WESTVIEW WOLVERINES



13500 Camino Del Sur, San Diego, CA 92129
(858) 780-2000
www.powayusd.com/en-US/Schools/HS/WVHS/Home

This planner belongs to:

Name: _____

Address: _____

City: _____

Phone: _____

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 race, color, ancestry, national origin, religious creed, age, marital status, pregnancy, reproductive health, decision-making, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression 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.

Table of Contents

Westview School Wide Expectations – Wolverine Way CARE 3
Vision – Westview Core Values – Alma Mater 5
Westview School Map 6
2026-2027 Calendar 7
Hotlines & Important Contacts 8
Library/Research Center 9
Co-Curricular and Extracurricular Participation 10
Counseling 12
Westview Graduation Requirements 13
PUSD Graduation Requirements – CSU/UC "A-G" Requirements 14
CTE Pathway Information 16
Scheduling Policies 19
Rules of Student Discipline in the Poway Unified School District 25
Student Attendance 28
Discipline 30
Hate Harassment and Hate Behavior 37
Academic Honesty Policy 40
School Bus Safety Rules 43
High Personal Standards 44
Dress Policy 47
Student Information 50
Off-Campus Policies 53
Parking Policy 54
Dance Guidelines 55
Nondiscrimination in Programs & Activities 56
Title IX: Sex Equity in Education Act 58
Uniform Complaint Procedures 59

Excused Absences 61
Grounds for Suspension & Expulsion 63
Married, Pregnant, and Parenting Students 65

WESTVIEW WOLVERINES

Westview School Wide Expectations

Critical Thinkers Who:

- Successfully acquire, analyze, organize, and apply information.
- Develop and express creative ideas and solutions.
- Examine moral, ethical, and cultural issues from multiple perspectives.
- Integrate and synthesize information across disciplines.
- Demonstrate growth in higher-level thinking skills.

Accomplished Lifelong Learners Who:

- Commit to high academic and personal standards.
- Understand the importance of new experiences and continual education.
- Work well collaboratively in culturally and organizationally diverse settings.

Responsible Citizens Who:

- Understand and appreciate their roles and responsibilities in a global society.
- Acknowledge and are accountable for their actions and choices.
- Demonstrate respect, trustworthiness, responsibility, fairness, caring, and citizenship.
- Recognize the impact of human activities on the environment, and their role in its protection.
- Understand the choices necessary to develop a healthy lifestyle.

Effective Communicators Who:

- Listen and communicate well in written, verbal, and nonverbal modes.
- Understand and use technology in communication.
- Show respect for diverse perspectives.
- Research, create, and evaluate in written, verbal and nonverbal modes.
- Use communication skills to resolve conflicts through positive alternatives.

Wolverine Way CARE

Student Behavior Expectations

	Critical Thinkers	Accomplished Life-long Learners	Responsible Citizens	Effective Communicators
IN THE CLASSROOM	Courageously contribute to class discussions Express one's own creative ideas and solutions Thoughtfully consider multiple perspectives	Foster relationships with your teachers & classmates Utilize tools to support learning Collaborate with others Set goals you wish to achieve	Arrive on time and remain engaged Take ownership of your learning Respect yourself and be inclusive of others Care for the physical space	Communicate appropriately (language, tone, and voice) Self-advocate (academic, physical, and emotional needs) Use appropriate non-verbal communication

OUTSIDE THE CLASSROOM (BREAKS , LUNCH, & SCHOOL EVENTS)	Demonstrate good judgment and decision making Extend learning outside of the classroom Utilize time efficiently	Utilize available resources Positively participate in school events Explore opportunities to develop your interests	Take care of the physical space (keep campus clean) Respect yourself and others Be mindful of your surroundings Be kind and welcoming to your peers	Communicate appropriately (language, tone and voice) Hold others accountable Support and encourage diverse viewpoints of others Use appropriate non-verbal communication
AS A WOLVERINE	Identify issues and develop solutions Examine moral, ethical, and cultural issues from multiple perspectives Think before you act Practice situational awareness	Foster a growth mindset Be open to new experiences Establish appropriate boundaries and balance	See Something, Say Something Contribute meaningfully Act responsibly and ethically in person and online Respect laws and rights of others	Advocate for your beliefs appropriately Be a voice for those in need of a champion Foster connections through communications with others Use appropriate communication

WESTVIEW WOLVERINES

Vision

Westview is a thriving learning community to which all members feel connected. At Westview, high academic and personal standards are established, accessed and achieved by all members through collaboration, meaningful activities, and ongoing, comprehensive evaluation. The culture of Westview is one of respectful communication and interdependence while still celebrating the uniqueness of each individual.

Westview Core Values

Respect Your Learning

Respect Yourself

Respect Each Other

Respect This Place

Westview Alma Mater



We give honor to Westview

To the black and the gold

We will be Wolverines

Forever brave and bold

And as we forge ahead

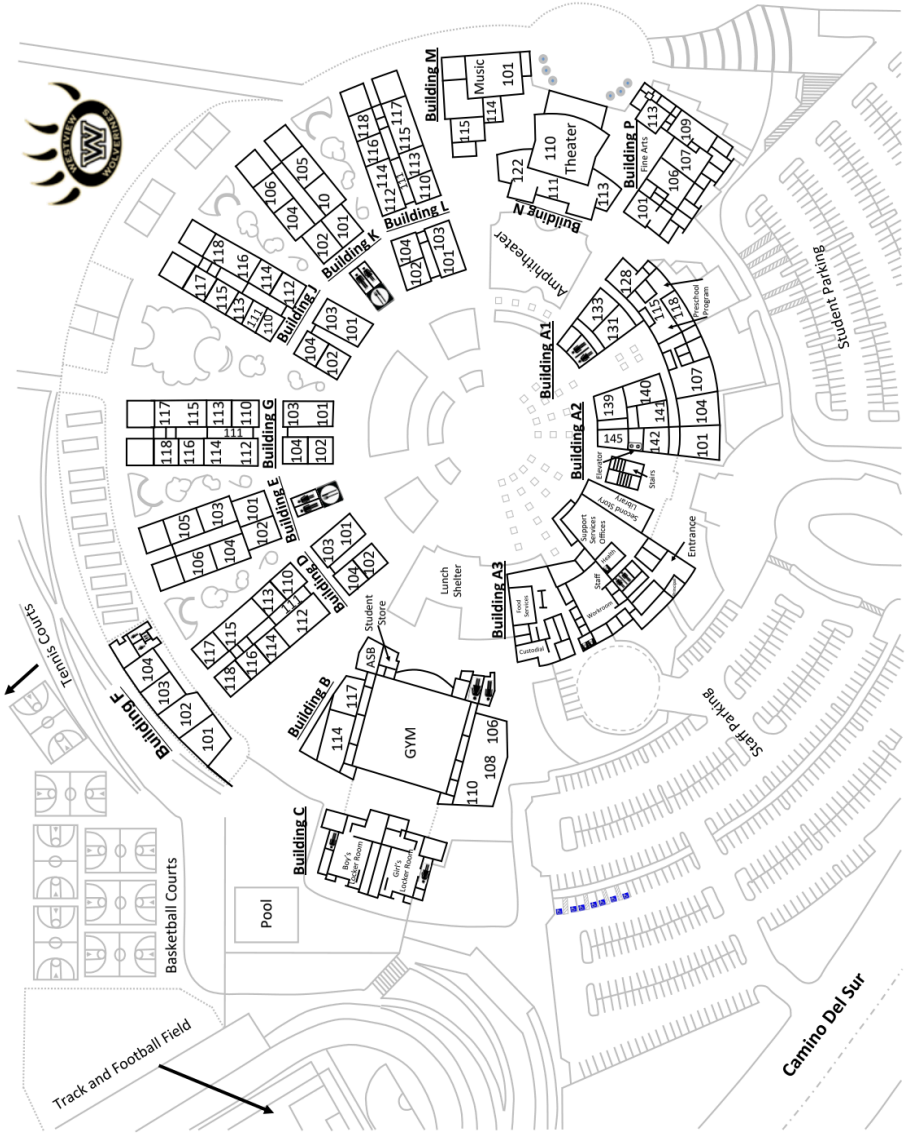
Loyal, strong and true

We will know in our hearts

We're the pride of our school

Westview School Map

Westview High School 13500 Camino Del Sur, San Diego CA 92129



WESTVIEW WOLVERINES

2026-2027

Calendar

AUGUST 13: First Day of School/Frosh Orientation Start of Quarter 1 26: Quarter 1 Add/Drop Deadline **SEPTEMBER** 7: Labor Day 11: Quarter 1 Progress Notice **OCTOBER** 15 & 16: Finals/Minimum Days 16: End of Quarter 1 19: Start of Quarter 2 30: Quarter 2 Add/Drop Deadline **NOVEMBER** 11: Veteran's Day 13: Quarter 2 Progress Notice 16: Pro Grow / Non Student Day 23-27: District Recess **DECEMBER** 21 - Jan 1: District Recess **JANUARY** 7 & 8: Finals/Minimum Days 8: End of Quarter 2 11: Start of Quarter 3/Late Start 18: Martin Luther King Day 25: Pro Grow / Non Student Day 26: Quarter 3 Add/Drop Deadline	**FEBRUARY** 15-19: District Recess 26: Quarter 3 Progress Notice **MARCH** 25 & 26: Finals/Minimum Days 26: End of Quarter 3 29: Start of Quarter 4 **APRIL** 9: Quarter 4 Add/Drop Deadline 12-16: District Recess 30: Quarter 4 Progress Notice **MAY** 3-14: AP Testing 31: Memorial Day **JUNE** 1: Senior Picnic 2: Graduation Rehearsal 2 & 3: Finals/Minimum Days 3: End of Quarter 4 Last Day of School Graduation Ceremony

2026-2027

Hotlines & Important Contacts

School Safety: *"See Something, Say Something"*

- PUSD School Tip line: 1-844-PUSD-TIP

In partnership with the cities of Poway and San Diego as well as local enforcement is now in place and monitored 24-7 by law enforcement. We encourage all of our students, staff, and families: if you **see something, say something**. As was stated in our 2018 District Wide safety forum: 93% of all school shooters across the U.S. told someone what they planned to do.

Suicide Prevention:

- 988 Suicide & Crisis Lifeline: Call or Text 988 (available 24/7)
- California Youth Crisis Line: 1-800-843-5200 (available 24/7)
- Crisis Text Line: Text "HOME" or "HOLA" to 741741 (available 24/7)
- California Warmline: 1-855-845-7415
- Trans Lifeline: 1-877-565-8860
- Trevor Project: 1-866-488-7386 or Text "START" to 678-678 (available 24/7)

Other Support:

- Child Abuse Hotline: 1-800-344-6000 (available 24/7)
- Substance Abuse and Addiction Hotline: 1-844-289-0879 (available 24/7)
- National Sexual Assault Hotline: 1-800-656-4673 or Text "HOPE" to 64673 (available 24/7)
- National Domestic Violence Hotline: 1-800-799-7233 or Text "START" to 88788 (available 24/7)
- National Human Trafficking Hotline: 1-888-373-7888 or Text "JOIN" to 233733 (available 24/7)

Westview Library Research Center

Hours:
Monday & Friday–8:30 a.m. - 4:00 p.m.
Wednesday–9:30 a.m. - 5:00 p.m.
Tuesday-Thursday – 8:30 am to 5:00 pm.

