

**Parent/Student Handbook
Poway High School
15500 Espola Rd. Poway, CA 92064
(858) 748-0245**



ADMINISTRATION

Principal – Richard Nash
Assistant Principal-Gannon Burks
Assistant Principal- Brianne Froumis
Assistant Principal - Aaron Little
Athletic Director - Damian Gonzalez
ASB Director- Emily Pratt

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ATTENDANCE

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 Once a student becomes 18 years old, they become a guest at Poway High School and can be withdrawn from school if their academic progress, attendance, or behavior is not acceptable.

24 Hour Attendance Hotline (858) 748-7016

- Please call this number to report an absence or tardy.

24 Hour Off-Campus Pass Line (858) 748-0245 ext. 5113

- Please call this number to request a pass if a student needs to leave early.
- Notes or emails requesting off-campus passes will NOT be accepted.
- 24 hour advance notice is advised, any last-minute requests may not be issued in a timely manner.
- To avoid disruption to classes, please check your student out between periods, break or lunch. Refer to the daily bell schedule on the website.
- Off-campus passes will not be issued to students who are ill. All students who are feeling ill must check out through the health office.
- It is the student's responsibility to pick up the pass at the Attendance Office before school, break or lunch.

ARRIVING LATE TO SCHOOL

Within the first 30 minutes of the school day: Students arriving less than 30 minutes with a note should go directly to the attendance office. If they do not have a note, report directly to class.

After the first 30 minutes: ALWAYS CHECK IN WITH ATTENDANCE. Students must report to the Attendance Office for a readmit (especially if you arrive on campus during a passing period, break, or lunch).

CLEARING ABSENCES

A parent/guardian needs to call the Attendance Office hotline before 11:00 a.m. EACH DAY that their student is absent or tardy. You may also clear an absence/tardy by email using the address we have on file in Synergy. Please send the message to: phsattendance@powayusd.com.

**** Absences and tardies must be excused within 72 hours of the absence/tardy. ****

EXCESSIVE ABSENCES AND TRUANCIES

A student who has twelve excused (partial and full) absences is considered excessively absent (this includes tardies in excess of 30 minutes). A student who has three unexcused absences is considered truant. For excessive excused absences or truancies, students are referred to an Assistant Principal and sign an attendance contract.

OFF-CAMPUS PASSES

Students may need to leave campus occasionally for a doctor or dentist appointment during school hours. Only a parent/guardian may authorize this by calling the off-campus pass line (748-0245 ext. 5113) a day prior to the appointment. Notes are not accepted. Students need to pick up their off-campus pass at the Attendance Office windows before school, at break, or at lunch. In the event of an emergency, a parent or guardian must come to the window with photo ID to check the student out. Please allow sufficient time for campus supervisors to locate the student and bring him/her to the Attendance Office. If a student leaves campus without a pass, it is

considered a truancy. A detention will be issued and the absence cannot be excused.

ILL STUDENTS

If a student becomes ill during school hours, they are to go directly to the Health Office where parents are contacted and they will be checked out if necessary. Do not call the off-campus pass line to release your student due to illness.

LUNCH/OFF-ROLL PASSES

If a student has been issued a lunch or off roll pass through the Discipline Office, he/she may leave campus **ONLY** during lunch or specified off roll period. Passes are valid only during the scheduled lunch period or off roll period; therefore, if a student leaves campus and does not return for classes, a parent must call the **SAME DAY** to excuse those absences. If a call is not received the same day, the absence is considered a truancy and cannot be excused. Passes can be revoked for disciplinary, attendance or academic reasons. Passes permit students access their cars for transportation purposes; students are not permitted to loiter in the parking lot.

SART (Student Attendance Review Team)

Students who are absent for three days or tardy for more than thirty-minute period on three occasions will receive a truancy letter. If the truancy continues a second and third letter will go home to the parents and the Student Attendance and Welfare Coordinator. This also applies to excessive excused students. Students with trancies or excessive excused absences will be referred to a Student Attendance Review Team. This team is comprised of Poway Unified School District personnel and works with the student and parents to eliminate attendance problems and issues appropriate disciplinary measures.

SARB (Student Attendance Review Board)

California Education Code obligates parents or guardians to comply with the attendance of students at school. Parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to legal action pursuant to Article 6 of Chapter II of Part 27 of The Education Code. They will be referred to the district attorney.

