



HANDBOOK AND STUDENT PLANNING GUIDE

Revised February 2020

Abraxas High School

12450 Glen Oak Rd

Poway, CA 92064

(858) 748-5900



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ABRAXAS BELL SCHEDULE

Warning Bell	7:40AM	
Period 1	7:45AM	8:55AM
Period 2	9:00AM	10:10AM
Break	10:10AM	10:20AM
Period 3 (<i>Academic Advisory</i>)	10:25AM	11:05AM
Lunch	11:05AM	11:35AM
Period 4	11:35AM	12:45PM
Period 5	12:50PM	2:00PM

Students are expected to take a full course load, four classes minimum, unless otherwise approved by administration.



ABRAXAS HIGH SCHOOL

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

MISSION

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

VISION

Abraxas High School will provide:

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

SHARED COMMITMENT

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

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

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability. For more information, please contact James Jimenez, Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

ACADEMIC INFORMATION

Academic Success Advisory

An Academic Success Advisory period provides an opportunity for students to develop a strong relationship with an adult on the Abraxas campus. This relationship is to be a positive and constructive one; a relationship which is caring, nurturing, and productive. The Academic Success Advisor will act as a mentor, a coach, and an advocate.

Community College

California has over 100 community colleges which offer course work that prepares students to transfer to a four-year college or to prepare for work in a career area. All community colleges offer an extensive program of academic courses, but the career training programs vary according to the needs of the students and available facilities. There are opportunities for Abraxas students to dual-enroll with a local community college; see your advisor or counselor for more information.

Community Service

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

Course Completions

At the end of each quarter, teachers will enter the credits completed and grades into Synergy. Courses are constructed in a manner that specifies criteria for each individual credit. A student is not given credit until all criteria are met. Thus, no failing grades are given. Any credits not completed in a course at the end of a quarter will be completed in the subsequent quarter(s).

Extended Year Students (5th Year Opportunities)

Abraxas High School can authorize the return of a student for a 5th year of instruction. An extended year is earned through satisfactory behavior, attendance, productivity and the ability to graduate within the 5th year. **There is an application process for the extended year.** Once an application has been submitted, the student must meet with the Assistant Principal to develop an Extended Year Contract. In order to remain in the 5th year, students must abide by their Extended Year Contract.

Graduation Agreements

When a student is within 30 credits of graduation, a graduation agreement will be written by the Academic Success Advisor and the student. The agreement will specify the following:

- The number of credits the student has earned
- The number of credits lacking, at the time of the agreement, to fulfill graduation requirements
- The specific classes or other requirements the student needs for graduation
- A plan for completing the requirements
- Other special conditions for meeting the agreement
- Student and advisor signatures
- Students must meet with the registrar to verify courses completed and courses remaining
- Approval and signature of the principal and counselor

Graduation Ceremony

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

- Gold Level must be completed and approved according to the posted schedule
- The deadline date to turn in coursework and verify make-up hours is approximately one week prior to graduation
- The student must have met ALL PUSD Graduation Requirements by the Friday prior to graduation day
- Students must complete the senior checkout form prior to the graduation ceremony

Graduation Requirements

The following are the Poway Unified School District graduation requirements:

40 Credits of English	20 Credits of Physical Education
30 Credits of Social Studies	10 Credits of Fine Arts
20 Credits of Science	5 Credits of Health
20 Credits of Mathematics	85 Credits of Electives

See your Academic Success Advisor or Counselor for specific course requirements in each of these eight areas.

Independent Study

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

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

Library/Media Center

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

Scholarships

There are numerous opportunities for Abraxas students to earn scholarship awards. Seniors should fill out generic scholarship applications from their counselor. They should also speak to their Academic Success Advisor and/or the Counselor about specific scholarship applications that are available throughout the school year.

Transfer Credits While Enrolled At Abraxas

Students are allowed to take CTE, online, independent, or college courses. Any other programs must be cleared in advance with the principal and/or counselor.

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

Work Experience

Work Experience Education is a program designed for high school students who work while in high school to earn elective credits.

Work Regulations

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

SUPPORT SERVICES

Academic Success Advisor

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

Communication Home

- **Telephone Contact:** Teachers will call parent(s)/guardian(s) as necessary and parent(s)/guardian(s) are encouraged to call teachers when situations warrant or to request information. Please be sure to provide the office with current phone numbers and the best format for contact (text or call).
- **Conferences:** Parent(s)/guardian(s) who wish to have conferences with teachers to discuss student progress, concerns, etc. are encouraged to do so by contacting the Academic Success Advisor by phone or e-mail.
- **Abraxas Web Page**
You can access information on the Abraxas Web Page at: <http://www.powayusd.com/en-US/Schools/HS/AHS/Home>

Counselor

The Abraxas Counselor is available to work with students on academic, career, social or personal issues. Students may make appointments to see a counselor.