Mission:

The Westview High School library is a vibrant, inclusive learning environment where all students are empowered to become critical thinkers, skilled researchers, and lifelong learners. We strive to foster a culture of reading, collaboration, and information literacy, where diverse perspectives and voices are celebrated, and every student has equitable access to the resources they need to thrive academically, creatively, and personally.

Library Databases and Electronic Resources:

Library Catalog; GALE, EBSCO, JSTOR, ProQuest, & Britannica databases; NoodleTools; Sora by Overdrive audio and eBooks and other subscription databases may be accessed 24 hours/day via the library web portal and the Westview Library/Research Center Canvas page.

Go to the Westview homepage and click on "Find it Fast" and then "Library." Helpful How-To Videos and a Style Guide are also found here. The username/password (in some combination) to access databases and digital content is listed below. Some databases require only the password. Sora audio/ebooks require your PUSD login/password.

username = Westview
password = Wolverines#1

Student Collaboration and Makerspace:

The library is a space for student collaboration and learning. We offer several study rooms for group work as well as a silent study room. Podcasting/video production equipment (microphones, tripods, green screens) are available for use in the library or other parts of campus. The Makerspace offers students access to 3D printing, embroidery machines, sewing machines, sublimation printing, heat press and more to create products for school or personal use. A nominal fee is charged for raw materials. Look for the calendar of monthly projects announcements in Canvas–or suggest your own!

Textbooks/Instructional Materials/Equipment:

Students are responsible for the barcoded items that are assigned to them. Students are expected to return borrowed textbooks and other materials in good condition, with no more wear and tear than usually results from normal use. Any water damage or mold will result in a full-replacement charge. Books long-overdue that have been marked to "Lost" will be charged a $5 long overdue/assumed lost fee. PUSD IT Dept. will assess and invoice students for Chromebook damage and repairs. We know it is heavy–but please keep your case on the Chromebook! Students may access their textbook/library accounts via MyPLAN, open the Destiny Library Catalog app, login with MyPLAN username and password, then click on "My Info" tab.

RECOMMENDED: Write your name on the inside cover of all textbooks. Put a unique, school-appropriate sticker on your Chromebook case. They all look the same–this will help ensure you return the one that is checked out to your account.

Student ID Card Replacement:
Replacement ID cards can be purchased for $5 at the library.

Students may borrow library books for 21 days and may renew/extend due dates as needed.
Students may borrow titles from any school library in PUSD.

The extended after school library hours are funded through the generosity of parent donations to the Westview Foundation.

Co-Curricular and Extracurricular Participation

Co-Curricular – Activities/Programs that may be associated with curriculum in a regular class which occur outside normal school day hours. Performing groups, including but not limited to band, choir, dance, drama, ROTC may fall into this category.

All Co-Curricular students must meet the following requirements:

1. Have good overall school attendance records.
2. Attend at least ½ of the school day (4hrs. minimum) on a performance day. Discretion may be used by teacher/coach/director under special circumstances only.
3. Maintain a GPA above 2.0.
4. Have a good personal citizenship/conduct within the class.
5. Exhibit behavior both on and off campus that doesn't tarnish or mar the reputation of the team, program, or school.

Extracurricular – Activities/Programs that **are not** part of the regular school day curriculum (not graded nor receive credit). These activities/programs are supervised or financed by the district. Athletic sports teams and ASB Clubs are a couple of examples.

Athletics: Westview offers a variety of sports and levels for students to try out. Although we like our sports teams to win, the main purpose for offering sports at the high school level is for students to continue their learning and growth outside the traditional classroom environment. The goal is that our student-athletes learn life skills through the sport they are learning such as: dealing with adversity, accountability, commitment, sportsmanship, unselfishness, and integrity to help them through life.

Athletic Eligibility: To be eligible for participation in athletics all students must meet the following requirements:

- Athletic Clearance upload required prior to deadline dates posted on the Westview Athletics website.
- Have Cleared status for current season of sport at the time of tryouts.
- Attain a 2.0 grade point average in all enrolled courses on a 4.0 scale for each grading period. Incomplete grades will be computed as F's until the grade is changed to a letter grade and then a recalculation will occur. Accounting of eligibility will be on the day of school-wide distribution of grades.
- Must attend 4 hours of school (2 periods) each day. The Athletic Director may grant an exception for an extenuating circumstance.
- Be in good standing with the school in regards to citizenship, behavior, and attendance.

Co-Curricular and Extracurricular Participation (Continued)

Athletic Sports Seasons:

Fall Season Athletic Paperwork Due June 10, 2026.

Cheer (Boys & Girls)	Cross Country (Boys & Girls)
Field Hockey (Girls)	Flag Football (Girls)
Football (Boys & Girls)	Golf (Girls)
Tennis (Girls)	Water Polo (Boys)
Volleyball (Girls)	

Winter Season: Athletic Paperwork Due October 28, 2026.

Basketball (Boys & Girls)	Cheer (Boys & Girls)
Soccer (Boys & Girls)	Traditional Comp Cheer
Wrestling (Boys & Girls)	Water Polo (Girls)

Spring Season Athletic Paperwork Due January 27, 2027.

Badminton (Boys & Girls)	Baseball (Boys)
Golf (Boys)	Gymnastics (Girls)
Lacrosse (Boys & Girls)	Softball (Girls)
Swim & Dive (Boys & Girls)	Tennis (Boys)
Track & Field (Boys & Girls)	Volleyball (Boys)
	Volleyball (Girls Beach/Sand)

Athletic Governance: All Westview Sports Programs follow the rules and regulation of: the San Diego CIF Section, the conference they play in (NCC, Metro, or City) depending on the sport, PUSD board policies, and our own Westview High School expectations. Westview Athletes are expected to: *Be the right example*, *Be positive*, *Be committed* not only when things are easy, but also when times are challenging.

Athletic Discipline: If there is a CIF, conference, district or site infraction there may be some type of discipline enforced on the individual/team. The Head Coach, Athletic Director, or Assistant Principal will be the point of contact in this situation.

Athletic Reminders…when you are in season:

- Large athletic equipment (bats, lacrosse sticks, golf clubs, field hockey sticks, tennis racquets, etc.) should be left in a car, locked up in a team room locker, or left in the Athletic Storage area just inside the front gates of the school.
- When an athlete is injured, the Westview Athletic Trainer needs to know ASAP.
- Know due dates for Athletic Clearance Paperwork, PE Waivers and Alternate Transportation.
- When your team is being released from school early, athletes should check the Westview Athletics' Google Calendar online. Student Athletes should not be out of class before the stated release time.
- Athletics is a privilege…not a right.

Counseling

Mission Statement:

To provide a comprehensive school counseling program for all students by supporting their academic, personal/social, and college/career needs. The counseling department maximizes learning for every student in a caring and supportive environment addressing the student's individual potential, as well as their academic achievement and social-emotional well-being. School counselors advocate for equity, access, and student success by identifying and addressing barriers allowing all students, upon graduation, to be ready for college, career and global citizenship.

Vision Statement:

All Westview students will be critical thinkers, effective communicators, lifelong learners, and responsible citizens who contribute diverse perspectives to an ever-changing world.

Student Services:

To facilitate a partnership of students, parents, teachers, and staff that provides support and caring connections for all students. Our goal is to encourage healthy, productive and resilient character that will enable students to successfully assimilate into adulthood.

- Community Presentations & Education (Vaping, Anxiety, Social/Emotional Wellness)
- Student Support
    - Brief One-on-One Intervention
    - Support Groups
    - Conflict Resolution & Restorative Practices
    - Youth in Transition Liaison
- Alcohol, Tobacco, and Drug Education & Intervention Referrals
- Classroom Lessons and Presentations
- Clubs & Activities
    - Save Club
    - Start with Hello Week
    - Bring Change To Mind
    - No Place for Hate
    - Peer Counseling
- Community Service Coordination (Giving Tree Coordinator)

Westview Graduation Requirements

Ed Code 51225.3; BP 6146.1(a)

1. High school is a four year course of study, therefore, graduation requirements will be based upon credits earned in grades 9, 10, 11, and 12.
2. A minimum of 230 credits must be earned in grades 9, 10, 11, and 12 in order to meet graduation requirements.
3. A student who wishes to graduate in less than four years must meet with their counselor prior to the start of the school year in which they plan to graduate. See "Early Graduation" for detailed information on students requesting early graduation status on page 24.

English • Four courses in English	40 Credits
Social Studies • Three courses in social studies, including US History, World History, one semester (quarter at WHS) of American Government & Civics, and one semester (quarter at WHS) in Economics.	30 Credits
Math • Two courses in mathematics (Starting with Class of 2030: Three courses in mathematics) o Must meet or exceed state academic standards for Integrated Math I.	20 Credits (30 Credits for Class of 2030)
Science • Two courses in science, including Biological/Life Science (10 credits) and Physical Science (10 credits).	20 Credits
Physical Education • ALL 9th grade students must participate in physical education. Students may meet this requirement at WHS via ENS classes, NJROTC, and Marching Band. PE exemption waivers are available in grades 10-12 for students participating in interscholastic athletics.	20 Credits
Health • Five credits (one quarter)	5 Credits
Fine Art, World Language, or CTE • Ten credits in EITHER fine arts, world language, OR career technical education (CTE) aligned with State Board of Education standards.	10 Credits
Electives • Electives may come from any area of interest	85 Credits (75 Credits for Class of 2023)

PUSD Graduation Requirements & CSU/UC "A-G" Requirements

PUSD Graduation Requirements	CSU/UC "A-G" Requirements
History/Social Science - 30 credits / 3 years	A. History/Social Science - 2 years / 20 credits
English - 40 credits / 4 years	B. English - 4 years / 40 credits
Mathematics - 20 credits (Starting Class of 2030: 30 credits) All students must pass Integrated Math I	C. Mathematics - 3 years, 4 recommended Integrated Math I, II, III
Biological Science - 10 credits Physical Science - 10 credits	D. Laboratory Science - 2 years, 3 recommended Including or integrating topics in two of these three subjects: biology, chemistry, or physics.
Fine Arts, Foreign Language or CTE - 10 credits	E. Language Other than English - 2 years, 3 recommended of the same language F. Visual and Performing Arts - 1 year
Electives - 85 credits (Starting Class of 2030: 75 credits)	G. College Prep Elective - 1 year
Exercise Nutritional Science (ENS) - 25 credits (20 credits of PE and 5 credits of Health)	
Grade of "D" earns credit for graduation	**UC/CSU Grade of "C" or better required**

Students interested in private or out of state schools must check with each university for their admissions requirements.