ASSOCIATED STUDENT BODY (ASB)

The PHS ASB is composed of elected officers (Executive Council, Class Officers) and their appointed officers (Commissioners). The mission of PHS ASB is to serve the students of PHS by offering quality co-curricular activities and events which help to promote school spirit and Titan Pride. ASB is also responsible for all expenditures of student funds and help to support several large programs on campus. ASB elections are held once per year and all students are encouraged to participate. To see the current students involved with ASB go to the ASB Link on the PHS Web-Site: <http://www.powayusd.com/pusdphs>

STUDENT INFORMATION

Activities (sponsored by ASB):

morP Dance; Homecoming Week/Homecoming Show/Dance; Titan Times; Fall/Spring Blood Drive; Canned Food Drive; Most Spirited Titan; ASB Elections; Prom; Senior Breakfast/Picnic (may be off-campus activities); Class Competitions; and many more...

Athletics: There are a large variety of athletic teams (varsity, junior varsity, freshmen) available for PHS students who maintain at least a 2.0 GPA and are passing at least 60% of enrolled courses. (For more information on athletics, refer to the Athletic Handbook) Information is available online at the PHS website or you may contact the Athletic Secretary or Athletic Director.

Bulletin: The bulletin is printed daily for relaying information to the students. Pertinent information regarding classes, campus news, holidays, activities, clubs, and athletic schedules are updated daily as a primary means of communication for students. Time is allotted at the beginning of the fourth period on non-lab days and on 3rd/4th period on lab days for the bulletin to be read to students. Students should rely on this bulletin and video announcements as a first line of information. **Students are responsible to listen to the bulletin each day or watch video announcements.** Forms for submission of bulletin requests are available in the office.

Cafeteria: Open daily before, during break, and after school. There are six service areas: main cafeteria, snack bar (near the gym), and four campus carts located near the quad. Nutritious snack items are available at all service areas. We also offer Titan Meal Deal (full lunch) at several locations on campus, consisting of six different entrees, fruit or salad, and a choice of milk daily. Lunch lines are divided alphabetically—you must enter the appropriate line. Applications for free and reduced lunches are accepted throughout the school year. **Snack carts do not sell food after the first bell rings.**

Clubs: PHS is proud to have a great number of clubs on our campus, all of which are a great way to get involved, support your school, and have fun. A current list of all the clubs on campus, as well as applications to start a new club, can be located on the school website.

Class Change Deadline: The last day to drop/add a class is on the 10th day of the trimester. This date will be announced well in advance in the daily bulletin. Students must turn in a signed note from a parent to have most change requests considered.

Co-Curricular Participation: To be eligible for participation in 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 four classes to maintain eligibility.
2. Accounting of eligibility will be the next day after school-wide distribution of grades. At the high school level the grades that will be counted for eligibility are six-week and trimester grades. At the middle school level the grades that will be counted are trimester grades.
3. If students do not bring their grades up to a 2.0 GPA at the end of the probationary period, they will be ineligible to participate for the following grading period. Summer grades may be included to improve spring trimester grades.
4. All CIF eligibility rules still apply.
5. For the purpose of determining GPA, all incompletes shall be computed as F's until the incomplete is changed to a letter grade. At that point, GPA will be recalculated using the grade(s) earned.

6. A student may not participate in practice or play in a contest after school if she/he is absent for more than 1 period of their assigned school day.
7. Participation is contingent upon satisfactory discipline and attendance records.

Extracurricular activities are those programs that have all of the following characteristics:

1. The program is supervised or financed by the District.
2. Students participating in the program represent the District.
3. Students exercise some degree of freedom in the selection, planning or control of the program.
4. The program includes both preparations for performance and performance before an audience or spectators.

-Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time.

-Co-curricular activities are programs that may be associated with the curriculum in a regular classroom.

Conflict Mediation: When tempers flare or tension mounts, sometimes it is helpful to refer a student to other students or to a neutral party rather than to the discipline office. Students are usually referred to Conflict Mediators through the Discipline Office or Student Services Office. Mediation can be attempted if both of the conflicting parties are willing to meet. Peer Counselors (students) or Student Services staff who have been trained in mediation skills meet with the involved parties and try to resolve the conflicts. If the conflict mediators feel they did not reach a resolution, an administrator or counselor will step in.

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

Counselors: Counselors are available to work with academic, instructional, college and career, as well as social or personal issues. Students may make appointments to see their counselor on a request basis. Students who fall behind in credits because they have failed classes are called in by their counselor to discuss credit recovery. Counselors hold one on one meetings with all students once a year to discuss graduation requirements and course registration. If a student would like to talk about personal matters, s/he may talk to their assigned counselor or go to the Student Services Office.

