



Mesa Verde Administrative and Counseling team




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Mesa Verde Middle School

Student Behavior Expectations



	PROTECT THE NEST	RESPECT THE FLOCK	BE AN EAGLE!
	<i>Safe</i>	<i>Respectful</i>	<i>Responsible</i>
<i>In the Classroom</i>	<ul style="list-style-type: none"> Follow directions and safety guidelines Keep walkways clear Keep the Nest clean See Something, Say Something 	<ul style="list-style-type: none"> Start with Hello Treat others & their property with respect Follow directions Actively listen to the speaker Words Matter: Use appropriate voice and words Respect personal space 	<ul style="list-style-type: none"> Be on time and prepared Stay on task Clean up after yourself Do your own work Advocate for your needs
<i>Outside the Classroom (breaks, lunch, and school events)</i>	<ul style="list-style-type: none"> Follow directions and safety guidelines Keep walkways clear Keep the Nest clean See Something, Say Something 	<ul style="list-style-type: none"> Start with Hello Treat others & their property with respect Words Matter: Use appropriate voice and words Respect personal space 	<ul style="list-style-type: none"> Clean up after yourself Encourage others to make good choices and follow rules 
<i>After School and in the Community</i>	<ul style="list-style-type: none"> Follow directions and safety guidelines Keep the Nest clean See Something, Say Something 	<ul style="list-style-type: none"> Start with Hello Treat others & their property with respect Think before you post online Words Matter: Use appropriate voice and words Respect personal space 	<ul style="list-style-type: none"> Know and use the resources that are available to you <ul style="list-style-type: none"> - Parent & Teacher Support - Eagle Center - Counseling - Administration

OUR SIX PILLARS OF CHARACTER

Our vision for the attributes held by all community members of Mesa Verde Middle School are as follows:



TRUSTWORTHINESS

- Being honest
- Having strong values
- Seeking out each other for support



RESPECT

- Having self-respect
- Respecting others
- Having pride in ourselves
- Having pride in our school
- Being positively known by others



RESPONSIBILITY

- Taking initiative
- Staying focused
- Having good attendance
- Being accountable for our actions
- Being on time, goal-orientated
- Being self-directed & persistent
- Being committed & cooperative



FAIRNESS

- Being open-minded
- Remember, everyone has something to offer



CARING

- Keeping each other safe
- Being compassionate
- Being friendly, kind, and helpful
- Having enthusiasm
- Having a diverse group of friends
- Being non-confrontational



CITIZENSHIP

- Being active participants
- Communicating effectively
- Contributing back to the school
- Following expectations
- Feeling empowered and confident
- Having a joy for learning
- Expressing ourselves constructively

SEE

Something, SAY Something Campaign

If you see something suspicious, report it to an adult. Every Mesa Verde Community Member is entitled to a safe learning environment. Any incident or behaviors suspected to be harmful to another person should be reported immediately to a staff member.



WAYS TO GET INFORMATION

MVMS School Website

<http://www2.powayusd.com/pusdmvms>

MVMS Foundation

<http://www2.powayusd.com/pusdmvms/Foundation>

PTSA

<http://www2.powayusd.com/pusdmvms/PTSA>

MyConnect

<https://poway.instructure.com/login/ldap>

MyPlan

<https://myplan.powayusd.com/LoginPolicy.jsp>

Official Social Media

Instagram

@mesaverdems

@mesaverdeasb



Stay Up to Date with PUSD

Visit the PUSD Technology and Innovation Website

Apps for Smart Devices



PUSD App

The official Poway Unified School District app gives you a personalized window into what is happening at the district and schools.



Parent VUE and StudentVUE Apps

Check up on attendance, grades, & assignments using this app.



PUSD School Safety Tipline 1-844-PUSD-TIP (1-844-787-3847)

See it, Hear it, Report it. The PUSD Tipline is monitored by local law enforcement. This tipline is for situations requiring immediate attention, including any type of physical threat of harm to self or others.

SafeSchools Hotline 1-858-668-4161

This hotline is only monitored during District office hours. It is not monitored during weekends, nights, or school holidays. If your situation requires immediate attention after hours, please call the PUSD Tipline number above. You can report concerns, including bullying or suspicious and illegal activities by calling the Safe Schools Hotline.

COMPUTERS ON CAMPUS

The use of the computers is a privilege for which all users accept responsibility. The computers are intended to support student learning and provide additional resources for your research purposes. **COMPUTERS ARE RESTRICTED TO ACADEMIC OR SCHOOL RELATED USE ONLY.** Therefore, please adhere to the following rules.

EXPECTATIONS:

- You are **NOT ALLOWED** to move or change any item on the computer screen or alter the desktop settings.
- Removing or switching any computer keys will result in a referral to the office.
- **An ID CARD is required for students to independently use a computer lab.**
- Students will follow copyright guidelines when using materials found on the Internet and Online Resources.

When using a school computer, school community member will not:

- Eat; chew gum or drink (including water).
- Use chat rooms.
- Vandalize or steal equipment.
- Steal or alter software.
- Play games.
- Download program or software.

There is no right to privacy in the use of the computer system. The school reserves the right to monitor and access information on the system for the purpose of determining whether a violation of these restrictions has occurred. Any violation of these rules will result in loss of your privileges to use computers on campus.

GUIDELINES FOR INTERNET USE:

- Students must have the [Acceptable Use Contract](#) signed by their parents and on file at Mesa Verde before they may gain access to the Internet on campus.
- The classroom teacher must supervise classroom use of the Internet.
- In order for students to access the Internet independently in the computer lab they must:
 - Have a signed Internet pass from the classroom teacher.
 - Be supervised by an adult during use.

