

WESTWOOD ELEMENTARY

Student-Parent Information Handbook



Phone (858) 487-2026 | Fax (858) 673-9103

Attendance Hotline (858) 487-2059

ESS (858) 487-2510

Website - www.powayusd.com/en-US/Schools/ES/WWES

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STAY INFORMED

In an effort to reduce costs and to reduce our school's carbon footprint, we have moved away from paper flyers as much as possible. As a result, there are several different ways to receive information from our school.

- ◆ Weekly “Weekend Wires” are emailed out on Sundays
- ◆ Our website: www.powayusd.com/Schools/ES/WWES
- ◆ PTA website: westwoodelementarypta.weebly.com
- ◆ ConnectEd Messages (automated phone/email messages)
- ◆ PeachJar Flyers: Link is at the bottom of our school website

IMPORTANT DATES

School Begins	August 21st
Labor Day	September 2nd
Professional Growth Day	September 30th
Picture Days	September 3rd & 5th
Professional Growth(11:20 dismissal)	November 1st
Veteran's Day	November 11th
Conference Week (no school)	November 19th
Conference Week (11:20 dismissal)	November 20th-22nd
District Recess	November 25th-29th
Winter Recess	Dec. 23th—Jan. 3rd
Martin Luther King Day	January 20st
Professional Growth	January 31st
District Recess	February 17th—21st
Professional Growth(11:20 dismissal)	March 13
Spring Picture Days	April 2nd & 3rd
Spring Recess	April 13th– 17th
Memorial Day	May 25th
5th Grade Promotion (9am-10am)	June 10th
Last Day of School (11:20 dismissal)	June 11th

PARENT INVOLVEMENT

Parents and members of the community are encouraged to become involved and volunteer at Westwood. Volunteers can work directly with children or on a variety of other tasks or projects. Work can be done in classrooms or at home.

Volunteers at Westwood help to free up your child's teacher to focus on your child's education. Last year, our volunteers donated over 9,000 hours of their time.

All volunteers must have Megan's Law Clearance, a current TB test (negative reading) and a signed "Parent Code of Conduct" on file in the office in order to do any work with students. Please inquire at the office or go to powayusd.com under the "Parent" tab for more information.

There are a variety of organizations and ways for parents to get involved. These include classroom volunteers, the School Site Council, the Parent Teacher Association (PTA) and the Foundation.

**For our student's safety all visitors
must check-in and check-out at the
front office of the school.**

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SCHOOL OFFICE

The school office is open from 7:30 am until 3:00 pm Monday through Friday, excluding holidays and some Professional Growth Days.

Our doors are always open to parents. All guests **must sign-in when visiting the school.**

When signing a student out early, they must be checked-out by a legal parent or guardian. Your ID will be checked every time you check-out early. If someone on the emergency list is checking your student out early please notify the office in advance.

BELL SCHEDULE

Grades K-5 Daily Schedule	Transitional Kindergarten Daily Schedule	Kindergarten Introduction Days August 21 - September 27	Conference Week Schedule November 20-22
Playground Opens 7:40 am	Playground Opens 7:40 am	Playground Opens 7:40 am	Playground Opens 7:40 am
School Begins 7:55 am	School Begins 7:55 am	School Begins 7:55 am	School Begins 7:55 am
Tardy Bell 8:00 am	Tardy Bell 8:00 am	Tardy Bell 8:00 am	Tardy Bell 8:00 am
Dismissal* 2:00 pm	Dismissal* 12:00 pm	Dismissal* 12:10 pm	Dismissal* 11:20 am <small>(Note: Teacher will make appointments for conferences)</small>

*** Students may not remain at school following dismissal unless enrolled in ESS or enrichment classes.**

SCHOOL LUNCHES

Students may either bring a lunch to school or purchase a lunch in the cafeteria.

- ♦ If your child brings a lunch, be sure to include only as much food as your child eats. Sharing of lunches is not allowed.
- ♦ Lunches should have the student's name and room number on the sack or lunch box. Please put your child's name on "Lunchables".