Suggested Courses by Grade Level

9th	10th	11th	12th
English 1-2 or Honors English 1-2	English 3-4; Honors Humanities 1-2 or AP English Seminar 1-2/Honors Humanities 1-2	American Literature 1-2; Honors American Literature 1-2; or AP English Language 1-2	World Literature 1-2; Expository Reading & Writing 1-2; Ethnic Literature 1-2; AP English Literature 1-2/British Literature 1-2; or AP English Language 1-2
Math*	Math	Math	Math
Science (Biology)	Science (Chemistry)	Science (Physics)	Science or Elective
ENS 1-2	World History 1-2 or AP World History 1-2/Honors World History 1-2	United States History 1-2 or AP US History 1-2	Civics/Economics or AP US Government & Politics 1-2/ Civics/Econ
ENS 3-4; JROTC; Marching PE; or OCIS PE	Foreign Language 1-2**	Foreign Language 5-6	Elective
Fine Art	Foreign Language 3-4**	Elective	Elective

*Two terms of math may be taken in any year, pending room in the master schedule.

**When a student begins a foreign language, it is highly recommended that they take consecutive terms until complete.

Graduation Requirements (Continued)

Academic School Year

August January June

Term 1		Term 2	
Quarter 1/Semester 1	Quarter 2/Semester 2	Quarter 3/Semester 1	Quarter 4/Semester 2

Term: There are two terms in an academic year. Most courses are completed in one term. A year's worth of content is covered in one term.

Quarter: There are four quarters in an academic year. Each quarter is given up to five semester credits per class when passed with a D or better. Each quarter is nine weeks in length. Content covered in one quarter is equivalent to one semester.

Semester: Although not typically used in reference to time, it is used in regards to grading. Quarters 1 & 3, in most classes, are equivalent to Semester 1 of a course and Quarters 2 & 4 are equivalent to Semester 2 of a course.

CTE Pathway Information

In order to become a pathway completer, a student must complete 20 credits, with a grade of "C" or better, in both a concentrator and capstone course OR two capstone courses in the **same** pathway. Students who achieve **CTE Pathway Completion** will receive a **certificate**, a **notation on their transcript**, and a **special diploma seal** for each pathway they complete. Articulated college credit may be earned for students who meet minimum criteria outlined in the course syllabus.

For most up-to-date information, visit the PUSD CTE website at https://www.powayusd.com/CTE.

Arts, Media and Entertainment Industry Sector

Design, Visual and Media Arts Pathway	Level	UC/CSU A-G	College Credit
3D Computer Animation 1-2	Concentrator	(f) Visual Arts	
Digital Photography 1-2	Concentrator	(f) Visual Arts	Palomar PHOT 120
Digital Photography 3-4	Capstone	(f) Visual Arts	
Studio Art (Digital Photo)	Concentrator	(f) Visual Arts	
AP Studio Art (Digital Photo)	Capstone	(f) Visual Arts	
Graphic Design 1-2	Concentrator	(f) Visual Arts	
Graphic Design 3-4	Capstone	(f) Visual Arts	
Graphic Design 5-6	Capstone	(f) Visual Arts	
Studio Art (Graphic Design)	Concentrator	(f) Visual Arts	

Performing Arts Pathway	Level	UC/CSU A-G	College Credit
Drama 1-2	Concentrator	(f) Theater	
Drama 3-4	Capstone	(f) Theater	
Drama 5-6	Capstone	(f) Theater	
Theatre Study & Performance 7-8	Capstone	(f) Theater	

Production & Managerial Arts Pathway	Level	UC/CSU A-G	College Credit
Digital Media Production 1-2	Concentrator	(f) Visual Arts	
Digital Media Production 3-4	Capstone	(f) Visual Arts	Palomar DBA/CINE 125
Digital Media Production Adv.	Capstone	(f) Visual Arts	
Broadcast Journalism/TV Production 1-2	Capstone	(g) Interdisciplinary	Palomar DBA 120
Broadcast Journalism 3-4	Capstone	(f) Visual Arts	
Broadcast Journalism Advanced	Capstone	(g) Interdisciplinary	
Technical Production for Theater 1-2	Concentrator	(f) Theater	
Technical Production for Theater 3-4	Capstone	(f) Theater	

CTE Pathway Information (Continued)

Business, Finance and Marketing Industry Sectors

Business & Finance Pathway	Level	UC/CSU A-G	College Credit
Business Principles & Strategies 1-2	Concentrator	(g) Interdisciplinary	Palomar BUS 100
Intro to Finance 1-2	Concentrator	(g) Mathematics	Palomar BUS 136
Marketing Economics 1-2	Capstone	(g) History/Social Science	
Economics of Business Ownership 1-2	Capstone	(g) History/Social Science	
Internship/Work Experience (PVC)	Capstone	(g) Interdisciplinary	

Engineering & Architecture Industry Sector

Engineering & Architecture Pathway	Level	UC/CSU A-G	College Credit
PLTW Honors Introduction to Engineering Design 1-2	Concentrator	(d) Engineering	Palomar DT 101
PLTW Honors Principles of Engineering 1-2	Capstone	(d) Engineering	
PLTW Honors Civil Engineering & Architecture 1-2	Capstone	(d) Engineering	
PLTW Honors Computer Integrated Manufacturing 1-2	Concentrator	(d) Engineering	
PLTW Honors Digital Electronics 1-2	Capstone	(d) Engineering	
PLTW Capstone 1-2	Capstone	(d) Applied Science	

Information & Communication Technology Industry Sector

Information & Communication Technology Pathway	Level	UC/CSU A-G	College Credit
Computer Info Systems/Adv.	Concentrator		MiraCosta CSIT 101
AP Computer Science Principles 1-2	Capstone	(d) Comp Sci	
Computer Science & Software Engineering 1-2	Capstone	(g) Mathematics	MiraCosta CS 111
Data Structures 1-2	Capstone	(g) Mathematics	MiraCosta CS 113
AP Computer Science A 1-2	Capstone	(c) Comp Sci	
PLTW Honors Cybersecurity 1-2	Capstone	(d) Comp Sci	
PLTW Capstone 1-2	Capstone	(d) Applied Science	

CTE Pathway Information (Continued)

Health Science & Medical Technology Industry Sector

Biotechnology Pathway	Level	UC/CSU A-G	College Credit
PLTW Honors Principles of Biomedical Science 1-2	Concentrator	(d) Life Science	
PLTW Honors Human Body Systems 1-2	Concentrator	(d) Life Science	
PLTW Honors Medical Interventions 1-2	Capstone	(d) Life Science	Miramar BIOL 131
PLTW Capstone 1-2	Capstone	(d) Applied Science	

******Pathway offerings available to all PUSD students,located at the sites indicated below******

Building & Construction Trade Industry Sector

Available at Poway High School for all PUSD students

Residential & Commercial Construction 1-2	Level	UC/CSU A-G	College Credit
Construction Technology 1-2	Concentrator	(g) Interdisciplinary	
Construction Technology 3-4	Capstone		

Public Service Industry Sector

Available at Mt. Carmel High School for all PUSD students

Emergency Response Pathway	Level	UC/CSU A-G	College Credit
Fire Science 1-2	Concentrator	(g) Interdisciplinary	FIRE 51 & FIRE 100
Fire Science 3	Capstone	(g) Interdisciplinary	FIRE 51 & FIRE 100
First Responder	Capstone	(g) Interdisciplinary	HE 104

Transportation Industry Sector

Available at Mt. Carmel & Poway High School for all PUSD students

Systems Diagnostics, Services, & Repairs Pathway	Level	UC/CSU A-G	College Credit
Auto Technology 1-2	Concentrator		
Auto Technology 3-4	Capstone		MiraCosta Auto 102
Auto Technology 5-6	Capstone		MiraCosta Auto 130

Scheduling Policies

We hope that this guide will help you and your parents to plan your school program at Westview. Graduation requirements are designed to give you a balanced curriculum that will help you develop the skills and understanding necessary to become a well-educated individual. To fill out your course of study, a wide range of electives are available. These, if wisely selected, will help you explore and develop your own interests and abilities. The following information is intended to help you navigate through Westview procedures and PUSD Board Policy series 6000 and administrative procedures.

Although your parents and counselor wish to help you in planning your high school course of study, the responsibility rests with you.

You should consider the following:

- Freshman, sophomore and junior students must carry a minimum of three (3) classes per quarter. Senior students may carry a minimum of two (2) classes per quarter with parent approval and an approved waiver form. Hybrid, dual enrollment, and PVC classes cannot count as one of the minimum courses required on campus.
- Review the graduation and college admission requirements and include them in your planning.
- If in doubt about credits for graduation or college entrance, contact your counselor.
- Before selecting a subject, check the course description to be sure it fits your needs, interests and abilities. Pay particular attention to recommended courses to complete prior to course selection.
- Spring course selection (for the following school year) is only an indication by the student of the desire to take specific classes. While every effort will be made to meet the school-wide demand, some classes may not be available at registration time due to budget, staff or facility limitations.
- Students should list alternative classes when scheduling.

Schedule Changes

Change in Classes – Add/Drop Classes:

1. Schedule adjustments can be made during the first week of school for these reasons:
    - Level Changes
        - AP to college prep
            Example: AP US History to US History
        - College prep to AP
            Example: American Lit to AP English Language
        - Move up or down in a sequential course
            Example: Math or Foreign Language
    - A senior who needs the class to meet graduation or college requirements
    - Missing a grade level core requirement
    - Already completed the course
    - Need to repeat course
    - Error (open period in middle of day or duplicate classes)

2. To change a course the student must complete a Schedule Change Request and provide parent contact information. For each change, the following conditions will be considered:
    - Required grade level courses **will not** be dropped.
    - Students are responsible for making up any missed work since the beginning of the quarter.
    - The drop must not decrease the student's class load to less than 3 classes (2 for senior students) for the quarter.
    - NO teacher changes will be made.
    - NO period or term preferences will be made.

    Note: Schedule changes will likely change other classes

3. After the Add/Drop period (10 school days) of each quarter, a student dropping a class will receive a Withdraw/Fail (W/F) grade from the class. A W/F is computed into the student's GPA as an "F" grade. In order to drop a class after the first 10 days of the quarter, the student needs to adhere to the following procedure:
    - Talk with the student's counselor about the reason for the class withdrawal.
    - Fill out the Request for Class Withdrawal Form.
    - Have a parent/guardian sign the form and state that the student understands the W/F grade that will accompany the drop.
    - Return the completed and signed form to the student's counselor and receive a new schedule that indicates that the drop has been made.

Remember, in order for the class to NOT show up on the student's transcript, the drop must be made within the first 10 days of the quarter or the W/F will appear on the transcript.

Course Level Change:

In sequential courses, such as, but not limited to, mathematics and foreign language, it is sometimes necessary for a student to be transferred to the next higher course or to the preceding course. These level changes should be made during the first 10 school days of the term.

