



**THE
FLAGSHIP**

DOWNEY HIGH

2024 - 2025

POLICY HANDBOOK

STUDENT RESPONSIBILITY & DISCIPLINE



PRINCIPAL'S MESSAGE

The Student Responsibility and Discipline Policy are designed to clearly state the rights and responsibilities of Downey High School students. We have listed both general behavior expectations and specific consequences for inappropriate behavior. Although inappropriate behavior is demonstrated by less than 10% of our student body, we feel that all students and parents should be informed.

We ask Downey students to work to the best of their abilities in the classroom, to recognize the important of good school attendance, to accept responsibility for their actions, and to treat fellow students with respect.

We are proud of Downey High School and of our student body. We will continue to work toward excellence in all area.

Your Fearless Leader,
Mr. Tom Houts
Principal
thouts@dusd.net

VISION

All students graduate with a 21st century education that ensures they are college and career ready, globally competitive, and citizens of strong character.

MISSION STATEMENT

The Downey High School community is committed to developing empathetic citizens of strong character in a safe, positive, and inclusive environment where behavioral, social, and academic success are equally important.

THINK WITH INK

Our schoolwide instructional focus helps ensure that Students will demonstrate critical thinking through writing.



SCHOOLWIDE LEARNER OUTCOMES

V *ocational
Development*

STUDENTS WILL
GRADUATE COLLEGE AND
CAREER READY

I *nvolved
Citizens*

STUDENTS WILL WORK
TOGETHER TO IMPROVE THE
QUALITY OF LIFE IN OUR
SCHOOL & COMMUNITY

K *nowledge*

STUDENTS WILL BECOME
CRITICAL THINKERS AND
LIFELONG LEARNERS

E *motional
Well-being*

STUDENTS WILL LEARN
HOW TO MAINTAIN
STRONG EMOTIONAL,
PHYSICAL, AND MENTAL
HEALTH

Virtuous

BECOME A CITIZEN OF
STRONG MORAL CHARACTER

*Leave everyone and everything
better than you found it.*

Inclusive

EVERYONE IS WELCOME,
EVERYONE IS EQUAL

Kindness goes a long way.

Brave

DO WHAT IS RIGHT, NOT WHAT
IS POPULAR

See something? Say something!

Empathetic

FIND YOURSELF IN OTHERS

*Empathy is seeing with the eyes
of another, listening with the
ears of another, and feeling with
the heart of another.*

DO YOU HAVE THE VIKE VIBE?

*The Downey High School community is committed to developing
empathetic citizens of strong character in a safe, positive, and
inclusive environment where behavioral, social, and academic
success are equally important.*

HOW DO YOU SHOW OFF YOUR VIKE VIBE? TAG US ON INSTAGRAM @DOWNEYVIKES

DOWNEY HIGH SCHOOL

IMPORTANT PHONE NUMBERS

MAIN OFFICE

(562) 869-7301

ATTENDANCE OFFICE

(562) 469-7333

DHS FAX

(562) 469-7340

CHILD ABUSE HOTLINE

(562) 540-4000

GANG HOTLINE

(562) 904-4663

GRAFFITI HOTLINE

(562) 923-4484

Suicide and Crisis Support

Call or Text 988

Chat at 988lifeline.org/chat

WETIP REPORTING



www.dusd.net/downey

TOM HOUTS, PRINCIPAL

thouts@dusd.net

ext. 5502

VANESSA BEDOLLA, ASSISTANT PRINCIPAL

vbedolla@dusd.net

ext. 5524

GOLDEN FOWLER, ASSISTANT PRINCIPAL

gflower@dusd.net

ext. 5525

JULIE MAIN, ASSISTANT PRINCIPAL

jmain@dusd.net

ext. 5579

ADRIAN QUINTERO, ASSISTANT PRINCIPAL

aquintero@dusd.net

ext. 5504

JESSICA SAUCEDO, ASSISTANT PRINCIPAL

jsaucedo@dusd.net

ext. 5531

TIMOTHY MCDERMOTT, DEAN (A - L)