NETIQUETTE (Network Etiquette)

The use of District computer systems requires that students abide by accepted rules of network etiquette. These include, but are not limited to, the following:

- *Be polite.* Do not send abusive messages to anyone.
- *Use appropriate language.* Do not swear or use vulgarities or any other inappropriate language. Any reference to illegal activities is strictly forbidden. Knowledge of messages relating to or supporting illegal activities must be reported to appropriate authorities.
- *Maintain privacy.* Do not reveal either your personal information or that of others. This includes addresses and phone numbers. Before identifying a student by name or photo, the school must have on file an Internet Use Permission form signed by the parent authorizing publication (Form PUSD LSS-SIG).
- *Respect copyright.* All intellectual property accessible via the network should be assumed to be the property of the author and may not be reused without his/her permission.
- *Do not disrupt the network.* Do not use the network in a way that would disrupt its use by others.

VANDALISM

Vandalism of a District computer system will result in cancellation of privileges and/or disciplinary action that may include notification of law enforcement. Vandalism includes, but is not limited to, the uploading or creation of computer viruses or similar software, and the hacking or altering of software or hardware configurations. Parents or guardians may be held financially responsible for any harm resulting from their child's misuse of the computer system.

CONSEQUENCES OF IMPROPER COMPUTER AND INTERNET USE:

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.

Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or District security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Educational code, Penal code, District procedures, and school site discipline/network use policy. The disciplinary action may include, but is not limited to, discipline conferences, suspension, expulsion, and possible financial restitution.

Chromebook/Chromebox Login & Logout

LOGIN

- Do not "browse as guest"
- Log in using your student Google account
(e.g.: johns34567@stu.powayusd.com)
first name, first letter of last name, last 5 numbers of ID
- Chromebook Login is the same as your MyPlan password
- You can now access your Google Drive, which is used to store your documents such as Google Docs, Google Sheets, and Google Slides
- Please ensure that you adhere to the guidelines specified in the Acceptable Use Policy
- To access non-Google Applications, login to MyPlan at myplan.powayusd.com

LOGOUT

- Logout of all sites by clicking on the Logout buttons. (DO NOT just click "X")
- Logout of the device by clicking and choosing "Sign Out"



Language for the Smarter Balanced Assessment Consortium (SBAC)

MVMS calls it...	The SBAC calls it...
thesis and sub-thesis	claim and sub-claim
concrete detail	<ul style="list-style-type: none"> • supporting evidence • textual evidence • details • evidence • support • information • examples • cite textual evidence
commentary	<ul style="list-style-type: none"> • be precise • elaborate upon and explain your ideas • support your response
counter argument	opposing claim, rebuttal
body paragraph using concrete details and commentary	<ul style="list-style-type: none"> • integrate relevant, specific information • provide an argument
multiple paragraph essay	maintain a claim with logical progression
transitions	create cohesion, clarify relationships
formal writing	consider the audience
write	<ul style="list-style-type: none"> • compose • synthesize
style or voice	consider an author's discourse style

Electronic Devices must remain off and concealed before school, lunch, and after school, while on school grounds. Violation of the policy will result in confiscation of the device by school staff.

ELECTRONIC DEVICES

Mesa Verde supports the use of Acceptable Electronic Devices when appropriate and under teacher or staff supervision. These are devices that supplement and/or augment the curriculum, and have been approved by the student's teacher in the designated classroom or by library staff in the library. Use of these devices is limited under the direct supervision of teachers or staff members at all times. It is the goal that every student learns there are appropriate times during the day to use electronic devices. Examples of these devices are cell phones, smartphones, laptop computers, calculators (standard & graphing), and tablets.

These devices may ONLY be used during class, under the teacher's supervision, or in the library, when given permission. Any device seen being used during the school day will be confiscated by staff and given to the Assistant Principal's office.

The rules concerning the use of personal technology on our campus pertain to cell phones, smartphones, laptops, tablets, and eReaders. Gaming devices such as Nintendo DS, Switch, or other devoted handheld gaming devices are not allowed on campus.

Within a classroom or the library, the individual teacher's expectations are to be followed.

- At no time will students be allowed to use the video or still camera feature on their electronic device. **Exception if under the direct supervision of a teacher for an academic assignment.*
- Social Media – Students are not to use electronic devices for Social Media on campus (including but not limited to YouTube, Instagram, Vine, SnapChat...). **Exception if under the direct supervision of a teacher for an academic assignment.*
- Texting – Texting during school hours is not allowed.
- Phone Calls – Phone calls are not permitted during the school day. Students may use office telephones to contact parents at an appropriate time with teacher/office approval.
- No electronic devices are permitted to be out during PE (inside and outside of the locker rooms).
- Students in the library must request permission from library staff prior to using their electronic devices.

Consequences:

- 1st Offense Confiscation of the device until the end of the day. Student may pick up from the Assistant Principal's Office.
- 2nd Offense Confiscation of the device for the parent to collect from the office.
- 3rd Offense Student, Parent, and Administrator conference

**Repeated violations of the Electronic Devices Policy may result in permanent loss of privileges on campus.*

Mesa Verde Middle School and the Poway Unified School District are not liable for the loss or damage of any electronic devices brought to school. Students are responsible for all of their valuables, including electronic devices. Parents may want to investigate their homeowner's insurance policy for the protection of student valuables on school property. Devices should be password protected and should be marked identifying the owner.

LOST AND FOUND

- Lost or found **books** are kept in the Library
- Valuables are kept in the assistant principal's office.
- All other items can be found in the Lost and Found cabinet, which is located outside the AP Office.

At the end of each month, all unclaimed articles are donated to charity.

