



**Downey Unified**  
SCHOOL DISTRICT

*All students graduate with a 21<sup>st</sup> Century education that ensures they are college and career ready, globally competitive and citizens of strong character.*

# **PARENT STUDENT HANDBOOK**

## **ALTERNATIVE EDUCATION PROGRAMS**

### **2023 - 2024**

#### **Administration Team**

Xochitl Ortiz, Ed.D.

Principal

Jesus Alvarez

Assistant Principal

Pedro Trujillo

School Counselor

#### **Alternative Education Programs Office**

12330 Woodruff Avenue Downey, California 90241

Phone: (562) 904-3552      Fax: (562) 469-7320

## **PRINCIPAL'S MESSAGE**



Welcome Parents/Guardians, Students and Community:

As a staff, we are committed to addressing the whole child. Our goal is to meet our students learning needs and to address any challenge that stands in the way of acquiring a 21st-century education. The staff is dedicated to providing opportunities for every one of our students. Through our Steps to Success program our students will be able to track their credits and attendance as they progress toward their

personalized educational goal.

We are excited for the upcoming school year and look forward to meeting all the new faces as they enroll and begin their journey with us. Opportunities are on the horizon and we are glad to be a part of the next step in your child's educational journey.

We Are Downey Unified!

Dr. Xochitl Ortiz, Principal

## **VISION STATEMENT**

We will prepare our students to be educated, successful and responsible citizens. We envision our students taking an active part in the quality instruction and curriculum designed to meet their diverse needs and interests. We provide our students with the opportunity to question, create, think and learn mutual respect that will help prepare them for a positive future.

## **MISSION STATEMENT**

We will provide a safe and non-threatening environment that emphasizes a multiethnic and multicultural educational program directed toward the diverse and changing needs of its students.

We offer quality comprehensive and flexible programs that are designed to develop personal, academic and job-related skills. Our students will learn to communicate clearly, think critically, and acquire the knowledge and skills required to enhance the quality of their lives.

## **NOTIFICATION OF ALTERNATIVE SCHOOLS**

California state law authorizes all school districts to provide alternative schools. These are defined as a school or separate class group within a school. The purpose and desired outcome of alternative education is fully engaged students who are learning in a manner best suited to their needs, which will result in: closing the achievement gap, decreasing the dropout rate, and increasing the graduation rate.

Fully Accredited by



## Columbus High School (CHS)



CHS is a WASC accredited, Model Continuation High School. Continuation education is a high school diploma program designed to meet the needs of students 16 through 18 years of age who have not graduated from high school, are not exempt from compulsory school attendance, and are deemed at risk of dropping-out. Classes at CHS are designed around individualized instruction with students working at their own pace while working to meet the state and district standards in each curricula area. Teachers utilize a variety of instructional practices to meet the learning needs of students, including formative assessment, differentiated instruction, cooperative groups, individual student/teacher learning sessions and whole class directed instruction. Students attend school for four to six periods each day. The instructional school year is divided into 10 evaluation sessions. On average, students have the opportunity to earn one to two credits per period and per evaluation. Students may have the option of participating in an 11<sup>th</sup> evaluation session as part of summer school or Extended School Year. The Learning Center is part of CHS and serves students with special education services. Also, CHS offers site based, short-term Independent Study (IS) to eligible students enrolled at the site who are presenting with extenuating circumstances. The district IS program is designed for students whose educational needs are best met with a personalized academic program at an alternative learning environment. Application to IS can be made through the site counselor and require approval of the principal or assistant principal. CHS shares the campus with Downey Adult School (DAS) (EC) sections 44865, 46170, 48400-48438, and 51055.

## Woodruff Academy School (WAS)

WAS has initial WASC Accreditation and serves students within our district who are referred through a district-level PBIS meeting and need a separate setting that is better matched to their academic, social, and emotional development needs than what can be provided in a traditional school setting. Students are expected to participate in academic programs that include high-level expectations from staff and students, and that are comparable to those available to students of similar age in the school district. The 360-minute minimum instructional day includes academic programs that provide challenging curriculum and individual attention to student learning modalities and abilities. Our WAS also focuses on the development of pro-social skills and student self-esteem and resiliency. Students may or may not have special accommodations or education services. WAS is intended to have low student-teacher ratios. Students benefit from learning support services that include a school counselor, school psychologist, and therapists. Students may also receive collaborative services from law enforcement, probation, and human services agency personnel who work with at-risk youth. WAS is located on the CHS/DAS campus, (EC) sections 48660-48667.

Additional information (e.g. bells schedules, calendar of events, staff, parent involvement, graduation, curriculum, etc.) about these programs can be obtained from the following website [www.dusd.net/columbus](http://www.dusd.net/columbus), office staff, or school administrator.

## **INSTRUCTIONAL FOCUS**

Literacy through comprehensive reading, critical thinking and clear writing

Best practices: *summarizing, justification, paraphrasing*

Student friendly slogan: *Be legit, be literate!*

## **CHARACTER COUNTS!**

The purpose of this policy is to foster the school culture and climate necessary for the development of students who are citizens of strong character. Students, staff, and parents/guardians will work collaboratively towards this mission. Through adult modeling and clear expectations, students are encouraged and expected to exhibit the following pillars of character:



By working collaboratively to cultivate CHARACTER COUNTS! traits in students, we can provide a safe, pleasant, and academically rewarding environment in which every learner can achieve to their true potential.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

PBIS is a framework comprised of intervention practices and organizational systems for establishing the social culture, instructional environment, and individual behavior supports needed to achieve academic and social success for all students. We work collaboratively with all educational partners (students, parents, staff, and community members) to create an effective PBIS approach.

## **POSITIVE REINFORCEMENTS**

The following positive reinforcements may occur when students choose to abide by school rules and demonstrate outstanding character:

1. Character Counts! Ticket (daily opportunities for tangible recognition)
2. Character Counts! Award – monthly
3. Student of the Month
4. Step 1 Award – monthly
5. Perfect Attendance – monthly
6. Participation in extra-curricular activities
7. Work or student driver's permit
8. Individual Teacher Awards/Incentives

### **THREE-WAY PLEDGE**

*“On a team,  
it's not the strength of the individual players, but  
it is the strength of the unit and  
how well they all function together  
towards a common goal.” – Bill Belichick*

#### **Student Pledge:**

1. I will set and work towards high expectations and positive goals for myself (e.g. graduate, college, career, etc.) because I am worth it and deserve a good life.
2. I will seek help, if needed, to solve a personal or academic problem.
3. I will attend school daily and on time.
4. I will be respectful of myself, students, teachers and staff.
5. I will complete my own classwork and take pride in the quality of work I produce.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Parent/Guardian Pledge:**

1. I will communicate with the teacher when I have a concern.
2. I will ensure my child attends school daily and on time and clear absences with office.
3. I will ensure my child gets adequate sleep and has a healthy diet.
4. I will attend to important school events (Parent-Teacher conferences, Back to School events, Open House, Parent surveys, etc.).

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Teacher Pledge:**

1. I will communicate with parent/guardian, at least once per month, regarding your student's progress (e.g. academics, behavior, attendance, etc.).
2. I will offer or facilitate help for student when requested or needed.
3. I will provide grade level subject matter while striving to address the individual needs of your student based on assessment measures.
4. I will set high, attainable, and clear learning and behavioral expectations that facilitate a safe, respectful, and positive classroom environment.

Signature of Teacher \_\_\_\_\_ Date \_\_\_\_\_

## HONOR CODE

### Philosophy Statement:

High ethical and moral behavior in education is essential. Individual students are responsible for their own work and actions and the importance of fairness in academic opportunities shall be stressed. We believe the individual, school, and society benefit greatly from the maintenance of high ethical and moral standards within our learning environment.

### Students' Rights:

All students shall have the right to keep confidential the materials, homework, tests, and expressions which they created through their own efforts. When the learning activity is intended to be a shared experience the student shall offer and receive from other students only that information which is approved by the teacher.

### Students' Responsibility:

Students shall not misrepresent examination materials, and/or research assignments as their own, when in fact they are the work of someone else. Students shall not use notes or other aids during examinations unless their use has prior teacher approval.

*If the above provisions are violated and/or compromised, please see Standard Discipline Procedures for consequences (cheating/plagiarism).*

## STUDENT RIGHTS

1. Students, within legal constraints, may exercise their constitutionally protected rights of free speech, expression, and assembly so long as they **do not interfere with operation of the regular school program or violate the discipline policy.**
2. Students have the right to fair, consistent, and respectful treatment by staff members and by other students.
3. Students have the right to due process. When a student is referred for disciplinary action, the student has the opportunity to offer his/her version of the incident to school authorities.
4. Students, 16 years or older, or under 16 with parental consent, have the right to examine their personal files, cumulative folders, transcripts, and other school records during school hours. Students have the right to insert rebuttals to information and opinions in their files.
5. Students have the right to present complaints or grievances to school authorities and to receive authoritative replies within a reasonable time regarding the disposition of their complaints or grievances.

