

DEL MAR HIGH SCHOOL

“Where Second Chances Happen”
A California Model Continuation High School



STUDENT HANDBOOK 2017/2018



**San Gabriel Unified School District
Board of Education**

Mr. Andrew Ammon, President
Mrs. Cristina Alvarado, Vice President
Mrs. Cheryl A. Shellhart, Clerk
Mr. Ken Tcheng, Member
Dr. Gary Thomas Scott, Member

District Administration

Dr. John Pappalardo, Superintendent
Dr. Tiffany Rudek, Deputy Superintendent Educational Services
Mrs. Yolanda Mendoza, Assistant Superintendent Human Resources
Mrs. Joyce Yeh, Assistant Superintendent Business Services

School Staff

Mr. Bo Botts, Teacher
Ms. Rani Masri, Math and Science Teacher
Mrs. Kady, Kloster, Teacher
Mrs. Yvette Villasenor, Teacher
Mr. Ernest Lemus, Counselor
Ms. Kimberly Cheng, Counselor
Mrs. Bertha Scroggins, Office Manager
Mr. Lon Sellers, Principal



Del Mar High School is a WASC Accredited School Grades 10 – 12
Western Association of Schools and Colleges
Accrediting Commission of Schools

*Del Mar High School has been designated as a
California Model Continuation High School
2015-2018*

Del Mar High School Mission Statement

It is the belief of the staff at Del Mar High School that all students have value and are deserving of a comprehensive education to prepare them for the future. It is our mission to develop lifelong learners who will be literate in a competitive and technological society.

San Gabriel Unified School District Mission Statement

It is the mission of the San Gabriel Unified School District, in partnership with the community, to prepare its students for their future as productive citizens and lifelong learners. We are committed to provide a balanced curriculum, supportive programs and practices, and an environment that encourages students to reach their maximum potential.

“Our Children’s Future is Our Mission”

Student Learner Outcomes

ACHIEVEMENT

All students will demonstrate academic growth by

- Mastery of standards based curriculum
- Passing the CAHSEE
- Meeting credit requirements toward graduation

CHARACTER

All students will demonstrate personal accountability and goals through:

- High attendance rate
- Participation in extracurricular opportunities
- Positive decision making

TRANSITION

All students will become a productive member of society and have a post-secondary plan to include:

- Career inventory, exploration, and preparation
- Technology literacy
- Senior conferences

Daily Class Schedule 2017/2018

Period 1	8:00	to	8:50
Period 2	8:52	to	9:42
Period 3	9:44	to	10:34
Period 4	10:36	to	11:26
Lunch	11:26	to	11:49
Period 5	11:51	to	12:41
Period 6	12:43	to	1:33
Period 7	1:35	to	2:25

Wednesday and Minimum Day Schedule All Students

Period 1	8:00	to	8:30
Period 2	8:30	to	9:00
Period 3	9:00	to	9:30
Period 4	9:30	to	10:00
Period 5	10:00	to	10:30
Period 6	10:30	to	11:00
Period 7	11:00	to	11:30

Del Mar High School Tardy Policy

The tardy policy at Del Mar High School is in place to encourage on-time attendance to school, daily.

- Students will be given 15 minutes of detention time for each tardy, regardless of minutes late.
- Students who are truant for any period will be assessed 1 hour detention per period truant.
- Students will make up tardy time on any day after their regular school schedule has ended.
- Students whose attendance is below 80% will serve additional hours until their percentage is 80% or greater.
- Students failing to serve detention may be suspended from school and may have their schedule reduced or be moved to Independent Studies if the problem persists.

Important School Dates 2017-2018

Tues.	Aug 15	Registration Day. 9:00-11:30 a.m.
Mon.	Aug.21	First day of School
Mon.	Sept 4	Labor Day Holiday, No School
Tues.	Sept 19	ID Yearbook Pictures
Tues.	Sept 19	Parent Information Night
Mon.	Oct 30	Staff Development Day No School
Thur.	Nov. 9	End of First Trimester Minimum Day 11:30 release time
Fri.	Nov. 10	Veterans Day Holiday, No School
Fri.	Nov. 17	Thanksgiving Feast. Minimum Day
Mon.	Nov. 20-24	Thanksgiving Break, No school
Fri.	Dec 22	1 st Trimester Awards Assembly
Mon.	Dec. 25-Jan 5	Winter Holiday, No School
Tues.	Jan 9	Beginning of Second Semester at GHS
Mon.	Jan. 15	Martin Luther King Holiday, No School
Fri.	Jan 26	Staff Development Day No School
Mon.	Feb. 12	Lincoln Holiday, No School
Mon.	Feb. 19	Presidents Day Holiday, No School
Thur.	Feb. 22	Senior Cap and Gown Pictures
Fri.	Mar. 2	End of Second Trimester, Minimum Day
Mon.	Mar. 5	Teacher Grading Day, NO SCHOOL
Tues.	Mar. 13	Open House/ Title I Parent Night, Minimum Day
Mon.	April 2-6	Spring Break, No School.
Mon.	May 28	Memorial Day Holiday, No School
Wed.	June 6	Mandatory Graduation Practice at GHS 1:00
Mon.	June 4 – June 7	Minimum Day for 10 th - 11 th graders 11:30 release
Thur.	June 7	Last Day of School, end of third Trimester
Thur.	June 7	DMHS Graduation at Gabrielino 6:00 p.m.

