



*This planner belongs to:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

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## **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.

## **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.

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# WESTVIEW **W** WOLVERINES

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## **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**

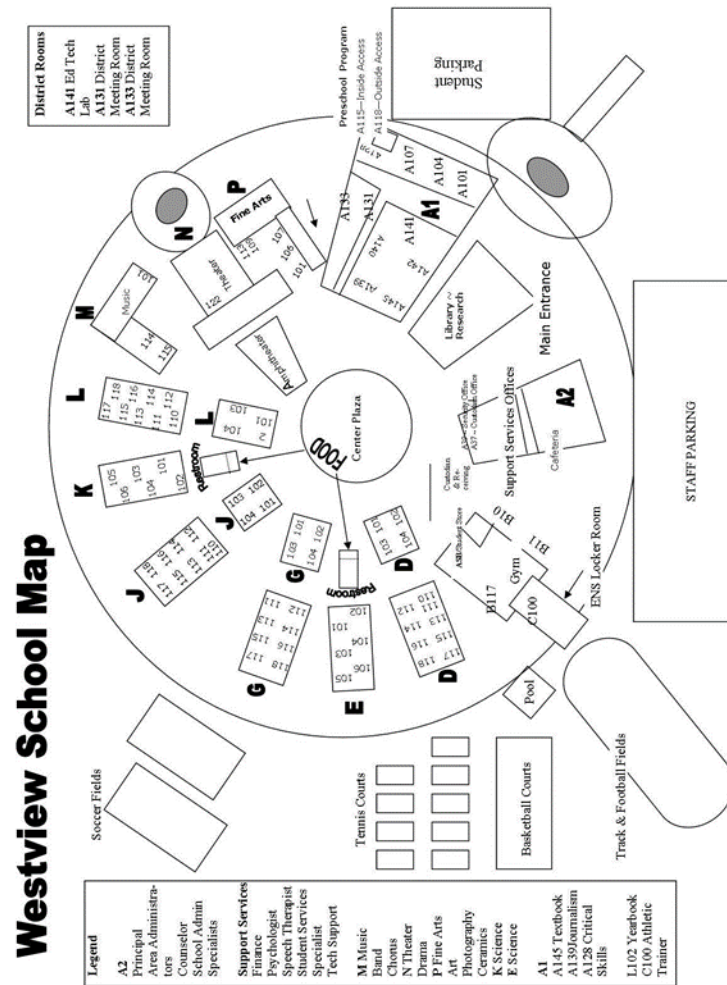
**LOYAL, STRONG AND TRUE**

**WE WILL KNOW IN OUR HEARTS**

**WE'RE THE PRIDE OF OUR SCHOOL**

# WESTVIEW W WOLVERINES

## WESTVIEW SCHOOL MAP



The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For more information, please contact the Title IX/Equity Compliance Officer, Associate Superintendent of Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406, 858-521-2800, extension 2761.



**2018-2019**

**ASB CALENDAR OF ACTIVITIES**

<p><b>AUGUST</b>  13 SR Registration  14 JR Registration  15 FR Registration  16 SO Registration  22 First Day of School &amp; Rally  QTR 1 Begins  25 SAT Test  <b>SEPTEMBER</b>  03 Labor Day/No School  04 Back To School Night  05 QTR 1 Add/Drop Deadline  07 Football Link Crew Night  08 ACT Test  21 QTR 1 Progress Notice  28 Non Student Day/No School  <b>OCTOBER</b>  06 SAT Test  8-11 Homecoming Float Building  10 PSAT  12 Homecoming Rally &amp; Game  13 Homecoming Dance  25 QTR 1 Ends  26 Non Student Day/No School  27 ACT Test  29 QTR 2 Begins  <b>NOVEMBER</b>  03 SAT Test  5-6 Unity Days  09 QTR 2 Add/Drop Deadline  12 Veterans Day OBS/No School  19-23 Thanksgiving Break/No School  30 QTR 2 Progress Notice  <b>DECEMBER</b>  01 SAT Test  08 ACT Test  24-Jan 4 Winter Break/No School</p>	<p><b>JANUARY</b>  07 Class Resumes  18 QTR 2 Ends  21 MLK Day/No School  22 QTR 3 Begins  <b>FEBRUARY</b>  01 Non Student Day/No School  05 QTR 3 Add/Drop Deadline  08 Winter Rally  09 Winter Dance  09 ACT Test  18-22 Presidents' Week/No School  27 QTR 3 Progress Notice  <b>MARCH</b>  09 SAT Test  29 QTR 3 Ends  <b>APRIL</b>  01 QTR 4 Begins  12 QTR 4 Add/Drop Deadline  13 ACT Test  15-19 Spring Break/No School  <b>MAY</b>  04 SAT Test  6-17 AP Testing  08 QTR 4 Progress Notice  25 Prom  27 Memorial Day/No School  31 End of Year Rally  <b>JUNE</b>  01 SAT Test  05 Athletic Physical Night  08 ACT Test  11 Senior Breakfast/  Cap &amp; Gown Distribution  12 Senior Picnic  13 QTR 4 Ends  Last Day of School  Graduation Ceremony  Grad Night</p>
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## LIBRARY/RESEARCH CENTER