## **STUDENT RESPONSIBILITIES**

1. Students have the responsibility to maintain regular school attendance, to make a conscientious effort in classroom work, and to adhere to school rules and regulations.
2. Students share with school staff a responsibility for developing a climate within the school, which is conducive to learning.
3. **No student has the right to disrupt the education of their fellow students.**
4. Students have the responsibility to respect the rights of fellow students, teachers, administrators and all others who are involved in the educational process.
5. Each person is entitled to respect regardless of race, religion, culture, gender, disability or sexual orientation.
6. Students have the responsibility to attend class with all required materials, be prepared to work, and stay on task for the entire class period.
7. Students shall demonstrate honest and responsible citizenship at all times.
8. **These responsibilities apply at school, to or from school and at any school activity.**

## **GENERAL RULES OF CONDUCT**

All staff, students, and parents must understand expected student conduct and the consequences for unacceptable behavior: **students accumulating 20 days of suspension in one school year will result in a referral for expulsion from the District.**

1. **Violations of state and municipal codes on campus or at school sponsored events will be subject to school discipline and/or police involvement.**
2. Students who refuse to cooperate with members of the school staff are subject to disciplinary action. This applies to both the regular school day and extra-curricular activities.
3. Student use of profanity, vulgarities, and/or harassment of any type, will result in disciplinary action.
4. Fighting is defined as an encounter, with blows or other violence, between two students. **It is not necessary that both students take or give blows. Any student that engages in a fight will be suspended.** Parents are requested to emphasize that fighting will not be tolerated at school, at a school activity, before or after school, or on the way from or to school. Parents may be found financially responsible for injury to another student because of a fight. **If a student feels there might be a fight, they must inform a teacher, school administrator, or counselor before the fight takes place. All efforts will be made to prevent the fight.**
5. Theft of or damage to school or individual property may result in suspension, police arrest, and/or expulsion from the district.
6. Cheating/plagiarism is a serious offense. See Procedures #19 for a school wide policy and consequences.
7. Students should not be in possession of a **skateboard**, scooters, etc. during school hours. Such items must be placed in a designated area, which includes classroom, car or locker. The school is not responsible for lost or stolen items.

8. All students and guests of students attending a school-sponsored activity will be subject to random alcohol testing. A student found to be under the influence of alcohol, may be suspended and/or expelled from the district.

### **ACCESS TO PHONES:**

Students can use the phones in the attendance office before and after school. We do not deliver phone messages to students during the school day, as this is disruptive to their class time. The only exceptions to this are police and medical **emergencies**. Any **AUTHORIZED** person wishing to talk to their student during school hours may do so in person in our Attendance Office.

### **ADDRESS INFORMATION/CHANGES**

When address or telephone number changes occur during the school year, the parent or guardian must notify the Attendance Office immediately. This is very important in keeping our records up-to-date and also in the ability contact a parent or guardian in case of an emergency. Changes for students who are minors must be made in person by parent/guardian.

### **ATTENDANCE, TARDINESS, AND TRUANCY OVERVIEW**

**Parents are required to notify the school when their student is absent.** Any student not present at school at any time, or not in class for any period without a valid reason, is *truant*.

- a. An average attendance rate of **85% rate or better** is required to transfer to Warren High School or Downey High School.
- b. Excessive absences - Parent conference with school administrator, eventual referral to School Attendance Review Team, subsequent referral to School Attendance Review Board, and possible court action by the District Attorney.

### **REPORTING AN ABSENCE**

Please report any absence of your student to the attendance office either by writing a note or by telephone. All absences must be reported by a parent or guardian on each day of absence unless the number of days of absence is stated on the first call or note.

**Call (562) 904-3552 ext. 5183 or 5191 after 7:00a.m.**

If your student is going to be absent 1 period to 4 days:

- Report the absence by telephone before 9:00a.m. on each day of absence unless number of days absent is stated on first day.

If your student is absent 5 or more days:

- Follow the instructions above and upon return, present to the attendance office a note from a doctor to verify absence due to illness.

### **ATTENDANCE ACCOUNTING**

Students who come to school late at any time during the day must have:

1. A note written by a parent with an approved reason for why the student is late.
  2. A phone call to the Attendance Office **before the student arrives.**
- OR**

Student will then be given a pass to class.

## TARDY POLICY

1. Any student who arrives to school or to class after the bell has rung is tardy. Adequate time is provided between class periods to pass from room to room. Students are required to be in the classroom before the tardy bell rings. The first period bell rings at 8:30 a.m.
2. The only acceptable excuses for being late to school are:
  - Illness
  - Doctor/Dentist appointment\*
  - Family medical emergency
  - Loss of electricity

\*Note signed by doctor/dentist is needed if first period or lunch time is used for scheduled appointment. Without proper note, student will be considered truant. Students arriving late due to illness more than three times in one semester will only be allowed into class with an excuse from a doctor.
3. Students that are not in class when the tardy bell rings, may be subject to disciplinary action which may include other means of correction, SART, SARB, and/or referral to another program.
4. Tardy students may be subject to search upon arrival. This may include their vehicle if they drove themselves to school.
5. Students who arrive late to school may have their cell phones confiscated and held in the office till the end of the school day.
6. All students tardy to first period, or subsequent periods, are subject to a possible tardy sweep. During a tardy sweep, students spend the entire period in another room completing a writing/instructional assignment. Students are responsible to make up any class work missed due to a tardy sweep. In lieu of, or in addition to, a tardy sweep, students may be assigned additional consequences for first period tardies (Please see Standard Disciplinary Procedures for more information).
7. Oversleeping or transportation problems are not valid excuses. Students arriving late due to medical appointments must provide verification from the doctor's office. Teachers may also assign consequences for tardies. Failure to comply with the teachers' consequences may result in a parent conference. If problem persists, student may have a referral to administration.
8. Excessive tardies may result in a School Attendance Review Team (SART) meeting. At this meeting the student and parent will be notified of the stipulations of Education Code 48200. If attendance problems persist after the SART meeting, both the student and the parents will be referred to the School Attendance Review Board (SARB) for possible legal action.

## TRUANCY POLICY

1. A parent conference and/or a possible citation will be assigned to students who are truant. Under the city's Anti-Truancy Ordinance, students apprehended by police during school hours without a valid excuse will be cited. Parents and students will be subject to one or more of the following penalties:
  - A. A fine of up to \$250.00 (with court costs and penalties the total could be \$675.00).
  - B. Assigned court-approved community service.
  - C. Attendance at court-approved parenting classes (for parents).
  - D. Assessment by the city for the cost of providing the personnel for services related to the detention, processing and supervising of the truant minor.
2. As noted, excessive absences will result in a parent conference with school administrator and eventual referral to School Attendance Review Team, subsequent referral to School Attendance Review Board, and possible court action by the District Attorney.

## **AFTER SCHOOL ACTIVITIES**

All students are required to leave campus immediately after the dismissal of school. Loitering on campus or in the hallways is not allowed and students will be escorted off campus. The only exception to the policy will be those who participate in a sanctioned after school activity.

## **BICYCLES AND SKATEBOARDS**

Bicycles, skateboards, or any other device **may not be ridden on campus**. Bicycles must be locked in the provided bicycle area and **skateboards must not be ridden**. The school furnishes bike racks for your convenience. **Motorized skateboards are never allowed on campus. California state law requires that helmets must be worn at all times.** Please follow these guidelines:

1. All bikes must be locked to the rack. Do not lock your bike to any other bike.
2. Don't lock bikes outside the bike rack.
3. **The school is not responsible for loss or damage to your bike, skateboard, etc.**
4. Bikes, skateboards, etc. must not be ridden on campus at any time.

Failure to observe bike/skateboard safety rules may result in the loss of your privilege to bring to school.

## **CAUSES FOR POSSIBLE RECOMMENDATION FOR EXPULSION**

It is the policy of the Downey Unified School District and alternative education schools to provide a safe and distraction free learning environment. While suspension and expulsion are a last resort for the school, there will be times when suspension and expulsion are necessary in maintaining a safe campus. Education codes 48900 a-t, 48900.2 – 48900.7 and 48915 a-c delineate all the reasons a student might be suspended or expelled. These can be found online or a copy can be provided to you by the school.

Students may be suspended or expelled for any of the preceding acts if these acts are committed:

1. While on any school grounds
2. While going to or coming from school
3. During the lunch period
4. During, or while going to or from a school-sponsored activity

## **CHECKOUT / WITHDRAWAL PROCEDURES**

When a student withdraws from school, the parent or guardian should contact the Attendance Office. On the last day the student is attending, he/she must report to the Records Office and obtain a clearance sheet that needs to be signed each period by the teacher. All books and school property also need to be returned. All school related debts: textbooks, athletics, ASB must be cleared prior to withdrawal. At the end of the day, the student must return the clearance sheet to the Records Office and will be given the necessary paperwork for enrollment at another school.

## **CHROMEBOOKS/TEXTBOOKS**

When a Chromebook/textbook is issued to you, please check it immediately for damages or marks. If you detect any problems, you should note them. Once the Chromebook/textbook is issued to you, you are responsible for the item until it is returned to the person who issued the Chromebook/textbook to you. Please protect these chrome books/textbooks at all times. You will be billed for the full replacement price if a Chromebook/textbook is lost or stolen. There is a charge for damaged chrome books/textbooks.

One of the major expenses at school is Chromebook/textbook losses. In an attempt to collect this money, we reserve the right not to mail home grade reports when students have outstanding Chromebook/textbook charges. When a student checks out of high school, records will be delayed until all Chromebook/textbook charges are cleared.

Students owing monies will not be allowed to participate in school activities. In addition, seniors may not be allowed to participate in Prom or graduation activities, nor will they receive their diplomas until their financial responsibilities have been met.

## **CITATION POLICY**

In a continued effort to increase the peace and safety of our school campuses, Downey Unified School District's middle and high school administrators have been granted the power to issue citations to students who commit crimes on or near campus. School administrators may issue citations to students committing the following offenses on campus:

- √ Disturbing the peace
- √ Petty theft
- √ Fighting on campus and/or challenging another student to fight at school
- √ Truancy on campus
- √ Vandalism with liquid, paint or permanent markers
- √ Receiving or possessing tobacco
- √ Keeping lost property
- √ Other offenses may be cited

The Citation Policy was implemented to remind students that school is a place to get an education and avoid crime and violence. However, those students between ages 11-17 who are cited will be notified by the Los Angeles County Probation Department when to appear in Juvenile Infraction Court with a parent or guardian. Penalties may range in fines up to \$720 and/or community service, attending an anger management class, losing one's driver's license for one year or not being able to obtain a driver's license until the student is 19 years old. DUSD site administrators began issuing citations on May 13, 1998.