“Things turn out best, for those who make the best of the way things turn out”

John Wooden

STUDENT INFORMATION

Continuation education high schools are designed for students who are between the ages of 16-18. Continuation schools are different from traditional high schools in many ways, providing flexibility in a small school setting which is helpful for many students.

By California Education Code, all students must enroll for at least three periods per day or 15 hours per week. All students will be enrolled in a six period day unless circumstances dictate that they need more or less than six classes.

Attendance

Regular and “on-time” attendance is essential for student success. Parents should call the school office each day a student is absent.

- “Students between the ages of 6 and 18, are required to attend school full-time, unless otherwise exempt.” (Education Code 48200)
- “Habitually truant and habitually insubordinate students will be referred to the School Attendance Review Board (S.A.R.B.).” (Education Code Section 48263)
- “Failure to attend school as required may result in the filing of a complaint against the parents with the District Attorney’s Office.” (Education Code Section 48292 and Penal Code Section 272)
- Students who come to school tardy must make-up all minutes missed after school before credits will be issued.

The staff of Del Mar High School is eager to work with families as they strive to help their student improve their attendance. We will meet individually with students and their parents at the request of the family or in a School Attendance Review Team meeting. As most of our students are behind in credits, regular attendance is the most reliable way for students to improve their performance at school and to “make-up” credits that need to be earned for a high school diploma. Students who are truant or tardy will make-up hours missed after school, before any credits will be issued. **Students must maintain an attendance rate of 80% in each trimester in order to receive Course credit. If attendance is below 80%, all credits earned will be withheld until attendance time is made up.**

Attendance for 18 year old students

Any student who reaches the age of 18 years and is still enrolled at Del Mar High School is required to sign a school attendance and behavior agreement. We are happy to support our students in their endeavors to earn a high school diploma; however, as students are not required to be enrolled past the age of majority (18), they must maintain excellent attendance and complete credits on a regular basis in order to stay enrolled in school. Eighteen year old students will sign an agreement which:

- Formally notifies them of the law regarding compulsory attendance
- Establishes a set level of 85% attendance
- Establishes a minimum of 20 credits per trimester to be earned
- Reinforces the student commitment to following all school rules

Eighteen year old students will be evaluated regarding their signed contracts each month, when the progress reports are issued. A determination will be made at that time regarding continued enrollment.

SELECTIVE SERVICE REGISTRATION

All 18 year old men are required by the Federal Government to register for the Selective Service within 30 days of his 18th birthday. Once a young man registers, he stays eligible for programs and benefits connected to registration, such as college loans and grants, government jobs, job training, and citizenship for immigrant men seeking to become U.S. citizens. The easiest way to register is by going to the Selective Services website at www.sss.gov.

Student Support Services

Several support services are available for our students at Del Mar High School:

- Two certificated school counselors who provide academic, career and personal counseling for all students.
- A Parent and Community engagement Coordinator.
- Psychological services to meet academic and personal-social needs for our students on an as needed basis.
- Special Education classes are available for students with identified academic needs.
- Referrals are made to the Family Resource Center of San Gabriel for both individual and group counseling.
- Scholarships to enhance and encourage higher education are sponsored by the staff and local agencies.
- Independent Study is an option for students with special needs and circumstances.
- After School tutoring and homework help with teaching and counseling staff.

GRADES AND CREDITS

All classes needed to meet the graduation requirements are offered at Del Mar High School. The advantage to the continuation setting is that students aren't bound by the conventional semesters in order to earn credit. Students will work in a trimester system that will allow them to earn at least an extra thirty credits per year. Students will be able to earn more than 90 credits per year (up to 120) if they progress through their classes at a more rapid pace.

