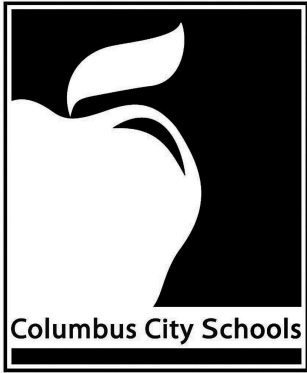




Columbus Downtown High School 2025-2026 Student Handbook



COLUMBUS DOWNTOWN HIGH SCHOOL STUDENT GUIDE

MISSION STATEMENT

“To prepare and empower students to succeed with specialized technical skills and academic knowledge through quality instruction, rigorous curriculum and community partnerships with the goal of preparing students for industry, post-secondary education or the military.”

BEHAVIOR AND PROFESSIONAL EXPECTATIONS

Students attending Columbus Downtown High School are being prepared for a career in business and industry. Students are expected to conduct themselves in a professional manner and to use good judgment at all times. Students are encouraged to display conduct that is tolerant and considerate of others and to enjoy and benefit from a positive educational atmosphere.

Students enrolled at Columbus Downtown High School are expected to:

- Have respect for themselves and conduct themselves in ways that shall bring respect to their family, school and the community.
- Be committed to learn the knowledge, skills and attitudes necessary to become successful in your chosen career program.
- Follow all school rules, just as employers expect their employees to follow established guidelines.
- Attend school regularly, be punctual for class/school and have the necessary materials and equipment to meet class requirements.

CDHS students will adhere to all Columbus City School policies. More specific information related to Columbus City Schools disciplinary guidelines are included in “The Guide to Positive Student Behavior,” which governs all students enrolled in district schools and/or programs.

Each student is responsible for being familiar with this document. In addition to CCS policies and guidelines there are CDHS Behavior Expectations which are clearly stated on the school Behavior Matrix below:

CDHS 5 A'S TO SUCCESS	Classroom	Hallways	Cafeteria	Bathrooms
ATTITUDE	Treat ALL with dignity and respect	Treat ALL with dignity and respect	Treat ALL with dignity and respect	Treat ALL with dignity and respect
APPEARANCE	Smile and Greet Instructor and peers. Employability is the goal—hoodies, du rags, & bonnets not allowed.	Smile and Greet Instructor and peers. Employability is the goal—hoodies, du rags, & bonnets not allowed.	Clean your area and encourage others to do the same. Four students to a table Honor everyone's place in line.	<i>Leave no trace. Report any concerns. Know others will use after you.</i>
ACADEMICS	Be on task, prepared, and engaged daily	Use your inside voice and use appropriate language	Use your inside voice and use appropriate language	Use your inside voice and use appropriate language
ATTENDANCE	Show up on time and participate in every class, every day.	Be on time		
AWARENESS	Be committed to creating a positive environment by making good decisions. Cell phones and earbuds are allowed with teacher permission only.	Walk... keep moving at all times Earbuds, or any headsets to cover the ears are not allowed.	Return to class immediately	Wash your hands and return to class immediately

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, a teacher may remove a student from class. **The student is then required to report to the office.**

In addition to the District Code of Conduct, CDHS will strictly enforce the following expectations.

- Fighting is an unacceptable manner for settling conflict. Students who choose to settle their differences by fighting may be suspended up to 10 days from school and also face the possibility of arrest and expulsion from CDHS and Columbus City Schools.
- Smoking or the use or possession of any tobacco products in any form is not permitted on any grounds of the Columbus City Schools. Students are not permitted to use these products while involved in any school related trip or activity.
- Use or possession of illegal substances is prohibited.
- Gambling or other games of chance are prohibited.

USE OF ELECTRONIC COMMUNICATION DEVICES BY STUDENTS

Cell phones and other electronic devices are allowed during class time with teacher approval only.

1. Earbuds, or any other headsets to cover the ears during class change in the hallways is not allowed. Awareness is a safety concern for students and staff.
2. Electronic communication devices may not be used while traveling on district school buses except in cases of an emergency and/or approval by the bus driver.
3. During periods of testing and other student evaluations, teachers may request that students remove all devices from their possession, either by returning the devices to lockers or placing them outside the direct possession of the student. Any use of an electronic communications device during testing will be considered cheating and will be addressed accordingly.
4. Fire drills, assemblies, or other school evacuations are considered blackout periods for electronic communications devices.

