br/>PTSA Assoc. Mtg.<br/><b>02 Last Day to Add/Drop</b><br/><b>07 Labor Day/No School</b><br/>11 Football vs. Morse<br/>12 ACT Test<br/>16 First U- Council Mtg<br/><b>18 Qtr 1 Progress Notice</b><br/>18 ACT Registration deadline<br/>Football vs. Carlsbad<br/>25 Interclub Mtg<br/>Sr. Activity-Broomball<br/>30 Sr. Mtg. /Theater<br/>U-Council Mtg</p> <p><b>October</b></p> <p>02 Football vs. Orange Glen<br/>03 Westview Band Tournament<br/>07 College Sr. Workshop-CSU<br/>08-09 Fall Club Rush<br/>09 Football at Valley Center<br/>13 PTSA Board Mtg<br/>14 *CSW-UC Personal St/Theater<br/>PSAT<br/>U-Council Mtg<br/>16 P.R.I.D.E. Caring<br/>Football at O'side<br/>17 Pancake Breakfast<br/>19-24 Homecoming Week<br/>19 Float building begins<br/><b>20 Quarter 1 ends</b><br/><b>21 Quarter 2 begins</b><br/>*CSW-Common App/Theater<br/>23 Fall Pep Rally<br/>Football vs. San Marcos<br/>24 Homecoming Dance<br/>28 *CSW-Ind. Help/A104<br/>U-Council Mtg<br/>AVID Halloween Party<br/>29 Orchestra Concert Theater<br/>30 Interclub Mtg<br/>Football vs. RBHS</p> | <p><b>November</b></p> <p>02-03 Unity Day<br/>04 *CSW-Ing. Help/ A104<br/><b>06 Last Day to Add/Drop</b><br/>Football @ Ramona<br/>10 Sr. Giveaway @ lunch<br/>PTSA Board Mtg<br/><b>11 Veterans' Day/No School</b><br/>13 Lunch Pep Rally<br/>Football vs. MCHS<br/>14 PTSA Mock Testing<br/>Winter Sports Begin<br/>17 PTSA Reflections' Awards<br/>18 *CSW-Ind. Help /A104<br/>U-Council Mtg<br/>20 Interclub Mtg<br/>30 UC/CSU Application Deadline</p> <p><b>December</b></p> <p>01 Winter Sports Parent Night<br/><b>02 Qtr 2 Progress Notice</b><br/>02 U-Council Mtg<br/>PTSA Mock Testing Review<br/>03-04 Winter Choral Concert<br/>04 P.R.I.D.E. Citizenship<br/>08 Student/Staff Recognition Night<br/>09 Orch. &amp; Wind Ensemble Concert<br/>10 Marching Band Concert-Theater<br/>11 Winter Concert Assembly<br/>12 ACT Test Date<br/>15 PTSA Board Mtg<br/>16 JROTC Annual Inspection<br/>U-Council<br/>AVID Holiday Party<br/>16-18 Winter Dance Concert<br/>18 Interclub Mtg<br/><b>21-31 Winter Break/No School</b></p> <p>*CSW College Series Workshops<br/>held at 8:00AM</p> |
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# WESTVIEW WOLVERINES

## ASB Calendar of Activities 2009-2010 (cont.)

|   |   |
|---|---|
| <p><b>January</b></p> <p><b>01</b> <i>Winter Break/No School</i></p> <p>04 First Day Back in 2010</p> <p>05 ACT Registration Deadline</p> <p>06 U Council Meeting</p> <p>09 Solo Ensemble Festival</p> <p>12 PTSA Board Mtg</p> <p>13 Sr. Parent Financial Aid Night 5-6pm Lib</p> <p><b>15</b> <i>Term 1 Ends</i></p> <p>16 Solo/Ensemble Festival</p> <p><b>18</b> <i>MLK /No School</i></p> <p><b>19</b> <i>Qtr 3 Begins</i></p> <p>22 P.R.I.D.E.- Trust</p> <p>27 U-Council Mtg</p> <p>28 Staff vs. Student Basketball</p> <p>29 Interclub Mtg</p> <p>30 SoCal Dance Competition</p> <p><b>February</b></p> <p><b>01</b> <i>Last Day to Add/Drop</i></p> <p>Spring Back To School Night</p> <p>05 Winter Pep Rally</p> <p>06 PTSA Mock Test</p> <p>Winter Dance</p> <p>09 PTSA Board &amp; Assoc. Mtg</p> <p>10 AVID Staff Appr Lunch</p> <p>Senior Giveaway</p> <p>U-Council Mtg</p> <p>11-12 Multi-Cultural Faire</p> <p><b>15-19</b> <i>Dist Recess/No School</i></p> <p>20 Spring Sports Begin</p> <p>23 PTSA Mock Testing Review</p> <p><b>24</b> <i>Qtr 3 Progress Notice</i></p> <p>24 U-Council Mtg</p> <p>26 Interclub Mtg</p> <p><b>March</b></p> <p>01 Spring Sports Parent Night</p> <p>01-05 Class Competition Week</p> <p>02 Pre-Festival Band Concert</p> <p>05 ACT Registration Deadline</p> <p>09 PTSA Board Mtg</p> <p>10 Senior Giveaway</p> <p>U-Council Mtg</p> <p>16-17 CAHSEE Testing</p> <p>18 Spring Club Rush</p> <p>19 P.R.I.D.E.-Fairness</p> <p>19-20 Pilipino Cultural Night</p> <p>20 Winter Guard Tournament</p> <p>24 U-Council Mtg</p> <p>26 Interclub Mtg</p> <p><b>26</b> <i>Qtr 3 ends</i></p> <p>27 PTSA Mock Testing</p> <p><b>29</b> <i>Qtr 4 Begins</i></p> <p>30 Festival Band Concert</p> <p>31 Deadline to Register for 2009-2010 classes</p> | <p><b>April</b></p> <p>02 Senior Broomball</p> <p><b>05-09</b> <i>Dist Recess/No School</i></p> <p>10 ACT Test Date</p> <p>12-16 Westview Earth Week</p> <p>13 PTSA Board &amp; Assoc Mtg</p> <p>PTSA Parent Forum</p> <p>14 U-Council Mtg</p> <p>PTSA Mock Testing Review</p> <p><b>16</b> <i>Last day to Add/Drop</i></p> <p>PROM EXPO</p> <p>Senior Harbor Cruise</p> <p>19-20 STAR Testing</p> <p>22-27 STAR Testing</p> <p>22-24 Spring Musical</p> <p>27 Student Staff Recog Night</p> <p>28 U-Council Mtg</p> <p>30 Interclub Mtg</p> <p><b>May</b></p> <p>03-07 Staff Appreciation Week</p> <p>03-14 AP Exams Begin</p> <p><b>05</b> <i>Qtr 4 Progress Notice</i></p> <p>05 U-Council Mtg</p> <p>06 ASB Staff Lunch</p> <p>07 PTSA Staff Lunch</p> <p>ACT Reg Deadline</p> <p>11 Sr. Activity/Luau &amp; Movie</p> <p>PTSA Board Mtg</p> <p>13-14 Choir Show</p> <p>14 Act for the Arts</p> <p>Sr. Giveaway</p> <p>19 U-Council Mtg</p> <p>19-21 Dance Show</p> <p>AP M/U Exams</p> <p>20-21 Art Festival</p> <p>20 P.R.I.D.E.</p> <p>21 Interclub Mtg</p> <p>22 Prom</p> <p>24-25 ENS Triathlon</p> <p>24-28 Battle of the Sexes Wk</p> <p>27-29 Band Show</p> <p>28 Spring Pep Rally</p> <p>Senior Activity/Movie Ngt.</p> <p>29 Band Banquet</p> <p><b>31</b> <i>Memorial Day/No School</i></p> <p><b>June</b></p> <p>01 Senior Awards Night</p> <p>02 Belly Flop Contest</p> <p>02 Spring Physical Night</p> <p>04 Senior Breakfast</p> <p>05 Senior Disneyland Trip</p> <p>06 NJROTC Awards Night</p> <p>07 Senior Picnic</p> <p><b>08</b> <i>Quarter 4 Ends</i></p> <p>08 Final/Minimum Day</p> <p>Graduation/Grad Nite</p> <p>09 Teacher Check-Out</p> |
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# THE WOLVERINE WAY

WESTVIEW GRADUATES WILL BE:

## **C**CRITICAL THINKERS WHO:

- successfully acquire, analyze, organize, & apply information.
- develop & express creative ideas & solutions.
- examine moral, ethical, & cultural issues from multiple perspectives.
- integrate & synthesize information across disciplines.
- demonstrate growth in higher-level thinking skills.

## **A**ACCOMPLISHED LIFELONG LEARNERS WHO:

- commit to high academic & personal standards.
- understand the importance of new experiences & continual education.
- work well collaboratively in culturally & organizationally diverse settings.

## **R**RESPONSIBLE CITIZENS WHO:

- understand & appreciate their roles & responsibilities in a global society.
- acknowledge & are accountable for their actions & choices.
- demonstrate respect, trustworthiness, responsibility, fairness, caring, & citizenship.
- recognize the impact of human activities on the environment, & their role in its protection.
- understand the choices necessary to develop a healthy lifestyle.

## **E**EFFECTIVE COMMUNICATORS WHO:

- listen & communicate well in written, verbal, & nonverbal modes.
- understand & use technology in communication.
- show respect for diverse perspectives.
- research, create, & evaluate in written, verbal, & nonverbal modes.
- use communication skills to resolve conflicts through positive alternatives.



## ATTENDANCE

**Compulsory attendance laws require that parents send their children to school. The law further states that a student must attend every scheduled session of every class, even if failure is imminent. The law applies to all students until they reach 18 years old. Once a student becomes 18 years old, they become a guest at Westview and can be withdrawn from school if their academic progress, attendance, or behavior is not acceptable.**

**Clearing Absences:** Attendance at Westview will be verified through the Homeroom Advisor. This will ensure that the attendance procedure is approached from a personal standpoint rather than by an inanimate system.

- A parent/guardian must **CALL** the Homeroom Advisor within 24 hours of the absence to excuse the absence.
- When calling in to excuse your student, please provide student's full name and grade, date of absence, time of absence (all day, or specific times), reason for absence, your name and relationship to student, and a contact number.
- Absences will be marked as trancies if not excused within 72 hours.

**Truants/class cuts:** Students who miss an entire day of school without legitimate excuse are considered truant from school and are subject to disciplinary action. If a teacher fails to show up on time, students are to remain by the door until the teacher or administrator arrives. Students who fail to do so will be considered truant from class. Period truancy will be handled through discipline at the school level, including, but not limited to, detention, campus beautification, loss of privileges, or meeting with the school Probation Officer.

**Arriving Late to School:** Any student arriving late to any class will proceed directly to their assigned class. Students arriving more than 30 minutes late are considered absent from the period.

**Tardy Policy:** Students are expected to be in class on time. If the student arrives late for the 4<sup>th</sup> time (excused or unexcused), the teacher may refer the student to the Administrator, and the student will be required to fulfill campus beautification and/or lunch detention.

**Office Pass/Teacher hall pass:** To be out of class a student must have a written office pass, signed by a school official.

**SARB (Student Attendance Review Board):** Parents or guardians must comply with California Education Code requiring students under 18 years of age to attend school daily. Parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to legal action pursuant to Article 6 of Chapter II of Part 27 of The Education Code.

- Twelve excused absences are considered excessive and a Student Attendance Review Board (SARB) letter will be sent to the district office, unless the student brings in a doctor's note for the absence. Subsequent absences will result in issuance of additional letters.
- Students who are truant from school on three (3) different days will have a first truancy letter sent home and a copy sent to the Student Attendance and Discipline Office. Subsequent truant days will result in the issuance of a second and third letter. After three letters of truancy and/or excessive absence have been sent, a SARB court hearing will be scheduled for parents and student to attend.



## PEER COUNSELING

Peer Counseling is an extra-curricular program earning 1.25 credits per Quarter or 2.50 credits per Term. Students receive training in communications skills in order to serve as resources to their peers.

