

# **Dr. Doug Sears Learning Center, Temple City Independent Study**



## **Student Handbook 2019 - 2020**

**9229 Pentland Street  
Temple City, CA 91780  
(626) 548-5113**

**Dr. Doug Sears Learning Center  
Temple City Independent Study**

**School Vision**

To empower students to become productive citizens by developing the skills necessary to promote self-worth, independence, knowledge and the creativity necessary to adapt to a world of accelerating change within a safe, secure, and supportive environment.

**Mission**

The Dr. Doug Sears Learning Center is designed to give students an opportunity to complete their high school education in an alternative setting, becoming productive citizens and lifelong learners. The program is non-traditional, self-paced and utilizes authentic assessment to create a life skills learning experience which assumes more of students, school, home, and community interaction.

**School Learner Outcomes**

**Curriculum**

The DDSLC expects its graduates to validate academic growth by:

- Demonstrating mastery through reading, comprehending and analyzing informational text at the appropriate grade level.
- Producing clear and effective writing for a range of purposes and audiences.
- Demonstrating a proficient level of competency in Mathematics.
- Verbally communicating thoughts, ideas, and feelings in an appropriate manner.

**Lifelong Learners**

The DDSLC supports student independence and lifelong learning and expects its graduates to:

- Take ownership of their learning and advancement.
- Develop strategies to set attainable goals.
- Know how to access information from a variety of resources.

**Contributors**

The DDSLC expects its graduates to be community contributors who:

- Demonstrate tolerance for diverse peoples, cultures and perspectives.
- Conduct themselves with integrity in the classroom, workplace, in extracurricular activities and the community.
- Demonstrate social commitment through active community involvement.
- Demonstrate an understanding of independent living skills.

## **SCHOOL STAFF**

### **DDSLC**

**Phone** (626) 548-5113  
Andrew Jahan, Teacher  
Dolores Lopez, Teacher  
Ann Marie Lozier, Teacher  
Reggie Rios, Teacher  
Pam Annas, Secretary  
Gerry McKinnis, Instructional Aide  
Raul Acevedo, Counselor  
Bob Westgate, Principal

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### **Temple City Independent Study**

**Phone** (626) 548-5198  
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## **Dr. Doug Sears Learning Center Daily Class Schedule**

### **Regular Schedule**

Period 1	8:05 – 8:53
Period 2	8:57 – 9:45
Nutrition	9:45 – 9:55
Period 3	9:59 – 10:47
Period 4	10:51 – 11:39
STUDENT LUNCH	11:39 – 12:09
Period 5	12:13 – 1:01
Period 6	1:05 – 1:53

### **Wednesday/Minimum Day Schedule**

Period 1	8:05 – 8:43
Period 2	8:47 – 9:25
Nutrition	9:25 – 9:35
Period 3	9:39 – 10:17
Period 4	10:21 – 10:59
Period 5	11:03 – 11:41
Lunch	11:41 – 12:01
Period 6	12:05 – 12:53

## SIGNIFICANT CALENDAR DATES

August 28	First Student Day
September 2	Labor Day
September 19	Back-to-School
November 11	Veteran's Day Holiday
November 25	Staff Development (No School)
November 26 - 29	Thanksgiving Holiday
December 20	Minimum Day
Dec 23 - Jan 3	Winter Break
January 20	Martin L. King Jr. Holiday
February 14 & 17	President's Day Holidays
March 16	Staff Development (No School)
March 26	Open House
March 27	Minimum Day
Mar 30 – Apr 3	Spring Break
May 25	Memorial Day Holiday
June 8	DDSLC/TCIS Graduation
June 11	Last Student Day

## GRADUATION REQUIREMENTS

Subject Area	9th-12 <sup>th</sup>
English	40.00
World History/Geography/Social Science	10.00
U.S. History	10.00
American Government	5.00
Economics	5.00
Life Science	10.00
Physical Science	10.00
Mathematics	10.00
Algebra (or 20 units Algebra A&B required)	10.00
Fine Arts/Foreign Language	10.00
Physical Education	20.00
Health & Safety	5.00
General Electives	*85.00
<b>Total Credits Required</b>	<b>230.00</b>

\* Includes computer literacy

\*\* 100 CSL Hours are required for graduation

## GRADES AND CREDITS

Students earn credits at a rate and speed best suited to their individual needs. Credits in the core program are earned in English, Math, Science, Social Science, and Physical Education, as well as designated electives.