tmcdermott@dusd.net

ext. 5534

JESSICA ORTIZ, DEAN (M - L)

jortiz@dusd.net

ext. 5522

DOWNEY HIGH SCHOOL

SCHOOL COUNELORS

COUNSELOR DIRECTORY



@DOWNEYHSCOUNSELORS

COUNSELOR	LAST NAMES	EMAIL	EXT.	REMIND
COOKE, NATHAN	A - BENI	NCOOKE@DUSD.NET	5508	@NCOOKEDHS
TOLEDO, ALAN	BER - CORTEZ	ATOLEDO@DUSD.NET	5510	@TOLEDODHS
MARSHALL, SCOTT	COSS - FOKETI	SMARSHALL@DUSD.NET	5507	@MARSHALDHS
CURIEL, TERRI	FORD - HECK	TCURIEL@DUSD.NET	5519	@CURIELDHS
LOYARTE, JOANNE	HELLMOLD - LOPEZ, D	JLOYARTE@DUSD.NET	5569	@LOYARTEDHS
EVANS, WAYNE	LOPEZ, E - MILL	WEVANS@DUSD.NET	5521	@EVANSDHS
ACOSTA, LORI	MIN - PAYES	LACOSTA@DUSD.NET	5511	@ACOSTADHS
MURILLO, VERONICA	PAZ - RODRIGUEZ, V	VMURILLO@DUSD.NET	5512	@MURILLODHS
RUIZ, SUSAN	RODRIGUEZ, W - TEU	SURUIZ@DUSD.NET	5315	@RUIZDHS
ZAKOUR, ZAK	TEV - Z	ZZAKOUR@DUSD.NET	5509	@ZAKOURDHS

DOWNEY HIGH SCHOOL

COLLEGE AND CAREER

Maria Lopez
malopez@dusd.net
ext. 5514

Tina Campos
tcampos@dusd.net
ext. 5546

Rudy Ojeda
rojeda@dusd.net
ext. 5563

Jackelyn Guevara
jguevara@dusd.net
ext. 5591



ID REQUIRED AT ALL TIMES



**REPLACEMENTS CAN BE
PURCHASED IN THE
COUNSELING OFFICE.**



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 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

Students must have their School Identification Cards with them at all times. Students are required to show their ID while on campus or at school events when asked. If an ID is lost, a replacement ID may be purchased for \$5.00. If it is lost a second time, it will cost \$10.00. Unpaid balances may limit student activities.

Students have the responsibility to maintain regular school attendance, a conscientious effort in classroom work, and adherence to school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate within the school which is conducive to learning. ***No student has the right to disrupt the education of fellow students.***

Students have the responsibility to respect rights of fellow students, teachers, administrators, and all others who are involved in the educational process. Each person is entitled to respect regardless of race, religion, culture, gender, or disability. Students have the responsibility to attend class with all required materials, be prepared to work, and stay on task for the entire class period. Students shall demonstrate honest and responsible citizenship at all times. ***These responsibilities apply at school, and to or from school and any school activity.***

****Students must have their School ID with them at all times.****

PARENT RESPONSIBILITIES

In accordance of California Education Code 48200, parents and/or guardians SHALL: 1) Maintain an awareness of their legal obligations to see that their child (a) attends school, (b) arrives on time, and (c) remains at school for the full time assigned each day school is in session. 2) Attend all meetings and conferences concerning their child. 3) Call the Downey High Attendance Office periodically to inquire into their child's attendance record. In accordance with California Education Code 48911, parents and/or guardians SHALL: 1) Respond to school requests such as; notification of truancy, suspension, citation and grade reports immediately.

Downey High School appreciates your support and look forward to working with you and your child to achieve success. We encourage and advise you to consistently communicate with the school administration, counselors and teaching staff.