Change in Teacher:

Student requests for specific teachers or teacher changes will not be honored. When a student/parent feels there is a conflict with a teacher (or teacher with a student), Westview policy is NOT to drop the class and switch to a different teacher. We ask that you try to resolve the situation by contacting the teacher directly. This gives the student/parent/teacher an opportunity to clarify/rectify the situation, and offers an opportunity to learn from different teaching styles.

If a conflict should occur, the following procedure must be followed:

1. The student (and parent, if needed) should make an appointment with the teacher to discuss the situation. If there is no resolution:
2. The student (and parent, if needed) should contact the student's counselor, and all parties must meet again to try and solve the problem. If both of the above result in an unsatisfactory outcome:
3. The counselor will notify the appropriate administrator, who will attempt to resolve the issue.

Maximum Number of Credits Allowed:

1. No more than forty (40) credits of physical education may be applied toward graduation requirements.
2. A maximum ten (10) credits may be earned from Academic Tutor or Library & Information Science Teacher Assistant.
3. No student may take more than one school service course per semester.
4. Planning and Leadership (ASB) is excluded from the 20-credit maximum; however, other school service classes may not be taken by students enrolled in Planning and Leadership.
5. A maximum of ten (10) credits in Work Experience may be earned in one term. Other school service classes may not be taken by students enrolled in Work Experience.

Enrollment in College or University Coursework:

College or university courses may be taken for high school credit if prior permission is received from the principal or designee. Arrangement to apply this credit toward high school graduation must be made prior to the first meeting of the course, and the following stipulations apply:

1. A maximum of 40 credits (or up to 10 classes) may count toward high school graduation credit on the student's transcript. Only 20 credits from K-12 or private language schools.
2. It is Poway Unified School District's policy to allow college courses that are approved for transfer (to UC or CSU) to transfer back to high school transcripts. Pre-approval is required in order to transfer college courses to the high school transcript. Whenever possible, courses will receive credit in the subject area for which they were approved for transfer. Additional information about transfer courses can be found at Assist.org.
3. Poway Unified requires students to have a minimum cumulative Grade Point Average (GPA) of 2.0 or higher; ideally a minimum of 2.5
4. After receiving approval from Westview High School's administration, the student or parent/guardian shall submit a transcript showing completion of the course with a passing grade in order to receive district credit for coursework completed at a community college or four-year college. Unless enrolled in a special alternative program (such as Early or Middle College), students may apply a maximum of forty (40) high school credits for courses taken outside the district. Such coursework must be in the fields and subjects included in the District's course of study.
5. Please note that students are not required to transfer credits back to their high school transcript. In fact, it may not be in the student's best interest to transfer the credit back as it doesn't transfer as weighted credit. You are advised to discuss with your counselor before requesting to transfer the class back to the Westview transcript. College coursework may not be used for grade suppression purposes (i.e., D/F make-up).
6. Parents and students take full responsibility to verify the course(s) meet 4-year college admissions requirements and NCAA, NAIA athletic eligibility requirements.
7. All courses must be preapproved by the Westview administration and all paperwork completed before enrollment and attending the first day of the class.

College Units	Equivalent High School
2 semester units (3 qtr. units)	2.5 credits
3 semester units (4.5 qtr. units)	5 credits
4 semester units (6 qtr. units)	5 credits*
5 semester units (7.5 qtr. units)	10 credits

* Through petition, students may request to receive 10 credits for college courses earning 4 semester units. Petitions require parent/guardian permission and will be made through the school site counseling office. Petitions are subject to principal approval. Approval will be based on the student's postsecondary plans to ensure that the course meets post-secondary entrance requirements.

PUSD Board Policy AR 6172.1 Enrollment in College or University Classes

PUSD Board Policy 6172.1 Concurrent Enrollment in College Classes

Graduation Ceremony:

Students may participate in the graduation ceremony if they have completed a minimum of 230 credits and all requirements of graduation, or they have completed 220 credits and are enrolled in summer school to complete the remaining 10 credits.

Grades/GPA:

1. **Academic GPA** includes all courses except Physical Education, Marching PE, School Services, and Work Experience. Courses in the Career Technical Program will be included in GPA. Advanced Placement & applicable honors weighted courses will be used on the 5.0 scale.
2. **Eligibility GPA** includes all courses.
3. **Unweighted Academic GPA** is calculated on a 4.0 scale for all courses except Physical Education, Marching PE, School Services, and Work Experience. Unweighted Academic GPA includes Honors and Advanced Placement courses on the 4.0 GPA scale.

Grading of Advanced Placement and Honors Weighted Courses:

The District wishes to encourage students to take demanding advanced academic courses in all fields; therefore, the grades in Advanced Placement courses and designated Honors weighted courses will be counted on a scale of:

A = 5 B = 4 C = 3

In accordance with policies set by universities, a D grade will remain calculated as one and an F grade will be zero. All other classes, including honors classes & college courses, will be graded on a 4-point scale.

Pass/Fail Grading:

In order to encourage 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 elect to take one pass/fail academic class per grading term (quarter/trimester). Students must complete all pass/fail requests during the **first five (5) school days** of the semester. Students cannot apply for pass/fail for any courses on the a-g list of approved courses for the CSU/University of California with one exception; students accessing the alternative pathway to a diploma may take more than one academic course, including A-G courses, for pass/fail grading per grading term (quarter/trimester) as outlined in the student's IEP. In 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. The student must obtain and return the paperwork requesting pass/fail from the school registrar.

Incompletes:

A student will be required to make up an incomplete grade within five (5) weeks after the receipt of the incomplete grade. Students must work with the teacher to complete the work and the teacher must submit a grade change form. If the student has not completed the work, or the teacher has not submitted a grade change to the school's registrar, an incomplete "I" grade becomes an "F" grade at the end of five (5) weeks. It is the student's responsibility to be in communication with the teacher to avoid an "F" grade.

"W" on Course History:

Withdrawal from a course made during the first ten (10) days of a quarter on a 4x4 schedule will not appear on the report card or course history. Any withdrawal from a course initiated after the first ten (10) school days of a quarter will be designated by a W/F, which is equivalent to an "F" in the GPA calculation.

Progress Notice:

Students with a "C", "D", or "F" will receive a progress notice during the 5th week of each quarter through PUSD's learning platform, **Synergy**, in documents. Students and parents are strongly encouraged to access **Synergy** on a regular basis to check on student progress. Whenever it becomes evident to the teacher that the pupil is in danger of failing a course, parents shall be notified either in writing (progress notice) or through a documented conference. Such notification must be made to the parent long enough before the end of the semester, so that the student has adequate time to achieve a passing grade in the course. A "D" grade or "in danger of failing" comment on the progress notice serves as notification to parents that a student is in danger of failing.

Grade Changes:

A grade change can only be made by the teacher who submitted the original grade. If a student feels that a grade change should have been completed for a course and it is not showing on their transcript, students must contact the teacher for that course. Grade changes will not be completed at Westview unless a signed grade change form has been submitted by the teacher to the registrar.

Repeat Courses:

Students may repeat the **identical course** to improve knowledge or grade; however, credit may only be earned for a course once, with the exception of those noted as repeatable. The effect of the lower grade will be removed from the cumulative GPA. The higher grade will be calculated for GPA. All grades will remain on the transcript. The first course will remain on the transcript as a matter of record and will be shown as a class repeated. **The repeated course with the lower grade will be designated by an "R" on the transcript.** For admission purposes, colleges may calculate a repeated grade at their discretion.

Early Graduation:

Students who have earned one hundred seventy (170) credits may request senior status. Students who are granted senior status may graduate at the end of their third year of high school attendance. Such students will also be granted normal senior privileges; including enrollment in Civics/Economics and a senior English course along with senior co-curricular activities. The student must request, in writing, permission for early graduation prior to the start of the school year in which they plan to graduate. Requests are completed with the counselor and approved by administration. The counselor will confer with the student and parents to make sure they understand all implications of early graduation. Senior English and history classes must be taken during the final year at Westview and after the completion of 170 credits.

Honor Roll:

High schools may award honors to students at the end of each semester for high academic standing. The Honor Roll will be divided as follows:

- Students who have a grade point average above 3.75 will appear on the Distinguished Honor Roll.
- Students who have a grade point average between 3.30 and 3.74 will appear on the Honor Roll.

To be included on the Honor Roll, students must be enrolled in at least four subjects that are used in the grade point average calculation.

Resources

MyPLAN:

MyPLAN is a dashboard for families and students to access District supported technology tools, such as Synergy and Canvas. You can access MyPLAN through the school website: www.powayusd.com/en-US/Schools/HS/WVHS/HOME.

Canvas:

Canvas is the District's Learning Management System, providing access to courses, digital content, curriculum, and teacher-created content. Canvas can be accessed via MyPLAN or the Canvas mobile app.

Synergy/StudentVUE/ParentVUE:

Synergy is the District's Student Information System. Families can use Synergy to access student attendance, grades, and progress reports. Synergy can be accessed via MyPLAN or the StudentVUE or ParentVUE mobile app.

Scoir & Xello:

All 9th - 12th grade students have access to Scoir & Xello, web-based programs designed to provide access to college and career information. These programs feature personalized aptitude tests, college search tools, virtual college visits, career assessments and more.

Transcripts:

Both the official and the unofficial transcript contain the same information about a student's academic record: chronological list of classes, grades, and credits. Official transcripts include a School Official's signature, the school seal, and the date it was issued. An official transcript should not be opened by anyone except the intended recipient. It is a legal document. An unofficial transcript is the student's academic record without signature, seal, date, or sealed envelope. Students must allow a minimum of 4 school days when ordering transcripts for colleges, scholarships, etc. Information for requesting transcripts can be found on the school website.

Rules of Student Discipline in the

Poway Unified School District

15250 Avenue of Science, San Diego, CA 92128

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 student is participating in online school activities (Discussion Boards, Zoom, etc.).*

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 paper sprays;
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 or 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 including e-cigarettes, vape pens, 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, 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), 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.

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.

Rules of Student Discipline (Continued)

PROHIBITED ACTS	DISCIPLINARY ACTION 6-12	
	First Offense	***Second Offense***
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).	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.	Suspend and recommend 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 and intervention contract.	Suspend and recommend 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 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.

Student Attendance

Compulsory attendance laws require that parents/legal guardians 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.

Attendance Hotline:

(858) 780-2020

Option 1: Off-Campus Passes only

Option 2: Excusing absences and late arrivals

Truants/Class Cuts:

In accordance with Education Code of the State of California EC 48260-48273, any pupil who is absent from school for three (3) days or more without a valid excuse, or tardy in excess of 30 minutes, has 10 or more excused absences not cleared by a doctor's note is "truant". Truant students are subject to disciplinary action. Initially, truancy may be handled through discipline at the school level, including, but not limited to, detention, campus beautification, or loss of privileges.