Dance Regulations: Several dances are scheduled throughout the year. A current I.D. card must be presented for admission to dances. Guest passes will be available only for Homecoming and Prom from the front office. Guests are required to have picture identification. Junior High students and adults 21 and over may not attend PHS Dances. Freshman students are not allowed to attend Prom. Sophomores may only attend Prom if invited by a Junior or Senior. All school rules apply at the dances. Once a student leaves the dance, s/he will not be allowed to return, and will be expected to leave campus.

Guest Pass Policy: All non-Poway High School students attending a PHS dance must have an approved guest pass. Guest passes are available at the receptionist's desk. Guest passes must be completed and returned to the Switchboard/Receptionist five school days prior to the event in order for the guest to attend. Students will be notified if the guest pass is not approved.

Inappropriate Dancing: There is to be absolutely inappropriate dancing (freaking/dirty dancing) at any school-sponsored activities. This includes, but is not limited to, all school dances and lunch activities. If caught you may be removed from the function without refund.

Equal Access: The Board of Education, acknowledging the value of student involvement in extracurricular activities, including curriculum related organizations, adopts the policy supporting these activities on secondary school campuses. The policy implements the Equal Access Act as enacted by Congress in 1984. The intent of the policy is to allow secondary school students to meet on their campuses for a limited open forum for religious, political or philosophical belief discussed in these limited open forums. Nothing herein shall be construed to limit the authority of the school, its agents or employees, to maintain order and discipline on school premises, to protect the well being of students and faculty and to assure that attendance of students at meetings is voluntary. All organizations are required to follow the policies and procedures in our school's Constitution. Guidelines for club policy and procedures are found in the club handbook.

Finance Transactions: Located on the south side of the administration building facing the quad, the finance window is available for the purchase of tickets to athletic, ASB events and yearbooks. The finance window is open before school, at break, and during lunch. I.D. cards are required for all finance transactions. Checks should be made out to Poway High School for the **exact amount** of purchase. Credit cards are accepted at the finance window. **Financial obligations are the responsibility of the student. Students with any unpaid/overdue financial obligations cannot go to a school dance.**

Food in the Classroom: Food and drink will only be allowed in the classroom at the discretion of the teacher.

STUDENT HALL PASS

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

- Teacher hall pass
- An office call slip, with time and signature of their teacher
- Special permanently issued badges used by office aides or special school programs (i.e.: ASB Officers)

Off Limits Area: During break and lunch, students have access to the main campus area inside the fence perimeter.

The areas considered "Off Limits" are:

1. Second Floor of the N buildings
2. Parking lots
3. Athletic fields
4. Tennis & racquetball courts
5. Students are forbidden to climb fences as a form of access to or from the campus.

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

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

Library/Textbook: The library is open from 7:00am-3:20pm Monday-Thursday, Friday 700am-3:00pm.

1. **Library Web Page:** <http://www.phslib.com>

Website provides access to the Library Catalog, subscription databases and other research links 24/7.

Login and password for the library subscription databases are on the back of your PHS ID card.

2. **Library Services:** Students may borrow library books for 15 school days. Reference books and video material are checked out overnight. Library materials can be renewed online if there are no holds for the materials. Fines for overdue library books are 10¢ per day (not to exceed \$5 per item). Fines for reference books and video material are 50¢ per day (not to exceed \$10 per item). Replacement ID cards can be purchased from library for \$5.

3. **Library Computer Services:** The library computers are available for student use, before school, during breaks and lunch and after school. During class times, students must obtain a pass from their teacher to come and use the library computers. Classes scheduled in the library have priority use of the computers; students on passes will need to fit in where possible. Library computers are for academic use only. Printing is available from an outside vendor and costs 15¢ per black/white page and 50¢ per color; black/white photocopying is 15¢ per page. Students may use flash drives or 3 ¼ in. disks to save in the library. The library also has a scanner available for student use.

4. **Textbooks:** Students are responsible for the textbooks that are assigned to them. Students are expected to return borrowed textbooks and other materials in the same condition which they were borrowed. In accordance with PUSD administrative procedure (6.84.1), the student and/or his/her parents are liable for the replacement cost or repair of any lost, vandalized, or damaged book.

Link Crew: The “Freshman Orientation” program for all incoming 9th grade student to PHS. The program “links” juniors and seniors with a group of 9th grade students to serve as a resource and mentor.