All courses are designed to take 60 hours of student work to earn 5 credits (or 12 hours for one credit). This is the same model that is utilized in summer school education for all students. Because this is shorter than the number of hours required in the standard school year, there is an additional requirement for our students. **All** assigned work must be completed – there is no option to “skip” or “miss” an individual assignment. Additionally, in order to demonstrate mastery, all courses must be completed with 70% accuracy to receive credit. Individual teachers will work with students in a variety of ways in order to achieve 70% mastery including re-doing or correcting assignments, completion of additional assignments or sometimes re-taking unit tests. **Students must maintain an attendance rate of 80% in each trimester in order to receive primary credit.**

2017/2018 School Year ACADEMIC CALENDAR

With three distinct trimesters, there are deadline extensions for first and second trimester work to be completed. If a student does not complete first or second trimester work by the end of the trimester, students will be given an additional 30 school days to complete all remaining work. If the class is not complete within those 30 days, all credit earned will be moved into elective credit and the class must be repeated. There are no extensions for third trimester work. All work must be complete one day before the end of the third trimester in order for teachers to be able to grade the work.

Mon. Aug. 21 First Day of First Trimester

Thur. Nov. 9 Last Day of First Trimester

Mon. Nov. 13 First Day of Second Trimester

Fri. Jan. 12 ALL FIRST TRIMESTER INCOMPLETES MUST BE TURNED IN.

If work is not complete, all credits earned will go towards elective credit.

Fri. Mar. 2 Last Day of Second Trimester

Fri. April 20 ALL SECOND TRIMESTER INCOMPLETES MUST BE TURNED IN.

If work is not complete, all credits earned will go towards elective credit.

Thur. May 31 Last Day for senior work to be turned in to certify for graduation.

Thur. June 7 ALL THIRD TRIMESTER WORK MUST BE TURNED IN.

Last Day of School

Directed Teaching

Most of the classes (80%) are offered in the “directed teaching” format; the entire class will be working on the same assignment at the same time with the teacher directing the content and the activities during the class period. These classes will have homework that must be completed outside the school day in order to receive course completion credit. These courses begin and end with each trimester.

Non-Directed Teaching

Some classes are offered in a tutorial setting; the students assigned to a particular period will be working on a variety of subjects with the coursework needed to be completed mapped out for the student. The teacher intercedes in a tutorial fashion, when the student needs help. The challenge for students in this setting is establishing and maintaining a pace for completion of each course. When the student completes a class a new class is assigned.

Honor System

It is important that all students enrolled in our program be committed to doing their own work. Because some of the work is independent, it is important that we be able to certify that the work completed is indeed the work of the student who turned it in. Students who copy from one another or have someone else do the work for them, will face serious consequences that could include; doing the work over, detention, suspension, or dismissal from the continuation program.

Earning Credit

In directed teaching classes, credits are earned at the completion of the class – at the end of the trimester. Different from traditional high schools, grades will only be issued when all the assignments are completed. The entire class will begin studying new academic coursework each trimester. *All student work must be completed and turned in ACCORDING TO THE ACADEMIC CALENDAR in order to receive full credit.*

In the personalized classes, credits are earned when students have completed the coursework and the tests and quizzes have been passed at the appropriate level of mastery. It follows then, if students stay at school longer or complete work at home, they will complete the course more quickly. Completing courses in this way allows students to earn credits at a quicker pace, if students are progressing through their coursework at an appropriate rate.

All student work must be completed and turned in ACCORDING TO THE ACADEMIC CALENDAR in order to receive full credit.

Homework

Students have as much homework **as they want.** Homework is only assigned in the directed teaching classes. For all other classes, if students want to complete the coursework more quickly, they will request work that they can complete at home from the teacher. All requests for homework will *usually* be honored; if a student repeatedly requests homework, but never completes the assignments given, that student will lose the privilege of completing work at home. In all non-directed classes, students will be given no more than one chapter packet at a time, and must complete that packet, and pass the chapter test before any further work is given.

How Credits Are Reported

Direct Instruction credits are awarded upon completion of the course requirements and will be reported on the trimester grade report card and transcripts.

When non-direct classes are completed, the students will be issued a copy of a “credit slip.” This will include the title of the class and the grade that the student received. This slip is also recorded in the office on each student’s transcript. **Any student who is not in attendance 80% of their scheduled time, will not be issued credit and will be receive marks of “Incomplete” on their grade reports until the time is made up.**

Progress Reports

We believe that students will be more successful if there is an active partnership between the home and school; therefore, around the first of each month a progress report will be mailed home. This will include comments from the teachers regarding the progress of each student. It will also include attendance information.

Each trimester, parents will receive a transcript that includes a listing of all the classes that were completed by the student during that semester. This is typically mailed approximately two weeks after the end of each trimester.