Directed teaching in classes provides group interaction and emphasizes oral communication, writing, research, use of technology, and homework. Evaluation of student progress is done through issuance of credits toward graduation and letter grades (A, B, C, D) are earned for each course completed.

### Attendance/Credits

Hours Missed	Productive Hours	Credits
0-3	42-45	5
4-10	35-41	4
11-17	28-34	3
18-23	21-27	2
24-29	15-20	1
30-45	0-14	0

\*\*\*Days may change due to holidays, school calendar, or school/district events.

### Attendance

Regular and prompt attendance is essential for student success. Parents should call the school office each day a student is absent. Absences must be cleared within 3 days. The following laws relate specifically to attendance:

- Students, between the ages of 6 and 18, are required to attend school full-time, unless otherwise exempt. (Education Code Section 48200)
- Habitually truant and habitually insubordinate students will be referred to SARB. (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)

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities.

- Teacher Student/Conference/Phone call via Blackboard connect
- Counselor/Conference – assigned Intervention/Make-Up
- Principal/Conference – assigned Intervention/Make-Up
- SART/Referral to SARB
- Dropped from Period 1/5

## **Safe School Plan**

In accordance with SB 187, the Temple City Unified School District has Safe School Plans of Action in place at each school covering the period of 1998-2006. Copies of this plan are available for review in the school office.

Our emergency preparedness plan is a combined effort with La Rosa Elementary School. In Temple City, we employ the stay at school policy and are prepared to keep students for up to 48 hours if necessary. In the event of a disaster, parents should plan to meet their students at the north gate of La Rosa School on Pentland Street. A copy of the Emergency Preparedness Plan is on file in the school office for parent and community review.

## **Suspension and Expulsion**

The Governing Board recognizes that maintaining an environment which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify district behavior standards.

Except in cases where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code Section 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, as provided by law, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students. (Education Code Section 48915)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in an administrative regulation.

Each principal shall annually inform all students and parents/guardians of the school's discipline rules and procedures and of the availability of all district policies and regulations dealing with student discipline, suspension, and expulsion. (Education Code Sections 35291, 35291.5)

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

## **Grounds for Suspension and Expulsion**

Students may be subject to suspension or expulsion if the principal determines the student has: (Education Code Section 48900)

1. (a) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(b) Willfully used force or violence upon the person of another. (Education Code 48900(a))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained

written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code Section 48900(b))

3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code Section 11053 et seq., an alcoholic beverage, or intoxicant of any kind. (Education Code Section 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Section 11053 et seq., an alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant. (Education Code Section 48900(d))
5. Committed or attempted to commit robbery or extortion. (Education Code Section 48900(e))
6. Caused or attempted to cause damage to school property or private property. (Education Code Section 48900(f))
7. Stolen or attempted to steal school property or private property. (Education Code Section 48900(g))
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets or betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code Section 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code Section 48900(i))
10. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. (Education Code Section 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code Section 48900(k))
12. Knowingly received stolen school property or private property. (Education Code Section 48900(l))
13. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code Section 48900(m))
14. Committed or attempted to commit sexual assault as defined in Section 261, 266(c), 286, 288, 288(a), or 289 of the Penal Code or committed sexual battery as defined in Section 243.4 of the Penal Code. (Education Code Section 48900(n))

15. Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing the pupil from being a witness or retaliating against that pupil for being a witness, or both. (Education Code Section 48900(o))
16. Committed sexual harassment as defined in Education Code Section 212.5. (Education Code Section 48900.2) This section applies to students in grades 4 through 12.
17. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code Section 33032.5. (Education Code Section 48900.3) This section applies to students in grades 4 through 12.
18. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment. (Education Code Section 48900.4) This section applies to students in grades 4 through 12.
19. Made terroristic threats against school officials, school property, or both. A terroristic threat is a statement, whether written or oral, willfully threatening to commit a crime which will result in death, great bodily injury, or property damage in excess of \$1,000, with the intent that the statement be taken as a threat, and, under the circumstances in which the statement is made, is so unequivocal, unconditional, immediate and specific as to convey a gravity of purpose and immediate prospect of execution, thereby causing the person threatened reasonably to be in sustained fear for his/her own safety or that of his/her immediate family, or for the protection of district property or his/her personal property or that of his/her family. (Education Code Section 48900.7)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances: (Education Code Section 48900)

1. While on school grounds (including parking lots and inside vehicles).
2. While going to or coming from school.
3. During the lunch period, whether on or off the school campus.
4. During, going to, or coming from a school-sponsored activity.

### **Student Support Services**

The Temple City Unified School District provides students at the Dr. Doug Sears Learning Center with the following:

- Psychological and counseling services to meet academic, personal-social, vocational, college and career needs.
- Small group discussions regarding substance abuse and related issues.



### **Contraband Detection Canines**

In an effort to maintain a safe school environment, the Temple City Unified School District has contracted with Impact Canine Solutions to bring non-aggressive, specially trained dogs to schools in Temple City. The canine visits to school campuses are unannounced.

The dogs are trained to sniff out the following:

- \* Illicit drugs—marijuana, cocaine, methamphetamines, heroin
- \* Alcoholic beverages—beer, wine, liquor
- \* Black gunpowder-based items—guns, ammunition, fireworks
- \* Select prescription and over-the-counter medications commonly subject to abuse

### **Tobacco Free Policy**

The Temple City Unified School District is proud to provide a healthy, tobacco-free environment. Using tobacco products is prohibited anytime at school or on district property. Information on tobacco cessation programs is available for students and adults in the school office. (TCUSD Board Policy 1345)

### **Student Use of the Internet**

Students will be permitted to access the internet for educational purposes, upon written parental permission. Permission forms, as well as a detailed School Board Policy are provided under separate cover.

### **Assembly Conduct**

Assemblies are given for the benefit of the students. Students, therefore, are expected to conduct themselves in a proper manner. The audience is expected to refrain from talking during assemblies. Students will be assigned specific seating areas. Visitors judge our schools by the conduct of students and should be treated as honored and welcomed guests. Students who misbehave in an assembly will not be permitted to attend the next assembly, and may be excluded from other programs.

### **Release of Students During School Hours**

In order for a child to be dismissed from the campus, during school hours, a parent or guardian must come to the school office to sign him/her out.

### **Visits to School**

Parents are encouraged to visit the school to discuss the educational program of the school and clarify their child's progress. A school visit is often helpful in understanding a child's relationships with a teacher and other children. Appointments to visit in the classroom must be made in advance by calling the school office. (TCUSD Board Policy 1281)

For our students' protection, any person entering a school campus must report to the school office.

## **Sexual Harassment**

Sexual harassment is defined as the unwelcome sexual advances, requests 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 sexual harassment and is prohibited in the 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. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking normal movements.
8. Displaying sexually suggestive objects.

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

## **Electronic Devices/Cell Phones/Laser Pointers**

Temple City Unified School District Board Policy 5131 permits students in grades 7-12 to possess or use personal electronic signaling devices on campus during the school day, while attending school sponsored events, or while under the supervision and control of a school district employee. Such devices and their related features must be deactivated and their use strictly prohibited during instructional time, except:

During a school or community emergency  
With prior consent for health reasons  
With permission of school personnel

Personal electronic devices include technology such as cell phones, smart phones, personal computers, and tablets. Students in grade 7-12 are permitted to use their personal devices before and after school. Students in grades 9-12 are also permitted to use their personal devices during break and lunch times. Students will also be allowed to use their personal electronic devices during class time for educational purposes ONLY with teacher permission.