### LIBRARY INFO:

**Hours: Monday-Tuesday-Thursday – 7:45am to 4:45 pm. Wednesday – 8:45am to 4:45pm. Friday – 7:45 am to 3:45 pm.** The extended after school library hours are funded through the generosity of parent donations to the Westview Foundation. Students may borrow library books for 21 days; overnight for reference books and may renew, extend due dates as needed. Overdue fines are 10¢/day for regular circulating books and \$1/day for reference materials. Other services include a 15¢/pg copy machine; computer printing black/white for 15¢/pg; color printing for 50¢/pg.

### LIBRARY WEB PORTAL:

Library Catalog; GALE, EBSCO & JSTOR databases; NoodleTools; World Book; Overdrive audio and eBooks and other subscription databases may be accessed 24 hours/day via the library portal. Go to the Westview homepage and click on, "Library" and "Go to Library Web Portal."

### LIBRARY DATABASES

username = wvlrc  
password = ukulele

Personal library & textbook records & holds may be accessed by clicking on, "Login" in the Library Catalog and entering their MyPlan login and password and click on, "My Info."

### TEXTBOOKS:

Students are responsible for the barcoded textbooks that are assigned to them. Cover textbooks with brown paper bags or paper and protect them from rain & moisture. NO LAMINATED COVERS! Students are expected to return borrowed textbooks and other materials in the same condition in which they were borrowed. Bring any unnoted textbook damages to the attention of the textbook/library staff within 30 days of checkout. In accordance with PUSD administrative procedure (6.84.1), the student and/or his/her parents are liable for the replacement cost or repair of any lost, vandalized, or damaged book. Textbook staff will assess charges in accordance with the replacement cost of the book and repair schedules posted on the Westview Library web portal. There is a \$10 District service charge for refunds and/or processing. Students may access their textbook records by going to the Library Catalog and logging in with their MyPlan login and click on, "My Info."

### STUDENT ID CARD REPLACEMENT:

Replacement ID cards can be purchased for \$5 at the library.





### CO-CURRICULAR PARTICIPATION

To be eligible for participation in extra-curricular and co-curricular activities all students in performing groups, including but not limited to band, chorus, drama, athletics, and cheerleading must meet the following academic requirements:

1. During each grading period, students must attain a 2.0 grade point average in all enrolled courses on a 4.0 scale.
2. Accounting of eligibility will be on the day of school-wide distribution of grades. At Westview the grades that will be counted for eligibility are every nine weeks.
3. If students do not attain a 2.0 grade point average, they may be placed on academic probation. At the end of the probationary period, students who do not bring their grades up to a 2.0 grade point average will be ineligible to participate for the following grading period. Summer grades may be included to improve Spring term grades. A student may only be placed on probation once during their freshman year and once during the subsequent three years.
4. All CIF eligibility rules still apply.
5. For the purpose of determining grade point average, all incompletes shall be computed as F's until the incomplete is changed to a letter grade. At that point, grade point average will be recalculated using the grade(s) earned.
6. Students who are absent from school all day will not be allowed to practice after school and/or not allowed to participate in any games on that day. Extenuating circumstances such as excused medical appointments may be the exception.
7. Students must attend at least four hours of class (2 classes) to be able to participate in practice or a contest on that day.
  - a. Participation is contingent upon satisfactory discipline and attendance records.
8. Extracurricular activities are those programs that have all of the following characteristics:
  - a. The program is supervised or financed by the District.
  - b. Students participating in the program represent the District.
  - c. Students exercise some degree of freedom in either the selection, planning or control of the program.
  - d. The program includes both preparation for performance and performance before an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. Co-Curricular activities are programs that may be associated with the curriculum in a regular classroom.

