

Poway High School Student/Parent Handbook



15500 Espola Road
Poway, CA 92064
Phone: (858) 748-0245 Fax: (858) 679-6879
CEEB: 152533

Please visit our website: www.powayusd.com/phs

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Poway High School Administration

Principal	Richard Nash
Assistant Principal A - F	Gannon Burks
Assistant Principal G - M	Monique Kanouse
Assistant Principal N - Z	Aaron Little
Athletic Director	Damian Gonzalez
ASB/Activities Director	Emily Pratt



Counselors

Counselor A - Em	Christy Brown
Counselor En - Lea	Jerrah Smith
Counselor Leb - Ra	Blanca Arreguin
Counselor Rb - Z	Jerilyn Padua Reyes
Counselor Intervention/CTE	Karly Wardwell

Titan Mission and Vision Statement

The Poway High School Community will ensure that students have the Titan Experience; a safe, respectful, challenging learning environment that requires all students to meet the PHS Expectations of Respect, Integrity, Growth, Ownership, and Responsibility (RIGOR).

- As part of the Titan Experience, all staff, students, and parents of the PHS learning community will support and take ownership of the Poway High School Mission and Vision: Respect, Integrity, Growth, Ownership, and Responsibility.
- Communication among staff, students and parents will be coordinated, clear, and positive and will strengthen the connection between home, school, and community.
- The PHS community will partner with the greater Poway Community and its businesses to promote interaction, and involvement.
- Community members will have a supporting role on and off our campus.
- All members of the PHS learning community will maintain a clean, safe and secure environment that requires respectful speech and behavior and instills pride in our school.
- All members of the learning community will give and receive common courtesy, inside and outside of classrooms, and we will welcome all students and members of diverse groups and cultures.
- Staff will exemplify professionalism and model the inclusive speech and behavior expected of students.
- Students at all grade levels will meet or exceed academic standards and expectations (RIGOR).
 - **Respect:** Students will demonstrate personal, social, and academic skills expected of all Poway High School graduates. Students will make connections between academic courses and the real world -- with staff assisting, and community partners providing opportunities for real-world experience. Staff will provide rigorous, relevant, and engaging daily lessons and curriculum driven by academic standards and student performance.
 - **Integrity:** Students and staff will exhibit qualities of an Upstander: Speak out to someone who is bullying. Stand up for someone being taken advantage of. Be fair and honest, even when no authority figure seems to be present (locker room, fields, lines, campus perimeter, hallways, bathrooms). Welcome visitors, including rival teams, to campus. Display good sportsmanship.
 - **Growth Mindset:** Students and staff will revise work/attitude/behavior based on constructive criticism. Find lessons and inspiration in other people's success, embrace challenges, deal with or persist through setbacks, and stretch/take risks/put forth the effort.
 - **Ownership:** Students will own their learning; check their grades and independently work toward their grade goal. They will value other people's time by showing up on time and staying till the end. Talk directly to their teacher when they need help or special consideration. They will submit their work and be willing to revise it to meet essential standards. Actively contribute to group work. Titans will own their emotions, behavior, actions, and responses to situations. They will recognize that they are in control of their reactions when challenged or ruffled.
 - **Responsibility:** Titans will complete all tasks designated to them. Complete all work on time and attend classes every day. Titans are trustworthy with classroom and/or other people's materials/property and clean up after without prompting. They will follow through on commitments and do what they say they will do and bring what they say they will bring.

Academics/Grading/Graduation Requirements

Poway High School is currently on a trimester schedule with five class periods. Poway High students may take up to five classes each of three trimesters, earning five credits per course completed with a grade of “D” or better. All students are required to complete 230 credits to graduate.

Required and Recommended Courses for Chosen Path (PHS Graduation Requirements, A - G Requirements for CSU/UC and Highly Selective Colleges/Universities)

Poway Unified School District Poway High School Graduation Requirements	Credits	California State University (CSU) and University of California (UC) A-G Requirements	Highly Selective Colleges and Universities <i>Including most UCs</i>
<u>HISTORY/SOCIAL SCIENCE</u> 6 Trimesters = 3 Years	30	<u>A - HISTORY/SOCIAL SCIENCE</u> 4 Trimesters = 2 Years	<u>HISTORY/SOCIAL SCIENCE</u> 4 Trimesters = 2 Years
<u>ENGLISH</u> 8 Trimesters = 4 Years	40	<u>B - ENGLISH</u> 8 Trimesters = 4 Years	<u>ENGLISH</u> 8 Trimesters = 4 Years
<u>MATHEMATICS</u> 4 Trimesters = 2 Years	20	<u>C - MATHEMATICS</u> 6 Trimesters = 3 Years	<u>MATHEMATICS</u> 8 Trimesters = 4 Years
<u>SCIENCE</u> 4 Trimesters = 2 Years <i>1 year of each: Physical and Biological</i>	20	<u>D - SCIENCE</u> 4 Trimesters = 2 Years <i>Recommend at least 3 years - Biology/Chemistry/Physics</i>	<u>SCIENCE</u> >=6 Trimesters/3 Years of Lab Science with at least 2 years in one discipline (Biology/Chemistry/Physics)
<u>FINE ART</u> 2 Trimesters = 1 Year	10	<u>E - LANGUAGE OTHER THAN ENGLISH</u> 4 Trimesters = 2 Years of the same language <i>Recommend 3 years</i>	<u>LANGUAGE OTHER THAN ENGLISH</u> 8 Trimesters = 4 Years of the same language
<u>HEALTH</u> 1 Trimester	5	<u>F - VISUAL AND PERFORMING ARTS</u> 2 Trimesters = 1 Year in the same discipline	<u>VISUAL AND PERFORMING ARTS</u> 2 Trimesters = 1 Year in the same discipline
<u>PHYSICAL EDUCATION</u> 4 Trimesters = 2 Years	20	<u>G - COLLEGE PREPARATORY ELECTIVES</u> 2 Trimesters = 1 Year <i>Chosen from additional A-G courses beyond those used to satisfy the requirements above</i>	<u>COLLEGE PREPARATORY ELECTIVES</u> 2 Trimesters = 1 Year <i>Chosen from additional courses beyond those used to satisfy the requirements above</i>
<u>ELECTIVES</u> 17 Trimesters = All Years <i>Chosen from any academic or elective courses beyond the minimum required for that academic or elective area</i>	85	<i>Recommend at least 1 Honors or AP Course</i>	<i>Recommend several Honors and AP courses</i>
TOTAL CREDITS REQUIRED	230		

Grading and GPA Calculation

Poway High School does not rank its students. Grade point average is calculated based on all grades earned in classes taken from 9th to 12th grade. Physical education, school service, and planning leadership grades are excluded from the computation.

The following breakdown is used:

Courses (Except AP)	AP (Advanced Placement) Courses
A = 4.0	A = 5.0
B = 3.0	B = 4.0
C = 2.0	C = 3.0
D = 1.0	D = 1.0
F = 0.0	F = 0.0

The college recommending mark is C or above. The passing grade is D.

Add/Drop a Class

The last day to drop/add a class is on the 13th day of the trimester. Students must turn in a signed form from a parent to have most change requests considered.

Withdrawal from Class

Withdrawal from a course made during the first 13 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 13 school days of a trimester will be designated Withdrawal/Fail (W/F). A W/F will be computed into the student's GPA.

Incomplete Grades

An Incomplete grade shall be given only when a student's work is not finished by the end of the grading period because of illness or other excused absence. If not made up within five (school) weeks, the Incomplete shall become an F.