A student may be suspended or expelled for acts that are related to school activity or attendance that occur any time, including, BUT ARE NOT LIMITED TO, any of the following:

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

CAUSES FOR DISCIPLINARY ACTION

Suspension/Expulsion -Suspension from school means the removal of a pupil from ongoing instruction for a period of one to five days (California Ed. Code #48925 and California Ed. Code #48911). Expulsion means the removal of a student from the immediate or general supervision of school personnel for up to two semesters (California Ed. Code #48925). Students shall be suspended or expelled when other means of correction fail or when the student's presence is likely to be dangerous or disruptive to others. Students may be subject to a "period" suspension by a single teacher for a period of two days California Ed. Code or Administrators have the choice of levying an on-site or an at-home suspension. According to California Ed. Code #48900, students may be suspended or expelled for the following reasons:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Without authorization, possessed, sold, or furnished a firearm, knife, explosive, or other dangerous object.
- c. Unlawfully possessed, used, sold, furnished, or was under the influence of a controlled substance, alcohol, or intoxicant.

- d. Unlawfully offered, arranged, or negotiated to sell a controlled substance, alcohol, or other intoxicant, and then sold, delivered, or furnished something else instead, and represented it as a controlled substance, alcohol, or intoxicant.
- e. Committed robbery or extortion.
- f. Caused or attempted to cause damage to school or private property.
- g. Stole or attempted to steal school or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, and chew packs.
- i. Committed an obscene act or engage in habitual profanity or vulgarity.
- j. Unlawfully possessed, offered, arranged, or negotiated to sell drug paraphernalia.
- l. Knowingly received stolen school or private property.
- m. Possessed an imitation firearm. An “imitation firearm” is replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit sexual assault or sexual battery as defined by the California penal code.
- o. Intimidation of a witness in a school disciplinary proceeding or retaliation against a witness.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged or attempted to engage in hazing.
- r. Engaged in an act of bullying which is severe or persuasive. The bullying can be verbal or physical and includes electronics.
- s. Aiding or abetting the infliction of a physical injury to another person.

It is up to the discretion of the teacher whether to provide makeup work for a suspended student.
(EC48913)

STANDARD DISCIPLINARY PROCEDURES

Downey High School has developed a discipline policy to help students understand what is expected of them and the consequences which follow the violation of these rules. Students are required to respond positively to staff requests and to follow school’s discipline policy which has been established to guarantee the right of all students to an education in a safe and orderly environment. 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).

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 a Dean or Counselor to suspension. For a serious offense, the school may make an immediate recommendation for expulsion to the Board of Education.

1. Possession, use and/or sale of any controlled substance.

“look-alike” drug, alcoholic beverage or intoxicant of any kind. EC48900 C

Consequence = Other means of correction (OMC) or suspension, possible police involvement, referral to an alcohol & other drugs program (AOD).

2. Possession, sale, or trade of drug paraphernalia. EC 48900 J

Consequence = OMC or suspension and parent notification.

3. Possession of ANY gun, knife, pepper stray, explosive or other dangerous object at school activity. EC 48900B

Consequence = 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.

4. Possession of any replica or “look alike” weapon.

Consequence = OMC or suspension.

5. Fighting or inciting a fight. EC 48900A PC 415.5

Consequence = OMC or suspension and possible police involvement.

6. Under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind. EC 48900 C

Consequence = 5 day suspension and referral to the Board for expulsion, parent conference, police notification, and possible citation.

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

Consequence = OMC or suspension and possible police involvement.

8. Profanity/obscene or vulgar acts or gestures. EC 489001

Consequence = OMC or suspension and possible police involvement.

9. False fire alarm/fire setting. EC 48900K, PC 148.4

Consequence = OMC or suspension and possible police involvement.

10. Violation of closed campus policy. EC 48900K

Consequence = Detention or Saturday work/study, parent contact, and possible citation.

**11. Theft, attempted theft, or possession of stolen school or personal property.
EC 48900J, EC 48900L**

Consequence = OMC or suspension and possible police involvement.

12. Vandalism, graffiti, destruction of school or private property.

Consequence = OMC or suspension, possible police involvement and restitution.

13. Possession or use of any tobacco products. EC 48900H

Consequence = OMC or suspension.

14. Harassment or slurs against race, religion, ethnicity, gender, or disability.

EC 32051, EC 48911, EC 48912

Consequence = OMC or suspension.