## **CLASS CHANGES**

Students needing a class change must complete a class change request before or after school (forms available in the school office). Changes will be made only if student has completed the requirement or if they are in the wrong class. Changes will take affect within one to two school days.

## **CLOSED CAMPUS**

**Students may NOT leave campus at any time without the permission of the school attendance office (including parent permission) and a written office pass.**

1. Students may NOT leave campus at lunch.
2. Downey Police (DPD) assist in truancy prevention and may arrest a student without a written school pass. DPD or site administrator may issue a citation ticket for the truant behavior of student.
3. It is a violation of state law for anyone to enter a campus during school hours unless entry is granted by the school administration. Everyone must first check in at the office and receive a visitor's pass before entering.

## **COMPUTER POLICY/INTERNET USE**

Misuse of computers or internet access will lead to disciplinary action (e.g. changing computer settings, going to inappropriate internet sites). When on the internet, the student will:

1. show good citizenship, including behavior that is trustworthy, respectful, responsible, fair, and caring
2. use appropriate language. The use of inappropriate language is strictly forbidden.
3. restrict use to only those activities which are considered legal.
4. not use the internet to interrupt or disrupt the network for other users.
5. treat all information and communication retrieved over the net as private.

Internet vandalism is defined as a malicious attempt to alter or destroy data gathered over the internet by another user. This includes, but is not limited to, the creation and/or downloading of viruses. It will be cause for suspension or expulsion if any student is caught violating the provisions of this policy.

## **CONCURRENT ENROLLMENT**

This program is available to eligible students. It is provided for remediation and enrichment purposes, and also gives the student who is behind in credits a chance to make them up. It also offers the opportunity of completing certain core classes in order to accommodate taking an extra high school class during the normal school day. *For further information, please contact the Counseling Office.*

## **DAMAGE TO PROPERTY OF SCHOOL DISTRICT EMPLOYEES**

Any student who willfully injures an individual or damages the personal property of a school district employee while at school is guilty of a crime. The student and parent will be held responsible for payment of damages. The following steps will be taken:

- a. Appropriate disciplinary action, which may include suspension and/or expulsion proceedings. Parents will be given the opportunity to pay for damages to avoid court action by the affected employee.
- b. Should court action become necessary, the school will assist in pursuing legal action against the pupil and parent.

## **DELIVERIES FLORAL and FOOD:**

We do not allow students to have non-school sponsored balloons, flowers, or stuffed animals on campus. We also will not accept any delivery of food, flowers, balloons, stuffed animals, etc. for students on our school campus. **Homemade goods are not allowed on campus without prior administrative approval.**

## **DRESS CODE**

The purpose of our Dress Code is to keep students safe and to create a distraction free learning environment. Our school prepares students to be college and career ready by promoting appropriate and modest attire that models a professional setting. It is a sign of maturity when a student can choose appropriate apparel to demonstrate their individuality while at the same time adhering to the dress code. The responsibility for student dress rests with the parent and the student. While on campus or at any school sponsored event, students will be dressed and groomed in a manner which will not detract from or interfere with the educational program.

Overall principles of dress code:

- Safety
- Distraction free learning environment

The following represents items that are **NOT** appropriate for school:

- Clothing, hats, jewelry, backpacks, etc., that disrupt, distract, or interfere with the orderly maintenance of the campus; suggest vulgarities, obscenities, and inappropriate images or which promote drugs, alcohol, tobacco, sex, weapons, any known gang/crew trends, or any other illegal activity
- Attire that might cause a safety issue or obstruct the identity of a student (e.g., chains, spikes, masks, hoods from hooded sweatshirts, etc.)
- As a general rule, hats and beanies are not to be worn inside classrooms.
- All clothing must be of the appropriate size and length and cannot show or visibly exaggerate undergarments (e.g., overly baggy clothing, short skirts, or short shorts)
- Inappropriate tops
- Clothing with oversized holes or holes in inappropriate locations
- Student may be given a dress code appropriate t-shirt before returning to class

\*Note: Modifications may be made to the Dress Code during the school year to address safety concerns.

## **EARLY DISMISSAL**

Students are required to attend 5 class periods per day. Those who are exhibiting good attendance including on time arrival and who also carry a "C" or better in all classes will be allowed to carry a 4 period class schedule. The 4-period class schedule is a privilege that may be revoked any time a student falls below a "C" in any given class or exhibits poor attendance/habitual tardies. In this case he or she will be required to attend a 5<sup>th</sup> period intervention class until the time that grades in all classes return to "C" or better and/or the attendance pattern has been corrected.

## **EIGHTEEN-YEAR-OLD STUDENTS**

Eighteen-year-old students have a legal, state-given right to excuse their own absences. However, the closed-campus and attendance policy is mandated by State Education Code which supersedes that right.

If an eighteen-year-old student desires permission to leave campus he/she must turn in a note to do so stating the reason, date, and time. Abuse of this privilege will result in the eighteen-year-old privileges being removed.

All students who are eighteen-years or older agree to the following conditions in order to remain enrolled on campus:

- Maintain Step 1 or Step 2 status
- Must follow all school rules
- Must attend regularly

If a student commits a suspendable offence or demonstrate poor attendance (including tardies) they may be referred for other means of corrections or alternative education setting.

*For information regarding adult programs, for students 17.5 years of age or older, please contact Downey Adult School at (562) 940-6200 [www.das.edu](http://www.das.edu)*

## **ELECTRONIC DEVICE POLICY**

The use of electronic devices (e.g. cell phones, IPODs, MP3 players, computers, cameras, etc.) on campus shall be permitted subject to the following:

- Devices may be used only during non-classroom time (before school, snack, passing periods, lunch and after school).
- Devices must be turned off in the classroom unless specific permission has been given by the teacher for the use of a device for educational purposes. If the use of a device interferes with the learning of student or learning environment, a warning will be issued to the student. If the problem persists, the following consequences may ensue: phone call home to parent/guardian, confiscation by teacher or administrator with return of phone at the end of the school day.
- Electronic devices must not be seen or heard during class time.
- Devices must not be used for any purpose that violates the law or school rules, including plagiarism.
- The use of any device to record video or audio without specific permission of the individuals recorded is against the law.
- Use of any device to access the district's internet is subject to the District Internet Use Policy.
- Our schools in no way require, nor encourage students to bring electronic devices to school and are not responsible for the loss, damage or theft of any device a student chooses to bring to school.

### **Inappropriate use of any device shall include:**

- Using the network in violation of federal, state and local laws
- Using the network to access peer-to-peer file sharing networks
- Using the network for commercial advertising
- Using copyrighted materials in reports without permission
- Using the network to lobby votes

- Using the network to access and/or distribute a file that contains pornographic and/or illegal material
- Using the network to send/request material that is inflammatory
- Using the network to threaten, harass, or post false/defamatory information about a person or organization
- Using the network to send/request material that is racist
- Creating and/or intentionally placing a computer virus on the network
- Using or copying commercial software in violation of its end user license
- Unauthorized use of another person's D.U.S.D. login credentials
- Cyberbullying of any kind

## **HALL PASSES**

Students are permitted to leave class only for emergencies and must in all circumstances, have a pass in their possession. It is the student's responsibility to have the pass before leaving the classroom. Students leaving class without a pass will be considered truant and will be dealt with accordingly.

1. No student will be allowed out on campus during class time without a proper written pass.
2. Passes cannot be issued to students during the first 10 minutes of the period.
3. Only one student from a class is allowed on a pass at any one time.
4. A student sent to the Administration Office for discipline reasons should be escorted by a campus assistant.
5. Students who wish to see an office staff must check into their class first and use the appropriate pass to gain access.
6. All passes must be visible to staff.
7. ***Per teacher's discretion, students will be escorted to restrooms during class time.***

The following are **NOT** valid reasons for hall passes: to get bus pass, use the phone, talk with school counselor about credits, administrator, or attendance clerk. Appointments can be made with each of those departments before school, at lunch, or after school. The student will be notified of the appointment by a call slip.

## **HARASSMENT/BULLYING AND INTIMIDATION**

Harassment (bullying) occurs when an individual repeatedly hurts, threatens, or torments another individual. Bullying and intimidation is strictly forbidden at all times. Students are to treat all other students on campus with proper respect.

- a. Minor violation – other means of corrections, referral to administrator for parent conference or possible 1 to 3 days of off-campus suspension.
- b. Repeated or major violation - referral to the administrator for second parent conference, 3 to 5 days of off-campus suspension with possible transfer to another alternative education program.

**Tell a staff member if you are a victim of bullying or.....**

**CONTACT: 562-904-3552 x5190 Assistant Principal**

**TALK: 1-800-448-3000 [24 hr. national hotline]**

**VISIT: [www.yourlifeyourvoice.org](http://www.yourlifeyourvoice.org)**

## **HEALTH OFFICE**

The school nurse is available to students on a part time basis, once a week, as determined by the District Office. Students who feel ill or need medical attention should report to their class first, get a pass from their instructor and then report to the Office. If it is determined that you need to go home, a staff member will contact a parent or guardian and make the proper attendance notations in the computer. It is imperative that you return your **EMERGENCY CARD** so that medical attention can be secured for you in case of illness or injury.

