

Student Handbook Mt Carmel High School

2011-2012

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MT. CARMEL HIGH SCHOOL

9550 Carmel Mountain Road
 San Diego, California 92129
 (858) 484-1180

Please visit our website: <http://www.powayusd.com/pusdmchs/>

Mt. Carmel High School Student Outcomes

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

2011-12 GOALS

Reach 'em with Relationships - MCHS will provide all students with positive, caring, one-on-one relationships with staff, both within and beyond the classroom in support of high school success and attainment of post secondary options.

Teach 'em with Rigor - MCHS will provide all students with rigorous coursework that addresses individual student needs and interests.

Let 'em Soar with Relevance - MCHS will provide all students with detailed guidance throughout high school through annual reviews of the "Four Year Plan" student's "Post Secondary Options."

Administrative Staff

- Dawn Kastner Principal
- Katie Salo Assistant Principal
- Ron Garrett Assistant Principal
- Greg Magno Assistant Principal
- Sanford Carvajal Activities Director
- Randy Wright Athletic Director

Guidance Teams

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

<u>Administrators</u>	Katie Salo A-F	Greg Magno G-M	Ron Garrett N-Z	
<u>Counselors</u>	Kim Bronson A-F	Dena Tracanna G-M	Dina White N-T	Lori Lindsey U-Z, AVID/ELL

MCHS CORE VALUES

ALL STUDENTS LEARNING

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

SHARED PARTICIPATION IN DECISION-MAKING

We are committed to making effective decisions through the extensive involvement of those affected by the decision

- staff
- students
- parents
- community

COMPETENT AND CARING STAFF, STUDENTS, & SYSTEM

We are committed to developing and maintaining an environment in which staff and students value

- cultural diversity
- learning from one another
- ethical behavior
- performance at a high level
- mutual caring, respect, and support

EFFECTIVE COMMUNICATION

We are committed to communicating effectively by

- demonstrating an awareness of cultural differences and similarities
- exchanging information among students, staff, parents, district office/school sites, and the community
- providing opportunities for professional dialogue and development

EFFECTIVE MANAGEMENT OF RESOURCES

We are committed to aggressively seeking and effectively managing our human and physical resources. These include innovation and creativity, finances, technology, time, and facilities.

SAFE, ORDERLY, AND ATTRACTIVE ENVIRONMENT

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

MCHS Discipline and Attendance Committee

The policies and procedures outlined in this handbook are reviewed and approved by the MCHS Discipline and Attendance Committee made up of staff, student representatives elected by their peers and parent members from the MCHS PTSA. The following 2010-11 committee members approved this edition:

Casey Copeland - Teacher
Craig Racicot – Teacher
Meri Bitzer - Administrative Assistant
Erin Kelley – Administrative Assistant for Discipline
Katie Salo – Administration
Deanna Cherry – Senior VP
Darren Vongpakhdy – Junior VP
Sharon Su - Sophomore VP
Chase Eckman – Freshman VP
Ila Fischer – Parent
Kimberly Tatlock - Parent

Trimester Schedule

Mt. Carmel operates on a trimester schedule, allowing students to take up to 75 credits each year that meet their individual needs and goals. Periods are approximately 70 minutes long and students take up to five classes in each trimester. Each trimester is 12 weeks long and coincides, for the most part, with the athletics seasons. Students have the flexibility in their schedules to take “off roll” to accommodate for athletics releases, after-school jobs, internships, etc. Students are also encouraged to take more academic electives in science, social science, math and English in order to exceed the UC a-g requirements.

Homeroom

Students are scheduled into a homeroom class during their freshman year and keep the same teacher throughout their four years. Homeroom is where students collect their schedules at the beginning of each trimester and where standardized testing such as PSAT, California High School Exit Exam and STAR testing is conducted.

Athletics

To reduce the negative impact of early dismissal to games, athletes can take a minimum of 12 courses during the school year, allowing student-athletes to have a reduced schedule while they participate in athletics. Since the trimester allows students to take more credits during the school year, student athletes will not fall behind on credits with a reduced schedule although they are required to take at least 4 courses during their athletics season(s).

Acceleration in Math and World Languages

The trimester system allows students to “roll” in math and language courses. Students could take 3 trimesters of these courses in one year. Therefore, students can finish the recommended 3 years of the UC a-g World Language in just 2 years (e.g. Spanish 1-2-3 in year one and Spanish 4-5-6 in year two). Students can accelerate in mathematics in the same regard allowing most students to accelerate to AP Calculus by the senior year if they “roll” in math all four years in high school. Other courses may have a gap between the first and second part of the course.

Freshman PE

The State of California requires that all 9th graders take PE all year long. Under the trimester, MCHS freshmen would take the Freshman PE 1-2 sequence and another elective PE course to fill the state requirement.