16. Cheating/Plagiarism

Consequence = Student receives "0" on assignment and alternative means of correction to be based on the degree of the offense. All offenses will be logged on the student's file.

17. Forging or altering school correspondence, passes, or parent notes.

Consequence = OMC or suspension.

18. Gambling

Consequence = OMC or suspension.

19. Violation of Dress Code

Consequence = Warning and change required (clothing is provided).

20. Possession of any object or materials that have no reasonable or appropriate connection to the school curriculum, e.g. cigarette lighter, matches, any adult publications and/or sexually suggestive pictures, permanent markers, etching tools and spray paint.

Consequence = Confiscation and OMC or suspension.

21. Possession of unauthorized articles/items, e.g., laser pointers, water balloons, water guns, and the like. EC 5511512

Consequence = Confiscation and OMC or suspension.

*** SEE NEW PERSONAL ELECTRONICS POLICY AT THE END OF THIS BOOKLET**

22. Insulting, or abusing teachers or other school personnel. EC 44811, EC 44812.

Consequence = OMC or suspension.

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

Consequence = Loss of parking lot privileges for remainder of school year. Possible suspension, police involvement and possible citation.

24. Throwing food/liquid or encouraging others to throw food/liquid.

Consequence = OMC or suspension, possible citation.

25. P.E. Non-Suit Policy – Not wearing required P.E. uniform, not wearing “loaner” uniform.

Consequence = OMC

26. Excessive P.E. “Loaner” Clothes

Consequence = OMC

27. No “Gang” related action/activities, (e.g. flashing/ throwing signs, Tattoos, graffiti on backpacks, and the like).

Consequence = OMC or suspension.

28. Failure to properly dispose of trash may result in disciplinary action, including:

Consequence = Quad Cleanup and further disciplinary action through alternative means of correction.

29. Students CANNOT sell food items on campus without permission of ASB.

Consequence = 1st offense: items confiscated for parent pick up. 2nd offense: items confiscated for parent pick up plus student will be assigned community hours.

“Other means of correction (OMC)” could include teacher disciplinary measures, parent contacted, detention, Saturday work/study, In-school suspension, suspension, exclusion from school activities, parent/teacher conference, peer counseling, guidance counselor, referral to appropriate community resource, school community service, referral for expulsion, mandatory tutoring, and/or administrative citation.

During a student’s suspension, he/she is not to be on this or any other campus nor attend any school sponsored events or school activities and is remanded to the custody of the parent. Failure to adhere to these regulations will result in additional disciplinary action.

****Students must have their School ID with them at all times.****

CITATION POLICY

****Students must have their School ID with them at all times.****

In a continued effort to increase the peace and safety of our school campuses, Downey 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 be issuing citations to students committing the following offenses on or near campus:

- Disturbing the peace
- Petty theft
- Fighting on campus and/or challenging another to fight at school
- Truancy on or off campus
- Vandalism with liquid or paint
- Keeping lost property
- Other offenses may be cited

Illegal Substances

The actual or attempted sale of, use of, or possession of tobacco, nicotine, alcohol in any form, illegal drugs, substances designed to resemble illegal drugs, or substances purported to be illegal drugs while under jurisdiction of the school shall be subject to appropriate disciplinary action. Such action may include, but is not be limited to; police notification, suspension, and/or expulsion. Students who engage in these activities off campus and who return to school, or school-sponsored activities shall be subject to the same sanctions outlined above. A student driver is responsible for any kind and all illegal substances within the vehicle, no matter who is using or found to be in possession of such substances. Students may not have drug paraphernalia in their possession on campus or at any school sponsored activity. Paraphernalia includes, but is not limited to bongs, roach clips, pipes, syringes, razor blades, and rolling papers.

Medications

Students must check in all medications at the Nurse's Office, except for asthma inhalers. No medication may be ingested outside of the Nurse's Office.

