

Del Norte High School Student Handbook 2018-2019



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DNHS Mission:

Inspiring passion and preparing all students to be college ready, future focused and globally aware.

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, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406, 858-521-2800, extension 2761.

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WELCOME

The administration, faculty and staff welcome you to Del Norte High School, "Home of the Nighthawks". Del Norte High School was established upon two core values: Home Court Advantage (HCA) and Open Access. We want every person (adult & student) who walks on to our campus to feel a sense of safety, support, and belonging. To achieve this, we strive to be respectful and inclusive. Additionally, we have limited pre-requisite and honors courses at DNHS allowing every student the opportunity to experience rigor (Open Access). We encourage every student to attempt at least one advanced placement class prior to graduation.

- **Bell Schedule:**

School begins each Monday, Wednesday, Thursday and Friday at 8:10 a.m. and at 9:05 a.m. on Tuesday. School ends at 3:32 p.m. every day.

- **Homeroom:**

The faculty and staff at Del Norte are committed to personalizing the learning experience for our students. Each student is assigned to a homeroom class that meets once per week for 25 minutes. This time enables students to develop closer relationships with their peers as well as with a faculty advisor.

- **Off-Roll:**

Del Norte operates on a trimester system. The trimester schedule allows students the opportunity to take up to 15 classes per year as compared to only 12 classes under the traditional 6-period/semester schedule (12 classes is still full time). However, a full schedule is not for everyone. Whether you are an athlete who wants to limit the time missed from class due to sports contests, or a student who does better focusing with a lighter load, you may want to consider taking one period off-roll. Students who take one off-roll each trimester are still able to complete graduation and college requirements on time.

- ✓ Students may have either 1st or 5th period off roll.
- ✓ Students are encouraged to be off campus during off roll.
- ✓ Students with marks of A's and B's may go to the library during off roll.
- ✓ DNHS is a closed campus; therefore, once a student leaves campus, he or she may not return prior to tutorial on Mondays, Wednesdays, and Thursdays (3:02 p.m.) or until the end of the school day on Tuesdays and Fridays (3:32 p.m.).
- ✓ Off roll stickers are to be affixed to student ID cards and are available through any campus supervisor.
- ✓ Students must have their ID card with the appropriate off-roll sticker to leave campus during their off-roll period.
- ✓ Seniors may be off-roll for 2 periods during a single trimester of their senior year if they meet the required qualification (see counseling office).

- **Tutorial:**

Tutorial at Del Norte is built into the school day and occurs three times per week. Mandatory attendance is based on GPA and grade level. All slipped students must attend tutorial. Any student with a GPA below a 3.0 should attend tutorial. Students that ignore a tutorial slip will be given Friday School. Tutorial time allows students to get extra help from teachers, collaborate with peers, follow-up on missing assignments, and study for tests.

ATTENDANCE

Arriving Late to School

Any student, who arrives to school in the **first 15 minutes**, even though tardy, should report directly to class where the teacher records the tardy. All students arriving **more than 15 minutes** late must check in at the Attendance Office for a late slip; failure to do so will result in a consequence, including but not limited to campus clean up or detention. A late slip is also needed for students arriving to school between classes, during break, and at lunch. Students greater than 30 minutes late are considered absent to class. Absences not cleared by a parent or legal guardian within 48 hours will be coded as truant.

Students are expected to know the following Tardy/Truancy Consequences:

Class/School Tardies:

✓ 3rd tardy - Teacher consequences, such as:

- Teacher detention
- Mandatory tutorial
- Call home to parents
- N/U on report card

✓ 5th tardy- Attendance office consequences include Friday or Tuesday Class School Truancies:

- ✓ One period – Written warning through Attendance Office via truancy slip
- ✓ Two or more periods – Friday/Tuesday Class assigned through Attendance
- ✓ All Day Truancy – Two Friday/Tuesday Classes assigned through Attendance
- ✓ Continued Truancies – Referral to Assistant Principal and SART meeting

Early Release Passes

Students who need to leave school early are responsible to pick up their Early Release Pass before school, during break, or during passing period. Passes are not delivered to classrooms. To avoid disrupting the learning environment, parents please call the Attendance Hotline (858-676-6311), available 24 hours, the day before a pass is needed or by 7:30 am of the requested day. If this is not possible, parents/guardians may need to sign their student out at the attendance window and **there may be a delay** while we process the release. **No notes will be accepted requesting off-campus passes.** Ill students must go through the health office and NOT the attendance office. Students that just leave campus without a pass will be treated as truant.