Pass/Fail Grading

In order to allow students to take courses to enrich their high school experience without endangering their GPA, individual students may elect to take courses on a pass/fail basis. Each student may opt for only one pass/fail academic class per trimester. Students must complete all pass/fail requests during the first five school days of the trimester. Students cannot apply for pass/fail for any courses on the a-g list of approved courses for the CSU/University of California. In the summer session, requests must be completed during the first three (3) days of the session. A Pass grade will not be calculated in the student's GPA; however, an F will be calculated.

Report Cards and Progress Reports

Progress reports are issued at the six-week mark in the trimester and grades are listed in [StudentVue](#) and [ParentVue](#). Report cards are issued at the end of each trimester with final course grades. Report Card grades are visible in StudentVue and ParentVue and mailed home. The Grading Calendar for the school year can be found on the [PHS website](#) under the Calendars tab.

Academic Honesty/Ethics

Poway High School students are subject to an Academic Honesty Policy, which deals with various forms of cheating and plagiarism. Academic dishonesty in any form is unacceptable behavior. Ignorance, grade pressure, inadequate time, tests “inadequately” proctored, unrealistic parental expectation, or other causes cannot justify it. Cheating places the value of grades over learning and is counter to the district’s graduation outcome. All tests, quizzes, reports, assignments, and any school-related tests are subject to this policy. PUSD Board Policy outlines specific guidelines for disciplinary action as follows.

High School Level 1 violations of Academic Honesty

Level 1 types of academic dishonesty not tolerated include the following:

1. Plagiarizing or copying of homework
2. Plagiarizing or copying of daily classroom assignments

First Offense

1. Initial parent contact by teacher
2. Information only referral to Assistant Principal (indicating level 1 offense)
3. Student may receive zero on assignment as determined by the classroom teacher
4. Student may earn a “U” in citizenship for the six or twelve-week progress report as determined by the classroom teacher

Second Offense

1. Initial parent contact by teacher
2. Parent conference scheduled with Assistant Principal
3. Action referral to Assistant Principal (indicating level 1 offense)
4. Placement on Academic Honesty Probation for the remainder of high school career
5. Student may receive a zero on assignment as determined by the classroom teacher
6. Possible “U” in citizenship for the final semester grade as determined by the classroom teacher

Third Offense

1. Action referral to Assistant Principal (indicating level 1 offense)
2. Parent conference scheduled with Assistant Principal and teacher
3. Student may receive a zero on the assignment as determined by the classroom teacher
4. Citizenship grade of “U” for the semester as determined by the classroom teacher
5. Behavior contract established with student, parent, and administration
6. May result in an “F” grade in the class as determined by the classroom teacher

High School Level 2 violations of Academic Honesty

Level 2 types of academic dishonesty not tolerated include the following:

1. **Cheating:** Sharing answers/information, looking on /copying another’s work/test/essay
2. **Fabrication:** Falsifying/inventing/misrepresenting source of cited information

3. **Unauthorized Collaboration:** While working with others is often encouraged, unauthorized collaboration is not permitted
4. **Plagiarism:** Any intentional representation of another's ideas/words/work as one's own, including the misuse of published/electronic material and/or work of other students. Includes direct quotations and paraphrasing without citation
5. **Theft or Alteration of Materials/Forgery:** Any intentional/unauthorized alteration of student/teacher material or unauthorized signature to school-related documents

The teacher's professional judgment determines if a violation has occurred, AND will place a phone call to the parent/guardian regarding Honor Code violations.

The following action(s) will be taken when students violate this policy.

First Offense

1. Teacher will confer with the student and notify the parent/guardian
2. Student may receive a zero on the assignment or test as determined by the classroom teacher
3. Student may be given a "U" in citizenship for the current grading period
4. Action referral to Assistant Principal (indicating level 2 offense)
5. Parent conference scheduled with Assistant Principal and teacher
6. Possible home suspension

Second Offense

1. Teacher will confer with the student and notify the parent/guardian
2. Student may receive a zero on the assignment or test as determined by the classroom teacher
3. Student may be given a "U" in citizenship for the current grading period as determined by the classroom teacher
4. Action referral to Assistant Principal (indicating level 2 offense)
5. Parent conference scheduled with Assistant Principal and teacher
6. Student will be placed on a behavior contract for the remainder of the school year
7. Possible home suspension If the second offense is in the same class as the first offense then:
 - a. "withdraw/fail" from the class as determined by the classroom teacher
 - b. removal from class to an appropriate setting

Third Offense

1. Action referral to Assistant Principal (indicating level 2 offense)
2. Parent conference scheduled with Assistant Principal and teacher
3. "withdraw/fail" from the class as determined by the classroom teacher
4. Removal from class to an appropriate setting

ASB (Associated Student Body)

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 that help to promote school spirit and Titan Pride. ASB is also responsible for all expenditures of student funds and helps to support several large programs on campus.

These are just some of the activities sponsored by ASB:

- ASB Elections - held once per year, and all students are encouraged to participate
- Blood Drives (fall/spring)
- Canned Food Drive
- Class Competitions
- Dances (Homecoming, Prom, morP)

- Most Spirited Titan
- Titan Times
- Senior Breakfast, Senior Picnic

For more information on ASB, [see the PHS website](#).

Athletics

There are a large variety of athletic teams (varsity, junior varsity, freshman) available for PHS students who maintain at least a 2.0 GPA and are passing at least 60% of their 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 Assistant or Athletic Director.

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. See the [Attendance Page on the PHS website](#) for more information.

24 Hour Attendance Hotline (858) 748-7016 or email: phsattendance@powayusd.com

- A parent/guardian must contact the Attendance Hotline before 11:00 a.m. EACH DAY that their student is absent or tardy. If sending an email, please be aware that only your valid PUSD registered email will be accepted to clear any absences or tardies..
- All absences and tardies must be excused within 24 hours of the absence/tardy or a consequence (e.g. detention, or denial by a teacher for assignment credit) may be issued. Once a consequence has been assigned, it will not be dismissed.

Off-Campus Pass Line (phone calls only) - (858) 748-0245 ext. 5113 - 24 hour advance notice
Please call this number to request a pass if a student needs to leave early.

- To avoid disruption to classes, please check your student out between periods, break, or lunch. Refer to the daily bell schedule on the [website](#).
- Students must pick up the off-campus pass at the Attendance Office either before school or during break or lunch. If a student leaves campus without a pass, it is considered a truancy.

Arriving Late to School

- Students arriving on campus before 8:00 a.m. (or within 30 minutes of the start of school) should proceed directly to class.
- After 8:00 a.m. (or after 30 minutes from the start of the school day): **Always check in with the Attendance Office.** Students must obtain a pass from the office when arriving late, even if they arrive on campus during a passing period, break, or lunch.

Excessive Absences and Truancies

A student who has 12 excused (partial and full) absences is considered excessively absent (this includes tardies above 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 must sign an attendance contract.

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.

SART (Student Attendance Review Team)

Students who are absent for three days or tardy (for more than thirty minutes) 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 truancies 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 issue 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.

Cell Phones (see [Electronic Devices](#))

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 [Clubs page on the PHS website](#).