Health Office

Students who are ill must get a pass from their teacher and bring it to the health technician. Students who are ill must be checked out through the health office, with an off-campus pass. Students will be given a copy of the off-campus pass.

Student Support for Success – S³

Abraxas High School's Student Support for Success (S³) team systematically provides assistance to students who have circumstances that interfere with their education. Through the joint efforts of the school, the student, the parent(s)/guardian(s), and the community, student problems are addressed when a student is demonstrating school or personal problems. The S³ team meets as needed to discuss student issues and strategize the best ways to meet student needs. Parent(s)/guardian(s) will be contacted by the Student Support Specialist and are encouraged to attend.

It is the goal of S³ to identify “behavior(s) of concern” as early as possible and provide support and intervention before student behavior reaches a crisis level.

Students are referred to the S³ team via any or all of the following: self-referral; teacher referral and/or; referral due to attendance problems or lack of reasonable progress on coursework.

Support Groups

The purpose of support groups is to provide a caring environment where students can be in a safe, confidential and non-judgmental setting. Trained adults facilitate groups. Examples of support groups include: LGBTQ, Women’s, Men’s and Sober Support.

SUBSTANCE USE AND/OR ABUSE

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

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

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

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

Disciplinary Action

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

Instructional Programs

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

Intervention

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

Non-Punitive Self-Referral

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

Recovering Student Support

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

Zero Tolerance

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

To enforce its policy of zero tolerance for drugs, the District may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or District policy. The above inspections shall be unannounced and may take place in any areas of the school, e.g. classrooms, cars in AHS parking lot.

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

ATTENDANCE POLICIES AND PROCEDURES

Students must attend school regularly to benefit from the Abraxas high school academic program and to earn credits.

State Law requires regular school attendance. If a student cannot or will not attend regularly, course credits earned will be negatively impacted and other agencies may be called in to assist. According to the law, it is the parent/guardian's responsibility to see that their minor children attend school. Students 18 years or older may be dropped from school if attendance is an issue. Students are expected to attend a full-day, 7:45-2:00, program unless other arrangements are made and approved by the principal.

Absences

Legal Requirements

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

Eighteen Year-Old Privileges

When a student turns 18 it is a privilege to attend Abraxas. If the student does not follow the Abraxas rules, he/she may be dropped and referred to Adult Education.

Excused Absences

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

Students should give all notes from home regarding absences and/or tardies to their Academic Success Advisor. Notes **MUST** be written in ink, **MUST** be signed by the parent/guardian or other authorized adult and **MUST** indicate the date, time, and reason for absence. Students with excessive excused absences will receive a school and District attendance letter. **Absences have 48 hours to be cleared as excused, after that time they will be marked unexcused.**

Tardies

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

Poor attendance and habitual tardiness are unacceptable both in school and in life. The teacher will address the tardiness with the student and every effort will be made to resolve the problem

Truancies

Any absence not excused by your parent/guardian, will be marked as a truancy. Students with excessive truancies will receive a school and District attendance letter.

Unexcused Absences

All excuses other than illness and/or doctor or dentist appointments are considered to be unexcused absences by the State. Students with excessive excused absences will receive a school and District attendance letter.

STUDENT RESPONSIBILITIES AND CODE OF CONDUCT

Academic Honesty

All staff members and students shall adhere to the provisions of copyright laws in the use of instructional materials. Copyright guidelines specify the appropriate use of materials. The District Academic Honesty Policy will be enforced.

Animals on Campus

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

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

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

attempt to capture the reptile.

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

Campus Boundaries

Abraxas is a **closed** campus. **Students are not allowed to leave campus during the break or lunch periods.** During school hours, students may not go farther than the campus gates without an off-campus pass. Students may go out of the gate to attend a scheduled class in the Community Garden. At all other times, students must have a pass from a teacher. **Students without a pass when going past the gates shall be considered off campus, are subject to search, and may be suspended.** The parking lot is considered part of campus, but is off limits during school hours. Students may be escorted to retrieve items from their car during school hours. Students are not allowed on the field or courts unsupervised.

Cellular Phones

Cell phones are only allowed to be used during break, lunch and before/after school. Students must follow individual teacher cell phone rules. Failure to abide by cell phone policy will result in restrictions placed on cell phone use. Loss of cell phone or any personal device is not the responsibility of the school.