Lockers: Locker space is limited. Students will not be guaranteed a locker. They are for the convenience of students, and are issued by campus security. Locks for lockers are the **responsibility** of the students, and can be purchased at the Student Store for a cost of \$7.00. **Poway High is not liable for personal property destroyed or stolen on campus.** PHS and the PUSD do not have any liability for articles placed within lockers. Articles, including textbooks, placed within lockers are the sole liability of the individual who has chosen to use the locker. Students should not bring backpacks or other personal belongings to the physical education area. PHS will not be responsible for maintaining the combinations for the locks. Locks that appear on other than the assigned locker will be **cut off**. Students are **not** to share lockers! Students are held responsible for articles found in their personal belongings, vehicle or lockers. Report locker problems to the Discipline Office.

Lost and Found: Check with the Health Office for all lost 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 the medication is to taken (Form H26), which is available from the school.

2. A written, signed statement from the parent/ guardian asking the school to assist the student (Form H26).

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 will result in disciplinary action.

Non-Punitive Self-Referral: Poway 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.) Students seeking help are advised to go to their counselor or the Student Service Office

Off Campus Independent Study: 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 school attendance department five school days prior to departure. For extended absences, school attendance departments should be notified five to ten school days 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. When the student gives the teacher(s) the work assigned in the agreement, attendance may be claimed for the student for the days of absence provided that the work is completed by the date specified in the agreement and the work is equivalent to a full minimum day of attendance claimed. Note that the OCIS contract contains three dates; the beginning date of the contract, the ending date of the contract, and the date on which the work is due ("due date"). A modification or extension of the contract can be made in cases of religious holidays.

Parking Rules:

Parking remains a privilege at Poway High School. Having a permit means that if a space is available in a student lot, you have the right to park there. Parking spaces are located in the North and South parking lots. Spaces are available on a first come first served basis. **Parking is NOT permitted in the PCPA lot or in any Staff lot.**

Parking permits will be issued during student registration or after school on early release Mondays in the finance office. Administrators will determine if it is necessary to discontinue issuing parking permits. **Students may not park on campus prior to receiving a permit.**

Students carrying unresolved discipline and/or attendance violations into the next school year will not be issued 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.
- Proof of student attendance at the "Start Smart" program will be verified before a permit can be issued.
- Current PHS school identification card.
- Completed parking registration forms (available in the front office).
- Each permit will cost \$10.00 cash or check (non-refundable).
- A cumulative and current GPA of at least 2.0.
- Student may not be credit deficient.
- Minimal tardy or truancy record.

Obtaining a Temporary Permit: You must get a temporary pass from Administration if you drive a vehicle not registered with the office, **prior to parking on campus.** You must also qualify for a permit. 1-day permits will be issued in the event of emergency or late notice. A maximum of 5-days will be issued with prior notice. Temporary permits will not be issued after 7:20 AM and students are **NOT** to use class time to address any parking issues.

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

- **Grades that fall below a 2.0.**
***Permits that are revoked at each grading period will not be re-issued until the GPA reaches 2.0 or higher AT THE NEXT GRADING PERIOD**
- Attendance issues.
- Misuse of permit.
- Reckless driving.
- Discipline issues.
- Tardies or trancies.
- Excessive tickets.

Permits are not transferable. It is to be used only 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 upper left corner of the front windshield at all times.

STUDENTS ARE NOT TO PARK AT ANY TIME OF THE DAY IN THE PCPA LOT, VISITOR OR FACULTY LOTS. Tickets will be issued for any violation of parking rules. Tickets are issued through the City of Poway and must be paid. The appeal process for any violation begins in the Discipline Office.

The speed limit on campus is 5mph. Parking rules are established and will be given to students when they register the car. Violations of any of the rules listed above or stated in the parking rules can result in revocation of parking privileges, parking citations, having vehicle towed or other disciplinary action.

Pass/Fail Class Designation: 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 as pass/fail. The deadline for designating classes pass/fail is the first **five** school days of each trimester. You may not change to or from pass/fail after that time. The **student** must get and return the paperwork requesting pass/fail to and from the school registrar.

Period 5.5 Classes: 5.5 classes are optional and offered to all PHS students. The following may help you in deciding whether to add this additional class to your schedule. All 5.5 classes follow a trimester schedule.