Copyrighted Material

It is the intent of the Poway Unified School District that all staff members and students shall adhere to the provision of copyright laws in the use of instructional materials. Copyright guidelines specify the appropriate use of printed materials; sheet and recorded music; computer software; audio recordings including records, disks, and tapes; films, videotapes, filmstrips, overhead transparencies, or slide programs; off-the-air taping (radio and television); rental, purchase, and use of videotape. Copyright guidelines for specific materials are available in the PHS library. Source: PUSD Administrative Procedure. Educational Program, Use of Copyrighted Material. California Department of Education. Suggested Copyright Policy and Guidelines for California's School Districts. 1991. BP 6162.6

Core Values/ Nondiscrimination

Poway High School encourages all students to be respectful of others, including other students, faculty, staff, and parents. This would include being tolerant of differences as well.

The Core Values of PHS (**RIGOR**) are exemplified as follows:

Respect	*due regard for the feelings, wishes, rights, or traditions of others
Integrity	*the quality of being honest and having strong moral/ethical principles; the state of being whole and undivided. . . the practice of being honest and consistent
Growth Mindset	*belief that my intelligence, personality, and character can be developed (I can't do it YET). . . working toward an unknown and unknowable potential
Ownership	* the feeling that something belongs to and is part of me; accountability to peers and facilitators; holding myself accountable afterward
Responsibility	* an ongoing dependability to meet my obligations

NONDISCRIMINATION STATEMENT: 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 protected characteristics under the law, including but not limited to ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For more information, please contact the Title IX/Equity Compliance Officer, Associate Superintendent of Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406, 858-521-2800, extension 2121.

Counseling

The mission of the Counseling Office is to effectively provide a comprehensive program to impart specific skills and learning opportunities through academic, career, and personal/social development experiences in a proactive and preventive manner for all students. We promote and enhance the learning process by being actively committed to helping students understand that the choices they will make affect their future educational and career options. We are committed to ensuring every student has access to the best possible education. We provide students the opportunity to gain skills and develop their unique potential to become successful in all aspects of their life.

Counselors are assigned based on the students' last names. We currently have five counselors: Ms. Brown (A-Em), Ms. Smith (En-Lea), Ms. Arreguin (Leb-Ra), Ms. Padua Reyes (Rb-Z), and Ms. Wardwell (Intervention/CTE). Students may visit their counselors on school days at break, lunch, and after school (in the office if students are on campus, via Zoom if students are virtual). Appointments with Counselors are handled based on the availability of staff, so parents are strongly encouraged to make an appointment by emailing their student's counselor first.

Counselors may call students in for a variety of reasons, including a quick check-up, responding to student requests, or if the student has fallen behind in credits or is failing classes. Counselors also meet with all 9th-11th grade students annually to ensure their course requests are in line with the students' goals and graduation requirements.

Cyberbullying

Any student engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel, as defined in California Education Code Section 32261 in subdivisions (d), (f) and (g), will be subject to District Discipline regulations.

Daily Bulletin and Titan Weekly Newsletter

The PHS [Daily Bulletin](#) is posted daily on the PHS website 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. **RESPONSIBLE** Titans read the bulletin each day or watch video announcements.

The Titan Weekly Newsletter is sent via email on Sunday afternoons and contains information and updates for the upcoming school week. The link to Titan Weekly can also be found on the home page of the [PHS website](#).

Dances and Dance Policies

Dances at PHS are a fun and exciting opportunity for students. Several dances are typically scheduled throughout the year. To ensure students have a safe and enjoyable experience, the following regulations are in place:

- Students must present a valid Poway High School ID card to purchase tickets and for admission to dances.
- **Guest passes for non-Poway High School students are required.** Guest pass applications can be obtained at the receptionist's desk or on the [PHS website](#). Guest pass applications must be completed and returned to the receptionist's desk five school days prior to the event in order for the guest to attend. Students must pick up the approved guest pass from the receptionist and will be notified if the guest pass is not approved.
- Approved guests must show a valid driver's license or photo ID AND have an approved guest pass to enter the dance.
- Middle School students and adults 21 and over may not attend PHS Dances. Prom is only available to those in tenth grade and above. 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, they will not be allowed to return and will be expected to leave campus.
- **Inappropriate dancing** (freaking/dirty dancing/twerking) is prohibited at any school-sponsored activity. This includes, but is not limited to, all school dances and lunch activities. Students who do not **RESPECT** these expectations will be removed from the function without a refund.

Discipline - 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 ready to learn and participate in activities seldom have problems with school rules. However, the conduct of a student should not interfere with the educational rights of others.

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 that is based on faith in the worth and dignity of each individual is a positive form of guidance rather than a punitive device.

This handbook describes areas considered by the Poway Unified School District as significant infractions. Students with violations in these areas will receive corresponding disciplinary action, also listed in this handbook. In all cases of disciplinary action, students are protected by due process.

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

This 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 the freedom to learn.

Student Rights/Due Process

Students in California have the right to be safe while attending school. The Poway High School faculty, staff, and administration will do everything possible to ensure this right. All students are entitled to due process of law. When facing disciplinary action, students are entitled to hear the accusation and then provide an explanation. This guarantee will be adhered to by all school personnel. Students wishing to appeal disciplinary decisions should contact the Principal for information on specific procedures.

Note: The policies and procedures detailed herein are subject to change.

Rules of Student Discipline in the Poway Unified School District

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

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

The prohibited acts are:

1. Causing, attempting to cause, threatening to cause, or assisting in the cause or threat of physical injury to another person; including, but not limited to fighting, assault, or battery.
2. Possessing, selling, or otherwise furnishing to others any firearm, any knife, explosive, or other dangerous objects such as, but not limited to, brass knuckles, razor blades, any pellet or pellet-type guns, paintball guns, lasers, or pepper spray.
3. Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma or Ritalin), or other controlled substances or intoxicants of any kind; (including over-the-counter medications which create an intoxicating effect).
4. Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest the intent to provide, give, or sell to other students substances which are, or are purported to be, alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma, Ritalin), other controlled substances, (i.e., marijuana, crystal methamphetamine, or anabolic steroids) or intoxicants of any kind; (including over-the-counter medications which create an intoxicating effect).
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to school or private property.
7. Committing or attempting to commit theft of school or private property.
8. Possessing or using tobacco or any products containing tobacco or nicotine on school premises.
9. Commission of obscene acts or engaging in habitual profanity or vulgarity.
10. Unlawfully possessing, offering, arranging or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
11. Disruption of school activities or willful defiance of school authority, including violations of academic honesty.
12. Knowingly receiving stolen school or private property.
13. Possessing an imitation firearm.
14. Committing or attempting to commit a sexual assault or sexual battery.
15. Threatening or intimidating a witness or a complaining witness in a school disciplinary proceeding.
16. Sexual harassment (Grades 4-12).
17. Hate behavior/Violence (Grades 4-12).
18. Violating technology-use policies and inappropriate use of electronic signaling devices (e.g., cell phones, pagers, laser pointers, computers).
19. Causing or attempting to cause an assault or battery, intimidation, harassment, or threats on any school employee or school property.
20. Causing or attempting to cause acts of intimidation, harassment, or hazing on any student (e.g., initiations into clubs, sports teams, or student body associations).
21. Terrorist threats against school officials, school property, or both.
22. Violating individual school rules, or violating bus rules. Disciplinary actions may include, but are not limited to: advice and counsel, warnings, campus work details, detention, In-School Suspension (ISS), Friday after-school detention, bus suspension, home suspension, behavior or rehabilitation contracts, transfer to another school/program, and/or expulsion from the Poway Unified School District.