Off Limits Area:

During lunch, students have access to the main campus area.

However, there are "Off Limit" areas, which include:

1. Parking lots
2. Locker rooms and Pool Deck
3. Athletic fields
4. Tennis & racquetball courts
5. Any construction zone

Student Hall Pass

To be out of class, a student must have one of the following passes:

- ✓ A Del Norte High School issued hall pass.
- ✓ Permanently issued badge such as T.A.; L.A.; or OA.

STUDENT CODE of CONDUCT

Academic Honesty

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's educational experience. The Board expects that students will demonstrate acts of academic honesty at all times and will not engage in acts of: cheating on tests, fabrication/falsification, forgery, unauthorized collaboration, plagiarism, theft/alteration of materials or equipment.

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

Disciplinary actions for violations of the rules of the academic honesty policy may range in severity and will be appropriate to the situation. Disciplinary actions include, but are not limited to, the following: expulsion, suspension, earning an F, or dropped from the class with no credit.

Academic Honesty is a Board-regulated issue. It is a district-wide, comprehensive plan designed to promote and protect the highest standards of academic honesty and integrity.

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

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

Academic Honesty Violation - Level 1

Plagiarizing or copying of homework or daily classroom assignments

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • Initial parent contact by teacher • Information Only Referral to Assistant Principal • "0" on assignment, as determined by the classroom teacher • May result in "U" in citizenship for the six- or twelve-week progress report, as determined by the classroom teacher 	<ul style="list-style-type: none"> • Initial parent contact by teacher • Parent conference scheduled with Assistant Principal and teacher • Action Referral to Assistant Principal • Placement on Academic Honesty Probation for remainder of high school • "0" on assignment, as determined by the classroom teacher • Possible "U" in citizenship for the semester, as determined by the classroom teacher 	<ul style="list-style-type: none"> • Action Referral to Assistant Principal • Parent conference scheduled with Assistant Principal and teacher • "0" on assignment, as determined by the classroom teacher • Citizenship grade of "U" for the semester, as determined by the classroom teacher • Behavior contract established with student, parent, and administration • May result in "F" in class, as determined by the classroom teacher

Academic Honesty Violation - Level 2

- Cheating on classroom tests, quizzes, major projects, standardized tests
- Fabrication/Falsification (includes: attendance)
- Theft or alteration of materials or equipment
- Plagiarism, including submitting assignments from past classes
- Forgery
- Unauthorized collaboration (whenever a student is uncertain about what is allowable when working in collaboration with others, it is the student’s responsibility to seek clarification from their teacher(s))

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • Action Referral to Assistant Principal • Parent conference scheduled with Assistant Principal and teacher • Placement on Academic Honesty Probation for remainder of high school • Possible home suspension • “0” on assignment, as determined by the classroom teacher • May result in “U” in citizenship for the grading period, as determined by the classroom teacher 	<ul style="list-style-type: none"> • Action Referral to Assistant Principal • Parent conference scheduled with Assistant Principal and teacher • Possible home suspension • “0” on assignment, as determined by the classroom teacher • Citizenship grade of “U” for the grading period, as determined by the classroom teacher • Behavior contract established with student, parent, and administration • If second offense is in same class as the first offense then: <ul style="list-style-type: none"> ◦ “Withdraw/ Fail”, as determined by the classroom teacher ◦ Removal from class to an appropriate setting 	<ul style="list-style-type: none"> • Action Referral to Assistant Principal • Parent conference scheduled with Assistant Principal and teacher • “Withdraw/Fail” and grade of “U” in citizenship in the class the infraction occurred, as determined by the classroom teacher • Removal from class to an appropriate setting

Standards for Student Behavior

Most students are very serious about wanting to take full advantage of the time they spend in school. Students who come to school to learn and participate in social activities seldom have problems with school rules. However, the behavior of a few students creates problems for everyone by interfering with teaching and learning. This section lists major areas of problem behavior the Poway Unified School District will not tolerate. A full and complete definition of each area is published in the on-line parent/student version of the handbook.

Assault: Battery: Challenge of Authority: Computer Hacking/Viruses: Discrimination: Disorderly Conduct: Drugs/Alcohol/Steroids: Electronic Paging Devices/Cellular Telephones: Explosives, Weapons and Related Devices: Fighting: Forgery: Gambling:

Students who involve themselves in these problem areas will receive corresponding disciplinary action. In all cases of disciplinary action, students are protected by due process. Students and parents should be aware that this only describes the major problem areas. At any time, teachers or administrators may counsel students regarding their behavior. If this occurs, students will be informed as to what they must do to make their behavior acceptable. Possible consequences, if needed, will also be explained. The basic code of conduct is designed to support, not stifle students. We hope it will help provide students with a school they are proud to attend in an atmosphere where they have freedom to learn.