- Each class meets for a minimum of two hours per week.
- Students may earn 2.5 credits with a passing class grade.
- Classes are pass/fail, with no exceptions at this time
- Lists of available classes and times may be found in each classroom on campus and posted on the PHS website.
- Students enroll in a 5.5 period class by attending class and signing up with the teacher during the first 13 days of the trimester. Students attending a class session and returning an enrollment form to the teacher are officially enrolled in the class.
- If a student decides to drop the class, the individual students MUST inform the teacher or counselor, with a written parent note, *on or before the 13th day deadline*. This deadline is published in the daily bulletin and listed on the student contract and will be held firm. Students listed *on the roster after the 13th day drop deadline will receive a grade for the class*.
- *Withdrawal from a 5.5 class must be made by the same 13th school day drop date, not after 13 class meetings.*

Peer Counseling: Based on teacher recommendations, an application and an interview process in November, approximately 90 9th-12th graders are chosen each year to serve as Peer Counselors. Each of these peer counselors attends two retreats per year. Peer counselors provide assistance in the Student Services Office, serve as mentor and provide tutoring. In addition, the peer counselors attend a weekly meeting where they get training in counseling and communication skills. Students can refer themselves or be referred to peer counselors when they need a peer to talk to and/or tutoring. All referrals are confidential. Referral forms are available in the Student Services office. Peer counselors receive 5.5 period credits.

PE Exemption Policy (PE Waiver):

Students in grades 10-12 who are participating in interscholastic athletics may, upon approval of the school administration, be exempted from five (5) trimester credits per trimester. The maximum number of credits to be exempted is 10 of the 20-credit physical education requirement for graduation. Students requesting credit exemptions under this procedure would be exempt from physical education during the trimester which incorporates the greatest percent of the sport in which the student is participating (winter exemptions apply to the spring trimester). Exemption from physical education does not reduce the total number of credits needed for graduation and no units of credit may be given for exemptions. Students enrolled in a physical education class are not concurrently eligible for exemption.

Additional details:

- A freshman student cannot qualify for a PE exemption.
- PE exemptions are not available for senior spring sports.

Process to attain a PE Exemption:

1. Student completes and signs the PE exemption form by the deadline in the PHS Registrar's Office.
 - a. Fall sport: 10th day of the trimester 1
 - b. Winter sport: 10th day of the trimester 2
 - c. Spring sport: 10th day of trimester 3
2. Student satisfactorily completes the sport's requirements (as designated by the coach). Please note that injury and/or absences may result in loss of exemption status.

Please Note: PHS Athletics Office will verify satisfactory completion of the sport's requirements through the coach.

P.E. Uniforms: Uniforms consist of dark green shorts and light gray T-shirt. Athletic shoes and socks are required at all times. PHS uniforms are available for purchase in the Student Store, \$15 for the shirt and \$10 for the shorts. Locks for lockers are the **responsibility** of the students, and can be purchased at the Student Store for a cost of \$7.00.

Progress Report Cards: Given to students to hand carry home after 6 weeks of classes each trimester. The trimester report card (with the final course grades) is mailed home.

Psychologist: Under general supervision of the Director of Special Education, Psychologists provide psychological services to schools including testing, counseling, and consulting to assist in meeting the educational needs of individual pupils. Psychologists administer tests, interpret findings, and make recommendations related to qualification for Special Education services. Counseling may be provided to Special Education students as a component of the IEP, or to the general education population in crisis situations, typically referred by the Counseling or Wellness departments. The Psychologist may also participate in the School Informal Evaluation Committee (SIEC) process, and confer with teachers, administrators, and other staff, related to gaining a better understanding of individual student's needs.

Radios, Stereos, iPods: Portable stereos are NOT permitted on campus and in all cases will be confiscated and disciplinary action will be taken. While "walkman" type radios and "iPod" type MP3 players are permitted on campus, they MAY NOT be used during class time in or outside of the classroom, and are PROHIBITED in the classroom. Students are strongly encouraged NOT to bring "iPods" or MP3 players on campus. Stolen "iPods" or MP3 players will NOT be handled through the school's discipline office. Stolen "iPods" or MP3 player reports should be filed with the Poway Sheriff's Department.

Senior Recommendations: For counselors and staff members to write appropriate recommendations for seniors, students must see their counselor to pick up a detailed Recommendation Packet in early fall. All materials must be returned back to the counselors a month prior to any due dates.

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.

Student Services Office: The Student Services Office offers support to all students. Services include Peer Counseling, Titan Ambassadors, conflict mediation, support groups, tobacco cessation, drug prevention, resources for students and their families, PLUS (Peer Leaders Uniting Students), and one-on-one support for all students as needed. Their office can be reached at (858)748-0245, ext. 5393 or ext. 5394.

Student Store: Hours will vary depending on the season. Locks and PHS clothing items are available for purchase during posted hours. Purchases can also be made through the finance office.

Technology and Telecommunications Resources: Refer to Student Acceptable Use Agreement.

