

**Clark Magnet High School
4747 New York Avenue
La Crescenta, CA 91214
(818) 248-8324**

**STANDARDS OF STUDENT CONDUCT
2022-2023**

Students enrolled at Clark Magnet High School may rightfully expect a school climate that gives them the opportunity to learn. To achieve this goal, appropriate conditions must be maintained in the classrooms and on the campus. Students are expected to exercise self-discipline and display acceptable forms of behavior.

At Clark Magnet High School, we believe in creating and maintaining an atmosphere of inclusion, acceptance and tolerance where reasonable, firm and positive discipline can help develop acceptable behavior conducive to learning and growth, concern and empathy for others, and mutual respect.

Student conduct at Clark Magnet is expected to conform to district and school rules and regulations. *Violations can occur during school hours, at school sponsored activities or when traveling to or from school. Assemblies and extra/co-curricular activities are a part of the educational process and those in attendance are subject to all school rules.* Discipline procedures follow California Education Code section 48900.

Violations of rules and regulations will result in administrative action including but not limited to the following:

1. Counsel/Warn the student
2. Teacher/Administrative lunch detention
3. Campus clean-up
4. Alternative-to-Suspension (ATS) (one hour after school). Family will be responsible for picking up student.
5. Parent-student conference
6. Administrative contract/Behavior contract
7. In-school suspension from class(es)
8. Suspension from school
9. Transfer to another school
10. Expulsion from the school district

All Clark students have been granted a permit and must meet the established prerequisites. In accordance with GUSD Administrative Regulation 5116.1, students approved for intradistrict permit placement shall abide by all school rules and procedures. A student attending on an intradistrict permit will be enrolled as a full-time student at that school and shall continue at that school as long as attendance, behavior and academic achievement is satisfactory in the total academic program. If the student fails to maintain satisfactory progress, has unsatisfactory attendance or unsatisfactory behavior or citizenship, the permit will be cancelled and the student transferred to their school of residence.

Senior Clause (12th grade students): Violations of any California Education Code, excessive tardies of 15 or more per semester, and repeated violations of the Dress Standard may result in loss of Senior Class privileges including, but not limited to; no participation in Catalina Field Trip, Disneyland Trip, Prom, and Commencement Ceremony.

Students may be subject to random searches and scanning with metal detectors in accordance with Glendale Unified School District Policy.

California state law and GUSD regulations prohibit the use of cell phones, digital media players, portable speakers, electronic games or any electronic devices on campus during the school day or at any school function. These items will be confiscated and students will receive progressive disciplinary measures. Clark Magnet High School and the Glendale Unified School District do not assume any responsibility for confiscated items.

ANTI-HARASSMENT AND NONDISCRIMINATION STATEMENT:

Compliance Statement: The Glendale Unified School District (the “District”) complies with the California Education Code, Title 5 of the California Code of Regulations, the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act, in addition to all other governing federal, state, and local laws.

Anti-Harassment and Nondiscrimination Policy: It is the policy of the District to provide an environment free from unlawful discrimination and the District is committed to ensuring equal opportunity and access in its education programs to all students. The District does not tolerate acts of discrimination and/or harassment against its students by District staff, students, or third parties.

No individual should be subjected to unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legal protected status; the perception of one or more of such characteristics; or the association with a person or group with one or more of these actual or perceived characteristics. The District’s strict forbiddance and zero tolerance of any form of unlawful discrimination includes, but is not limited to, harassment based on sex and any other protected status, as defined by governing federal, state, and local laws, and applicable District policies. This includes being subjected to discrimination and/or harassment on the basis of sexual stereotyping or gender expression. The District encourages District/school staff, students, and parents to work together to prevent acts of discrimination and/or harassment on these and other protected bases.