PHYSICAL EDUCATION

LOCKERS AND LOANERS

Students must always suit up for physical education classes. Other arrangements will be provided for long-term medicals per student's physical education teacher. P.E. clothes may not be shared. If students forget their P.E. clothes, clean loaners will be issued. Lockers will be assigned in P.E. classes only. Students must use only the locker issued to them. There is no sharing of lockers. Locker combinations should not be shared. Students are responsible for all items stored there. Backpacks must be locked in a street locker. Failure to lock P.E. lockers or street lockers will result in a P. E. detention. The school is in no way responsible for items stored in lockers. Refer to specific rules in the P.E. letter sent home the first week of school.

LUNCH

CAFETERIA

Students may be asked to present their ID Card when they access their lunch account. This is for your protection as student's account numbers follow them throughout their enrollment with PUSD. Do not share your account number with anyone. Students may not remain in a classroom during lunch unless accompanied by a teacher.

Lunch may be purchased as a full lunch or a la carte from the cafeteria. The menu is available online at <http://powayusdnutrition.com>. You may prepay for meals with cash or check at the school. Checks can be dropped off in the main office. Make checks payable to PUSD Food and Nutrition Department; write student's name and ID number in the memo section. Online payments may also be made at <https://www.myschoolbucks.com>.

CONSIDERATE LUNCH BEHAVIOR

- Please be considerate of others by going to the back of the line and waiting patiently for your turn.
- Please be considerate of others waiting behind you by not saving a place in line or buying food for friends.
- Please help keep our campus clean by eating or drinking (except for water) only in designated areas.
- Please respect yourself, others and our campus by not throwing food.
- Please act responsibly by depositing your trash in a trashcan and your recyclables in a recycling can.

AFTER EATING LUNCH

Students are free to stay in the lunch area or the "donut" or even participate in approved field activities. **NO** food or drinks (except water) are allowed outside the lunch area.

MISCELLANEOUS

DELIVERIES

We ask that parents not bring homework, P.E. clothes, band instruments, lunch money or lunches that students have forgotten to the school for student pick up. Late work will not be delivered to class nor will messages regarding delivery of homework be sent to the students. We are working to keep our student's classroom interruptions to a minimum. **At no time will individual or group online/call-in food orders be allowed for delivery.**

BALLOON & FLOWER BOUQUETS

Many students bring balloon and flower bouquets to school as gifts for their friends. In the interest of health issues and keeping students focused on learning, balloons and flower bouquets brought to school will be held in the AP office until the end of the school day.

LIBRARY

SERVICES

Our school library collection includes books, magazines, and a reference section. Computers are available for student use. Hours open during lunch, before school, and after school will be announced at the beginning of the school year and are posted on the website. Students are required to have a current Mesa Verde ID to check out library books plus an Internet sticker on the back to use a computer. Books are to be returned on time and in good condition and may be renewed. There are no late fees during the regular school year. Behavior expectations are the same as for classrooms. No food, drinks, or water bottles are allowed.

TEXTBOOKS

Textbooks require ID for checkout. Students are financially responsible for damages and lost or stolen copies checked out in their name. A late fee may be charged for each book not returned by the last day of school. Please use paper or stretchy book covers and write your name inside the front cover. Do not tape anything to the book itself. Parents may purchase additional copies of textbooks directly from publishers, and a list of addresses and websites is available in the library.

FINES:

- Lost Book - Cost of Replacing the Book
- Damaged Book - Cost of Replacing the Book
- Bindery/Re-binding - \$13.00
- Miscellaneous Damage - Damage to cover, gum in book, liquid damage, damaged pages, torn or missing pages, writing inside/outside book - \$3.00 - \$5.00 (at discretion of library)
- Bar-code replacement - \$3.00
- Student ID card replacement - \$5.00
- A \$5.00 fee will be deducted from refund when a lost book is returned.

TEXTBOOK POLICY

Sometimes tutors or parents work privately with our students and request the use of school textbooks for support purposes. The following are MVMS's guidelines.

- We purchase the number of textbooks needed for our students with a small number of "extras" for incoming students. **Students receive textbooks for the current classes in which they are enrolled** and are expected to use these during class and at home.
- We do not allow students to use district-adopted textbooks except at the math level they currently are assigned. We do not check out district/site textbooks to private or other tutors for the following reasons: a) we cannot afford extra textbooks in our inventory, b) it is not appropriate to have currently adopted texts available that are not at the student's current level.

Parents and tutors who wish to assist students in strengthening their foundations or skills have a variety of options: a) They may purchase specific materials from a Teacher Supply store or other outlet for skills materials (these are available at many locations), b) They may use obsolete texts when available (these are texts that were used prior to the most recent text adoption).

STUDENT ID CARDS

Student ID cards must be brought to school **every day**. IDs are needed to check out library books, textbooks, and to use computers. Students receive a free ID at registration and must use it. Replacement ID cards cost \$5; replacements are available from the Library. *Remember to bring your ID every day and every time you come to the library.*

LIMOUSINES

Limousines may be used as part of a Mesa Verde sponsored reward available to all students. However, limousines are not appropriate on campus at any other time for individuals or small groups.

EVACUATION DRILLS

During a drill, walk in a quick, quiet, and orderly manner to your assigned area and be prepared to follow instructions. Familiarize yourself with the escape route posted in your classroom. ("Disaster Preparedness" booklet, instructions, and evacuation routes are prominently posted in each classroom.) If an evacuation emergency should occur at lunch, noon supervisors will escort students to the appropriate location.

When instructions are given for a lockdown drill, all students should immediately follow the directions of their teacher. **If you are out on campus during a lockdown, please seek cover in the nearest room.**

During a drill, students are expected to assist their teacher by carrying the teacher's sign, first aid kits, and any other equipment and/or materials.

Initiating fire alarms without cause will result in severe disciplinary action, possibly involving police. Disruptive behavior during a drill will result in a Referral or other disciplinary action. Student safety is a priority at Mesa Verde.