Telephones: - Cell phones are never to be used during instructional time without explicit permission or direction of the teacher. Teachers may choose to allow students to use smart phone features such as the web browser, calculator or applications that supplement learning during instructional time. Our primary goal, relative to electronic devices, is that they enhance education and do not distract from student learning. It is up to the classroom teacher's discretion to determine what constitutes appropriate educational use, and for each teacher to define terms for reasonable disciplinary consequences and confiscation. Students are permitted to use their cell phones during non-instructional time, which shall be defined as passing periods, break and lunch.

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. Another potential consequence includes the school retaining possession of the phone for a 24-hour period.*

The following are a list of options for teachers to use when a student has violated the cell phone policy. Teachers must have record of the number of offenses—whether it is their own record keeping, or through the referral process.

Teachers may select one consequence from the appropriate level of offense.

1st Offense
<ul style="list-style-type: none"> • Student Receives a Warning • Student surrenders phone – Teacher returns at end of period • Student surrenders phone – Student retrieves it from the discipline office at the end of the school day

2nd Offense
<ul style="list-style-type: none"> • Teacher assigned detention • Student surrenders phone – Teacher returns at end of period • Student surrenders phone – Student retrieves it from the discipline office the end of school day

3rd Offense
<ul style="list-style-type: none"> • Student surrenders phone – Teacher returns to student at end of day • Student surrenders phone – Discipline office returns to parent at end of day • Student issued admin. assigned Friday detention

4th Offences and All Others
<ul style="list-style-type: none"> • Student surrenders phone to discipline office at 7:30am. Phone is returned to student at end of his/her school day for a period of 10 school days. • Loss of Parking Permit • Loss of Off Campus Lunch Pass

***Note – If the aforementioned policy is being implemented for the remainder of the 2016-2017 school year. Teachers, staff and administrators will revisit this new policy. If the policy is continually violated and either occupies too much time of faculty and staff or if it is negatively affecting the learning environment, PHS administrators may revoke the current policy and return us to our previous policy.

Transcripts: To get an official transcript sent electronically, visit <http://exchange.parchment.com/students/>. A tracking number and confirmation of submission is provided for a small fee. For unofficial transcripts or to send an official transcript via U.S. Mail, contact the Registrar's office.

Visitors to PHS Campus: In order to ensure campus security and protection to students, campus policy regarding non-students on campus is enforced.

1. Students are not allowed to bring visitors to school.
2. Non-students who wish to tour the campus must be escorted on a tour by a school official or designee. Please call the Counseling Office to arrange for a tour.
3. Any non-student on campus during regular school hours is subject to arrest under Penal Code §626.8.
4. Only students registered and attending Poway High School may be on campus during school hours. Students who have been assigned to home suspension may not attend any school sponsored event during the time of suspension and their presence on campus makes them subject to Penal Code §626.8.
5. Parents and guardians wishing to see a student during regular hours must check into the Administration Office.
6. Parents entering to see and/or sign a student out of class must present proper identification.
7. Students may not be released to any person other than the parent/guardian without the parent/guardian's written consent on a DP-15 form.

Weekly Progress Reports: PHS participates in the district-wide *MyConnect* program. Teachers are expected to post assignments on MyConnect and current grades on their *Synergy* sites on a bi-weekly basis.

Withdrawal From Class: Withdrawal from a course made during the first 15 school days of a trimester will not appear on the student's transcript or report card. Any withdrawal from a course initiated after the first 15 school days of a trimester will be designated Withdrawal Fail (W/F). A W/F will be computed into the students GPA.

Work Experience (*when program is available): Seniors who have a job can get school credit through Work Experience (provided they request the class prior to the trimester). The student attends a class at PHS. The teacher in charge visits with the employer. Additionally, as new jobs become available, they are posted on a bulletin board outside the administration office. When jobs relate to specific courses, teachers who teach those courses are given copies of the announcement to have available for their students.

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. It is the intent of Poway 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. Discipline based on faith in the worth and dignity of each individual is a positive form of guidance. This section describes the major areas of problem behavior the Poway Unified School District will not tolerate. 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.

Behavioral Expectations: Striving for excellence is a Poway tradition. This excellence comes as a result of hard work and sacrifice by many students in a variety of roles. It is essential that students who represent Poway 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.

SOCIALLY RESPONSIBLE BEHAVIOR

The Poway High School community believes that Socially Responsible Behavior (SRB) is crucial to improving and maintaining a climate of respect. The Poway 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 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 or intended to be racial, ethnic, religious, gender or sexual slurs 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. 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 appropriately.