Additionally if parents would like a WEEKLY progress report they can contact the principal or school counselor and their student will be placed on a weekly report.

We are happy to write progress reports as required by the juvenile courts; please give our office at least 24 hours notice so we have time to compose a letter that accurately reflects student progress. If there is no advance notice given, the student will only be given a copy of his most recent progress report.

Wednesdays

Each Wednesday at Del Mar is a minimum day (8:00 – 11:30) for students. These days will be supplemented to give students alternative curriculum not found in the traditional classroom setting. Nutrition education, drug awareness education, Planned Parenthood and abstinence education, financial literacy and job skill training are a few of the topics covered. Academic vocabulary that prepares students for Common Core readiness are stressed on these days as well.

Extra Credit Options

Students in the San Gabriel Unified School District, no longer have access to Adult Schools in our area. With the budget crisis in California, school districts that have Adult School, have it open only to their students. While enrolled at Del Mar High School, our students are allowed to receive credits in these additional venues:

- Community College
 1. East Los Angeles Community College (ELAC)
 2. Pasadena Community College (PCC)
- ROP classes at Gabrielino High School
- Work Experience

Work Experience is available at Del Mar High School for students who have a job that meets the requirements outlined in the California Education Code. Up to 10 credits may be earned each semester in Work Experience depending upon the total number of hours students are employed. Students must tell the principal of their desire to earn work experience credits at the beginning of each semester. There is coursework that must be completed in addition to the hours of employment and the work experience teacher must make a visit to the job site to observe the student at work.

Work permits are required in California for all persons under 18 years of age. Work permits are only issued to students who are in good academic standing in school. Good academic standing includes **regular, prompt** attendance and **steady completion of credits**. Students should pick up a “Request for Work Permit” from the school office after they have been offered employment. The employer will complete their portion of the form, the parent or guardian must sign the application and then it will be given to the office manager to issue a work permit. A completed work permit must be on file in order for Work Experience credits to be issued.

Graduation Requirements

<u>Subject Area</u>	<u>Credits Required</u>
English, 4 years	40
Mathematics, 1 year	10
Algebra I, 1 year	10
Life Science, 1 year	10
Physical Science, 1 year	10
U.S. History, 1 year	10
World History, 1 year	10
Government, 1 semester	5
Economics, 1 semester	5
Fine Arts/Foreign Language, 1 year	10
Physical Education, 2 years	20
General Electives	70
Total	210 Credits

English Credit. *Students will be allowed to enroll in one English course per trimester unless other arrangements have been made with the teacher, counselor and principal. Permission for a second concurrent English class during a trimester will only be consider for students who have extenuating circumstances in regards to graduation status.*

Voluntary Transfer

Voluntary transfers to Del Mar High School shall be made through the assistant principal's office at Gabrielino High School. Most students who attend Del Mar High School are "voluntary transfers"; parents, student and staff are in agreement that it would be in the student's best interest to transfer schools. All voluntary transfers are reviewed as per space available.

A student who has transferred to Del Mar High School will have the right to return to their home school at the beginning of a new semester. All students who wish to return must notify the principal of their intent and a meeting among the administration at Gabrielino, the principal of Del Mar High School, the parent and student will then be called to review the advisability of that request.

Involuntary Transfer

A few students are transferred involuntarily to Del Mar High School. This is usually the result of student behavior or an individual event, and it may also be for attendance issues. The pupil will usually be transferred to Del Mar High School for the semester in which the event occurred and the following semester. If the student wishes to return to the home school, a meeting would be scheduled to include administration from Gabrielino and Del Mar High School, any other appropriate district personnel, the parent/guardian and the student.

Attendance Regulations Regarding Off Campus Activities

Students who have transferred to Del Mar High School are no longer considered students at Gabrielino High School and they are not allowed to be on campus during the school day.

Del Mar High School students may enroll in selected R.O.P. classes at the beginning of each semester that are held on the Gabrielino campus after the regular school day. Del Mar High School students are encouraged to attend athletic events or performances the same as any community member. Gabrielino dances and other activities designed to accommodate Gabrielino students would require a Del Mar High School student to be an invited guest of a GHS student as well as requiring the Del Mar High School student to obtain permission from the Del Mar High School principal. Permission forms are only granted to students who have regular, on-time 80% attendance, with appropriate student progress and appropriate behavior. **Del Mar High School seniors are allowed to attend and bring a guest to the Gabrielino HS Prom if they are in attendance 80% of the time for the entire year, and have earned at least 40 high school credits for the year by the week of the prom.**

Graduation at Del Mar High School

Students who complete their graduation requirements at Del Mar High School receive a regular high school diploma with all the rights attached to any other high school diploma. Graduation ceremonies are similar to those at the traditional school although on a smaller and more personalized scale.