It is essential that students who represent Del Norte High School exhibit behaviors both on and off campus, which would not detract from, tarnish or mar the reputation of a team, program or school. They should, through their own high degree of citizenship, provide the role models necessary to maintain the high level of excellence and provide leadership for other student followers. Our student leaders should act as meaningful, productive members of society, showing good citizenship towards all. Failure to live up to these standards may result in students being removed from the position they hold. This includes all co-curricular activities, i.e., teams, clubs and offices.

It is the intent of Del Norte High School and the Governing Board that District discipline policies and regulations be enforced consistently and fairly without regard to race, creed, color or sex.

Harassment: Harassment is unwanted and unwelcome behavior from other students or staff members that interferes with another individual's life. When it is sexual in nature, it is "sexual harassment". When it is racial in nature, it is a "hate-motivated behavior" or sometimes a "hate crime". Please refer to Board Policy Section 5.28 for a more detailed explanation.

Hate Behavior: Poway Unified School District Board Policy, supported by the California statute, defines hate-motivated behavior as an act, or attempted act, motivated by hostility toward a victim's actual or perceived race, ethnicity, national origin, immigrant status, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. Hate-motivated behavior is elevated to a criminal act, defined as hate violence by the California Education Code Section 200.3 and section 422.55 of the California Penal Code.* *For more information on the penalties for hate-motivated behavior visit the PUSD website.*

1. Name calling, racial slurs or bigoted epithets.
2. The presence of symbols or words considered offensive to persons of a specific gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged, such as graffiti, slurs or painted swastikas.
3. Activities historically associated with threats to persons of a specific gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged (e.g., burning crosses, wearing swastikas or white sheets, flying confederate flags, hanging effigies, defacing pink triangles).

4. The posting or circulation of demeaning jokes or caricatures based on negative stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation or mental or physical challenges.
5. The defacing, removal, or destruction of posted materials, meeting places, memorials, etc. associated with specific gender, race, ethnic, religious, sexual orientation or mental or physical challenges.
6. Victim belief that the incident was motivated by bias against him/her as a member of a specific gender, racial, ethnic, religious, sexual orientation or mentally or physically challenged group.
7. Perpetrator explanation/defense of incident involves exalting own gender, race, ethnicity, religion, sexual orientation or mental or physical status and/or includes statements demeaning victim group.
8. The presence of organized hate group literature and/or posters or reference to an organized hate group.

Insensitive or inappropriate remarks and behavior

For incidents involving insensitive or inappropriate remarks which are absent of hostility or malice, schools will provide guidance and/or appropriate support services to the victim, as well as take appropriate corrective or disciplinary action for students exhibiting inappropriate behavior.

Suspension may be imposed when other means of correction fail to bring about proper conduct.

Examples include, but are not limited to:

- Demeaning statements or degrading language stated between students in a manner wholly without malice.

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. These are listed in the on-line version of the Parent-Student Handbook.

Dissemination, Reporting, and Response Procedures

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1. The response to reports of harassment, hate-behavior, or sexual harassment shall include timely investigation, assurance of protection for the victim, notification of the victim's parents or guardians, and, as appropriate, disciplinary action for the perpetrator.

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

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

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

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

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

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

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

Student disciplinary procedures concerning tobacco use are as follows:

- **First Offense:** Disciplinary action including but not limited to Tuesday Class, Caring Connections Referral, Parent Meeting, Friday School, or other.
- **Second Offense:** Possible suspension and notification of law enforcement officials for possible issuance of a citation.
- In the case of pregnant minors and minor parents, each student entering the PUSD Teen Parent program shall have an interview at which time their level of tobacco use will be assessed. If needed, the following services will be developed:
 - Referral to prenatal and related support services
 - Outreach services and assessment of smoking status
 - Individual counseling and advocacy services
 - Motivational messages
 - Cessation services, if appropriate
 - Incentives to maintain a healthy lifestyle
 - Follow-up assessment
 - Maintenance and relapse-prevention services

Theft/Property Destruction: Theft and property destruction may result in police action and possible prosecution. Restitution may be required and disciplinary action will be taken. The parent or guardian is legally responsible to pay or any losses due to proven theft by their child or damage to public property caused by the student.