Grounds for Suspension and/or Expulsion

The Board of Education authorizes the school Principal to suspend or to recommend to the Board for consideration of expulsion any student who violates the Rules of Student Discipline. Restitution may also be required in cases of damage or destruction of property. At any time, if the Principal determines that the

student's presence causes a danger to persons or property or threatens to disrupt the instructional process, the student may be suspended and/or expelled.

Home suspension means the student will not attend school for the length of the suspension (maximum of five days at any one time unless extended). The student is to remain at home during school hours and may not attend or participate in any school-sponsored activities such as athletic events, dances, or plays. All school work missed during this time may be made up.

Discipline for the Use of Alcohol and Controlled Substances

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

Prohibited Acts	Disciplinary Action	
	First Offense	Second Offense
Unlawfully possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma, Ritalin), other controlled substances, or intoxicants of any kind (including over-the-counter medications which create an intoxicating effect)	Suspend and recommend expulsion or suspend and transfer to another middle school or high school, or the continuation high school, for the remainder of the semester/term and the following semester/term. Contact law enforcement. Initiate an intervention contract.	Suspend and recommend for expulsion.
Unlawfully possessing, offering, arranging or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.	Suspend or suspend and transfer to another middle school or high school, or the continuation high school, for the remainder of the semester/term and the following semester/term. Initiate an intervention contract.	Suspend and recommend for expulsion.
Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest the intent to purvey, give, or sell to other students substances which are, or are purported to be alcohol, narcotics, dangerous drugs, unauthorized prescription medications 20 (e.g., Soma, Ritalin), other controlled substances, or intoxicants of any kind (including over-the-counter medications which create an intoxicating effect).	Suspend and recommend for expulsion. Contact law enforcement. *Term means two divisions of the academic school year, usually from August to mid-January and from mid-January to June, with 90 school days per term.	Suspend and recommend for expulsion.

- To enforce its policy of intolerance for drugs and other dangerous substances, the District may use specially trained non-aggressive dogs to alert staff to the presence of substances prohibited by law or District policy. The dogs will inspect inanimate objects only.

- Alcohol detection devices may also be utilized as a 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.

Non-Punitive Self-Referral

Poway High School strongly encourages any student who is using alcohol or drugs to discuss the matter with their 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 Services Office](#).

Disciplinary Actions

The chart below indicates the types of disciplinary action that may apply to each problem area. In each instance, a minimum action is suggested. The range covers suggested action for first occurrences and for repeated occurrences.

Violations	Action to be Taken		
	Range	First Occurrence	Repeated Occurrences
Bus Conduct	Minimum	Conference	Loss of bus privileges/Suspension or expulsion
	Maximum	Loss of bus privileges	Permanent loss of bus privileges
Class Cut	Minimum	Teacher-assigned consequences	Parent contact/Friday detention/ISS
	Maximum	Lunch detention	S.A.R.B.*
Cyberbullying	Minimum	Conference and documentation	Suspension and documentation/Notification of law enforcement
	Maximum	Suspension/Notification of law enforcement	Expulsion/Notification of law enforcement
Computer hacking/viruses/inappropriate use	Minimum	Restitution and drop from computer class with failing grade and suspension/restriction from campus computers	
	Maximum		
Defiance of Authority	Minimum	Conference	Suspension
	Maximum	Suspension	

Destruction of Property/Vandalism	Minimum	Suspension and Restitution	
	Maximum	Expulsion and Restitution	
Disorderly Conduct/Disruption of School Activities	Minimum	Friday detention	Removal from class with failing grade
	Maximum	Suspension	Administrative Placement
Dress Code	Minimum	Confiscation and change clothes	Parent conference/Friday detention
	Maximum	Suspension	
Drugs/Alcohol/Steroids/Possession/Use **	Minimum	Suspension and transfer/Notification of law enforcement	Suspension and Expulsion/Notification of law enforcement
	Maximum	Suspension and Expulsion/Notification of law enforcement	
Drugs/Alcohol/Steroids/Sale or Providing **	Minimum	Expulsion/Notification of law enforcement	
	Maximum		
Electronic Paging Devices/Phones, etc.	Minimum	Teacher confiscation and parent pick-up	
	Maximum	Suspension	
Explosive Devices	Mandatory	Suspension and/or Expulsion/Notification of law enforcement	
Extortion/Robbery	Mandatory	Suspension and/or Expulsion/Notification of law enforcement	
Fighting/Battery/Assault	Minimum	Suspension and/or Expulsion/Notification of law enforcement	
	Maximum		
Forgery	Minimum	Conference/ISS	Suspension
	Maximum	Suspension	Expulsion
Gambling	Minimum	Conference	Parent conference/Friday detention
	Maximum	Suspension	
Harassment - Sexual	Minimum	Suspension	
	Maximum	Expulsion	
Harassment - Hate Violence/Behavior	Minimum	Expulsion and notification of law enforcement	
	Maximum		
Harassment - Hate Motivated Intimidation or Harassment	Minimum	Suspension	
	Maximum	Expulsion and notification of law enforcement	
Hazing	Minimum	Conference and documentation	Suspension and documentation
	Maximum	Suspension and Expulsion	Expulsion/Notification of law enforcement

Laser Pointers	Minimum	Conference/confiscation	Suspension
	Maximum	Suspension	
Off-Limits Areas	Minimum	Warning	ISS/Suspension
	Maximum	Suspension	
Possession of Lighter/Matches	Minimum	Warning and confiscation	Suspension
	Maximum	Suspension and notification of law enforcement	
Profanity/Obscene Acts	Minimum	Conference	ISS/Suspension
	Maximum	Suspension and notification of law enforcement	
Smoking/Possession of Tobacco Products	Minimum	Suspension and notification of law enforcement	
	Maximum	Suspension/Expulsion and notification of law enforcement	
Tardiness	Minimum	Teacher-assigned consequences	Lunch detention/Suspension
	Maximum	Teacher-assigned consequences	Removal from class with failing grade
Theft/Possession of Stolen Property	Minimum	Suspension and restitution	
	Maximum	Notification of law enforcement/Expulsion and restitution	
Transfer/Possession/Sale of Paraphernalia **	Minimum	Suspension	Suspension and transfer
	Maximum	Suspension and Expulsion	
Truancy	Minimum	Friday detention	Friday detention/S.A.R.B. **/ ISS/Attendance Contract
	Maximum	Friday detention	Alternative Placement
Weapons/Injurious Objects	Mandatory	Suspension and/or Expulsion/Notification of law enforcement	

* School Attendance Review Board

** See PUSD Form PP-3A6-12, "Rules of Student Discipline" (signed by all students and parents)

Senate Bill 1300 – Chapter 1254 states that for any person under the age of 21 years who has been convicted of possessing or using alcohol or other illegal drugs, there is a one-year mandatory suspension of driving privileges. Minors between 13 and 16 years of age who received such a conviction would experience a one-year delay in obtaining their driver's licenses once they reach the age of 16. 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 (10) days imprisonment.

Dress Code

The administration, faculty, and staff at Poway High School are dedicated to the primary mission of ensuring that students have the Titan Experience; a safe, respectful, challenging learning environment that requires all students to meet the PHS Expectations of Respect, Integrity, Growth, Ownership, and Responsibility (RIGOR). Our efforts are made more meaningful when we have a campus climate that encourages high personal standards, academic engagement, individuality, and respect for self and others. The PHS dress code helps to create this climate.