Cell phone behavior steps are below:

CDHS ELECTRONIC DEVICE POLICY

1ST---VERBAL WARNING

2ND---LUNCH DETENTION

ELECTRONIC DEVICE BAG/BOX

PARENT CONTACT

3RD---SCHEDULED CONFERENCE WITH PARENT TO DISCUSS REPEATED BEHAVIOR/CONSEQUENCES

ATTENDANCE

There is a direct relationship between success in the classroom and a student's practice of attending school and going to classes. Strong adherence to high attendance expectations promotes academic achievement, good work ethic, accountability and responsibility.

- Please note that the definition of “habitual truant” has changed from days to hours. For example, after a student has been absent 30 or more consecutive hours without a legitimate excuse, or 42 consecutive hours in a month the Ohio Department of Education requires the student and parent to be placed on an attendance intervention plan. This plan is documentation to serve as identifying barriers and to find solutions to support the student and family if needed to improve student attendance.
- The attendance intervention plan will be led by CDHS staff and will involve parent contact.
- Columbus Downtown High School reserves the right to require a doctor’s note in order for an absence to be excused when a student is absent from school, requests an early release from school or has 9 absences during a grade card marking period. This information must be submitted to the CDHS Attendance Secretary--Main Office.
- Students are expected to call the school at 365-2283 on the day of their absence. Within two days (48) hours of the student’s return, the student shall bring a written note signed by their parent or guardian. This note should include the date and the reason for the absence. If a student is 18 years of age or older and lives at home with the parents or guardians, he/she must still bring a note signed by the parent/guardian. **Notes from home are not automatically marked as an excused absence. The building administration makes all determinations of excused absences.**

TARDINESS

Like the workplace, few excuses will be accepted for tardiness to school or class. Students are expected to arrive at work and/or school on time.

A student is considered tardy if he/she is not in the classroom with textbooks and required materials at the time class starts.

Tardiness to class during the school day will result in appropriate action on the part of the teachers involved. Continued tardiness is considered equivalent to class truancy and will result in disciplinary action. A student tardy to school must report immediately to the Main Office to sign in before going to his/her program.

Periods 1 and 2 tardy students must sign in at the tardy table in the commons.

Students who are tardy (unexcused) more than one half (1/2) of the class period will be recorded as an unexcused absence. Students who have more than three (3) unexcused tardies in a marking period cannot receive a perfect attendance award for that marking period.

EARLY LEAVE

Students leaving CDHS early need to have a signed note from their parent/ guardian that provides the time and reason for the early leave or the parent/ guardian needs to present in the

office to sign the student out. Students with an early release note must present before first period to the CDHS Attendance Secretary--Main Office.

The attendance office will provide the student with an early leave pass. Students are responsible for showing this pass to the Instructor when they leave class and MUST SIGN OUT in the main office before leaving the building. **Leaving school grounds without a signed form will be considered truancy.** Failure to follow these procedures will result in disciplinary actions.

Columbus Downtown High School Positive Student Behavior Plan

POSITIVE STUDENT BEHAVIOR PLAN

CDHS follows the Columbus Public Schools' Guide to Positive Student Behavior. Disciplined behavior is a basic need of all people and must be developed through the shared responsibility of home, school, and community. Furthermore, disciplined behavior is especially necessary in an educational atmosphere to insure school safety, to maximize opportunities for student learning, and to provide a positive environment for instruction. Disciplined behavior serves all individuals who contribute to the educational process. Listed below are the levels and violations of expected behavior.