### **Duties Include:**

- ✿ Peer conflict mediation
- ✿ Mentoring/Tutoring
- ✿ College Career Center
- ✿ Anti-Violence/Bullying Prevention
- ✿ Community Service
- ✿ Drug/Alcohol Prevention
- ✿ Outreach/Support

## STUDENT SERVICES

### *Mission Statement*

*To facilitate a partnership of students, parents, teachers and staff that provides support and caring connections for all students. Our goal is to encourage healthy, productive and resilient character that will enable students to successfully assimilate into adulthood.*

### **Westview Student Services offers:**

- Peer Counselor Program
- Crisis Intervention
- Student Job Board
- One-on-One Student Support
- Student Support Groups
- Tobacco Education and Cessation classes
- Conflict Mediation
- Alcohol, Tobacco, and Drug Resources
- Tutoring Referrals
- Parent Education and Support
- Community Service Coordination
- Life Skills lessons

Contact us: Pam Roth, [proth@powayusd.com](mailto:proth@powayusd.com)



## LIBRARY/RESEARCH CENTER

### LIBRARY INFO:

**Hours: Monday, Tuesday, Thursday, & Fridays: 7:45 a.m. to 3:45 p.m.**

**Wednesdays: 8:45 a.m. to 3:45 p.m.** Students may borrow library books for 14 days; overnight for reference books. Overdue fines: 10¢/day for regular circulating books and \$1/day for reference materials. Other services include a 15¢/pg copy machine; b/w laser printing for 15¢/pg; color **laser** printing for 50¢/pg.

**LIBRARY WEB PORTAL:** Library Catalog; GALE databases; NoodleBib; **World Book Encyclopedia**; **United Streaming** and other subscription databases may be accessed 24 hours/day via the library web portal. Go to the Westview homepage <http://www.westviewwolverines.com> and click on "Library."

**LIBRARY DATABASES USER NAME = wvlrc PASSWORD = wilma**

Personal library & textbook records & holds may be accessed by clicking on "Login" in the Library Catalog and entering ID# (**user name**) & last name (password).

### STUDENT ID CARDS

Student ID cards are a means of identifying a student as enrolled at Westview. Every school year, each student receives a permanent ID card free of charge. Students must carry current ID cards with them on campus at all times and at school related activities. Any adult may ask for the ID at any time. Students must present a current student ID card during off-roll periods and to check out materials from the library and for finance office transactions. Replacement I.D. cards can be purchased for \$5 at the library.

### TEXTBOOKS

Students are responsible for the barcoded textbooks that are assigned to them. Cover textbooks with brown paper bags or paper. **NO LAMINATED COVERS!** Students are expected to return borrowed textbooks and other materials in the same condition in which they were borrowed. Bring any unnoted textbook damages to the attention of the textbook/library staff as soon possible. In accordance with PUSD administrative procedure (6.84.1), the student and/or his/her parents are liable for the replacement cost or repair of any lost, vandalized, or damaged book. Textbook staff will assess charges in accordance with the replacement cost of the book and repair schedules posted on the Westview Library web portal. There is a \$10 District service charge for refunds and/or processing. Students may access their textbook records by going to the Library Catalog and logging in with their ID# & last name and clicking on "My Info."

| <b>WESTVIEW<br/>High School<br/>Required for Graduation</b>  | <b>California State<br/>University (CSU) and<br/>University of California<br/>(UC)<br/>Recommend 1 or more<br/>Honors/AP Course</b>  | <b>Selective University of<br/>California (UC) and Other<br/>Highly Selective Universities<br/>Strive to take several Honors<br/>&amp; AP Courses</b>  |
|--|--|--|
| <b><u>English</u></b><br>40 credits (4 terms)  | <b><u>English</u></b><br>4 terms/years   | <b><u>English</u></b><br>4 terms/years   |
| <b><u>Math</u></b><br>20 credits (2 terms)<br>Must complete Algebra 1-2  | <b><u>Math</u></b><br>4 terms/years (3 required)<br>(Algebra 1-2, Geometry 1-2, Algebra 3-4)   | <b><u>Math</u></b><br>4 <sup>+</sup> terms/years (3 required)<br>(Algebra 1-2, Geometry 1-2, Algebra 3-4)  |
| <b><u>Social Studies (History)</u></b><br>30 credits (3 terms)<br>World History-10 <sup>th</sup> grade<br>U.S. History-11 <sup>th</sup> grade<br>Civics/Economics-12 <sup>th</sup> grade | <b><u>Social Studies</u></b><br>2 terms/years<br>(U.S. History & World History)  | <b><u>Social Studies</u></b><br>2 terms/years<br>(U.S. History & World History))   |
| <b><u>Science</u></b><br>20 credits (2 terms)<br>(10 physical, 10 life)  | <b><u>Science</u></b><br>2 terms/years<br>laboratory science<br><br>one must be biological science and one<br>must be physical science   | <b><u>Science</u></b><br>3 <sup>+</sup> terms/years (2 required)<br>laboratory science<br><br>must be from at least two of three science<br>disciplines: biology, chemistry, and<br>physics                        |
| <b><u>Foreign Language</u></b><br><b>OR</b> additional Fine Art<br>5 credits (1 quarter)   | <b><u>Foreign Language</u></b><br>2 terms/years of the same<br>language  | <b><u>Foreign Language</u></b><br>4 <sup>+</sup> terms/years of the same<br>language (2 required)  |
| <b><u>Visual /Performing Arts</u></b><br>5 credits (1 quarter)<br><b><u>Practical Art</u></b><br>5 credits (1 quarter)   | <b><u>Visual &amp; Performing Arts</u></b><br>1 term/year<br>(dance, drama/theater, music, or visual<br>art)   | <b><u>Visual /Performing Arts</u></b><br>1 term/year<br>(dance, drama/theater, music, or visual<br>art)  |
| <b><u>Exercise &amp; Nutritional<br/>Science</u></b><br>Physical Education and Health 25<br>Credits (2 terms + 1 quarter)  | <b><u>Electives</u></b><br>1 term/year<br>chosen from additional "a-f"<br>courses beyond those used to<br>satisfy the requirements above, or<br>courses that have been approved<br>solely for use as "g" electives | <b><u>Electives</u></b><br>1 term/year<br>chosen from additional "a-f"<br>courses beyond those used to<br>satisfy the requirements above, or<br>courses that have been approved<br>solely for use as "g" electives |
| <b><u>Electives</u></b><br>80 credits<br>Chosen from any academic or elective<br>courses beyond the minimum required<br>for that academic or elective area                               |  |  |

**STUDENTS INTERESTED IN PRIVATE OR OUT OF STATE SCHOOLS WILL NEED TO CHECK WITH EACH  
UNIVERSITY FOR THEIR ADMISSION REQUIREMENTS  
SUGGESTED COURSES BY GRADE LEVEL**

**Meeting Graduation and College Entrance Requirements**

| <b>9TH</b>           | <b>10TH</b>          | <b>11TH</b>          | <b>12TH</b>          |
|----------------------|----------------------|----------------------|----------------------|
| English              | English              | English              | English              |
| Math*                | Math                 | Math                 | Math                 |
| Science (Biology)    | Science (Chemistry)  | Science (Physics)    | Science or Elective  |
| ENS 1-2              | World History        | U.S. History         | Civics/Economics     |
| ENS 3-4              | Foreign Lang. 1-2    | Foreign Lang. 5-6    | Elective             |
| Practical Art        | Foreign Lang. 3-4    | Elective             | Elective             |
| Fine Art or Off-roll | Elective or Off-roll | Elective or Off-roll | Elective or Off-roll |
| Elective or Off-roll | Elective or Off-roll | Elective or Off-roll | Elective or Off-roll |

\*Two terms of math may be taken in any year.



**2009-2010  
ASSOCIATED STUDENT BODY OFFICERS**

|                                 |                                 |
|---------------------------------|---------------------------------|
| ASB President .....             | Cameron Mitchell                |
| ASB Vice President .....        | Maressa Malabanan               |
| ASB Treasurer .....             | Anthony To                      |
| ASB Secretary .....             | Kimia Mansoor                   |
| ASB U-Council President .....   | Zainab Badi                     |
| Senior Class Presidents.....    | Nicole Athans<br>Jaromy Holland |
| Junior Class Presidents .....   | Joy Liu<br>Katie Norton         |
| Sophomore Class Presidents..... | Nicole Rosario<br>Lauren Wang   |
| Freshman Class Presidents ..... | Albert Gehami<br>Bani Ghai      |



## WESTVIEW SCHOOL CLUBS

**A.B.E.** (*Advocates for a Better Environment*)  
**A.L.I.V.E.**  
**AAC** (*Against Animal Cruelty*)  
**Academic League**  
**ACCEF**  
**Adopt of Grandfriend**  
**Anime**  
**AP Calculus**  
**APES**  
**Art History Addicts Anonymous**  
**Aspiring Authors**  
**AVID**  
**B.R.I.E.F.S.**  
**Beauty, Body Mind**  
**Best Buddies**  
**Black Student Union** (*BSU*)  
**Bowling Club**  
**California Scholarship Federation** (*CSF*)  
**Care House Club**  
**Cooking Club**  
**Cultures**  
**Double Dutch**  
**Expression in Motion**  
**Fan Fiction**  
**Fashion Club**  
**FBLA** (*Future Business Leaders of America*)  
**GAY Straight Alliance**  
**Harry Potter**  
**History Club**  
**Hum & Ec**  
**Illustration**  
**Import Club**  
**Interact**  
**Japan**  
**JSA** (*Junior Statesmen*)  
**Key**  
**Kids Tutoring Club**  
**Korean American Student Association** (*KASA*)  
**LEO**  
**Lumberjack Club**  
**Lunch Tutoring**  
**MECHA**

## **WESTVIEW SCHOOL CLUBS (continued)**

**Media Review**  
**Mini Golf**  
**Model United Nations**  
**Music & Lyrics**  
**Music Appreciation**  
**Music Tutoring**  
**Muslim Student Association (MSA)**  
**National Honor Society (NHS)**  
**O Ambassadors**  
**Operation Smile**  
**Peer Counseling**  
**Ping-Pong**  
**RC Club**  
**Red Cross**  
**Robotics**  
**Roller Hockey**  
**Runners Association**  
**S.T.A.N.D.**  
**Science Olympiad**  
**Spanish Tutoring**  
**Speech & Debate**  
**Surf Club**  
**Taiwanese Culture**  
**Techno Club**  
**Teen Korps**  
**Theatre Company**  
**Think Pink**  
**Trading Card Game Club**  
**Tri-M Music Honor Society**  
**Unity**  
**Vietnamese Student Association (VSA)**  
**Westview Christian Fellowship**  
**World of War Club**  
**X-Treme**



## 4 X 4 SCHEDULE INFORMATION

Westview operates on a 4 X 4 block learning schedule, allowing students to select up to eight courses each year that meet their individual academic needs and goals. The longer periods and the everyday meeting allows teachers to become more familiar with students' strengths and growth areas, thereby allowing teachers to more skillfully target student needs. On the 4 X 4 block schedule, students take three or four classes each 18-week term. Each of the two terms is comprised of two 9-week quarters, and students complete the equivalent of a five-credit semester course each quarter. An added benefit, reported by students who have graduated and begun college, is that the 4 X 4 block schedule prepares students for the pace and rigor of college. Westview's Wolverine Time, a 28-minute open tutorial period twice a week, is designed to help students meet their academic standards by providing small group tutoring with teachers and student academic tutors. Longer instructional periods and individualized instruction allow for students to access the curriculum in an effective manner.

### **Reduced class load for students:**

Students will have the opportunity to take four classes each term.

### **Wolverine Time:**

Westview's Wolverine Time, a 28-minute open tutorial period twice a week, is designed to help students meet their academic standards by providing small group tutoring with teachers and student academic tutors. Longer instructional periods and individualized instruction allow for students to access the curriculum in an effective manner. Some students are placed on mandatory Wolverine Time who have failed one or more classes.