## **CO-CURRICULAR PARTICIPATION (CONTINUED)**

### **ATHLETICS:**

There are a variety of athletic teams (Varsity, Junior Varsity, Freshman) available for Westview students who maintain at least a 2.0 GPA and are passing more than half their classes. (For more information on athletics, refer to the Westview Athletics Website and The Athletic Handbook). Information is available by contacting the Athletic Assistant or Athletic Director. In order to try out for a sport team, a Ticket To Play is required.

### **SPORTS BY SEASON:**

#### **FALL SEASON (AUG. – NOV.)**

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

#### **WINTER SEASON (NOV. – FEB.)**

Basketball (Boys + Girls)  
 Cheer (Boys & Girls)  
 Roller Hockey (Boys & Girls)  
 Soccer (Boys + Girls)  
 Water Polo (Girls)  
 Wrestling (Boys + Girls)

#### **SPRING SEASON (FEB. – MAY)**

Badminton (Boys + Girls)  
 Baseball (Boys)  
 Golf (Boys)  
 Gymnastics (Girls)  
 Lacrosse (Boys + Girls)  
 Softball (Girls)  
 Swim/Dive (Boys + Girls)  
 Tennis (Boys)  
 Track (Boys + Girls)  
 Volleyball (Boys)

### **EXPECTATIONS FOR ALL OUR ATHLETES:**

- Be the right example.
- Be positive.
- Be committed.



## **COUNSELING**

### **MISSION STATEMENT:**

The mission of the Westview High School counseling department is 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. We strive to ensure that all students, upon graduation, are ready for college, career and global citizenship.

### **STUDENT SERVICES**

Student Services: Pam Roth [proth@powayusd.com](mailto:proth@powayusd.com)

- Peer Counselor Program
- Crisis Intervention
- Student Interest Board (jobs, scholarships and enrichment programs)
- Student Support Groups
- Conflict Mediation
- Alcohol, Tobacco, and Drug Education
- One-on-One Student Support
- Community Service Coordination
- Life Skills Lessons

### **PEER COUNSELING**

- Peer Conflict Mediation
- Mentoring/Tutoring
- Outreach/Support
- Community Service
- Drug/Alcohol Prevention
- Anti-Violence/Bullying Preventions
- Wellness Awareness Activities



### WESTVIEW GRADUATION REQUIREMENTS

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 need graduation requirements.
3. PUSD's mission is to ensure that each student will master the knowledge and develop the skills and attitudes essential for success in school and in a diverse society.
4. A student who wishes to graduate is less than four years must meet with their counselor prior to the start of the school year in which they plan to graduate.

<b>English</b> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> grade – English 1-2 or Honors English 1-2</li> <li>• 10<sup>th</sup> grade – English 3-4 or Honors Humanities 1-2</li> <li>• 11<sup>th</sup> grade – American Literature 1-2; Honors American Literature 1-2; AP English Language 1-2</li> <li>• 12<sup>th</sup> grade – World Literature 1-2; Expository Reading &amp; Writing 1-2; AP English Literature 1-2/British Literature 1-2, AP English Language 1-2</li> </ul>	40 Credits
<b>Social Studies</b> <ul style="list-style-type: none"> <li>• 10<sup>th</sup> grade – World History 1-2 or AP European History 1-2/Honors World History 1-2</li> <li>• 11<sup>th</sup> grade – United States History 1-2 or AP US History 1-2</li> <li>• 12<sup>th</sup> grade – Civics/Economics or AP Government-Civics/Economics</li> </ul>	30 Credits
<b>Math</b> <ul style="list-style-type: none"> <li>• Must pass Algebra 1-2 or Integrated Math I</li> <li>• All students in the ninth and tenth grade must be enrolled in at least one math class.</li> </ul>	20 Credits
<b>Science</b> <ul style="list-style-type: none"> <li>• 10 credits of Biological Science</li> <li>• 10 credits of Physical Science</li> </ul>	20 Credits
<b>Physical Education</b> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> grade – ENS 1-2 &amp; ENS 3-4, JROTC, Marching PE or approved alternative</li> <li>• 10-12<sup>th</sup> grade – at least one additional PE course</li> </ul>	25 Credits
<b>Fine Art</b>	5 Credits
<b>Fine Art/Foreign Language</b> 5 additional credits of Fine Art or Foreign Language	5 Credits
<b>Electives</b> <ul style="list-style-type: none"> <li>• Electives may come from any department</li> </ul>	85 Credits