## **MEDICATIONS**

The State of California has strict laws regarding the way medication may be dispensed at school. The guidelines are as follows:

1. Medication must be given to the school nurse by the parent or guardian. Students are not allowed to transport medication to and from school.
2. Prescription medication which needs to be taken at school must be accompanied by the following:
  - a. A written, signed statement from the physician giving the method, amount, and time when the medication is to be given.
  - b. A written statement from the parent giving his/her consent that the school can give the medication as directed by the physician.
3. All medicine must be in the original container.
4. All medicine will be kept in the Office and will be dispensed by office personnel. Send only the amount to be given at school and keep all other doses at home.
5. If there is a change in the prescription, a new permission slip must be signed by the parent and physician.

## **HOMEWORK REQUEST POLICY**

1. Students that are going to be out for five days or more due to family emergency and pre-planned trips need to obtain an Independent Study contract from the Attendance Office. A minimum of three-day notice is required. The student will be required to show the signed contract to the teacher in order to receive their homework assignments. When students return to school they must show their completed homework to the Attendance Office in order to receive attendance credit. Once cleared by the Attendance Office they are required to then turn it into their teachers to receive their academic credit.
2. Homework will NOT be ordered if the student drops out of school.
3. Administration/counselor may order homework under special circumstances.
4. If absence continues beyond one month, homework is discontinued. Student may be referred to Home Medic Program or Independent Study for extended absences.
5. Homework for suspensions is ordered through administration. Teachers give homework at their own discretion. Administrators may make special requests for homework.
6. Homework may be picked up at the receptionist's counter at the front of the main office.

## **ITEMS WHICH SHOULD NEVER BE BROUGHT TO SCHOOL**

Items which should never be brought to school include sharp objects other than pens and pencils; any vitamin or medication (either prescription or over-the-counter) which does not have the appropriate medical documentation on file in the office; any items which appear to be illicit drugs (i.e., "look-alike" drugs); toy guns or ammunition; matches, fireworks, and other explosives; laser pointers; permanent markers, white-out; glass containers; mechanical or woodworking tools; any objects or substance that could disrupt or distract from school activities.

## **LOST AND FOUND**

Found articles should be turned in to the office. The Lost and Found bin will be emptied every 30 days.

## **LUNCH AND SNACK**

Breakfast is free for all students. Lunch applications are available in the school cafeteria through any of our food services workers or online at: [www.dusd.net](http://www.dusd.net)

## Meals purchased from outside vendors

We understand that from time to time, parents and guardians enjoy treating their students to a "special lunch." We ask that when these occasions arise, the meal you bring be limited to a serving for your student only. In order to comply with health and safety requests from our food services department, students are discouraged from sharing said meals with others. Outside meals may only be received from persons listed on your student's emergency card. Meals brought in by friends or relatives not listed on the emergency card will not be permitted. In addition, microwaves and/or ovens are not available to students for re-heating or cooking personal meals. Please keep these guidelines in mind when bringing in meals for your student.

Students **must**:

1. Obey requests of cafeteria workers and be respectful at all times
2. Place trash in trash containers

Students **must NOT**:

1. Leave campus to buy food elsewhere
2. Order food for delivery onto campus
3. Throw liquid or food
4. Push, shove, or cut in the cafeteria line
5. Exchange or sell free or reduced-price meal tickets
6. Purchase food from vendors or vending machine during class time
7. Use another student's lunch number at any time

## OBJECTS THAT HAVE NO USE AT SCHOOL

Objects that have no educational use at school, and have the potential to cause class or campus disturbance, are not permitted at school. These items will be confiscated and returned only to parents. Disciplinary action will be taken as necessary, depending upon what the item is and the type of disturbance caused. This could result in simple things like counseling, to more serious action such as suspension from school, possible expulsion from the school district, or arrest by the police.

## OFF-CAMPUS PASS PROCEDURES

If at any time a parent needs to take their student out of school before the end of the school day, **the parent needs to write a note, send it with their student the same day, and have their student turn in the note to the attendance office before school.** The off-campus pass will be ready for the student to pick up during snack. **Phone requests are not accepted.**

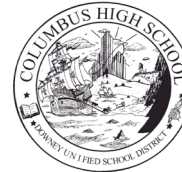
### MAKE SURE THE NOTE HAS THE FOLLOWING INFORMATION:

1. Name and ID# of the student.
2. Time and reason for early dismissal.
3. **Signature of the parent or the legal guardian only.** (Signature of the parent or the legal guardian must match the signature on the emergency card). If there is any doubt, the attendance office will contact the parent to verify authenticity of the note. If unable to contact the parent or legal guardian, the student will not be permitted to leave campus.
4. **Please do not call to have your student released early from school because we cannot identify the caller. This is for your student's own safety.**
5. **If your student is/will be 18 years of age during the school year and you would like for your student to be able to check themselves out and sign their own notes, please fill out the form on the following page.**

**PLEASE NOTE:** Only the parent or the legal guardian has the authority to request an early dismissal. Students will not be released to emergency contacts unless authorized by parent/guardian. **The parent or the legal guardian checking out a student must have an I.D.**

# COLUMBUS HIGH SCHOOL

18 Year Old Permission



Student Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ ID#: \_\_\_\_\_

## Parent/Guardian:

18 year old students who want to leave campus at their own request without the school contacting a parent/guardian should have this form on file signed by parent/guardian. This form verifies the student's age and gives their permission for that student to acquire an off-campus pass without calling a parent/guardian and for that student to write his/her own absence notes.

This form acknowledges that the parent(s)/guardian(s) are aware that their 18 year old student is accepting the responsibility of managing his/her own school attendance issues which includes writing attendance notes and acquiring off-campus passes before he/she leaves the school site. All persons involved are agreeing that this student will maintain an 80% or better attendance rate each week. All persons also agree that once that student decides to leave for the day, he/she will not return to school within the same day unless they have an official doctor/dentist/probation/court note verifying that they had to leave to keep an appointment and were returning from that appointment.

Continuous attendance is vital to academic success. Should this student abuse these privileges, this student will be held accountable for his/her own actions to the extent of being dropped from this school and being placed in an Adult School program.

Having read the above, I am verifying my son/daughter's date of birth and I also give permission for him/her to write his/her own attendance notes; get off-campus passes whenever he/she desires; and, to take responsibility for his/her own attendance issues. I understand the consequences of not complying and will support the school if my teenager's attendance is lacking.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

(This part is to be completed by the office)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Verified

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date DENIED Reason Denied: \_\_\_\_\_

Rev. 2022

## **\*PARKING ON CAMPUS IS A PRIVILEGE, NOT A RIGHT\***

Your parking permit will be revoked indefinitely or for a period of time specified by administration for the following reasons:

1. Reckless driving in and around the parking lot.
2. Parking in the spaces marked for staff or a space.
3. Parking in an unmarked space or no parking areas.  
**Note: Your vehicle can also be towed at the owner's expense.**
4. Going to the parking lot and leaving campus in your car without permission.
5. Illegally transporting students off campus.

**NOTE: A. STUDENTS ARE NOT ALLOWED IN THE PARKING LOT DURING SCHOOL HOURS**

**B. YOU MUST NOTIFY AN ADMINISTRATOR IF YOU HIT SOMEONE OR ANOTHER VEHICLE WITH YOUR VEHICLE**

## **PERSONAL MESSAGES AND ALL OTHER ITEMS:**

We do not interrupt class for the delivery of personal messages or items such as lunches, homework, books etc.

**Please do not call your student on their cell phone during class time.**

## **SCHOLARSHIPS**

Seniors may apply for scholarships. Forms are available through the English Language Arts teacher or school counselor. The application must be complete and submitted to the school counselor or assistant principal. The information provided on scholarships is extremely important. A student may be able to get education and training that would otherwise be beyond his/her financial capacity. *For further information, please contact the School Counselor at (562) 904-3552 ext. 5190*

## **SELLING ITEMS ON CAMPUS**

Students are not permitted to bring items on campus for sale. Students are not permitted to sell items for personal gain. This includes items like candy, gum, baseball cards, toys, etc. Students involved with the sale of items considered to be of danger to other students will face serious disciplinary action. An example would be the sale of "look alike" drugs. If an item is represented as a drug, action will be taken as though the substance was, in fact, the actual drug. For example, if flour, oregano, parsley or herb of any kind from the kitchen is said to be cocaine or marijuana, and then sold to a student, the school would view the act as a major offense.

- a. Minor violation - Confiscation of the items for sale, possible counseling referral for substance abuse, and/or one to five days off-campus suspension.
- b. Major violation - Confiscation of the items for sale, five days off-campus suspension, possible referral for expulsion from the Downey Unified School District, possible arrest by the police.

## **SEXUAL HARASSMENT**

Sexual harassment of/by an employee or student shall not be allowed. Sexual harassment is prohibited by the D.U.S.D. and may result in disciplinary action to the offending employee or student. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone under any of the conditions delineated in ED. Code 212.5. **An individual or group feeling subjected to sexual harassment should directly inform the offending person/persons that such conduct must stop.** Any conduct of a sexual nature following such notice may be determined to be sexual harassment. The District will take appropriate action to protect the reporting individual or group from retaliation or other forms of harassment. Sexual harassment can be further defined as any or a combination of the following:

1. sexual assault

2. physical abuse (unnecessary touching, pinching, and cornering)
3. verbal abuse (propositions, lewd comments or sexual insults)
4. subtle or overt pressure for sexual favors accompanied by implied or overt threat
5. display of pornographic material designed to embarrass or intimidate

**INCIDENTS OF SEXUAL HARASSMENT SHOULD  
BE REPORTED TO THE ASSISTANT PRINCIPAL'S OFFICE  
(562) 904-3552 x5188**

- a. Minor violation - Referral to the Assistant Principal, parent conference, possible off-campus suspension.
- b. Major violation - Referral to the Assistant Principal and/or Principal, parent conference, five days off-campus suspension, referral to a more restrictive alternative education setting, possible arrest by the police, and referral for possible expulsion from the Downey Unified School District.