CAFETERIA AND SNACK AREA RULES

****Food sales are not allowed at school unless they are ASB approved fundraisers****

Students **must**:

1. Obey requests of cafeteria workers
2. Place trash in trash containers

Students **must not**:

1. Throw liquid or food
2. Push, shove, or cut in line
3. Exchange or sell free or reduced-price meals
4. Purchase food during class time

BULLYING/CYBERBULLYING AND DISCRIMINATION

The Downey Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not discriminate, intimidate, harass or bully another student through words or actions based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and Education Code 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Students participating in cyber-bullying will be subject to disciplinary action if it is disrupting the learning environment, even if it is happening outside of school.

This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to a school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion.

**INCIDENTS OF BULLYING AND DISCRIMINATION SHOULD BE REPORTED TO THE
ASSISTANT PRINCIPAL'S OFFICE
(562)869-7301**

SEXUAL HARASSMENT

Sexual harassment of or 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.

**INCIDENTS OF SEXUAL HARASSMENT SHOULD BE REPORTED TO THE ASSISTANT
PRINCIPAL'S OFFICE
(562) 869-7301**

HAZING

It shall be the policy of the Board of Education that no student shall engage in hazing*, participate in hazing, or commit any act that injures, degrades, or disgraces any fellow student.

**Hazing includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm.*

**INCIDENTS OF HAZING SHOULD BE REPORTED TO
THE PRINCIPAL'S OFFICE
(562) 869-7301 ext. 5502**

CLOSED CAMPUS

****Students must have their School ID with them at all times.****

Downey High School campus is a closed campus. Students are not to leave campus without written permission from the office. To obtain an off-campus pass, students must report to the attendance office prior to 7:40 A.M. Doctor or dentist appointments, important personal business, and requests for off-campus passes will be verified by the attendance office prior to releasing the student. Peripheral areas and parking lots are off limits. Transporting a student off campus who does not have permission to leave is a violation of school rules. Truancy earned by leaving campus without permission may not be cleared after the fact.

The Downey City Council has adopted an ordinance designed to curb school truancy. Effective May 9, 1996, students who appear in public places between the hours of 8:30 A.M. – 1:30 P.M., without an acceptable excuse when they should be in school, may receive truancy citations from law enforcement officers.

VISITORS ON CAMPUS

Non-students and visitors are not allowed on campus during the school day. In general, visitors are not encouraged on the high school campus because such visitations interrupt the educational environment of the classrooms. Therefore, students from other campuses accompanying or visiting friends will not be authorized. Non-student friends of Downey High students may not accompany a Downey High student during the school day. This can be a classroom distraction and liability. Any person who materially disrupts class work or extra-curricular activities is guilty of violating Ed. Code 44811.

MESSAGES AND DELIVERIES

Messages and deliveries, such as flowers and balloons, are not sent to classes as it is disruptive to the learning environment, detracts from school personnel responsibilities, and creates liability on the part of school personnel. Students are responsible for homework, lunch money, and the scheduling of transportation and personal appointments during non-school hours. **Off campus food deliveries are not permitted.** All schools within the Downey Unified School District have closed campuses.

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. ...be polite
2. ...use appropriate language. The use of inappropriate language is strictly forbidden.
3. ...restrict use to only those activities which are considered legal. Any illegal activity will ... constitute immediate cause for suspension and expulsion.
4. ...not use the Internet in such a way as to interrupt or disrupt the network for other users.
5. ...treat all information and communication retrieved over the net as private property.

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

FLYERS/POSTERS

The director of Student Activities must approve all flyers/posters for posting and/or distribution. If authorization has not been obtained or has been refused and posting or distribution occurs, disciplinary consequences will result.

TARDY POLICY

****Students must have their School ID with them at all times.****

Punctuality is an important discipline for students to learn so they can achieve their greatest academic potential. It is important for students to understand that tardiness to class is unacceptable.

It is to this end that students, staff, and parents of Downey High School have implemented the following **Tardy Sweep Policy** after snack and both lunches.

PROCEDURES:

When the tardy bell rings, teachers may lock their doors after the first five minutes of class. During these five minutes, no student should leave class for any reason while the campus is swept. Any students arriving after those five minutes will be sent to Tardy Sweep. Decisions regarding excused tardies will be made by the administrator.