**PUSD GRADUATION REQUIREMENTS**  
**CSU/UC "A-G" REQUIREMENTS**

<b>PUSD Graduation Requirements</b>	<b>CSU/UC "A-G" Requirements</b>
Social Science – 30 credits	A. History/Social Science – 2 years
English – 40 credits	B. English – 4 years
Math – 20 credits All students must pass Algebra 1-2 or Integrated Math I	C. Mathematics – 3 years, 4 recommended Algebra 1-2, Geometry 1-2, Algebra 3-4 or Integrated Math I, II, III
Physical Science – 10 credits Biological Science – 10 credits	D. Laboratory Science – 3 years, 2 years must be from following: Biology, Chemistry, Physics
Exercise/Nutritional Science (ENS) – 25 credits (includes 5 health credits)	E. Language Other than English – 2 years, 3 recommended
Fine Art/Foreign Language – 5 credits	F. Visual and Performing Arts – 1 year
Electives – 85 credits	G. College Prep Elective – 1 year
	<b>UC/CSU Requirements - Grade of "C" or better required</b>

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

**SUGGESTED COURSES BY GRADE LEVEL**

**MEETING GRADUATION AND COLLEGE ENTRANCE REQUIREMENTS**

<b>9<sup>th</sup></b>	<b>10<sup>th</sup></b>	<b>11<sup>th</sup></b>	<b>12<sup>th</sup></b>
English 1-2 or Honors English 1-2	English 3-4 or Honors Humanities 1-2	American Literature 1-2; Honors American Literature 1-2; AP English Language 1-2	World Literature 1-2; Expository Reading & Writing 1-2; AP English Literature 1-2/British Literature 1-2; 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 European History 1-2/ Honors World History 1-2	United States History 1-2 or AP US History 1-2	Civics/Economics or AP Government-Civics/Economics
ENS 3-4; JROTC; Marching PE or approved alternative	Foreign Language 1-2**	Foreign Language 5-6	Elective
Fine Art	Foreign Language 3-4**	Elective	Elective
Elective or Off-roll	Elective or Off-roll	Elective or Off-roll	Elective or Off-roll
Elective or Off-roll	Elective or Off-roll	Elective or Off-roll	Elective or Off-roll

\*Two terms of math may be taken in any year. \*\*When a student begins a foreign language, it is highly recommended that they take consecutive terms until complete.

## GRADUATION REQUIREMENTS (CONTINUED)

One Term = 1 Year		
Term 1	Q1 = S1	Q2 = S2
Term 2	Q3 = S1	Q4 = S2

**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 S1 of a course and Quarters 2 & 4 are equivalent to S2 of a course.



## **SCHEDULING POLICIES**

We hope that this guide will help you and your parents to plan your school program while 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 is 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 3.6.

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

You should consider the following:

- Freshman, sophomore and junior students must carry a minimum of three (3) classes per quarter. Senior students must carry a minimum of two (2) classes per quarter. Off-roll is a good option for students who participate in sports, extra-curricular activities or are enrolled in rigorous courses.
- Know what the graduation and college admission requirements are and include them in your planning.
- If in doubt about credits for graduation or college entrance, see 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 his/her 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 limitation.

**Students should list alternative classes when scheduling.**

## **SCHEDULING POLICIES (CONTINUED)**

### **TYPES OF SCHEDULE CHANGES**

#### **CHANGE IN TEACHER:**

Student request for specific teachers or teacher changes are not honored. One exception, when possible, is made for students who have previously had a teacher and request not to have them again. All other exceptions require administrative approval.