Sample Freshman Schedule in the Trimester

Fall Trimester	Winter Trimester	Spring Trimester
Algebra 3	Algebra 4	Statistics
Biology 1	Health	Biology 2
French 1	French 2	French 3
Freshman PE 1	Racquet Sports	Freshman PE 2
High School English 1	Elective or Off Roll	High School English 2

Counseling Policies

Changing or Dropping a Class

Class drops are discouraged unless absolutely necessary. Counselors work to ensure that students are programmed into appropriate classes to make progress toward graduation and allow for student activities outside the school day. No new classes will be added after 12 days of the new trimester.

1. The counselors can make schedule adjustments in the first week of school:

- Inappropriate placement
- Failed a class and must repeat a course
- Completed a class during summer school
- Missing periods, gap in schedule or double periods

2. To change a course, the student must complete a Schedule Change Request. For each change the following conditions will be considered:

- Required grade level courses will not be dropped
- Parent approval is required to change or drop any academic course or to add “Off Roll”
- A drop must not decrease the student’s class load to fewer than 11 courses for the school year
- Elective changes will be made only on a space-available basis
- No teacher changes will be made
- No period or term preferences will be made

Change requests will likely result in a change in other classes.

Drops and changes made after the first 12 days of the trimester will result in a WF (withdraw fail) on the student's transcript. This is calculated into the student's GPA as an F grade.

In order to drop a class after the first 12 days of the trimester, the student needs to follow the following procedure:

1. Talk with the student's counselor about the reason for the class withdrawal.
2. Fill out the Request for Class Withdrawal Form
3. Have the parent sign the form stating that he/she understands that the WF grade will accompany the drop.
4. Return the completed and signed form to the student's counselor and receive a new schedule that indicates that the drop has been made.

Grades

Failure is not an option. Faculty and staff at Mt. Carmel High School place a great emphasis on performance in the classroom. All students are expected to maintain a GPA of 2.0 or better and make progress toward graduation at each final marking period as we work with students and families to achieve college readiness for all students. A variety of services are offered to students if they struggle with classroom and school wide grade expectations. Services offered include weekly tutorial time built into the school day, tutor programs, progress report monitoring by Grade Level Teams, parent/teacher conferences and a variety of other tools to assist students and families.

TRIMESTER GRADING PERIODS

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

Trimester 1 (Fall)

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

Trimester 2 (Winter)

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

Trimester 3 (Spring)

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

ELIGIBILITY FOR EXTRA AND CO-CURRICULAR ACTIVITIES

1. During each grading period, students must attain a 2.0 grade point average in all enrolled courses on a 4.0 scale.
2. Accounting for eligibility will occur the day after school-wide distribution of grades. The grades that will be counted for eligibility are 6-week progress report grades and trimester final grades
3. If students did not attain a 2.0 grade point average in the previous grading period, they can be placed on probation for the following grading period.
4. Students are only permitted one probationary period during their four-year career at Mt. Carmel
5. If students do not bring their grades up to a 2.0 grade point average at the end of the probationary period, they will be ineligible to participate during the following grading period. Summer school grades may be included to improve spring trimester grades.
6. Students who have used their one probationary period who do not attain a 2.0 grade point average are ineligible to participate in extra and co-curricular activities until they achieve a 2.0 grade point average in a subsequent grading period.
7. Students must be progressing toward graduation to be eligible at the high school level. Normal progress toward graduation will be defined as follows: the student has earned 25 semester units the previous trimester or has earned an average of 25 trimester units for each trimester enrolled. Summer school credits may be applied to spring trimester credits earned.
8. For the purpose of determining grade point average, all incomplete grades 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.
9. All C.I.F. eligibility rules also apply for student-athletes.

PASS/FAIL: All 6.5 period classes are pass/fail.

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

CHECKING GRADES

PUSD Learning Point Web Portal link <http://www.powayusd.com/> or the Mt. Carmel High School Website <http://www.powayusd.com/pusdmchs/>

All MCHS teachers have their grades and course information posted on the PUSD Learning Point parent and student portal that allows parents and students to have access 24 hours/day 7 days/week.

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

Programs

ATHLETIC PE WAIVER

Students are required to complete the waiver form **prior** to their season beginning. Students are eligible for only two Athletic PE Waivers. (This does not waive 10 credits required for graduation; 10 credits must be taken in other areas.) California state law requires that all freshmen take PE all year long.

INTERNSHIPS

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

CLOSED CAMPUS – ALUMNI VISITATION POLICY

First of all, welcome home! We love seeing former students and hearing about new adventure. However, please remember that from 7:30 to 2:35, teachers are teaching, students are learning, and MC is a closed campus. If former students wish to visit with a teacher we encourage you to do so during the teacher's free period or before/after school. In order to visit during a teacher's free period or to serve as a guest speaker during class time, please e-mail or call the teacher at least 24 hours before the day of your visit. The teacher will notify the receptionist of the beginning and end times of your intended visit and a visitor's badge will be issued to you upon arrival. The pass allows you to go to that teacher's class only. You may not wander around on campus, including during lunch. If you have not made prior arrangements, we will not interrupt the teacher by calling. Your former teachers love to hear from you and we will be happy to help you with a teacher's e-mail address so that you can say hello. Thank you for helping us to keep the focus on learning.