The District has adopted board policies and administrative regulations to ensure that complaints of unlawful discrimination and/or harassment are addressed promptly and equitably in compliance with governing federal, state, and local laws and/or policies. An individual who believes that he/she has been subjected to unlawful discrimination, including harassment based on sex, sexual stereotyping, gender expression, or any other protected status, may file a complaint under Administrative Regulation (“AR”) 1312.3 (Uniform Complaint Procedures), a copy of which can be found on the following website:

[Glendale Unified School District AR 1312.3 Administrative Regulation Page 1 of 15 Community Relations Uniform Complaint Procedure.](#)

The District will take prompt action to stop discrimination and/or harassment, prevent its recurrence, and remedy the effects of discrimination and/or harassment. Retaliation against an individual who has filed a complaint of unlawful discrimination or participated in an investigation regarding such a complaint is strictly prohibited.

For more information about filing a complaint under the District’s uniform complaint procedures, please visit: <https://www.gusd.net/Page/324>.

Key District Personnel/Resources:

Discrimination: To obtain more information about the District’s prohibition against discrimination under federal, state, and local laws, please contact Dr. Darneika Watson, Chief Human Resources and Operations Officer.

Title IX Coordinator: To obtain more information about the District’s prohibition of discrimination based on sex under Title IX and state law, please contact Dr. Kelly King, Assistant Superintendent Educational Services.

Section 504/Title II Coordinator: To obtain more information about the District’s prohibition of discrimination against students with disabilities under federal and state laws, please contact Mr. Hagop Eulmessekian, Director of Student Support Services, (818) 241-3111, heulmessekian@gusd.net.

An individual may also choose to file a complaint with the Office for Civil Rights (“OCR”) of the U.S. Department of Education based on status protected under federal law, including race, color, national origin, sex, disability, or age. An individual may submit a complaint with OCR by using its electronic complaint form found on the following website: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

For more information about OCR, please contact:

U.S. Department of Education
Office for Civil Rights
50 United Nations Plaza
Mail Box 1200; Room 1545
San Francisco, CA 94102

Tel: 415-486-5555
Fax: 415-486-5570
TDD: 800-877-8339
Email: OCR.SanFrancisco@ed.gov
Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>

GUSD COVID-19 RESPONSE TEAM: The district personnel leading the COVID-19 response plan for schools are Dr. Vivian Ekchian, Superintendent; Dr. Kelly King, Assistant Superintendent, Education Services; Dr. Darneika Watson, Chief Human Resources and Operations Officer; Stephen Dickinson, Chief Business and Financial Officer; David Greco, General Counsel; Kristine Nam, Communications Director; Michelle Green, Health Services Coordinator; Jennifer Chin-Gonzales, Director, Nutrition Services; Hagop Kassabian, Administrator, Planning, Development and Facilities. Reclosing protocols and information regarding the the districts sources for reopening schools can be found at the following website: <http://www.ph.lacounty.gov/media/Coronavirus>

All students, staff, parents and visitors are required to follow District and County guidelines to prevent the spread of the COVID-19 virus, which may include: entry screenings, temperature checks, wearing a face mask, practicing physical distancing, and appropriate handwashing and/or sanitizing. Noncompliance with directions from school officials is considered willful disobedience and defiance.

CLOSED CAMPUS: Students are not allowed to leave campus without permission, at any time, including during snack, lunch, or enrichment. Students are not to visit other campuses during the school day. For students with appointments who must leave school during the day, parent/guardian must call (818) 248-8324 before the student is to be dismissed. Students must go to the Main Office for a Permit to Leave School During School Hours form. Failure to follow this procedure will result in the absence being recorded as a truancy and/or another form of administrative action including suspension.

VISITORS: Only visitors with school business are allowed on campus. Visitors must check in at the Main Office to receive a visitor's badge. No deliveries will be made to school for students except forgotten lunches or school materials, and these must be brought to the front office. Persons entering Clark Magnet High School are subject to video surveillance and search by metal detectors.

PASSES: Students who are out of class during class time must have a hall pass from the teacher. Students without a hall pass will be sent back to class. Cell phones are not to be used during class time, passing periods, snack, or during lunch. Any emergency phone calls must be made using a phone in the Main Office. Parents/Guardians should call the school office if they wish to talk with their students.

BUS CONDUCT: It is a privilege for a student to ride a school bus. Appropriate behavior is expected for the safety of all students. Any misconduct while on the bus or while waiting for the bus will be severely dealt with by the administrative staff and may result in the loss of bus privileges and/or suspension from school.

I. VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURES

A. Willful Disobedience and Defiance

A student who refuses to follow the directions of school staff acting in the performance of their duties may receive detention, alternative to suspension (ATS), or other means of correction. Continued defiance after administrative intervention may result in a student being placed on behavior probation and, if the behavior continues, may be transferred to another school.

B. Office Referrals

When a student is sent to the office for violating school or class rules or regulations, the teacher will fill out an Office Referral Form and send the student with the referral form to an administrator.

1. The first time a student is referred to the office, the student may be counseled and kept in the office until the end of the class period (unless the teacher requests that the student return to class), assigned lunch detention, ATS, or suspended from school depending on the nature of the offense.
2. Subsequent referrals may result in more severe discipline including additional detention, ATS or suspension from school. The parent or guardian may be requested to appear at school for a conference.
3. Continued defiance after administrative intervention could result in a student being placed on a school/district behavior contract, probation or transfer to another school.

C. Late/Tardy Regulations

Each student is expected to be in their seat, workstation, or assigned area (as defined by the teacher), and prepared to do work at the beginning of the period.

1. The classroom teacher may assign their own detention and will address issues of lates/tardies. The teacher will notify the student when to report.
2. Students are considered late if the arrival time is within 29 minutes of the bell. Students are tardy if they have an arrival time of 29 minutes or later from the bell. **Three (3) lates/tardies will result in a truancy.**
3. Continued late/tardy problems may result in notifying the parent of the problem, disciplinary measures noted above, and/or placing the student on attendance probation.
4. Continued defiance after administrative intervention could result in a student being transferred to another school.
5. Senior Clause: Excessive lates/tardies of 15 or more per semester may result in loss of Senior Class privileges including, but not limited to: no participation in Catalina Field Trip, Disneyland Trip, Prom, and Commencement Ceremony.

D. Truancy Regulations

Students are expected to attend each class every school day unless excused by a parent or legal court-appointed guardian. ***Students with excessive absences, whether absences are excused or not, will be referred to the School Attendance Review Team and may be placed on a contract (SART).*** Parents or guardians excusing students from school **must** call (818) 248-8324 within **three (3)** days of the student's absence or the absence will be considered as a truancy.

1. Truancy is defined as:
 - The failure of the student to attend class without a valid excuse.
 - A student leaving class without teacher permission.
2. Truancy consequences are the same as those listed above for lates/tardies.
3. Students who are habitually truant from school will be placed on attendance probation and may be referred to the district office for further review.
4. Parents are encouraged to use the Parent Portal to verify student attendance records.
5. Continued defiance after administrative intervention could result in a student being transferred to another school.

E. Misrepresentation

If a student misrepresents lates, tardies and/or absences (for example, falsifying phone calls), a parent or guardian will be notified, and the student will be assigned ATS or another consequence.

F. Failure to report to detention or ATS

If a student misses teacher detention without permission, the student may receive an ATS assignment or increased detention. If a student is late or fails to report to ATS for any reason other than verified illness, they will be assigned additional consequences.

G. Suspension Regulations

During the entire period of a suspension from school, a student is not to appear on or near any Glendale school campus nor attend any school-sponsored event or activity. (If the period of suspension includes a Friday, the student is not eligible to attend weekend school-sponsored events or activities.)

1. Students returning to school from suspension should report to the Assistant Principal to obtain a clearance to return to school.

H. ID Cards

Each student will be issued an ID card free of charge at the beginning of the school year and **must carry this card during the school day, to board the school bus, and at school sponsored activities.** When requested, each student must present this card to school officials, bus drivers and law enforcement personnel. ID are essential for many services throughout the school.

I. Motor Vehicles (Cars, Motorcycles, Mopeds, Scooters) and Non-Motorized Wheeled Vehicles

Limited parking spaces are available for student use in the parking lot south of the athletic field. Parking in the student lot is at the student's own risk. For the safety of our students and courtesy to our neighbors, NO street parking is allowed when parking space is available in the student lot. Clark Magnet High School and the Glendale Unified School District do not assume any responsibility for vandalism, theft, damage or loss to student/parent vehicles or to any contents therein.