### **WORK EXPERIENCE EDUCATION**

Work experience education is a partnership between community and school providing opportunities for juniors and seniors 16 years of age or older to discover their vocational interests and aptitudes by doing "real" work.

Students are paid at least minimum wage and given high school credits. The maximum number of credits allowable for work experience education of any type or combination of types is 40 during their high school career. Students must attend a class one week each month to prepare to enter the job market, how to do well in a job, and how to leave a job.

Students must register for this class by the end of the third week of the new semester (562) 904-3552 ext. 5190

### **WORK PERMITS**

All working minors under 18 years of age must hold a valid permit to work. This includes students enrolled in a work experience education program operated by the school. Students should apply with the Work Experience Coordinator when wanting to work on school days, weekends or during vacations.

In order to qualify for a Work Permit you must maintain a 2.0 G.P.A., not have any outstanding debts to the school, and maintain positive attendance.

Until students reach the age of 18, working students must observe the following legal restrictions:

- On part-time jobs, they may not work more than four hours on any day. They are required to attend school unless they are enrolled in a work experience program.
- If students are out of school for the day, they are not permitted to work that night.

Work permits are issued on a one year or probationary basis. A permit may be cancelled whenever it becomes apparent that the employment of a minor is impairing the health or education of the minor or that any provision or condition of the permit is being violated. A new work permit is required for each employer.

*For further information, please contact the School Office (562) 904-3552.*

## **STANDARD DISCIPLINARY PROCEDURES**

A standard procedure for dealing with violations of the school's discipline policy has been developed to ensure fairness to students, faculty, and staff. For each offense, there is a prescribed consequence ranging from a conference with an administrator or counselor to suspension. For a serious offense, the school may make an immediate recommendation for expulsion to the Board of Education. All infractions of the rules are to be reported to school administration. A positive school climate derives from an understanding among the total school community that statements and actions, which degrade others will not be tolerated (CA Ed. Code 32051).

**Please Note:** "Other means of correction" may include teacher disciplinary measures, parent contact, counseling referral, suspension, exclusion from school activities, parent/teacher conference, peer counseling, meeting with guidance counselor, referral to the appropriate community resource/agency, and/or community service.

### **1. Under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind. EC 48900c**

1<sup>st</sup> Offense = Suspension and AOD referral, parent conference, possible police notification and citation.

2<sup>nd</sup> Offense = 5 day suspension, parent conference, possible police notification and citation, Tier II counseling, and possible referral for expulsion

### **2. Possession, use and/or sale of any controlled substance, "look-alike" drug, alcoholic beverage or intoxicant of any kind. EC 48900c**

1<sup>st</sup> Offense = Suspension and possible referral to the Board for expulsion, parent conference, possible police notification and citation, and AOD referral

2<sup>nd</sup> Offense = 5 day suspension, parent conference, possible police notification and citation, Tier II counseling, and possible referral for expulsion

### **3. Possession, sale, or trade of drug paraphernalia. EC 48900j**

1<sup>st</sup> Offense = Suspension, parent notification, and AOD referral.

2<sup>nd</sup> & Additional Offenses = 5-day suspension and referral to Tier II counseling

### **4. Possession of ANY gun, knife, pepper spray, explosive or other dangerous object at a school activity. EC 48900b**

1<sup>st</sup> Offense = Due to the seriousness of this offense, and the requirements of the CA Ed. Code 48900, Penal Section 245 and 626.9, the infraction of this rule may result in suspension and/or expulsion. The Downey Police will be notified and a citation may be issued.

### **5. Possession of any replica or "look alike" weapon**

1<sup>st</sup> Offense = Suspension, possible recommendation for expulsion and possible citation.

2<sup>nd</sup> Offense = 3-5 day suspension, referral to appropriate program, possible recommendation for expulsion and possible citation.

### **6. Fighting or inciting a fight. EC 48900a (1) PC 415.5**

1<sup>st</sup> Offense = Suspension, parent conference and possible citation.

2<sup>nd</sup> Offense = 3-5 day suspension, parent conference, possible referral to another program, possible referral for expulsion and citation.

### **7. Assault and/or battery. PC 240, 243.2**

1<sup>st</sup> Offense = Suspension, parent conference, possible police notification, possible recommendation for expulsion and citation.

2<sup>nd</sup> Offense = 5 day suspension, referral to appropriate program, possible recommendation for expulsion, police involvement and possible citation.

**8. Profanity/obscene or vulgar acts or gestures. EC 48900i**

1<sup>st</sup> Offense = \*Other means of correction and possible suspension.

2<sup>nd</sup> & Additional Offenses = Suspension, parent conference, and possible referral for expulsion.

**9. Inappropriate public display of affection.**

1<sup>st</sup> Offense = Warning; \*Other means of correction and parent notification.

2<sup>nd</sup> & Additional Offenses = Parent conference and/or suspension.

**10. False fire alarm/fire setting. EC 48900k, PC 148.4**

1<sup>st</sup> Offense = 5 day suspension, notification of Fire Marshall, possible recommendation for expulsion and citation.

**11. Violation of closed campus policy. EC 48900k**

1<sup>st</sup> Offense = Other means of correction, parent contact, and possible citation.

2<sup>nd</sup> & Additional Offense = Other means of correction, possible suspension and/or citation.

**12. Theft, attempted theft, or possession of stolen school or personal property. EC 48900j, EC 48900i**

1<sup>st</sup> Offense = \*Other means of correction, suspension, restitution, parent conference, possible referral for expulsion, and/or police involvement and possible citation.

2<sup>nd</sup> & Additional Offenses = 3-5 day suspension, restitution, possible referral for expulsion, and/or police involvement and possible citation.

**13. Vandalism, graffiti, destruction of school or private property.**

1<sup>st</sup> Offense = Possible suspension, restitution, possible police involvement and/or citation, and possible referral for expulsion.

2<sup>nd</sup> & Additional Offenses = 3-5 day suspension, restitution, possible police involvement and/or citation, and possible referral for expulsion.

**14. Possession or use of any tobacco products. EC 48900h**

1<sup>st</sup> Offense = \*Other means of correction, parent notification and possible suspension.

2<sup>nd</sup> & Additional Offenses = 1-3 day suspension, parent conference and possible citation.

**15. Harassment or slurs against race, religion, ethnicity, gender, or disability. EC 32051, EC 48911, EC 48912**

1<sup>st</sup> Offense = \*Other means of correction, student conference, parent notification, possible suspension and possible citation.

2<sup>nd</sup> & Additional Offenses = 3-5 day suspension, parent conference, and possible referral for expulsion or appropriate program and possible citation.

**16. Willful disobedience/disruption of school activities. EC 48900k**

1<sup>st</sup> Offense = \*Other means of correction and possible citation.

2<sup>nd</sup> & Additional Offenses = suspension, parent conference and possible citation.

**17. Gambling**

1<sup>st</sup> Offense = \*Other means of correction and parent notification.

2<sup>nd</sup> & Additional Offense = suspension and parent conference.

**18. Forging or altering school correspondence, passes, or parent notes.**

1<sup>st</sup> Offense = \*Other means of correction and parent notification.

2<sup>nd</sup> & Additional Offense = suspension and parent conference.

**19. Cheating/Plagiarism (Honor Code Violation)**

1<sup>st</sup> Offense = Student receives "0" on assignment and a referral will be sent to the administrator's Office, possible removal from extra-curricular activities, parent notified and Saturday School assigned. All offenses will be logged in the student's file. If the offense occurs in an A.P. or Honors course, the student may be removed from the Honors/AP program. In addition, a student's citizenship mark may be affected.

2<sup>nd</sup> & Additional Offenses = Student receives "0" on assignment and possible "F" for current grading period. Multiple offenses may result in removal from extra-curricular activities, possible suspension and/or drop/fail from the class in question. If the offense occurs in an A.P. or Honors course, the student may be removed from the Honors/AP program. In addition, a student's citizenship mark may be affected.

**20. Violation of Dress Code**

1<sup>st</sup> Offense = Warning and change required.

2<sup>nd</sup> & Additional Offenses = Change required, parent notified and Saturday School.

**21. Possession of any object or materials that have no reasonable or appropriate connection to the school curriculum, e.g. permanent markers, laser pointer, cigarette lighter, matches, any adult publications and/or sexually suggestive pictures.**

1<sup>st</sup> Offense = confiscation, \*other means of correction

2<sup>nd</sup> & Additional Offenses = confiscation, 1-3 day suspension and parent notification.

**22. Violation of Electronic Device Policy**

1<sup>st</sup> Offense = Device confiscated and turned into school Office where it will remain until the end of the school day.

2<sup>nd</sup> & Additional offenses = Device confiscated and turned into school Office where it will remain until the end of the school day. Parent notification and other means of correction assigned.

- **Electronic devices will be returned by the office at end of student's school day.**
- **The school is not responsible for any item confiscated, lost or stolen.**

**23. Intimidating, insulting, or verbally abusing teachers or other school personnel. EC 44811, EC 44812.**

1<sup>st</sup> Offense = \*Other means of correction, possible suspension, parent notification, possible citation and possible anger management counseling.

2<sup>nd</sup> & Additional Offenses = suspension, parent conference, possible drop/fail from the class and possible citation.

**24. Students parking in lanes designated for staff only; obtaining a parking sticker for another student; Loitering in parking lots before school, during snack or lunch, or during/between periods.**

1<sup>st</sup> Offense = \*Other means of correction.

2<sup>nd</sup> Offense = \*Other means of correction, possible suspension, and possible towing of vehicle.