In order to dress for success, school apparel should be neat, clean, appropriate for school activities, and follow standards of common decency and safety. Students are held responsible for dressing appropriately to ensure a professional learning environment.

Appropriate clothing guidelines include the following:

- Tops completely cover the chest, abdomen, and back.
- Shorts/skirts completely cover the backside/buttocks.
- Undergarments are not visible (directly or indirectly).
- Footwear is worn at all times.
- Apparel does not disparage or marginalize any group (culture, religion, ethnicity, sexual identity, etc.)
- Apparel does not promote or mention violence, weapons, drugs, alcohol, profanity, sexual references, or gangs.
- Apparel does not have metal spikes (belts, wrist bands, etc.)

If students arrive at school dressed inappropriately, the following actions will be taken:

- **1st Offense:** Student will need to change his/her clothing or will be given a change of clothes to wear for the remainder of the school day.
- **2nd Offense:** Parent will be called. The student will need to change his/her clothing or will be given a change of clothes to wear for the remainder of the school day.
- **3rd Offense:** Student will receive detention. An administrator will call the parent. The student will need to change his/her clothing or will be given a change of clothes to wear for the remainder of the school day.

Electronic Devices (Cell phones, iPods, Speakers, etc.)

Protecting instructional time in the classroom is essential for creating a productive learning environment. In order to maintain the integrity of the classroom, all electronic devices must be turned off and be out of sight before entering the classroom setting. Teachers may choose to allow students to use smartphone features such as web browsers, calculators, 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 left to the classroom teacher's discretion to determine what constitutes appropriate educational use, and for each teacher or administrator 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.

Videotaping on campus without prior permission from an administrator is strictly prohibited.

Poway High School and Poway Unified School District are not liable for theft or loss of any property from campus at any time, including all extracurricular events.

Eligibility/Co-Curricular Participation

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.

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 for eligibility for sports teams will be the next day after the school-wide distribution of grades. At the high school level, the grades that will be counted for eligibility are six-week progress and trimester grades.
3. Meeting the requirements of a 2.0 GPA at the end of the probationary period is the expectation for continued eligibility to participate for the next grading period. Summer grades may be included to improve spring trimester grades.
4. All CIF eligibility rules still apply.
5. To determine GPA, **all “Incompletes” shall be computed as F’s until the incomplete is changed to a letter grade**, within a specified amount of time.
6. A student may not participate in practice or play in a contest after school if they are absent for more than one period of their assigned school day without prior approval by the Principal.
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.

Explosives, Weapons, and Related Devices

Any weapons or simulated weapons brought on campus will be confiscated. The result could be possible arrest, prosecution, and expulsion.

- The list of prohibited weapons is, but not limited to: guns, air-powered guns, B-B guns, pellet guns, paintball guns, stun-guns, zap, and zip guns.
- All types of knives regardless of size or design, and similar sharp or pointed objects, regardless of length, are considered weapons and are not to be brought on campus. Disciplinary action including suspension and/or expulsion will result.
- Look-alike weapons are prohibited. Students who bring look-alike weapons to school are subject to suspension and/or expulsion.
- Any student proved to be in possession of firecrackers or any other explosive device will be suspended with consideration of expulsion.
- Any student found guilty of setting off an explosive device, including firecrackers and “poppers”, will be suspended pending recommendation of expulsion.

California Education Code 49331: Any certificated employee of any school district and any classified employee

of a school district who is designated by the governing board for such purposes may take from the personal possession of any pupil upon school premises or while under the authority of school personnel any injurious object in the possession of the pupil.

Fighting/Battery

Poway High School is committed to being a Fight-Free Campus. Fighting is an unacceptable way to resolve conflict and will not be tolerated on this campus. Serious steps, which may include citation by the San Diego Police Department, will be taken toward anyone involved in verbal or physical aggression directed toward any other person. Furthermore, battery is illegal and anyone attacking another individual or joining or “jumping” into a fight already in progress is subject to arrest as well as severe disciplinary action. The faculty, counselors, and administrators are always willing to help students resolve conflicts. Utilize these resources when the situation warrants and before it becomes “physical.”

Finance Transactions

The Finance office is located on the south side of the administration building, facing the quad. Students can purchase yearbooks, tickets for ASB events such as dances, and pay for other school items at the finance window. Students must present their ID cards when making purchases. The window is open before school, at break, and during lunch. The finance office accepts cash, checks made out to Poway High School for the exact amount, and credit (or debit) cards. Purchases can also be made online through the [Poway High Webstore](#). Financial obligations are the responsibility of the student and any unpaid balances may restrict students from attending dances.

5.5 Period 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

Lists of available classes and times can be found in the Admin or Counseling buildings and on the [PHS website](#).

- Students can enroll in a 5.5 Class by filling out the electronic 5.5 Class Student Contract form (on the 5.5 Class Schedule) 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 a 5.5 class, the individual student MUST inform the teacher or counselor, with a written parent note, *before the 13th-day drop deadline*. This deadline is published on the 5.5 Class Schedule and listed on the Student Contract and will be held firm.
- Students listed on the class 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).

Food and Nutrition Center

The Food and Nutrition Center is open daily before school and during break and lunch.

There are two options for purchasing high school lunches:

- Students may participate in the National School Lunch Program in which a complete lunch meal includes: choice of entree, fruits, vegetables, and milk. **For the 22-23 school year, breakfast and lunch meals are free for all students.**
- Parents/Guardians are still encouraged to complete a meal application online to receive other benefits such as a Pandemic EBT card for each child. The website to apply is, www.myschoolapps.com.

Lunch applications are available in the school office, the Food and Nutrition Department, or [online](#) via the PUSD Food and Nutrition website. A new application must be completed each year, one per family. Students may also purchase individual items from the Nutrition Center's a la carte menu. Both the complete Lunch menus and a la carte menu can be accessed online at www.powayusd.com/Nutrition (menus vary by site).

PUSD has a no-borrowing policy regarding school meals. Meals may be purchased with cash or by using the prepayment option to establish or replenish a personal lunch account. Pre-payments can be made by check or cash and dropped off at the Nutrition Center or school office. Credit card payments may be made to your student's lunch account through www.myschoolbucks.com. Our computer system accounts for all school meals and maintains the confidential status and security of all students electronically. Students may be required to show their student photo ID to access their lunch account. For further information, please visit the PUSD Food and Nutrition Department website at <http://www.powayusd.com/Nutrition>.

ABSOLUTELY NO FOOD DELIVERY SERVICES OR RESTAURANT DELIVERIES WILL BE ALLOWED ON CAMPUS AT ANY TIME.

Gambling

Gambling in any form is prohibited by law. Therefore, pitching or flipping coins, rolling dice and any other form of gambling will result in disciplinary action.

Gang Policy

The Board of Education of the Poway Unified School District believes in a safe and orderly environment for students and desires to keep District schools free from the harmful influence of gangs and gang behavior. Therefore, the Board encourages activities that will allow students to pursue their common interests in a positive way and to resist peer pressure to become involved in gang activity. The Board prohibits behavior that provokes confrontation, violence, or disruption of the school environment (5.25 Gang Prevention Policy).

Graduation

Students may participate in the graduation ceremony if they have completed a minimum of 230 credits and all of the requirements for graduation. Seniors must have all financial and discipline obligations fulfilled to be eligible for senior activities and graduation ceremonies.

For Graduation Requirements, see the [Academics/Graduation Requirements](#) section.