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

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

PUSD Rules of Student Discipline

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 that 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
- 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-sponsored or District-sponsored activity

The prohibited acts are:

1. Causing, attempting to cause, or threatening to cause injury to another person.
2. Possessing, selling, or otherwise furnishing to others any firearm, knife, explosive, or other dangerous objects such as, but not limited to, brass knuckles or slingshots.
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 of 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 §11014.5 of the Health and Safety Code.
11. Disruption of school activities or willful defiance of school authority.
12. Knowingly receiving stolen school or private property.
13. Possessing an imitation firearm.
14. Committing or attempting to commit 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. 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. Violations of individual school rules.
21. Violations of bus riding rules.

Methods of discipline may include advice and counsel, warnings, work details, lunch detention, Friday after-school detention, in-school suspension (ISS), Saturday school, suspension from bus riding, home suspension, rehabilitation contract, and transfer to another school and expulsion from the Poway Unified School District.

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

1. Causing serious physical injury to another person.
2. Possession of any knife, explosive or other dangerous product that is not of reasonable use to the pupil.

3. Unlawful possession of any controlled substance, except a first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

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

PUSD Prohibited Acts #3, 4, 6	Disciplinary Action on 1st Offense	Repeated Offense
3. Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, other controlled substances or intoxicants of any kind.	Transfer to another high school, the continuation high school, or the Off Campus Independent Study program. Initiate an intervention contract. Notify SDPD.	Recommend for expulsion.
4. Offering, arranging or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.	Transfer to another high school, the continuation high school or the Off Campus Independent Study program. Initiate an intervention contract. Notify SDPD.	Recommend for expulsion.
6. 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 alcohol, narcotics, dangerous drugs, other controlled substances or intoxicants of any kind.	Recommend for expulsion. Notify SDPD.	

- To enforce its policy of intolerance for drugs and other dangerous substances, the District may use specially trained nonaggressive dogs to alert staff to the presence of substances prohibited by law or District policy. The dogs will inspect inanimate objects only.
- 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. If you are having difficulty understanding these forms, please contact the school for assistance.
- Si tiene dificultad comprendiendo estas formas, haga el favor de comunicarse con la escuela para asistencia.
- Tumawag sa paaralan kung kailangan ninyo nang piliwanag.
- Neu ong hay ba co tro ngai gi ve van thu nay, xin vui long lien lac voi nha truong de duoc huong dan.

Socially Responsible Behavior

The DNHS community believes Socially Responsible Behavior (SRB) is crucial to improving and maintaining a climate of respect. The Del Norte High School experience will enhance educational opportunities, prepare students for the workplace and allow all individuals to feel comfortable and secure. Staff, parents and students have developed guidelines for Socially Responsible Behavior during the school day and at all school sponsored events. Socially Responsible Behavior includes, but is not limited to the following:

- A. Public Display of Affection:** Physical intimacy is to be valued but should be shared discreetly and not showcased. In an effort to promote behavior which establishes a friendly atmosphere without causing others to feel embarrassment or discomfort, unacceptable behaviors are:
 1. Prolonged or heavy kissing
 2. Fondling/inappropriate sexual contact
 3. Excessive body contact

- B. Language:** Appropriate language enhances mutual respect and raises the level of comfort necessary for students and staff to perform at their best. The following misuse of written, spoken or gestured communication in any language is unacceptable:
 1. Obscene or profane
 2. Derogatory slurs that are racial, ethnic, religious, gender related, or sexual intended to be hurtful or harassing in nature.

- C. Dress:** School clothing should be neat, clean, and appropriate for school activities and should follow the standards of common decency. Attire should not cause a disruption to the learning environment. The dress code will be enforced at all school-sponsored activities. Clothing that violates this standard is unacceptable, and the student in violation will be disciplined.

Examples of unacceptable dress are as follows:

1. Clothing that does not adequately cover the midriff, breasts, backs, or the buttock areas. The bottom of the shirt must cover the top of the student's pants/shorts.
2. Strapless shirts and dresses are not permitted.
3. Sheer or lace tops may be worn if a full tank top is worn underneath; bandeaus are not acceptable underneath such tops.

4. Clothing that reveals or exposes undergarments. This includes any muscle shirts (underwear style).
5. Clothing and accessories (including backpacks) that promote or portray:
 - a. Drugs, alcohol and/or tobacco (420, 8-ball, mushrooms, etc.)
 - b. Sex
 - c. Gangs (numbered hats that denote an area)
 - d. Weapons
 - e. Violence or hate behavior including derogatory connotations directed toward sexual identity
6. Clothing that disparages any group.
7. Altered hats (acceptable hats are those that are mass produced and are worn as intended by the manufacturer).
8. Bandannas; hairnets; wave caps; doo rags (worn or carried).
9. Wallet chains (worn or carried).
10. Belts or wrist-bands that have metal spikes.