Alternatives to a High School Diploma

The state of California offers a test for students under age 18 in order to certify high school competency; it is called the **California Proficiency Exam**. If students pass the test they receive an equivalency certificate. Parents may sign students out of school – exempting them from the state attendance requirement – when the student is notified that he passed the exam. There is no requirement, however, that students leave high school even if they pass the test.

After students reach age 18, they may attend adult school and receive an adult school diploma for completion of requirements. This diploma usually requires fewer credits.

Any student may enroll at a local community college and begin a course of study at the age of 18 whether or not they have received a high school diploma.

Breakfast/Lunch

Free and reduced breakfasts and lunches are available for all eligible students who attend Del Mar High School. Additionally, lunches are available for purchase in a limited quantity.

Lunches are distributed following fourth period. Students are given a short lunch break from 11:26 to 11:50. The students who are on a three or four period day pick up their lunch and leave campus. The students who have periods 5 - 7 may eat their lunch during that nutrition period; however, they may not eat lunch during 5th period.

Computers in Classrooms

All classrooms at Del Mar High School are equipped with state-of-the-art technology in the form of new computers. These computers are for school use only. Students may gain permission from their teachers to use the computers. Students may lose the right to use the computers if they are using them for their personal business; students are prohibited from using chat rooms, email, games, shopping and other personal endeavors on the school equipment. Both students and parents must sign the districts' electronic information resources student user agreement in order for the student to use our school's computers.

“We make a living by what we get.

“We make a life by what we give”

Winston Churchill

Expectations for Students for the 2017-2018 School Year

1. Attend every school day.
2. Be on time to class.
3. Be productive!
4. Stay in your assigned seat unless you have permission from your teacher to be elsewhere.
5. Follow the school and classrooms' rules.
6. Do not disturb others.
7. Do not use profanities, obscenities or vulgarities in speech or writing.
8. Treat others with respect.
9. Bring your own pens, pencils, and paper to school.
10. Students are not allowed to use the school phones except in the case of an emergency. If you have an emergency, you would need to obtain permission from Mrs. Scroggins or Mr. Sellers in order to use the school phone.
11. Stay inside the school's fenced area during class and class breaks unless you have permission to leave.
12. Remember that the school belongs to all of us. Do not attempt to "personalize" the school by "tagging" or "scribing" anything!
13. If you drive to school, do not demonstrate rude behavior to the neighbors including driving recklessly, playing music loud enough to disturb others, throwing trash out of your car, or "hanging out" in your car. Leave the area promptly and courteously after your class ends. Also be courteous to our neighbors when you are walking to and from school.
14. Do not ride skateboards or bicycles on the campus
15. Students may use the restrooms during the breaks between classes and at the lunch break. Leaving class to use the restrooms should only occur on an emergency basis. Keeping this in mind, student who leave class to use the restroom more than twice per month will be required to stay after school to make up the time missed.
16. If cell phones are brought to school, they are the responsibility of the individual student. They may not be used during class, and they must be on a "silent ringer" during the school day. **Upon a first offense of using a cell phone at school, the phone will be confiscated and returned after a two day waiting period.** If a student continues to use a cell phone while on campus, the phone will be confiscated and returned to the parent only or not returned to the student until the end of the current trimester. Every effort will be made to secure the items for the trimester or year, but if they are lost or stolen while they are being held, **THE SCHOOL WILL NOT BE RESPONSIBLE FOR THEIR REPLACEMENT.** The bottom line is if you don't want to lose your cell phone, do not have it out for any reason, other than calling 911 for a school emergency, during the school day. The State of California allows students to use their cell phones in the event of an emergency only. Students arranging rides to and from school or informing friends/family of their whereabouts is NOT an emergency – those calls need to be made **outside** the school day.
17. There can be no unauthorized photography or video taken on a school facility during the school day. Students may not take pictures or video of any other students or staff without

permission of the principal. Any student found taking pictures or video or posting such on-line will be required to delete the content and may be suspended or expelled from the school.

STATE LAW AND SCHOOL REGULATIONS FORBID:

- Caused, attempted, or threatened physical injury to another person.
- Possessed, sold or otherwise furnished firearms, knife, explosives, or other dangerous items.
- Possess, used, sold, furnished, or under the influence of any controlled substance.
- Offered, arranged or negotiated to sell any controlled substance.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted damage to school or private property.
- Stolen or attempted to steal school or private property.
- Possessed or used tobacco or nicotine products.
- Committed an obscene act or engaged in profanity or vulgarity.
- Possessed or offered, arranged or negotiated to sell any drug paraphernalia.
- Defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel.
- Possessed an imitation firearm.
- Committed or attempted a sexual assault.
- Harassed, threatened or intimidated a pupil who is a complaining witness in a school disciplinary proceeding.
- Offered, arrange to sell or negotiate or sold prescription drug .
- Engaged in or attempted hazing.
- Engaged in an act of bullying by means of an electronic act.
- Public display of affection.