Hall Passes

Students are required to have an authorized pass in their possession any time they are outside of their classrooms. These include:

- Teacher's hall pass - students must carry their restroom or hall passes in hand and present them to staff members when asked to do so.
- An office call slip, with the time and signature of their teacher or administrator
- Special permanently-issued badges used by office aides or special school programs (i.e. ASB Officers, student interns)

Students who are out of class without the benefit of an approved hall pass will be subject to disciplinary action. Verbal authorization to be out of class without a pass will not be accepted.

Harassment/Discrimination

Harassment is unwanted and unwelcome behavior from others 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".

Harassment on the basis of an 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 is a violation of both federal and state employment discrimination laws as well as District Policy and Administrative Procedures (Title VII of the 1964 Civil Rights Act, the 1991 Civil Rights, the Educational Amendments of 1972, Education Code Section 212.5 and Board Policy). The District is committed to providing students with an academic environment that is free from harassment and discrimination.

Discrimination is negative or unfair treatment toward an individual based on race, ethnicity, sexual orientation, religion, or gender. These acts are prohibited:

- Vulgar letters, notes, posters, symbols, or other writings offensive to students of a specific race, ethnicity, sexual orientation, religion, or gender.
- Comments, gestures, or touches of a sexual nature that are deliberate and unwelcome.
- Any forced action such as pulling clothes down, blocking or cornering someone in a sexual way.
- Negative comments, slurs, or behaviors based on race, ethnicity, sexual orientation, religion, or gender.
- Vandalism to personal or District property.
- Force or threat of violence through outright actions, intimidation, or bullying.

NONDISCRIMINATION STATEMENT: District programs and activities shall be free from discrimination with

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respect to gender, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability.

There are several important things you should know about if you feel you are being harassed or are a victim of discrimination. Tell someone you trust, such as a parent, teacher, counselor, or administrator. Complaints are required to be in writing and will include an interview with a site administrator. Any student who falsely accuses another student or staff member of sexual or racial harassment is subject to disciplinary action.

The policy governing sexual harassment is Article 5.24 of Board Policy, adopted August 17, 1992. The legal references for this policy are found in the Education Code, in the Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.

Hate Harassment and Hate Behavior

In order to foster a supportive environment for a diverse student body, the Poway Unified School District provides guidelines to assist in the reduction and/or prevention of hate harassment and hate behavior (BP 5145.9). Report all hate behavior to staff and administration. [Click here to report](#)

Definition of Hate-Motivated 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.

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.

ID Cards

Student ID 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.** 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 obtained in the library.

Library

PHS Library's mission is to foster enthusiastic readers, critical thinkers, effective collaborators, productive users of technologies, global citizens, ethical information users, and lifelong learners.

Visit the [Poway High Library](#) page on the PHS website.

The PHS Library is here to support the social, emotional, and academic growth of all Titans. It is open from 7:00 am - 3:15 pm Monday-Thursday, and 7:00 am - 3:00 pm on Fridays.

- [PHS Library Web Page](#): - The website provides 24/7 access to the Library Catalog, student library accounts, the online PUSD 9-12 Overdrive library, subscription databases, other research links, and the free PHS Peer Tutoring link 24/7. Students can find the login and password for the library subscription databases on the website.
- **Library Services**: Students may borrow up to 10 library books for 21 school days per checkout. Fines for overdue library books are 10¢ per day (not to exceed \$5 per item). Students can avoid these fines by renewing their library books online (if there are no holds on the materials) through their Follett Destiny accounts. Students can also see our library media tech for Replacement ID cards at just \$5 each.
- **Library Computer Services**: The library computers are available for student use before school, during breaks and lunch, and after school. During class times, students are welcome to use all library resources with a pass from their teacher. Students are welcome to use the library during their off-roll periods by scanning their ID cards as they enter. Classes scheduled in the library have priority use. Library computers and printers are available for academic use only at no cost to the student.
- **Textbooks**: Students are responsible for the textbooks that are assigned to them. 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.

Littering

Students are encouraged to keep Poway High School clean at all times. Address the Mess! Students caught littering will be subject to disciplinary action, including campus clean-up.

Lockers

PHS has a limited number of lockers available for student use. Priorities will be given to upperclassmen and students with documented need.

- **A locker is issued for the convenience of the student during the school day.**
- Lockers are issued by campus security. Locks for lockers are the sole **RESPONSIBILITY** of the student and can be purchased at the Student Store for a cost of \$7.00.
- A P.E. locker is issued during the first P.E. class for those students taking P.E. A Poway High School issued lock, purchased at the Student Store, can be used on all PHS lockers. Students are responsible for purchasing the PHS locks. Any lock other than the PHS-purchased lock will be cut off (at the student's expense) if the Administration needs access to the locker(s).
- Poway High School is not liable for personal property destroyed or stolen on campus. PHS and PUSD are not liable for articles placed within lockers at any time. Articles placed within lockers, including textbooks, are the sole liability of the individual who has chosen to use the lockers. Students are responsible for the payment of textbooks that are damaged, lost, or stolen from lockers.
- It is recommended that lockers be used only during the school day. All articles should be taken home

at the end of each day. Adherence to this recommendation will help prevent theft.

- Poway High School will not be responsible for maintaining the combinations for PHS locks. Students who lose or forget their combinations may see the campus supervisors for instructions.
- Students must use only their assigned locker. Locks that are placed on lockers other than the assigned locker will be removed and will result in disciplinary action.
- Any damage or needed repairs to lockers should be reported to the secretary in the administration office.
- Students who write on or deface lockers will be subject to disciplinary action. Defacing lockers is considered vandalism and restitution must be made.
- Items located in a student's locker or car are considered to be in the student's possession and students are **RESPONSIBLE** for articles found in their personal belongings, vehicle, or lockers.
- Administration has the right to search lockers at any time without notice.

Lost and Found

Check with the Health Office or front desk receptionist for all lost items. Textbooks are returned to the library.

Lunch/Off-Campus Lunch Passes

Students may only leave campus for lunch if they have been issued an Off-Campus Lunch Pass through the office. Any student wanting an Off-Campus Lunch Pass must have a parent come to the administration office to sign an Off-Campus permission slip. This must be done in person and can not be done electronically. Off-Campus Lunch Passes are only valid during the scheduled lunch period or off-roll period. If a student leaves campus and does not return for classes, a parent must call the same day to excuse the student's absence. If a call is not received the same day, the absence will be considered a truancy and cannot be excused.

Off-Campus Passes can be revoked for disciplinary, attendance, or academic reasons. Passes permit students to access their vehicles for transportation purposes. Students are not permitted to loiter in any of the PHS parking lots or surrounding streets.

Medications

Poway Unified School District's philosophy is that parents bear the primary responsibility in providing medication for their students. Whenever possible, medication should be administered at home. Parents have the option to personally administer medication to their child at any time during the school day. Health assistance can be provided to support student learning and attendance. Medication administration is provided under the direction and indirect supervision of the resource nurses in Health Services. If a student needs medication during the school day, the following procedure must be followed: According to Ed Code, Complete an Authorization for Medication Administration form (H-26) for all prescriptions, over the counter, and herbal medication. The form requires signatures by both the parent and the student's physician. The physician must be licensed in the state of California.

- The completed form should be given to the Health Technician at the same time as you deliver the medication.
- The medication must be in a pharmacy-labeled container stating the student's full name, medication

name, proper dosage, and time to be given. Over-the-counter medication must be in its original packaging (no baggies or pillboxes). Please check the expiration date on all medication you provide to the school site and update this medication as needed.