Examples of unacceptable dress are as follows:

1. Clothing that reveals or exposes undergarments. This includes any muscle shirts (underwear style).
2. Clothing that does not adequately cover the Chest, Abdomen, Back and Buttocks. (Tube tops & strapless shirts are not permitted).
3. 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
4. Altered hats (acceptable hats are those that are mass produced and are worn as intended by the manufacturer).
5. Bandannas; hairnets; wave caps; doo rags (worn or carried).
6. Wallet chains (worn or carried).
7. Belts or wrist-bands that have metal spikes.
8. Identification Cards: The image of the student must reflect the student's authentic look. Any attempt to alter the student's authentic look is prohibited. (Including but not limited to: wigs, face paint, stick on facial hair and/or making a face to purposefully distort the student's appearance.)

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

TRASH IS A SIGNIFICANT PROBLEM ON CAMPUS.
YOUR HELP IS NEEDED TO KEEP OUR CAMPUS CLEAN.

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 commit 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, transfer to another school and expulsion from the Poway Unified School District.

-Alcohol and Controlled Substances Use: Board Policy defines specific disciplinary action for the use of alcohol and controlled substances. 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 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 break or lunch periods whether on or off campus
- The student is going to, coming from or attending a school-sponsored activity.

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 for a period of time of 90 school days or for the remainder of the semester and the following semester. Initiate an intervention contract. Notify Sheriff.	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 for a period of time of 90 school days or for the remainder of the semester and the following semester. Initiate an intervention contract. Notify Sheriff.	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 Sheriff.	

Notification of Law Enforcement Authorities: The failure to make any report required by this section is an infraction punishable by a fine to be paid by the principal or principal's designee who is responsible for the failure.

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

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

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

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

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

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

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

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

Drugs/Alcohol/Steroids: Possessing, using, having consumed or being under the influence of alcohol, narcotics, dangerous drugs, steroids or other controlled substances or intoxicants of any kind will result in transfer to another high school and/or will result in expulsion from the school district if this is a second offense. Possession of marijuana on the grounds of a public school during the hours in which school is open and offering instruction or programs for pupils K-12 is a misdemeanor. Minors may be punished on the first offense by a fine of up to \$250. Second offenses and adult misdemeanors may be punished by a fine of up to \$500 and/or ten days imprisonment.

Electronic Paging Devices/Cellular Telephones: The governing Board recognizes that instructional time is precious and must be protected from unnecessary disruption. However, the Board also acknowledges the importance of electronic communication between students and parents, particularly when students are involved with activities that keep them after school hours. Therefore, students may be permitted to have in their possession a cellular phone/pager in school, on school property, at after-school activities, and at school-related functions provided that use of the cellular phone/pager does not disrupt the instructional process except as required by Education Code for medical reasons.

In permitting use of such devices, the District, the school site, its Administration and employees assumes no liability for the loss or damage of the device or its misuse by another person. Cellular phones/pagers are not to be used for unlawful purposes.

-Individual sites shall determine specific procedures for their students regarding the use of cellular phones/pagers during non-instructional times (i.e., breaks and lunch). These procedures must be developed in collaboration with the school community, which may include site councils, safety committees, parents, department chairs, school staff, and students. (Refer to Telephone Policy)

Explosives, Weapons and Related Devices:

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

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

-A student discovering inadvertent possession of a dangerous object should immediately self-report such possession to a staff member in order for optional consequences to be considered.

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

Forgery: Falsely and fraudulently making or altering a document.

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

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

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.

Hazing: Hazing in any form, including initiation, which is degrading is strictly forbidden by California State Law. No student shall conspire to engage in hazing, participate in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, 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.

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:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual.
3. 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.
4. 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:

1. 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.
2. 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.
3. 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.

Complaint Process

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

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's 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 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 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 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 92128-3106
(858) 521-2800

Smoking/Use of Tobacco: To provide a tobacco free environment for both employees and students, there shall be no smoking, vaping 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 (including vaping)** 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: Suspension, the type and length of which shall be determined by site administrator.

Second Offense: Suspension and notification of law enforcement officials for possible issuance of a citation.

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:

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

Suspension or Expulsion Grounds: The Board of Education authorizes the school Principal to suspend or to recommend for Board consideration, the expulsion of any student who violates the Rules of Student Discipline. Restitution may also be required in cases of damage or destruction of property. According to Ed Code §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, except in self defense.
2. Possession of any knife, explosive or other dangerous product that is of not 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.

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.

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.

