

Mt. Carmel High School

Student Handbook

It's GREAT to be a Sundevil!



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MT. CARMEL HIGH SCHOOL
9550 Carmel Mountain Road
San Diego, California 92129
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Please visit our website: <http://www.powayusd.com/pusdmchs/>

Mt. Carmel High School Student Outcomes

- Mt. Carmel High School students demonstrate academic proficiency as measured by local, state and national assessments.
- Mt. Carmel High School students are supported in their persistent efforts to make the most of their academic potential
- Mt. Carmel High School students are college ready, prepared for and aware of all of their post-secondary options.
- Mt. Carmel High School students behave ethically and display a sense of timeliness in their daily conduct.

MISSION

Mt. Carmel believes students have succeeded when they have developed ***an array of choices*** for their path after graduation. Mt. Carmel's responsibility to the community is to provide the ***core experiences*** for students that build passion and conviction, as well as qualify and prepare students for success on their chosen path. Core experiences for students include:

- Contributions to, and participation in, ***a safe and supportive school culture***,
- Excelling in ***rigorous courses***,
- Positively engaged in ***extracurricular activities***,
- Proudly providing ***service to our community***.

Success in the core experiences requires a partnership between educators, students, and families, and the fulfillment of this mission is the ***Sundevil Way***.

Administrative Staff

Yael Bozzay, Principal

Anthony Bradley, Assistant Principal (**last names A-G**)

Matt Hunt, Assistant Principal (**last names H-P**)

Charity Fisher, Assistant Principal (**last names Q-Z**)

Guidance Teams

MCHS Administration and Guidance work in a team model to support students.

Last Name	Counselor	Email
A-C	Kim Tran	ktran@powayusd.com
D-Ho	Amanda Grassia	agrassia@powayusd.com
Hp-Me	Husani Whitlock	hwhitlock@powayusd.com
Mf-Sa	Charmaine Ferrer	cferrer@powayusd.com
Sb-Z	Briana Miranda	bmiranda@powayusd.com

THE SUNDEVIL WAY CRAFTING THE STUDENT EXPERIENCE

ALL STUDENTS LEARNING

We are committed to ensuring that each student reaches his or her potential to master the knowledge and develop the skills and attitudes essential for success in school and society. We are dedicated to involving parents in encouraging students to fulfill their responsibilities in the learning process.

CULTURE OF SHARED LEADERSHIP

Staff, students, parents and the community have input regarding the goals, policies and implementation of the academic program.

CULTURE OF ACADEMIC ACHIEVEMENT

Our expectations, communications, programs, celebrations, and supports create a culture of achievement.

TEACHING AND LEARNING

Implementing research-based teaching and learning strategies that actively engage students and make them aware of the process of learning.

PROFESSIONAL LEARNING AND DATA

Our outcomes are limited only by the ability of our adults to build, refine, and utilize a repertoire of effective learning strategies and the analysis of data. Data informs our policy and practice and helps us to see what is not always apparent.

SAFE, ORDERLY, AND ATTRACTIVE ENVIRONMENT

We are committed to providing and maintaining a safe, orderly, and attractive environment, which promotes productivity and stimulates learning for the students and staff of Mt. Carmel High School.

ACADEMICS

A-G Requirements - Evaluate your own transcript to monitor your progress toward meeting A-G requirements. Each shaded box equals one trimester required in that subject area. **Check off** the ones you've completed with a C grade or higher & **circle the** courses you need to complete.

Colleges do not accept D's for credit so be sure to circle requirements you need to repeat. (Lighter Gray = Required, Darker Gray = Recommended).

Subject Requirements		Each box = 1 trimester (1 tri=5 credits)							
A. World History - 10th grade	2	5	5						
trimesters									
A. US History - 11th grade	2	5	5						
trimesters									
A. Civics/Economics - 12th grade	2	5	5						
trimesters									
B. English - Each year 9-12	8	5	5	5	5	5	5	5	5
trimesters									
C. Math - (up to Alg. 3-4 minimum)	6	5	5	5	5	5	5	5	5
trimesters									
D. Biological Science	2	5	5						
trimesters									
D. Physical Science	2	5	5						
trimesters									
<i>Note - 6 tris: Bio, Chem & Physics Recommended</i>									
E. Language other than English	4	5	5	5	5	5	5		
trimesters									
F. Visual and Performing Arts	2	5	5						
trimesters									
G. College Elective	2	5	5						
trimesters									

Graduating with Honors

Students are eligible to graduate with honors if they belong to the **National Honor Society (NHS) and/or California Scholarship Federation (CSF)**.

National Honor Society (NHS)

Membership is granted only to those students selected by the Faculty Council. In addition to a qualifying Grade Point Average of 4.00 (weighted) or 3.80 (unweighted) applicants must satisfy requirements for Leadership, Service and Character in and outside the classroom.

California Scholarship Federation (CSF)

California Scholarship Federation recognizes students who possess high standards in academic scholarship, community service and citizenship. Students in the 10th, 11th, and 12th grades must apply for membership at the beginning of each trimester, using their grades from the previous trimester to qualify. Students achieving membership for six trimesters (at least one trimester with senior grades) graduate as Life Members. Students achieving membership for all eligible trimesters (10th grade through 12th grade) graduate as %100 Members. Senior members are eligible to apply for scholarships from the MCHS CSF Chapter.

Athletics

Since the trimester system allows students to take more credits during the school year, student athletes will not fall behind on credits with a reduced schedule, although they are required to take at least 4 courses per trimester and seniors no less than 3 classes the last trimester of their senior year.

See [ELIGIBILITY FOR EXTRA AND CO-CURRICULAR ACTIVITIES](#) and section under Grades below

Freshman PE

The State of California requires that all 9th graders take PE all year long and/or until age 16 if they haven't passed the California Physical Fitness Exam. Under the trimester schedule, MCHS freshmen would take the Freshman PE 1-2 sequence and another elective PE course to fill the state requirement.

COUNSELING POLICIES

Changing or Dropping a Class

Counselors work to ensure students are programmed into appropriate classes to make progress toward graduation and are meeting A-G requirements.

The master schedule was built and staff hired based upon your requests. We are unable to accommodate personal preference requests for specific teachers or for classes to be scheduled into specific periods of the day. The only changes we will consider are:

- Class already taken and passed
- Wrong level (didn't take/pass pre-requisite level)
- Need to repeat

- Need class for graduation (seniors only)

Parent approval will be required for all class changes. No new classes will be added or dropped after 13 days of the new trimester.