ATTENDANCE

Compulsory attendance laws require that parents 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 until 18 years of age.

ARRIVAL AND DEPARTURE

ALL STUDENTS MUST CARRY THEIR ID CARDS with them at ALL times. On regular school days, school begins at 8:27am and ends at 3:15pm. On Professional Time Days, school begins at 9:25am and ends at 3:15pm. **Students should not arrive before 7:30am (8:30am on Professional Time Days).** Students must stay in the covered lunch area if on campus between 7:30am and 8:00am. Students are NOT to be in the villages or donut area during this time. After school hours, students must be out of the villages by 3:25pm unless in an approved school activity. After 3:25pm, students must wait at the front of the school. At no time shall a student leave campus once they have arrived to school during any part of the day.

CAMPUS ACCESS and PROCEDURES

- Mesa Verde Middle School is a closed campus. That means that students are to remain on campus the entire day unless checked out through the Attendance Office by a parent/guardian.
- All visitors, including parents, must sign in through the office.
- Students who need to leave campus before the end of their last class must get an Off-Campus Pass from the Attendance office **before leaving school.**
- The Attendance Office is here to help students. Students who leave without following proper procedures will be considered truant. It is our intent to be sure students leave with their parent or designee only. The safety of our students is of the utmost importance.
- The health technician may issue an Off-Campus Pass. This will be done after a parent or designee has been contacted **and transportation has been arranged.**
- When returning to school, students should follow the same procedures as with a regular absence.
- Students who leave campus without properly checking out of school as outlined above are considered truant. This includes students who leave for legitimate reasons (such as medical appointments) **but who fail to properly check out of school.**

Students are to obtain an Off-Campus Pass at the Attendance Office in the following way:

- Bring a signed, written excuse from home.
- Submit note to the Attendance Office before school.
- Receive an early dismissal slip from the Office.
- The yellow slip is the readmit for the classes missed.C

ABSENCES

- Students who miss an entire day of school without a legitimate excuse are considered truant from school and are subject to disciplinary action. They may also be referred to the School Attendance Review Board (SARB).
- Students MAY NOT sign their own notes. Forging a parent or guardian's signature is considered a serious offense.
- Periodically the State Department of Education will audit the attendance records. Verification for each absence is needed for state reports.
- Parents and students need to understand that excessive absences, INCLUDING EXCUSED ABSENCES, adversely affect a student's learning and grades. Parents: please contact the school AP or counselor to alert us about situations regarding attendance. We will support your efforts.
- Parents must notify the school if their student is diagnosed as having a communicable disease/health problem (e.g., strep throat, chicken pox, measles, head lice, hepatitis, etc.).

TARDINESS

Students are required to be on time to class. If you are held over by a teacher, get a pass from that teacher before you leave for your next class. Students are to be in their seats and ready to work when the tardy bell rings. **The seriousness of tardiness is recognized in the State Education Code. It provides for removal from class or suspension from school for habitual tardiness.**

The campus-wide definition of tardiness is that students are inside the classroom door as the bell rings. However, for classroom citizenship, some teachers may require students to be in their seats before the bell rings.

HEALTH INFORMATION

Students who become ill during the school day should request a pass from their teacher to visit the Health Office. Students who feel ill at the end of a class should first check in at their next class.

Cell phone use is prohibited during school hours. Therefore, students should not call their parents on their cell phone if they feel ill. If necessary, the health office will contact parents and the health technician will issue an off-campus pass. You can assist the school in maintaining healthy and safe conditions for your student by cooperating with the following:

Medication:

Before any medication (**prescribed or over-the-counter**) can be given during school hours, an Authorization for Medication Administration form (PUSD H-26) must be on file. **Both physician and parent/guardian signatures are required.** All medication is kept in the Health Office and must be in the prescription container or original packaging, labeled with the student's name. The health technician will supervise self-administration of the medication during school hours. If a medical condition warrants a student to have immediate access to their medication, a physician and parent must sign form H-26B, allowing the student to carry their medication with them during school hours. See the health technician for the appropriate forms. **Exceptions:** Sunscreen, lip balm, throat lozenges, contact lens solution, and cough drops require written parent permission only.

CAMPUS EXPECTATIONS

Mesa Verde Community Members will:

- Use appropriate language when addressing one another and will speak with good purpose.
- Chew gum when off campus only.
- Be where they are supposed to be at all times.
- Keep our campus clean by not spitting on school grounds.
- Not display inappropriate public affection.
- Use sidewalks and not cut through parking lots or landscaping.

- No Energy Drinks will be allowed on campus. It is the expectation that students not consume drinks with high caffeine content. Drinks of this nature will be confiscated.
- Students may not sell any items while on campus.
- Out of concerns for safety, follow adult directions the first time given.

GUIDELINES FOR A SAFE AND ORDERLY ENVIRONMENT

Students in California have the right to be safe while attending school. The Mesa Verde Middle School Staff and Administration will do everything possible to guarantee this right.

Students, when facing disciplinary action, are entitled to hear the accusation and then provide an explanation. All school personnel will adhere to this guarantee.

Students wishing to appeal disciplinary decisions should contact an administrator for information on specific procedures.

DRESSING FOR SUCCESS

Dressing for Success applies to all school activities including field trips and ASB Activities (including after school).