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 and the above result in an unsatisfactory outcome:
3. The counselor will notify the appropriate administrator, who will attempt to resolve the issue.

#### **CHANGE IN CLASSES – ADD/DROP CLASSES**

1. Schedule adjustments can be made during registration in August through the 1<sup>st</sup> 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 APEL
    - 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 meet with their counselor to discuss class change and obtain a schedule change form if appropriate, and attain a parent's/guardian's signature. For each change the following conditions will be considered:



### **SCHEDULING POLICIES (CONTINUED)**

- Required grade level courses **will not** be dropped.  
Parent/Guardian approval is required to change or drop any academic course or to add 'Off-roll'.
  - 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
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 in 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 days of the term.

#### **MAXIMUM NUMBER OF CREDITS ALLOWED:**

1. No more than forty (40) credits of physical education may be applied toward graduation requirements.
2. A maximum twenty (20) credits of school service may be applied toward graduation.
  - Maximum ten (10) credits may be earned from Office/Library/Media Assistant.
  - Maximum ten (10) credits may be earned from Academic Tutor.

### **SCHEDULING POLICIES (CONTINUED)**

3. A maximum of ten (ten) credits in Work Experience may be earned in one term. Other school service classes may not be taken by students enrolled in Worked Experience.

#### **COLLEGE CREDIT FOR HIGH SCHOOL DIPLOMA:**

College or university courses, including online college or university courses, may be taken for high school credit if prior permission is received from the counselor or administrator to assure that provisions of this procedure have been followed. Approval may take up to 30 days. Arrangement to apply this credit toward high

school graduation must be made by the student prior to the first meeting of the course, and the following stipulations apply:

1. The course must be taken after the student has completed two years of high school.
2. Students may apply a maximum of twenty (20) high school credits from college or pre-approved college online courses toward high school graduation.
3. Online courses taken outside of the District must be pre-approved by the counselor or administrator prior to enrollment.
4. Courses transferred in from the college are on the 4.0 GPA scale.
5. It is the responsibility of students who wish to apply college credit toward graduation requirements to see that their transcript is forwarded to the high school registrar in a timely manner.

Seniors must ensure that the counselor and the registrar are informed of the intent to use college credit. Students should notify their counselor prior to the beginning of each outside class that high school credit is their intent. They must also notify the registrar one week before the end of the class whether or not they are passing in a college class. College teachers are not included in credit/passing checks which are done to determine whether or not a student can participate in graduation ceremonies.

Students will be allowed high school credit on the following schedule:

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)	7.5 credits
5 semester units (7.5 qtr. units)	10 credits

Students who receive one semester unit (minimum 35 hours) for a physical education class will receive 2.5 high school credits in physical education.

## **SCHEDULING POLICIES (CONTINUED)**

### **GRADUATION CEREMONY:**

Students may participate in the graduation ceremony if they have completed a minimum of 230 credits and all requirements of graduation.

### **GRADES/GPA COURSES:**

1. **Academic GPA** courses will include all courses except Physical Education, Marching PE, School Services, Planning and Leadership (ASB), and Work Experience. Courses in the Career Technical Education (CTE) 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, Planning and Leadership (ASB), and Work Experience. Unweighted Academic GPA includes Honors and Advanced Placement courses on the 4.0 GPA scale.

### **GRADING OF ADVANCED PLACEMENT AND HONORS COURSES:**

The District wishes to encourage students to take demanding advanced academic courses in all fields; therefore, the grades in Advanced Placement courses and Honors American Literature 1-2 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 CLASS DESIGNATION:**

Students may designate a maximum of one selected non-college prep class each term as pass/fail. The deadline for designating classes pass/fail is the first **five** school days of each term. You may not change to or from pass/fail after that time. The **student** must get and return the paperwork requesting pass/fail to and from the school registrar.

## **SCHEDULING POLICIES (CONTINUED)**

### **INCOMPLETES:**

A student will be required to make up an incomplete within five (5) weeks after the receipt of the incomplete grade. An incomplete "I" grade becomes an "F" grade at the end of five (5) weeks if the student has not completed the work or the teacher has not submitted a grade change to the school's registrar. Parents/Students need to be in communication to avoid an "F" grade.