GRADES

Faculty and staff at Mt. Carmel High School place a great emphasis on performance in the classroom. All students are expected to maintain a GPA of 2.0 or better and make progress toward graduation. We work with students and families to achieve college and career readiness for all students. To continue in our efforts toward achievement, all students not earning a grade of C or better for any A-G course will be expected to retake the course. Services offered include weekly tutorial time built into the school day, tutor programs, progress report monitoring, parent/teacher conferences and a variety of other tools to assist students and families.

Trimester Grading Periods

Each grading period is used to determine co-curricular activity/athletic eligibility and placement on or off of the “Tiered Privilege System” described under “programs” in this booklet.

Trimester 1 (Fall)

October	6-week grading period ends (progress report – hand carried)
November	12-week grading period ends (final Trimester grade mailed home)

Trimester 2 (Winter)

January	6 week grading period ends (progress report – hand carried)
March	12-week grading period ends (final Trimester grade mailed home)

Trimester 3 (Spring)

April	6-week grading period ends (progress report – hand carried)
June	12-week grading period ends (final trimester grade mailed home)

Eligibility for Extra and Co-Curricular Activities

1. All incoming freshman ending 8th grade under a 2.0 will be placed on probation per CIFSDS.
2. During each grading period, students must attain a 2.0 grade point average in all enrolled courses on a 4.0 scale.
3. Student Athletes must pass a majority of classes taken in each trimester.
4. For the purpose of determining grade point average, all incompletes shall be computed as F's until the incomplete is changed to a letter grade. At that point, grade point average will be recalculated using the grade(s) earned.
5. Accounting for eligibility will be the day after school wide distribution of grades. The grades that will be counted for eligibility are six week grades and trimester grades.
6. If students do not attain a 2.0 grade point average in the previous grading period, they will be placed on probation for the following grading period. Student athletes are only

allowed one probationary period during their 9th grade and one additional probationary period during their combined 10th, 11th, 12th grades.

7. If students do not bring their grades up to a 2.0 grade point average at the end of the probationary period, they will be ineligible to participate for the following grading period. Summer school grades may be computed to improve grades given in the spring trimester.

8. Student-athletes must enroll in 4 classes per trimester and seniors no less than 3 classes the last trimester of their senior year.

9. Progress toward Graduation: At the high school level, normal progress toward graduation will be defined as follows: The student has earned 15 credits the previous term or has earned an average of 15 credits for each term enrolled.

PASS/FAIL: All 5.5 period classes are pass/fail.

Students wanting to take classes on a pass/fail basis must sign up in the Records Office within the first five (5) days of each trimester. Students cannot apply for pass/fail for any courses in the A through G requirements for UC / CSU. Students cannot take more than one pass/fail academic class per trimester. (PUSD Board policy 3.6.3)

CHECKING GRADES

PUSD Synergy Web Portal link <http://sispowayusd.com>. MCHS teachers have their grades and course information posted in the Synergy Portal that allows parents and students to have access 24 hours/day 7 days/week.

Please contact your student's teachers for inquiries about grades and posted information. Phone and e-mail contact information for each teacher is posted on the MCHS website. Each teacher will post updated grades every 2 weeks although some post updated grades more frequently to assist parents and students.

PROGRAMS

ATHLETIC PE WAIVER

Students are required to complete and submit the waiver form during the tryout period and prior to their season beginning. Waivers cannot be granted retroactively. Students are eligible for only two Athletic PE Waivers. (This does not waive 10 credits required for graduation; 10 credits must be taken in other areas.) California state law requires that all freshmen take PE all year long. Seniors may not apply for a P.E. waiver in Trimester 3.

INTERNSHIPS

Students interested in pursuing more detail about career opportunities in a particular field of study may apply for an Internship. They apply with their counselor at the end of their junior year for enrollment in class their senior year. Class meets one day per week, allowing them time to work in the community under the guidance of a mentor. Students must have at least a 2.0 GPA and a good attendance record. Parents interested in getting involved as mentors from the business community should email Gretchen Triebel at gtriebel@powayusd.com.

CLOSED CAMPUS – ALUMNI VISITATION POLICY

First of all, welcome home! We love seeing former students and hearing about new adventures. However, please remember that from 8:35 AM - 3:45 PM, teachers are teaching, students are learning, and MC is a closed campus. If former students wish to visit with a teacher we encourage you to do so during the teacher's free period or before/after school. In order to visit during a teacher's free period or to serve as a guest speaker during class time, please e-mail or call the teacher at least 24 hours before the day of your visit. The teacher will notify the receptionist of the beginning and end times of your intended visit and a visitor's badge will be issued to you upon arrival. The pass allows you to go to that teacher's class only. You may not wander around on campus, including during lunch. If you have not made prior arrangements, we will not interrupt the teacher by calling. Your former teachers love to hear from you and we will be happy to help you with a teacher's e-mail address so that you can say hello. Thank you for helping us to keep the focus on learning.

WORK EXPERIENCE/WORK PERMITS

Students who are under age 18 are required to have a valid work permit on file with their employer. Work permits are issued to protect the safety of the student and to make sure that the job meets parents' approval. In addition, students must meet the standards for attendance in order to obtain an unrestricted work permit. Go to <http://www.powayusd.com/pusdctae/pdf/PUSD-A-36.pdf> "Request for Work Permit" and download paperwork. If you have additional questions about work permits email Melissa Angelo at mangelo@powayusd.com or come by the administration office. Work experience meets once per week.

CALIFORNIA STATE TESTING

CAASPP (State Testing and Reporting)

As a California Public School, Mt. Carmel High School participates annually in the California Assessment of Student Performance and Progress or CAASPP Examinations. The results of these exams are used to assess student and school-wide progress under state legislation: The California Public Schools Accountability Act; and the Federal Education Law: No Child Left Behind. For Mt. Carmel students, the school-wide results of CAASPP Examinations affect the value of the Mt. Carmel High School Diploma and the perception of Mt. Carmel High School among colleges and universities. All Mt. Carmel students in grades 10 and 11 are required to participate in CAASPP Examinations. *Parents and Guardians wishing to exempt their Mt. Carmel student from CAASPP Examinations must initiate the CAASPP Opt-Out process by contacting the Assistant Principal with responsibility for their student. Once the process is completed, the Opt-Out is only valid for one spring administration of the CAASPP Examinations.*

SUNDEVIL SERVICES

Mt. Carmel High School is committed to creating a positive experience for students as they attend high school. A variety of services are available for students and their families.