WORK EXPERIENCE/WORK PERMITS

Students who are under age 18 are required to have a valid work permit on file with their employer. Work permits are issued to protect the safety of the student and to make sure that the job meets parents' approval. In addition, students must meet the standards for attendance in order to obtain an unrestricted work permit. Go to <http://www.pusd.info/usdmchs/> "Request for Work Permit" and download paperwork. If you have additional questions email Gretchen Triebel gtrieb@powayusd.com or come by her classroom in E-3. Class meets once per week.

California State Testing

STAR (State Testing and Reporting)

As a California Public School, Mt. Carmel High School participates annually in the STAR Examinations. The results of these exams are used to assess school-wide progress under state legislation: The California Public Schools Accountability Act; and the Federal Education Law: No Child Left Behind. Students are enrolled into a 0 credit “Homeroom” with a credentialed teacher. All students are expected to attend school during school hours everyday during testing unless parents excuse their absence. For Mt. Carmel students, the school-wide results of STAR Examinations affect the value of the Mt. Carmel High School Diploma and the perception of Mt. Carmel High School among colleges and universities. **Student STAR exam results history will be mentioned in letters of recommendation for colleges as seniors apply for acceptance to colleges of choice.** All Mt. Carmel students in grades 9, 10, and 11 are required to participate in STAR Examinations. Parents and Guardians wishing to exempt their Mt. Carmel student from STAR Examinations must initiate the STAR Opt-Out process by contacting the Assistant Principal with responsibility for their student. A signed letter or note is NOT SUFFICIENT to Opt-Out the student from STAR Examinations. Once the process is completed, the Opt-Out is only valid for one spring administration of the STAR Examinations.

CAHSEE (California High School Exit Exam)

All California students are also required to pass the California High School Exit Exam in order to earn a high school diploma. All sophomores are required to take the test in March and all students must pass both the English-Language Arts and Mathematics portions to be eligible to earn a diploma. Students who do not pass on the first try will be given more opportunities during the Junior and Senior years to meet the requirement. Please contact the CAHSEE testing coordinator at x3106 for inquiries regarding the exam.

<h2>Sundevil Services</h2>

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

COLLEGE AND CAREER GUEST SPEAKERS

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

SCHOLARSHIPS/COLLEGE & CAREER PLANNING

MCHS uses online services to aid families with career exploration, locating scholarships and conducting college searches. Each student will have an opportunity to set up his/her account while at school as the counselors meet with classes in the computer labs. Links

to these programs are on the MCHS website home page. Please contact a Guidance Technician for more questions regarding these services.

FINANCE OFFICE

The ASB Finance Office is located in the Sun Center building and the office number is x3131. Student transactions (lab supplies, yearbook sales, official transcripts and tickets) should be conducted at the **outside window** before school, at snack, during lunch, or after school. Students / clubs needing cash boxes, purchase orders, or checks should request these items at the finance office, until 3 P.M.

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

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

MEAL SERVICES

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

HEALTH OFFICE

Any student who needs to take medication during the school day may be assisted by designated school personnel upon receipt of Form H-26, which must be completed and signed by the physician and parent/guardian.

Students are permitted to carry medication with them only under certain circumstances and with proper authorization (Form H-26B). This applies to all inhalers and over-the-counter medications including aspirin, Tylenol, and cold medications.

A written pass is required for admittance into the Health Office, except during snack, lunch or in an emergency. In the case of an accident/illness at school, school staff will provide first aid care only. Following first aid, the student will be referred to his/her parent or physician.

The school is not permitted to treat injuries that have occurred away from school. This includes the changing of bandages or similar services. Special circumstances require written permission from a physician and parent.

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

IMMUNIZATION INFORMATION FOR STUDENTS/PARENTS

California State Law requires schools to have a parent provided record of their child's immunization. The written immunization record must have complete dates with entries made by a physician or clinic. The parent provided record is transcribed to the "California School Immunization Record" and a copy of this record is given to the student during the checkout process when the student transfers to another high school during the school year. The immunization record is **NOT** sent to your child's college or university.

Parents/Guardians are responsible for their child's immunization record. Be sure you have the original immunizations or request a copy from the Mt. Carmel High School Health Office at (858)484-1180 ext. 3173. Fax: (858)538-9426.