Level I Violation of Expected Behavior

- ☐ Disruptive Behavior
- ☐ Dress Code Violation
- ☐ Electronic Communication Devices
- ☐ Forgery/Fraud/False Identification
- ☐ Gambling
- ☐ Profanity
- ☐ Tobacco/Smoking
- ☐ Tardiness/Absenteeism/Truancy

Level II Violation of Expected Behavior

- ☐ Bullying/Harassment/Coercion/Intimidation/Threats
- ☐ Cheating/Plagiarism
- ☐ Extortion

- ☐ Fighting
- ☐ Firearms Look-Alike
- ☐ Improper Operation of a Vehicle
- ☐ Insubordination
- ☐ Sexual Misconduct
- ☐ School Bus/School Vehicle Disruption
- ☐ Theft
- ☐ Trespassing
- ☐ Unauthorized or Inappropriate use of the Internet/Computers/Computer Software
- ☐ Vandalism

Level III Violation of Expected Behavior

- ☐ Possession, Use, Sale, or Distribution of Alcohol
- ☐ Possession, Use, Sale, or Distribution of Drugs
- ☐ Possession, Use, Sale, or Distribution of Firearm
- ☐ Possession, Use, Sale, or Distribution of ammunition, or a dangerous weapon other than a firearm, explosive, incendiary, or poison
- ☐ Possession, Use, Sale, or Distribution of explosives, incendiary devices, or poisons.
- ☐ Physical Assault
- ☐ Sexual Offenses
- ☐ Serious Bodily Injury
- ☐ Volatile Act/ Arson
- ☐ False Fire Alarms/ Bomb threats/ Tampering with Automated External Defibrillators (AED)

Misconduct Guidelines

Columbus Downtown High School has established the following plan for dealing with student misconduct. Corrective measures are established for a progressive discipline plan; however, depending on the severity of the misconduct, corrective measures may begin at a higher level.

Corrective actions may include, but not be limited to:

- ☐ Parent contact
- ☐ Conference with student
- ☐ Loss of Privileges
- ☐ Restitution
- ☐ Positive Alternative to Suspension Program
- ☐ Academic Interventions
- ☐ Lunch Detention
- ☐ Parent/Student Conference
- ☐ In School Suspension
- ☐ Out of School Suspension

Pattern of Absenteeism

- ☐ 2 consecutive days absent or 3 days absent in a 9 week period – instructor contacts and speaks with a parent/ guardian via phone or e-mail with a response from parent/ guardian.
- ☐ 3 consecutive days absent or 4 days absent in a 9 week period – instructor notifies administration.
- ☐ 9 days absent in a 9 week period – a 9 day failure notice is sent home and administration arranges for a parent/student conference.
- ☐ The process starts over at the beginning of each 9 week period.

Electronic Devices (cellphones, laser pointers (pens), bluetooth speakers and headphones)

- ☐ 1st Offense – Warning
- ☐ 2nd Offense – Detention
- ☐ 3rd Offense – Administrative consult and parent contact
- ☐ Subsequent Offenses –Administrative consult and parent contact
- ☐

Dress Code (Violation of CCS dress code or program dress requirements. Program dress requirements will be on file in the office and students will be given dress requirements by their instructor).

Student corrects the issue or wears appropriate clothing supplied by CDHS

- ☐ 1st Offense – Instructor gives a verbal warning

- ❑ 2nd Offense – Instructor contacts the parent via phone or email
- ❑ 3rd Offense – Administrative consult
- ❑ 4th Offense – Instructor and administrator will consult and develop a corrective plan for student

Class Disruption (action that disrupts the orderly and safe environment of the classroom or interferes with learning)

- ❑ 1st Offense – Instructor gives a verbal warning and verbal direction
- ❑ 2nd Offense – Instructor contacts parent via phone or email
- ❑ Subsequent Offenses – Administrative consult

Verbal Abuse (engaging in name calling, derogatory statements or gestures toward other students or staff)

- ❑ 1st Offense – Instructor gives a verbal warning and verbal direction
- ❑ 2nd Offense – Instructor contacts parent via phone or email
- ❑ Subsequent Offense – administrative consult

Inappropriate Driving on School Grounds (misconduct while driving on school grounds)

- ❑ 1st Offense – Administrator/Instructor gives a verbal direction and contacts parents via phone or email
- ❑ 2nd Offense – Administration consults with student and student will lose his/her driving privileges

All other behaviors will be handled in accordance with the CCS Guide to Positive Student Behavior

CDHS Student AI Use

Acceptable AI Use Guidelines

- Use AI tools to support learning, creativity, and collaboration.
- Properly cite AI-generated content
- Follow all copyright, plagiarism, and academic integrity standards.

- Use AI responsibly, ensuring content is school-appropriate and accurate.
- Use AI under the guidance and approval of the teacher. Before using any A.I tools the intent must be reviewed with your teacher.