Hot lunches may be purchased at the school. Menus are available on the district website. It is highly recommended that lunches are paid for in advance, either weekly or monthly. This prevents lost lunch money and unhappy students. Prepayment envelopes are available in the school office. Checks should be made out to "PUSD Food and Nutrition". Include the child's first and last name in the lower left corner of the check. You may also purchase lunches online at www.powayusd.com/nutrition.

Students who pay in advance are entitled to as many lunches as have been prepaid. Automatic calls go out when a student's balance is overdue. Large outstanding balances will receive a call from an Administrator. Any unused money in your student's account is rolled over to the next school year if they stay in PUSD or refunded upon request at the end of the year.
***Please note any unpaid meal charges and overdrawn accounts place an added financial burden on the school.**

Cafeteria Prices:

- School Lunch (includes milk*) - \$3.25
- Juice (4 oz.) - \$.50
- Juice (8 oz.) - \$.75
- Milk (1/2 Pint) - \$.75

*If your child is allergic to milk, a soy based substitute is available at no cost only on the presentation of a medical statement from the child's doctor. (Form provided in the office.)

TRAFFIC - PICK UP AND DROP OFF

Westwood is called a “walking school” At arrival and dismissal times, traffic is very congested. We encourage carpooling or walking whenever possible. Parents should drop off their children along the curb in designated areas only. Please keep the following rules in mind when bringing your children to school:

- ◆ Please be patient, kind and courteous.
- ◆ **Do not leave any cars unattended (parked) in the drop off zone, or along the red curb. Parking in red zones may result in a ticket issued by the City of San Diego, even if you are sitting in red zone.**
- ◆ Please do not park in the staff spots or orange cone area for buses.
- ◆ While in your car, you need to stay in a single lane in front of the school.
- ◆ Have your child on the right (passenger) side of the car with materials ready to go.
- ◆ Continue to move forward as far as possible before stopping to let your child out.
- ◆ **For your child’s safety, do not drop your child off in the middle of the parking lot or in the middle of the street.**
- ◆ For everyone’s safety please do not drive and cut into the front of the line.
- ◆ Please do not get out of your car to assist or escort your child.
- ◆ Please be aware of the buses and allow them the right of way.
- ◆ Use only the pedestrian crosswalks to cross the parking lot.
- ◆ Left turn into parking lot is not allowed between 7:30am—8:00am.
- ◆ The teachers are on parking lot supervision. Thus, this is not a good time to converse with your child’s teacher.

The Six Pillars of Character



These six core ethical values form the foundation of the Character Counts youth-ethics initiative.

TRUSTWORTHINESS

Be honest • Don’t deceive, cheat or steal • Be reliable — do what you say you’ll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

RESPECT

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don’t threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

RESPONSIBILITY

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

FAIRNESS

Play by the rules • Take turns and share • Be open-minded; listen to others • Don’t take advantage of others • Don’t blame others carelessly

CARING

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

CITIZENSHIP

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

GENERAL SCHOOL RULES

- 1) Work cooperatively with all staff.
- 2) Arrive at school no earlier than 7:40 am unless enrolled in ESS.
- 3) Keep hands, feet, and objects to self.
- 4) Gum is not permitted at Westwood.
- 5) Walk on the blacktop and in the inner circle.
- 6) Stay out of the inner circle during recess time unless you have permission to be there.
- 7) Toys are not allowed at the school, especially out on the playground.
- 8) Clothing with inappropriate words and/or graphics are not permitted.
- 9) For safety, students must wear closed-toed shoes suitable for running club, PE and recess. No flip flops, opened-toes shoes/sandals, backless shoes or “Heelys”.
- 10) Treat one another courteously.
- 11) Take care of all property and equipment.
- 12) Weapons, or simulated toy weapons, may NEVER be brought to school. These include, but are not limited to, squirt guns, air powered guns, knives, explosives, and all other dangerous objects.

BE SAFE.

BE RESPECTFUL.

BE RESPONSIBLE.

HEALTH OFFICE

Westwood has a Health Technician, Miss Mary, to take care of first aid and emergencies. In case of student illness at school, Miss Mary will notify parents/guardians first. If, after a period of time, a parent has not been reached, then the emergency contact list is called. In order for the student to be released to the emergency contact, the parent must contact the office and give permission. No registered nursing services are provided at the school on a daily basis.