Mesa Verde follows PUSD Board Policy BP-5132 and Administrative Regulation AR 5132(a) in regards to dress and grooming:

- Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
- Clothing must be neat, clean, and fit properly.
- Clothing that advertises, promotes, or glamorizes drugs, alcohol, or tobacco products; displays foul or sexually suggestive language or symbols; denotes gang affiliation or is offensive; is not permitted.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- Shorts and skirts should be long enough that they reach the tips of fingers when arms are extended and shoulders are relaxed.
- Pants and shorts must fit at the waist and not require a belt to be held up. Undergarments must not be exposed. Pajama bottoms are not allowed. "SAGGING" IS NOT ALLOWED.
- Only manufactured frayed edges on clothes are allowed. Long, dangling belts are not permitted.
- Wallet chains are not allowed at school.
- Jewelry, wallets, and accessories that, in the opinion of the staff, attract undue attention, pose a distraction or could pose a threat to the safety of others, are not permitted.
- Hats/caps shall not be worn indoors.
- No roller blades or roller shoes allowed.

In an effort to maintain the belief that education is our primary purpose, the staff will address new fads that occur during the school year.

REFERRALS

To support learning and teaching, the **Referral System** is used at Mesa Verde. For disruptions or student behaviors that do not follow PUSD Rules of Student Discipline or are not reflective of our **Six Pillars of Character**, staff will forward referrals to the administration. Consequences may be applied, the student will be counseled and guided toward making better choices, and parents may also be contacted. Referrals are logged in the student's discipline record for future reference.



THE THREE R's OF BULLYING: RECOGNIZE, REFUSE, and REPORT

RECOGNIZE BULLYING

Bullying is unfair and one-sided. It happens when someone **keeps** hurting, frightening, threatening, or leaving someone out on purpose.

Ask yourself these questions:

- Is it fair?
- How does it feel (threatening, bad, uncomfortable)?
- Does it keep happening?

Two types of Bullying:

- **Face-to-face bullying:** This kind is easier to recognize. Actions include: hitting, pushing, name-calling, teasing, put downs, making fun of or leaving someone out on purpose.
- **Behind-the-back bullying:** Actions include: gossip, rumors, talking behind someone's back.

Putdowns hurt!

Words or actions that are meant to hurt or embarrass someone are called putdowns. They include name-calling, insults, and rude gestures, rolling eyes at someone, imitating the way a person moves or walks.

REFUSE BULLYING

Ask yourself: "Is it safe for me to speak out assertively?" If yes, then...

Use assertive steps:

- Get cool and calm. Take a deep breath and say to yourself: "Cool and calm".
- Imagine yourself speaking in a strong, clear, respectful voice.
- Stand straight and tall.
- Look directly at the person you are speaking to.
- Say what you mean in a strong, clear, and respectful voice: "Stop. That's bullying." Then walk away.

Bystanders Unite!

The people standing around watching the bullying happen are bystanders. They can make a big difference in stopping bullying:

- Report bullying to an adult.
- Don't watch bullying.
- Say "NO" to bullying.
- Bystanders Unite. Be part of the solution.
- Refuse to let others be bullied.
- Everyone deserves respect!

Stop Rumors

When you hear someone starting a rumor, or repeating a rumor, use a **rumor block**: a statement you make to a person who tells a rumor.

Examples of rumor blocks are: "That sounds like a rumor to me", "You don't know if that's true", "Do you have proof of that?"

Anytime you don't feel safe, go get help from an adult immediately!

REPORT BULLYING

Reporting isn't tattling. Tattling is when a student tries to get someone in trouble. Reporting is when a student tries to keep someone from getting hurt. Anytime is a good time to report bullying to an adult.

Remember, if you SEE Something SAY Something.

OPTIONS FOR RESOLVING CONFLICTS

- Give an "I message" to stop unwanted behavior: I feel (angry, sad, upset, frustrated) when you (hit, name call, push, tease) me because (state how it affects you [it hurts, it distracts me, it bothers me]). If you don't stop I will have to report you to a (teacher, counselor, administrator).
- Inform any adult on campus (teachers, office/counseling staff, campus security, noon supervisor, etc.) and ask for assistance.
- Talk to a counselor regarding a possible peer mediation
- Go to the Assistant Principal's office. Report the incident and fill out a witness statement.

TRANSPORTATION INFORMATION

For information regarding bus passes, please refer to the "Transportation Information" packet published by the District. Loading zones are along Entreen Way. Students will be notified of loading zones the first day of school. Parents and other drivers are not allowed to stop, park, or in any way block the passage of school buses as they move to and from the loading zones. Observe the red lines. It is for our student's safety that we require this.

You should be on time at the designated school bus stop in single file and should wait until the bus comes to a complete stop before attempting to enter. Students are expected to board the bus in an orderly fashion. The new bus law requires cars in both directions to stop when red lights are flashing.

If you have any questions regarding late buses, etc. you can reach PUSD Transportation at **(858) 679-2636**.

RULES/REFERRALS

While on the bus, students should keep hands and head inside the bus at all times. Remember that loud talking, laughing, and other inappropriate noise distracts the driver's attention and makes safe driving difficult. Horseplay is dangerous around or on the school bus. Students must be seated while the bus is in motion. Horseplay is not allowed.

When the administration receives bus referrals, the following procedure is followed:

1st Bus Referral:

- The student is warned and a copy of the referral (warning) is sent home.

2nd Bus Referral:

- Student may lose privilege of riding the bus for one week (5 school days) AND/OR is assigned to Bus Safety School, which is scheduled one Saturday each month. The assistant principal will make parent contact.

3rd Bus Referral:

- Student may lose privilege of riding the bus for two weeks (10 school days). The assistant principal will make parent contact.

4th Bus Referral:

- Student may lose privilege of riding the bus for (40) forty school days. The assistant principal will make parent contact.

5th Bus Referral:

- Student may lose privilege of riding the bus for the remainder of the school year.

If students want to ride any bus other than their usual, they must have written permission from a parent and a school administrator.