- D. Environment:** A clean, healthy and attractive campus is a shared responsibility. In order to provide a safe and attractive environment, the following are unacceptable:
1. Litter—careless or intentional
 2. Vandalism—defacing of or damage to school or private property, including: tagging, graffiti, tree or shrub damage.
 3. Spitting

Disciplinary Actions

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

Tuesday Class: The student may be assigned a Tuesday Class as a consequence for certain behavioral infractions. Tuesday Class is held every Tuesday morning from 7:45 a.m. to 9:00 a.m. Failure to attend an assigned T.C. will result in further disciplinary action including, but not limited to, ISS or suspension from school.

Friday Class: The student may be assigned a Friday Class as a consequence for certain behavioral infractions. Friday Class is held every other week from 3:40 p.m. to 5:00 p.m. Failure to attend an assigned Friday Class will result in further disciplinary action including, but not limited to, ISS or suspension from school.

In-School Suspension (ISS): The student spends part of or an entire school day in the ISS room. Students will complete community service/campus beautification during ISS. Students are to bring schoolwork for study and completion of assignments during this time. Strict rules of discipline are enforced. Failure to follow In-School Suspension rules may result in further disciplinary action.

Loss of Privileges: Failure to attend Tuesday Class, repeated discipline problems or attendance issues may result in the loss of parking permit, off campus pass, work permit, extracurricular activities, senior activities, dance privileges and intra/inter District transfer.

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

Suspension from School: For serious disciplinary infractions, students may be suspended from school. Such home suspension means the student will not attend school for the length of the suspension (maximum of five days at any one time). The student is to remain at home during school hours and may not attend any school-sponsored activities such as athletic events, dances or plays. All schoolwork missed during this time may be made up. Parents are notified annually as to due process rights.

Administrative Placement: Administration placement to Westview High School, Mt. Carmel High School, Rancho Bernardo High School, Poway High School, or Abraxas High School per District procedure.

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

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

STUDENT INFORMATION

Associated Student Body (ASB)

The Del Norte ASB is composed of elected officers (Executive Council, Class Officers) and their appointed officers (Commissioners). The mission of Del Norte ASB is to serve the students of DNHS by offering quality co-curricular activities and events which help to promote school spirit and Nighthawk Pride. ASB is also responsible for all expenditures of student funds and helps to support several large programs on campus. ASB elections are held once per year and all eligible students are encouraged to participate.

Athletics

Del Norte High School offers a comprehensive athletic program to students who maintain at least a 2.0 GPA and are passing at least three classes. (For more information on athletics, refer to the Athletic Handbook) Information is available on the website or by contacting the Athletic Secretary or Athletic Director.

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 the *Title IX/Equity Compliance Officer, Associate Superintendent*, Poway Unified School District, [15250 Avenue of Science, San Diego, CA 92128-3406](https://www.poway.k12.ca.us).

Athletic Exemption

A maximum of 40 credits of Physical Education (PE) can be earned to meet PUSD graduation requirements. The first 20 credits earned fulfill the PE requirement, and an additional 20 credits can be earned to fulfill a portion of the elective credits needed.

Athletic Exemption: Students who participate in a CIF sanctioned sport may request an athletic exemption through Del Norte Athletics Department. This exemption allows students to waive 5 physical education (PE) credits. Waiving PE credits does not reduce the total of 230 credits required for graduation. It allows students to take an elective course instead of a PE course. Students are required to attend a mandatory meeting to get the exemption form. Only upon successful completion of the season and completion of the Athletic Exemption Form will 5 PE credits be waived from the PE subject requirement and added to the elective requirement. Students enrolled in any PE class are not concurrently eligible for a PE waiver (Fall Sport- Trimester 1, Winter Sport- Trimester 2, Spring Sport- Trimester 3). Freshmen are not eligible for a PE waiver. Seniors are not eligible for a PE waiver trimester 3 of senior year. Dance and Cheerleading activities do not meet the requirements of school board policy governing PE exemptions.

Athletic Exemption P.E. – Important things you need to know.

1. You must attend a meeting during one of the in season dates listed below to receive your PE exemption form.

2. You do not qualify for an athletic exemption form if you are currently in a P.E. class, are a freshman, or failed the CA Fitnessgram as a freshman (unless passed later).
3. Academic ineligibility, excessive absences and/or injury may disqualify the exemption.
4. It is the student's responsibility to fulfill the sport's requirements and to return completed paperwork by deadline dates.
5. Trimester 3, NO seniors can apply for a PE exemption in Tri 3.
6. Minimum of 6 hours per week participation in practice and/or games.
7. Minimum of 12 weeks of participation.
8. Attended a minimum of 90% of all practices and activities.