COLLEGE AND CAREER GUEST SPEAKERS

Sun Center staff arrange for speakers and representatives from a variety of colleges and fields to speak to interested students during the school day. Students should check in the Sun Center for upcoming events and listen for school-wide announcements.

COLLEGE/CAREER PLANNING AND SCHOLARSHIPS

MCHS uses Naviance for interest exploration, strength and personality assessment, college, career, and scholarship opportunities. Counselors will meet with students by grade level for specific activities.

FINANCE OFFICE

The ASB Finance Office is located in the Administration Center building and the office extension is x3131. Student transactions (lab supplies, yearbook sales, official transcripts and tickets) should be conducted at the **outside window** before school, at snack, during lunch, or after school. Students / clubs needing cash boxes, purchase orders, or checks should request these items at the finance office, until 4 P.M.

Checks must be made out to "Mt. Carmel High School" for the amount of purchase only. Checks for cash will not be honored. Beginning June 1st each year, no checks will be accepted. There is a \$20 charge for returned checks to cover bank charges and processing. Due to the excessive amount of time District staff spends documenting, processing and trying to collect fees, i.e. uniforms, equipment, etc. the Board of Education has instituted a Late Fee Policy. This Late Fee Policy authorizes the charging of a processing fee of \$10.00 or 10% (whichever is greater) each time a fee is not paid on time or property is not returned on time or a refund is requested after a fee has been paid.

All purchases at the Finance Office window require a current school ID card. If you are making a purchase for another student, you must have his/her current ID card.

FOOD SERVICES

Breakfast, snack time and lunch are served on the MCHS campus. Students are not to cut in cafeteria or food cart lines. Food services will not sell food or drinks after the passing bell sounds at the close of break or lunch. ***Students and families in need of free or reduced lunch services can contact a guidance technician in the Sun Center for the form.***

HEALTH OFFICE

Medication: Students are permitted to carry most medications with them with proper authorization (Form PUSD H-26B). This applies to all inhalers and over-the-counter medications including ibuprofen, Tylenol, and antihistamines. Parent/Student/Physician signatures are required. Please be sure the Health Office is aware of all life-threatening allergies and/or health issues. Certain medications may not be carried and/or self-administered by students while at school. Students will be assisted by designated school personnel upon receipt of Form PUSD H-26, which must be completed and signed by the physician and parent/guardian. The labeled prescription bottle must match the written order from the physician.

First Aid and Specialized Physical Health Care: Students who are ill, injured, or are leaving school for any health related reason, must check out through the health office. In the case of an accident/illness at school, school staff will provide first aid care. Following first aid, the student will be referred to his/her parent or physician. Students who require specific health procedures at school must have written instructions with parent and physician approval. See the Health Technician for appropriate forms.

State mandated vision and hearing testing is done at the 10th grade level. Staff or parents/guardians can request testing of individual students.

IMMUNIZATION INFORMATION FOR STUDENTS/PARENTS

California State Law requires schools to have a parent provided record of their child's immunization. The written immunization record must have complete dates with entries made by a physician or clinic. The parent provided record is transcribed to the "California School Immunization Record."

*Parents/Guardians are responsible for their child's immunization record. If a copy of the school immunization record is needed, please contact the Mt. Carmel High School Health Office at (858)484-1180 ext. 3173. Fax: (858)780-3174. Some immunization dates may be **unavailable** after the student graduates or leaves MCHS.*

IDENTIFICATION CARDS

All students must have a MCHS identification card. Students will be issued a card free of charge annually. Students are expected to carry their I.D. cards when on campus or at school-sponsored events. An I.D. card is required at all dances, to check out library materials, leave for lunch or off roll, and for identification while on campus. **You will not be allowed off campus for any reason without an ID card.** ***Lost cards can be replaced at the textbook room for a fee of \$5.***

LIBRARY

Check out the Library page on the MCHS website. Click on the Library link to access the library Destiny catalog and online research databases as well as other useful library information. Students may login to the website and see the library materials and textbooks they have

checked out. Students can also check due dates and renew books online. Library Research Databases: username is mchslibrary and the password is sundevils.

The library is open from 8:00 am to 4:35 pm Monday through Thursday and 8:00am to 4:00pm on Fridays. Students coming from the classroom to the library should have a written hall pass issued by the classroom teacher. Students should have their ID cards when checking out library materials. A student may check out a maximum of ten library books. Books are checked out for three weeks. Food is NOT permitted in the library.

TEXTBOOKS

Students should present their current MCHS ID card to check out textbooks. Students transferring in or out of school should pick up and return textbooks to the library. Textbooks are to be respected as public property. Once a textbook is issued, it should be checked for any damage. Damage not noted inside the front or back cover should be brought to the attention of the library staff (not the teacher) within 30 days. Failure to do so may result in the student being held responsible for the damage. Students will be expected to replace books at their own expense should they lose, damage, or have them stolen (this includes any damage or theft from the lockers, as the use of lockers is optional and the school is in no way responsible for items stored there).

Cover all books with paper covers, being careful not to attach tape to the book itself. For a video tutorial, go to this site http://www.youtube.com/watch?v=I_IYYSDak8s. Never carry liquids in a backpack with books as water damage or stains may result. Bring books to the library for repair. Do not attempt to repair books yourself.

Students are responsible for the specific bar-coded book checked out on his/her record. If the student returns a bar-coded book that was not originally checked out to his/her record, credit cannot be given. For this reason, students are advised to write the bar-coded numbers of each textbook checked out to them in this handbook as soon as the books are issued. Students can check for lost textbooks in the library or online at <https://destiny.powayusd.com/common/servlet/presenthomeform.do?l2m=Home&tm=Home&l2m=Home>.

LOCKERS

If you need assistance regarding a locker issue, please go to the Security Office in the Administration building.

1. Students must use their assigned locker only.
2. Locks may be purchased from the school store. These locks are keyed for the schools staff should it be necessary to open a locker. Any non-school issued locks will be removed from the locker should administration need to access the locker and you will not be reimbursed for the cost of your lock.
3. Mt. Carmel High School is not liable for personal property that is destroyed or stolen on campus. Any item in a student's locker or car is considered to be in the student's possession.

4. Lockers are issued for the convenience of students. The school and the District do not have any liability for articles placed within the lockers. Articles within lockers are the sole liability and responsibility of the individual who has chosen to use the locker.

5. Students found to be writing on or defacing lockers will be subject to disciplinary action such as cleaning off lockers, detention, or home suspension. Defacing lockers is considered vandalism, and restitution must be made.