KEEPING EVERYONE HEALTHY

Please remember that PUSD Guidelines state that your child must be fever-free, vomit-free and/or diarrhea-free for 24 hours before returning to school. Students with a productive cough, excessive coughing or appears to be too ill, tired or uncomfortable to adequately function in the classroom setting should stay home until no symptoms for 24 hours or a written medical release is obtained.

MEDICATION

If your child must take medication at school, a “Authorization for Medication” form must be completed by the physician, and returned to the school. **No medication may be given at school without this form.** An adult must bring the medication to the school office with the form. Medication must be in the original container with the prescription label for the student. The “Authorization for Medication” form can be picked up in the office or located on powayusd.com under the “Health Services” tab. Students may not carry their own medication this includes aspirin, inhalers, cough drops, etc.

ASSEMBLY PROCEDURES

- 1) Lower grades are seated closest to the front and should enter through the front door.
- 2) Upper grades are seated to the rear and should enter through the rear door.
- 3) An aisle should be maintained down the center of the audience.
- 4) Students should not sit on their knees, but sit with legs crossed, “flat on your bottom”, so all can see.
- 5) Whistling, shouting, or booing is NOT permitted at any time.
- 6) At the close of the assembly, the person in charge will ask teachers to dismiss their classes.

PLAYGROUND RULES

Your playground has been provided for you to enjoy during recess. You can have a happier play time if you play in designated areas and respect others.

- 1) Absolutely NO standing on top of any equipment.
- 2) No playing directly under equipment.
- 3) Pull-up bars are to be used for pull-ups only. NO sitting on the bars, no somersaults, and no hanging from the knees.
- 4) One person on a swing at a time. Twisting, kneeling, standing, lying on your stomach or jumping off the swing is prohibited.
- 5) Bats should never be used during recess.
- 6) Throwing or bouncing balls against any part of the school building is NOT allowed.
- 7) No running or chasing games are permitted on the blacktop.
- 8) When the bell rings, children should stop their games, and freeze. On the whistle, return all equipment and line up quickly and quietly.
- 9) Drinks and use of restrooms are to be done *during* the recess, not after the bell rings.
- 10) If you become injured on the playground, you should report your injury to a playground supervisor. You must get a health slip to go to the Health office for injuries.
- 11) Morning snacks are to be eaten at the tables under the covered area.

LUNCH TABLE RULES

Let's keep the lunch patio a pleasant place to eat.

Remember:

- 1) You must bring or buy your lunch every day.
- 2) Line up quietly, keeping hands, feet and objects to yourself.
- 3) Stay seated and use quiet voices in the lunch area. Do not get up to throw away trash until you are dismissed.
- 4) When you are finished eating, clean up your area (pick up all wrappers, straws, milk cartons, and/or paper sacks); then raise your hand, and wait quietly and patiently to be dismissed by an adult.
- 5) No food leaves the lunch area unless it is in lunch bags or boxes. All lunch bags and boxes are then to be placed in your line before you go play.
- 6) Students are expected to eat lunch as they have been advised by their parents. A decision to skip lunch and keep the money is not allowed unless you have a signed note from a parent giving you permission to do so.
- 7) Students are not to share food with other students.
- 8) The "Peanut-Free" table is reserved for students with Life-threatening food allergies. Please do not sit there if you do not have severe allergies.

LIBRARY EXPECTATIONS

While you are in the library, please use a quiet voice; there may be others who are also working in the library. Take care of all books, magazines, and other materials you use or borrow. Return everything you check out **on time** because other students may be waiting to borrow the materials you have been using. Other rules to follow are:

- 1) Enter and leave quietly.
- 2) Refrain from loud talking or disturbing conduct. (If you must talk to others, please speak quietly.)
- 3) Use materials, equipment, and books properly.
- 4) Respect the rights of others to use the room without being disturbed.
- 5) Put away materials or equipment used.
- 6) Use the Library when an adult is present.
- 7) Food is not allowed in the Library.
- 8) Return books by placing them in the "book-drop"
- 9) Ask for help when you are unsure how to operate equipment.