An Activity Bus is provided Monday through Thursday each week for students with scheduled after school activities. **Students not participating in an approved after-school activity may not ride this bus.**

PROHIBITED ACTS

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 which are related to school activity and attendance and which occur at any time, **including but not limited to any of the following:**

- The student is on school grounds at a time when school is in session or a school-sponsored activity is in progress.
- 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 following actions may result in one or more of these consequences: Referral to Office, Detention, Suspension, Restitution, Expulsion, Involuntary Transfer, and/or Police Action. Parents are responsible for all restitution.

- Suspension: removal of a student from ongoing instruction for adjustment purposes.
- Expulsion: removal of a student from the immediate supervision and control of, or the general supervision of, school personnel.
- Involuntary Transfer: transfer of a student from one school to another school, or to an alternative instructional program, within the district.

ALCOHOL, NARCOTICS, DANGEROUS DRUGS, OR OTHER CONTROLLED SUBSTANCES OR INTOXICANTS

Possessing, using, having consumed, or being under the influence of the above; offering, arranging, or negotiating to sell any drug paraphernalia:

First Offense--transfer and intervention contract.

Second Offense--recommendation 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 purported to be the above:

First Offense--recommendation for expulsion.

To enforce its policy of Zero Tolerance for drugs, the District may use specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or District policy. The inspections shall be unannounced.

COMPUTER HACKING AND/OR INTRODUCING A COMPUTER VIRUS

"Computer hacking" is illegally entering a computer system. A "computer virus" is a program that, once installed into a computer, will destroy software and computer memory. **Severe Consequence** – Referral to Office, restitution, suspension, and police intervention.

DAMAGE OR THEFT (ACTUAL OR ATTEMPTED) OF SCHOOL OR PRIVATE PROPERTY

Students who steal or vandalize school or personal property may receive suspension, restitution, and police action depending upon the severity of the offense.

DEFIANCE OF AUTHORITY

All school staff members and volunteers are in a position of authority on campus and at any school-related activity. Direct challenges or verbal abuse toward an adult will result in disciplinary action. Direct challenge or verbal abuse that is considered a threat of bodily harm to a staff member or volunteer 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 or she is not being treated fairly, the student should refrain from arguing with the staff member and take the appeal to the administration.

NON-PUNITIVE SELF-REFERRAL

Students who want help dealing with a drug or alcohol problem are encouraged to discuss this with parents and trusted adults on campus. Students who disclose past use of alcohol or other drugs while seeking adult intervention WILL NOT be punished or disciplined for **past** use. This excludes a student currently in possession OR under the influence at the time of reporting the information.

Students who bring to the office **immediately** upon finding that they inadvertently brought a prohibited item to school, i.e., knife or other dangerous object, WILL NOT BE PUNISHED OR DISCIPLINED. This excludes students who are found to have the item without reporting it to a staff member.

FIGHTING AND HARASSMENT

Verbal and/or physical abuse directed at another person (**even when mutual**) is not tolerated.

- **Harassment – A Definition:** Harassment is unwanted and unwelcome behavior from other students or staff members which 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."
- **Discrimination – A Definition:** Discrimination is negative or unfair treatment toward an individual based on race, ethnicity, sexual orientation, religion, or gender.

FIREARMS, KNIVES, EXPLOSIVES, OR OTHER DANGEROUS OBJECTS

Possession or conveyance of: Disciplinary action ranging from suspension and police intervention to expulsion from the District. Adults will supply utensils for school parties only.

FIRES, SETTING; PULLING FIRE ALARMS; POSSESSION OR USE OF EXPLOSIVES

On campus or enroute to or from campus: Police and Fire Chief intervention or suspension.

The California Ed. Code requires suspension and a referral for expulsion from school for the possession or detonation of any exploding devices.

GAMBLING

Law prohibits all forms of gambling. This includes betting on card games, pitching for coins, and any other form of gambling.

HAZING

California State law strictly forbids hazing or any form of initiation considered physically or mentally degrading or unsafe.

INJURY TO ANOTHER PERSON (ACTUAL, ATTEMPTED, OR THREATENED)

Disciplinary measures, depending on the severity of the offense will be taken and may include police action, suspension and/or expulsion.

MERCHANDISE (SELLING/BUYING UNAUTHORIZED MERCHANDISE ON CAMPUS)

Merchandise is confiscated for parent retrieval and possible suspension.

PROFANITY, VULGARITY, NAME CALLING

Use of profanity, vulgarity, or name-calling is not tolerated at any time on school grounds. Mesa Verde has a Zero Tolerance policy.

ROBBERY OR EXTORTION

Disciplinary action may include police action.

SEXUAL HARASSMENT

Sexual harassment is not to be tolerated at Mesa Verde.

SMOKING AND/OR POSSESSION OF TOBACCO, MATCHES, OR LIGHTERS

Disciplinary action may include police action.

ZERO TOLERANCE FOR DISCRIMINATION

The Poway Unified School District programs and activities shall be free from discrimination with respect to gender, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability. Racially and/or sexually oriented offenses will not be tolerated and are subject to strict discipline.

ACTS PROHIBITED BY CALIFORNIA EDUCATION CODE

Suspension or expulsion will be imposed on the first offense for Prohibited Acts 1 through 5 below. The prohibited acts are:

1. Causing, attempting to cause, or threatening to cause 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, tasers, 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.

Consequences: First offense is Suspension or suspension and transfer to another middle school or continuation high school, for the remainder of the semester and the following semester. An intervention contract is also initiated. Second offense is recommendation for expulsion.

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 purported to be, alcohol, narcotics, dangerous drugs, unauthorized prescription drugs (e.g., Soma, Ritalin), other controlled substances (i.e., marijuana, crystal methamphetamine, or anabolic steroids), or intoxicants of any kind.

Consequence: First Offense is recommendation for expulsion.