6. Students are advised to take all books and materials home each night and on weekends.

7. PE lockers are not to be used for long-term storage. They are to be used only for PE clothes and students are discouraged from storing valuables in the PE locker.

OFF CAMPUS LUNCH PASSES

Juniors and Seniors on Tier 1 are eligible for off-campus lunch passes. The student's parent or custodial guardian must come into the office, show ID, and complete a lunch pass application. A lunch pass sticker will be applied to the student's ID card, which must be shown to a campus supervisor when leaving campus at lunch. If a student is placed on Tier II, his/her lunch pass will be revoked. See the description of the "Tiered Privilege System".

OFF-CAMPUS INDEPENDENT STUDY (OCIS) – What to do for Extended Absences

Each school site has the right to enroll students in independent study for a limited period of time if the student must be absent from school under conditions that do not meet the state requirements for excused absences such as family vacations. Students requesting independent study for five or more days should have their parent/guardian notify the Attendance Office (484-1180, ext. 3114) a minimum of five days prior to departure. The Attendance Office will prepare assignment sheets, which will be taken by the student to their individual teachers who will provide assignments for the student to complete while absent. The Off Campus Independent Study (OCIS) master agreement must be signed and dated by all parties prior to the absence. When the student returns from OCIS, he/she reports to the Attendance Office before reporting to class.

OFF CAMPUS PASS

For safety reasons, Mt. Carmel requires all students to remain on campus unless they are authorized to leave. Students who leave campus before the end of their scheduled day for **ANY** reason, including illness, must obtain an Off-Campus Pass from the Attendance Office or the Health Office. Failure to do so will result in disciplinary action **even if the absence is cleared by a parent/guardian**. Requests should be called in by a parent at least three hours prior to the student's release time.

STUDENT ACTIVITIES

CLUBS AND ORGANIZATIONS

Any student may initiate the procedure for starting a new club. A MCHS staff member must be identified to advise the club. New club petitions are available from the ASB room and should be returned to the Inter-Club Commissioner. The completed petition must state the name, purpose, and membership requirements of the proposed club and must be signed by at least fifteen (15) MCHS students who are prospective members. A constitution must be drafted by the proponents and will be reviewed and approved or denied by the Student Review Board. The Student Senate must also approve the club.

School sponsored clubs must be either related to the curriculum or must be service organizations. Political, religious or philosophical clubs and organizations are permitted by the Poway Unified School District and are referred to as non-school sponsored clubs. These clubs, student-initiated and led, may not have regular attendance by non-school persons, and must have a non-participatory custodial advisor. School sponsored and non-school sponsored clubs and organizations must abide by all regulations and procedures established by the schools ASB constitution.

DANCES

MCHS dances are a drug free and safe environment. To ensure student safety, breathalyzers and baggage checks may be used at MCHS dances. All tickets must be purchased in advance from the finance office. Only MCHS students and their guests will be admitted to MCHS dances. An MCHS identification card, or for guests a picture I.D. and an MCHS guest pass, must be presented at the door. Guest passes are available from an MCHS Assistant Principal's Administrative Assistant during the school day, NOT at the door of the event. Students are responsible and will be held accountable for the accuracy of ALL information on guest passes. Students must be on Tier One to attend dances (see Tiered Attendance).

All MCHS rules of discipline will be strictly enforced

Students bringing guests to a Mt. Carmel High School dance must abide by the following regulations:

1. Students must enter and leave with their guests. Once you have entered the dance, you may not leave and return.
2. Students and guests must show a photo ID (driver's license or student identification card) for admission to the dance.
3. Each pass is verified for accuracy. In the event of forged signature(s), both the MCHS student and the guest will be denied admission to the dance.
4. All school rules apply at school-sponsored events for both students and guests (whether guests are students or not). Violations will result in consequences, which may include detention, suspension, and in some cases, expulsion. Non-student violators may be subject to arrest and prosecution.

5. The following are specifically prohibited at school-sponsored dances: Sexually explicit dancing (i.e. freaking, grinding, or dirty dancing) and any dancing which may result in disruption or injury (i.e. slamming, moshing, etc.)
6. Any person removed from a dance by school supervision staff is **not** entitled to a refund.
7. *Middle school students, regardless of age, are not permitted to attend any dance.
8. *Guests 20 years old or above are not allowed.
9. Students and guests are subject to search by school officials during the dance, and may be subject to a Breathalyzer test.
10. Students and guests are expected to dress appropriately for the dance. Anyone dressed inappropriately will be denied admission.
11. I understand and acknowledge that my child's participation is NOT required by the School or District, and that I voluntarily authorize participation in the above activity. I understand and acknowledge that in order to participate in this activity I agree to assume liability and responsibility for any and all potential risks that may be associated with my child's participation therein. I hereby voluntarily release, discharge, waive and relinquish any and all claims or causes of action against Poway Unified School District, its officers, agents, and employees for all losses, including personal injury or illness, temporary or permanent, wrongful death, property damage or disappearance, or expenses of any kind, that may arise from participant's engagement in, or activities related to the subject event(s), except where the primary cause of the loss is determined to be the gross negligence of the District, or any of its officers, agents, or employees.

Any violation of the above guidelines will constitute grounds for dismissal from the dance, parent notification, and possible further school disciplinary action.

ALCOHOL DETECTION

Alcohol detection devices may be used as part of an investigation or as a condition of participation in designated extra-curricular events.

DISTRIBUTION OF PRINTED MATERIAL/BANNERS/POSTERS

Student publications are subject to the same rules and regulations as the official student newspaper, *The Sun*. Therefore; no obscenity, profanity, libelous statements, or incitement of unlawful acts will be permitted. **Student publications must be approved by the principal before they are distributed.** Distribution may take place before and after school, during snack or during lunch. Distribution and/or the contents may not disturb normal school functions. The manner of distribution shall be such that coercion is not used to induce students to accept the printed matter or to sign petitions. Materials are not to be left undistributed or stacked for pick up while unattended at any place in the school or on the school grounds. Posters and school related flyers may be approved by the ASB office.