Change of Address

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

Clothing and Attire

Student clothing and attire **must be appropriate for school.** Acting professionally, in accordance with our belief that school is a time to form habits for a successful post-secondary life, includes dressing in a manner that is respectful for a school campus. **Items NOT permitted include, but are not limited to the following:**

- Gang related apparel
- Bandanas, do-rags, and hair nets
- Dangling or hanging belts, and chains of any length
- Skirts that, when the arms are held to the sides, fall above the tip of the middle finger
- Shorts that, when the arms are held to the sides, fall above the tip of the thumb
- Clothing that reveal excessive cleavage
- Clothing that shows any part of undergarments
- Strapless tops
- Unsafe shoes that prevent running in the event of an emergency
- See through material without additional clothing underneath
- Pants that sag lower than 2 inches below the waist line, or that show underwear/shorts worn underneath
- Clothing advertising or depicting weapons, drugs, alcohol, tobacco products or other illegal substances
- Clothing with profanity and/or lewd pictures and/or pictorial representations, or clothing worn in such a way as to be intimidating or degrading to others
- Spike heeled shoes, or platform shoes taller than 4 inches
- Any items deemed by the school administration to be inappropriate, pose a health or safety risk, or to be distracting and/or disrespectful to the learning environment

Computer Hacking

Computer hacking, alteration or damage to school equipment will result in disciplinary action that may include but is not limited to:

- Conference with student and/or parent or guardian
- Suspension and/or expulsion
- Restitution
- Loss of computer privileges
- Referral to law enforcement

Defiance of Authority

Direct challenges or verbal abuse toward a staff member will result in strict disciplinary action including suspension. If the challenge or verbal abuse is considered to be a threat of bodily harm to a staff member, disciplinary action could include arrest and expulsion from the Poway Unified School District. **NOTE: By law, students are required to do what is reasonably asked of them. If a student feels they are being treated unfairly, the student should refrain from arguing with the staff member and make an appeal to the principal.**

Drugs/Alcohol

The Poway Unified School District has a zero tolerance policy for drugs/alcohol. District policy will be followed. See Substance Use and/or Abuse section on pages 9 and 10 for more information.

Due Process/Student Rights

Students facing disciplinary action are entitled to hear the accusation and then provide their side of the issue. Students who wish to appeal a disciplinary decision should contact the principal or refer to the Annual Notification of Parent/Student Rights information in the on-line registration materials.

Fighting and Physical Intimidation

Abraxas will be a safe environment for all students and staff. Fighting on campus will not be tolerated and students who fight may be suspended, arrested, and possibly recommended for expulsion. Fighting and physical intimidation includes, but is not limited to threats, "jumping in," "stare downs," intimidation by groups or individuals, participation in group "gang" tactics, telecommunication threats and/or obscenities, confrontation and/or fights before, during, or after school hours on campus or to and from school, or via social media or text.

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

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

Food and Drink

Food and drink are allowed in designated areas only. Students are expected to clean up after themselves at school and support a clean campus. Food drop off of outside food and beverage after the school day starts are not allowed on campus. Students who arrive to school late with any opened beverage will not be allowed to take the beverage on campus, but may come to the office to consume it during break or lunch.

Gambling

Law prohibits gambling in any form. Therefore, pitching or flipping coins, rolling dice and any other forms of gambling will result in disciplinary consequences.

Harassment

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

Hate Behavior

Negative behaviors that target the following will not be tolerated:

- Race, ethnicity, national origin, or immigration status
- Gender, gender identity or sexual orientation
- Religious beliefs or cultural characteristics
- Age, disability or any other physical conditions.

Immunization

Students entering Abraxas from out-of-state schools will not be allowed to attend without proof of proper immunizations. Students entering Abraxas from other California schools will be conditionally enrolled and given thirty (30) days to provide proof of immunizations. If records are not received within this time frame, students will be automatically excluded from attending school.

Leaving Classrooms

Students may not leave the classroom without a pass from the teacher. It is the student's responsibility to ask for a pass and let their teacher know where he/she is going.

Loitering

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

Lost, Damaged, or Vandalized Property

PUSD Board Policy 6.84 and 6.84.1 (Recovery of Lost, Damaged or Vandalized Property) state, "The Governing Board encourages school staffs to require students to respect school property and to return or pay for all instructional materials loaned to them and to pay for damages or vandalism to school facilities and equipment". "The parent or guardian of a minor student shall be liable for all District property which has been damaged, vandalized or lost by the student, including materials which have been loaned and not returned upon demand of an employee authorized to make the demand."

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

- suspension
- restitution
- community service

- referral to law enforcement

Off Campus Passes

A note, email and/or phone call to the Academic Advisor teacher from the parent/guardian or other authorized adult is required before any student will be allowed to leave campus during the school day. Please note: ALL students leaving campus must have an off-campus pass signed by their Academic Advisor and the principal, counselor or assistant principal.

- **Visiting Other Schools**

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

Off Limit Areas

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

- The staff lounge;
- The area behind all classrooms including the P.E. fields area, unless supervised by a staff member;
- The areas in front of, in back of, or on the sides of the school;
- The parking lot; students must obtain a written pass from their teacher and obtain an escort from the office prior to going to the parking lot or coming in contact with any vehicle and/or person in the parking lot for any reason.