A student is accountable for their actions that occur at any time, including, but not limited to, any of the following (1) While on school grounds. (2) Going to or coming from school. (3) During lunch on or off campus. (4) During, or while going to or coming from, a school sponsored activity.

In found to be in violation of the above, the following repercussions can be expected:

- Assignment to after school detention
- Conference with the Principal
- Parent Conference
- Suspension
- Transfer to alternative program
- Expulsion
- Exclusion from senior activities and/or Graduation

“The only people you should ever want to get “even” with are those who have helped you.”

John Honeyfield

California's Mandatory Expulsion Law

Effective January 1, 1996, a student will be suspended and recommended for expulsion if it is determined that he/she has committed any of the following acts at school or at a school activity off school grounds.

- Possessing, selling or otherwise furnishing a firearm.
- Brandishing a knife at another person. Brandishing is defined as shaking or waving the knife in a threatening or aggressive manner.
- Unlawful selling of controlled substance, which includes such drugs as marijuana.
- Committing or attempting to commit sexual assault or sexual battery.
- Possession of an explosive.

In January of 2007, the San Gabriel Unified School District Board of Education adopted a policy for Canine Search and Seizure. Periodically our school will be visited by a canine drug detection unit. The canine units will smell student possessions only and at no time will the canine unit come into contact with a student. If a student's backpack or belongings are alerted on, the student will be searched for possible possession of an illegal substance. Any student who drives a car to school is subject to a canine search of his/her vehicle as well. If the student is found in possession of **any illegal drugs/alcohol or contraband**, law enforcement will be called and appropriate school discipline consequences including suspension and possible expulsion will be administered. If the student is not found in possession, parents will be called and notified of the incident

Progressive Discipline Consequences

At Del Mar High School we believe in treating our students as adults and as a result, we expect students to make adult decisions. Actions and behaviors have consequences whether positive or negative. In the event that a student **CHOSSES** to act or behave in a negative manner, the staff at Del Mar will implement a system of **Progressive Consequences**. These consequences will be on a per school year basis.

Steps	Progression	Documentation
1.	First Warning	Conference with student by teacher.
2.	Second Warning	Call Home/Conference by teacher.
3.	Sent to Principal	Conference with student call home/ detention.
4.	Detention	After school detention day of incident, call home.
5.	Sent to Principal	In school suspension/Suspension/Call Home.
6.	School Suspension	Call Home/Suspension/Mandatory Parent Conference Upon return SST Meeting if necessary.
7.	Continued Infractions	Parent Conference/SARB Referral Possible reduction of schedule or moved to Independent Study.

Suspension/Expulsion.

Serious violations to Education Code 48900 will result in immediate suspension and/or expulsion. Law enforcement may be called and a report will be filed.

Sexual Orientation Discrimination and Harassment

Definition: Sexual Orientation and Harassment is defined as, **the unwelcome sexual advances, request for sexual favors, and/or verbal, visual or physical conduct of a sexual nature made by someone from or in the educational setting.**

In general, the following conduct is clearly considered sexual harassment and is prohibited in the San Gabriel Unified School District.

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks, about students enrolled in a predominately single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Cornering or blocking of normal movements.
9. Displaying sexually aggressive suggestive objects in the educational environment.

Students involved in sexual harassment are subject to suspension and/or expulsion.

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact school personnel. A school employee to whom a complaint has been made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Bullying

San Gabriel Unified School District Policies define bullying as:

Definition of Bullying: "one or more acts by a pupil or a group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act" (Education Code 32261(f)). Any student at Del Mar High School involved in any instance of Bullying may be subject to immediate suspension and if the behavior continues, may be subject to expulsion from the San Gabriel Unified School District.

DMHS Bullying Policy

- Respect for others is a primary tenant of DMHS.
- Do not accept being bullied!
- Find someone to talk to; Peer Helper, Teacher, Counselor, Principal
- Don't stand by and watch, be an active advocate for respect for all.
- Bullying takes many forms that are not acceptable. Do not use words that are not appropriate even if not directed at someone or said as a joke.