### **Athletics:**

To reduce the negative impact of early dismissal to games, athletes can opt to take only 3 classes during the season they play their sports. This will not set them behind in credits since the 4 X 4 schedule provides significantly more access to classes and credits than does a traditional schedule.



## ATHLETICS

There are a variety of athletic teams (varsity, junior varsity, frosh) available for Westview students who maintain at least a 2.0 GPA and are passing more than half their classes. (For more information on athletics, refer to the Athletic Handbook). Information is available by contacting the Athletic Assistant or Athletic Director.

**Co-Curricular Participation:** To be eligible for participation in extra-curricular and co-curricular activities all students in performing groups, including but not limited to band, chorus, drama, athletics, and cheerleading must meet the following academic requirements:

1. During each grading period, students must attain a 2.0 grade point average in all enrolled courses on a 4.0 scale.
2. Accounting of eligibility will be on the day of school-wide distribution of grades. At Westview the grades that will be counted for eligibility are every nine weeks.
3. If students do not attain a 2.0 grade point average, they may be placed on academic probation. At the end of the probationary period, students who do not bring their grades up to a 2.0 grade point average will be ineligible to participate for the following grading period. Summer grades may be included to improve spring term grades. A student may only be placed on probation once during their freshman year and once during the subsequent three years.
4. All CIF eligibility rules still apply.
5. For the purpose of determining grade point average, all incompletes shall be computed as F's until the incomplete is changed to a letter grade. At that point, grade point average will be recalculated using the grade(s) earned.
6. Students who are absent from school all day will not be allowed to practice after school and/or not allowed to participate in any games on that day.
7. Students must attend at least four hours of class (2 classes) to be able to participate in practice or a contest on that day.
  - Participation is contingent upon satisfactory discipline and attendance records.
8. Extracurricular activities are those programs that have all of the following characteristics:
  - The program is supervised or financed by the District.
  - Students participating in the program represent the District.
  - Students exercise some degree of freedom in either the selection, planning or control of the program.
  - The program includes both preparation for performance and performance before an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. Co-Curricular activities are programs that may be associated with the curriculum in a regular classroom.

## **ATHLETICS (continued)**

### **Fall Season (Aug. – Nov.)**

Cross Country (Boys + Girls)

Football (Boys)

Golf (Girls)

Tennis (Girls)

Volleyball (Girls)

Water Polo (Boys)

Field Hockey (Girls)

### **Winter Season (Nov. – Feb.)**

Basketball (Boys + Girls)

Roller Hockey (Boys)

Soccer (Boys + Girls)

Water Polo (Girls)

Wrestling (Boys + Girls)

### **Spring Season (Feb. – May)**

Baseball (Boys)

Golf (Boys)

Gymnastics (Girls)

Lacrosse (Girls + Boys)

Softball (Girls)

Swim/Dive (Boys + Girls)

Tennis (Boys)

Track (Boys + Girls)

Volleyball (Boys)



## COUNSELING POLICIES

We hope that this guide will help you and your parents plan your school program while at Westview. Graduation requirements are designed to give you a balanced program which will help you develop the skills and understanding necessary to become a well educated person. To fill out your course of study, a wide range of electives is available. These, if wisely selected, will help you explore and develop your own interests and abilities. The following information is intended to help you navigate through Westview procedures and PUSD Board Policy 3.6.

ALTHOUGH YOUR PARENTS AND COUNSELOR WISH TO HELP YOU IN PLANNING YOUR HIGH SCHOOL CURRICULUM, THE RESPONSIBILITY FOR THIS PLANNING RESTS WITH YOU.

You should consider the following:

- Freshman, sophomore and junior students must carry a minimum of three (3) classes per quarter. Senior students must carry a minimum of two (2) classes per quarter. Off-roll is a good option for students who participate in sports, extra-circular activities or have rigorous courses.
- Know what the graduation and college admission requirements are and include them in your planning.
- If in doubt about credits for graduation or college entrance, see your counselor.
- Before selecting a subject, check the course description to be sure it fits your needs, interests and abilities. Pay particular attention to recommended courses to complete prior to course selection.
- Spring course selection (for the following school year) is only an indication by the student of his/her desire to take specific classes. While every effort will be made to meet the school-wide demand, some classes may not be available at registration time due to budget, staff, or facility limitation. ***Students should list alternative classes when scheduling.***

### WESTVIEW GRADUATION REQUIREMENTS

1. High school will be considered as a four year course of study. Therefore, graduation requirements will be based upon credits earned in grades 9, 10, 11, and 12.
2. A minimum of 230 credits must be earned in grades 9, 10, 11 and 12 in order to meet graduation requirements. **Specific requirements are listed on next page. The remaining necessary credits will be considered as electives and may be selected from any courses in the entire curricular offerings.**
3. PUSD's mission is to ensure that each student will master the knowledge and develop the skills and attitudes essential for success in school and in a diverse society.
4. A student who wishes to graduate in less than four years must apply for early graduation. Please see page 26 for details.

## COUNSELING POLICIES (continued)

### CLASS of 2009-2011

|  |               |
|--|---------------|
| <b>English</b> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> grade- English 1-2 or Honors English 1-2</li> <li>• 10<sup>th</sup> grade- English 3-4 or Honors Humanities 1-2</li> <li>• 11<sup>th</sup> grade - American Literature 1-2; Honors American Literature 1-2; AP English Language 1-2</li> <li>• 12<sup>th</sup> grade- British Literature 1-2; World Literature 1-2; Expository Reading &amp; Writing 1-2; AP English Literature 1-2, AP English Language 1-2</li> </ul> | 40<br>Credits |
| <b>Social Studies</b> <ul style="list-style-type: none"> <li>• 10<sup>th</sup> grade- World History 1-2 or AP European History1-2/Honors World History 1-2</li> <li>• 11<sup>th</sup> grade -United States History 1-2 or AP US History 1-2</li> <li>• 12<sup>th</sup> grade- Civics/Economics or AP Government/Civics/Economics</li> </ul>  | 30<br>Credits |
| <b>Math</b> <ul style="list-style-type: none"> <li>• Must pass Algebra 1-2</li> <li>• All students in the ninth and tenth grade will be enrolled in at least one math class.</li> </ul>  | 20<br>Credits |
| <b>Science</b> <ul style="list-style-type: none"> <li>• 10 credits of Biological Science</li> <li>• 10 credits of Physical Science</li> </ul>  | 20<br>Credits |
| <b>Physical Education</b> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> grade- ENS 1-2 &amp; ENS 3-4, JROTC, Marching PE or approved alternative</li> <li>• 10-12<sup>th</sup> grade- at least one additional PE course</li> </ul>   | 20<br>Credits |
| <b>Health</b> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> grade- ENS 1 or Online ENS 1</li> </ul>  | 5 Credits     |
| <b>Visual/ Performing Arts</b>   | 10<br>credits |
| <b>Practical Art</b> <ul style="list-style-type: none"> <li>• <i>Many Practical Art classes will meet the Computer Literacy Requirement</i></li> </ul>   | 5 Credits     |
| <b>Elective</b> (may include a World Language)   | 80<br>credits |
| <b>A minimum of 230 credits is required to graduate</b>  |               |
| <b>Additional graduation requirements:</b> Computer Literacy, California High School Exit Exam in English/Language Arts and Math   |               |

## COUNSELING POLICIES (continued)

### UC/CSU "A-G" Subject Requirement for Eligibility

|  |
|--|
| <p><b>a   History/Social Science – 2 years required</b><br/>Two years of history/social science, including one year of world history, cultures and geography; and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.</p>  |
| <p><b>b   English – 4 years required</b><br/>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.</p>  |
| <p><b>c   Mathematics – 3 years required, 4 years recommended</b><br/>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.</p>  |
| <p><b>d   Laboratory Science – 2 years required, 3 years recommended</b><br/>Two years of laboratory science providing fundamental knowledge in at least two of these three foundational subjects: biology, chemistry and physics. Advanced laboratory science classes that have biology, chemistry or physics as prerequisites and offer substantial additional material may be used to fulfill this requirement, as may the final two years of an approved three-year integrated science program that provides rigorous coverage of at least two of the three foundational subjects.</p> |
| <p><b>e   Language Other than English – 2 years required, 3 years recommended</b><br/>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. Courses in languages other than English taken in the seventh and eighth grades may be used to fulfill part of this requirement if your high school accepts them as equivalent to its own courses.</p>  |
| <p><b>f   Visual and Performing Arts (VPA) – 1 year required</b><br/>A single yearlong approved arts course from a single VPA discipline: dance, drama/theater, music or visual art.</p>   |
| <p><b>g   College-Preparatory Electives – 1 year required</b><br/>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 and language other than English (a third year in the language used for the "e" requirement or two years of another language).</p>   |

[http://www.universityofcalifornia.edu/admissions/undergrad\\_adm/paths\\_to\\_adm/freshman.html](http://www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/freshman.html)

## COUNSELING POLICIES (continued)

| <b>PUSD Graduation Requirements</b>  | <b>CSU/UC "A-G" Requirements</b>   |
|--|--|
| English~ 40 credits  | A. English~ 4 years  |
| Social Science~ 30 credits   | B. History/Social Science~ 2 years   |
| Math~ 20 credits<br>All students must pass Algebra 1-2                       | C. Mathematics~ 3 years, 4 recommended<br>Algebra 1-2, Geometry 1-2, Algebra 3-4 |
| Physical Science~ 10 credits<br>Biological Science~ 10 credits               | D. Laboratory Science~2 years, 3 recommended<br>Biology, Chemistry, Physics      |
| Practical Art~ 5 credit  | E. Language Other than English~ 2 years, 3 recommended                           |
| Fine Art~ 10 credits   | F. Visual and Performing Arts~ 1 year  |
| Exercise Nutritional Science(ENS)~25 credits<br>(includes 5 health credits)  | G. College Prep Elective~ 1 year   |
| <b>Computer Literacy</b><br><b>California High School Exit Exam (CAHSEE)</b> | <b>UC/CSU Requirements - Grade of "C" or better required</b>                     |

### SCHEDULE CHANGES

#### Change in Teachers

Student's requests for specific teachers or teacher change are not honored. One exception is made for students who have previously had a teacher and request not to have them for a second term. All other exceptions require administrative approval.

When a student/parent feels there is a conflict with a teacher (or teacher with a student), Westview policy is NOT to drop the class and switch to a different teacher. We ask that you try to resolve the situation by contacting the teacher directly. This gives the student/parent/teacher an opportunity to clarify/rectify the situation, and offers an opportunity to learn from different teaching styles.

If a conflict should occur the following procedure must be followed:

1. The student (and parent, if needed) should make an appointment with the teacher to discuss the situation. If there is no resolution;
2. The student (and parent, if needed) should contact the student's counselor, and all parties must meet again to try and solve the problem. If both of the above result in an unsatisfactory outcome;
3. The counselor will notify the appropriate administrator, who will attempt to resolve the issue.

## COUNSELING POLICIES (continued)

### Change in Classes

Dropping a class: Class drops at Westview High School are discouraged unless absolutely necessary. In most cases, a drop will be made BUT NO NEW CLASS WILL BE ADDED to the student's schedule after the first 5 days of the 10-day drop period.

1. Schedule adjustment can be made during the registration faire in August thru the 1<sup>st</sup> week of school by the counselors. For example:
  - Inappropriate placement
  - Failed a class and must repeat course
  - Completed class in summer school
  - Missing periods or gap in schedule
  
2. To change a course the student must complete a Program Change Request and obtain parent's signature. For each change the following conditions will be considered:
  - Required grade level courses **will not** be dropped
  - Parent approval is required to change or drop any academic course or to add 'Off-Roll'
  - The drop must not decrease the student's class load to less than 3 classes (2 for senior students) for the quarter.
  - Elective changes will be made ONLY on a space-available basis
  - NO teacher changes will be made
  - NO period or term preferences will be madeChange requests will likely change other classes
  
3. After the 2<sup>nd</sup> week (10 school days), a student dropping a class will receive a Withdraw/Fail (W/F) grade from the class. A W/F is computed into the student's GPA as an "F" grade.