**25. Reckless driving/driving on campus and in unauthorized areas will not be tolerated.**

1<sup>st</sup> Offense = Loss of parking lot privileges for remainder of school year, possible suspension, police involvement and possible citation.

**26. Throwing food/liquid or encouraging others to throw food/liquid.**

1<sup>st</sup> Offense = Students participating in food fights are subject to immediate suspension and possible citation. Seniors are subject to loss of senior activities.

**27. P.E. Non-Suit Policy - Not wearing required P.E. uniform, not wearing "loaner" uniform.**

1<sup>st</sup> Offense = Campus Beautification

2<sup>nd</sup> Offense = Detention and parent notification

3<sup>rd</sup> & Additional Offenses = Saturday School and parent conference

**28. Excessive P.E. "Loaner" Clothes**

1<sup>st</sup> Offense = \*Other means of correction and possible detention

2<sup>nd</sup> & Additional Offenses = \*Other means of correction and Saturday School

**29. No "Gang" related action/activities, (e.g. flashing/ throwing signs, wearing gang attire or symbols, tattoos, graffiti/writing on backpacks/notebooks, etc.).**

1<sup>st</sup> Offense = \*Other means of correction and parent notification

2<sup>nd</sup> & Additional Offenses = Saturday School, parent conference, and possible referral to another program.

**30. Failure to properly dispose of trash (littering) may result in disciplinary action, including:**

1<sup>st</sup> Offense = Warning.

2<sup>nd</sup> & Additional Offenses = \*Other means of correction, and parent notification

**\*\*"Other means of correction"** could include teacher disciplinary measures, parent contact, detention, counseling referral, suspension, exclusion from school activities, parent/teacher conference, peer counseling, meeting with guidance counselor, referral to the appropriate community resource/agency, and community service.

**\*\*SART** - Student Attendance Review Team

**\*\*\*SARB** - Student Attendance Review Board

**PLEASE BE AWARE OF THE FOLLOWING:**

1. Students must carry their I.D. cards with them at all times.
2. Administration reserves the right to refer a student to an alternative program if deemed necessary.

**Columbus High School**  
**Club Advisor Description: Protocols, Roles, and Responsibilities**



As a club advisor, you play a vital role in supporting and guiding students' extracurricular activities. Your dedication and commitment contribute to their personal growth, skill development, and overall high school experience. The following protocols, roles, and responsibilities outline the expectations for high school teachers serving as club advisors:

**1. Club Initiation and Planning:**

- Assist interested students in initiating and establishing new clubs, ensuring they align with school policies and guidelines.
- Facilitate club planning meetings, helping students define club goals, objectives, and activities.
- Collaborate with the school administration to obtain necessary approvals and resources for the club's successful functioning.

**2. Student Support and Mentorship:**

- Provide guidance and mentorship to club members, encouraging their personal and academic growth.
- Foster a safe, inclusive, and respectful environment within the club, promoting teamwork, cooperation, and positive interpersonal relationships.
- Encourage students to develop leadership skills, take initiative, and assume responsibilities within the club.

**3. Meeting Management and Organization:**

- Schedule regular club meetings and maintain effective communication with club members regarding meeting times, locations, and agendas.
- Facilitate productive discussions during club meetings, ensuring all members have opportunities to contribute their ideas and opinions.
- Assist students in planning and organizing club events, projects, fundraisers, and any other related activities.

**4. Resource and Budget Management:**

- Assist club members in identifying and securing necessary resources, materials, and equipment for club activities.
- Collaborate with the school administration/office manager to establish and manage the club's budget, including tracking expenses and submitting necessary financial reports.
- With guidance, encourage students to explore external funding opportunities, such as grants or sponsorships, to support club initiatives.

**5. Collaboration and Communication:**

- Foster effective communication channels among club members, using platforms such as email, social media, or dedicated club websites.
- Collaborate with other club advisors and teachers, promoting interdisciplinary connections and potential collaborative projects.
- Maintain regular communication with the school administration, updating them on club activities, achievements, and any concerns or challenges that may arise.

**6. Safety and Compliance:**

- Ensure that club activities adhere to all district policies, school policies, guidelines, and safety protocols.
- Maintain proper documentation and records of club activities, including attendance, financial transactions, and any necessary permissions or waivers.
- Address any disciplinary issues within the club promptly, following the school's code of conduct (e.g. Character Counts! PBIS) and disciplinary procedures.

**7. Evaluation and Reflection:**

- Facilitate regular evaluations of club activities, gathering feedback from club members and assessing the effectiveness of the club's initiatives.
- Encourage students to reflect on their experiences and learning outcomes, providing opportunities for them to share their reflections with the club and the broader school community.
- Collaborate with the school administration to recognize and celebrate the club's achievements, ensuring the accomplishments of club members are acknowledged and appreciated.

As a club advisor, your dedication and guidance have a significant impact on the students you mentor. By following these protocols and embracing your roles and responsibilities, you will contribute to the development of well-rounded, engaged, and successful high school students.

\*\*\*\*\*

Name of proposed club: \_\_\_\_\_

Meeting times and locations: \_\_\_\_\_

\_\_\_\_\_ (Advisor Signature)

\_\_\_\_\_ (ASB Advisor Signature)

\_\_\_\_\_ (Principal or designee Signature)

Approval date: \_\_\_\_\_

## Associated Student Body Constitution and Bylaws for:



\_\_\_\_\_

Club Name

### Article I - Name, Purpose and Authority

The name of the organization will be \_\_\_\_\_ of Columbus High School. This organization will have as its purpose \_\_\_\_\_ as directly approved by the student council and indirectly by the school site administrator and the governing board of Downey Unified School District (DUSD).

### Article II --Membership

All students enrolled in Columbus High School are eligible for membership.

### Article III – Meetings

Meetings will be held \_\_\_\_\_ unless a special meeting is called.

### Article IV – Club Officers

The club officers shall consist of the following:

- President
- Vice-President
- Treasurer
- Secretary

### Article V – Duties

The club president will have the following duties:

- To preside over meetings of the club.
- To call special meetings of the club.
- To plan and prepare an agenda for the club meetings.

The club vice-president will have the following duties:

- To serve as the club president if the president becomes unable to fulfill his/her duties either temporarily or permanently.
- To support the club president.

The club treasurer will have the following duties:

- To maintain complete and accurate record of all club receipts and disbursements.
- To oversee club fund-raising efforts.
- To supervise and prepare the club budget.

The club secretary will have the following duties:

- To maintain accurate minutes of each club meeting.
- To carry out all correspondence for the club

### Article VI – Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

### Article VII – Amendment

A two-thirds majority vote of the members in attendance is required to amend this club constitution.

\_\_\_\_\_  
(Advisor Signature)

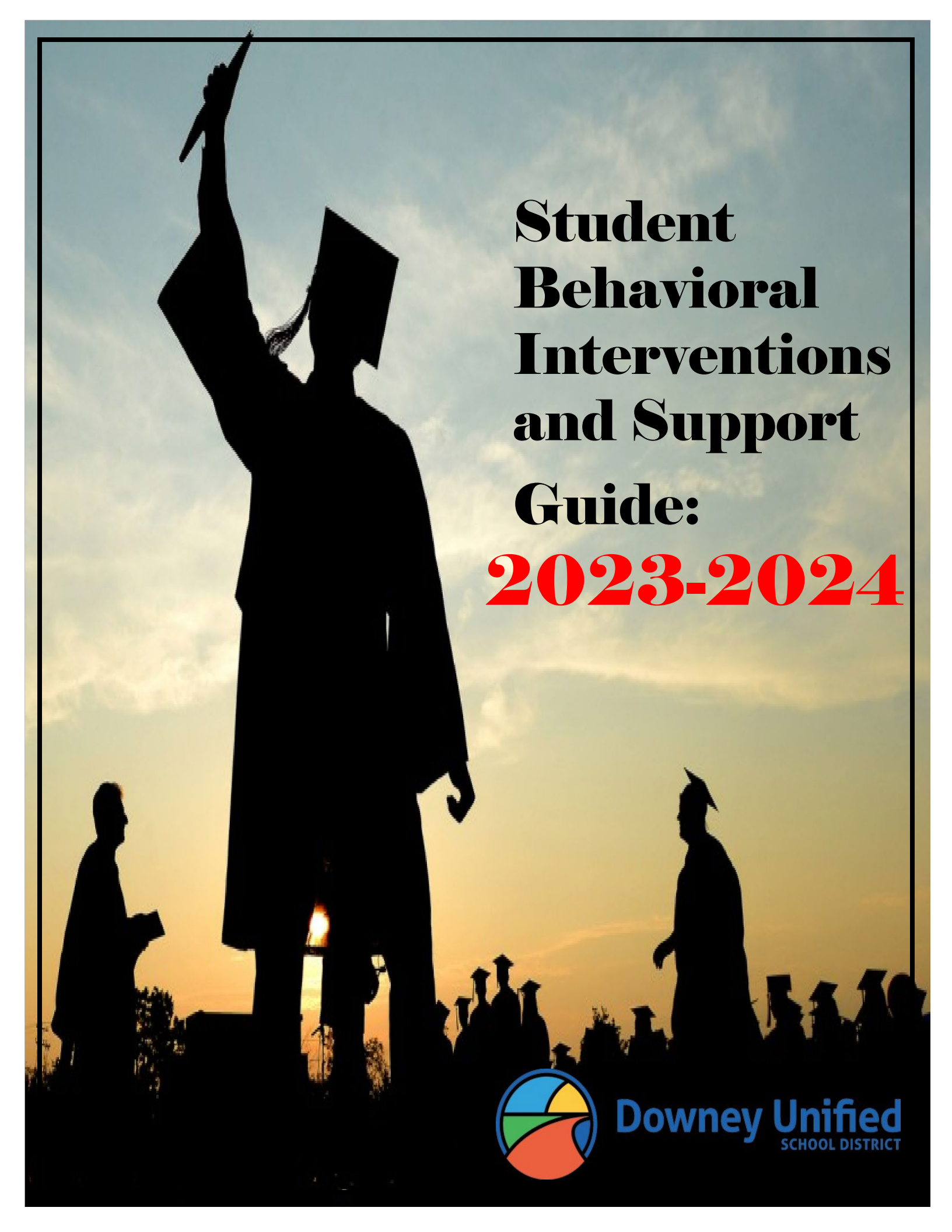
\_\_\_\_\_  
(Club President Signature)

\_\_\_\_\_  
(ASB Advisor Signature)

\_\_\_\_\_  
(Principal or designee Signature)

Approval date: \_\_\_\_\_



The background of the cover features silhouettes of graduates in caps and gowns against a sunset sky. A large graduate in the center holds a diploma aloft. Other graduates are visible in the foreground and background, some holding books or diplomas. The sun is low on the horizon, creating a warm, golden glow.