Parking

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

Personal Property

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

Search and Seizure

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

Shoes

Shoes are to be worn at all times on campus. Athletic (tennis) shoes must be worn to participate in Physical Education

Skateboards/Bicycles

Skateboards and roller blades are not allowed on campus. All bicycles and other two-wheeled vehicles will be parked in the designated areas on campus. Bicycles should be locked in the bike rack. Skateboards can be kept in the front office.

Smoking/Vaping

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

- Phone call home
- In-School Suspension
- Suspension
- Second offense: Referral issued; possible citation from the San Diego County Sherriff Department; parent conference

Telephones

Students will not use office telephones unless there is an **emergency**. Incoming telephone calls and/or messages for a student will be relayed to the Academic Success Advisor.

Visitors on Campus

Abraxas is a closed campus. All visitors on campus must check in at the front office. To preserve the educational environment of our classes, visitors will not be permitted to attend classes. Students meeting unauthorized visitors on campus or in the parking lot for any reason may be subject to suspension. Graduates who would like to visit must make an appointment with the specified staff member to visit after 2:00 p.m.

Weapons

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

RULES OF STUDENT DISCIPLINE IN THE POWAY UNIFIED SCHOOL DISTRICT

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

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

The prohibited acts are:

1. Causing, attempting to cause, threatening to cause, or assisting in the cause of a threat of physical injury to another person;
2. Possessing, selling, or otherwise furnishing to others any firearm, any knife, explosive, or other

- dangerous objects of no apparent educational value such as, but not limited to, matches, lighters, brass knuckles, slingshots, razor blades, BB guns, or pellet guns;
3. Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, or other controlled substances or intoxicants of any kind;
 4. Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest the intent to provide, give, or sell to other students substances which are, or are purported to be, alcohol, narcotics, dangerous drugs, other controlled substances, (i.e., marijuana, crystal methamphetamine, or anabolic steroids) or intoxicants of any kind;
 5. Committing or attempting to commit robbery or extortion;
 6. Causing or attempting to cause damage to school or private property;
 7. Committing or attempting to commit theft of school or private property;
 8. Possessing or using tobacco or any products containing tobacco or nicotine on school premises;
 9. Commission of obscene act or engaging in habitual profanity or vulgarity;
 10. Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code;
 11. Disruption of school activities or willful defiance of school authority, including violations of academic honesty or technology-use policies;
 12. Knowingly receiving stolen school or private property;
 13. Possessing an imitation firearm;
 14. Committing or attempting to commit a sexual assault or sexual battery;
 15. Threatening or intimidating a witness or a complaining witness in a school disciplinary proceeding;
 16. Sexual harassment (Grades 4-12);
 17. Hate behavior/Violence (Grades 4-12);
 18. Possessing or using electronic signaling devices, including but not limited to pagers and signaling equipment;
 19. Causing or attempting to cause an assault or battery on any school employee;
 20. Violating individual school rules;

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

Grounds for Suspension and/or Expulsion

The Board of Education authorizes the school principal to suspend or to recommend to the Board for consideration of expulsion any student who violates the Rules of Student Discipline. Restitution may also be required in cases of damage or destruction of property. At any time, if the principal determines that the student's presence causing a danger to persons or property or threatens to disrupt the instructional process, the student may be suspended and/or expelled.

Discipline for the Use of Alcohol and Controlled Substances

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

Prohibited Acts	Disciplinary Action 6-12	
1. Unlawfully possessing, using, having consumed or being under the influence of alcohol, narcotics, dangerous drugs, other controlled substances or intoxicants of any kind.	<p>First Offense Suspend and recommend expulsion or suspend and transfer to another middle school or high school, or the continuation high school, for the remainder of the semester and the following semester. Contact law enforcement. Initiate an intervention contract.</p>	<p>Second Offense Suspend and recommend for expulsion.</p>

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

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

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

COMPLAINT PROCEDURE

Complaints Concerning District Employees

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3515.2 - Disruptions)

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

Legal Reference:

EDUCATION CODE

33308.1 *Guidelines on procedure for filing child abuse complaints*

35146 *Closed sessions*

44031 *Personnel file contents and inspection*

44811 *Disruption of public school activities*

44932-44949 *Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)*

48987 *Child abuse guidelines*

GOVERNMENT CODE

54957 *Closed session; complaints re employees*

54957.6 *Closed session; salaries or fringe benefits*

PENAL CODE

273 *Cruelty or unjustifiable punishment of child*

11164-11174.3 *Child Abuse and Neglect Reporting Act*

WELFARE AND INSTITUTIONS CODE

300 *Minors subject to jurisdiction of juvenile court*

Management Resources:

CDE LEGAL ADVISORIES

0910.93 *Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site (LO:4-93)*

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San Diego, California