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.
Consequences: First Offense is transfer to another middle school or the Off-Campus Independent Study Program for a period of time of 90 school days or for the remainder of the semester and the following semester. An intervention contract is also initiated. Second Offense is recommendation for expulsion.
11. Disruption of school activities or willful defiance of school authority, including violations of academic honesty.
12. Knowingly receiving stolen school property 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.
17. Hate Behavior/Violence.
18. Violating technology-use policies and inappropriate use of electronic signaling devices (e.g., cell phones, pagers).
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. Terroristic threats against school officials, school property or both.
22. Engaging in bullying, including but not limited to, an electronic act against another pupil or school personnel.
23. Violations of individual school rules, or violating bus rules.

For Prohibited Acts 7 through 16, suspension or expulsion may be imposed when other means of correction fail to bring about proper conduct. However, **at any time**, if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instruction process, the student may be suspended or expelled.

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.

Federal and state laws and regulations protect certain rights. To help make you aware of your rights, the District is providing you with this notice. If you have any questions or need to clarify something you read here, please contact any administrator or Personnel Support Services.

UNIFORM COMPLAINT PROCEDURES

State regulations require the District to establish procedures to address allegations of unlawful discrimination and complaints alleging violation of federal or state regulations in programs and activities receiving state funds: adult basic education, SIP, EIA/LEP, Title 1, Title 6, vocational education, special education, child development, child nutrition, Miller-Unruh special reading, tenth grade counseling, and school-based coordinated programs. Procedures are as follows:

Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance with the designated area superintendent. (See complaint form PUSD A-77.) For additional information/forms, contact designated area superintendent, LSS. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Investigation of Complaint

The school principal shall hold an investigative meeting no later than 15 calendar days of receiving the complaint.

Written Decision

Within 20 calendar days of receiving the complaint, the school principal shall prepare and send to the complainant a written report of the District's investigation and decision.

Appeal to the Regional Area Superintendent

If a complainant is dissatisfied with the school principal's decision, he or she may, within five calendar days, forward the written complaint to the area superintendent of the region in which the complaint was initiated.

Within five calendar days of receiving the complaint, the area superintendent shall discuss with the complainant the possibility of using mediation or shall attempt to resolve the issue by administrative review. If all parties agree to mediation, the area superintendent shall make all arrangements for his process.

If the mediation process or the administrative review does not resolve the problem within 10 calendar days, the area superintendent shall make all arrangements for this process. If the mediation process or the administrative review do not resolve the problem within 10 calendar days, the area superintendent will send the complainant a written report of the decision.

Appeal to the Board of Education

If the mediation process or administrative review do not resolve the problem, the complainant may appeal to the Board of Education by submitting a letter to the District Superintendent within five calendar days after the termination of mediation or administrative review. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened to meet the 60-calendar day's limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the decision of the regional area superintendent shall be the District's final written decision. If the Board hears the complaint, the Superintendent shall send the Board's decision to the complainant within 60 calendar days of the District's initially receiving the complaint or within an extended time period that has been specified in a written agreement with the complainant.

Appeal to the California Department of Education

If a complainant is dissatisfied with the District's decision, he/she may appeal in writing to the California Department of Education within 15 calendar days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing

appeals. If dissatisfied with the California Department of Education's resolution of a complaint regarding Title 1, the complainant may request its review by the United States Secretary of Education.

SEXUAL HARASSMENT

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.

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, assistant principal, 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.

All formal complaints of sexual harassment must be presented within six (6) months from the date the alleged conduct occurred. However, nothing within this procedure prohibits District representatives from pursuing an investigation and implementing remedies regardless of that deadline, with or without the implementation of this procedure.

The confidentiality of information received and the privacy of the persons involved will be protected, except for disclosures required by law or as to those individuals who need to know within the context of an investigation, analysis, appeal of sexual harassment allegations, or prevention or correction of misconduct. Therefore, a guarantee of complete confidentiality is not provided.

Any individual who has designated a representative should inform that representative of the need to maintain confidentiality as appropriate to this process, and shall confirm in a signed written communication to the appropriate District representative that information may be supplied to or received from that named representative.

If a person informs an administrator about alleged sexual harassment but asks that the matter be kept confidential and that no action be taken, the District must still discharge its duties to prevent and correct sexual harassment. Under those circumstances, the administrator will contact the District's Title IX Coordinator, who may take further investigative or corrective actions, with or without implementing this procedure. Also, some allegations may be so egregious as to require District action or investigation, regardless of a person's desire to remain anonymous or not process a complaint. For example, some allegations may require a report to the Child Protective Services.

The informal and the formal complaint procedures include the disclosure to the respondent of the identity of the complainant and alleged victim, and the formal complaint procedure cannot be implemented without a written, signed complaint.

A person who files a complaint and the alleged victim of sexual harassment shall not be penalized for the good-faith filing or processing of an informal or formal complaint, including not being removed from the educational environment or his or her classroom without appropriate consent.

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. A parent, legal guardian, legal advocate, or other adult of the student's choosing may assist any student, at any stage of the complaint process.

If a District employee becomes aware of allegations of sexual harassment against a District student, that person shall notify an appropriate District administrator and that administrator shall inform the District's Title IX Coordinator or designee and, if applicable, Child Protective Services. The District's Title IX Coordinator or his/her designee, shall as soon as possible, if appropriate contact that student and/or that student's parent or legal guardian, refer the potential complainant to this Administrative Procedure and ensure the potential complainant possesses a copy of this Administrative Procedure.

A potential complainant may begin the complaint process through the informal or formal processes contained in this Administrative Procedure. Nothing in this Administrative Procedure prevents or requires a potential complainant from directly informing the potential respondent that the conduct is unwelcome and must stop.