In order to drop a class after the first 10 days of the quarter, the student needs to follow the following procedure:

- Talk with the student's counselor about the reason for the class withdrawal.
- Fill out the Request for Class Withdrawal Form
- Have a parent sign the form and state he/she understands the W/F grade that will accompany the drop.
- Return the completed and signed form to the student's counselor and receive a new schedule that indicates that the drop has been made.

**REMEMBER:** In order for the class to NOT show up on the student's transcript, the drop must be made in the first 10 days of the quarter.

## **COUNSELING POLICIES (continued)**

### **Change in Counselors**

Students must see their assigned counselor for all academic or class problems. A change in counselor assignment can only occur with administrative approval.

### **CREDITS**

#### **Maximum Number of Credits Allowed**

1. No more than forty (40) credits of physical education may be applied toward graduation requirements.
2. A maximum twenty (20) credits of school service may be applied toward graduation.
  - Maximum ten (10) credits may be earned from Office/Teacher/Library/Media Assistant.
  - Maximum ten (10) credits may be earned from Academic Tutor.
3. A maximum of ten (10) credits in Work Experience may be earned in one semester. Other school service classes may not be taken by students enrolled in Work Experience.

#### **Private Driver Training**

No credits toward graduation will be granted for private driver training or private driver education instruction.

#### **College Credit for High School Diploma**

College or university courses, including online college or university courses, may be taken for high school credit if prior permission is received from the principal or designee to assure that provisions of this procedure have been followed. Approval may take up to 30 days. Arrangement to apply this credit toward high school graduation must be made by the student prior to the first meeting of the course, and the following stipulations apply:

1. The course must be taken after the student has completed two years of high school.
2. Students may apply a maximum of twenty (20) high school credits from college or pre-approved college online courses toward high school graduation.
3. Online courses taken outside of the District must be pre-approved by the District designee prior to enrollment.
4. Courses transferred in from the college are on the 4.0 GPA scale.

## COUNSELING POLICIES (continued)

5. It is the responsibility of students who wish to apply college credit toward graduation requirements to see that their transcript is forwarded to the high school registrar in a timely manner.

Seniors must see that the counselor and the registrar are informed of the intent to use college credit. Students should notify their counselor prior to the beginning of each class that high school credit is their intent. They must also notify the registrar one week before the end of the class whether or not they are passing in a college class. College teachers are not included in credit/passing checks which are done to determine whether or not a student can participate in graduation ceremonies. Counselors should provide students with appropriate forms for these notifications.

Students will be allowed high school credit on the following schedule:

| <i>College Units</i>              | <i>Equivalent High School</i> |
|-----------------------------------|-------------------------------|
| 2 semester units (3 qtr. units)   | 2.5 credits                   |
| 3 semester units (4.5 qtr. units) | 5 credits                     |
| 4 semester units (6 qtr. units)   | 7.5 credits                   |
| 5 semester units (7.5 qtr. units) | 10 credits                    |

Students who receive one semester unit (minimum 35 hours) for a physical education class will receive 2.5 high school credits in physical education.

### **Graduation Ceremony**

Students may participate in the graduation ceremony if they have completed a minimum of 230 credits and all requirements of graduation.

### **GRADES**

#### **GPA Courses**

1. Academic GPA courses will include all courses except Physical Education, Marching PE, School Services, Planning and Leadership (ASB), and Work Experience. Courses in the Regional Occupational Program (ROP) will be included in GPA. Advanced Placement & applicable honors weighted courses will be used on the 5.0 scale.
2. Eligibility GPA includes all courses.
3. Unweighted Academic GPA is calculated on a 4.0 scale for all courses except Physical Education, Marching PE, School Services, Planning and Leadership (ASB), and Work Experience. Unweighted Academic GPA includes Honors and Advanced Placement courses on the 4.0 GPA scale.

## **COUNSELING POLICIES (continued)**

### **Grading of Advanced Placement and Honors Courses**

The District wishes to encourage students to take demanding advanced academic courses in all fields; therefore, the grades in Advanced Placement courses and Honors American Literature 1-2 will be counted on a scale of:

A = 5

B = 4

C = 3

In accordance with policies set by universities, a D grade will remain one and an F grade will be zero. All other classes, including honors classes & college courses, will be graded on a 4-point scale.

### **Incompletes**

A student will be required to make up an incomplete within five (5) weeks after the receipt of the incomplete grade. An incomplete "I" grade becomes an "F" grade at the end of five (5) weeks if the student has not completed the work or the teacher has not submitted a grade change with the school's registrar.

### **"W" on Course History**

Withdrawal from a course made during the first ten (10) days of a term on a 4x4 schedule will not appear on the report card or course history. Any withdrawal from a course initiated after the first ten (10) school days of a semester will be designated by a W/F. Exception to this procedure may occur only after review by the administrator in cases where extreme circumstances appear to have been beyond the control of the student.

### **Grading Level Changes**

In sequential courses, such as mathematics and foreign language, it is sometimes necessary for a student to be transferred to the next higher course or to the preceding course. These level changes should be made during the first ten (10) school days of the quarter. The teacher will recommend changes when appropriate.

### **Progress Notices**

Students with a C, D or F will receive a progress notice during the 5<sup>th</sup> week of each quarter. The progress notice is distributed by the homeroom teacher and sent home with the student. The progress notices require a parent's signature and returned to the homeroom teacher.

Parents of any student who is in danger of failing shall be notified either in writing (progress notice) or through a documented conference whenever it becomes evident to the teacher that the pupil is in danger of failing a course. Such notification must be made to the parent long enough before the end of the semester so that the student has adequate time to achieve a passing grade in the course. A "D" grade or "in danger of failing" comment on the progress notice serves as notification to parents that a student is in danger of failing.

## **COUNSELING POLICIES (continued)**

### **Grade Changes**

A grade change can only be made by the teacher who submitted the original grade. If a student feels that a grade change should have been completed for a course and it is not showing on their transcript, they need to contact the teacher for that course. Grade changes will not be completed at Westview unless a signed grade change form has been turned in to the Registrar.

### **Repeat Courses**

Students may repeat the **identical course** to improve knowledge or grade; however, credit may only be earned for a course once, with the exception of those noted as repeatable. The effect of the lower grade will be removed from the cumulative GPA. The higher grade will be calculated for GPA. The first course will remain on the transcript as a matter of record and will be shown as a class repeated. **The repeated course with the lower grade will be designated by an "R" on the transcript.** For admission purposes, colleges may calculate a repeated grade at their discretion.

### **Honor Roll**

High schools may award honors to students at the end of each semester for high academic standing. The Honor Roll will be divided as follows:

- Students who have a grade point average above 3.75 will appear on the Distinguished Honor Roll.
- Students who have a grade point average between 3.30 and 3.74 will appear on the Honor Roll.

To be included on the Honor Roll, students must be enrolled in at least four subjects that are used in the grade point average calculation.

### **Early Graduation**

Students who have earned one hundred seventy (170) credits may request senior status. Students who are granted senior status may graduate at the end of their third year of high school attendance. Such students will also be granted normal senior privileges; including enrollment in Civics/Economics and a senior English course along with senior co-curricular activities.

The student must request, in writing, permission for early graduation before the end of the school year prior to his/her projected graduation date. Requests are completed with the counselor and approved by administration. The counselor will confer with the parents to make sure they understand all implications of early graduation. Senior English and History classes must be taken during final year at Westview and after the completion of 170 credits.

## COUNSELING POLICIES (continued)

### Resources

#### Learning Point

One of the best resources to ensure success in your courses is to closely monitor your progress. Learning Point is a web-based system that provides access to student grades. You may access Learning Point from [www.westviewwolverines.com](http://www.westviewwolverines.com) or directly through [www.learningpoint.org](http://www.learningpoint.org).

#### Student Login

When you reset your NOVELL password at school, you are also changing your Learning Point password! These tools now use the same information.

**Username:** "Full Student ID"

**Password:** default until you change your NOVELL password; all password have been reset to 6-digit birth date.

#### Parent Login

To use Learning Point, every parent must use their Poway Unified Parent Account. A parent account simply means you have a user name and password for Learning Point and other websites dealing with personal student information. IT IS HIGHLY RECOMMENDED THAT YOU CHANGE THIS PASSWORD TO ONE THAT YOUR STUDENT DOES NOT HAVE ACCESS TO.

**Username:** "P{Student ID}" ex: P123456

**Password:** Your password is the same password you use for your Parent Learning Point Account. If you do not know this password, please contact the Help Desk at [lpthelp@powayusd.com](mailto:lpthelp@powayusd.com).

Once you successfully open the window displaying the homeroom and classroom teachers, you may click on the instructor's name to gain access to the class information.

**You will need two pieces of information** to access student grades:

Student Grid # (different from WV ID): \_\_\_\_\_

Periods of each particular teacher or class:

| Term 1 |         | Term 2 |         |
|--------|---------|--------|---------|
| Course | Teacher | Course | Teacher |
| 1.     |         | 1.     |         |
| 2.     |         | 2.     |         |
| 3.     |         | 3.     |         |
| 4.     |         | 4.     |         |

## COUNSELING POLICIES (continued)

Within each teacher site is a button for grades. Click this button, find the correct class period, and input student grid number. If the grades are not updated, please contact the teacher.

### Tutoring Opportunities

**Peer Tutors:** Students are available for tutoring who have undergone training in tutoring their peers in a variety of subject areas. This no cost tutoring service is scheduled for a mutually convenient time by the tutor and student. To sign up, fill out a Tutor Request Form with counselor.

**Advanced Placement Educational Services:** Successful Advanced Placement students are available for no cost peer-tutoring. Services are offered Monday through Thursday after school in D101 until 4:30. To access these services, students just need to show up and request help. For more information contact Mrs. Vanderby in Room in D101.

### Planning Tools/ What you can do....

#### Family Connections/Naviance

The counseling department uses an Internet-based program called **Family Connection** as a means of communication with students and parents. Here are some of Family Connection's features:

- Access to important student data (GPA, class rank, counselor, etc.)
- Career assessments
- College visitation schedule
- Enrichment programs
- Extensive scholarship database
- Occupational search/employment information
- Online course registration
- Scattergrams comparing student academic history to Westview graduates for college acceptance
- Weekly electronic counseling newsletters

#### FRESHMEN: Transition to high school

- Become familiar with *Family Connection* as soon as possible, create a profile, explore the different resources available
- Begin to develop a four-year plan- realizing that it will be adjusted throughout the years; understand how to read your transcript; learn high school graduation and college admission requirements

## **COUNSELING POLICIES (continued)**

### **SOPHOMORES: Career Search and Goal Setting**

- Create *My Resume* on Family Connections
- Complete *My Personality Type* on Family Connections
- Take the PSAT in October
- Check out college presentations on campus and start visiting college campuses
- Undertake challenging courses and maintain solid grades to keep you competitive for college
- Learn about the world of work
  - Investigate course work necessary for career requirements
  - Shadow a worker in a profession of interest
- Review and revise four-year plan to include high school graduation and college requirements
- Review “my checklist” on Family Connections
- Investigate “enrichment programs” in Family Connections for community service and volunteering opportunities.