*The immunization record will be **unavailable** after the student graduates or leaves MCHS.*

IDENTIFICATION CARDS

All students must have a MCHS identification card. Students will be issued a card free of charge annually. Students are expected to carry their I.D. cards when on campus or at school-sponsored events. An I.D. card is required at all dances, to check out library materials, and for identification while on campus. ***Lost cards can be replaced at the textbook room for a fee of \$5.***

LIBRARY Check our website <http://www.powayusd.com/pusdmchs/Library2/>

The library is open from 7:00 am to 3:00 pm Monday through Friday. Students coming from the classroom to the library should have their I.D. card and an official hall pass issued by the classroom teacher. While in the library on a pass, students are not permitted to leave to run "errands" and return; so it is important to get any needed materials from lockers before coming to the library. Students must present their I.D. cards to check out materials. Five items are the maximum permitted, with a limit of three items on one subject. Most books are checked out for two weeks, with reference books limited to overnight checkout. Fines for overdue materials are charged at a rate of \$.10 per school day for regular circulating books. The fine for overdue reference books is \$1.00 per item per day.

Food and drinks are NOT permitted in the library. The Reference Room is designated as a **silent study area**. Quiet conversation is allowed in the main library area.

TEXTBOOKS

The textbook records of each student are kept in the textbook room, located next to the library. Students must present their current MCHS I.D. card to check out textbooks. Students transferring in or out of school should pick up and return textbooks to the textbook room. Textbooks are to be respected as public property. Once a textbook is issued, it should be

checked for any damage. Damage not noted inside the front cover should be brought to the attention of the library staff (not the teacher) within 30 days. Failure to do so may result in the student being held responsible for the damage. Students will be expected to replace books at their own expense should they lose, damage, or have them stolen (**this includes any damage or theft from the lockers, as the use of lockers is optional and the school is in no way responsible for items stored there**).

Cover all books with paper covers, being careful not to attach tape to the book itself. Never carry liquids in a backpack with books as water damage or stains may result. Bring books to the library for repair. Do not attempt to repair books yourself. Students are responsible for the particular bar-coded book checked out on his/her record. If the student returns a bar-coded book that was not originally checked out to his/her record, credit cannot be given. For this reason, students are advised to write the bar-coded numbers of each textbook checked out to them in this handbook as soon as the books are issued. Students can check for lost textbooks in the textbook room.

LOCKERS

If you need assistance regarding a locker issue, please see Mrs. Kelley in the Administration building.

1. Students must use their assigned locker only.
2. Locks may be purchased from the school store. These locks are keyed for the schools staff should it be necessary to open a locker. Any non-school issued locks will be removed from the locker should administration need to access the locker.
3. Mt. Carmel High School is not liable for personal property that is destroyed or stolen on campus. Any item in a student's locker or car is considered to be in their possession.
4. Lockers are issued for the convenience of students. The school and the District do not have any liability for articles placed within the lockers. Articles within lockers are the sole liability and responsibility of the individual who has chosen to use the locker.
5. Students found to be writing on or defacing lockers will be subject to disciplinary action such as cleaning off lockers, detention, or home suspension. Defacing lockers is considered vandalism, and restitution must be made.
6. Students are advised to take all books and materials home each night and on weekends.
7. PE lockers are not to be used for long-term storage. They are to be used only for PE clothes and students are discouraged from storing valuables in the PE locker.

OFF CAMPUS LUNCH PASSES

Juniors and seniors on Tier 1 are eligible for off-campus lunch passes. The student's parent or custodial guardian must come into the office, show ID, and complete a lunch pass application. A lunch pass sticker will be applied to the student's ID card, which must be shown to a campus supervisor when they leave campus at lunch. Juniors and seniors must maintain 2.0 GPA or better to maintain an Off Campus Lunch Pass. If the

student is placed on Tier II, his/her lunch pass will be revoked. See the description of the “Tiered Privilege System”. If you need assistance regarding a lunch pass, please see Mrs. Kelley in the Administration building.

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

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

OFF CAMPUS PASS

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

<h2>Student Activities</h2>

CLUBS AND ORGANIZATIONS

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

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

DANCES

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

Dance Guidelines: All MCHS rules of discipline will be strictly enforced

1. MCHS ID cards and/or Photo ID and an MCHS Guest Pass must be shown at check in
2. Tickets are non-refundable & non-transferable
3. Any student disrupting the dance will be asked to leave
4. Proper behavior and attire is expected at all times by all students
5. Obscene and suggestive forms of dancing, including: slam, mosh, freak, and break dancing, are not allowed
6. Dancers must remain upright, feet on the floor.
7. Students and guests are expected to dress appropriately for the dance (in compliance with school dress code)
8. Anyone dressed inappropriately will be denied admission to the dance
9. Students will not be allowed to return to the dance once they leave

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

BREATHALYZER

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

DISTRIBUTION OF PRINTED MATERIAL/BANNERS/POSTERS

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

Transportation & Parking

BUS SAFETY RULES see Conduct Code Violations and Consequences chart

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

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

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

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

PARKING RULES

1. Student parking is available for a limited number of vehicles as marked in the **white striped stalls** in the parking lot. Students are not allowed to park in staff parking areas or in visitor parking areas. The use of the student parking lot and bicycle rack is at the student's own risk. Neither Mt. Carmel nor the Poway Unified School District assumes any responsibility for loss, damage, or theft. For everyone's protection, it is advised that all students keep their vehicles locked.
2. All motor vehicles must be registered with the school. Each driver will be required to have a parking permit card on file with the office to park on campus. **Permits are available from Mrs. Kelley in the Administration Center.**