Unacceptable Use

Students may not:

- Use AI to complete assignments dishonestly or bypass original thinking (submitting AI-generated essays without teacher permission).
- Generate or share harmful, violent, misleading, or inappropriate content.
- Use AI to impersonate others, create fake documents, or violate privacy.
- Access AI tools for non-educational or personal use during school hours.

Academic Integrity

Misuse of AI in coursework (for example---copying AI-generated responses without teacher approval) will be treated as an academic dishonesty violation and may result in:

- Redoing the assignment.
- Any assessment and/or assignment is subject to a verbal review with the teacher if the content of assignment or project given is in question.
- Loss of credit.
- Parent/guardian notification and required reteaching on responsible AI use.

STUDENT DRESS CODE

The Columbus City Schools is committed to establishing a positive learning environment in class, on campus and at school events. The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The dress code represents that commitment and applies to all students. Students are responsible for following the dress code. Parents are responsible for ensuring students are dressed appropriately for school. Staff is responsible for enforcement. The dress code is enforced at school and school functions not open to the public.

These guidelines are intended to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances and minimize distractions to other students that may interfere with the educational process. These guidelines are also intended to help protect the health and welfare of the individual student.

All students shall abide by the following:

1. All clothing shall be within the bounds of decency and good taste as appropriate for school. Clothing shall be sufficient to conceal undergarments at all times.
 - a) Dress length shall be within the bounds of decency and good taste and not shorter than mid-thigh.
 - b) No bare midriffs. As a test for appropriate length, student bodies shall not be exposed when arms are raised above their heads. Tops may not be low cut, off the shoulder and otherwise revealing. Tube tops, spaghetti strap tops, halter tops and/or any strapless top or dress which reveals the midriff or breasts are neither acceptable nor permitted. No undershirts shall be worn as outerwear.
 - c) Clothing may not be “see through”. Shirts must be worn at all times and must be sized appropriately so that they do not interfere with normal school activities.
 - d) Shorts may not be shorter than mid-thigh.
 - e) Shorts, pants, skirts shall have no writing across the seat area.
 - f) Clothes may not be tight or form fitting.
 - g) No sleepwear.
2. Shoes must be worn at all times. For safety purposes sandals must have back straps. Flip flops, slippers, bedroom shoes and beach shoes are not permitted.
3. Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire. Clothing and jewelry shall be free of writing, pictures or any insignia which are crude, vulgar, profane, sexually suggestive or which advocate negative racial, ethnic, gender or religious prejudice, or use or glorification of drugs, tobacco or alcohol.
4. Hats, caps and other types of head covering (other than for religious purposes) shall not be worn inside buildings.
5. Sunglasses are approved for wear outside, but not for inside the school building.
6. Students may wear Bermuda shorts, walking shorts or other shorts within the following guidelines:
 - a) Shorts must be hemmed and straight legged.
 - b) The length of the shorts must be within the bounds of decency and in good taste as appropriate for school. Shorts must be no shorter than mid-thigh and must be worn at the waist. Saggy shorts and short shorts are not allowed.
7. Long pants are allowed for both boys and girls. The fullness of pants must not interfere with normal school activities and must be neat and clean at all times. All long pants must be proper waist size, length and leg size (no sagging).

Gang Symbols and Gang Related Apparel

The Board of Education desires to keep district schools and students free from the threats or harmful influences of any groups or gangs which advocate drug use or disruptive behavior. For purpose of these guidelines, “gang related apparel” is defined as apparel that, if worn or displayed on campus could be determined to threaten the health and safety of the school environment. In addition to the provisions of this policy, building principals in consultation with staff and others as appropriate may additionally establish a reasonable dress code that prohibits students from wearing gang related apparel when there is evidence of a gang’s presence that disrupts or threatens to disrupt the school’s activities. Principals may prohibit the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute denotes membership in such a group. (i.e., wearing or possession of chains, rags, bandannas, stocking caps, long belts, baggy/oversized pants, cutoff or saggy pants, pant worn very low below the waist, etc.).

Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership shall be referred to the building administration.