### **JUNIORS: College Application Process**

- Perform a college search & discover college matches
  - Size, location, major/concentration compatibilities, and other important personal factors
- Create a list of potential colleges
- Study and score well on PSAT to qualify for National Merit Scholarships
- Register for and take SAT/ACT
- Review four-year plan
- Discuss college options and explore majors
- Continue college visits (especially in summer following junior year)
- Focus on earning good grades for college eligibility

### **SENIORS: Applying for College and Financial Aid**

- Update your student profile
- Attend College Workshops and Financial Aid Night
- Take or retake ACT/SAT by November
- Register for and take SAT II Subject Tests by November, if necessary
- Apply to colleges that are a good fit (with help from Family Connections)
- Apply to NCAA if necessary
- Request letters of recommendation from counselor and teachers
- Research and apply for scholarships
- Apply for FAFSA (Free Application Federal Student Aid)
- Visit colleges
- Use Family Connections to check status of college applications
- Complete the senior check-out questionnaire



## **RULES OF STUDENT DISCIPLINE IN THE POWAY UNIFIED SCHOOL DISTRICT**

13626 Twin Peaks Road • Poway CA 92064-3034

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 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 or threat of physical injury to another person; including, but not limited to fighting, assault or battery;
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, razor blades, any pellet or pellet-type guns, paintball guns, lasers, or pepper spray;
3. Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma or Ritalin), or other controlled substances or intoxicants of any kind; (including over-the-counter medications which create an intoxicating effect);
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, unauthorized prescription medications (e.g., Soma, Ritalin), other controlled substances, (i.e., marijuana, crystal methamphetamine, or anabolic steroids) or intoxicants of any kind; (including over-the-counter medications which create an intoxicating effect);
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;
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. Violating technology-use policies and inappropriate use of electronic signaling devices (e.g., cell phones, pagers, laser pointers, computers);
19. Causing or attempting to cause an assault or battery, intimidation, harassment, or threats on any school employee or school property;
20. Causing or attempting to cause acts of intimidation, harassment, or hazing on any student (e.g., initiations into clubs, sport teams, or student body associations);
21. Terrorist threats against school officials, school property, or both;
22. Violating individual school rules, or violating bus rules.

## **RULES OF STUDENT DISCIPLINE PUSD (continued)**

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

### **GROUNDINGS 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 causes 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.

| <b>PROHIBITED ACTS</b>  | <b>DISCIPLINARY ACTION 6-12</b>   |   |
|---|---|---|
| 1. Unlawfully possessing, using, having consumed or being under the influence of alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma, Ritalin), other controlled substances, or intoxicants of any kind (including over-the-counter medications which create an intoxicating effect).  | <b>First Offense</b><br>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/term and the following semester/term. Contact law enforcement. Initiate an intervention contract. | <b>Second Offense</b><br>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/term and the following semester/term. Initiate an intervention contract.  | Suspend and recommend for expulsion.                          |
| 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, unauthorized prescription medications (e.g., Soma, Ritalin), other controlled substances, or intoxicants of any kind (including over-the-counter medications which create an intoxicating effect). | 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 nonaggressive dogs to alert staff to the presence of substances prohibited by law or District policy. The dogs will inspect inanimate objects only.

## **RULES OF STUDENT DISCIPLINE PUSD (continued)**

- 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.

- |  |
|--|
| <ul style="list-style-type: none"><li>• Any additional discipline rules for your student's site are available in the principal's office. If you are having difficulty understanding these forms, please contact the school for assistance.</li><li>• Si tiene dificultad comprendiendo estas formas, haga el favor de comunicarse con la escuela para asistencia.</li><li>• Tumawag sa paaralan kung kailangan ninyo nang piliwanag.</li><li>• Neu ong hay ba co tro ngai gi ve van thu nay, xin vui long lien lac voi nha truong de duoc huong dan.</li></ul> |
|--|

PUSD PP-3A/6-12 (4/2005) **Grades 6-12**

## **DISCIPLINE**

### **BEHAVIORAL EXPECTATIONS**

Striving for excellence is a Westview tradition. This excellence comes as a result of hard work and sacrifice by many students in a variety of roles. It is essential that students who represent Westview exhibit behaviors both on and off campus which would not detract from, tarnish or mar the reputation of a team, program or school. They should, through their own high degree of citizenship, provide the role models necessary to maintain the high level of excellence and provide leadership for other student followers. Our student leaders should act as meaningful, productive members of society, showing good citizenship towards all. Failure to live up to these standards may result in a student being removed from the position s/he holds. This includes all extra-curricular activities, i.e., teams, clubs and offices.

### **APPEAL PROCESS**

Students wishing to appeal disciplinary decisions should contact the Principal for information on specific procedures.

### **ASSAULT**

An "assault" is the nonconsensual, unprivileged attempt, coupled with an apparent present intent and ability, to inflict immediate injury on the person of another, provided the intended victim is placed in fear of personal harm. "Assault" is commonly referred to as an attempt to commit a "battery".

### **BATTERY**

In general, battery is the unlawful touching or striking of another by the aggressor himself or by any substance put in motion by him, done with intent to bring about a harmful or offensive contact which is not legally consented to by the other and not otherwise privileged. It is often stated that a battery is a consummated assault. Note that "battery" includes and implies assault, for there can be no battery without an assault--but an assault does not necessarily include a battery.

### **CHALLENGE OF AUTHORITY**

All school staff members are in position of authority on campus and at any school related activity. Direct challenges or verbal abuse toward a staff member will result in disciplinary action. If the challenge or verbal abuse is considered a threat to a staff member, disciplinary action could result in arrest and possible expulsion from the Poway Unified School District.

Note: By law, students are required to do what is reasonably asked of them as long as the request does not cause physical or mental danger to them. If a student feels he/she is not being treated fairly, the student should refrain from arguing with the teacher and take the appeal to the Area Administrator.

## **DISCIPLINE (continued)**

### **COMPUTER HACKING/VIRUSES**

Computer hacking and/or the introduction of a computer virus violates school rules and will result in disciplinary action. Disciplinary action includes restitution, suspension, being dropped from computer classes with a W/F (Withdrawal/Fail) and the filing of a report with the police. Computer "hacking" is illegally entering a computer system. A computer "virus" is a program that once entered into a computer will destroy software and computer memory. The Internet is for educational uses only. Students are to avoid sites which are inappropriate such as those that include violence and hate, or are of a sexual nature.

### **CYBERBULLYING**

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).

Here is how it happens:

- **Flaming:** Online "fights" using electronic messages with angry and vulgar language.
- **Harassment:** Repeatedly sending offensive, rude, and insulting messages.
- **Cyberstalking:** Repeatedly sending messages that include threats of harm or are highly intimidating. Engaging in other online activities that make a person afraid for his or her safety.
- **Denigration:** "Dissing" someone online. Sending or posting cruel gossip or rumors about a person to damage his or her reputation or friendships.
- **Impersonation:** Breaking into someone's account, posing as that person and sending messages to make the person look bad, get that person in trouble or danger, or damage that person's reputation or friendships.
- **Outing and Trickery:** Sharing someone's secrets or embarrassing information online. Deceiving someone into revealing secrets or embarrassing information, which is then shared online.
- **Exclusion:** Intentionally keeping out someone from an online group, like a "buddy List" or a game.

Cyberbullying that is done during school hours or that substantially disrupts school activities is subject to discipline. Consequences may include, but are not limited to, the loss of computer privileges, detention, suspension, separation or expulsion from the school.

Community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official.

This policy does not prohibit expressive activity protected by the First Amendment of the United States Constitution.

## **DISCIPLINE (continued)**

### **DISCRIMINATION**

Discrimination is negative or unfair treatment toward an individual based on race, ethnicity, sexual orientation, religion or gender. It is against the rules for students to make nasty remarks that embarrass others or make them feel uncomfortable with actions or remarks that are sexual or racial in nature. Harassment on the basis of race, ethnicity, sexual orientation, religion or gender is a violation of both federal and state employment laws as well as District Policy and Administrative Procedures: (Title VII of the 1964 Civil Rights Act, the Educational amendments of 1972, Education Code Section 212.5 and Board Policy). The District is committed to providing students with an academic environment that is free from harassment and discrimination.

### **DISORDERLY CONDUCT**

Inciting or instigating a fight or any other disturbance on campus will result in disciplinary action.

**DRUGS/ALCOHOL/STEROIDS:** Possessing, using, having consumed or being under the influence of alcohol, narcotics, dangerous drugs, steroids or other controlled substances or intoxicants of any kind will result in transfer to another high school and/or will result in expulsion from the school district if this is a second offense.

### **EXPLOSIVES, WEAPONS AND RELATED DEVICES**

- Any student proven to be in possession of firecrackers or any other explosive device will be subject to suspension with consideration of expulsion.
- Any student found guilty of setting off an explosive device will result in a suspension pending recommendation of expulsion.
- Any weapons or simulated weapons brought on campus will be confiscated. The result could be possible arrest, prosecution and expulsion. Some examples are paint guns, pellet guns, B-B guns, nunchakus, etc.

**A weapon, dangerous instrument, or replica weapon is any object which a reasonable person could perceive to be a weapon.**

Examples include, but are not limited to: gun, rifle, pistol, revolver, "zip gun", "stun gun", taser, dirk, dagger, ice pick, knife, razor, pipe bomb, time bomb, cap gun, containers of flammable fluids, B-B gun, pellet gun, spot marker gun, billy club, blackjack, slingshot, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with radiating points with one or more sharp edges, model gun, model rifle, model pistol, model semi-automatic weapon, toy gun, toy rifle, toy semi-automatic weapon and squirt gun.

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.

## **DISCIPLINE (continued)**

### **FIGHTING**

Actual or attempted injury to another person that occurs during a hostile encounter. Mutual combat is when both parties are participants. For school purposes, "self-defense" is **not** fighting back. Self defense is the prevention of harm by blocking, holding or at best the moving away from a fighter. An "eye-for-an-eye" is considered fighting, not self-defense.

### **FORGERY**

Falsely and fraudulently making or altering a document.

### **GAMBLING**

Playing a game for property, wager or money, or to stake something on contingency.

### **HARASSMENT**

Harassment is unwanted and unwelcome behavior from other students or staff members that interferes with another individual's life. When it is sexual in nature, it is "sexual harassment". When it is racial in nature, it is a "hate-motivated behavior" or sometimes a "hate crime". This includes Cyberbullying.

### **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. Such behaviors may include, but are not limited to:

- Name calling, racial slurs or bigoted epithets.
- The presence of symbols or words considered offensive to persons of a specific gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged, such as graffiti, slurs or painted swastikas.
- Activities historically associated with threats to persons of a specific gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged (e.g., burning crosses, wearing swastikas or white sheets, flying confederate flags, hanging effigies, defacing pink triangles).
- The posting or circulation of demeaning jokes or caricatures based on negative stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation or mental or physical challenges.
- The defacing, removal, or destruction of posted materials, meeting places, memorials, etc. associated with specific gender, race, ethnic, religious, sexual orientation or mental or physical challenges.
- Victim belief that the incident was motivated by bias against him/her as a member of a specific gender, racial, ethnic, religious, sexual orientation or mentally or physically challenged group.

## **DISCIPLINE (continued)**

- Perpetrator explanation/defense of incident involves exalting own gender, race, ethnicity, religion, sexual orientation or mental or physical status and/or includes statements demeaning victim group.
- The presence of organized hate group literature and/or posters or reference to an organized hate group.

## **HAZING**

Hazing in any form, including initiation, which is degrading is strictly forbidden by California State Law. No student shall conspire to engage in hazing, participate in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons violating this policy shall be subject to District discipline, misdemeanor penalties and forfeiture of entitlements.

## **OFF LIMITS AREA**

During lunch, students have access to almost any area on campus. The areas considered "Off Limits" are:

- (1) Parking lots
- (2) Athletic fields
- (3) Tennis & racquetball courts
- (4) Students are forbidden to climb fences as a form of access to or from the campus.

## **SEARCH AND SEIZURES**

School officials have a duty to protect other students from the possible damages of contraband, such as weapons or drugs. Although student rights are of primary importance, when situations warrant, searches of vehicles, lockers, backpacks, purses, pockets and other personal belongings will be performed. "The legality of a warrantless search depends on the reasonableness under all circumstances of the search, including the following factors: whether the search was justified at its inception and whether, as conducted, it was reasonably related in scope to the circumstances that justified it in the first place." (New Jersey v. TLO, 1985) Our goal is to maintain a safe and orderly environment free of weapons, drugs or paraphernalia which can negatively influence the climate of our school.