Clubs

DNHS encourages student to participate in clubs on campus. This is a great opportunity to get involved, support your school, and have fun. For more information on how to start a new club, or join an existing club, please refer to the website under ASB. Please see co-curricular below for grade requirements.

Class Changes

- The last day to drop/add a class is on the 13th day of the trimester. Students must turn in a Schedule Change Request Form, signed by both student and parent, to have change requests considered.
- Changes to class schedules are discouraged. The master schedule is built based on course requests each spring and it is unlikely a student will be able to move into a different class at the start of the school year.
- Sometimes it is necessary to make a schedule change, such reasons would include a student failed a class or repeated a class in summer school. It is very likely a schedule change will affect the overall class schedule.
- **Requests for specific teachers, teacher changes, specific periods or trimesters are not accepted.**

Co-Curricular & Extracurricular Participation

Del Norte High School offers many extracurricular and co-curricular activities. All students in performing groups, including but not limited to band, chorus, athletics, cheerleading, student government and speech and debate, must meet the following academic requirements:

1. During each grading period, students must attain a 2.0 GPA in all enrolled courses on a 4.0 scale. Students must be passing a minimum of three classes to maintain eligibility.
2. Participation is contingent upon satisfactory discipline and attendance records.
3. Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. Co-curricular activities are programs that may be associated with the curriculum in a regular classroom.

Dropping off items for Students

If you forgot something at home that you absolutely need during the school day, it can be dropped off in the front office in the drawer labeled "*Parent Drop Off - Student Pick Up*". We cannot interrupt class time to notify you when it arrives; however, you are welcome to stop by the front office during your break or lunch or

between classes to check the drawer. Dropping off items such as medications, animals, and food/drink is NOT permitted.

Early Finals

There are no early finals. If you have an extended absence at the end of a trimester, you will need to make up your finals when you return.

Electronic Devices

Students are strongly encouraged NOT to bring iPods, MP3 players, or any other electronic devices on campus. However, these devices may be brought to campus at student's own risk. In the event of theft, please contact the San Diego Police Department to file a report.

The Del Norte High School policy is that cell phones are not to be used during the instructional day unless students are instructed to do so by a teacher. Students in violation of this rule shall be subject to disciplinary action. *Parents or guardians may be responsible for picking up the cell phone from the discipline office for students who violate this rule.*

Electronic devices cannot be used during instructional time (inside or outside the classroom). This includes tutorial. The consequences for violating this policy are as follows:

- First Offense – Confiscation of device. Student may pick it up from Discipline Office at the end of the student's school day.
- Second Offense – Confiscation of device. Student must notify parent to pick up device from Discipline Office at the end of the school day.
- Third Offense – Confiscation of device. Parent and student must set up a meeting with an administrator to retrieve item and discuss defiance.

GPA Calculations

- Academic GPA: Includes all courses except Physical Education, Marching PE, School Services, Planning and Leadership (ASB), and Work Experience. Courses in the Regional Occupational Program (ROP) will be included in GPA. Advanced Placement courses will be used on the 5.0 scale.
- Eligibility GPA: Includes all courses.
- Unweighted Academic GPA: Calculated on a 4.0 scale for all courses except Physical Education, Marching PE, School Services, Planning and Leadership (ASB), and Work Experience. Unweighted Academic GPA includes Honors and Advanced Placement courses on the 4.0 GPA scale.

Graduation Requirements

A minimum of 230 credits must be earned in grades 9-12 to meet PUSD graduation requirements. A passing grade is considered a D or better. Specific requirements are listed below.

Social Science: 30 credits

- 10th Grade ~ World History or AP European History
- 11th Grade ~ US History or AP US History
- 12th Grade ~ Civics & Economics or AP US Government & Politics

English: 40 credits

- 9th Grade ~ High School English 1-2 or Honors English 1-2
- 10th Grade ~ High School English 3-4 or Honors Humanities 1-2
- 11th Grade ~ American Lit 1-2, Expository Reading and Writing 1-2 or AP English Language
- 12th Grade ~ World Literature 1-2, Expository Reading and Writing 1-2 or AP English Literature

Mathematics: 20 credits

- All students must pass Algebra 1-2
- All 9th and 10th grade students will be enrolled in at least one math class.