3. Vehicles parked on campus must display a valid parking permit fully adhered to the lower left inside front window of the driver's side. Vehicles that are not registered with Mrs. Kelley will be cited.
4. Vehicles parking in unauthorized areas (fire lanes, access roads, courts, behind school, yellow-striped staff stalls or an unmarked stall) or vehicles not displaying the approved permit will be subject to a parking citation. These citations are \$47.50, payable to the City of San Diego. This may result in a San Diego Police Department citation and/or disciplinary referral, and/or loss of on-campus parking privileges for a specified period of time. Cars must be parked with the flow of traffic (i.e., you may not back into a parking space).
5. Any student who commits a moving violation in the parking lot is subject to a San Diego Police Department citation and/or loss of on-campus parking privileges for a specified period of time.
6. The parking lot is off limits to all students during regular school hours (7:30 a.m. - 2:30 p.m.).
7. Students parked on the public streets adjacent to the campus are not permitted to go to their cars during school hours except on a pass from an Assistant Principal.
8. Items in the vehicle are considered to be in the student's possession.
9. Tier 1 seniors and juniors only are eligible for parking stickers. Students must maintain satisfactory or above grades and citizenship each grading period (including progress reports) in order to be eligible for a parking sticker. If you receive an "N" or a "U" in citizenship your parking sticker is considered invalid for the next 6 weeks (until the next grades come out).
10. The Sundevil Way (Upper Gate) entrance and the Carmel Mtn. Road (Lower Gate). Traffic may both "Enter" and "Exit" at both gates during morning and afternoon traffic.

Facilities

FACULTY ROOMS

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

HALL PASSES

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

OFF-LIMITS/OUT-OF-BOUNDS AREAS

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

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

Attendance

ADULT STATUS

18-year-old students may apply for Adult Status by meeting the standards for good attendance (See Tiered Attendance), attending an Adult Status meeting, successfully completing a test, and obtaining permission from parent/guardian. Compulsory education in California ends at age 18. Students who are 18 attend Mt. Carmel as guests. Abuse of Adult Status will result in revocation of these privileges for a minimum of one trimester. Listen to announcements regarding dates for Adult Status meetings.

AFTER LUNCH ABSENCES

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

ATTENDANCE POLICIES & PROCEDURES

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

24-HOUR ATTENDANCE OFFICE HOTLINE 484-8512

Clearing Absences:

- Students who are absent should have their parent/guardian call the 24-hour Absence Reporting Hotline at **484-8512** *before 2:00 p.m. each and every day they are absent.* No readmit slip is necessary upon return to school if the Attendance Office has been notified as outlined above.
- Students arriving late to school can either have their parent/guardian call or can bring a note. Students should check in with the Attendance Office before reporting to class.

Categories of Absences:

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

ATTENDANCE REQUIREMENTS FOR PARTICIPATING IN SCHOOL ACTIVITIES

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

OFF CAMPUS PASS

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

<h2>Discipline</h2>

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

RULES OF STUDENT DISCIPLINE IN THE POWAY UNIFIED SCHOOL DISTRICT

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

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

The prohibited acts are:

1. Causing, attempting to cause, threatening to cause, or assisting in the cause or threat of physical injury to another person; including, but not limited to fighting, assault or battery.
2. Possessing, selling, or otherwise furnishing to others any firearm, any knife, explosive, or other dangerous objects such as, but not limited to, brass knuckles, razor blades, any pellet or pellet-type guns, paintball guns, lasers, or pepper spray.
3. Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma or Ritalin), or other controlled substances or intoxicants of any kind; (including over-the-counter medications which create an intoxicating effect).
4. Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest the intent to provide, give, or

sell to other students substances which are, or are purported to be, alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma, Ritalin), other controlled substances, (i.e., marijuana, crystal methamphetamine, or anabolic steroids) or intoxicants of any kind; (including over-the-counter medications which create an intoxicating effect).