Tardy Policy:

Students are expected to be in class on time. Students arriving within 10 minutes of the start of Period 1 should go straight to class. Any arrival on campus after that time, 8:35 am, Monday, Tuesday, Thursday, Friday, or after 9:35 am on Wednesday, requires that students check in at the Attendance Window. Students who do not check-in, will not be excused.

Off-Campus Passes (OCP):

If your student needs to leave campus early, please contact the Westview Attendance Hotline at (858) 780-2020, and press option 1. Please call at least two (2) hours ahead of the departure time and no more than one (1) week in advance. Students leaving campus without a pass (except Seniors leaving at lunch) will not be excused even with parent contact.

Excusing Absences and Late Arrivals:

If your student missed/will miss full days of school, or will arrive more than 30 minutes late, please contact the Westview Attendance Hotline at (858) 780-2020, and press option 2 to leave a message to excuse your student. Late arrivals less than 30 minutes are only excused due to medical reasons and require a doctor's note. Absences should be excused within 72 hours of return to school. Absences not excused within 72 hours of return to school will be considered truant and can only be excused with a medical note.

Please provide the following information to the attendance office:

- Student's name, grade and ID number
- Approximate arrival time for tardy
- Your name and relationship to the student

- Departure time for off-campus pass
- Date absent or tardy
- Return time
- Specific reason (for record keeping)
- Contact phone number

Remind students to pick up the Off Campus Pass or Late Slip at the Attendance Window (even if called in). Students will not be excused until their pass is picked up.

For planned absences of five (5) days or more, please see Student Information, Off Campus Independent Study on page 51.

Discipline

Student ID Cards:
Student ID cards are a means of identifying a student as enrolled at Westview. Every school year, each student receives a permanent ID card free of charge. Students must carry current ID cards with them on campus at all times and at school related activities. Any adult may ask for the ID at any time. Students must present a current student ID card during off-roll periods, to check out materials from the library, and for finance office transactions. Replacement ID cards can be purchased for $5 at the library. Students without an ID card may lose privileges for the time until they can get a replacement card.

Behavioral Expectations:
All students, through their own high degree of citizenship, should maintain the high level of excellence and provide leadership for other students. It is essential that students who represent Westview exhibit behaviors both on and off campus which would not detract from, tarnish or mar the reputation of a team, program or school. Our student leaders should act as meaningful, productive members of society, showing good citizenship towards all. Failure to live up to these standards may result in a student being removed from the position s/he holds. This includes all extracurricular activities, i.e., teams, clubs and offices.

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

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

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

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

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

Computer Hacking/Viruses:

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

Cyber Bullying:

The term, "Cyber bullying" refers to the use of the Internet or other digital communication devices to bully peers or to intentionally be cruel to others. It is willful and repeated harm inflicted through electronic behavior. Such Internet speech can be vulgar, cruel, threatening, harassing and or critical of the school, teachers, school administrators or fellow students. Cyber bullying that is done during school hours or that substantially disrupts school activities is subject to discipline. Consequences may include, but are not limited to, the loss of computer privileges, detention, suspension, separation or expulsion from the school. Community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official.

This policy does not prohibit expressive activity protected by the First Amendment of the United States Constitution.

Discrimination:

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

Disorderly Conduct:

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

Drugs/Alcohol/Steroids:

Possessing, using, having consumed or being under the influence of alcohol, narcotics, dangerous drugs, steroids or other controlled substances or intoxicants of any kind may result in transfer to another high school and/or will result in expulsion from the school district if this is a second offense.

Explosives, Weapons and Related Devices:

Students who possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal, is subject to disciplinary procedures including suspension and/or expulsion.

A weapon, dangerous instrument, or replica weapon is any object which a reasonable person could perceive to be a weapon.

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

Fighting:

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

Forgery:
Falsely and fraudulently making or altering a document.

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

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

Hate Behavior:
See page 37 for school policy.

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, and 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.

Off Limits Area:
During lunch, students have access to almost any area on campus. The areas considered "Off Limits" are:

- Athletic fields
- Tennis & racquetball courts
- Students are forbidden to climb fences to or from the campus

Search and Seizures:

School officials have a duty to protect other students from the possible damages of contraband, such as weapons or drugs. Although student rights are of primary importance, when situations warrant, searches of vehicles, lockers, backpacks, purses, pockets and other personal belongings will be performed. "The legality of a warrantless search depends on the reasonableness under all circumstances of the search, including the following factors: whether the search was justified at its inception and whether, as conducted, it was reasonably related in scope to the circumstances that justified it in the first place." (New Jersey v. TLO, 1985) Our goal is to maintain a safe and orderly environment free of weapons, drugs or paraphernalia which can negatively influence the climate of our school. The District may also use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or District Policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on District property or at District-sponsored events as long as they are not allowed to sniff any person. Items shall not be sniffed if a person is close by. Inspections shall be unannounced and may be made at the discretion of the Superintendent or designee. Students and parents/guardians shall be informed of this policy at the beginning of each school year. In all cases, students will be afforded due process.

Sexual Harassment:

The Poway Unified School District recognizes that harassment on the basis of sex or gender is a violation of Federal and State discrimination laws as well as District Policy and Administrative Procedures. The District is committed to providing students with an academic environment free from sexual harassment, and will not tolerate such conduct on the part of any District employee, student, or other person at school or at a school sponsored activity. The Poway Unified School District strictly prohibits harassment based upon gender or sex, against any student in the educational environment. Prohibited sexual harassment includes unwelcome conduct based upon sex or gender by someone who is of the opposite or same gender, a fellow student, a teacher or other employee of the District, a District administrator, or any other person within the school, school environment or school sponsored activity.

Any person with a complaint of sexual harassment suffered by a student should implement the complaint process contained in the administrative procedures. Retaliation or reprisals for reporting any incidents of sexual harassment, making any complaints, or being involved in the investigation process, are not permitted and will not be tolerated.

The District will promptly and thoroughly investigate any complaints of sexual harassment, and will take immediate action to resolve such complaints. The law defines "sexual harassment" to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an Individual's academic status or progress; or
- Submission, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual; or

- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance or of creating an intimidating, hostile or offensive educational environment; or
- Submission to, or rejection of, the conduct by the individual is used as a basis for any decision regarding benefits and services, honors, programs or activities available at or through the educational institution.

EXAMPLES OF UNWELCOME CONDUCT WHICH MAY BE SEXUAL HARASSMENT INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Deliberate written or oral comments, gestures, or physical contacts of a sexual nature or demeaning to one's gender which are unwelcome or interfere with school productivity;
- Implicit or explicit sexual behavior by a fellow student, District employee, or other person within the school which has the effect of controlling, influencing, or otherwise affecting the school environment;
- Unwelcome suggestive, vulgar, or obscene letters, notes, posters, calendars, or other visual products, or derogatory comments, slurs, and/or jokes of a sexual nature.

Retaliation:

The Poway Unified School District strictly prohibits any retaliation and attempts or threats to retaliate against anyone for filing, reporting, pursuing, or participating in a complaint of sexual harassment, or for being a witness or helping in any other way relating to a complaint, potential complaint, or investigation of alleged sexual harassment. Any person who retaliates or attempts to retaliate in violation of this prohibition may be subject to discipline whether or not sexual harassment actually occurred and independently of this Administrative Procedure. Anyone with a concern that retaliation is or may be occurring is encouraged to contact the person investigating the charge of sexual harassment or the principal, area administrator, or the District's Title IX Coordinator.

False Claims:

No one shall file any claim of sexual harassment knowing it to be false, and no one shall provide any knowingly false information in a sexual harassment complaint or investigation. Anyone violating this prohibition may be subject to disciplinary action independently of this Administrative Procedure.

Procedures:

These procedures are intended to provide timely and effective steps reasonably calculated to address concerns and allegations of sexual harassment, remedy any sexual harassment that occurred by ending it and preventing it from occurring again.

The Complaint Process:

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

Formal Resolution Process

Implementation

The formal complaint process may be implemented without filing an informal complaint or at any time during the informal resolution process. The formal resolution process is implemented by a complainant filing a written, signed complaint with the site principal and/or assistant principal or with the District's Title IX Coordinator or his/her designee. The complaint should include at least the names of the persons involved, the age and/or grade of the student(s), the approximate date(s) of the event(s) at issue, and a description of the actions constituting the alleged sexual harassment, which is as detailed as possible given the age and maturity of the complainant. The complainant should also include what he or she believes is an appropriate resolution.

Alternative Sources of Information and Assistance

Any question or concern about sexual harassment involving students may be directed to the District's Title IX Coordinator or to the principal or assistant principal of that student's school. For example, information can be obtained about the specific rules and procedures for reporting allegations of sexual harassment, pursuing available remedies, resolving any question or concern, or obtaining assistance because of age, disability, or language. The Title IX Coordinator for Poway Unified School District can be contacted about concerns at any stage of this process, by contacting:

Assistant Superintendent, Personnel Support Services,
or the individual's Designee
POWAY UNIFIED SCHOOL DISTRICT
15250 Avenue of Science
San Diego, CA 92128
(858) 521-2800

Smoking/Use of Tobacco/Vaping:

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

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

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

Theft & Property Destruction:

Theft and property destruction may result in police action and possible prosecution. Restitution may be required and disciplinary action will be taken. The parent or guardian is legally responsible to pay for any losses due to proven theft by their child or damage to public property caused by the student. **Please note that administrative and security staff will not search for lost electronic devices i.e., iPods, cell phones or hand-held games.** We recommend that all electronic devices be left at home.

Threat:

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

Vandalism:

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

Hate Harassment and Hate Behavior

Definition of Hate-Motivated Behavior:

Poway Unified School District Board Policy, supported by the California statute, defines hate motivated behavior as actions or statements that are hostile or threatening toward another person based on their:

- Perceived race, ethnicity, national origin, immigrant status,
- Gender, sexual orientation,
- Religious belief, or cultural characteristic,
- Age, disability or any other physical conditions.

How do you know if something is Hate Motivated Behavior? It may be considered 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 reasonable belief that it was hate motivated. The District's Hate Behavior policy outlines three different levels of behavior that are considered unacceptable.

Hate Behavior:

- Negative behaviors that target members of a particular gender, race, ethnicity, religion, sexual orientation, or the mentally or physically challenged will not be tolerated. Such behaviors may include, but are not limited to:
- Name calling, racial slurs or bigoted epithets.
- The presence of symbols or words considered offensive to persons of a specific gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged, such as graffiti, slurs or painted swastikas.
- Activities historically associated with threats to persons of a specific gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged (e.g., burning crosses, wearing swastikas or white sheets, flying confederate flags, hanging effigies, defacing ping triangles).
- The posting or circulation of demeaning jokes or caricatures based on negative stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation or mental or physical challenges.
- The defacing, removal, or destruction of posted materials, meeting places, memorials, etc. associated with specific gender, race, ethnic, religious, sexual orientation or mental or physical challenges.
- Victim belief that the incident was motivated by bias against the individual as a member of a specific gender, racial, ethnic, religious, sexual orientation or mentally or physically challenged group.
- Perpetrator explanation/defense of the incident involves exalting one's own gender, race, ethnicity, religion, sexual orientation or mental or physical status and/or includes statements demeaning the victim group.
- The presence of organized hate group literature and/or posters or reference to an organized hate group.