**Student  
Behavioral  
Interventions  
and Support  
Guide:  
2023-2024**



**Downey Unified**  
SCHOOL DISTRICT

## Student Behavioral Interventions and Support Guide

The student behavioral interventions and support guide applies to all students attending school in the Downey Unified School District including the following circumstances: (1) while on any school grounds; (2) while going to or coming from any school; (3) during the lunch period, whether on or off the school campus; and (4) during, going to, or coming from a school-sponsored activity. Where appropriate, discipline should be progressive. This means that a student's first violation will usually merit a consequence of a lesser degree than subsequent violations, taking into account all factors relevant to the severity of the current violation. Except where specified by Education Code Section 48900.5, a student may be suspended only when there has been a determination that other means of correction have failed to bring about proper conduct or that the student's presence causes a danger to persons. The student discipline code also applies to: (1) all school-related trips and excursions approved according to governing board standards; and (2) optional District educational programs such as: (a) summer school and (b) after-school programs. At the principal's discretion, a student with documented discipline problems not requiring expulsion may be removed from the remainder of an optional educational program. Before a removal occurs, the parent will be contacted and have an opportunity to be heard in front of the principal or principal's designee.

Please be aware that students with IEPs and 504s are not exempt from behavioral interventions and support. However, how and when behavioral interventions and supports are provided are driven by federal law and determined through an established process. Therefore, any referrals for behavioral interventions and support for students with disabilities must be submitted to both the Special Education Department and the Student Services Department.

### Consequences and Interventions

Understanding that consequences and interventions represent "teachable moments" is fundamental to a positive approach to discipline. The goal of progressive consequences and interventions is the teaching of pro-social behavior. Progressive consequences seek accountability and behavioral change. Prevention of negative behavior occurs by helping students learn from their mistakes. Essential to progressive discipline is helping students who have engaged in unacceptable behavior to:

1. Understand why the behavior is unacceptable and the harm it has caused
2. Understand what they could have done differently in the same situation
3. Take responsibility for their action
4. Be given the opportunity to learn pro-social strategies and skills to use in the future
5. Understand the progression of more stringent consequences if the behavior reoccurs

Consequences and interventions are most effective with students when they deal directly with the problem, in a way that is fair and impartial. These procedures were developed to establish a uniform discipline code for the District; it is expected that this code would be followed and consistently enforced throughout the Downey Unified School District. All District staff who are authorized to impose disciplinary actions are expected to do so in a prompt, fair and lawful manner and to place emphasis on the student's ability to grow in self-discipline. To correct the behavior of any student who is subject to discipline, the principal/designee should, to the extent allowed by law, first use an alternative(s) to suspension. Except for single acts of a grave nature or multiple offenses, suspension or expulsion is used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to persons. All District staff are to assure due process for students. When choosing interventions and consequences for a student's behavior, District staff should consider the following factors:

1. Age, health, maturation and disability or special education status of the student  
\* If the student currently has an IEP, pending IEP, or in the process of being assessed, contact Special Education Office for guidance.
2. Student's prior conduct and record of behavior
3. Student's understanding of the impact of their behavior
4. Student's willingness to repair the harm caused by their behavior
5. Seriousness of the behavior offense and the degree of harm caused
6. Impact of the incident on overall school community
7. Whether the student's violation threatened the safety of any student or staff member
8. The likelihood that a lesser intervention or consequence would adequately address the violation

When students are disruptive or act inappropriately, and following consideration of the factors previously mentioned, District staff shall determine the level of consequence and intervention needed to assist the student in bringing about proper conduct.

Consequences should be paired with an appropriate intervention. The following levels of interventions and consequences shall be applied in a logical, appropriate, and consistent manner.

## Levels of Response - Consequences and Interventions

<b>Level 1</b>	<b>Examples of Classroom Managed Responses</b>	
	<p>These consequences and interventions aim to teach correct behavior so students may learn and demonstrate safe, respectful, and responsible behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies. Below are possible consequences and interventions that may be used.</p>	
	<p><i>Possible Consequences</i></p> <ul style="list-style-type: none"> <li>Contact parent</li> <li>Verbal corrective feedback</li> <li>In-class time out</li> <li>Parent/guardian conference</li> <li>Student verbal or written apology</li> <li>Use buddy teacher system</li> <li>Loss of classroom privileges</li> <li>Student written reflection</li> <li>Teacher and student conference</li> </ul>	<p><i>Possible Interventions</i></p> <ul style="list-style-type: none"> <li>Establish positive relationship with student</li> <li>Seat change</li> <li>Redirection of Behavior</li> <li>Role play replacement behavior</li> <li>Establish buddy teacher system</li> <li>Parent/guardian accompany student in class</li> <li>Daily progress report for behavior</li> <li>Increase positive recognition</li> <li>Goal setting with student</li> </ul>
<b>Level 2</b>	<b>Examples of Administrative Responses</b>	
	<p>These consequences and interventions, used in response to an office discipline referral, aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school. Interventions often involve support staff and aim to engage the student's support system to ensure successful learning, consistency, and change the conditions that contribute to the student's inappropriate or disruptive behavior. Below are possible consequences and interventions that may be used. Level 1 interventions may still apply.</p>	
	<p><i>Possible Consequences</i></p> <ul style="list-style-type: none"> <li>Parent/guardian notification required</li> <li>Detention</li> <li>Student verbal or written apology</li> <li>Use buddy teacher system</li> <li>Change of class</li> <li>Conference with student</li> <li>Removed privilege/restricted activity</li> <li>Restitution/community service</li> <li>Time out</li> <li>Restorative conferencing</li> </ul>	<p><i>Possible Interventions</i></p> <ul style="list-style-type: none"> <li>• Refer to SST/Individual Education Plan (IEP)/504 team</li> <li>• Increase positive recognition</li> <li>• Collaborative problem solving</li> <li>• Establish positive relationship with student</li> <li>• Refer for substance abuse intervention                             <ul style="list-style-type: none"> <li>• Mentoring</li> </ul> </li> <li>• Develop/revise positive behavior plan/contract</li> <li>• Check In/Check Out</li> <li>• Social/Academic Skills Group</li> <li>• Refer for educational/psychological evaluation                             <ul style="list-style-type: none"> <li>• Refer to school/community based mental health</li> </ul> </li> </ul>
<b>Level 3</b>	<b>Examples of Administrative Removal Responses</b>	
	<p>Level 3 consequences and interventions involve short-term removal of a student from the school environment due to the severity of the behavior or because Level 1 and Level 2 consequences have failed to bring about proper conduct. Level 1 and Level 2 interventions may still be applied in addition to those listed in Level 3. The duration of the suspension is to be limited as much as practicable while adequately addressing the behavior.</p>	
	<p><i>Consequences</i></p> <ul style="list-style-type: none"> <li>Parent/guardian notification</li> <li>Suspension from school (one to five days)</li> <li>SARB - Attendance / Behavioral</li> <li>Citation</li> </ul>	<p><i>Possible Interventions</i></p> <ul style="list-style-type: none"> <li>• Develop/revise positive behavior plan (Success Plan)</li> <li>• Revise 504/IEP (for students with disabilities) and Behavior Intervention Plan</li> <li>• Restorative Justice re-entry conferencing</li> </ul>
<b>Level 4</b>	<b>Examples of Administrative Removal Responses</b>	
	<p>Level 4 involves the removal of the student from the school environment due to the severity of the behavior or because Level 1, 2, or 3 consequences and interventions have failed to bring about proper conduct. These consequences focus on protecting the safety of the school community and ending self-destructive and dangerous behavior. Level 1, 2 and 3 interventions may still be applied, if applicable.</p>	
	<p><i>Consequences</i></p> <ul style="list-style-type: none"> <li>Parent/guardian notification</li> <li>Suspension from school (5 days)</li> <li>Social Transfer</li> <li>May refer to the District Behavioral Interventions Support Committee who may recommend expulsion if other means of correction have not brought about proper conduct <u>or</u> are not feasible <u>or</u> there is a continuing danger to the physical safety of the student or others</li> <li>Citation</li> </ul>	<p><i>Possible Interventions</i></p> <ul style="list-style-type: none"> <li>Manifestation determination (IEP only)/504 compliance review</li> <li>Develop/revise positive behavior plan</li> <li>Revise IEP (for students with disabilities) and Behavior Intervention Plan</li> <li>Alternative educational placement</li> <li>Placement to DUSD Community Day School</li> </ul>

<b>Level 5</b>	<b>Mandatory Recommendation for School Expulsion</b>	
	Mandatory removal from school and referral for expulsion for acts as specified in Education Code.	
	<i>Required Consequences</i> Parent/guardian notification Suspension from school (5 days) Mandatory referral for expulsion	<i>Possible Interventions</i> Manifestation determination (IEP only)/504 compliance review Alternative educational placement Placement to DUSD Community Day School

## PROBLEM BEHAVIOR AND APPLICABLE LEVELS OF RESPONSE

Note: If the problem behavior is assigned to two or more levels, then whenever possible, the lowest level of consequence and intervention should be used first. A Level 3 or above response may only be given if other means of correction have failed to bring about proper conduct; or due to the nature of the act, the student's presence causes a danger to persons; or suspension is authorized by law. In accordance with law, a Level 3 response may be used on a first offense for behaviors marked with an asterisk (\*).