5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to school or private property.
7. Committing or attempting to commit theft of school or private property.
8. Possessing or using tobacco or any products containing tobacco or nicotine on school premises.
9. Commission of obscene act or engaging in habitual profanity or vulgarity.
10. Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
11. Disruption of school activities or willful defiance of school authority, including violations of academic honesty.
12. Knowingly receiving stolen school or private property.
13. Possessing an imitation firearm.
14. Committing or attempting to commit a sexual assault or sexual battery.
15. Threatening or intimidating a witness or a complaining witness in a school disciplinary proceeding.
16. Sexual harassment (Grades 4-12).
17. Hate behavior/Violence (Grades 4-12).
18. Violating technology-use policies and inappropriate use of electronic signaling devices (e.g., cell phones, pagers, laser pointers, computers).
19. Causing or attempting to cause an assault or battery, intimidation, harassment, or threats on any school employee or school property.
20. Causing or attempting to cause acts of intimidation, harassment, or hazing on any student (e.g., initiations into clubs, sport teams, or student body associations).
21. Terrorist threats against school officials, school property, or both.
22. Violating individual school rules, or violating bus rules. Disciplinary actions may include, but are not limited to, advice and counsel, warnings, campus work details, detention, In-School Suspension (ISS), Friday School, bus suspension, home suspension, behavior or rehabilitation contracts, transfer to another school/program, and/or expulsion from the Poway Unified School District.

GROUNDS FOR SUSPENSION AND/OR EXPULSION

The Board of Education authorizes the school principal to suspend or to recommend to the Board for consideration of expulsion any student who violates the Rules of Student Discipline. Restitution may also be required in cases of damage or destruction of property. At any time, if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process, the student may be suspended and/or expelled.

DISCIPLINE FOR THE USE OF ALCOHOL AND CONTROLLED SUBSTANCES

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

DRUG/ALCOHOL PROHIBITED ACTS DISCIPLINARY ACTION GRADES 6-12

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

Suspend and recommend for expulsion. Contact law enforcement.

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

• Si tiene dificultad comprendiendo estas formas, haga el favor de comunicarse con la escuela para asistencia.
• Tumawag sa paaralan kung kailangan ninyo nang piliwanag.
• Neu ong hay ba co tro ngai gi ve van thu nay, xin vui long lien lac voi nha trung de duoc huong dan. PUSD PP-3A/6-12 (4/2005) Grades 6-12

Mt. Carmel High School Student Discipline and Policies

It is the intent of Mt. Carmel High School that School and District discipline policies and regulations be enforced consistently and fairly without regard to race, creed, color, or gender. Discipline based on faith in the worth and dignity of each individual is a positive form of guidance rather than a punitive device. This basic code of conduct is designed to support, not stifle, students. We hope it will help provide students with a school they are proud to attend and an atmosphere where they have freedom to learn.

ACADEMIC HONESTY/ETHICS POLICY *The policy is available on the PUSD website*

Mt. Carmel High School students are subject to an Academic Honesty Policy, which deals with various forms of cheating and plagiarism. Academic dishonesty in any form is unacceptable behavior. Ignorance, grade pressure, inadequate time, tests “inadequately” proctored, unrealistic parental expectation or other causes cannot justify it. Cheating places the value of grades over learning and is counter to the district’s graduation outcome. All tests, quizzes, reports, assignments, and any school-related tests are subject to this policy. PUSD Board Policy Article 3.0 Section 3.40.1 outlines specific guidelines for disciplinary action as follows.

High School Level 1 violations of Academic Honesty

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

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

1st Offense

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

2nd Offense

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

3rd Offense

1. Action referral to Assistant Principal (indicating level 1 offense)
2. Parent conference scheduled with Assistant Principal and teacher

3. Student may receive a zero on the assignment as determined by the classroom teacher
4. Citizenship grade of “U” for the semester as determined by the classroom teacher
5. Behavior contract established with student, parent and administration
6. May result in an “F” grade in the class as determined by the classroom teacher

High School Level 2 violations of Academic Honesty

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

1. ***Cheating***: Sharing answers/information, looking on /copying another’s work/test/essay.
2. ***Fabrication***: Falsifying/inventing/misrepresenting source of cited information.
3. ***Unauthorized Collaboration***: While working with others is often encouraged, unauthorized collaboration is not permitted.
4. ***Plagiarism***: Any intentional representation of another’s ideas/words/work as one’s own, including the misuse of published/electronic material and/or work of other students. Includes direct quotations and paraphrasing without citation.
5. ***Theft or Alteration of Materials/Forgery***: Any intentional/unauthorized alteration of student/teacher material or unauthorized signature to school related documents.

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

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

1st Offense

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

2nd Offense

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

If second offense is in the same class as the first offense then:

- a. “withdraw/fail” from the class as determined by the classroom teacher
- b. removal from class to an appropriate setting

3rd Offense

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

CELL PHONES

Cell phones that are used or go off during instructional time will be confiscated and student will be subject to disciplinary action. A parent or custodial guardian must pick up the confiscated cell phone from the office. Cell phone use is permitted before and after school and at snack and lunch. The school assumes no responsibility for lost, damaged, or stolen cell phones.

COPYRIGHTED MATERIAL

It is the intent of the Poway Unified School District that all staff members and students shall adhere to the provision of copyright laws in the use of instructional materials. Copyright guidelines specify the appropriate use of printed materials; sheet and recorded music; computer software; audio recordings including records, disks and tapes; films, videotapes, filmstrips, overhead transparencies, or slide programs; off-the-air taping (radio and television); rental, purchase, and use of videotape. Copyright guidelines for specific materials are available in the MCHS library.