All students outside of class without a pass will be directed to class or Tardy Sweep (if available) where their tardies will be documented and addressed appropriately. Students will be sent back to class with a Tardy Sweep pass.

Excused Tardies:

Warnings will be given the first two times a student is in tardy sweep each semester. Parent contact and campus beautification will be assigned on the third time. On the fourth tardy, parent contact and detention will be assigned. On the fifth tardy, students will receive Saturday School or must report to the study center.

Unexcused Tardies:

Warnings will be given the first two times a student is in tardy sweep each semester. Parent contact and campus beautification will be assigned on the third time. On the fourth tardy, parent contact and detention will be assigned. On the fifth tardy, students will receive Saturday School or must report to the study center. Parents will receive dialers home when their students are tardy.

ATTENDANCE ACCOUNTING

Special Note: Progressive discipline may commence at the fourth tardy per semester. Progressive discipline may include detention assignments, Saturday School, SART and referrals to the School Attendance Review Board (SARB). Under the California Compulsory Attendance Laws, any student who reaches **nine tardies in one school year** is subject to a habitual truancy determination. Any student reaching or exceeding **nine tardies or three individual periods of truancy** is subject to citation to LA County Department of Probation.

ABSENCE REPORTING PROCEDURES

All absences must be excused by a parent or guardian through www.parentconnection.com, calling or emailing the attendance office on the first day of the absence. Parents must provide the following information: The student's name, I.D. #, reason for absence, and the date(s) of the absence

Please email dhsattendance@dusd.net or call (562) 469-7333 (24hrs) to report all absences

If your student is absent 3 or more days in a row, you will need to provide a doctor's note.

**Downey High School staff wants you in class.
DO NOT FREQUENT TARDY SWEEP!**

TRUANCIES

A truancy will be also declared if a student leaves class and/or the campus for any reason without obtaining prior permission from the office. Such permission may only be obtained with phone or written authorization from the parent **in advance of the student's leaving campus**. No partial or full day truancy will be cleared after the fact. A tardy becomes a truant after the tardiness exceeds 20 minutes. Students who aid other students to be truant will be disciplined. Students who aid a student to violate any school rule shall receive a like consequence. Students must complete an activity permit in order to participate in any activity that occurs during class time. If the permit is not signed, the student will receive a truancy for the period(s) missed. Absences incurred when an activity permit has not been completed may not be excused by a parent.

Violations of the above shall result in a student detention, parent conference, and/or are subject to a written citation and an appearance at the Los Angeles County Probation Department.

NOTE: Test, homework, or class work missed as a result of truancy cannot be made up. This could result in lower grade for the course(s) involved.

*All seniors must clear truanies/uncleared absences before being allowed to attend Prom and Senior Activities.

PHYSICAL EDUCATION: NON-SUIT POLICY

Every year, every student participating in Physical Education classes are required to wear the regulation shorts and T-shirts. Downey High School attire (made of high quality material and displaying Downey High School logo), is available for purchase through the A.S.B. Bookkeeper's office during registration confirmation in August and throughout the year. Shirts will be sold for \$13.00 each and shorts will be sold for \$15.00 each.

If a student is unable to purchase a P.E. uniform, the student should contact their Dean to make necessary arrangements.

Students who do not dress in their required uniforms must have a student ID card to wear the "loaner" uniform supplied by their P.E. teacher. Students are allowed three "loaner" uniforms per semester. Students must wear their own uniform. Students are not allowed to share P.E. uniforms due to health/hygiene reasons. Students who refuse to wear the required P.E. uniform/"loaner" uniform, will be disciplined (see Standard Disciplinary Procedures).

FIGHTING

Fighting is never an acceptable means to resolve conflicts. If a problem exists between or among students, they are encouraged to seek help from guidance personnel before the situation escalates to the fighting stage. Administrators and Counselors are skilled in conflict resolution and are sensitive to complex issues and situations.