The District may also use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or District Policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on District property or at District-sponsored events as long as they are not allowed to sniff any person. Items shall not be sniffed if a person is close by. Inspections shall be unannounced and may be made at the discretion of the Superintendent or designee. Students and parents/guardians shall be informed of this policy at the beginning of each school year. In all cases, students will be afforded due process.

## DISCIPLINE (continued)

### SEXUAL HARASSMENT

The full text of **PUSD Board Policy 5.24.1** can be found on the PUSD website, [www.powayusd.com](http://www.powayusd.com).

The Poway Unified School District recognizes that harassment on the basis of sex or gender is a violation of Federal and State discrimination laws as well as District Policy and Administrative Procedures. The District is committed to providing students with an academic environment free from sexual harassment, and will not tolerate such conduct on the part of any District employee, student, or other person at school or at a school sponsored activity.

Any person with a complaint of sexual harassment suffered by a student should implement the complaint process contained in the administrative procedures. **Retaliation or reprisals for reporting any incidents of sexual harassment, making any complaints, or being involved in the investigation process, are not permitted and will not be tolerated.**

The District will promptly and thoroughly investigate any complaints of sexual harassment, and will take immediate action to resolve such complaints.

The Poway Unified School District strictly prohibits harassment based upon gender or sex, against any student in the educational environment. Prohibited sexual harassment includes unwelcome conduct based upon sex or gender by someone who is of the opposite or same gender, a fellow student, a teacher or other employee of the District, a District administrator, or any other person within the school, school environment or school sponsored activity.

The law defines "sexual harassment" to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress; or
- Submission, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual; or
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance or of creating an intimidating, hostile or offensive educational environment; or
- Submission to, or rejection of, the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the educational institution.

## **DISCIPLINE (continued)**

**Examples of unwelcome conduct which may be sexual harassment include, but are not limited to, the following:**

- Deliberate written or oral comments, gestures, or physical contacts of a sexual nature or demeaning to one's gender which are unwelcome or interfere with school productivity;
- Implicit or explicit sexual behavior by a fellow student, District employee, or other person within the school environment which has the effect of controlling, influencing, or otherwise affecting the school environment;
- Unwelcome suggestive, vulgar, or obscene letters, notes, posters, calendars, or other visual products, or derogatory comments, slurs, and/or jokes of a sexual nature.

### **Retaliation**

The Poway Unified School District strictly prohibits any retaliation and attempts or threats to retaliate against anyone for filing, reporting, pursuing, or participating in a complaint of sexual harassment, or for being a witness or helping in any other way relating to a complaint, potential complaint, or investigation of alleged sexual harassment. Any person who retaliates or attempts to retaliate in violation of this prohibition may be subject to discipline whether or not sexual harassment actually occurred and independently of this Administrative Procedure. Anyone with a concern that retaliation is or may be occurring is encouraged to contact the person investigating the charge of sexual harassment or the principal, area administrator, or the District's Title IX Coordinator.

### **False Claims**

No one shall file any claim of sexual harassment knowing it to be false, and no one shall provide any knowingly false information in a sexual harassment complaint or investigation. Anyone violating this prohibition may be subject to disciplinary action independently of this Administrative Procedure.

### **Procedures**

These procedures are intended to provide timely and effective steps reasonably calculated to address concerns and allegations of sexual harassment, remedy any sexual harassment that occurred by ending it and preventing it from occurring again. All aspects of these procedures should be implemented with consideration of the gender, age, and maturity level of the student who is the complainant and respondent of alleged sexual harassment.

## **DISCIPLINE (continued)**

### **The Complaint Process**

*These procedures may be implemented by a student with or without approval of a parent or guardian, by a student's parent or legal guardian or other legal advocate, or by anyone who is aware of sexual harassment having been committed against a student of Poway Unified School District. If a person other than the student's parent, legal guardian, or legal advocate submits a complaint, the person receiving the complaint should take appropriate steps to ensure the processing of the complaint does not violate any federal or state rights to privacy possessed by the alleged subject of the alleged sexual harassment. Any student, at any stage of the complaint process, may be assisted by a parent, legal guardian, legal advocate, or other adult of the student's choosing.*

### **Formal Resolution Process**

#### **Implementation**

The formal complaint process may be implemented without filing an informal complaint or at any time during the informal resolution process.

*The formal resolution process is implemented by a complainant filing a written, signed complaint with the site principal and/or assistant principal or with the District's Title IX Coordinator or his/her designee. The complaint should include at least the names of the persons involved, the age and/or grade of the student(s), the approximate date(s) of the event(s) at issue, and a description of the actions constituting the alleged sexual harassment, which is as detailed as possible given the age and maturity of the complainant. The complainant should also include what he or she believes is an appropriate resolution.*

#### **Alternative Sources of Information and Assistance**

Any question or concern about sexual harassment involving students may be directed to the District's Title IX Coordinator or to the principal or assistant principal of that student's school. For example, information can be obtained about the specific rules and procedures for reporting allegations of sexual harassment, pursuing available remedies, resolving any question or concern, or obtaining assistance because of age, disability, or language. The Title IX Coordinator for Poway Unified School District can be contacted about concerns at any stage of this process, by contacting him/her as follows:

**Assistant Superintendent, Personnel Support Services,  
or his/her Designee  
POWAY UNIFIED SCHOOL DISTRICT  
13626 Twin Peaks Road  
Poway, California 92064  
(858) 748-0010, ext. 2014**

## **DISCIPLINE (continued)**

### **SMOKING/USE OF TOBACCO**

To provide a tobacco free environment for both employees and students, there shall be no smoking or tobacco product use allowed in District buildings, grounds or vehicles:

- State law prohibits the smoking, possession or use of tobacco, or any product containing tobacco, by students while on campus or while attending school sponsored activities.
- NO SMOKING includes before and after school and is prohibited in the parking lot, in or out of cars, outside school entrances and areas adjacent to and around school property.
- Chewing tobacco is not permitted on campus.
- Tobacco use cannot take place within 1,000 feet of school, or to and from school.

Student disciplinary procedures concerning tobacco use are as follows:

#### **First Offense**

- Suspension, the type and length of which shall be determined by site administrator.

#### **Second Offense**

- Suspension and notification of law enforcement officials for possible issuance of a citation.

School based programs of intervention and counseling shall be made available for students regarding their tobacco use, such as cessation classes, peer assistance, tobacco-related support groups (with positive parental permission to attend), mentors, and individual counseling and staff support.

In the case of pregnant minors and minor parents, each student entering the PUSD Teen Parent program shall have an interview at which time their level of tobacco use will be assessed. If needed, the following services will be developed:

- Referral to prenatal and related support services
- Outreach services and assessment of smoking status
- Individual counseling and advocacy services
- Motivational messages
- Cessation services, if appropriate
- Incentives to maintain a healthy lifestyle
- Follow-up assessment
- Maintenance and relapse-prevention services

### **SUSPENSION OR EXPULSION GROUNDS**

The Board of Education authorizes the school Principal to suspend or to recommend for Board consideration, the expulsion of any student who violates the Rules of Student Discipline. Restitution may also be required in cases of damage or destruction of property. According to Ed Code Section 48915, mandatory recommendation for expulsion will be imposed on student for any of the following acts, (unless the Superintendent/Principal finds that expulsion is inappropriate due to the particular circumstances of the case):

## **DISCIPLINE (continued)**

- Causing serious physical injury to another person, except in self defense.
- Possession of any knife, explosive or other dangerous product that is not of reasonable use to the pupil.
- Unlawful possession of any controlled substance, except a first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

### **THEFT, PROPERTY DESTRUCTION**

Theft and property destruction may result in police action and possible prosecution. Restitution may be required and disciplinary action will be taken. The parent or guardian is legally responsible to pay for any losses due to proven theft by their child or damage to public property caused by the student. Please note that administrative and security staff will not search for lost electronic devices i.e., iPods, cell phones, hand-held games, mp3 players, etc.

### **THREAT**

It is the expression of an intention to inflict evil or injury on another and is more than the mere expression of such intent. It is a menace, especially any menace of such a nature or extent as to unsettle the mind of the person on whom it operates and to take away from his acts that free, voluntary action which alone constitutes consent. Ordinarily, a "threat of force or violence" is tantamount to an aggravated assault. Any statement made with regard to bringing dangerous objects/weapons to school will be taken seriously and dealt with seriously.

### **VANDALISM**

Also known as "malicious mischief." The willful or malicious destruction of any real or personal property belonging to another; a misdemeanor.



## HATE HARASSMENT AND HATE BEHAVIOR

**Definition of Hate-Motivated Behavior:** (See PUSD Adm. Proc. 5.28.1 . Full text available online at: [www.powayusd.com/board](http://www.powayusd.com/board)):

Poway Unified School District Board Policy, supported by the California statute, defines hate motivated behavior as actions or statements that are hostile or threatening toward another person based on their:

- perceived race, ethnicity, national origin, immigrant status,
- gender, sexual orientation,
- religious belief, or cultural characteristic.
- Age, disability or any other physical conditions

How do you know if something is Hate Motivated Behavior? It may be considered hate motivated behavior if the victim perceives or feels it is threatening or hate motivated, or if someone who witnesses the act or hears the statement has reasonable belief that it was hate motivated. The District's Hate Behavior policy outlines three different levels of behavior that are considered unacceptable.

### **Hate Violence:**

Hate violence includes any actions that cause harm, attempt to cause harm, or threaten to cause harm based on someone's characteristics or status. It also includes any threats of hostility that have historical significance such as burning crosses, swastikas, or images that threaten to cause harm. Racial slurs, name calling, and bigoted epithets along with a threat to cause harm are also considered Hate Violence.

### **Consequences of Hate Violence:**

Include suspension and/or expulsion as well as police notification and arrest. Hate violence is the most serious offense because it not only breaks school rules; it is also against the law.

### **Hate-Motivated Intimidation or Harassment:**

These are actions, remarks or statements that create a negative or hostile learning environment but do not include physical harm or threat. Examples are name calling, racial slurs, demeaning jokes, physical or verbal harassment, offensive drawings or word(s) used in graffiti, paintings or on clothing. Hate-Motivated Intimidation can also be the repeated use of insensitive language or inappropriate remarks as well as defacing or destroying posted materials or information about protected groups on campus.

## **HATE HARASSMENT AND HATE BEHAVIOR (continued)**

### **Consequences of Hate-Motivated Intimidation:**

Depend on the seriousness and frequency of the offense and may include suspension and expulsion when other means of correction have failed to change the behavior. In cases when the victim feels s/he is being harassed, police notification may result as well as possible arrest.

### **Insensitive or Inappropriate Remarks and Behavior:**

These types of acts do not threaten or are absent of hostility. These include demeaning or degrading statements or phrases between students without intent to be harmful or hateful.

### **Consequences for Insensitive or Inappropriate Remarks or Behavior:**

May include counseling, detention, parent phone calls or conferences, behavior contracts, etc. Students may be suspended for repeated offenses that have been addressed but continue to occur.

### **What do I do if I am a victim of a Hate Motivated Behavior or Hate Harassment?**

If you or someone you know is a victim of Hate Motivated Behavior or Hate Harassment, you need to report it immediately to a teacher, counselor or administrator. Even if you are not the victim, it is important you report anything that is considered Hate Motivated or Hate Behavior.

### **Dissemination, Reporting, and Response Procedures:**

- Annually, each school will provide students with age-appropriate instruction as to the definitions and examples of hate behavior and the steps to be taken to report such behaviors, whether directed at them or observed toward others. A well-publicized and accessible process for reporting hate behavior will be available to students.
- Annually, each school will provide parents with a copy of the Board Policy and Administrative Procedure regarding Hate Harassment and Hate Behavior.
- Staff will be provided training regarding identifying, reporting, and responding to hate motivated behavior. This will include the need to report to their supervisor or principal all instances which have been reported to them or observed.
- Supervisors and principals are required to report incidents involving suspension or recommended expulsion for hate-motivated behavior to the district office and to law enforcement.
- The response to reports of hate-behavior shall include timely investigation, assurance of protection for the victim, notification of the victim's parents or guardians, and, as

## **HATE HARASSMENT AND HATE BEHAVIOR (continued)**

appropriate, disciplinary action for the perpetrator. If the victim believes that the situation has not been remedied, he/she may file a complaint in accordance with district complaint procedures for discrimination or sexual harassment.