Hate Harassment and Hate Behavior (Continued)

Level 1/Insensitive or Inappropriate Remarks and Behavior:

These types of acts do not threaten or are absent of hostility. These include demeaning or degrading statements or phrases between students without intent to be harmful or hateful.

Consequences for Insensitive or Inappropriate Remarks or Behavior:

May include counseling, detention, parent phone calls or conferences, behavior contracts, etc. Students may be suspended for repeated offenses that have been addressed but continue to occur.

Level 2/Hate-Motivated Behavior, Intimidation or Harassment:

These are actions, remarks or statements that create a negative or hostile learning environment by advocating or inciting hatred against an identifiable group but do not include physical harm or threat. Hate-Motivated Intimidation can also be the repeated use of insensitive language or inappropriate remarks as well as defacing or destroying posted materials or information about protected groups on campus.

Consequences of Hate-Motivated Intimidation:

Depend on the seriousness and frequency of the offense and may include suspension and expulsion, especially if other means of correction have failed to change the behavior. In cases when the victim feels s/he is being harassed, police notification may result as well as possible arrest.

Level 3/Hate Violence:

Hate violence includes any actions that cause harm, attempt to cause harm, or threaten to cause harm based on someone's characteristics or status. It also includes any threats of hostility that have historical significance such as burning crosses, swastikas, or images that threaten to cause harm. Racial slurs, name calling, and bigoted epithets along with a threat to cause harm are also considered Hate Violence.

Consequences of Hate Violence:

Include suspension and/or expulsion as well as police notification and arrest. Hate violence is the most serious offense because it not only breaks school rules; it is also against the law.

What do I do if I am a Victim of Hate Motivated Behavior or Hate Harassment?

If you or someone you know is a victim of Hate Motivated Behavior or Hate Harassment, you need to report it immediately to a teacher, counselor or administrator. Even if you are not the victim, it is important you report anything that is considered Hate Motivated or Hate Behavior.

You can also report using the Hate Harassment and Racism Reporting Tool on the school's website.

Dissemination, Reporting, and Response Procedures:

- Annually, each school will provide students with age-appropriate instruction as to the definitions and examples of hate behavior and the 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.
- Annually, each school will provide parents with a copy of the Board Policy and Administrative Procedure regarding Hate Harassment and Hate Behavior.
- 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.
- 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.
- 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. If the victim believes that the situation has not been remedied, the individual may file a complaint in accordance with district complaint procedures for discrimination or sexual harassment.

Academic Honesty Policy

The governing Board believes that academic honesty and personal integrity are fundamental components of a student's educational experience. The Board expects that students will demonstrate acts of academic honesty at all times and will not engage in acts of:

- Cheating on tests
- Fabrication/falsification
- Forgery
- Unauthorized collaboration
- Plagiarism
- Theft/alteration of materials or equipment

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

The PUSD Family Artificial Intelligence Playbook states that prior to using any AI tools, students should review the syllabus and/or assignment directions and verify expectations with their teacher to understand what AI use is permitted. Taking this proactive step helps ensure their work aligns with the goals of the lesson and clarifies academic expectations. Some AI uses in academic settings require citation. Both MLA and APA have citation guidelines for citing AI use. Students should understand the citation requirement for AI use before using an AI tool. Please visit the PUSD Playbook for more details.

Teachers and staff members will support and enforce all rules of academic honesty and provide a learning environment for students that prohibit acts of dishonesty.

Disciplinary actions for violations of the Academic Honesty Policy will vary in severity depending on the situation. Consequences may include, but are not limited to: a referral, a zero on the assignment, removal from the class, loss of credit, or a failing grade in the course.

When enforcing the rules of academic honesty, good judgment shall be used at all times.

The Superintendent is authorized to develop and implement procedures pertaining to this policy. The policy will be conveyed to staff, parents, and students, in writing, at the beginning of each year.

Consequences for academic honesty violations will be enforced in accordance with behavioral expectancies at the high school level. Nothing in these procedural guidelines shall be construed to prohibit school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue, including, but not limited to: ineligibility for leadership positions, rules co-curricular activities, and extracurricular activities.

Academic Honesty Violation – Level 1

Plagiarizing or copying of homework or daily classroom assignments

FIRST OFFENSE #1	SECOND OFFENSE #2	THIRD OFFENSE #3
Parent contact by teacher (conference optional)	Parent contact by teacher	Referral to Assistant Principal
Referral to Assistant Principal	Parent conference scheduled with Assistant Principal and teacher	Parent conference scheduled with Assistant Principal and teacher
Automatic "0" on assignment	Referral to Assistant Principal	Automatic "0" on assignment
May result in "U" in citizenship for the grading period, as determined by the teacher.	Automatic "0" on assignment	Automatic "U" in citizenship for the semester, as determined by the classroom teacher
Behavior contract established with student, parent, and administration	Possible "U" in citizenship for the semester, as determined by the classroom teacher	May result in "F" in class, as determined by the classroom teacher
	BASE Course	Possible loss/suspension from extra-curricular activities

Academic Honesty Violation – Level 2

- Cheating on classroom test, quizzes, major projects/labs, and final exams, midterms, essays, DBQs or FRQs
- Fabrication/Falsification
- Theft or alteration of material or equipment
- Plagiarism
- Forgery
- Unauthorized collaboration

FIRST OFFENSE #1	SECOND OFFENSE #2	THIRD OFFENSE #3
Referral to Assistant Principal	Referral to Assistant Principal	Referral to Assistant Principal
Parent conference scheduled with Assistant Principal and teacher	Parent conference scheduled with Assistant Principal and teacher	Parent conference scheduled with Assistant Principal and teacher
BASE Course	Possible loss/suspension from extra-curricular activities	Automatic "Withdraw/Fail" and "U" in citizenship in the class the infraction occurred, as determined by the classroom teacher
Automatic "0" on assignment	Automatic "0" on assignment	Removal from class to appropriate setting
May result in "U" in citizenship for the grading period, as determined by the classroom teacher	Automatic "U" in citizenship for the grading period, as determined by the classroom teacher	
Behavior contract established with student, parent, and administration	If second offense is in same class as the first offense then: **Automatic "Withdraw/Fail"**, as determined by the classroom teacher: **Removal** from class to an appropriate setting	

**Further violations of the Academic Honesty Policy may result in transfer, suspension, and/or expulsion.

At the high school level, violations are cumulative and do not start over at the beginning of each year. These guidelines do not prevent school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue.

WESTVIEW WOLVERINES

School Bus Safety Rules

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

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 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 the 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 or cleated shoes 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 detention to loss of bus privileges.

Bus passes are available at the PUSD Transportation office or online at www.powayusd.com.

High Personal Standards

Westview's Vision calls for all members of the learning community to strive to support our four core values of respect. They include:

Respect others

Respect the learning

Respect this place

Respect yourself

Most students are very serious about wanting to take full advantage of the time they spend in school. Students who come to school to learn and participate in social activities seldom have problems with school rules. However, the behavior of a few students creates problems for everyone by interfering with the educational environment. It is the intent of Westview that District discipline policies and regulations be enforced consistently and fairly without regard to race, creed, color or sex/gender. Discipline based on faith in the worth and dignity of each individual is a positive form of guidance.

No Place For Hate

AS A NO PLACE FOR HATE SCHOOL – WESTVIEW WORKS TO:

Address bigotry, bullying, hate crimes and civil rights violations, if and when they occur, and work with ADL and other qualified organizations, when appropriate, to promptly address these incidents.

ALL STUDENTS, STAFF AND STAKEHOLDERS ARE ASKED TO SIGN THE BELOW PLEDGE:

- I will seek to gain understanding of those who are different from me.
- I will speak out against prejudice and discrimination.
- I will reach out to support those who are targets of hate.
- I will promote respect for people and help foster a prejudice-free school.
- I believe that one person can make a difference—no person can be an "innocent" bystander when it comes to opposing hate.
- I recognize that respecting individual dignity and promoting intergroup harmony are the responsibilities of all students.

Public Display of Affection:

In an effort to promote behavior which establishes a friendly atmosphere without causing others to feel embarrassment or discomfort, unacceptable are:

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

High Personal Standards (Continued)

Language:

Appropriate language enhances mutual respect and raises the level of comfort necessary for students and staff to perform at their best. The following misuse of written, spoken or gestured communication in any language is unacceptable:

- Obscene or profane
- Derogatory or racial, ethnic, religious, gender or sexual slurs intended to be hurtful or harassing in nature (see Hate Harassment Policy page 37)

Environment:

A clean, healthy and attractive campus is a shared responsibility. In order to provide a safe and attractive environment, the following are unacceptable:

- Litter – careless or intentional; continuous violation may result in loss of a particular lunch area.
- Vandalism – defacing or damage to school or private property.

Students and parents should be aware that this 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. The basic code of conduct is designed to support, not stifle students. We hope it will help provide students with a school they are proud to attend in an atmosphere where they have freedom to learn.

Disciplinary Actions

- Conference
- Campus Beautification
- Loss of Privileges

Repeated discipline problems or attendance issues may result in the loss of parking permit, off campus pass, work permit, extra-curricular activities, dance privileges and intra/inter District transfer.

Suspension from School:

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

Administrative Transfer:

Transfer to Mt. Carmel High School, Poway High School, Rancho Bernardo High School, Del Norte High School or Abraxas High School ranging from 90 school days to the remainder of the current semester/term and the following semester/term.

Expulsion:

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

Student Rights/Due Process:

Students in California have the right to be safe while attending school. The Westview 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.

WESTVIEW WOLVERINES

Dress Policy

Westview High School's student dress policy supports equitable educational access and is written in a manner that does not reinforce stereotypes. The school district and site are responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress policy enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, hair texture, or body type/size. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).

Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, and nipples are fully covered with opaque fabric. Review the "must wear" and "must not wear" categories below for more specific guidance.

Students Must Wear:

- A TOP (such as a shirt with fabric in the front, back, and on the sides under the arms),
- A BOTTOM (such as pants/jeans, a skirt, sweatpants, leggings, pajama bottoms, a dress or shorts), and
- FOOTWEAR (such as sneakers, sandals, dress shoes, etc).
- This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science courses, public speaking, and job readiness). Additionally, this policy allows for reasonable variation in required student attire for participation in activities such as swimming, or athletic shoes for ENS.