### **"W" ON COURSE HISTORY:**

Withdrawal from a course made during the first ten (10) days of a term 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 noticed during the 5<sup>th</sup> week of each quarter. The progress noticed is distributed by the homeroom teacher and sent home with the student. The progress notice requires a parent's signature and returned to the homeroom teacher. Parents of any student who is in danger of failing shall be notified either in writing (progress notice) or through a documented conference whenever it becomes evident to the teacher that the pupil is in danger of failing a course. 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, they need to contact the teacher for that course. Grade changes will not be completed at Westview unless a signed grade change form has been turned in by the teacher to the registrar.

## **SCHEDULING POLICIES (CONTINUED)**

### **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. 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.

### **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.

### **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 before the end of the school year prior to his/her projected graduation date. Requests are completed with the counselor and approved by administration. The counselor will confer with the 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.

## **SCHEDULING POLICIES (CONTINUED)**

### **RESOURCES**

#### **MyPLAN:**

This is a main portal to monitor grades, attendance, and access MyConnect. You may access MyPlan through the school website: [www.powayusd.com/en-US/Schools/HS/WVHS/Home](http://www.powayusd.com/en-US/Schools/HS/WVHS/Home).

#### **FAMILY CONNECTIONS/NAVIANCE:**

All students and parents have access to this web-based program designed to provide access to colleges, career and scholarship information.

#### **TRANSCRIPTS:**

Students must allow a minimum of 4 school days when ordering transcripts for college, scholarships, etc.

#### **PEER COUNSELORS:**

Students are available for tutoring who have undergone training in tutoring their peers in a variety of subject areas. This no cost tutoring service is scheduled for a mutually convenient time by the tutor and student. To sign up, you can access the online form on the Westview website.

#### **AFTER SCHOOL TUTORING:**

Peer tutors are available for no cost tutoring in any academic area. Services are typically offered multiple days during the week, after school until 4:30 pm. To access these services, students just need to show up and request help. For more information, contact Mrs. Roth in Student Services. Additional after school tutoring opportunities may be available by speaking with your teachers, and are also listed on the school website: [www.powayusd.com/en-US/Schools/HS/WVHS/Home](http://www.powayusd.com/en-US/Schools/HS/WVHS/Home).



## 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 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

### **RULES OF STUDENT DISCIPLINE (CONTINUED)**

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, pagers, laser pointers, computers);
19. Causing or attempting to cause an assault or battery, intimidation, harassment, or threats on any school employee or school property;
20. Causing or attempting to cause acts of intimidation, harassment, or hazing on any student (e.g., initiations into clubs, sport teams, or student body associations);
21. Terrorist threats against school officials, school property, or both;
22. Violating individual school rules, or violating bus rules.



## **RULES OF STUDENT DISCIPLINE (CONTINUED)**

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.

### **GROUND'S 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	
	<i>First Offense</i>	<i>Second Offense</i>
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. Initiate an intervention contract.	Suspend and recommend for expulsion.
2. Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.	Suspend or suspend and transfer to another middle school or high school, or the continuation high school, for the remainder of the semester/term and the following semester/term. Initiate an intervention contract.	Suspend and recommend for expulsion.
3. Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest the intent to purvey, give, or sell to other students substances which are, or are purported to be alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma, Ritalin), other controlled substances, or intoxicants of any kind (including over-the-counter medications which create an intoxicating effect).	Suspend and recommend for expulsion. Contact law enforcement.	

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

- Alcohol detection devices may also be utilized as part of an investigation or as a condition of participation in designated extra-curricular events.
- Students, lockers, and vehicles are subject to search when reasonable suspicion exists.

These rules of student discipline are subject to modification without notice due to State of California legislative action during the school year.

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For more information, please contact the Title IX/Equity Compliance Officer, Associate Superintendent of Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406, 858-521-2800, extension 2761.



## **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. The law applies to all students until they reach 18 years old. Once a student becomes 18 years old, they become a guest at Westview and can be withdrawn from school if their academic progress, attendance, or behavior is not acceptable.

### **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, 8:15 am, Monday, Tuesday, Thursday, Friday, or after 9:25 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.

## **STUDENT ATTENDANCE (CONTINUED)**

### **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.

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 student 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 49.