If a fight does occur, both participants may be suspended, cited, and/or arrested, regardless of who “struck the first blow.” Please note: A person cannot claim self-defense if he/she engaged in verbal antagonizing or challenging prior to the physical altercation. Neither can someone claim self-defense if an opportunity was available to get away or seek assistance from school personnel. Just because a person is hit first does not mean that student has a right to retaliate without consequences. Students who are not involved will be expected to clear the fight area, allowing staff and security personnel complete access to the altercation. Any person blocking or obstructing access to an altercation will also face disciplinary action.

THREATS TO STAFF

The Penal Code protects staff as well as students. Anyone who directly communicates a threat to a school employee where that person reasonably believes such a threat could be carried out has violated Penal Code 71. Any person who uses offensive words likely to provoke an immediate violent reaction has violated Penal Code 415.5. Such offenses include fines anywhere from \$2,000 to \$10,000 and/or incarceration. Students who communicate such a threat to a staff member are subject to expulsion.

SEARCHING OF STUDENTS

Searches may be conducted for any reasonable suspicion. Areas that may be searched include, but are not limited to lockers, desks, cars, purses, backpacks, pockets, shoes and socks. General searches may be conducted in emergency situations. Schools are not restricted to limitations governing law enforcement agencies. Searches may be conducted without initial notification of a parent.

CONFISCATED ITEMS

Confiscated items such as skateboards, hats, bandanas, chains, cell phones, headphones, and other electronic devices will be released to a parent or legal guardian. Downey High School and its employees are not responsible for expenses arising out of any liability or claim of liability for damage, theft, or loss to such equipment or property.

DRESS CODE

The Downey High School dress code should serve to support all students in a successful educational environment and in developing a healthy self-image. The dress code is designed to be equitable and should be enforced consistently by all staff members across campus. Enforcement of the dress code will be consistent across the student body, regardless of gender identity, sexual orientation, gender expression, race, ethnicity, religion, and body size and/or type.

Mandatory Dress:

- Students must wear a top (with straps), bottom and footwear while on school premises at all times
- Some courses may require adjustments to attire and hairstyle to ensure safety during academic activities. Including but not limited to: Science labs, PE, specialty electives, CTE courses, etc.

Students may NOT wear the following:

- Visible undergarments, swimwear, or clothing of similar designs - this is including but not limited to lingerie, transparent or sheer garments, etc.
- Baggy and/or sagging pants or shorts are unacceptable. Pants must be worn at the waist.
- Strapless tops, tube tops, bandeaus or similar apparel.
- Items that expose private parts of the body: genitalia, nipples or buttocks
- Items with sexually suggestive language or messages
- Items that promote illegal or violent conduct, including but not limited to, drugs, alcohol, tobacco, weapons and/or gang affiliation*
- Items that depict hate speech, intimidation or intolerance toward others
- Items that are profane or legally slanderous – meaning a garment or piece of attire that communicates false statements about a person that injure the reputation of that person
- Items that make the student's face unidentifiable – protective masks, clothing or headgear worn for religious, medical or athletic purposes are exempt

DRESS CODE

This dress code policy was created by Downey High School students, staff, administration, and parents and is a living document. Based on needs, this policy can be modified or updated at anytime with the input of our school community and stakeholders.

*Gang related apparel compromises the health and safety of the school environment and is determined to be inappropriate school attire

***If a student is in violation of the DHS Dress Code, DHS dress code attire will be issued for the day.**

DOWNEY HIGH SCHOOL DANCE GUIDELINES

****Students must have their School ID with them at all times.****

Downey High School and the Downey Unified School District dress codes are enforced at all school related activities and events. Exceptions may be made with regards to spaghetti straps on a young lady's dress. Exceptions will not be made for excessively revealing clothes or attire that advertises or promotes tobacco, alcohol, drugs, and sexual activity or suggests obscene/illegal behavior.

Behavior on and off the dance floor must be socially acceptable. Dance movements and mannerisms must fall within the standards of acceptable behavior and good taste. Movements which depict or suggest private, sexual acts are totally inappropriate. They are a distraction and an embarrassment to others. The disruption they cause will not be tolerated. Individuals or couples engaging in such acts will be removed from the dance and parents will be contacted. Students attending Downey High School dances must clear all attendance prior to the purchase of dance tickets and are required to sign the Dance contract form. A parent signature and phone number is required on the Dance contract.