Students Must Not Wear Clothing or Personal Items that:

- Demonstrate violent language or images.
- Depicts/Suggests images or language of drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Consists of a bulletproof vest, body armor, tactical gear, or facsimile.
- Demonstrate hate speech (targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups), profanity, or pornography.
- Depicts images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Wear visible undergarments as outerwear, including swimsuits, except as required in class or for athletic practice (visible waistbands and visible straps are allowed)
- Includes accessories that could be considered dangerous or could be used as a weapon.
- Covers or obscures the student's face or ears (except as a religious observance or as personal protective equipment (PPE).

Dress Policy (Continued)

Dress Policy Enforcement
Site administration is required to ensure effective and equitable enforcement of this dress policy by ensuring that all staff are aware of and understand the guidelines. Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.

If school staff see that a student is not meeting the requirements of the dress policy:

- If there is enough time to discuss the issues before class begins, staff can approach the student and discuss the dress policy. The student will be offered a private space to adjust their clothing per the options listed below.
- Unless the violation causes a substantial disruption, the student should be allowed to proceed to class and wait to have the conversation with an administrator during a lunch or free period, or after school.
- School staff should determine if there are other factors for why a student may not be meeting the dress policy, and try to help them address these issues
- Students in violation will be provided three (3) options to meet the dress policy during the school day:
    1. Students will be asked to put on their own alternative clothing, if already available at school.
    2. Students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
    3. The school may have some clothing available to assist in meeting these guidelines.
- Students not able to meet the dress policy given one of these three solutions will remain in a supervised space and be given the opportunity to continue learning via their device and the Canvas Learning Management System.

Under no circumstances should a school staff person:

- Touch a student, or their clothing, or attempt to remove anything from a student's body.
- Gesture or point in a shaming way to a student's clothing, hair (including natural hair) or their body; or use offensive words to characterize the students' dress, including "ghetto" or "trashy."
- Enforce the school's dress policy more strictly against transgender and gender-nonconforming students than other students.
- Shame or require students to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
    - kneeling or bending over to check attire fit;
    - measuring straps or skirt length;
    - asking students to account for their attire in the classroom or in hallways in front of others;
    - calling out students in spaces, in hallways, or in classrooms about perceived dress policy violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students

about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,

- accusing students of "distracting" other students with their clothing.

These dress policy guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Students who feel they have been subject to discriminatory enforcement of the dress policy should contact an assistant principal or principal.

Student Information

Copyright Laws:

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

Electronic Devices:

Students may choose to bring their own device such as cell phones, iPads, Chromebooks, laptops, or other electronic devices to school at their own risk. The use of these devices during class time is left to the discretion of the teacher. Students in violation of classroom rules may have their devices confiscated. Parents or guardians may be responsible for picking up the devices for repeat offenses.

Westview is not responsible for items that are lost or stolen, administrative personnel will not conduct any investigations regarding stolen electronic equipment.

Equal Access:

The Board of Education, acknowledging the value of student involvement in extracurricular activities, including curriculum clubs, student service organizations, and other non-curriculum related organizations, adopts the policy supporting these activities on secondary school campuses. This policy implements the Equal Access Act as enacted by Congress in 1984. The intent of the policy is to allow secondary school students to meet on their campuses for a limited open forum for religious, political or philosophical discussions. Implementation of the Equal Access Act does not signify District sanction or endorsement of any particular religious, philosophical, or political belief discussed in these limited open forums. Nothing herein shall be construed to limit the authority of the school, its agents or employees, to maintain order and discipline on school premises, to protect the well-being of students and faculty and to assure that attendance of students at meetings is voluntary. All organizations are required to follow the policies and procedures in our school's constitution.

Financial Transactions:

The finance window is available for the purchase of tickets to athletic and ASB events, yearbooks, transcripts. Hours are before school, break and lunch. ID Cards are required for all finance transactions. Checks should be made out to Westview for the **exact amount** of purchase.

Financial obligations are the responsibility of the student. Students with any unpaid/overdue financial obligations may be excluded from any extracurricular school activities.

ID Cards:

Student ID cards are a means of identifying a student as a member of Westview. **Students must carry ID cards with them on campus at all times** and at school related activities. Any adult may ask for the ID at any time. Students must present their ID card to check out materials from the library, finance transactions and leave campus for off-roll and/or senior lunch. Replacement cards are available in the library for $5. Students without their ID card in possession may lose privileges until a replacement ID is acquired.

Medications:

Before any medication (prescribed or over-the counter) can be given during school hours, an Authorization for Medication Administration (PUSD H-26) must be on file. This form, or a doctor's note, must be signed by the physician and parent/guardian. The school staff will supervise self-administration of the medication during school hours. **Students are not allowed to carry medications during the school day without written physician and parent approval.** Violation of this policy will result in disciplinary action. See the Health Technician for appropriate medication forms.

Non-Punitive Self-Referral:

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

Off Campus Independent Student (OCIS):

Each school site will have the right to enroll students in independent study for a limited period of time. The student must be absent under conditions which do not meet the state requirements for excused absences. Students requesting short-term independent study for up to 15 days (maximum 14 school days), **should notify the school office at least five (5) days prior to departure**. The Office will provide the student with a contract and assignment sheets for each of the student's teachers. The contract must be signed and dated by all parties prior to the absence. When the student turns the work assigned in the agreement to the office, attendance may be claimed for the student for the days of absence provided that the work is completed by the date specified in the agreement and the work is equivalent to a full minimum day of attendance claimed. The student is responsible for providing work samples with completed contract, including all signatures.

Skateboards, Roller Blades and Bicycles:

Skateboards, bicycles, scooters, skates, or roller blades are not allowed to be ridden on the Westview campus (parking lots and sidewalks included) at any time. Once first period begins all bicycles, scooters, and skateboards must be locked in the bicycle racks or placed in a classroom. Any bicycles, scooters, or skateboards found after school begins will be confiscated and may be held by security. Bicycle and skateboard racks can be found near the south entrance to the campus adjacent to the gym and custodial bay. The school is not responsible for any stolen or lost bicycles, skateboards and scooters.

Visitors:

1. In order to ensure campus security and protection to students, strict enforcement of the campus policy regarding the presence of non-students on campus is enforced.
2. All visitors, if allowed, must sign in with our front office and a visitor's badge must be worn while on campus at all times.
3. Students are not allowed to bring visitors to school.
4. The presence of any non-student on campus during regular school hours is subject to arrest under the **Penal Code, State of California, Section 626.8:**
5. Only students registered and attending Westview may be on campus during school hours. Students, who have been assigned to Home Suspension and their presence on campus makes them subject to Penal Code Section 626.8, may not attend any school sponsored event during the time of suspension.
6. Parents and guardians wishing to see a student during regular hours must check into the office of the Area Administrator. Interruption of classes is not permitted.
7. Parents entering to see and/or sign a student out of class must be prepared to present proper identification. Students may not be released to any person other than the parent/guardian without the parent/guardian's authorization.
8. Alumni visitors are welcome only after they have coordinated the date and time of their visit with the teacher they wish to see and have checked in with our front office upon arrival.

Off-Campus Policies

Lunch Pass:

In order to obtain an Off-Campus Lunch Pass to leave Westview campus during the designated lunch period, students must adhere to the following criteria:

- **Student must be in the 12th grade, with a minimum of 170 credits at the start of Qtr1, 185 credits Qtr2, 200 credits Qtr3, and 215 credits Qtr4.**
- Student must have an Off-Campus Lunch Pass form signed by their parent/guardian, and kept on file in the Westview Administration building.
- Off-Campus Lunch Passes may be revoked for any of the following reasons:
    - Habitual tardiness (Five (5) or more per term)
    - Taking unauthorized persons on or off campus
    - Loaning pass to another student
    - Failure to meet the behavior expectations as stated in the school's Student Handbook
    - General abuse of school policies

Off-Roll:

Westview is a learning community that believes student connection is a vital component of our daily activities. Within the context of our vision, Westview would like to provide an opportunity for students, who have an off-roll period, the option to stay on campus. In order to maintain a positive and productive learning environment for all of our students, certain expectations are set forth for students who decide to stay on campus during their off-roll period. Students who are off-roll periods 2 and/or 3 and have a period 4 are not permitted to leave campus. If you have an off-roll period 1 and come to campus before period 1 starts, you will not be released during period 1. Once you arrive you are expected to stay on campus.

Student Expectations:

- The student's conduct and behavior will not disrupt classroom instruction.
- The student will utilize this time for activities related to academic learning.
- The student will adhere to all school and district academic/behavioral rules and policies.

A student will not be allowed in the library or off campus during school hours without an off-roll sticker.

PUSD E-BIKE SAFETY

In response to community requests and a desire to address a student safety need, PUSD has partnered with local law enforcement to create a mandatory safety training video and implemented an e-bike permit process utilized by all secondary sites for students riding e-bikes to school.

To ensure the safety of our youngest students, PUSD guidelines strictly prohibit the use of e-bikes and e-scooters on all elementary school campuses. This policy aligns with new City of Poway and City of San Diego regulations effective late 2025, which state that children under the age of 12 are **not** permitted to operate e-bikes.

Parking Policy

At Westview, it is **considered a privilege** to drive and park on school grounds. Suspension of driving privileges, towing of vehicles and/or disciplinary action may result if a violation occurs. Students are required to have a **valid parking permit clearly posted** on the driver's side of the front windshield. Parking without a valid permit will result in a **City of San Diego parking ticket ($55.00 or higher). All Regulations are strictly enforced.**

Parking Regulations:

1. Students must park in **designated Student Parking Lots** only. Students parked in unauthorized areas will receive a parking violation ticket.
2. Parking is by permit only, the student parking permit must be displayed at all times on the driver's side of windshield.
3. Unsafe driving procedures on school grounds will result in loss of parking privileges.
4. Excessive truancies may result in the loss of parking privileges either temporarily or permanently.
5. Behavioral referrals may result in loss of parking privileges.
6. Students with unsatisfactory citizenship mark(s) may be denied/lose parking privileges.
7. Lost, stolen, or damaged parking permits may be replaced for a $5.00 fee.
8. Only a limited number of permits are issued to students each school year, issued on a first come, first served basis.

Traffic Regulations:

1. California Vehicle code laws are in effect, and enforced on campus **at all times.**
2. The maximum speed limit on campus is 5 miles per hour.
3. Vehicles shall stop at all crosswalks while pedestrians are in any portion of it.
4. Vehicles shall not be driven or parked on pedestrian walkways, campus sidewalks, or service roads without permission from the Department of Public Safety.
5. Bicycle riders are subject to applicable Vehicle Code laws.
6. Skateboard riding, rollerblading, or roller skating of any type is prohibited on campus property per Section 21113(f) of the California Vehicle Code.
7. Sitting in parked vehicles is prohibited at all times.
8. The parking lot is a restricted area. There is no loitering in the parking lot or visitation to the parking lot without an administrator's permission. Any student loitering in the parking lot will face disciplinary action.
9. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons, or any other contraband might be present in the vehicle.
10. All students must be licensed, insured, and have parental permission to drive to school.
11. The school **IS NOT** responsible for the vehicle or its contents.