TRANSPORTATION & PARKING

BUS SAFETY RULES see **Conduct Code Violations and Consequences chart**

The Board of Education has elected to provide limited transportation although transportation is not required by the State. The following rules and regulations have been established by State Law and by the local Board of Trustees:

1. The bus driver is in charge at all times. Follow the driver's instructions.
2. Students must conduct themselves at all times in a manner that shows respect for property and consideration for others. Actions such as littering, spitting, throwing of objects at, within, or out of the bus, vandalism or harassment of others will not be tolerated.
3. When students see the bus coming, they should move back six feet from the stop and line up for loading. Enter and leave the bus in an orderly manner.
4. Animals, birds, reptiles, fish, insects, breakable containers, skateboards, weapons, or any other object that could be hazardous will not be transported.
5. Students will remain seated from the time they board the bus until they arrive at their destination and the bus door is opened. Seats may be assigned at any time.
6. All parts of the body must be kept inside the bus.
7. Eating, gum chewing, drinking and smoking are not permitted.
8. Avoid touching emergency exit and driver operated mechanisms.
9. Talk quietly; make no unnecessary noise. Be absolutely quiet when approaching and crossing railroad tracks.
10. Profanity, vulgarity and obscene gestures are not permitted.
11. Students must be fully attired, including shoes. Spiked shoes or cleats shall not be worn.
12. Bus passes, tickets or fees must be displayed each time a student enters the bus. Students must use their own pass.

Failure to abide by one or more of these rules may result in the loss of bus riding privileges. Disciplinary actions range from warnings to detentions to suspension of bus privileges.

Bus pass applications may be obtained at District Transportation or the MCHS Admin. building.

PARKING RULES

Administration reserves the right to revoke parking privileges as a discipline response to any inappropriate behavior

1. Juniors and Seniors on Tier 1 only are eligible for parking privileges. Students on Tier 2 are ineligible for parking privileges. If a student with parking privileges gets on Tier 2 (due to attendance, grades, or discipline) their parking privileges will be revoked. If you come off Tier 2, you must inform the Security Office before you park in the parking lot.
2. **STUDENTS MAY PARK IN DESIGNATED STUDENT PARKING AREAS ONLY** (white stripes). Students parking in any area other than Student Parking will be subject to a City of San Diego Parking Ticket. Fines are paid directly to the City of San Diego.
3. The parking sticker must be placed on the front window, lower left hand corner (driver's side). Stickers not fully affixed will not be valid and the car will be ticketed.
4. Reckless driving will result in the loss of parking privileges.
5. If a student is driving a different car for one day only, they must have a one-day parking pass. To obtain a one-day pass the student should come into the Security Office before 8:30 a.m.
6. Citations are issued on vehicles without a valid parking sticker, vehicles with the parking sticker not fully affixed, student vehicles parking in any area other than the student parking area, vehicles parking in red zones, fire lanes, auto shop, behind the school, and various other parking violations. Cars must be parked in a legitimate, lined parking space. *Since our parking lanes are one-way only, you may not park against the flow of traffic (back into a space or pull through to an empty space in front of you).*
7. Possession of a parking sticker does not guarantee there will be a parking spot available in the student parking section.
8. The Sundevil Way (Upper Gate) entrance and the Carmel Mtn. Road (Lower Gate) traffic lanes may both "Enter" and "Exit" at both gates during morning and afternoon traffic.

The PUSD is not responsible for the theft of or damage to belongings or vehicles parked in the student parking lot. Misuse of parking privileges, violation of parking regulations, or failure to meet established qualifications may result in revocation of parking privileges for the remainder of the school year.

FACILITIES

FACULTY ROOMS

No students will be allowed in the faculty workroom area, faculty lunchroom area, or faculty restroom at any time. Academic Tutors (ATs) may be in the faculty room only when accompanied by the faculty member to whom they are assigned and must wear their badges at all times during the period they are assigned.

HALL PASSES

Students out of class during class hours must have an official hall pass. Misuse of hall passes may result in disciplinary action.

OFF-LIMITS/OUT-OF-BOUNDS AREAS

Students who are caught in off limits areas are subject to search.

- The parking lots (requires off campus pass)
- All athletic fields and courts
- The service/emergency access road at the side and back of the school

ATTENDANCE

ADULT STATUS

State of California EDUCATION CODE Section 46012:

For purposes of any procedure for verification of absences from school, a student 18 years of age or over, with respect to his own absences from school, shall have all of the responsibilities and powers which, in the case of a minor, would be charged to the parent, guardian, or other person having charge or control of the minor. (Enacted by Stats. 1976, CH. 1010). In addition, once a student reaches the age of 18-legal adult- that student is the legal rights holder of all educational decision making previously relegated to his/her parent. Compulsory education in California ends at age 18. Students who are 18 attend Mt. Carmel as guests.

AFTER LUNCH ABSENCES

If a student leaves at lunch with a lunch pass but does not return for afternoon classes the absence must be called in by midnight the same day in order to be cleared. If no call is received, detention will be assigned. Notes and phone calls received the next day will not clear detention. If a parent calls to get an off-campus pass for after lunch, the student must pick up the pass prior to leaving for lunch. If the pass is not picked up prior to the student leaving campus, detention will be assigned.

ATTENDANCE POLICIES & PROCEDURES

Compulsory attendance laws require that parents send their children to school. The law further states that students must attend every scheduled session of every class, even if failure is imminent. The law applies to all students until 18 years of age. Once students attain the age of 18 years, they become guests of MCHS and can be removed from school rolls if their academic progress, attendance, or behavior is not acceptable.

24-HOUR ATTENDANCE OFFICE HOTLINE 858-484-8512

Clearing Absences:

- Students who are absent should have their parent/guardian call the 24-hour Absence Reporting Hotline at **858-484-8512** *before 2:00 p.m. each and every day they are absent.*
- Students arriving late to school can either have their parent/guardian call or can bring a note. Students should check in with the Attendance Office before reporting to class.

Categories of Absences:

- Excused Absences (accepted by State of California) - An excused absence is for illness, doctor, dental, religious observance, or death in the immediate family. For medical absences, a doctor's note is required to clear the absence. All assignments may be completed without penalty upon the student's return.
- Unexcused Absence - All other absences are unexcused or truant. Students who are truant will be assigned consequences such as lunch detention, late start Wednesday detention or campus beautification. Make up work is allowed for certain unexcused absences but not for trancies.

Off Campus Passes:

For safety reasons, Mt. Carmel requires all students to remain on campus unless they are authorized to leave. Students who leave campus before the end of their scheduled day for ANY reason, including illness, must obtain an Off-Campus Pass from the Attendance Office or the Health Office. Failure to do so will result in disciplinary action **even if the absence is cleared by a parent/guardian.**

- Requests should be called in by a parent at least three hours prior to the student's release time.

ATTENDANCE REQUIREMENTS FOR PARTICIPATING IN SCHOOL ACTIVITIES

A student must attend half of the school day of any extra-curricular school activity (such as an athletic contest, play, field trip, club activity, rehearsal, practice, etc.) in order to participate. Parental knowledge of a student's absence will not excuse the absence.