- **Long-term medication:** Provide no more than a one-month supply and replenish the medication as needed.
- **Over-the-counter medication** (i.e. Benadryl, Tylenol, or herbal medication): Medication must be in the original container clearly labeled with the student's name.
- **Diabetics** - Diabetic Management plan must be filled out and signed by the parent and doctor. The diabetic management plan and all emergency medication (glucagon and glucose gel) should be given to the health tech.
- **Epipens and Epinephrine auto-injectors:** A Potential Anaphylactic Reaction form (H-58) should be completed and signed by the physician and the parent. (H-26 form is not necessary)
- **Asthma:** Please provide spacers for inhalers, if indicated, and review your child's use of the inhaler with the school site Health Technician.
- **Sports Teams and Medication:** Health Technician and Coaches can communicate and share forms. However, you must provide separate containers of medication for each location.

Note: Poway Unified School District has a "zero tolerance" drug policy for all students.

Do not put your child at risk of receiving disciplinary action! Don't send your child to school with any medication unless you have followed the medication procedure. Remember, even Tylenol or Advil are considered to be drugs. The only medications that can be carried at school without a parent's and doctor's authorization are contact solution, lip balm, and cough drops. Students may carry their own medication only if they are responsible and an Authorization to Carry Medication While at School form (H-26B) has been signed by the physician, parent, and student. To find medical forms please go to the [Health page on the PHS website](#).

Off-Campus Independent Study (OCIS)

Poway High School, with proper permission, enrolls students in independent study for a limited period of time if the student must be absent under conditions that do not meet the state requirements for excused absences. Students requesting independent study for five or more days should notify the school [Attendance Office](#) five school days before departure.

The [Attendance Office](#) will provide the student with a contract and assignment sheets for each of the student's teachers once the contract is approved. 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").

Off-Limits Areas

While in school and during regular school hours, students will have access to the main campus area inside our new fenced perimeter. Several areas are considered "Off-Limits" during break and lunch. These areas are:

1. Outside areas on the second floor of the N-Buildings
2. All parking lots
3. All athletic fields
4. Tennis & Racquetball Courts

On rainy days, students can eat under all covered areas throughout the school campus, including the Titan

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gymnasium. (Please “Address the Mess” and throw away all of your trash!)

During school hours students may only exit campus with proper protocols in place:

1. Attendance Office-issued passes
2. Off-campus passes with parent permission
3. Off-Roll stickers (see Off-Roll criteria below)

Please utilize designated gates when entering and exiting the Poway High School Campus.

Off-Roll

Students who are enrolled in an Off-Roll during any period of the day do not attend an academic course during that period.

- **1st-period Off-Roll:** Students with 1st-period Off-Roll can arrive at school at the start of the school day and visit the library or Titan Center during 1st period to study, use a computer, etc. They can also choose to arrive on campus immediately before 2nd period.
- **2nd, 3rd-period Off-Roll:** Students with 2nd or 3rd-period Off-Roll can utilize this time to study or do independent work at an outdoor picnic table or visit the library or Titan Center.
- **4th-Period Off-Roll:** Students with 4th-period Off-Roll can utilize this time to study or do independent work at an outdoor picnic table or visit the library or Titan Center. Students who also have an Off-Campus Lunch Pass can leave campus during 4th period to extend their lunch period.
- **5th-Period Off-Roll:** Students with 5th-Period Off-Roll can utilize this time to study or do independent work at an outdoor picnic table or visit the library or Titan Center. Additionally, these students can leave campus as their academic day is over after 4th period.

Parking Information

Student lots are located to the north of the football field, near the N-Buildings, and across Titan Way. Students must have a parking permit to park in any of the PHS student lots. Parking spots are unreserved and available to students on a first-come, first-served basis. Parents and students may review and register for a parking permit on the [PHS website under the Student Section](#). The first parking permit is free and additional parking stickers may be purchased for \$10. Students must bring a valid state-issued driver's license and current vehicle registration when picking up their permit. If more than one family member drives the same car to school, each student must register separately.

Reminders:

- The speed limit in all parking lots is 5 mph.
- Students who drive an alternate vehicle must get a temporary pass from the Administration Office before the school day begins.
- *Students may not access vehicles during the school day unless they are driving off-campus.
- PHS assumes no responsibility for theft or damages that may occur while vehicles are parked or driven in the parking lots.
- Start Smart attendance will be required once San Diego County Sheriff's Department resumes classes.
- Permits must be adhered to the inside upper left-hand corner of the windshield. Permits are not transferable.
- Vehicles are subject to search by administration and/or law enforcement at any time.
- Citations can be issued for non-compliance.

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Parking Permits May be Revoked for Any Reason Including the Following:

- Misuse of permit
- Reckless driving
- Discipline issues
- Excessive parking citations

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PE Uniforms

PE uniforms consist of dark green shorts and a light gray T-shirt. Athletic shoes and socks are required for the student's health and safety.

PHS uniforms are available for purchase in the Student Store: \$15 for the shirt and \$10 for the shorts. Locks for PE lockers are the **RESPONSIBILITY** of the students and can be purchased at the Student Store for a cost of

\$7.00. PE clothing is provided for sale as a convenience and as an ASB fundraiser and students are not required to wear PE clothing sold in the Student Store.

Peer Counseling

Based on teacher recommendations, an application, and an interview process in November, students in grades 9 - 12 are chosen each year to serve as Peer Counselors. Peer Counselors provide assistance throughout campus by serving as mentors and provide lessons on mental health. In addition, the Peer Counselors attend meetings where they are trained in counseling and communication skills. Students can refer themselves or be referred to Peer Counselors when they need a peer to talk to for support.

Profanity or Vulgarity

Appropriate language enhances mutual **RESPECT** and raises the level of comfort necessary for students and staff to perform at their best. Use of profanity or vulgarity is offensive to good taste and will not be accepted or tolerated at school or a school activity. Disciplinary action will result should a student use this type of language. According to the California Education Code, students may be home suspended for obscene acts or engaging in "habitual profanity or vulgarity".

Public Displays of Affection

Inappropriate displays of affection are not acceptable in the school setting. Students will be expected to exercise good judgment and restraint when showing affection.

Physical intimacy is to be valued but should be shared discreetly and not showcased. To promote behavior that establishes a friendly atmosphere without causing others to feel embarrassment or discomfort, unacceptable displays of affection include:

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

Report Cards/Progress Reports

Progress Reports are issued at the six-week mark in the trimester and grades are listed in [StudentVue](#) and [ParentVue](#). Report cards are issued at the end of each trimester with final course grades. Report Card grades are visible in StudentVue and ParentVue and mailed home. The Grading Calendar for the school year can be found on the [PHS website](#) under the Calendars tab.

Search and Seizure

School officials have a duty to protect students from the possible dangers of contraband, such as weapons or controlled substances. While the rights of students are a high priority when situations of reasonable suspicion warrant, searches of vehicles, lockers, backpacks, purses, pockets, and other personal belongings will be performed. 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. In an effort to enforce its policy of zero tolerance for drugs, the District may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or District policy. The above inspections shall be unannounced.