WESTVIEW WOLVERINES

Dance Guidelines

It is a privilege to attend a school dance at Westview. It is within the rights of administration to revoke dance privileges for any of the below listed reasons:

- Excessive truancies or absences
- School related discipline

School Dance Rules

The following school rules will be observed throughout the entire dance:

- Students may be subject to a random Breathalyzer check
- Student ID is required for dance entrance
- Purses and coats may be subject to search
- No food or drinks may be brought into dances
- Students are encouraged to stay at the dance until the end
- Once a student leaves the dance, he or she may not return

Administration reserves the right to refuse entry after 9:30 pm

School Dance Dress Code:

- See School Dress Policy (page 47)

Dress Code will be strictly enforced at the door.

Students Are Not Permitted to Display:

- Inappropriate or sexually explicit dancing.
- Each dancer must be vertical when dancing with a partner. (45 degree angle is not permitted)

If a student is found to be dancing in violations of these guidelines, the student will get a warning. If the student is found to be dancing inappropriately again, the administrator will call the student's parents and the student will immediately leave the dance.

Guest Pass Policy:

Guest passes for non-Westview students to attend dances will be available from the Finance Office. Guests are required to have valid identification (student ID or Driver's License). Guest passes must be completed and returned to the Finance Office at least three school days prior to the event in order for the guest to attend. No person 21 years and over is allowed a Guest Pass. Students need to be in grade 9 or above to be eligible for a guest pass.

NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES

Reference: 5 CCR 4900 *et seq.*; EC 200 *et seq.*

BP/AR: 0410 – Nondiscrimination in District Programs and Activities

Poway Unified School District is committed to providing equal opportunity for all individuals in its programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; parental, marital, and family status; and veteran or military status; a perception of one or more of such characteristics; association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. The District assures that lack of English language skills shall not be a barrier to admission or participation in district programs. When 15 percent or more of a school's students speak a single primary language other than English, all notices, reports, statements, or records sent to parents by the school shall be translated into that other language; parents may respond in English or the primary language.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. The Superintendent or designee shall ensure that the District's web and mobile applications comply with technical standards prescribed by law, and that the District provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved through the Uniform Complaint Procedures. Associate Superintendent, Personnel Support Services, (858)521-2800 Ext. 2121, PersonnelSupportServ@powayusd.com; Director of Attendance and Student Engagement, (858)521-2800 Ext. 2840, jpineda@powayusd.com, 15250 Avenue of Science San Diego, CA 92128.

TITLE IX: SEX EQUITY IN EDUCATION ACT

Reference: 34 CFR 106.8; EC 221.61, 221.8

BP/AR: 5145.7 – Sexual Harassment; 5145.71 – Title IX Sexual Harassment Complaint Procedures

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including sexual harassment. California law further provides that all students (as well as other persons) are protected by Title IX – regardless of their sex, gender, gender expression, gender identity, sexual orientation, disability, race, or national origin – in all aspects of the District's educational programs and activities. It also provides that students may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting students may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. The essence of Title IX is to ensure that students (as well as other persons) are not excluded, separated, denied benefits to, or otherwise treated differently on the basis of sex unless expressly authorized to do so under state or federal law in areas including, but not limited to: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment; treatment of pregnant and parenting students; discipline; single-sex education; and employment.

Under Title IX, students have the right to:

1. Fair and equitable treatment that is free from discrimination based on sex.
2. Be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
3. Inquire of the school's athletic director as to the athletic opportunities offered by the school.
4. Apply for athletic scholarships.
5. Receive equitable treatment and benefits in the provision of all the following: equipment and supplies; scheduling of games and practices; transportation and daily allowances; access to tutoring; coaching; locker rooms; practice and competitive facilities; medical and training facilities and services; and publicity.
6. Access to a gender equity coordinator to answer questions regarding gender equity laws.
7. Contact the California Department of Education (CDE) and the California Interscholastic Federation (CIF) to access information on gender equity laws.
8. File a confidential discrimination complaint with the United States Office of Civil Rights (OCR) or CDE if there is belief that discrimination, or unequal treatment, on the basis of sex has occurred.
9. Pursue civil remedies as a result of discrimination.
10. Be protected against retaliation for filing a discrimination complaint.

The District has designated the following personnel to address questions and complaints regarding its nondiscrimination policies specific to Title IX: Jessica Pineda, Director of Attendance & Student Engagement, 15250 Avenue of Science, San Diego, CA 92128, jpineda@powayousd.com, 858-521-2800.

Any complaint alleging noncompliance with Title IX will be investigated and resolved through the Uniform Complaint Procedures. For more information regarding Title IX, please visit the PUSD Title IX website.

UNIFORM COMPLAINT PROCEDURES

Reference: 5 CCR 4600-4670; EC 33315

BP/AR: 1312.3 – Uniform Complaint Procedures

Poway Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations, including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the Uniform Complaint Procedures (UCP).

The Uniform Complaint Procedures apply to complaints involving programs and activities identified in state and federal law, including unlawful discrimination, harassment, intimidation, bullying, educational rights, student fees, LCAP, accommodations for pregnant and parenting students, and other programs identified in 5 CCR 4600-4670.

Filing a UCP Complaint

A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the District.

A student enrolled in any public school shall not be required to pay a student fee for participation in an educational activity. A student fee complaint may be filed with the principal or the Superintendent or designee.

A student fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

Copies of the UCP process are available free of charge. To obtain a copy of the complaint form and review additional UCP-related information, go to Uniform Complaint Policies & Procedures - Personnel Support Services - Poway Unified School District.

Compliance Officer

Complaints within the scope of the UCP are to be filed with the department responsible for processing complaints: Associate Superintendent Personnel Support Services, 15250 Avenue of Science, San Diego, CA 92128, 858-521-2800 ext 2121, personnelsupportserv@powayusd.com

The compliance officer is knowledgeable about the laws and programs that they are assigned to investigate.

Notification

The District's UCP policy and regulations are posted in all schools and offices, including staff lounges and student government meeting rooms. Written notification of the District's UCP is provided annually to students and their parents, employees, district and

school advisory committee members, appropriate private school officials, and other interested parties.

The District also posts the standardized notice of the educational rights of foster youth, homeless students, former juvenile court students now enrolled in the District, children of military families, migrant students, and newcomer students, as specified in EC 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process on its website.

The District has a notice posted to identify appropriate subjects of state preschool health and safety issues in each California state preschool program classroom in each school notifying parents, guardians, students, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations that apply to California state preschool programs pursuant to HSC 1596.7925, and (2) the location at which to obtain a form to file a complaint.

Appeal

The District's decision will be provided to the complainant through an investigation report within 60 calendar days of receiving the complaint, unless this time period is extended by written agreement of the complainant. A complainant may appeal the District's investigation report to the CDE by filing a written appeal within 30 calendar days after receiving the District's decision. The appeal must be accompanied by a copy of the originally filed complaint and a copy of the investigation report for that complaint. A complainant may also pursue civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

EXCUSED ABSENCES

Reference: EC 48205, 48980

BP/AR: 5113 – Absences and Excuses

In order for an absence to be excused, the reason for such absence must meet the criteria specified under EC 48205, as provided below. A student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

EC 48205. (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
(1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
(2) Due to quarantine under the direction of a county or city health officer.
(3) For the purposes of having medical, dental, optometrical, or chiropractic services rendered.
(4) For the purposes of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
(5) For the purposes of jury duty in the manner provided for by law.
(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
(7) For justifiable personal reasons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
(8) For the purposes of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
(9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from deployment. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
(10) For the purposes of attending the pupil's naturalization ceremony to become a United States citizen.
(11) For the purposes of participating in a cultural ceremony or event.
(12) (A) For the purposes of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.
(B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.
(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(13) (A) For any of the purposes described in clauses (i) to (iii), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident.
(i) To access services from a victim services organization or agency.
(ii) To access grief support services.
(iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.
(B) Any absences beyond three days for the reasons described in subparagraph (A) shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260.
(14) Due to the pupil's participation in military entrance processing.
(15) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
(c) For purposes of this section, attendance at religious retreats shall not exceed one school day per semester.
(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
(e) For purposes of this section, the following definitions apply:
(1) A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
(2) "Cultural" means relating to the practices, habits, beliefs, and traditions of a certain group of people.
(3) "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.
(4) "Victim services organization or agency" has the same meaning as defined in subdivision (j) of Section 12945.8 of the Government Code.

GROUNDS FOR SUSPENSION AND EXPULSION

Reference: EC 35291, 48900, 48900.2. 48900.3, 48900.4, 48900.7, 48915, 48980

BP/AR: 5144.1 – Suspension and Expulsion/Due Process

A student at any grade level may be suspended from school or recommended for expulsion for committing any of the following acts that are related to a school activity or school attendance: (EC 48900, 48900.7)

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon another person, except in self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco, or products containing tobacco or nicotine products.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm. *Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.*
14. Committed or attempted to commit a sexual assault or committed a sexual battery.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in, hazing. *Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student.*
18. Engaged in an act of bullying. *Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to the student's person or property; cause the student to experience a substantially detrimental effect on the student's physical or mental health; or cause the student to experience substantial interferences with the student's academic performance or ability to participate in or benefit from the services, activities, or privileges provided by the school. Bullying also includes an act of cyber sexual bullying by a student*

through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

19. Aided or abetted the infliction or attempted infliction of physical injury on another person.
20. Made terrorist threats against school officials and/or school property. *A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of $1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.*

Additional grounds for suspension and expulsion for students in grades 4 through 12 include: (EC 48900.2, 48900.3, 48900.4)

1. Committed sexual harassment. *Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.*
2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. *Hate violence includes injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics.*
3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment.

<u>Recommendation to Expel</u>

As required law, a student found to have committed any of the following acts at school or at a school activity off school grounds shall be immediately suspended and recommended for expulsion: (EC 48915(c))

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.
5. Possessing an explosive.

For all other acts committed at school or at a school activity off school grounds, a student may be recommended for expulsion based on a finding of one or both of the following: (EC 48915(b) and (e))

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others.

MARRIED, PREGNANT, AND PARENTING STUDENTS

Reference: 34 CFR 106.40; EC 221.51, 222, 222.5, 46015, 48205, 48980

BP/AR: 5146 – Married/Pregnant/Parenting Students

Poway Unified School District supports married, pregnant, and parenting students in continuing their education and prohibits discrimination based on pregnancy, childbirth, termination of pregnancy, parental status, or marital status.

Students shall not be excluded from any educational program or activity, including extracurricular activities, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, recovery, parenting, or marital status. Pregnant and parenting students are entitled to participate in the regular educational program and may voluntarily participate in an alternative education program if desired.

The District provides reasonable accommodations for pregnant and parenting students, including lactation accommodations required by law, excused absences related to pregnancy, parenting responsibilities, or the illness or medical appointment of the student's child, opportunities to complete missed work, and parental leave in accordance with Education Code.

Questions or complaints regarding these rights may be filed through the Uniform Complaint Procedures.