GENERAL SCHOOL POLICIES

EMERGENCY INFORMATION

- ◆ In case of an earthquake or other disaster, the staff will stay at school until the emergency is over and all children are safely returned to their parents. The staff has been trained in emergency procedures.
- ◆ We will NOT release students in an emergency unless dismissal can be conducted with complete safety. A parent, guardian, or designee of the parent must sign the student out and a record will be kept of the time the child was taken and by whom. **You must have your IDs with you.**
- ◆ The students will be practicing Fire Drills, Duck, Cover, and Hold Drills and Intruder/Lockdown exercises throughout the year. *Parents who are on campus at the time of any safety drill are expected to follow all procedures. Please do not leave campus without checking out otherwise staff will be looking for you.*

RAINY DAY/SEVERE WEATHER PROCEDURES

Morning Line Up: In the event of early morning rain, students will enter the Multi-Purpose Room (MPR). The office will make an announcement to alert students to head to their classrooms shortly before 8:00am or earlier when the MPR reaches crowd capacity.

Rainy Day Recess: If recess is in their classroom, “quiet” activities will be permitted. If recess is “blacktop only”, the playground play is restricted to blacktop only. The grassy areas, the swings, climbing structures and halls are off limits for safety reasons.

Rainy Day Lunch: Students will eat lunch under the covered lunch tables and then play games or participate in organized activities in the MPR.

TREAT OTHERS WITH DIGNITY AND RESPECT

Harassment will not be tolerated at Westwood School.

Remember the old saying. “Sticks and stones may break my bones but names will never hurt me”? This is only partly true. Being called rude or nasty names may not break bones, but it can damage attitudes about school or how students feel about themselves.

All students have the right to learn....

- ◆ Without being called names.
- ◆ Without being threatened because they’re a girl or a boy, or from a certain religion or a particular race.

These actions are prohibited:

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

TREAT OTHERS WITH DIGNITY AND RESPECT (cont.)

What to do if it happens to you or you witness it happening to someone else:

Tell someone you trust such as a parent, friend, teacher, counselor, Principal, Assistant Principal, yard-duty supervisor, or any other school employee.

School Safety Tipline

In partnership with the cities of Poway and San Diego as well as local law enforcement, a new PUSD schools tipline (844-PUSD-TIP) is in place, which is monitored 24-7 by law enforcement. We encourage all of our students, staff, and families: if you see **something, say something**.

Everyone is equal and everyone deserves respect!

GENERAL SCHOOL POLICIES

IDENTIFICATION BADGES and SIGN-IN PROCEDURE

For the safety and security of all on our campus all non-students must have an identification badge in clear view at all times while on campus during school hours. This includes, but is not limited to, all staff, substitute teachers, visiting officials, parents and students from visiting schools. All non-students must sign-in at the office to obtain an identification badge. Parents that visit the classroom more than 3 times **must** get approved to be a regular volunteer. Paperwork is available at the office or on the District website. Once you are cleared to be a volunteer a premade identification badge will be made. All other visitors will be issued a "Visitor" badge. Any non-student found on campus without signing in and/or not displaying an identification badge will be escorted off campus immediately. When leaving our campus, please sign-out in the office and return your assigned badge.

CLASSROOM VOLUNTEERS

Volunteers in classrooms are scheduled with the teacher ahead of time. Help needed in the classroom varies from teacher to teacher. Some examples of classroom help are room parents, morning read volunteers and classroom helpers. Volunteers that are unable to come to class during school hours can do work at home such as placing book orders, collating papers, preparing projects with the teacher's direction, organizing classroom activities, etc. Inquire with your child's teacher. Again, parents that visit the classroom more than 3 times **must** get approved to be a regular volunteer. Paperwork is available at the office or on the District website.

GENERAL SCHOOL POLICIES

TREATS FROM HOME

Foods prepared at home may be used only for individual students. (PUSD Policy, Article 5, Section 5.31) **Due to potential life threatening allergies in the classroom you must contact your student's teacher before bringing treats to the classroom. Teachers may choose to not accept food treats at all in their classrooms.** To ensure food safety, all food to be shared with other students should be commercially prepared, prepackaged, unopened, and has nutrition and ingredients clearly listed.