### **Educational and Other Programs**

- The district shall create and support programs for students and staff which are designed to promote understanding and appreciation of diversity, to instill the principles of justice and a comprehension of the rights, duties, and dignity of American citizenship and the meaning of equality and human dignity, including promotion of harmonious relations. These programs will also focus on fostering an environment that encourages pupils to realize their full potential, creates a school environment that is free from discriminatory attitudes, practices, or events, and prevents acts of hate behavior, hate-related harassment, and hate violence.
- The district shall create and foster an environment that is free from discriminatory attitudes and activities in order to prevent acts of hate violence.
- The district shall adopt instructional materials which reflect diversity and discourage hate violence.
- Each school shall undertake activities that address and discourage hate behavior and harassment.
- The district shall provide appropriate support services to the victims of hate behavior. Additionally, along with appropriate disciplinary consequences, the district shall provide appropriate support services and training for students exhibiting hate-motivated behavior.



## ACADEMIC HONESTY POLICY

The governing Board believes that academic honesty and personal integrity are fundamental components of a student's educational experience. The Board expects that students will demonstrate acts of academic honesty at all times and will not engage in acts of:

- Cheating on tests
- Fabrication/falsification
- Forgery
- Unauthorized collaboration
- Plagiarism
- Theft/alteration of materials or equipment

The Board intends that the District data network, Internet, and other on-line resources provided, be used to support the instructional program and further student learning. Users of the District's computing and network resources are required to use such resources responsibly, ethically, and in compliance with usage agreements outlined in District policy.

Teachers and staff members will support and enforce all rules of academic honesty and provide a learning environment for students that prohibit acts of dishonesty.

Disciplinary actions for violations of the rules of the Academic Honesty Policy may range in severity and will be appropriate to the situation. Disciplinary actions include, but are not limited to, the following:

- Expulsion
- Suspension
- Dropped from class
- No credit

When enforcing the rules of academic honesty, good judgment shall be used at all times.

The Superintendent is authorized to develop and implement procedures pertaining to this policy. The policy will be conveyed to staff, parents, and students, in writing, at the beginning of each year.

Consequences for academic honesty violations will be enforced in accordance with behavioral expectancies at the high school level. Nothing in these procedural guidelines shall be construed to prohibit school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue, including, but not limited to: leadership positions, co-curricular activities, and extra-curricular activities.

**ACADEMIC HONESTY POLICY (continued)**

**Academic Honesty Violation – Level 1**

Plagiarizing or copying of homework or daily classroom assignments

| <b>1<sup>st</sup> Offense</b>  | <b>2<sup>nd</sup> Offense</b>  | <b>3<sup>rd</sup> Offense</b>   |
|--|--|---|
| Parent contact by teacher (conference optional)  | Parent contact by teacher (conference optional)                                      | Action Referral to Assistant Principal  |
| Information Only Referral to Assistant Principal                                       | Parent conference scheduled with Assistant Principal and teacher                     | Parent conference scheduled with Assistant Principal and teacher                      |
| Automatic "O" on assignment  | Action Referral to Assistant Principal   | Automatic "O" on assignment   |
| May result in "U" in citizenship for the grading period, as determined by the teacher. | Placement on Academic Honesty Probation for remainder of high school                 | Automatic "U" in citizenship for the semester, as determined by the classroom teacher |
|  | Automatic "O" on assignment  | Behavior contract established with student, parent, and administration                |
|  | Possible "U" in citizenship for the semester, as determined by the classroom teacher | May result in "F" in class, as determined by the classroom teacher                    |

## ACADEMIC HONESTY POLICY (continued)

|   |
|---|
| <b>Academic Honesty Violation – Level 2</b> |
|---|

- Cheating on classroom tests, quizzes, major projects, standardized test
- Fabrication/Falsification
- Theft or alteration of material or equipment
- Plagiarism
- Forgery
- Unauthorized collaboration

| <b>First Offense</b>  | <b>2<sup>nd</sup> Offense</b>  | <b>3<sup>rd</sup> Offense</b>   |
|---|--|---|
| Action Referral to Assistant Principal  | Action Referral to Assistant Principal   | Action Referral to Assistant Principal  |
| Parent conference scheduled with Assistant Principal and teacher                                | Parent conference scheduled with Assistant Principal and teacher   | Parent conference scheduled with Assistant Principal and teacher  |
| Placement on Academic Honesty Probation for remainder of high school                            | Possible home suspension   | Automatic "Withdraw/Fail" and "U" in citizenship in the class the infraction occurred, as determined by the classroom teacher |
| Possible home suspension  | Automatic "O" on assignment  | Removal from class to an appropriate setting  |
| Automatic "O" on assignment   | Automatic "U" in citizenship for the grading period, as determined by the classroom teacher.   |   |
| May result in "U" in citizenship for the grading period, as determined by the classroom teacher | Behavior contract established with student, parent, and administration   |   |
|   | If second offense is in same class as the first offense then:<br>**Automatic "Withdraw/Fail", as determined by the classroom teacher<br>**Removal from class to an appropriate setting |   |

\*\*Further violations of the Academic Honesty Policy may result in transfer, suspension, and /or expulsion.

At the high school level, violations are cumulative and do not start over at the beginning of each year.

These guidelines do not prevent school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue.



## SCHOOL BUS SAFETY RULES

**State Law and the local Board of Trustees have established the following rules and regulations. The Board of Education has elected to provide limited transportation although transportation for students is not required by the State.**

1. The bus driver is in charge at all times. Follow the driver's instructions.
2. Students must conduct themselves at all times in a manner that shows respect for property and consideration for others. Actions such as littering, spitting, throwing of objects at, within, or out of the bus, vandalism or harassment of others will not be tolerated.
3. When students see the bus coming, they should move back six feet from the stop and line up for loading. Enter and leave the bus in an orderly manner.
4. Animals, birds, reptiles, fish, insects, breakable containers, skateboards, weapons or any object that could be hazardous will not be transported.
5. Students will remain seated from the time they board the bus until they arrive at their destination and the bus door is opened. Seats may be assigned at any time.
6. All parts of the body must be kept inside the bus.
7. Eating, gum chewing, drinking and smoking are not permitted.
8. Avoid touching the emergency exit and driver operated mechanisms.
9. Talk quietly; make no unnecessary noise. Be absolutely quiet when approaching and crossing railroad tracks.
10. Profanity, vulgarity and obscene gestures are not permitted.
11. Students must be fully attired, including shoes. Spiked or cleated shoes shall not be worn.
12. Bus passes, tickets or fees must be displayed each time a student enters the bus. Students must use their own pass.

**FAILURE TO ABIDE BY ONE OR MORE OF THESE RULES MAY RESULT IN THE LOSS OF BUS RIDING PRIVILEGES. Disciplinary actions range from warnings to detention to loss of bus privileges.**

Bus passes may be obtained at District Transportation or the Westview Receptionist in the front office.



## HIGH PERSONAL STANDARDS

Westview's vision calls for all members of the learning community to strive to support our four core values of respect. They include:

- Respect others
- Respect the learning
- Respect this place
- Respect yourself

Most students are very serious about wanting to take full advantage of the time they spend in school. Students who come to school to learn and participate in social activities seldom have problems with school rules. However, the behavior of a few students creates problems for everyone by interfering with teaching and learning.

It is the intent of Westview that District discipline policies and regulations be enforced consistently and fairly without regard to race, creed, color or sex. Discipline based on faith in the worth and dignity of each individual is a positive form of guidance.

**Public Display of Affection:** In an effort to promote behavior which establishes a friendly atmosphere without causing others to feel embarrassment or discomfort, unacceptable are:

- Prolonged or heavy kissing
- Fondling/inappropriate sexual contact
- Excessive body contact

**Language:** Appropriate language enhances mutual respect and raises the level of comfort necessary for students and staff to perform at their best. The following misuse of written, spoken or gestured communication in any language is unacceptable:

- Obscene or profane
- Derogatory or racial, ethnic, religious, gender or sexual slurs intended to be hurtful or harassing in nature

**Environment:** A clean, healthy and attractive campus is a shared responsibility. In order to provide a safe and attractive environment, the following are unacceptable:

- Litter--careless or intentional
- Vandalism--defacing of or damage to school or private property (including: graffiti, spitting, tree/shrub damage)

**Students and parents should be aware that this only describes the major problem areas:** At any time, students may be counseled by teachers or administrators regarding their

## **HIGH PERSONAL STANDARDS (continued)**

behavior. If this occurs, students will be informed as to what they must do to make their behavior acceptable. Possible consequences, if needed, will also be explained.

The basic code of conduct is designed to support, not stifle students. We hope it will help provide students with a school they are proud to attend in an atmosphere where they have freedom to learn.

### **Disciplinary Actions:**

**Conference:** A conference is held between the student and one or more school officials. Telephone, personal contact, letter or certified letter may notify Parent(s) or guardian(s). A conference may also be conducted between the student, his/her parent(s) or guardian(s), appropriate school personnel and any other individuals concerned. A school official will talk to the student and reach an agreement, which may include a contract regarding how the student should behave.

**Wolverine Time:** The student will spend time with his/her classroom teacher during their Wolverine Time.

**Campus Beautification:** For minor disciplinary infractions, students will be assigned to campus beautification.

**Lunch Detention:** Student will spend time with faculty member reviewing good decision making strategies.

**In School Suspension:** Student will be required to attend In School Suspension in the Wolverine Center from 7:30 to 9:30 on Wednesday mornings.

**Loss of Privileges:** Repeated discipline problems or attendance issues may result in the loss of parking permit, off campus pass, work permit, extracurricular activities, dance privileges and intra/inter District transfer.

**Removal from Class:** Students may be removed from a class for one or more days or for the semester for serious discipline infractions. When removed for a day or two, the student is expected to make up all the work missed. If the student is removed from the class for the semester, a grade of W/F (Withdrawal/Fail) will be recorded on the student's permanent record.

**Suspension from School:** For serious disciplinary infractions, students may be suspended from school. Such home suspension means the student will not attend school for the length of the suspension (maximum of five days at any one time). The student is to remain at home during

## **HIGH PERSONAL STANDARDS (continued)**

school hours and may not attend any school-sponsored activities such as athletic events, dances or plays. All schoolwork missed during this time may be made up. Parents are notified annually as to due process rights.

**Administrative Transfer:** Transfer to Mt. Carmel High School, Poway High School, Rancho Bernardo High School, Del Norte High School or Abraxas High School ranging from 90 school days to the remainder of the current semester/term and the following semester/term.

**Expulsion:** Expulsion means that the student is removed from the Poway Unified School District and must seek an education in another district. Only the Board of Education may expel a student. Students who are awaiting an expulsion hearing due to extremely serious disciplinary infractions will be suspended from school pending the hearing. (This suspension can exceed the five days mentioned above under *Suspension from School*, as it is Board approved.) Parents will be notified by the school of the intent to seek an expulsion. The District will notify the parents of their due process rights.

### **STUDENT RIGHTS/DUE PROCESS:**

Students in California have the right to be safe while attending school. The Westview faculty, staff, and administration will do everything possible to insure this right.

All students are entitled to Due Process of Law. When facing disciplinary action, students are entitled to hear the accusation and then provide an explanation. This guarantee will be adhered to by all school personnel.

Students wishing to appeal disciplinary decisions should contact the principal for information on specific procedures.



## STUDENT INFORMATION

**Add/Drop of Courses:** Withdrawal from a course made during the first ten (10) school days of a quarter will not appear on the report card or course history. Any withdrawal from a course initiated after the first ten (10) school days of the quarter will be designated by a WF which is calculated as an F in the GPA. Courses may be added during the first ten (10) school days of a quarter. It is the student's responsibility to make up any missed work if transferring into a course late.