In cases of questionable dress (not explicitly covered in these guidelines), the student will be counseled by a teacher, counselor, or administrator and appropriate corrective and/or disciplinary action taken, including, when necessary, a home contact seeking parental cooperation and assistance. Student may also be sent home to change into appropriate clothing or be issued a school tee shirt, if necessary. Repeat infractions will result in appropriate discipline.

Exceptions to these guidelines may be made by principals for recess, proms, physical education and certain other events.

Clothing worn at Columbus Downtown High School must be clean and neat and considered acceptable attire for the career field that they have chosen. In addition, students must be aware that certain types of clothing are not acceptable in the business world or at the career center.

If a program requires a uniform, students are expected to wear that uniform daily. It must be kept neat, clean and in good repair.

LUNCH BREAK

4th Period Lunch 10:09AM – 10:59 AM

5th Period Lunch 11:02AM – 11:51 AM

The Columbus Board of Education has a closed lunch program. All students must eat in the school's Common Area. Students are not permitted to loiter in the parking lot nor leave the school grounds during the school day unless they have been issued an excuse from the Main Office.

Students must adhere to the following:

- Be seated while eating with no more than 4 students at 1 table.
- No physical play in the Commons.
- Remain in the Commons area or first floor hall until the class bell has rung. You must have a staff member's permission to leave the area.
- Have good manners and lunchroom cleanliness.
- Clear his/her eating area after lunch. He/she should put his/her chair back under the table and place all food scraps, snacks, milk cartons, paper wrappers, etc. in the waste container provided.
- Normal conversation among persons at the table is permitted. However, loud shouting, laughing, screaming and the use of profanity or vulgar language is not acceptable.
- Throwing or tossing anything is not acceptable behavior.

Failure to adhere to the above rules will result in disciplinary action.

BUS SAFETY

The school bus is an extended part of the school day. The Guide to Positive Student Behavior remains in effect while on the school bus. Students are not to participate in any unsafe behaviors that may risk the safety of passengers or vehicles. Students who misbehave on a school bus are subject to school and bus suspensions. **The bus driver has the right to assign seating and move student's seat assignment at any time.**

CARE OF BUILDING

Students are expected to care for the school facility. Picking up paper and refraining from marking on the walls are examples of how students display pride in their school.

- Students are required to clean up after themselves.
- The lockers at CDHS are issued to students for their use. All lockers are the property of Columbus City Schools. The administration retains the right to inspect any locker it deems necessary.
- Students are held responsible for all items in their locker.
 - Students may not share locker space.
- Hall passes are required during class time. Students are not permitted in the halls without permission.

ACTIVITY/SPORTS DISMISSAL

A student may be excused for academic, sports, and related activities if the student has an "Activity Excuse Form" signed by all parties on file in the Main Office. This form must be signed by the required individuals and turned in 48 hours before the activity occurs. The student must sign out each day on the Early Leave sheet in the main office. Students are responsible for arranging their own transportation. **Students are responsible for making up assignments missed at Columbus Downtown High School.**

The administration may revoke an Activity Excuse at any time. Reasons may include, but not limited to, behavior, discipline, attendance or poor performance in their program.

MEDICATION FORMS

A completed and signed Emergency Medical Authorization Card is required of each student. This card enables parents/guardians to authorize the provision of emergency treatment for students who become ill or injured under school authority when parents/guardians cannot be reached. Parents are required to inform CDHS of any special medical circumstances or medication. Failure to submit a completed signed Emergency Medical Card will result in removal from program lab participation until information is submitted.

Students may be permitted to possess and use prescribed medication during school hours when the school nurse has received the following:

- Written permission from the parent/guardian.
- A physician's verification of the necessity for the medication to be taken during school hours and identification of the medication, dosage and time interval it is to be taken.
- The medication is to be kept in the Main Office until the student leaves the building at the end of his/her school day.

This parental permission statement releases the Board of Education and school personnel harmless from any and all liability.

EMERGENCY PROCEDURES

The safety and security of students requires that all students exercise disciplined and attentive behavior during fire, tornado and emergency drills. Student silence and orderliness is required to facilitate emergency situations. Fire and tornado drills are held several times during the school year. Emergency evacuation may be practiced as part of the school's program of instruction. The public address system will be used to instruct you during these times.