Science: 20 credits

- 10 credits of Biological Science
- 10 credits of Physical Science

Fine Art or Foreign Language: 5 credits

Fine Art: 5 credits

Physical Education/Health: 20 PE credits & 5 Health credits

- Upon completion of ENS 1-2-3 students will earn 10 PE & 5 Health credits
- Students will need to complete two additional PE classes between 10-12 grade.

Elective Credits: 85

- May be fulfilled with any courses offered

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I.D. Cards

Student I.D. cards are a means of identifying a student as a member of DNHS. ***Students must carry ID cards with them on campus at all times and at all school-related activities.*** Any adult may ask for the ID at any time. Failure to present an ID when requested may result in disciplinary action. Students must present a current ID card to check out library materials and to complete finance transactions. Replacement cards are available for \$5 and can be purchased at the Library before school, at lunch, and after school. ***Students must have their ID cards with the appropriate sticker to leave campus if they have an off-roll period.***

Illness while at school

A student, who is not feeling well or is injured, while at school, should always request to go to the health office. All students are required to present a pass from the class they have left upon arriving in the health office. During passing period the student reports to their next class to request a pass. Students should report directly to the health office before contacting a parent. The Health Technician will assess the student's needs and notify the parent directly to determine if a pick-up is necessary. Please direct your student to the health office if you are contacted from their personal cell phone. Following this protocol assures the Health Tech is following sick protocol set by the district and eliminates parent wait time for sick student check out.

Incompletes

A student will be required to make up an incomplete within five school weeks after the receipt of the incomplete grade. If this incomplete grade is not removed within the time limit, the student will receive a grade as indicated by the teacher.

My Connect

This site can be accessed from Del Norte's homepage. Teachers post students grades along with assignments and other resources.

Library

The library is open from 7:00am-4:15pm Monday-Friday.

- Students may borrow library books for 21 days, with the option to renew for an additional three weeks.
- We will be open during lunch, and have our café available to all students!
- Thanks for to the generous support of the DN Foundation, the Library is open two nights per week and one Saturday per month. Free tutoring is provided. Check the school website for additional information.

Lost and Found

Check the Lost and Found Cart located in the Student Services Office for clothing, backpacks and other large items. The Health Office will secure all found electronic devices, jewelry, wallets, and other small valuable items. Textbooks are returned to the library.

Medications

Designated school personnel may assist any pupil who needs to take medication during the school day if the school receives:

1. A written statement from the doctor detailing the method, amount and time medication is to taken (Form H26), which is available on the school website.
2. A written, signed statement from the parent/guardian asking the school to assist the student (Form H26).
3. Students carrying any medication, including over the counter medications, must have a completed form (H26a) on file in the Health Office with the statements required in 1 & 2 on the prior page. This form is also available on the school website.

After the required forms are brought to school, a responsible person should bring the prescribed medication in a labeled prescription container to school. Violation of the policy may result in disciplinary action.

Non-Punitive Self-Referral

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

Off Campus Independent Study (OCIS)

Each school site will have the right to enroll students in independent study for a limited period of time if the students must be absent under conditions which do not meet the state requirements for excused absences. Students requesting independent study for five or more days should notify the Attendance Office 1-week prior to departure. The Attendance Office will provide the student with a contract and assignment sheets for each of the student's teachers. The contract must be signed and dated by all parties prior to the absence.

Parking Privileges, Permits and Regulations

Parking is a privilege at Del Norte High School. Beginning with the 2012-2013 school year, senior students will have a designated section with paid/reserved spaces in addition to unreserved open spaces. Unreserved spaces are filled on a first come first served basis.

Students who have a permit should know it **does not** guarantee a parking space. It simply means if a space in the student lot is available, you have the right to park there. Spaces are filled on a first come first served basis.

Students may not park on campus prior to receiving a permit.

Obtaining a Parking Permit:

All students must present:

- A valid DMV **California** vehicle registration in the student or parent/guardian's name.
- Valid **California** driver's license.
- Current DNHS school identification card.
- Completed parking registration forms (available on-line or in the administrative offices).
- Each permit will cost \$10.00 cash, credit card, or check (non-refundable).
- Replacement permits are \$5.
- A cumulative GPA of at least 2.0; with no F marks.
- No "U's" or "N's" in citizenship marks.
- Student must be on track to graduate.
- Minimal tardy or truancy record.

Permits are not transferable and can only be used on the car and by the student to whom it is issued. It is the responsibility of the student to properly display the permit in the lower left corner of the front windshield at all times.