**Conflict Mediation:** When tempers flare or tension mounts, sometimes it is helpful to refer a student to other students rather than to an administrator. Students are usually referred to Conflict Mediators through the Area Administrator's office. Mediation can be attempted if both of the conflicting parties are willing to meet. Students who have been trained in mediation skills 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.

**Copyright Laws:** Students should be aware of copyright laws. Commercially printed materials which have been copyrighted cannot be reproduced in total. Copyright laws also pertain to the reproduction of certain audio, video and electronic programs.

**Electronic Devices:** Items such as cell phones, iPods, cameras, walkman, mp3 players, etc. may be brought on to campus at your own risk. Security and administrative personnel will not conduct any investigation into stolen property.

**Equal Access:** The Board of Education, acknowledging the value of student involvement in extra-curricular activities, including curriculum clubs, student service organizations, and other non-curriculum related organizations, adopts the policy supporting these activities on secondary school campuses. This policy implements the Equal Access Act as enacted by Congress in 1984. The intent of the policy is to allow secondary school students to meet on their campuses for a limited open forum for religious, political or philosophical discussions. Implementation of the Equal Access Act does not signify District sanction or endorsement of any particular religious, philosophical, or political belief discussed in these limited open forums. Nothing herein shall be construed to limit the authority of the school, its agents or employees, to maintain order and discipline on school premises, to protect the well-being of students and faculty and to assure that attendance of students at meetings is voluntary.

All organizations are required to follow the policies and procedures in our school's constitution. Guidelines for club policy and procedures are found in the club bylaws book.

## STUDENT INFORMATION (continued)

**Finance Transactions:** Located on the north side of the administration building, the finance window is available for the purchase of tickets to athletic and ASB events, yearbooks, transcripts. Hours are before school, break and lunch. I.D. Cards are required for all finance transactions. Checks should be made out to Westview for the **exact amount** of purchase. **Financial obligations are the responsibility of the student. Students with any unpaid/overdue financial obligations may not attend a school dance.**

**ID Cards:** Student ID cards are a means of identifying a student as a member of Westview. **Students must carry ID cards with them on campus at all times** and at school related activities. Any adult may ask for the ID at any time. Students must present a current ID card to check out materials from the library and finance transactions at the finance window. Replacement cards are \$5 and are available in the library. Failure to have an ID will result in disciplinary action.

**Incompletes:** A student will be required to make up an incomplete within five weeks after the receipt of the incomplete grade. If this incomplete grade is not removed within the time limit, the student will receive an "F" in the course.

**Level Changes:** In sequential courses, such as, but not limited to, mathematics and foreign language, it is sometimes necessary for a student to be transferred to the next higher course or to the preceding course. These level changes should be made during the first 10 school days of the term.

**Medications:** Before any medication (prescribed or over-the counter) can be given during school hours, an Authorization for Medication Administration (PUSD H-26) must be on file. This form, or a doctor's note, must be signed by the physician and parent/guardian. Exception: Sunscreen, lip balm, throat lozenges, cough drops, contact lens solution require written parent permission only. The school staff will supervise self-administration of the medication during school hours.

Students are not allowed to carry medications during the school day without written physician and parent approval. Violation of this policy will result in disciplinary action.

See the health Technician for appropriate medication forms.

**Non-Punitive Self-Referral:** Westview strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or any 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.)

## STUDENT INFORMATION (continued)

**Off Campus Independent Study (OCIS):** Each school site will have the right to enroll students in independent study for a limited period of time. The student must be absent under conditions which do not meet the state requirements for excused absences. Students requesting independent study for five (5) or more days should notify school office five (5) days prior to departure. For extended absences, the homeroom advisor should be notified five (5) to ten (10) days prior to departure. The Office will provide the student with a contract and assignment sheets for each of the student's teachers. The contract must be signed and dated by all parties prior to the absence. When the student gives the teacher(s) the work assigned in the agreement, attendance may be claimed for the student for the days of absence provided that the work is completed by the date specified in the agreement and the work is equivalent to a full minimum day of attendance claimed. Note that the OCIS contract contains three dates; the beginning date of the contract, the ending date of the contract, and the date on which the work is due ("due date").

**Pass/Fail Class Designation:** Students may designate a maximum of one selected non-college prep class each term as pass/fail. The deadline for designating classes pass/fail is the first **five** school days of each term. You may not change to or from pass/fail after that time. The **student** must get and return the paperwork requesting pass/fail to and from the school registrar.

**Skateboards, Roller Blades and Bicycles:** Skateboards, bicycles, scooters, skates, or roller blades are not allowed to be ridden on the Westview campus (parking lots and sidewalks included) at any time. Once first period begins all bicycles, scooters, and skateboards must be locked in the bicycle racks or placed in a classroom. Any bicycles, scooters, or skateboards found after school begins will be confiscated and held by security for the following time periods:

|                 |                               |
|-----------------|-------------------------------|
| First Offense:  | 1 Week                        |
| Second Offense: | 1 Quarter                     |
| Third Offense:  | Remainder of the school year. |

Bicycle and skateboard racks can be found near the south entrance to the campus adjacent to the gym and custodial bay.

**Support Groups:** Support groups meet once a week during the homeroom period. Support groups are for students who need a confidential place to talk about problems. Groups are co-facilitated by trained Westview staff members. Whenever possible, students are grouped according to issues (family changes, sobriety, tobacco cessation, bereavement, etc.). A student can be referred by a teacher, peer, counselor, parent or self-referral by talking to a counselor. Parental approval is required for all students attending support groups.

## STUDENT INFORMATION (continued)

**Transcripts:** Students must allow a minimum of 4 school days when ordering transcripts for college, scholarships, etc. You must pay \$4.00 to the Finance Office and bring the receipt to the registrar to order your transcripts.

**Visitors:** In order to ensure campus security and protection to students, strict enforcement of the campus policy regarding the presence of non-students on campus is enforced.

1. Students are not allowed to bring visitors to school.
2. The presence of any non-student on campus during regular school hours is subject to arrest under the **Penal Code, State of California, Section 626.8:**  
Any person who comes into any school building or upon any school ground, or street sidewalk, or public way adjacent thereto without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of such school or disrupt the school or its pupils or school activities, and who remains there, or who re-enters, or comes upon such place within hours after being asked to leave by the...school official...is guilty of misdemeanor and is punishable by a fine of not exceeding \$500 and/or imprisonment in the county jail not exceeding six months.
3. Only students registered and attending Westview may be on campus during school hours. Students who have been assigned to Home Suspension and their presence on campus makes them subject to Penal Code Section 626.8, may not attend any school sponsored event during the time of suspension.
4. Parents and guardians wishing to see a student during regular hours must check into the office of the Area Administrator. Interruption of classes is not permitted.
5. Parents entering to see and/or sign a student out of class must be prepared to present proper identification. Students may not be released to any person other than the parent/guardian without the parent/guardian's authorization.



## OFF-CAMPUS LUNCH PASS POLICY

**In order to obtain a pass to leave the Westview campus during the designated lunch period, students must adhere to the following criteria:**

- Student must be in the 12<sup>th</sup> grade, with 170+ credits in fall and 200+ credits in spring.
- Student must have an Off-Campus Lunch Pass form signed by their parent/guardian, and kept on file in the Westview Administration building.
- Off-Campus Lunch Passes may be revoked for any of the following reasons:
  - Habitual tardiness
  - Taking unauthorized persons on or off campus
  - Loaning pass to another student
  - Failure to meet the behavior expectations as stated in the school's Student Handbook
  - General abuse of school policies

## OFF-ROLL POLICY

Westview is a learning community that believes student connection is a vital component of our daily activities. Within the context of our vision, Westview would like to provide an opportunity for students, who have an off-roll period, the option to stay on campus. In order to maintain a positive and productive learning environment for all of our students, certain expectations are set forth for students who decide to stay on campus during their off-roll period.

### **Student Expectations**

- The student's conduct and behavior will not disrupt classroom instruction.
- The student will utilize this time for activities related to academic learning.
- The student will adhere to all school and district academic/behavioral rules and policies.

**When a student is found roaming the campus, being a disruption, or breaking school/district rules, they will be required to leave campus. If such behavior is re-occurring, the opportunity to be on campus during their off-roll period will no longer be an option.**

An Off-Roll form will need to be completed, signed by a parent, and returned to Westview in order for the student to receive an Off-Roll sticker for their ID card. Off-Roll forms are available at Westview's office.

A student will not be allowed in the library or off campus during school hours without an off-roll sticker.



## WESTVIEW PARKING POLICY

At Westview, it is considered a privilege to drive and park on school grounds. Suspension of driving privileges, towing of vehicles and/or disciplinary action may result if a violation occurs. Students are required to have a valid parking permit clearly posted on the driver's side of the front windshield. Parking without a valid permit will result in a parking ticket (\$40.00). Parking regulations are strictly enforced.

### **Traffic Regulations:**

1. A valid Westview parking permit must be displayed at all times during school hours.
2. California Vehicle code laws are in effect, and enforced on campus 24-hours a day, 7 days a week.
3. The maximum speed limit on campus is 5 miles per hour.
4. Vehicles shall stop at all crosswalks while pedestrians are in any portion of it.
5. Vehicles shall not be driven or parked on pedestrian walkways, campus sidewalks, or service roads without permission from the Department of Public Safety.
6. Bicycle riders are subject to applicable Vehicle Code laws.
7. Skateboard riding, rollerblading, or roller skating of any type is prohibited on campus property per Section 21113(f) of the California Vehicle Code.
8. Sitting in parked vehicles is prohibited at all times.
9. The parking lot is a restricted area. There is to be no loitering in the parking lot or visitation to the parking lot without an administrator's permission. Any student loitering in the parking lot will face disciplinary action.
10. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons, or any other contraband might be present in the vehicle.
11. All students must be licensed, insured, and have parental permission to drive to school.
12. A second parking permit may be purchased for \$5.00.
13. **The school is not responsible for the vehicle or its contents.**



## DRESS CODE

Westview seeks foremost to maintain a **Thriving Learning Community** where **Mutual Respect** and **High Personal Standards** are established. Because of this, it is expected that clothing policies at Westview will be followed by all students and reflect the following:

- School clothing should be neat, clean, and appropriate for school activities and should follow the standards of common decency. Students in violation of dress code will be subject to disciplinary action.

### Examples of Unacceptable Dress

- Clothing or tattoos that promote or mention profanity, weapons, violence, drugs, alcohol, sexual references or gangs.
- Clothing that disparages any group.
- Clothing that does not cover the three "B's": Belly, Breasts, and Buttock areas.
- Visible underwear, including "muscle" undershirts.
- Skirts or shorts that are shorter than mid-thigh.

If a student arrives at school dressed inappropriately, the student will be directed to change clothes. The school will loan the student an appropriate T-shirt and/or shorts, or the parent will be called to bring the student appropriate clothing.



## 2009-2010 DANCE GUIDELINES

### **School rules will be observed throughout the entire dance.**

- Students may be subject to a random Breathalyzer check
- Student ID is required for dance entrance
- Purses and coats may be subject to search
- No food or drinks may be brought into dances
- Students are encouraged to stay at the dance until the end
- Once a student leaves the dance, he or she may not return

### **Administration reserves the right to refuse entry after 9:30pm**

### **School dress code will be strictly enforced at the door.**

- Remember to fully cover the 3 B's (breasts, buttocks, and bellies)

### **Students are not permitted to display inappropriate or sexually explicit dancing.**

- Each dancer must be vertical when dancing with a partner. *(45 degree angle is not permitted.)*

Students must not put inappropriately touch another student's body.

If a student who is found to be dancing in violations of these guidelines, the student will get a warning. If the student is found to be dancing inappropriately again, the administrator will call the student's parents and the student will immediately leave the dance.

### **Guest Pass Policy**

Guest passes for non-Westview students will be available only for Formal Dances from the Finance Office or front receptionist desk. Guests are required to have valid identification (student ID or Driver's License) student ID. Guest passes must be completed and returned to the Finance Office at least three school days prior to the event in order for the guest to attend.