During a Fire Drill or Emergency Evacuation, students are expected to:

- **Remain with the class and instructor.**
- Walk quietly from the building area and listen for instructions.
- Respond to school personnel directions without hesitation.
- Leave the building via the exit designated by the instructor.
- Report to the class assembly point to have attendance taken.
- Remain alert for emergency vehicles.
- Return to the building only when instructed.

During a Tornado Drill or Emergency Lockdown, students are expected to:

- **Remain with the class and instructor.**
- Walk quietly within the building halls to the designated area and listen for instructions.
- Respond to school personnel directions without hesitation.
- Remain alert for emergency vehicles.
- Return to the classroom only when instructed.
- Students are to face the wall in a seated position (tornado readiness).

LOST AND FOUND

Any item found should be turned into the Main Office. Textbooks that have been lost and found will be held in the Main Office. By inserting your name and your classroom teacher's name inside the front cover of EACH of your textbooks, you may insure their return. **Lost items will only be kept for one month and then discarded.**

USE OF TELEPHONE

Phones in the instructor's office and rooms are only to be used by students in the case of an emergency and with permission from his/her instructor. Emergency calls will be placed in the presence of an instructor.

VISITORS

The instructor and administration must approve any visitors prior to their arrival. The visitor must report immediately to the main office and receive a visitor's pass. Students are not permitted to have visitors in the building.

MOTOR VEHICLES

Students who drive to and from CDHS or any student who operates a motorized vehicle must follow all CDHS procedures. Failure to observe the rules and restrictions may result in disciplinary action and/or loss of driving privileges at CDHS.

Students must comply with the following:

- Must possess a valid operator's license.
- Must submit and have an approved CDHS Driving/Riding Permission Application to drive to CDHS. In order to obtain a parking permit, students must present a valid driver's license and proof of insurance. Repeated parking without a permit will result in disciplinary actions.
- Students who ride with approved driver(s) must have the correct form completed.
- Students who have passengers riding with them must have the correct form completed.
- Must park in the west side parking lot and observe the special parking that is reserved for handicapped and staff.
- Vehicles are not permitted to park on the street or at any local businesses.
- Must follow all rules regarding driving safety. Speed limit on school grounds is 10 m.p.h.
- Not permitted to ride in the flatbed of a truck or on the tailgate or any outside surfaces of any vehicle.
- Need to lock their vehicles and trunks to prevent theft.

STUDENT SERVICES

ACADEMIC ASSISTANCE

Our main goal for the students who attend CDHS is to provide instructional programs that support the receipt of a high school diploma. Graduation from high school is critical to success in ANY profession. To that end, CDHS offers services to enhance our students in reading, writing and math skills.

SCHOOL COUNSELOR/SOCIAL WORKER

School Counseling services are available to all students. Ms. Harris (Room 200), Mrs. Thompson (Room 200A), and Ms. Dinardo is available Monday, Wednesday, and Friday to provide scholarship information, educational planning, occupational and career information, study assistance, personal problems or any questions that a student wishes to discuss with a counselor. Mr. Pfeifer--CDHS Social Worker will be available to provide help with social, emotional, and other needs regarding attendance, mental health, and academics (Room 218) .

PROGRAM INFORMATION

CAREER PORTFOLIO

A Career Portfolio will be given to each student that completes a program at Columbus Downtown High School. The portfolio is designed to help prospective employers evaluate the

student's capacity to perform the job. It will include a resume, a list of competencies achieved by the student, a letter of recommendation and any awards received at the career center.

GRADE CARDS

The purpose of evaluating a student is to let the student, parent/guardian or prospective employers/colleges know how well the student is performing. Evaluation of student performance at CDHS may involve several areas such as work habits, dependability, tasks performed, competencies, related knowledge, etc.

There are four grading periods within the school year. Report cards are distributed after each grading period. Students and parents are encouraged to follow academic progress in class on Infinite Campus daily and weekly if needed. For more information see your School Counselor.

INTERSHIPS (NON PAID)

A Non Paid Internship is an activity designed to provide students with a better understanding of the career program they have selected. The purpose is to give the students a more realistic view of jobs by arranging for them to shadow and assist experienced professionals at the work location. The student's eligibility, location and schedule for internship will be determined and coordinated by the program instructor.