## **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.

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

### **BATTERY:**

In general, battery is the unlawful touching or striking of another by the aggressor himself/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.

## **DISCIPLINE (CONTINUED)**

### **CHALLENGE OF AUTHORITY:**

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

Note: By law, students are required to do what is reasonably asked of them as long as the request does not cause physical or mental danger to them. If a student feels he/she is not being treated fairly, the student should refrain from arguing with the 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 on the basis of race, ethnicity, sexual orientation, religion or gender is a violation of both federal and state employment laws as well as District Policy

## **DISCIPLINE (CONTINUED)**

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.

## **DISCIPLINE (CONTINUED)**

### **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 38 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:

- Parking lots
- 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



## DISCIPLINE (CONTINUED)

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.

## **DISCIPLINE (CONTINUED)**

### **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

## **DISCIPLINE (CONTINUED)**

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.

### **DISCIPLINE (CONTINUED)**

- 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 incident involves exalting own gender, race, ethnicity, religion, sexual orientation or

## **HATE HARASSMENT AND HATE BEHAVIOR (CONTINUED)**

- Mental or physical status and/or includes statements demeaning victim group.
- The presence of organized hate group literature and/or posters or reference to an organized hate group.

### **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.

## **HATE HARASSMENT AND HATE BEHAVIOR (CONTINUED)**

### **WHAT DO I DO IF I AM A VICTIM OF A 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.

### **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.

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 rules of the Academic Honesty Policy may range in severity and will be appropriate to the situation. Disciplinary actions include, but are not limited to, the following:

- Expulsion
- Suspension
- Dropped from class
- No credit

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 extra-curricular activities.



## **ACADEMIC HONESTY POLICY (CONTINUED)**

### **ACADEMIC HONESTY VIOLATION – LEVEL 1**

#### **Plagiarizing or copying of homework or daily classroom assignments**

<b>FIRST OFFENSE #1</b>	<b>SECOND OFFENSE #2</b>	<b>THIRD OFFENSE #3</b>
Parent contact by teacher (conference optional)	Parent contact by teacher (conference optional)	Action Referral to Assistant Principal
Information Only Referral to Assistant Principal	Parent conference scheduled with Assistant Principal and teacher	Parent conference scheduled with Assistant Principal and teacher
Automatic "0" on assignment	Action Referral to Assistant Principal	Automatic "0" on assignment
May result in "U" in citizenship for the grading period, as determined by the teacher.	Placement on Academic Honesty Probation for remainder of high school	Automatic "U" in citizenship for the semester, as determined by the classroom teacher
	Automatic "0" on assignment	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

## ACADEMIC HONESTY POLICY (CONTINUED)

### 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
Action Referral to Assistant Principal	Action Referral to Assistant Principal	Action 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
Placement on Academic Honesty Probation for remainder of high school	Possible home suspension	Automatic "Withdraw/Fail" and "U" in citizenship in the class the infraction occurred, as determined by the classroom teacher
Possible home suspension	Automatic "0" on assignment	Removal from class to appropriate setting
Automatic "0" on assignment	Automatic "U" in citizenship for the grading period, as determined by the classroom teacher	
May result in "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: <b>Automatic "Withdraw/Fail"</b> , as determined by the classroom teacher: <b>Removal</b> 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.



### **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](http://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.

### **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

### **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.

## **HIGH PERSONAL STANDARDS (CONTINUED)**

- Vandalism – defacing of or damage to school or private property (including: graffiti, spitting, tree/shrub damage).

**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
- Lunch Detention
- 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.

- Removal from Class

### **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

## **HIGH PERSONAL STANDARDS (CONTINUED)**

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 insure 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.



## **DRESS CODE**

In order to maintain a Thriving Learning Community where Mutual Respect and High Personal Standards are established, it is expected that clothing policies will be followed at Westview and enforced equally among the genders. It is not our intention to shame a student for a dress code violation, however students should follow the guidelines provided below:

- School clothing should be neat, clean, and appropriate for school activities and should follow the standards of common decency.
- Students must wear shoes while on campus.