Campus Beautification (C.B.): The student may be assigned a campus clean-up project. Failure to attend an assigned C.B. 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 Campus Beautification, 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, Del Norte High School or Abraxas High School ranging from 90 school days to the remainder of the current trimester and the following trimester.

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.

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
- unauthorized resources

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.

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

ETHICS POLICY

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 grade level.

Level 1- Plagiarizing of homework or daily classroom assignments	
<p style="text-align: center;">1st offense</p> <ul style="list-style-type: none"> • Automatic "0" on the assignment or test. • Parent contact by teacher (conference optional). • Information-only referral to Assistant Principal 	<p style="text-align: center;">Repeated Offenses</p> <ul style="list-style-type: none"> • Mandatory-action referral to Assistant Principal. • Parent conference scheduled with Assistant Principal and teacher. • May result in "F" in class. • May result in "Unsatisfactory" in Citizenship.

Level 2-	
<ul style="list-style-type: none"> • <i>Cheating on classroom tests, quizzes, major projects, standardized tests</i> • <i>Fabrication/Falsification</i> • <i>Forgery</i> • <i>Plagiarism</i> • <i>Theft or alteration of materials or equipment</i> 	
<p style="text-align: center;">1st offense</p> <ul style="list-style-type: none"> • Automatic "0" on assignment. • Placement on probation* in the class of infraction for the remainder of the school year. • Mandatory-action referral to Assistant Principal. • Parent conference scheduled with Assistant Principal and teacher. • Possible home suspension from school. <ul style="list-style-type: none"> • May result in "Unsatisfactory" in Citizenship. <p>*Probation means next offense results in "F/Unsatisfactory" in class.</p>	<p style="text-align: center;">2nd Offense</p> <ul style="list-style-type: none"> • If second offense occurs in same class as first offense, "withdraw/failing" grade in class, and removal from the class, with placement in an appropriate setting for the remainder of the trimester during that class period. • May be placed on probation in all classes. • Possible home suspension.

Level 3-

Repetition of Level 2 offenses in same school year

Resulting Action:

- Parent conference scheduled with Assistant Principal and teacher.
- Withdraw/failure in any class in which the violation occurs.
- Behavior contract established with student, parent and administration.
- Further violations of Academic Honesty Policy may result in suspension and/or transfer or expulsion.

Poway High School: *Building a Titan Community, One "A" at a Time.*

The 4 A's of PHS:

AS TITANS, WE ARE CHALLENGED TO EXCEL IN...

- **ACADEMICS** *An expectation of excellence in all academic areas*
- **ATTENDANCE** *On time, in place, and prepared for class*
- **ATTITUDE** *Respect for all, at all times*
- **APPEARANCE** *Clothing and campus reflect our personal integrity*

A-G Requirements

- | | |
|--|---|
| <ul style="list-style-type: none">• A: History<ul style="list-style-type: none">○ 1 Year U.S. History○ 1 Year World History• B: English<ul style="list-style-type: none">○ 4 Years College Prep• C: Mathematics<ul style="list-style-type: none">○ 3 years College Prep• D: Science<ul style="list-style-type: none">○ 2 Years with Laboratory (Biological & Physical) | <ul style="list-style-type: none">• E: Foreign Language<ul style="list-style-type: none">○ 2 Years in Same Language (American Sign Language can be used)• F: Visual or Performing Arts<ul style="list-style-type: none">○ 1 Year of same Visual or Performing Art (Art, Drama or Music)• G: Elective<ul style="list-style-type: none">○ 1 Year Academic Elective |
|--|---|

THE SIX PILLARS OF CHARACTER

TRUSTWORTHINESS: Be honest. Don't deceive, cheat or steal. Be reliable- do what you say you'll do. Have the courage to do the right thing. Build a good reputation. Be loyal- stand by your family, friends and country.

RESPECT: Treat others with respect; follow the Golden Rule. Be tolerant of differences. Use good manners, not bad language. Be considerate of the feelings of others. Don't threaten, hit or hurt anyone. Deal peacefully with anger, insults and disagreements.

RESPONSIBILITY: Do what you are supposed to do. Persevere: keep on trying! Always do your best. Use self-control. Be self-disciplined. Think before you act-consider the consequences. Be accountable for your choices.

FAIRNESS: Play by the rules. Take turns and share. Be open-minded; listen to others. Don't take advantage of others. Don't blame others carelessly.

CARING: Be kind. Be compassionate and show you care. Express gratitude. Forgive others. Help people in need.

CITIZENSHIP: Do your share to make your school and community better. Cooperate. Stay informed; vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.