INTERSHIPS (PAID)

Paid Internships are an integral part of the education program at Columbus Downtown High School. Internship placement is designed to provide the student with experience using equipment, learn business and industry practices and to earn money. The eligibility for paid internships is made by the program instructor and is based upon the skill level of student, grades and attendance, attitude and desire and employment availability. Some things to remember about internships:

- Students are expected to follow the academic and related classroom standards of CDHS and to attend the career center on the designated days set forth in the internship agreement.
- No internship is guaranteed!
- The internship placement must be in the career area and approved by the instructor and the administration.
- Students are evaluated by the program instructor while at their training station.
- Students are responsible for their own transportation.
- The training station must be supervised by a qualified and experienced person (no self employment).
- Students are paid by the employer and must adhere to their policies.

STUDENT COUNCIL

The CDHS Student Council was established to provide students with a vehicle to develop leadership skills and to allow students the forum to become involved in their educational process. The purpose of Student Council is as follows:

- To promote harmony within the school.
- To provide a link of communication among the various programs.
- To coordinate planned student events at CDHS.
- To provide a channel for student expression.
- To build school spirit and morale.

Each junior cluster and senior cluster at CDHS will have a representative of the Student Council. The Student Council representatives will be appointed by the program instructor. Students not fulfilling their obligations or with violations to the guide to positive behavior may be removed pending a conference with Leadership Council Advisors, Program Instructor, Director, Parent and Student.

CAREER TECHNICAL STUDENT ORGANIZATIONS (CTSO)

Career Technical Student organizations are an important component of the career education experience. Each program at CDHS is aligned with a career technical student organization such as Business Professionals of America (BPA), Ohio Skills USA, or Family, Career and Community Leaders of America (FCCLA) and Educators Rising Ohio. Participation in CTSO activities is a required part of the program and is subject to evaluation and grading.



COLUMBUS DOWNTOWN HIGH SCHOOL

364 South 4th Street
Columbus, OH 43215
614-365-2283

**Driving/Riding Permission Slip
2025-2026**



Name _____ Program _____

Drivers' License # _____ Expiration Date _____

Vehicle Make _____ Model _____ Color _____

Insurance Company _____ Policy # _____

Expiration Date of Policy _____ Parking Permit # _____ Issue Date _____

I agree to abide by all rules and regulations as published in the Columbus Downtown High School Student Handbook. I realize that failure to abide by these rules could result in the loss of my driving privileges and possible further disciplinary actions. I understand I must comply with the following:

1. Must possess a valid operator's license, registration certificate and valid insurance.
2. Must follow all signs and directions from staff and any and all safety regulations.
3. Maximum 5 miles per hour speed limit.
4. No squealing of tires (accelerating or decelerating) including doughnuts.
5. Refrain from loud music from motor vehicles
6. I must provide proof of parking permit upon request of any CDHS staff Member

___ I give my student permission to transport the following student(s):

___ I do not give my student permission to drive other students

Student Signature _____

Parent/Guardian Signature _____

Passenger

Name _____ Program _____

____ I give my student permission to ride with the following student(s):

Student Signature _____

Parent/Guardian Signature _____



COLUMBUS DOWNTOWN HIGH SCHOOL

364 S. 4th St.
Columbus, OH 43215
614-365-2283
Student Activity Form
2025-2026



ACTIVITY/SPORTS DISMISSAL

A student may be excused for academic, sports, and related activities if the student has an "Activity Excuse Form" signed by all parties in the Main Office. This form must be signed by the required individuals and turned in 48 hours before the activity occurs. If a student is excused for an activity, a copy will be given to the student's CT instructor for their records. The student must sign out each day on the Early Leave sheet in the main office. Students are responsible for arranging their own transportation. **Students are responsible for making up assignments missed at Columbus Downtown High School.**

The administration may revoke an Activity Excuse at any time. Reasons may include, but not limited to, behavior, discipline, attendance or poor performance in their program.

Student Name _____ CT Program _____

Location of Activity _____

Date of Activity _____ Starting Time _____ Ending Time _____

Activity and your involvement _____

Parent Signature _____ Date _____

Home School Representative Signature _____ Date _____

(After parent and home school sign form submit to CDHS main office)

Director / Supervisor Signature _____ Date _____