## **Spray Paint/Marking Pens**

It is unlawful for students to have in their possession any pressurized can containing any substances commonly known as paint or any writing instrument that has a porous point, tip or nib commonly known as markers, marking pens, sign pens, or glass etching tools.

## **Work Experience**

Work Experience applications are available in the school office for students wishing to receive Work Experience elective credits toward graduation. Up to 10 Work Experience credits may be earned each semester.

Work permits are required in California for all persons under 18 years of age. Students under 18 should pick up a Request for Work Permit from the school office before starting work; have their employer fill out their portion, including hours; have their parent or guardian sign the application; and return the application to the school office to have a work permit issued. A completed work permit must be on file before Work Experience credits will be issued.

## **Service Learning**

The Service Learning Program is an integral part of the curriculum and an important part of learning. Students offer service to organizations in and around our community on a volunteer basis. Appropriate student dress and grooming are mandatory requirements.

## **Voluntary Transfer**

Voluntary transfer to Dr. Doug Sears Learning Center shall be made with the permission of the pupil's parent/guardian and the concurrence of the sending school's principal or his/her designee and the Dr. Doug Sears Learning Center Principal or designee.

All voluntary transfers will be reviewed and recommended as per space available.

A student who has transferred to the Dr. Doug Sears Learning Center voluntarily will have the right to return to their home school at the beginning of a new semester. As a general rule of thumb, students will remain at the Learning Center for a minimum of two semesters.

## **Involuntary Transfer**

When a pupil is recommended for transfer involuntarily to Dr. Doug Sears Learning Center, the pupil and the parent/guardian shall be given written notice informing them of the opportunity to request a review of that decision.

A review of all school recommendations shall be conducted by the TCUSD Administrative Hearing Panel and their recommendation shall be final.

An involuntarily transferred pupil shall remain at the Dr. Doug Sears Learning Center for a minimum of two semesters or until recommended to return to the home school.

## Standards of Student Dress and Grooming

Temple City Unified School district has established a dress policy that sets standards conducive to a learning environment and a well-disciplined campus.

While on campus or at any school-sponsored event, students and guests shall be dressed and groomed in a manner which reflects good taste and decency, and which does not distract or interfere with the educational environment, general morale, or image of the school. Parents have the primary responsibility to see that students are properly attired. The district desires to keep the school and students free from the threat or harmful influence of any groups which advocate substance abuse, violence, or disruptive behavior.

In recognition of this, the district has adopted the following regulations relative to the dress and appearance of students:

1. No clothing or clothing accessories, which, in the opinion of the staff, so incites students as to create a clear and present danger of the commission of unlawful acts or of the disruption of instruction, shall be worn on campus or at any school activity. Shoes must be worn at all times. T-shirts or other apparel which depicts or makes reference to drugs, alcohol, sex, gangs, violence, in word or picture may not be worn.
2. Clothing, which is likely to provoke others to acts of violence or which is likely to cause others to be intimidated by fear of violence may not be worn.
3. No hats, caps, hair nets, bandanas, berets or any other head gear of any kind are to be worn or brought on campus except for sun protection with approval from Administration.
4. Clothing deemed to be distracting will not be allowed. This includes, but is not limited to, such items as midriff tops, revealing tank tops, sheer clothing, spaghetti straps, or oversized **clothing deemed to be excessive by the Temple City Unified School District staff.**
5. Belts are to fit waist size and may not have buckles with insignia or initials.
6. Shorts are not to be worn with socks that meet at the hem.
7. Spikes, chains or other dangerous objects may not be worn or carried.

Consequences for violation of this dress code may include, but are not limited to:

1. A warning
2. A change of clothing
3. Parental contact
4. Disciplinary action such as Saturday School, school suspension, or detention