Students carrying unresolved discipline and/or attendance violations into the next school year will not be issued a permit.

Driving a different vehicle: If students drive a vehicle not registered with the office, you must sign in at the Assistant Principal's Office when you arrive on campus. You may only sign in for five days – if you need to park a different car on campus longer than that, you must complete the regular paperwork for a second parking permit.

Parking privileges may be revoked for reasons including, but not limited to the following:

- Grades that fall below a 2.0.
- Citizenship marks of U and N; general poor conduct or poor work habits.
- Attendance issues.
- Misuse of permit.
- Reckless driving.
- Discipline issues.
- Tardies or trancies.
- Excessive tickets.

**STUDENTS ARE NOT TO PARK AT ANY TIME OF THE DAY IN THE VISITOR SPACES AND MAY NOT PARK IN THE FACULTY LOT BETWEEN 7AM AND 4PM.
The speed limit on campus is 5 mph.**

Students receiving a parking or moving citation should know the following:

1. Students have one week from the date the citation is issued to appeal it with the DNHS Assistant Principal's Office.
2. Please note: once the week is over, citations are sent to the city and DNHS relinquishes authority to SDPD who handles all payments and appeals.
3. Follow the City of San Diego's instructions on the reverse side.
4. Citations will be issued for any violation of parking rules.
5. Fines are set by SDPD and vary according to the specific offense.
6. Citations are issued through the City of San Diego and must be paid.

Pass/Fail Class Distinction

Students may designate a maximum of one selected class each trimester as pass/fail. No Classes which meet the A-G requirement for admission to the University of California may be taken pass/fail. Students must request pass/fail designation within the first **five** school days of each trimester. The student must get the paperwork from the Registrar and return it to the Registrar by the deadline. Teacher shall determine what determines pass/fail.

Personal celebrations i.e. flowers, balloons, singing grams, etc.

Students are asked to celebrate birthdays and special occasions outside the school day. The celebrations listed above are considered disruptive to the instructional time. Please do not have these sent to school as items will not be sent to the students.

Physical Education (ENS) Medical Excuses

Students who have injuries preventing them from participating in PE require a medical excuse written by a licensed medical professional. Make-up work is arranged with the teacher. A Physician's *Authorization for Physical Education* Form H-64 (online and in the health office) is required for injuries which limit participation for extended periods. All PE excuses are turned in to the Health Tech prior to PE class, preferably before school or during lunch.

Skateboards, Roller Blades and Bicycles

Students are NOT permitted to ride skateboards, roller blades or bicycles on the campus. Bicycles must be secured in the bike rack. DNHS will not assume responsibility for lost or stolen skateboards; however, you are encouraged to shelter them with your 1st or 5th period teacher.

Student Services Office

The goal of Student Services is to facilitate a partnership of students, teachers and staff that provides support and caring connections for all students. This is a safe haven for DNHS students, a place to chill out, get emotional support if your counselor is unavailable, or grab a snack. The representative, will be on campus daily from 8:30 am – 3:30 pm. Students can drop by during break and lunch. (Students are encouraged to stop by during the day with a pass). Student Services is always in need of donations such as granola bars, pre-packaged snacks, school supplies, water, etc. If Student Services is closed please see your counselor.

Textbooks

- Students are responsible for bringing in the SAME bar coded textbook that was checked out to them, in similar condition as when they were borrowed.
- Cover textbooks for added protection, but DO NOT USE LAMINATED OR STICKY COVERS.
- Please look for any textbook damage that is not stamped “damaged” and bring it to the library staff’s attention with 2 weeks of receiving the book(s).
- Students and parents are responsible for the replacement or repair cost of ANY lost, vandalized, stolen or otherwise damaged book (PUSD administrative procedure 6.84.1).

Technology use/misuse

Internet is for educational uses only. Students are to avoid game and movie websites as well as those which are inappropriate in content including violence, hate, or are sexual in nature. Students must sign Acceptable Use Policy. Student accounts will be “locked-out” as a consequence for violations of the acceptable use agreement.

Internet Safety:

- Guard your identifying information (name, sex, age, address, school, teams).
- Make your usernames and profiles generic and anonymous.
- “Anonymous” isn’t always so. Post responsibly. Police can track IP addresses for threats, harassment, and inappropriate photos.
- Emails from strangers can contain attachments with viruses and worms.
- Don’t send your picture or information to anyone.
- “Friends” are not always who they say they are. Practice caution using social media sites and apps.
- Be KIND! What you post reflects who you are. Represent The Nighthawks well.
- If you are being harassed please tell a school official or trusted adult immediately.