At no time must a potential complainant file a complaint with, or have it processed by, the person who is accused of the sexual harassment, nor must a potential complainant have a complaint processed by a District administrator who serves directly below the accused person. Persons accused of the sexual harassment and their direct subordinates are disqualified from receiving, investigating, overseeing, or in any way acting as an official District participant for purposes of this Administrative Procedure. In those situations, the complaint should be filed with another District administrator at the next higher level above the person accused of committing the sexual harassment.

Informal Resolution Process: The purpose of the informal resolution process is to encourage any student who believes he or she has been victimized by a sexual harasser, but does not want to file a formal written complaint, to come forward, by providing a less formal method for identifying concerns, agreeing on how to resolve those concerns, and obtaining resolution. An informal complaint is an oral request made to a principal, assistant principal, or the District's Title IX Coordinator such as the Assistant Superintendent, Personnel Support Services, for assistance with resolving a concern about sexual harassment. An informal complaint may cause an inquiry but does not result in starting the formal complaint process of this Administrative Procedure.

It is not necessary to use this informal resolution process and, if implemented, it is not necessary to complete. A formal complaint can be filed at any time.

The individual receiving the informal complaint should provide a copy of the Board policy prohibiting sexual harassment against students, and a copy of this Administrative Procedure, to the complainant and to the respondent, or ensure that copies have already been provided, and notify the District's Title IX Coordinator of the complaint.

Regardless of any desire or request to pursue concerns informally, and regardless of any informal resolution, the District may implement additional investigatory, corrective, and preventative actions. Some alleged conduct might be considered so unacceptable that the District administrator may determine the allegations are not appropriately handled through an informal process. Examples include, among others, allegations involving an individual who has a history of misconduct, allegations of direct threats involving the health, safety, or welfare of any student, and allegations of egregious or criminal acts.

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.

Investigation and Report: The individual receiving the formal complaint or his/her designee shall consider whether any interim precautions should be implemented and shall as soon as practical forward the complaint to the District's Title IX Coordinator. The District's Title IX Coordinator or

his/her designee should address any current needs and commence an investigation as soon as feasible.

The investigation and report shall be completed as expeditiously as practical and no later than sixty (60) calendar days from receipt by the District of the written, signed formal complaint, unless further time is required by law or if the complainant agrees in writing to an extension.

The formal investigation shall result in a written report which shall include, at the minimum, summaries of the complaint and evidence, a decision of whether the facts indicate that sexual harassment occurred, a recommendation to resolve the complaint, and reasons in support of the findings and recommendations. In some cases, the names and identifiers of students may be omitted from the written decision. The report shall also include notice of the right of either party to appeal, notice that retaliation is prohibited, and notice that the report should remain confidential to the extent required by law.

Unless otherwise restricted by law, copies of the report shall be provided to the complainant who signed the complaint and to the respondent, or to their respective representatives. If the right to privacy restricts the disclosure of information, such as the discipline to be imposed upon another student, the report shall include alternative information to the extent permitted by law, for example, by indicating that appropriate disciplinary and corrective actions are being implemented.

A finding that sexual harassment did not occur does not prohibit the implementation of other corrective or disciplinary action independent of this Administrative Procedure and does not require nullifying any discipline which may have been implemented independently of this Administrative Procedure. If the decision is not appealed, the report (including its proposed resolution) shall be implemented and the complaint shall be considered closed.

Appeal to Superintendent: The complainant or the respondent may appeal the findings, conclusions, or recommendations, by submitting a signed, written appeal to the District Superintendent. An appeal must be received in the Superintendent's office no later than the close of business five (5) business days following the forwarding of the investigator's report. The appeal shall specify at least what facts, conclusions, and/or recommendations are contested and why they are contested.

The Superintendent or his/her designee, shall forward, as soon as practical, a copy of the appeal to the other party (to the extent permitted by law), with a request that any response or further information must be provided to the Superintendent within five (5) business days following the transmission of the copy of the appeal.

Appeal to Board of Education: Any party may appeal the Superintendent's decision to the Board of Education of Poway Unified School District. An appeal must be received in the Superintendent's office no later than the close of business on the fifth business day following transmission of the Superintendent or designee's decision. The appeal must be in writing, specify at least why the Superintendent's level decision should be changed, and be signed. A copy of the

appeal will be forwarded to the other party as soon as practical (to the extent permitted by law), and include at least notice of the right to submit any written response within seven (7) business days of transmission of the copy of the appeal.

As soon as it is feasible, the Board of Education will consider what, if any, additional actions should be undertaken and issue its final determination upon the appeal to the parties.

Notice of the Board's decision shall be provided to the parties or their respective representatives, and shall contain notice of the complainant's right to appeal to the California Department of Education and the procedures to be followed for initiating an appeal.

Access to Other Entities: In accordance with Title 5 of the California Code of Regulations, section 4631(c), complainants are advised of the right to appeal the local decision to the California Department of Education. Any complainant may appeal the Board's decision to the State Superintendent in accordance with Title 5 of the California Code of Regulations, section 4652, by filing a written appeal with the State Superintendent within fifteen (15) days of receiving the Board's decision.

In accordance with Education Code section 262.3, persons who have filed a complaint with an educational institution are advised that civil law remedies, including but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants. Pursuant to subdivision (d) of section 262.3, a person who alleges that he or she is a victim of discrimination may not seek civil remedies pursuant to that section until at least sixty (60) days have elapsed from the filing of an appeal to the State Department of Education, except that such moratorium does not apply to injunctive relief.

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
15250 Avenue of Science
San Diego, CA 92128
(858) 521-2800

RULES OF THIS STUDENT HANDBOOK WILL BE ENFORCED DURING THE SCHOOL DAY, TO AND FROM SCHOOL, AND AT ALL EXTRACURRICULAR ACTIVITIES.

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For more information, please contact the Title IX/Equity Compliance Officer, Associate Superintendent of Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406, 858-521-2800, extension 2761.