DRESS CODE

The responsibility of proper attire should be monitored first in the home. The intent of the dress code is to create a safe, positive environment that is conducive to the learning and safety of students. While it is not possible to list every item that is considered inappropriate or that might pose a danger to students, the following will provide general guidelines for appropriate student dress per PUSD Board Policy 5.6.2 and 5.25.1.

- **“Three Bs”rule** – Breasts, bottoms, and bellies must not be visible on any student.
- Undergarments and genitals must not be visible on any student while sitting or standing.
- Clothing must not promote or imply illegal substances (tobacco, alcohol, drugs), violence, sexual behavior or nudity, including clothing using double entendre to the same effect.
- Clothing must not make discriminatory comments against religious or ethnic groups nor make statements about racial/ethnic/sexual pride.
- Clothing must not endanger other students, staff or self (including but not limited to clothing and accessories that have sharp points, pocket/wallet chains, bullet belts, etc.).
- For health and safety reasons, students are expected to wear shoes at all times.
- For safety purposes clothing may not promote, imply, or resemble gang attire.

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

Procedures:

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

Students bring dress “up to code”

Student conference

Parent contact

Students repeatedly violating the Dress Code are subject to suspension (See: Defiance of Authority)

DUE PROCESS/STUDENT RIGHTS (see Appendices)

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

ELECTRONIC/DIGITAL MUSIC PLAYERS & SIMILAR DEVICES

Electronic/Digital Music Players and similar devices have no relevance to student achievement and no place on the campus of Mt. Carmel High School. Students are strongly discouraged from bringing CD players, DVD players, iPods, MP3 players, and/or other electronic/digital music/video game players and similar devices to Mt. Carmel High School. MCHS is not liable for these personal items when they are lost, destroyed, or stolen on campus. MCHS is also not liable for these items when they are left unattended or in a campus locker or physical education locker.

HALL PASSES

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

HATE-MOTIVATED BEHAVIOR

PUSD Board Policy Section 5.28 HATE HARASSMENT AND HATE BEHAVIOR

Full text is available online at powayusd.com/board

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

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

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

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

- a. Nature and seriousness of the incident
- b. Frequency of the offensive conduct
- c. Age of the perpetrator
- d. Physically threatening or humiliating conduct
- e. Context in which the incident occurred
- f. Relationship between the parties
- g. Impact on victim

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

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

Examples include, but are not limited to:

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

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

Level	Explanation/Example	Consequence
Level 1 Insensitive or Inappropriate Remarks and Behavior	Do not threaten, not hostile (jokes, demeaning or degrading statements)	Counseling, detention, parent phone call or conference, behavior contract; suspension for repeat offenses
Level 2 Intimidation or Harassment	Create a hostile learning environment Name calling, racial slurs, physical or verbal harassment, offensive drawings	Suspension and/or expulsion Notify law enforcement if the victim feels he/she is being harassed; behavior contract
Level 3 Hate Violence Penal Code 422.55	Assault, threatened assault, battery, or bodily injury. Activities historically associated with threats of	Suspension and/or expulsion Notify law enforcement

	<p>hostility toward an individual's actual or perceived protected characteristics (e.g., burning crosses, nooses, wearing or posting swastikas, wearing white sheets, hanging effigies, defacing symbols or images associated with a protected status). Racial slurs, name calling, and bigoted epithets used in association with an intention to inflict injury and or damage. The presence of organized group literature and/or posters which reference an organized hate group with an intention to present a threatening message or hostile educational environment.</p>	
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Hate-Motivated Behavior Dissemination, Reporting, and Response Procedures on the part of the school and district

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

SEARCH AND SEIZURES

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

SEXUAL HARASSMENT - Students

The full policy is available on the PUSD website

PUSD Board Policy 5.24.1

The Poway Unified School District strictly prohibits harassment based upon gender or sex, against any student in the educational environment. Prohibited sexual harassment includes unwelcome conduct based upon sex or gender by someone who is the opposite or of the same gender, *a fellow student*, a teacher or other employee of the district, a District administrator, or any other person, within the school, school environment, or school-sponsored activity.

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

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

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

Examples of unwelcome conduct which may be sexual harassment include, but are not limited to, the following:

1. Deliberate written or oral comments, gestures, or physical contacts of a sexual nature or demeaning to one’s gender which are unwelcome or interfere with school productivity;

2. Implicit or explicit sexual behavior by a fellow student, District employee, or other person within the school environment which has the effect of controlling, influencing, or otherwise affecting the school environment;
3. Unwelcome suggestive, vulgar, or obscene letters, notes, posters, calendars, or other visual products, or derogatory comments, slurs, and/or jokes of a sexual nature.