DISCIPLINE

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 in accordance with 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 act or engaging in habitual profanity or vulgarity.
10. Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
11. Disruption of school activities or willful defiance of school authority, including violations of academic honesty.
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, sport 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), late start Friday detention, bus suspension, home suspension, behavior or rehabilitation contracts, transfer to another school/program, and/or expulsion from the Poway Unified School District.

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 schoolwork 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.

DRUG/ALCOHOL PROHIBITED ACTS DISCIPLINARY ACTION GRADES 6-12

1. 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). First Offense Suspend and recommend expulsion or suspend and transfer to another middle school or high school, or the continuation high school, for the remainder of the semester/term and the following semester/term. Contact law enforcement. Initiate an intervention contract. Second Offense Suspend and recommend for expulsion.

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

- To enforce its policy of intolerance for drugs and other dangerous substances, the District may use specially trained nonaggressive dogs to alert staff to the presence of substances prohibited by law or District policy. The dogs will inspect inanimate objects only.
- Alcohol detection devices may also be utilized as part of an investigation or as a condition of participation in designated extra-curricular events.
- Students, lockers, and vehicles are subject to search when reasonable suspicion exists. These rules of student discipline are subject to modification without notice due to State of California legislative action during the school year. Any additional discipline rules for your student's site are available in the principal's office.
- If you are having difficulty understanding these forms, please contact the school for assistance.
- **Si tiene dificultad comprendiendo estas formas, haga el favor de comunicarse con la escuela para asistencia.**

MT. CARMEL HIGH SCHOOL STUDENT DISCIPLINE AND POLICIES

It is the intent of Mt. Carmel High School that School and District discipline policies and regulations be enforced consistently and fairly without regard to race, creed, color, or gender. Discipline based on faith in the worth and dignity of each individual is a positive form of guidance rather than a punitive device. 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 and an atmosphere where they have freedom to learn.

ACADEMIC HONESTY/ETHICS POLICY [The policy is available on the PUSD website](#)

Mt. Carmel 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 Article 3.0 Section 3.40.1 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*

1st 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 classroom teacher
4. Student may earn a “U” in citizenship for the six or twelve-week progress report as determined by the classroom teacher

2nd 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 classroom teacher
6. Possible “U” in citizenship for the final semester grade as determined by the classroom teacher

3rd 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 parent/guardian regarding Honor Code violations.

The following action(s) will be taken when students are in violation of this policy.

1st Offense

1. Teacher will confer with student and notify 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

2nd Offense

1. Teacher will confer with student and notify parent/guardian.
2. Student may receive a zero on the assignment or test 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 second offense is in the same class as the first offense then:

1. "Withdraw/fail" from the class as determined by the classroom teacher
2. Removal from class to an appropriate setting

3rd 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

CELL PHONES & OTHER ELECTRONIC DEVICES

Cell phone use is permitted before and after school, during breaks, lunch, and with teacher permission. Cell phones must be turned off and out of sight (in a pocket, backpack, purse, etc.) during class unless given permission by the teacher. Students are strongly discouraged from bringing other electronic devices such as music players and gaming devices to Mt. Carmel High

School. The school assumes no responsibility for lost, damaged, or stolen cell phones and other electronic devices. Cell phones or other electronic devices that are in sight, used, or go off during class will be subject to the following disciplinary actions.

1st offense: kept by the teacher until the end of class.

2nd offense: cell phone confiscated and taken to the office; returned after conference and parent contact.

3rd offense: parent or guardian must pick up the phone from the main office.

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 MCHS library.

DRESS CODE

The responsibility of proper attire should be monitored first in the home. The intent of the dress code is to create a safe, positive environment that is conducive to the learning and safety of students. While it is not possible to list every item that is considered

inappropriate or that might pose a danger to students, the following will provide general guidelines for appropriate student dress per PUSD Board Policy 5.6.2 and 5.25.1.

- Tops completely cover the chest, abdomen, and back.
- Shorts/skirts completely cover the backside/buttocks.
- Undergarments are not visible (directly or indirectly)
- Clothing must not contain, promote or imply illegal substances (tobacco, alcohol, drugs, etc.), violence, weaponry, profanity, sexual behavior or nudity, including clothing using double entendre to the same effect.
- Clothing must not make discriminatory comments against religious or ethnic groups nor make statements about racial/ethnic/sexual pride.
- Clothing must not endanger other students, staff or self (including but not limited to clothing and accessories that have sharp points, pocket/wallet chains, bullet belts, etc.).
- For health and safety reasons, students are expected to wear shoes at all times.
- For safety purposes, clothing may not promote, imply, or resemble gang attire.

Exceptions to the dress code may be made for participants in athletics or for performing groups at the discretion of administration. Such attire designed for competition, performance, or practice will not be permitted as part of daily school attire.

Procedures:

Students violating the Dress Code are subject to disciplinary action including, but not limited to:

- Students bring dress “up to code”
- Student conference
- Parent contact
- Students repeatedly violating the Dress Code are subject to suspension (See: Defiance of Authority)

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: hats, wigs, face paint, stick on facial hair and/or making a face to purposefully distort the student’s appearance.)

DUE PROCESS/STUDENT RIGHTS (see Appendices)

1. Students in California have the right to be safe while attending school. The Mt. Carmel High School faculty, staff, and administration will do everything possible to guarantee this right.
2. Students, when facing disciplinary action, are entitled to hear the accusation and then explain their side. All school personnel will adhere to this guarantee.
3. Students who wish to appeal a disciplinary decision should contact the principal for information on specific procedures.

HALL PASSES

Students out of class during class hours must have an official hall pass. Misuse of hall passes may result in disciplinary action.

HATE-MOTIVATED BEHAVIOR

PUSD Board Policy Section 5.28 HATE HARASSMENT AND HATE BEHAVIOR (Full text is available online at powayusd.com/board)

Poway Unified School District, supported by California statute, defines hate-motivated behavior as actions or statements that are hostile or threatening toward another person:

Any student who feels that he/she is a victim of harassment or hate-motivated behavior shall report it to a teacher, administrator, or other school district adult. If the student believes that the situation has not been remedied; he/she may file a complaint in accordance with district complaint procedures.