Problem Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	Law Enforcement Notification
<b>Absence from Class or School</b>						
• Tardiness	●	●				
• Cutting class	●	●				
• Excessive absences/truancy	●	●	●			
<b>Bullying</b>						
• Intentional physical or verbal act or conduct including communications made in writing or by means of an electronic act that has an effect described in law <i>(EC 48900 (r))</i>	●	●	●	●		
• Severe or pervasive physical or verbal act(s) or conduct including communications made in writing or by means of an electronic act that has an effect described in law <i>(EC 48900 (r))</i>			●	●		
• Engaged in, or attempted to engage in, hazing as defined in law <i>(EC 48900 (q))</i>			●	●		
<b>Contraband - Tobacco</b>						
• Possession of tobacco or any products containing tobacco or nicotine <i>(EC 48900 (h))</i>		●	●			
• Possession of nicotine delivery systems (e.g., vaporizers, hookah pens) <i>(EC 48900 (h))</i>		●	●			
• Use of tobacco or any products containing tobacco or nicotine <i>(EC 48900 (h))</i>		●	●			
<b>Contraband - Alcohol and Intoxicants</b>						
• Possessed or under the influence of an alcohol beverage or an intoxicant of any kind <i>(EC 48900 (c)) *</i>		●	●	●		●
• Used, sold, or furnished an alcohol beverage or an intoxicant of any kind <i>(EC 48900 (c))</i>			●	●		●
<b>Contraband - Controlled Substances</b>						
• Possessed, offered, arranged, or negotiated to sell any drug paraphernalia <i>(EC 48900 (j))</i>		●	●	●		
• Possessed or under the influence of a controlled substance <i>(EC 48900 (c)) *</i>		●	●	●		●

• Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (EC 48900 (p))				•		•
• Used or administered a controlled substance (EC 48900 (c))			•	•		•
• Unlawfully offered, arranged, or negotiated to sell and delivered a "look alike" represented as a controlled substance, alcoholic beverage or other intoxicant (EC 48900 (d))				•		•
• Sold a controlled substance (EC 48915 (c)(3))					•	•

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<b>Contraband - Weapons</b>						
• Possessed an imitation firearm (EC 48900 (m))		•	•	•		
• Possessed a knife or other dangerous object (EC 48900 (b)) *		•	•	•		
• Sold or otherwise furnished any knife or other dangerous object (EC 48900 (b))			•	•		
• Brandished a knife at another person (EC 48915 (c)(2))					•	•
• Possessed an explosive as defined in federal law (EC 48915 (c)(5))					•	•
• Possessed, sold, or otherwise furnished a firearm (EC 48915 (c)(1))					•	•
<b>Contraband - Other items</b>						
• Possession of unauthorized items not otherwise included in this code	•	•				
• Unauthorized sale or distribution of goods not otherwise included in this code	•	•				
• Use of over-the-counter or prescription medicine in a manner other than prescribed by a physician or Education Code (EC 48900 (a)(1), (c), (d), (k)) *		•	•	•		•
<b>Disruption</b>						
• Engaged in behavior causing an interruption during class or other school activity	•	•				
• Ran, made excessive noise, or loitered in a hallway or between classes	•	•				
• Engaged in gambling	•	•				
• Repeated and chronic behavior that creates an environment preventing teaching and learning (EC 48900 (k))		•	•	•		

• False activation of a fire alarm <i>(EC 48900 (k))</i>		●	●	●		
• Caused a major disruption to the atmosphere of order and safety in the school, such as a riot <i>(EC 48900 (k))</i>			●	●		
<b>Dress Code Violation</b>						
• Wearing clothing that does not fit within dress code guidelines established by the school	●	●				
• Wearing clothing that does not fit within dress code guidelines and causes a major disruption to a safe school environment <i>(EC 48900 (k))</i>	●	●	●			

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**Harassment**

• Minor annoying behavior or negative gestures toward other students	●	●				
• Repeated annoying behavior or negative gestures toward other students despite directions to stop by staff <i>(EC 48900 (k))</i>		●	●			
• Intentionally engaged in harassment, threats or intimidation directed against District personnel or student(s) causing disorder and creating a hostile school setting <i>(Grades 4 - 12) (EC 48900.4)</i>		●	●	●		
• Harassed/threatened/intimidated a student victim/witness in a school disciplinary proceeding <i>(EC 48900 (o))</i>		●	●	●		

**Immodest/Offensive Behavior**

• Inappropriate display of affection	●	●				
• Viewing or displaying obscene or sexually explicit content <i>(EC 48900 (i))</i>		●	●	●		
• Intentional physical or verbal act or conduct that is of a sexual nature or considered obscene by a reasonable person <i>(EC 48900 (i)) (engaged in habitual profanity or vulgarity, committed an obscene act)</i>		●	●	●		
• Sexual harrasment; Severe or pervasive physical or verbal act(s) or conduct of a sexual nature that has an effect described in law <i>(Grades 4 - 12) (EC 48900.2)</i>			●	●		
• Committed a sexual battery <i>(EC 48915 (c)(4))</i>					●	●
• Committed or attempted to commit a sexual assault <i>(EC 48900 (n), 48915 (c)(4))</i>				●	●	●

### Lying/Cheating

• Lying to get self or others out of trouble	●	●				
• Intentional lying to get another person(s) in trouble <i>(EC 48900 (k))</i>		●	●			
• Cheating or plagiarism	●	●				

### Non-cooperative Behavior

• Trespassing; Unauthorized attendance at school activities	●	●				
• Failure to follow directions, share, respond to staff requests, or allow others to participate in an activity	●	●				
• Failure to follow directions leading to potential disruption or harm to self or others <i>(EC 48900 (k))</i>	●	●	●			
• Failure to follow directions that directly leads to disruption or the harm of self or others <i>(EC 48900 (k))</i>		●	●	●		

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<b>Physical Aggression</b>						
• Minor physical aggression without injury	●	●				
• Mutual fight (with little or no injury)	●	●	●			
• Mutual fight (with moderate physical injury) <i>(EC 48900 (a)(1))</i>			●	●		
• Attack on student, attempting to cause physical injury <i>(EC 48900 (a)(1)) *</i>		●	●	●		
• Aides or abets in the infliction or attempted infliction of physical injury <i>(EC 48900 (t))</i>		●	●	●		
• Caused or attempted to cause or participated in an act of hate violence (Grades 4 - 12) <i>(EC 48900.3)</i>		●	●	●		
• Attack on student, causing physical injury <i>(EC 48900 (a)(1))</i>			●	●		
• Willfully used force or violence upon the person of another, except in self defense <i>(EC 48900 (a)(2))</i>				●		
• Caused serious injury to another person, except in self-defense <i>(EC 48915 (a)(1))</i>				●		
• Unintentional, incidental physical contact with school personnel	●	●				
• Unintentional striking of a staff member who is intervening in a fight or other disruptive activity <i>(EC 48915 (a)(5)) *</i>		●	●			
• Intentional assault or battery upon any school employee <i>(EC 48915 (a)(5))</i>				●		●

**Property Misuse/Damage**

• Littering	●	●				
• Minor or accidental damage	●	●				
• Attempted to cause damage to property (EC 48900 (f))	●	●	●			
• Caused damage to property (EC 48900 (f))		●	●	●		
• Breaking and entering on District property (EC 48900 (f))		●	●	●		●
• Set fire to property (EC 48900 (f))		●	●	●		●

**Stealing/Possessing Stolen Property**

• Stole school or private property (EC 48900 (g))	●	●	●			
• Knowingly possessed stolen property (EC 48900 (l))	●	●	●			
• Attempted to commit robbery or extortion (EC 48900 (e), 48915(d)) *		●	●	●		
• Committed robbery or extortion (EC 48900 (e), 48915 (d))				●	●	●

**Tantrum**

• A combination of disruptive behavior (e.g., whining, yelling, throwing objects) to express frustration or gain attention	●	●				
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**Technology Violation**

• Violation of school rules regarding use of personal technology not resulting in harm	●	●				
• Violation of District's Acceptable Use Agreement for using District technology not resulting in harm	●	●				
• Using District technology without permission	●	●				
• Repeated violations of school rules, District Acceptable Use Agreement, or using District technology without permission (EC 48900 (k))		●	●	●		
• Use of electronic device(s) for which it is determined that such use directly causes physical or emotional harm to another person (EC 48900 (r))		●	●	●		

**Verbal and Written Aggression**

• Yelling or using aggressive language towards another student	●	●				
• Minor name calling or teasing, whether written or verbal, towards other students	●	●				

• Repeated name calling or teasing, whether written or verbal, towards other students despite directions to stop by staff (EC 48900 (k))		•	•			
• Use of profanity or vulgarity not directed at others (EC 48900 (k))	•	•	•			
• Habitual use of profanity or vulgarity (EC 48900 (i))		•	•			
• Threatened to cause an act of hate violence (EC 48900.3)		•	•	•		
• Threatened to cause physical injury (EC 48900 (a)(1)) *		•	•	•		
• Made terroristic threats against school officials or school property or both (EC 48900.7)		•	•	•		•