Reported Bullying Protocol

- Student(s) inform school staff.
- Counselor and principal notified.
- Students involved, interviewed by counselor and principal.
- Investigate all claims and all potential student involvement.
- Issue consequence: progressive discipline.
- Parent communication with all involved students.
- Counseling for students, and if needed parents, to help students get back to normalcy.
- Everyone monitors situation.

Cyber Bullying

Cyber bullying is bullying committed by means of an electronic act, directed specifically toward another student or school personnel. An "electronic act" for the purpose of cyber bullying is "the transmission of a communication, including but not limited to, a message, text, sound, or image, by means of an electronic device, including but not limited to a telephone, wireless telephone, computer, or other electronic communication device." (Education Code 48900(r) and 32261 (f) and (g).) It includes acts committed with either district equipment/electronic communications devices or non- district equipment/electronic communications devices. Electronic communications devices include, but not limited to, the Internet, E-mail, voice-mail, cellular telephones, pagers, personal digital assistants, smart phones, Blackberry devices, music or gaming device or player, computers/laptops, telecommunications devices, video and audio equipment, wireless networks, data systems telecommunications equipment, transmission devices, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, software, and documentation that supports electronic communications services ("electronic communications devices").

Examples of "electronic acts" include, but are not limited to:

1. Creating, sending or forwarding e-mails or other electronic communications.
2. Texting.
3. Blogging.
4. Voicemail or other recorded messaging.
5. Chatting in chat rooms.
6. Micro-blogging (such as twittering) or blogging.
7. Messaging or posting messages, images, or other communications via social networking sites (such as Facebook, MySpace, Xanga or other social networking pages).
8. Taking, posting, or editing still or moving images and photographs.
9. "Sexting" (the act of sending sexually explicit messages, photographs, or images electronically).
10. Creating websites or profiles.
11. Sending or posting audio or video recordings, video streaming, or posting links or uploading video or audio recordings.
12. Posting, uploading or linking to sites that include, but are not limited to, YouTube, QuickTime, Windows Media Player or another format accessible to others, through the use of the use of electronic communication devices.

Cyber bullying is not limited to actions that take place on-campus or during school hours and/or that take place through use of district electronic communication devices. Cyber bullying includes acts done off-campus or outside of school hours and/or through the use of student, third party, or other non- district electronic communication devices which have a nexus to school attendance/activities by either:

1. Posing a threat or danger to the safety of students, employees or district property, or.
2. Materially and substantially disrupting the school environment.

Examples of cyber bullying include, but are not limited to, the following acts directed against other students or school personnel:

1. Harassment, including sexual harassment, such as repeatedly sending mean, vulgar, insulting, or offensive messages to another, that has a negative impact on the recipient's academic/work performance or creates an intimidating, hostile, or offensive educational/work environment for that person;
2. Causing, attempting to cause, threatening to cause, or participating in acts of hate against another because of that person's actual or perceived disability, gender, nationality, race or ethnicity, religion, or sexual orientation;
3. Threats or intimidation about or against another, including placing a student or school personnel in reasonable fear of physical, emotional or mental harm;
4. Placing a student or school personnel in reasonable fear of damage to or loss of personal property;
5. Pretending to be someone else and creating or sending materials as if that person to humiliate or embarrass that person or get that person in trouble;
6. Sharing confidential information, personal, sensitive or embarrassing information, or embarrassing pictures or videos that the person would not want shared with others on-line;
7. Forwarding private information sent by another without their permission and with the intent to cause harm, hurt, humiliation or embarrassment;

Nondiscrimination Statement

The San Gabriel Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact the Assistant

Superintendent of Educational Services at (626) 451-5400. The address is: 408 Junipero Serra Drive, San Gabriel, CA, 91776.

Del Mar High School Dress Code

These guidelines for dress and grooming are intended to define “appropriate student attire” and personal grooming, to prevent disruptions of the classroom atmosphere, eliminate disturbances among students, and minimize distractions of other students from the educational process.

- Any type of clothing that denotes gang attire such as shorts below the knees, extremely baggy pants or pants that are more than two sizes larger than the student’s waist or measured more than six inches wide at the knee will not be allowed on or near the campus at any time! Gloves and mittens may not be worn!
- Bare midriffs, “see-through” clothing, “short shorts”, tightly clinging clothing, and spaghetti strap tops will not be worn. Underwear may not be displayed!
- Any type of clothing or insignia that is vulgar or profane or clothing that advocates racial, ethnic, or religious prejudice
- or the use of tobacco, drugs or alcohol will not be permitted at any time on or near the campus.
- No belts with large metal buckles or buckles with initials are allowed.
- Bandanas and hairnets may not be worn on or near the campus.
- Hats and caps may not be worn in the classroom.
- Any posted earrings with points on the ends, commonly referred to as “plugs”, may not be worn.