Students need to complete the Request for a Clark Magnet High School Parking Permit form on our website (Policies > Parking Procedure). This also applies to all students who drove last year, even if they will drive the same vehicle(s). Student parking permits may be revoked at any time.

Students can pick up their parking permit in the main office. The permit needs to be visible in the front windshield while parked **ONLY IN THE STUDENT LOT.**

Driving is a privilege, and students must operate their motor vehicles in accordance with traffic laws. Students are not to drive at unsafe speeds on streets adjacent to campus or in parking lots. "Burning rubber" (driving fast so the tires make noise) or donuts are major violations.

1. Automobiles, bicycles, motorcycles, mopeds, and scooters must be parked in the designated area on campus. All vehicles must be locked/secured. ***Bikes, skateboards and rollerblades are not to be used on the campus.***
2. Students should not block driveways or park in crosswalks. (Police citations may be issued to violators.) ***Students with permits to park in the student lot must park in marked spaces only.***
3. Problems in this area are varied, and circumstances will be considered in each case. When violations occur, any of the following may result:
 - Student warning
 - Notification to police – citation and/or arrest
 - Parent contact/conference
 - ATS or suspension

J. Personal Property of Students

Students should ***NOT*** bring valuable possessions such as cell phones, electronic devices, portable speakers, video cameras, laptop computers, large sums of money or expensive jewelry to school. If such objects are lost or stolen, little can be done to recover them. Backpacks should not be left unattended at any time.

CLARK MAGNET HIGH SCHOOL AND THE GLENDALE UNIFIED SCHOOL DISTRICT ACCEPT NO RESPONSIBILITY FOR LOST, STOLEN, OR DAMAGED PERSONAL PROPERTY ON CAMPUS OR GOING TO OR FROM SCHOOL.

1. Students are responsible for all books/items in their P.E. lockers. P.E. lockers must be cleaned out on the last day of each semester.

2. Students are responsible for any loss and all damage to textbooks. School personnel will assess the cost of the damage.

Cell phones and other portable entertainment devices including portable speakers cannot be used on the school campus during class time. Laser pointers may NOT be brought to school.

Board policy requires that if a student has in their possession a cell phone or other electronic signaling devices on campus during the school day, while attending school-sponsored activities, or while under control of a school district employee the device is to be turned off, and the student is prohibited from using it in the classroom or during the instructional day, which includes snack, lunch or passing periods.

The use of these devices or their ringing during school time or during activities will be considered a disruption of school activities. The device(s) will be confiscated, and the student will be subject to disciplinary action.

Possession, handling and/or any use of a cell phone during testing will be grounds for immediate disciplinary action.

If a student is found using an cell phone, portable speaker or other electronic device, the following will take place:

Violation Action Taken

1st Lunch detention. *The student can pick up the item from the Assistant Principal's office at the end of their school day.*

2nd ATS. *The student can pick up the item from the Assistant Principal's office at the end of their school day.*

3rd+ Additional assignments to detention and/or ATS. Other means of correction may be utilized to change the behavior.

II. OTHER VIOLATIONS

A. Fighting

Fighting is prohibited at school and is classified as:

1. Two or more persons who engage in combat (with malice) or attempting to cause or threatening to cause physical injury to another person.
2. Physical assault on another person, both injury and non-injury.
3. Circumstances concerning a fight are always considered. Any of the following consequences may apply:
 - Parent notification/conference
 - Behavior contract
 - ATS or Suspension
 - Arrest by law enforcement officials
 - Transfer to another school
 - Expulsion from the school district

B. Theft

Any student who steals from the school, from a staff member or another student, from a vehicle, residence, or place of business during school hours or at school sponsored activities shall be subject to the following:

- Suspension with parent notification/conference
- Arrest by law enforcement officials
- Transfer to another school
- Expulsion from the school district

C. Vandalism

Vandalism includes graffiti on all surfaces in or about school, or destruction, by any means, of public, school, or private property or use of fireworks on or about campus or at any school function as well as the setting of fires on or about campus or setting off fire alarms. Vandalism also includes any manipulation of computers or computer related equipment. The violation of these rules could result in any of the following:

- Parent notification
- Detention, ATS, or Suspension
- Arrest
- Payment for damage
- Transfer to another school

D. Smoking/Vaping

Possession of tobacco in any form including vaping products on campus is illegal, and school personnel will confiscate such items. Law enforcement officials may also issue a citation punishable by a fine to students under 18 years of age. **Smoking cessation classes/materials are available on campus.**

1. Smoking/vaping is not permitted on any part of the campus including buildings, parking lots, quad area, cafeteria, athletic fields, restrooms, or sidewalks around the perimeter of the school or within the vicinity of the school grounds.
2. Smoking/vaping is not permitted at any school sponsored off-campus activities.
3. Students should not smoke/vape or loiter in the neighborhood.
4. Violation of these regulations will result in the assignment of ATS or suspension.

E. Drugs/Alcohol

Breathalyzers may be used randomly or as needed at any school function.

Students who possess, sell, obtain for use by others, or are under the influence of alcohol or any illegal drug or substance shall be subject to any of the following:

- Suspension with parent notification/conference
- Arrest by law enforcement officials
- Transfer to another school
- Expulsion from the school district

F. Personal Abuse

Personal abuse toward school staff includes the following:

- Disobedience and discourtesy
- Abusive language; making reference to another person in less than dignified terms including profanity and obscenity
- Sexual harassment
 - Threats to individuals or their property

Personal abuse toward another student and/or group of students includes the following:

- Abusive language: making references to other students in less than dignified terms including profanity and obscenity
- Sexual harassment
- Threats to individuals or their property

Violations of these could result in any of the following:

- Parent contact/conference
- Detention or ATS
- Suspension
- Transfer to another school

G. Cyberbullying and Bullying

The Glendale Unified School District and Clark Magnet High School will not tolerate bullying or any behavior that infringes on the safety or wellbeing of students, staff, or any other persons within the District's jurisdiction whether directed at an individual or group. This includes, but is not limited to, bullying, intimidation or harassment based on race, color, ancestry, creed, national origin, ethnicity, gender, language, sexual orientation, gender identity, gender expression, physical or mental disability, political or religious ideology, physical appearance, or economic status; or 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. (Education Code 200-262.4, 48900.2, 48900.3, and 48900).

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or any technologies including, but not limited to, using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and/or assuming that person's identity in order to damage that person's reputation.

Bullying is defined as any severe or pervasive physical or verbal act or conduct that includes sexual harassment,

hate, violence, intentional harassment, threats, or intimidation; or communication made in writing or by means of an electronic act directed against school district personnel or students.

Violations could result in any of the following:

- Parent contact/conference
- Detention or ATS
- Suspension
- Transfer to another school

H. Weapons

In order to help provide a safe school environment, the Glendale Unified School District has approved the random use of metal detectors to search individuals on campus and at school activities. The possession of knives, hunting knives, stun guns, firearms, pepper spray, replica weapon or any other type of weapon or dangerous object is prohibited by law and could be dealt with by any of the following:

- Student warning and confiscation of weapon
- Student/parent conference
- School suspension with parent contact
- Notification to law enforcement
- Expulsion from the school district

I. Academic Honesty Policy:

The Glendale Unified School District values honesty and academic integrity; therefore, we pledge to help students understand these values and their importance. When cheating does occur, we will follow a progressive discipline system.

Cheating includes but is not limited to (adapted from *The School for Ethical Education-Integrity Works!*-www.ethicsed.org):

- Unpermitted collaboration on assigned work, or work submitted by any student, including but not limited to papers, projects, products, lab reports, other reports, and homework
- Using unauthorized materials (electronically on calculators or cell phones or crib notes) to complete an examination or assignment
- Plagiarism, presenting another person's work as one's own without assigning proper credit
- Having another individual take a test or prepare an assignment, or assist in the test or assignment without approval
- Copying from others during a test, examinations, quiz or homework
- Unauthorized exchange of information during a test or while others are taking a test
- Copying parts of an exam and giving it to other students who have to take the test
- Unauthorized prior knowledge and/or use of tests, quizzes, midterms, finals, or other assignments
- Changing, altering, or being an accessory to changing or altering a grade on a test, assignment, or project
- Violating any other specific procedures specified by the teacher