ANIMALS ON CAMPUS

No dogs or animals of any kind are allowed on District property. Westwood School property begins when you enter the driveway into parking lot and walkways adjacent to the parking lot. This policy excludes service animals. Service animals must be clearly identified.

EARLY STUDENT PICK UP

To maximize instructional time, please schedule appointments before and after school. However, if a student needs to leave school early they must be checked out in the office by the parent or legal guardian. For student's safety and per PUSD policy please have your ID **every time** you check your student out early. If someone other than the parent/guardian is picking your student up, that person must be on the emergency contact list **AND** the parent/legal guardian will need to call the school office and give verbal consent.

***Please note for student safety we will NOT call your student to the office before you arrive and have your ID checked.** Be sure to give yourself extra time in the office to check your student out. This allows time for students to be located, gather their belongings and come to the office.*

WHAT HAPPENS IF YOU BREAK A RULE?

If you break a rule in the classroom, the consequences could be:

- 1) Verbal warning
- 2) Classroom consequence
- 3) Parent contacted
- 4) Referral to Principal or Assistant Principal

If you break a rule on the playground you will be given a verbal warning. If behavior continues you may get a Character Violation and referral to an Administrator.

Please note that severe disruptions will be handled immediately.

WHAT HAPPENS IF YOU ARE SENT TO THE PRINCIPAL OR ASSISTANT PRINCIPAL?

- 1) The Principal or Assistant Principal will talk with you and reflect about what you did and make connections to the Six Pillars of Character.
- 2) On most visits parents will be called by the office.
- 3) A note will be sent home requiring parent/guardian signature alerting them of the incident.
- 4) Your visit will be documented.

POSITIVE REWARDS

Individual students who demonstrate appropriate behavior can earn special positive rewards in their classroom. Rewards can consist of positive reinforcement; verbal and extrinsic rewards as well as possible Character Counts recognition.

Students at Westwood who consistently conduct themselves in a positive manner can earn special privileges, awards or rewards, such as Character Counts Awards, positive calls home, and the whole class can win a Super Recess!

GENERAL SCHOOL POLICIES

PLAYGROUND USE AFTER DISMISSAL

Organizations and individuals must have authorization from the school district to use school playgrounds, fields and/or facilities after dismissal. All school playgrounds are reserved for the exclusive use of Extended Student Services (ESS) during ESS program hours. To avoid interference with the ESS program, students that are not enrolled participants of ESS may not remain on campus to use the playgrounds. Parents and students on the playgrounds will be asked to leave. We appreciate your cooperation when asked to do so.

BICYCLES

Students in grades 3-5 may ride their bicycles to school. Each bike rider must have a bicycle permit signed by their parents on file in the office. These are to be renewed yearly.

- ◆ Students are reminded that all traffic laws relating to automobiles also pertain to bicycle riders.
- ◆ In addition, by law, all students **must** wear helmets when riding their bikes. Helmets can be stored in the classroom during the day.
- ◆ Bicycles should not be ridden on the sidewalks, playground, or in hallways. A bike rack is provided for storing the bike during the day.
- ◆ Students should bring their own locks to secure their bicycles. The school is not responsible for damage or loss of bicycles.
- ◆ Skateboards, motorized scooters and roller blades are not allowed.

GENERAL SCHOOL POLICIES

TARDIES

The line-up bell rings at 7:55am and class instruction begins at 8:00am. **The main gate will close promptly at 7:55am.** Students who arrive after 7:55am must report to the office before going to class to receive a tardy slip. If a student is tardy 30 minutes or more, they must be accompanied to the office by a parent/guardian for the absence to be cleared. Student medical appointments are considered excused tardies. Please bring a note from the Doctor/Dentist. All other tardies are unexcused. Consistent tardies will result in an intervention by the Principal or Assistant Principal.