Any student wearing unacceptable clothing will be required to change into clothing provided by the school for the day or be sent home. Habitual defiance of the dress code will result in additional consequences, including suspension from school.

“You cannot live a perfect day without doing something for someone who will never be able to repay you”

John Wooden

Classes at Del Mar High School

All classes at Del Mar are open to any student, without prerequisites. Classes are arranged to enable students to “make-up” credits and to stay current in grade level work. Students who are performing below grade level in English Language Arts or Math, may be placed into an intervention class. Government and Economics courses are for seniors only, unless there is a possibility of early graduation as an 11th grader.

Physical Education

With the addition of our new fitness/weight room and basketball courts, we now have the ability to address our PE curriculum on campus. There will still be days that the PE classes go to Smith Park for handball or other activities. For those days, the following apply:

- Students must walk on the sidewalks whenever possible. They need to obey all traffic signals.
- Students must stay in the group – they will not be allowed to stay in the physical education class if they consistently lag behind the group or attempt to evade being “with” the group in any way.
- Students must be responsive to teacher directions. Outright defiance or students who are unresponsive to teacher direction will result in appropriate consequences, which will include suspension and/or withdrawal from the course.
- Students must follow all other school rules during the P.E. walks.
- The use of profane, vulgar or obscene language during P.E. class will result in the student being dropped from PE for the remainder of the trimester.

English

Classes are offered in the directed teaching format. We have found that most students earn more credit and achieve greater understanding when they are enrolled in the directed English classes. English can also be taken for elective credit. We offer non-directed teaching English classes to seniors only who are enrolled in, and actively participating in, a directed teaching English class. These classes are done with the principal’ and teachers permission only. Students will be allowed to enroll in one English course per trimester unless other arrangements have been made with the teacher, counselor and principal. Permission for a second concurrent English class during a trimester will only be consider for students who have extenuating circumstances in regards to graduation status.

Social Studies

All of our social studies (World History, U.S. History, Government and Economics) classes are offered in the directed teaching formats. World and US History are also offered in a non-direct format, as needed. Direct Instruction course sections will be offered using a rotating trimester basis in order to meet the needs of students. Students will be placed in tutorial sections only if course work cannot be completed through Direct Instruction.

Sciences

Integrated Science I and II are offered both in directed teaching and in the tutorial setting throughout the year. Direct Instruction course sections will be offered using a rotating trimester basis in order to meet the needs of students. Students will be placed in tutorial sections only if course work cannot be completed through Direct Instruction. Earth Science may be taken as an elective.

Mathematics

Algebra I, which is necessary to complete in order to obtain a high school diploma, is offered in both the direct and the tutorial setting. We also offer an algebra readiness course for students needing additional fundamental instruction. Students may also earn History/Social Science credit with participation and completion of our California History Day Team program. (See counselor or Mrs. Kloster for more information).

Electives

We have several electives from which students may choose in order to complete their high school diploma requirements. Classes which may be completed include:

- Business
- Current Events
- Geometry
- Art
- Current Health
- Peer Helping
- ASB/ Yearbook
- La Casa Community Aide

Athletic League

At Del Mar we belong to the San Gabriel Valley Continuation League (SGVCL). The league is in place to give students an opportunity to compete against continuation high school students from other schools and helps us establish school pride and culture. Students must earn the right to participate by having 80% attendance, positive behaviors and be on track to earn credit during the trimester and you as a teacher have the right to deny the opportunity if a student is not completing work or attending their scheduled class.

Useful Websites and Additional Information

1. www.chspe.net --- for information on CA High School Proficiency Exam
2. www.chspeprep.com – study guide for exam
3. www.ged.com – Information on General Education Development Exam (must be 18)
4. www.fafsa.ed.gov – Free financial aid information and application for any college
5. www.fastweb.com – Free scholarship search
6. www.dol.gov – Department of Labor website for job information. (OOH)
7. www.lasencinashospital.com – Support groups and mental health care.
8. Family Counseling Services – 121 S. Santa Anita St., San Gabriel – 626.308.1414
 - a. Parenting Groups and Adolescent Support Groups
9. www.yourworkforcesolution.com – Job Information
10. www.pacificclinics.org – All mental health services (accepts Medi-Cal)
11. www.csumentor.edu – College information
12. www.communitycollegelisting.com – Community college information
13. www.sgusd.k12.ca.us/home.aspx San Gabriel Unified School District
“Education is less a matter of knowing certain things than of knowing how to learn and taking advantage of the opportunities to do so”.

General Colin Powell, United States Army (Ret.)