Academic honesty starts with a conversation between the student and teacher. If cheating occurred, there is a discussion with the teacher and the student regardless if it is on a homework assignment, classwork, an essay, quiz, test, final, project or on an electronic device. The student is sent to the office to be counseled and the incident documented using the following progressive discipline actions:

1st Offense:

- Office referral
- Parent contacted by teacher
- Zero on the assignment
- "U" in Citizenship (semester of the incident)
- ATS and administrator should contact the parent
- Will be excluded from academic honor societies, including California Junior Scholastic Federation (CJSF), National Honor Society (NHS) and/or California Scholarship Federation (CSF), and/or school based scholarship opportunities
- Contract signed (summarizing the incident and stating consequences of next offense)

2nd Offense:

- Office referral
- Parent contacted by teacher
- Zero on assignment
- “U” in Citizenship (semester of the incident)
- In-school Suspension (1-2 days)
- Will be excluded from National Honor Society (NHS) and/or California Scholarship Federation (CSF), and/or school based scholarship opportunities
- Conference held between parent, counselor, student and administrator
- Contract signed (summarizing the incident and stating consequences of next offense)

3rd Offense + any additional offenses:

- Office referral
- Parent contact
- Zero on the assignment
- “U” in Citizenship (semester of the incident)
- Official Suspension off campus (1 - 5 days)
- Making up missed school work while on a suspension is at the discretion of the teacher
- Conference between parent, counselor, student and administrator
- Student may be suspended or excluded from school activities such as extracurricular activities (sports, band, cheerleading, drama, robotics etc.) and/or Advanced Placement (AP) courses for up to a semester/year, if the time commitment is determined to be a contributing factor to the academic dishonesty
- Contract signed (summarizing the incident and stating consequences of next offense)
- May be reported by the counselor on the College Common Application form and letters of recommendation

Student cheating consequences are cumulative and remain on the student's record throughout their high school years. However, as a student matures and/or learns from their mistakes and can show an understanding of academic integrity by maintaining two full years incident free (from date of incident), any further progressive discipline consequences may be adjusted. The administrative team will evaluate each student on a case-by-case basis to determine appropriate next steps.

J. Technology Access and Use

Clark Magnet High School offers a wide variety of technology hardware and applications for student use. All students must read and sign the GUSD Acceptable Use Agreement. Additional classroom rules may apply. Violation of the Acceptable Use Agreement and/or classroom rules/regulations may result in the loss of privileges and/or severe disciplinary consequences including suspension or transfer to another school.

K. Dress Standard

Follow Clark Magnet High School's Dress Standard by visiting our website: www.clarkmagnet.net. **See attached Dress Standard, page 12.**

III. SCHOLASTIC AND CITIZENSHIP ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Requirements: In order to participate in extra-curricular activities at the high school level, a student must maintain a “C” average (2.0 grade point average) computed on all subjects taken and must be passing 4 subjects. These requirements are minimal, and an individual school group may have more stringent grade or attendance requirements. These are District requirements and apply to Clark Magnet students participating in activities at Clark or at any other Glendale school.

Citizenship: All students involved in extra-curricular activities must maintain acceptable citizenship to be eligible to participate in these activities.

G.P.A. Calculation: The G.P.A. for eligibility will be based upon semester and quarter grades. Students failing to meet minimum requirements at a quarter or semester grading period will remain ineligible until the next quarter or semester grading period unless they appeal and are granted probation.

Athletics Eligibility Appeals Process: The ineligible student or a parent may appeal to the principal for a waiver of the 2.0 eligibility requirement. A student is allowed to appeal twice in his/her high school career and only once in any school year.

IV. SUSPENSION

School Suspension

Suspension is defined as removal from ongoing instruction for adjustment purposes. Suspension shall be imposed when other means of correction fail to bring about proper conduct. The law provides for suspension of students upon a first offense only in cases where the student's continued presence is a danger to persons or property or threatens to disrupt the instructional process.

A student may be suspended for acts related to school activity or attendance, including but not limited to while on school grounds, while going to or coming from school, during the lunch period (on or off campus), or while going to or coming from a school-sponsored activity.