### **EXAMPLES OF UNACCEPTABLE DRESS:**

- Clothing or visible tattoos that promote or mention profanity, weapons, violence, drugs, alcohol, sexual references or gangs.
- Clothing that disparages and marginalizes any group or culture on any given day, including spirit days and other school events.
- Clothing that does not cover the "ABC's" (Abdomen, Buttocks, Chest)
- Visible underwear, including "muscle" undershirts, excessively sheer and backless tops.
- Students are encouraged to wear an undershirt when wearing excessively sheer or backless tops or to prevent showing midriff.

Students in violation of dress code will be subject to disciplinary action. If a student arrives at school dressed inappropriately, the student will be directed to change clothes at the discretion of their teacher, so that their education is not being interrupted when possible. The school will loan the student an appropriate top and/or bottom, or the parent will be called to bring the student appropriate clothing.



## 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 electronic items 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 extra-curricular 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.



## **STUDENT INFORMATION (CONTINUED)**

**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 leaving campus for off-roll and/or senior lunch. Replacement cards are \$5 available in the library.

### **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 independent study for five (5) or more days should notify school office five (5) days prior to departure. For extended absences, the homeroom advisor should be notified five (5) to ten (10) 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. Note that the OCIS contract contains three dates; the beginning date of the contract, the ending date of the contract, and the date on which the work is due ("due date").

## **STUDENT INFORMATION (CONTINUED)**

### **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.



## 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 12<sup>th</sup> 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
  - 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.

### 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.

**When a student is found roaming the campus being a disruption, or breaking school/district rules, they will be required to leave campus. If such behavior is re-occurring, the opportunity to be on campus during their off-roll period will no longer be an option.**

An Off-Roll form will need to be completed, signed by a parent, and returned to Westview in order for the student to receive an Off-Roll sticker for their ID card. Off-Roll forms are available at Westview's office. A student will not be allowed in the library or off campus during school hours without an off-roll sticker.



## 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 successfully complete the, "**Start Smart Safe Driving Program**" prior to being issued a parking permit.
2. Students must park in **designated Student Parking Lot** only. Students parked in unauthorized areas will receive a parking violation ticket.
3. Parking is by permit only, the student parking permit must be displayed at all times on driver's side of windshield.
4. Unsafe driving procedures on school grounds will result in loss of parking privileges.
5. Excessive truancies may result in the loss of parking privileges either temporarily or permanently.
6. Behavioral referrals may result in loss of parking privileges.
7. Students with unsatisfactory citizenship mark(s) may be denied/lose parking privileges.
8. Lost, stolen, or damaged parking permits may be replaced for a \$5.00 fee.
9. 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.

### **PARKING POLICY (CONTINUED)**

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.



## **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 trancies 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:**

- Remember the "ABC's to fully cover the Abdomen, Buttocks, Chest

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 who 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.



### WESTVIEW LEARNING SCHEDULE

#### MONDAY & FRIDAY

TIME	MINS	EVENT
8:05-9:33	88	Period 1
9:33-9:39	6	Passing
9:39-9:54	15	Homeroom
9:54-10:00	6	Passing
10:00-11:28	88	Period 2
11:28-12:02	34	Lunch
12:02-12:08	6	Passing
12:08-1:36	88	PERIOD 3
1:36-1:42	6	Passing
1:42-3:10	88	Period 4

#### TUESDAY & THURSDAY

TIME	MINS	EVENT
8:05-9:26	81	Period 1
9:26-9:54	28	Wolverine Time
9:54-10:00	6	Passing
10:00-11:21	81	Period 2
11:21-11:56	35	Lunch
11:56-12:02	6	Passing
12:02-12:22	20	SSH
12:22-1:43	81	Period 3
1:43-1:49	6	Passing
1:49-3:10	81	Period 4

#### WEDNESDAY

TIME	MINS	EVENT
8:05 – 9:10	70	Professional
9:10 – 9:15	5	Passing
9:15 – 10:25	70	Period 1
10:25 – 10:31	6	Passing
10:31 – 10:46	15	Homeroom
10:46 – 10:52	6	Passing
10:52 – 12:02	70	Period 2
12:02 – 12:38	36	Lunch
12:38 – 12:44	6	Passing
12:44 – 1:54	70	Period 3
1:54 – 2:00	6	Passing
2:00 – 3:10	70	Period 4