- perceived race, ethnicity, national origin, immigrant status
- gender, sexual orientation
- religious belief or cultural characteristic
- age, disability, or any other physical conditions

Factors to consider in all cases may include, but are not limited to, the following:

1. Nature and seriousness of the incident
2. Frequency of the offensive conduct

3. Age of the perpetrator
4. Physically threatening or humiliating conduct
5. Context in which the incident occurred
6. Relationship between the parties
7. Impact on victim

How do you know if something is a hate-motivated behavior?

If the victim perceives or feels it is threatening or hate-motivated or if someone who witnesses the act or hears the statement has a reasonable belief that it was hate-motivated.

Examples include, but are not limited to:

- Name calling, racial slurs, or bigoted epithets (in absence of a physical threat).
- The posting and circulation of demeaning jokes, or caricatures based on negative stereotypes of persons.
- Harassment based upon an actual or perceived protected status which degrades an individual or negatively affects the individual's learning environment.
- The presence of drawings or words considered offensive, such as graffiti, slurs, paintings, or printed clothing.
- The defacing, removal, or destruction of posted materials, meeting places, memorials, etc.
- Repeated insensitive or inappropriate remarks which continue after corrective or disciplinary action have been implemented by the school.

The school district's policy outlines three different levels of behavior that are considered unacceptable:

Level	Explanation/Example	Consequence
Level 1 Insensitive or Inappropriate Remarks and Behavior	Do not threaten, not hostile (jokes, demeaning or degrading statements)	Counseling, detention, parent phone call or conference, behavior contract; suspension for repeat offenses
Level 2 Intimidation or Harassment	Create a hostile learning environment Name calling, racial slurs, physical or verbal harassment, offensive drawings	Suspension and/or expulsion Notify law enforcement if the victim feels he/she is being harassed; behavior contract
Level 3 Hate Violence Penal Code 422.55	Assault, threatened assault, battery, or bodily injury. Activities historically associated with threats of hostility toward an individual's actual or perceived protected characteristics (e.g., burning crosses, nooses, wearing or posting swastikas, wearing white sheets, hanging effigies, defacing symbols or images associated with a protected status). Racial slurs, name calling, and bigoted	Suspension and/or expulsion Notify law enforcement

	<p>epithets used in association with an intention to inflict injury and or damage. The presence of organized group literature and/or posters which reference an organized hate group with an intention to present a threatening message or hostile educational environment.</p>	
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Hate-Motivated Behavior Dissemination, Reporting, and Response Procedures on the part of the school and district

1. Annually, each school will provide students with age-appropriate instruction as to the definitions and examples of hate behavior and steps to be taken to report such behaviors, whether directed at them or observed toward others. A well-publicized and accessible process for reporting hate behavior will be available to students.
2. Annually, each school will provide parents with a copy of the Board Policy and Administrative Procedure regarding Hate Harassment and Hate Behavior.
3. Staff will be provided training regarding identifying, reporting, and responding to hate-motivated behavior. This will include the need to report to their supervisor or principal all instances which have been reported to them or observed.
4. Supervisors and principals are required to report incidents involving suspension or recommended expulsion for hate-motivated behavior to the district office and to law enforcement.
5. The response to reports of hate-behavior shall include timely investigation, assurance of protection for the victim, notification of the victim's parents or guardians, and, as appropriate, disciplinary action for the perpetrator.
6. If the victim believes that the situation has not been remedied, he/she may file a complaint in accordance with district complaint procedures for discrimination or sexual harassment.

SEARCH AND SEIZURES

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 that 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](#) - Students *(The full policy is available on the PUSD website)*

PUSD Board Policy 5.24.1

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 the opposite or of the same gender, *a fellow student*, a teacher or other employee of the district, a

District administrator, or any other person, within the school, school environment, or school-sponsored activity.

The law defines “sexual harassment” to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress; or

1. Submission, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual; or
2. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance or of creating an intimidating, hostile, or offensive educational environment; or
3. 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.

Student Consequences for Sexual Harassment (Ed Code 48900.2)

Depending on the level of harassment determined through investigation any of the following may occur:

- Informing/educating/counseling the student as to what is acceptable behavior
- Contacting law enforcement
- Removing the offending student from the school environment for a specified amount of time (suspension)
- Removal from the course

SKATEBOARDING, BIKE RIDING & ROLLERBLADING

Skateboarding, bike riding and rollerblading are not permitted on any Poway Unified School District property at any time. Students participating in these activities during school hours will

have their skateboard, bike or roller-blades confiscated. During non-school hours, persons on campus without permission are trespassing and may be cited.

STEROIDS

Steroids are recognized as dangerous drugs. Use, possession, or sale of steroids on campus or at school-sponsored activities will not be tolerated and will result in disciplinary action, including transfer to another school, suspension and/or expulsion.

VISITORS

1. In order to ensure campus security and protection to students, strict enforcement of policy regarding the presence of non-students on campus is enforced.
2. The presence of any non-student on campus during regular school hours (7:30 a.m. - 3:00 p.m.) is subject to arrest for trespassing under Penal Code Section 626.8:
3. 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 the 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.
4. Only students registered and attending Mt. Carmel High School may be on campus during school hours. Students who have been assigned to 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.
5. Parents and guardians wishing to see a student during regular hours must check into the office. Interruption of classes is not permitted.
6. Parents entering to see and/or sign a student out of class must be prepared to present proper picture identification.
7. Students may not be released to any person other than the parent or guardian without their parent's/guardian's authorization.

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

The PUSD computer system must be shared, and available to all users. The computer system may not be used in any way that disrupts or interferes with its use by others. Prohibited uses of the system, include, but are not limited to:

- Cyber bullying (willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices)
- Damage, vandalism or theft of equipment
- Theft, piracy or altering of software
- Use of the system in a manner which is not related to the District's instructional program or activities, e.g., for unlawful purposes, commercial purposes, personal gain, or the advocacy of personal, political or religious views
- Violation of copyright law
- Other conduct deemed objectionable by the Poway Unified School District
- Plagiarism of ideas or information
- Use of the system to communicate unlawful information or to transmit computer viruses.
- Sending or retrieving information which is pornographic, obscene, sexist, racist or harassing
- Any use which results in a violation of federal or state law, or District policy

The District's computer systems, equipment and all user accounts are the property of the District. There is no right to privacy in the use of the computer system or user accounts, and the District reserves the right to monitor and access information on the system and in users' accounts, for the purpose of determining whether a violation of this agreement has occurred. The District will remove any information on the system that the staff determines to be unlawful, obscene, pornographic, abusive, harassing, or otherwise in violation of this agreement. The system may not be used to obtain, view, download, or otherwise gain or provide access to such materials. The PUSD staff will refer for disciplinary action any individual who does not comply with the provisions of this agreement. Cancellation of user privileges will be at the discretion of the staff after application of due process.