Sexual Harassment

(BP 5145.7) The Poway Unified School District recognizes that harassment on the basis of sex is a violation of both Federal and State employment discrimination laws as well as District Policy and Administrative Procedures. The District is committed to providing all students with a school environment free from sexual harassment and will not tolerate such conduct on the part of any student or District employee. Any student with a complaint of sexual harassment should implement the complaint process contained in the Administrative Procedures. No individual will suffer reprisals for reporting incidents of sexual harassment or making any complaints. (Copies of the Administrative Procedures may be obtained from the office.) The District will promptly and thoroughly investigate any complaints of sexual harassment and will take immediate action to resolve such complaints.

Skateboards, Scooters, Rollerblades, and Bicycles

Skateboards, scooters, and rollerblades are not to be ridden on campus. A general rule is for the wheels not to be touching the ground at any time. Bicycles must be secured in the bike rack.

Smoking/Tobacco Use/Vaping

State law prohibits smoking, possession, or use of tobacco, or any product containing tobacco (including chewing tobacco, Nicotine, and Vaping devices), by students while on campus or while attending school-sponsored activities. Tobacco use is prohibited before and after school, in the parking lot, in or out of cars, and outside school entrances and areas adjacent to and around school property. Possession of lighters, matches, and other smoking paraphernalia is prohibited. First tobacco violation may result in detention or suspension. Repeated violations will result in suspension.

Student Organizations and Equal Access

The Governing Board believes that student groups or clubs reinforce the instructional program, give students experience in civics and government, and provide social and recreational activities. Student groups also serve to honor outstanding student achievement and enhance school spirit and students' sense of belonging. Before meeting on school grounds, all student groups shall be authorized by the Principal or designee in accordance with Board policy and administrative regulation. [More information can be found in PUSD Board Policy.](#) Guidelines for club policy and procedures are found in the [club handbook](#).

Student Services

The Student Services Office offers support to all students and is here to listen to you, confidentially, in a safe atmosphere of acceptance and non-judgment. Services include support groups, tobacco cessation, drug prevention, and other resources for students and families. Email sstruck@powayusd.com, call to leave a message at 858-748-0245 x5393 or visit the Student Services office inside the Counseling building.

Suspensions

In the event of an at-home suspension, students are not permitted on school property or at any school-related events, including but not limited to sporting events, performances, and school dances. This is in effect until the first school day following their suspension.

In-school suspensions (ISS) are assigned for the entirety of the school day, regardless of the student's scheduled classes. Students must communicate with their teachers in advance about their assigned ISS and should come prepared with classwork/homework, projects, and/or study materials for each class.

Technology - Appropriate Use

The use of the PUSD computer system is a privilege for which all users (students, staff, and community members) accept responsibility.

The computer system is intended to provide:

- Support for learning
- Additional resources for general information
- Increased opportunities for communication
- Increased opportunities for personal growth

The PUSD computer system must be shared and available to all users. The computer system then may not be used in such a way as to disrupt or interfere with its use by others. Inappropriate conduct in the use of the system includes, but is not limited to:

- Damage, vandalism, or theft of equipment.
- Theft, privacy, or altering of software.
- Theft of services.
- Use of the system to communicate unlawful information or to transmit computer viruses.
- Sending information that is pornographic, obscene, sexist, racist, or abusive.
- Plagiarism of ideas or information.
- Violation of copyright law.
- Use of the system for commercial purposes or political campaigning.
- Other conduct deemed objectionable by PUSD: Inappropriate computer use, including 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 (withdraw/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 (Penal Code, State of California, Section 502 [A-C]).

All students will be asked to sign a PUSD Acceptable Use Agreement, Technology, and Telecommunications Resources.

Theft and Property Destruction

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

Titan Center

The PHS Titan Center is our connection center for college resources and career readiness, and an area for students to relax, study, and use during break, off-roll, and lunch. The Titan Center has a full time Career Guidance Technician available Monday - Friday from 7:00 a.m. to 3:30 p.m. to help with college and career readiness. It's located in the Counseling building, room K-16.

Titan Center Resources: Students can attend college presentations, career information presentations, and scholarship workshops. The Career Guidance Tech is available to help students research scholarship opportunities, careers and colleges using a program called [Xello](#) and college applications. The Titan Center

has computers and a printer available for use during break, off-rol,l and lunch. Students can browse through summer study opportunities, study abroad options, high school clubs, and military options. Community opportunities are often posted in the Titan Center for students to learn about local trade/vocational opportunities, available internships, part-time jobs, and paid student tutor options. Visit the [Titan Center](#) page on the PHS website for more information.

Transcripts

For a fee, students/parents can have transcripts sent to any institution through [Parchment.com](#). Parchment will send the transcript to the designated institution(s) either electronically or by USPS. Students/parents can request an "Unofficial Self View - No Fee" transcript copy from Parchment.com for scholarships and personal use, which can be emailed to them directly. Alternatively, current students/parents can fill out a transcript request form, return it to the registrar, and a transcript can be sent to the student or institution via USPS. See the [Transcripts page on the PHS website](#) for more information.

Truancy

Students who miss from 15 minutes to a full class period without an approved excuse will be considered to be truant and will be subject to disciplinary action. Students who fail to return to class or leave without permission, regardless of the time missed, will also be considered truant.

If a teacher fails to show up by the time the tardy bell rings, students are to remain by the door until the teacher or administrator arrives. Students who fail to do so will be considered truant.

Students who miss an entire day of school without a legitimate excuse are considered truant from school and are subject to disciplinary action. Excessive absences/ truancies may be referred to the School Attendance Review Board (S.A.R.B.).

Students with excessive truancies risk loss of privileges, including but not limited to parking permits, dances, end-of-year activities, etc.

Unsafe Behavior

Your physical safety at Poway High School requires that you make mature and appropriate decisions regarding your behavior. Being involved in aggressive "mock fighting," horseplay, or dangerous activities such as scaling fences or sitting "on" moving vehicles can be extremely hazardous. Students are asked to use common sense and good judgment to avoid putting themselves at risk. Students involved in throwing ANY objects at other students or into crowds will be subject to severe disciplinary action.

Visitors

Students are not permitted to bring visitors on campus. Visitor passes will not be issued.

- To ensure campus security and protection to students, the campus policy regarding the presence of non-students on campus is enforced.
- Any non-student on campus during regular school hours is subject to arrest under Penal Code Section 626.8.
- Only students registered and attending Poway High School may be on campus during school hours. Students who have been assigned home suspension are considered non-students during the term of their suspension and their presence on campus or at any school-sponsored event makes them subject to Penal Code Section 626.8.
- Parents and guardians wishing to see a student during regular hours must check into the office.
- Non-emergency interruption of classes is not permitted. Items delivered to school will not be delivered to the classroom. It is the student's responsibility to check at the front office for dropped-off items.
- Parents entering to see and/or sign a student out of class must be prepared to show proper identification. Students may not be released to any person other than the parent/guardian without the parent's/guardian's authorization.

PENAL CODE, STATE OF CALIFORNIA, SECTION 626.8 Any person who comes into any school building or upon any school ground, or street, sidewalk, or public way adjacent thereto without lawful business thereon, and whose presence or acts interfere with peaceful conduct of the activities of such school or disrupt the school or its pupils or school activities, and who remains there, or who re-enters, or comes upon such place within hours after being asked to leave by the school official is guilty of misdemeanor and is punishable by a fine of not exceeding \$500 and/or imprisonment in the county jail not exceeding six months.

Work Permits

All students under 18 who hold a job are required to have a work permit. Work permit applications may be obtained from the administration building or found on the [PHS website](#). Work permits may not be issued or can be revoked as a result of excessive tardies, poor academic performance, or excessive disciplinary action.