It is the intent of the law that alternatives to suspension or expulsion be imposed against any student who is truant, tardy or otherwise absent from assigned school activities. (Education Code 48900)

Parents and students are hereby notified that in schools of the Glendale Unified School District, a student may be suspended or recommended for expulsion from school if the principal (or designee) determines that the student has committed any of the following offenses:

- A. Cause, attempt to cause, or threaten to cause physical injury to another person (fighting)
- B. Possess, sell, or otherwise furnish any firearm, knife, explosive, pepper spray or tear gas weapon, or other dangerous object (including facsimiles)
- C. Unlawfully possess, use, sell, or otherwise furnish, or be under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind
- D. Unlawfully offer, or arrange, or negotiate to sell, any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sell or otherwise furnish to any person a material represented as a controlled substance
- E. Commit or attempt to commit robbery or extortion
- F. Cause or attempt to cause damage to school property or private property
- G. Steal or attempt to steal school property or private property
- H. Possess or use tobacco or any product containing tobacco or nicotine products
- I. Commit an obscene act or engage in habitual profanity or vulgarity
- J. Unlawfully possess, or unlawfully offer, arrange, or negotiate to sell any drug paraphernalia
- K. Disrupt school activities or otherwise willfully defy the valid authority of school personnel
- L. Knowingly receive stolen school property or private property
- M. Possess an imitation firearm
- N. Commit sexual harassment (continued, next page)
- O. Cause, attempt to cause, threaten to cause, or participate in an act of hate violence
- P. Intentionally engage in harassment, threats, bullying, cyberbullying, or intimidation, directed against a student, or group of students
- Q. Commit or attempt to commit a sexual assault
- R. Harass, threaten, or intimidate a student who is a complaining witness or witness in a school disciplinary proceeding
- S. Has made terroristic threats against school officials or school property or both

Violations can occur during school hours, at school sponsored activities, or when traveling to or from school. Discipline procedures follow California Education Code section 48900.

Suspension by Teacher

A teacher may suspend any student from their class for the day of an incident or violation of class rules and the day following. (Education Code 48900) The teacher must send the student with a suspension notice to the principal or his designee, and the teacher must notify the parent by telephone that day regarding the violation and arrange a parent conference.

V. ALTERNATE-TO-SUSPENSION (ATS): This program is designed to keep students in school rather than out of school on a suspension. If a student is assigned ATS, they must report after school on the assigned date and time.

VI. INVOLUNTARY TRANSFER TO CONTINUATION SCHOOL: Prior to recommending an involuntary transfer, the school shall:

- Establish that the decision to transfer is based on a finding that the student:
 - has committed an act enumerated in Education Code Section 48900, or
 - has been habitually truant or irregular in attendance

A transfer request based on truancy or irregular attendance shall show evidence that the school has exhausted all resources in attempting to solve the problem.

- Provide written notice to the student and parents stating the school's recommendation to transfer, including the facts and reasons for the decision. Such notice shall advise the parent of their right to appear before the Secondary Placement Committee and shall include the time and date of the meeting

VII. EXPULSION: The Board of Education may order a student expelled for continued violation of the offenses listed (See Page 10 A-S) when other means of correction have repeatedly failed to bring about proper conduct. A student may be expelled when, due to the nature of the violation, his/her presence causes a continuing danger to the physical safety of the student or others and other means of correction are not feasible.

Expulsion Hearing: The parent must be notified, in writing, at least 10 days prior to a student's expulsion hearing. The notification must include the time and place of the hearing, the specific charge, a copy of the district rules pertaining to the discipline, and the right of the student and parent to appear with or without counsel and present evidence. The hearing shall be closed to the public, unless the parents request that it be open. (Education Code 478114)

QUESTIONS? If you have questions on the discipline policy of the School District or Clark Magnet High School, please contact a member of the administration on campus at (818) 248-8324.