The PUSD will not be held responsible for the loss of data resulting from delays, non-deliveries, or service interruptions sustained or incurred in connection with the use, operation, or inability to use the system. The PUSD specifically denies any responsibility for the accuracy or quality of information obtained electronically. Use of any information obtained electronically is at the risk of the user.

One of the services available through the PUSD computer system is telecommunications, including the Internet. The Internet is not governed by an entity. The District does not have control over the kind or quality of the information that is accessible to Internet users. It is not feasible to completely limit access to materials that a parent or guardian might consider appropriate; therefore, appropriate use is the responsibility of the user.

The use of the PUSD computer system for telecommunications requires that all users abide by the following rules:

1. Users are prohibited from concealing or misrepresenting their identity while using the system.
2. Be polite. Do not send abusive, harassing or suggestive messages to anyone.
3. Do not respond to abusive, harassing or suggestive messages. You are required to report such messages to the supervising adult.
4. Keep account passwords confidential and do not allow other people to use them.

5. Unauthorized entry, use transfer, or tampering with the accounts and files of others is prohibited.
6. Use appropriate language. Do not swear, use vulgarities, or express yourself in any other inappropriate language.
7. Communication advocating, encouraging or supporting illegal activities is strictly forbidden.
8. Respect the privacy of all users. Do not reveal the personal address or phone numbers of yourself or anyone else. Remember that e-mail may not be private and others may read what you type into your computer.
9. Respect the originator of communications.

Tiered Privilege System

<p style="text-align: center;"><u>Tier 1</u></p> <p>Students with acceptable grades (2.0 or better), attendance, behavior, citizenship</p> <ul style="list-style-type: none"> All school privileges are granted 			
<p style="text-align: center;"><u>Tier 2</u></p> <p>Students who have violated behavior and/or citizenship rules Students with less than 2.0 GPA on a 6-week progress report/trimester marking period Students with any truancy Students who have earned 4 tardies or more Students who have been suspended from school</p> <p style="text-align: center;">Students lose the following privileges for the eligibility period (or 6 weeks for discipline incidents), until earned back through improvement or early release through another *approved method*</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> Eligibility for incentives and recognition Off-campus lunch pass Work permit Early Cap and Gown pick-up </td><td style="vertical-align: top;"> Parking in the student parking lot Attendance at dances/school events End-of-year Senior Activities Priority Yearbook pick-up </td></tr> </table>		Eligibility for incentives and recognition Off-campus lunch pass Work permit Early Cap and Gown pick-up	Parking in the student parking lot Attendance at dances/school events End-of-year Senior Activities Priority Yearbook pick-up
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Offense	Methods to be released from Tier 2
<p style="text-align: center;">Suspension</p> Any suspendable (school or class offense)	<ul style="list-style-type: none"> 6 weeks with no behavior referrals Admin-approved community service may reduce Tier 2 term
<p style="text-align: center;">Poor Academics</p> Under 2.0 GPA	<ul style="list-style-type: none"> Satisfactory grades at the next 6-week marking period Satisfactory Blue Card which includes attendance at Admin or teacher tutorials
<p style="text-align: center;">Poor Citizenship</p> More than 2 "N" or "U" marks	<ul style="list-style-type: none"> Satisfactory citizenship at the next 6-week marking period
<p style="text-align: center;">Truancy/Excessive Tardies</p>	<ul style="list-style-type: none"> Detention Admin-approved community service may reduce the Tier 2 term.

Students are responsible for documenting completion of criteria and meeting with his/her assistant principal to review documentation for release from Tier 2



MT. CARMEL 2024-25 GRADING SCHEDULE

internal version

TRIMESTER 1

Begin Tri/ 2 nd 6 weeks	Last day for schedule changes	End of Six Weeks/ Trimester	Grades Due	Grade Reports to Students	Instructional Days
8/21/2024	9/9/2024	10/4/2024	10/8/2024	10/11/2024	59
10/7/2024		11/15/2024	11/19/2024	Mailed	

TRIMESTER 2

Begin Tri/2 nd 6 weeks	Last day for schedule changes	End of Six Weeks/ Trimester	Grades Due	Grade Reports to Students	Instructional Days
11/18/2024	12/11/2024	1/17/2025	1/22/2025	1/24/2025	58
1/21/2025		3/7/2025	3/11/2025	Mailed	

TRIMESTER 3

Begin Tri/ 2 nd 6 weeks	Last day for schedule changes	End of Six Weeks/ Trimester	Grades Due	Grade Reports to Students	Instructional Days
3/10/2025	3/26/2025	4/25/2025	4/29/2025	5/2/2025	63
4/28/2025		6/12/2025	6/13/2025	Mailed	

FINALS SCHEDULE

TRIMESTER 1	TRIMESTER 2	TRIMESTER 3	TRI 3-Seniors
11/13/2024	3/5/2025	6/10/2025	6/4/2025
11/14/2024	3/6/2025	6/11/2025	6/5/2025
11/15/2024	3/7/2025	6/12/2025	6/6/2025

2024-2025 Student Holiday Calendar

DATE	ACTIVITY
Aug 19, M	Teacher Return
Aug 21, W	School Begins
Sep 2, M	Labor Day Holiday
Sep 30, M	Non-Student Day, Professional Growth Day
Oct 28, M	SECONDARY ONLY, Non-Student Day [EXCEPTIONS: AHS, Connect Academy, D39C]
Nov 11, TH	Veterans Day Holiday
Nov 25 - 29 M - F	District Recess 11/25, 11/29; 11/27 Admission Day, 11/28 Thanksgiving Holiday, 11/26 Local Holiday
Dec 23- Jan 3 M - F	Winter Break 12/23-Jan3, 12/24 Local Holiday, 12/25 Christmas Day Holiday Observance, 1/31 Local Holiday, 1/1 New Year's Day Holiday Observance
Jan 20, M	Dr. Martin Luther King Jr. Non-Student Day
Jan 27, M	Non-Student Day, Professional Growth Day
Feb 17 - 21 M - F	2/17-2/21 District Recess, 2/17 Washington's Birthday Observance, 2/21 Lincoln's Birthday Observance
Apr 14 - 18 M - F	4/14-4/18 District Recess - Spring Break, 4/1? Spring Holiday
May 26, M	Memorial Day Holiday
Jun 12, TH	School Ends
Jun 13, F	Teacher Checkout
Jul 4, F	Independence Day