Student Consequences for Sexual Harassment (Ed Code 48900.2)

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

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

SKATEBOARDING & ROLLERBLADING

Skateboarding and rollerblading are not permitted on any Poway Unified School District property at any time. Students participating in these activities during school hours will have their skateboard or roller-blades confiscated. During non-school hours, persons on campus without permission are trespassing and may be cited.

STEROIDS

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

TEACHER ASSISTANTS/OFFICE ASSISTANTS (TAs and OAs)

1. TAs/OAs must wear their badges at all times during the period they are assigned.
2. Misuse of TA or OA badges may result in disciplinary action.
3. TAs/OAs often handle school documents. Any TA or OA found stealing, forging, or altering school documents or forms will be home suspended for five days and dropped from the class. If dropped after the first twelve days, the student will receive a withdraw/fail and cannot be placed in another class for credit. A withdraw/fail constitutes a loss of five credits the student would have received for successfully completing the class.

VISITORS

1. In order to ensure campus security and protection to students, strict enforcement of policy regarding the presence of non-students on campus is enforced.
2. The presence of any non-student on campus during regular school hours (7:30 a.m. - 3:00 p.m.) is subject to arrest for trespassing under Penal Code Section 626.8: *Any person who comes into any school building or upon any school ground, or street, sidewalk or public way adjacent thereto without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of such*

school or disrupt the school or its pupils or school activities, and who remains there, or who re-enters, or comes upon such place within hours after being asked to leave by the ... school official ... is guilty of misdemeanor and is punishable by a fine of not exceeding \$500 and/or imprisonment in the county jail not exceeding six months.

3. Only students registered and attending Mt. Carmel High School may be on campus during school hours. Students who have been assigned to home suspension are considered non-students during the term of their suspension, and their presence on campus or at any school-sponsored event makes them subject to Penal Code Section 626.8.
4. Parents and guardians wishing to see a student during regular hours must check into the office. Interruption of classes is not permitted.
5. Parents entering to see and/or sign a student out of class must be prepared to present proper picture identification.
6. Students may not be released to any person other than the parent or guardian without their parent's/guardian's authorization.

TECHNOLOGY - APPROPRIATE USE

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

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

The PUSD computer system must be shared, and available to all users. The computer system may not be used in any way that disrupts or interferes with its use by others.

Prohibited uses of the system, include, but are not limited to:

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

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

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

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

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

- Users are prohibited from concealing or misrepresenting their identity while using the system.
- Be polite. Do not send abusive, harassing or suggestive messages to anyone.
- Do not respond to abusive, harassing or suggestive messages. You are required to report such messages to the supervising adult.
- Keep account passwords confidential and do not allow other people to use them.
- Unauthorized entry, use transfer, or tampering with the accounts and files of others is prohibited.
- Use appropriate language. Do not swear, use vulgarities, or express yourself in any other inappropriate language.
- Communication advocating, encouraging or supporting illegal activities is strictly forbidden.
- Respect the privacy of all users. Do not reveal the personal address or phone numbers of yourself or anyone else. Remember that e-mail may not be private and others may read what you type into your computer.
- Respect the originator of communications.

Tiered Privilege System

Tier 1

Students with acceptable grades (2.0 or better), attendance, behavior, citizenship

- All school privileges are granted

Tier 2

Students who have violated behavior and/or citizenship rules

Students with less than 2.0gpa on a 6-week progress report/trimester marking period

Students with any truancy

Students who have earned 4 tardies or more

Students who have been suspended from school

*Students lose the following privileges for 5 weeks following the incident until earned back through improvement or early released through another *approved method**

Eligibility for incentives and recognition
 Parking in the student parking lot
 Adult Status
 Work permit
 Early Cap and Gown pick-up

Off-campus lunch pass
 Attendance at dances/school events
 End-of-year Senior Activities
 Priority Yearbook pick-up



Offense	Methods to be released from Tier 2
<p style="text-align: center;">Suspension</p> Any suspendable (school or class) offense	<ul style="list-style-type: none"> • 5 weeks clean attendance and no behavior referrals; or • Each 5 hours of documented & Admin-approved community service will reduce sentence by 1 week; or • Each week in participating in Admin-approved community service program will reduce time
<p style="text-align: center;">Poor Academics</p> Under 2.0 GPA	<ul style="list-style-type: none"> • Satisfactory grades at the next 6-week marking period; or • Satisfactory Blue Card which includes attendance at Admin or teacher tutorials
<p style="text-align: center;">Poor Citizenship</p> More than 2 “N” or “U” marks	<ul style="list-style-type: none"> • Satisfactory citizenship at the next 6-week marking period; or • Each week in participating in Admin-approved program will reduce time
<p style="text-align: center;">Truancy</p>	<ul style="list-style-type: none"> • 5 weeks of clean attendance and no behavior referrals; or • Each 5 hours of documented Admin-approved community service will reduce sentence by 1 week; or • Each week in participating in Admin-approved community service program will reduce time

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