LATE ITEM DROP OFF

To reduce the amount of interruptions to all student's valuable instruction time please be aware of the following rules:

- ◆ If you know you are bringing late lunches, snacks or water bottles please tell your students to pick it up at the office at the start of their recess time. If they do not come for it, we will then call them to pick the item up at during recess.
- ◆ For late homework, we will not call the classroom but instead email the teacher for the student to pick up. This does not guarantee the teacher will see the email before the end of the day.
- ◆ Please avoid afternoon phone calls to relay messages regarding pick-up plans or reminders for afterschool activities. Please relay these messages to students before school starts or send a note with your student to remind.
- ◆ Late 5th grade band instruments will not be called or emailed. The band teacher's rule states that it is the student's responsibility. If the student forgets their instrument, they should check the office.

GENERAL SCHOOL POLICIES

POWAY UNIFIED SCHOOL DISTRICT RULES OF STUDENT DISCIPLINE

The District policy and consequences regarding weapons, controlled substances, alcohol, harassment, theft, vandalism, hate crimes, and willful disobedience is available on the PUSD Website (www.powayusd.org) under the enrollment forms section. Parents and students acknowledge that they have read the rules and acknowledge receipt of them by signing and returning the signature verification form to school.

SUSBTANCE ABUSE

The use or possession of tobacco, alcohol, or other controlled substances by students or parents on the Westwood campus is strictly prohibited. If students are involved with the use, possession, or sale of any controlled substance, legal reports will be filed, parents will be notified, and a minimum five day suspension will be invoked.

COMPUTER USE POLICY

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Students are prohibited from using district technology for improper purposes. If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

GENERAL SCHOOL POLICIES

ACADEMIC HONESTY

In support of the District's Academic Honesty Policy 3.40, students are expected to demonstrate acts of honesty at all times. Teachers and staff members support and enforce all District rules of academic honesty and provide a learning environment that does not allow or tolerate dishonesty. Any student who violates the rules of the Academic Honesty Policy will be subject to disciplinary action.

HARASSMENT

We believe that every student has the right to attend school and learn without being called names and without being threatened, harassed or bullied for any reason. Harassment is unwanted and unwelcome behavior from another person that interferes with an individual's life and well-being. When this behavior is sexual in nature, it is "sexual harassment". When the behavior is motivated by a prejudice against another person's race, ethnicity, sexual orientation, religion or gender, it is discrimination and could be described as "hate behavior" in some cases. This type of intimidation and harassment will not be tolerated in our school and is also inappropriate in our society.

It is our intent to promote the rights of equality and human dignity basic to our American ideals. If a student feels that he/she has been the target of harassment, threats, or bullying, it is important that you tell someone you trust like a parent, teacher, principal, or another adult. They may offer some excellent advice on how to deal with the situation or they may need to intervene on your behalf.

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. Any person with a complaint of sexual harassment suffered by a student should implement the complaint process contained in the administrative procedures. For more information, please contact the Title IX/Equity Compliance Officer, Associate Superintendent of Personnel Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406, 858-521-2800, extension 2761.

GENERAL SCHOOL POLICIES

ABSENCES

DID YOU KNOW? - "EVERY DAY COUNTS"

- ♦ A student must work twice as hard the next day to catch up on missed information and homework. The U.S. Department of Education maintains that for every missed day of school, it takes a student two days to catch up.
- ♦ Since 1998 California schools are funded on actual student attendance each day, not on enrollment. The district does not receive funding for excused absences. At absence number 12 a letter is sent home regarding chronic absences.
- ♦ The Poway Unified school calendar contains fall, winter and spring breaks. Please consider these vacation weeks for family vacations.

REPORTING AN ABSENCE

If a student is unable to attend school or will be late, notify the Attendance Hotline (858) 487-2059. Please try to call by 8:30am and leave the student's name, teacher's name, reason for absence, date of absence, and name of the person leaving the message.

Students absent due to contagious diseases may be required to have a note from their physician or the public health department before returning to school. Student attendance is important and compulsory according to state law.

There are some occasions (i.e. religious holidays, a death in the family, or other family emergencies) where students will be absent from school. Again, notify the office and, if necessary, an Off Campus Independent Study (OCIS) contract may be requested. This OCIS contract allows the student to do school work for absences extending 5 consecutive days or more. If you choose to do an OCIS contract you **must** request the contract from the office at least 5 school days before you leave.