Clark Magnet High School Dress Standard

Clark Magnet High School faculty, staff, and administration are committed to establishing a positive educational atmosphere, and our students will dress to reflect the professional character of our school. Clark Magnet High School's Dress Standard is detailed below:

Slacks: Slacks will be uniform-type cotton, solid color, properly tailored to fit at the waist and covering undergarments. Slacks/pants will be regular cut, non-riveted and without any holes or rips. Sweatpants will only be permitted during physical education class (P.E. class). **Not Allowed:** Tights, leggings, joggers, jeggings, sweatpants, soccer pants, tracksuits, oversized or baggy slacks/pants and any spandex (form fitting) style slacks/pants. **NO JEAN/DENIM of any color or style. NEVER ALLOWED: RIPPED, TORN OR INTENTIONALLY SHREDDED CLOTHING OF ANY TYPE/STYLE.**

Shorts/skorts: Shorts/skorts will be uniform-type cotton, solid color and no shorter than 2 inches above the knee. They must be properly tailored to fit the waist and covering undergarments. Shorts/skorts will be regular cut, non-riveted without any holes or rips. **Not Allowed: Oversized or baggy shorts/skorts and any spandex (form fitting) biker style shorts. NO JEAN/DENIM shorts/skorts of any color or style.**

Skirts: Skirts will be uniform-type cotton, solid color, and no shorter than 2 inches above the knee. **Not Allowed:** Any spandex (form fitting) skirts. **NO JEAN/DENIM skirts of any color or style.**

Shirts/Blouses: Shirts/Blouses will be solid color with a collar and sleeves. Shirts/Blouses must be buttoned during school hours and must be long enough to cover the mid-section and stay below the top of the pants at all times. **Not Allowed: Bare midriffs, oversized tops, tank tops, “blue jean” material or denim Shirts/Blouses.**

A jacket or sweatshirt with a collar does not take the place of a Shirt/Blouse.

Dresses: Dresses will be solid color with sleeves and no shorter than 2 inches above the knee.

Shoes: Shoes will be worn at all times. **Not Allowed:** Flip-flops, sandals, open-toe shoes.

Outerwear: All outerwear including jackets and sweatshirts will be *solid color*. *Only Clark Magnet High School Clubs and Class sweatshirts with print/lettering will be allowed.* **Not Allowed: Jean/Denim jackets, prints, stripes, logos, or sport insignias. A plaid flannel shirt is not to be worn as a jacket.**

Hats/

Sunglasses: Brimmed hats may be worn outside for sun protection. Hats must be plain, with no insignia and worn as designed. All hats and sunglasses must be removed when entering any building. **Not Allowed:** Caps without brims, such as beanies and baseball hats/caps worn backwards.

Athletic Wear: GUSD Athletes may wear team-sanctioned athletic jerseys ONLY on game day. Team polos and/or T-shirts are acceptable. Pants/slacks must still adhere to the Clark Magnet dress standard as noted above.

THE FOLLOWING ARE ABSOLUTELY PROHIBITED AT ALL TIMES INCLUDING ON FREE DRESS DAYS:

Apparel with gang-related symbols or insignias, any attire that could be used as a weapon, such as chains, spokes or studs. This includes chains attached to wallets. **RIPPED, TORN OR INTENTIONALLY SHREDDED CLOTHING ARE NEVER ALLOWED.** Clothing that promotes drug use, tobacco use or alcohol use is absolutely prohibited.

DRESS REGULATIONS ARE IN EFFECT AT ALL SCHOOL FUNCTIONS AND EVENTS UNLESS OTHERWISE ANNOUNCED.

CONSEQUENCES OF DRESS STANDARD VIOLATIONS FOR THE ENTIRE SCHOOL YEAR, INCLUDING SUMMER SCHOOL:

For any dress standard violation, the student will be sent to the office for consequences:

1st offense: Lunch Detention

2nd offense: Lunch Detention

3rd offense: Alternative to Suspension (ATS)

4th offense: Alternative to Suspension (ATS)

5th offense: Alternative to Suspension (ATS), parent conference, Administrative Contract

6th offense: In-house Suspension

7th offense: One day Suspension

8th offense: Multiple days of Suspension

Senior Clause: Repeated violations of the Dress Standard may result in loss of Senior Class privileges including, but not limited to; no participation in Catalina Field Trip, Disneyland Trip, Prom, and Commencement Ceremony.

Revised 6/20/22