Guests - Students bringing guests to any Downey High School dance must complete the permission form, which includes providing a photo of the guest. The administration reserves the right to refuse permission for a guest to attend any extra curricular event based upon that individual's previous behavior. *If a guest is 21 years of age or older, he/she must speak to the principal for possible approval.*

PUBLIC DISPLAY OF AFFECTION

Public display of affection (PDA) is not acceptable. Students violating the "PDA" regulation are subject to disciplinary measures. This regulation is in effect at all school activities. Students caught in any area of the campus or at a school event engaging in any type of sexual activity and/or lewd/obscene conduct will be subject to suspension and/or expulsion.

STUDENT PARKING INFORMATION

Parking is a privilege and not a right. Downey High School is a closed campus. No student is permitted to leave at any time during the school day without an off-campus permit. Violators will face disciplinary action and possible loss of parking privileges. A parking permit authorizes the student to park in the student designated North Lot. The student is required to apply for the permit and must supply the required information to the Annex Office. If a student gives another student his/her parking permit, both students may lose parking privileges. Students who forge permits or who use forged permits, may be suspended and lose parking privileges. Vehicles parked on school property are subject to search. The owner is responsible for what is found in the vehicle and will receive appropriate consequences.

Application for Parking Permit

- Valid Driver License Number
- Valid Vehicle Registration Certificate
- Proof of Insurance
- Student Identification Card and Number

If the student is going to drive more than one car, the appropriate information must be supplied for each car. Students who transport other students who do not have permission to leave campus will be subject to disciplinary action. Students who vandalize cars will be disciplined along with losing site-parking privileges. A parking permit does not guarantee a parking spot each day.

Parking Lot Rules:

- The speed limit is five miles per hour or less.
- Cars must be parked in a parking space.
- Cars may park head-in only. Backing into spaces is forbidden.
- Students are not permitted to loiter in the parking lot during the school day, including lunch and between classes.
- Students are not permitted to use their cars as lockers.
- Students are required to obey staff members' directions at all times.
- All rules of safety and courtesy, even if not specifically mentioned above, are to be observed at all times.
- **Cars parked on campus without authorized permits will be ticketed.**
- **Cars parked that do not have the appropriate parking permit could be subject to be towed at the owner's expense.**

Vehicle Searches

All vehicles parked in the student lot, on school grounds, or parked adjacent to school grounds for the purpose of arriving or leaving school are subject to search by school or police officials for any reason (CVC 21113A). Students are not to loiter in the student parking lot or adjacent parking areas after arrival to school or before leaving from school. Students are not allowed to enter the parking lot during class time or during passing periods and are not allowed to use their cars as lockers.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices will be restricted as follows:

Student possession and use of personal electronic devices on school campus and school buses, at school-sponsored activities and while under the supervision and control of school district employees is permitted under circumstances described herein.

All students are allowed to use cell-phones before school, during passing periods, snack, lunch and after school. Cell phones and /or electronic devices including ear buds MAY NOT be used during class and this includes when students are out on a restroom pass. Please be advised that cell phones and other electronic devices are brought to Downey High School at the student's own risk. Downey High School and its employees are not responsible for expense arising out of any liability or claim of liability for damage, theft, or loss to such equipment or property.

Unauthorized use of these devices disrupts instruction and distracts from the learning environment. School officials may take the device away from students if used during the times not permitted.

If a phone is confiscated by a teacher, the student will receive a referral and the parent must pick up the phone from the Annex Office.

**YOUR JOURNEY
STARTS TODAY**

LET'S BEGIN



BE THE SOLUTION

**SEE
SOMETHING?
SAY
SOMETHING!**



CALL, TEXT, OR SCAN TO MAKE A REPORT

844.562.0094

WeTiP

**SE HABLA
ESPAÑOL**

ANONYMOUS TWO-WAY COMMUNICATION AVAILABLE