

Redwood High School Addendum to the Tamalpais Union High School District Parent / Student Handbook

Seniors in Good Standing:

Attendance: Seniors who attend Redwood for a reduced day due to taking college classes or holding a job for more than 15 hours per week **must notify their counselor if the class is dropped or they are no longer working.** They will then be required to add a class for the minimum six-period day required by the District. Failure to provide such notification could impact one's ability to participate in the graduation ceremony.

Appeal Process: If a senior is in jeopardy of not graduating due to credit deficiency, attendance, disciplinary problems, etc., s/he may appeal to his/her assistant principal in writing at least ten (10) days prior to the date of graduation.

(Please refer to page 4 of the handbook)

Tardy/Absence Policy:

Attendance is an important factor in students' success at school. A student is considered tardy when they are not in the classroom ready to work when the second bell has rung. School policy allows for the following consequences for tardies and unexcused absences:

Every effort will be made to inform students of their on-going attendance record. At any time a student or parent/guardian may check a student's attendance record online using Synergy ParentVue or in the attendance office. Also, the attendance office will maintain a procedure for correcting errors in attendance recording.

(Please refer to page 27 of the handbook)

Cell Phone/Electronic Signaling Devices:

Student use of cell phones/electronic signaling devices on campus is only allowed in classes when specifically permitted by the teacher for learning purposes. Other than with explicit permission, such devices are only allowed for use before school, during passing periods, break, at lunch and after school. Consequences for failure to adhere to these guidelines are as follows:

- First Offense – Any staff member may confiscate a cell phone/electronic signaling device and will hand deliver the device to the Assistant Principal's office for pick-up at the end of the school day.
- Second Offense – The cell phone/electronic signaling device will be confiscated and turned into the Assistant Principal's office to be picked-up by the parent.
- Third Offense - The cell phone/electronic signaling device will be confiscated and turned in to the Assistant Principal's office. The student may be given school service hours or other school consequences for defiance. (The above offenses are per school year and do not accumulate over the four years).

(Please refer to page 37 of the handbook)

Parking/Driving:

Driving and parking on campus are privileges and parking spaces are very limited. Permits will be required in order to park on campus. We highly recommend using alternative transportation to commute to and from school including walking, biking, riding the bus and carpooling. Students in violation of driving or parking regulations are subject to school disciplinary action that may include school service hours, termination of parking privileges, suspension or other school consequences. Central Marin Police ticket cars parked on campus without permits and cars that are illegally parked. During high tides/heavy rain, Redwood parking lots are subject to flooding. Please use caution in driving and parking during those times and be advised that driving/parking in high water is at your own risk. Parking in most parts of the Larkspur/Greenbrae Marina across campus is limited to 20 minutes. Students who park longer will be ticketed. Students who park off campus should:

- Dispose of garbage in the appropriate receptacles and not on the street.
- Avoid blocking driveways and intersections.
- Be respectful of our neighbors.

(Please refer to page 43 of the handbook)

Dances:

Redwood dances are for Redwood students. All students attending dances may be breathalyzed and searched before entering the dance. Once students have entered the dance, they may not leave unless they do not plan to return. Doors will be closed to on-campus dances at 9:15 p.m. All campus dances are from 8 - 11 p.m. Students needing a ride must be picked up no later than 30 minutes after the end of the dance. Students must attend at least four periods of school on the day of a student activity, such as a dance, in order to participate in that activity. Guests must be under 21 years of age. All guests must be approved in advance.

(Please refer to page 36 of the handbook)

Redwood High School Academic Honesty:

What is academic dishonesty?

Any work, product, essay, assessment, etc. where a student intentionally misrepresents his/her/their progress, ability, acquisition of knowledge or skill.

Academic dishonesty may also include use of electronic devices, notes, materials or other means of having an unfair advantage over other students taking the same assessment.

Definitions of Academic Dishonesty Behaviors

Specific types of academic dishonesty which will not be tolerated are defined below:

Cheating on Tests

Any intentions giving of or use of external assistance relating to an examination, test, or quiz without express permission of the teacher. This includes looking on another student's paper, sharing answers, or copying another student's paper.

Fabrication

Any intentional falsification or invention of data citation, or other authority in an academic exercise.

Unauthorized Collaboration

While collaboration is often encouraged, unauthorized collaboration is not permitted.

Plagiarism

Any intentional representation of another's ideas, words, or work as one's own.

Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.

Alteration of Materials

Any intentional and unauthorized alteration of student, teacher, or library materials.

Forgery

Any unauthorized signing of another person's name to school related documents.

Theft

Any theft of materials.

Transfer of Unauthorized Materials

Any giving or selling of unauthorized materials.

Staff Responsibility of Academic Honesty:

- Teachers will promote academic integrity by teaching the principles and vocabulary of academic honesty, clearly stating their standards and expectations as well as clarifying expectations for any collaborative activities.
- Teachers will go over this Academic Honesty Policy with students at least once a year.
- Teachers will properly monitor tests/assessments and avoid giving students opportunities to cheat.
- Teachers will endeavor to prepare assessments and assignments where it is difficult to cheat.
- Teachers will model ethical behavior and respect within their classrooms.
- Teachers will report all incidents of cheating, following the procedure outlined below. It is essential that students know their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized.

Parent Responsibility for Academic Honesty:

- Parents should model ethical behavior at home and at work.
- Parents should provide appropriate opportunities for study at home. They should encourage excellence in all areas of their child's life, but not pressure him/her to achieve high grades.
- Parents should be actively involved in their child's learning, yet encouraging him/her to be responsible for his/her own learning and work.

Consequences: Students who cheat at Redwood will be subject to the following consequences for incidents that accumulate throughout the entire four years of high school:

All Incidents:

- Teacher meets with the student.
- Teacher notifies the parents.
- Teacher writes a referral and gives it to the grade level administrator.
- Inclusion of the incident in the student's disciplinary file.
- Review of the written contract in which the student committed to ethical practices.
- Teacher may assign a zero or double the failing grade of submitted work.
- Possible denial of membership in CSF and the Redwood Honor Society for the semester in which the incident occurred.
- Possible conference with administrator, student and parent(s).
- Possible suspension.

Additional Incidents: In addition to the above,

- Conference with the grade level administrator, teacher, student and parents.
- Possible two-day exclusion from the class in which the incident occurred.
- Possible suspension.
- Possible denial of membership in both CSF and the Redwood Honor Society, if eligible, for the semester in which the incident occurred **AND** the following semester.
- Possible denial of membership in both CSF and the Redwood Honor Society, if eligible, for all remaining semesters of high school as well as denial of life membership in either organization.
- This incident will jeopardize a teacher/counselor's willingness to write a recommendation for a student where the common question is asked, "Do you have any reason to question this student's integrity?"

Associated Acts of Academic Dishonesty :

Students who are complicit in an incident of academic dishonesty may also be subject to disciplinary action. For example, photographing a test and distributing the image will result in disciplinary action.

School Emergency Procedures:

A. Emergency Information – A district-wide Action Plan governs what happens in the schools in the event of an emergency. The objective of the plan is "to provide effective action to minimize injuries and loss of life among students and school personnel in case of disaster during school hours." The school principal, working in cooperation with county disaster officials, will make decisions and determine actions within the framework of student and employee safety.

B. What Will Happen – All students are to remain on campus. Based on the nature of the emergency, they will be instructed to:

1. Stand By (stay where they are)
2. Take cover
3. Evacuate buildings and assemble, with instructors, in prearranged areas. Under no circumstances will teachers release their students unless given directions to do so by the

principal. Any adult calling for a student will be required to identify him/herself to an assigned staff member before being allowed to take a student out of school.

C. **School Closure** – If weather or emergency circumstances should require the school to be closed, please check the Redwood High School website, www.redwood.org, Twitter and Facebook pages, check email for messages sent from Redwood and listen to KGO-AM (810) or KCBS-AM (740) radio or KRON-TV (channel 4), KCBS-TV (channel 5) or KGO-TV (channel 7) for announcements regarding school closure. **Additionally, school personnel, usually the principal will broadcast a message of school closure through Parent Square.** Voice messages will be changed as soon as emergency information is known.

D. **How to Obtain Information** – The nature of an emergency may impact communications. Some, or all, phone lines may be down. With this in mind, the following numbers are listed:

- Redwood High School (main line) 945-3600
- Central Marin Police Authority 927-5150
- Tamalpais District Office 945-1020
- Sheriff's Office 479-2311
- Marin County Superintendent 472-4110
- Marin County Emergency Services 499-6584

If telephone communication is ineffective, please tune into the above listed radio or TV stations.

Tip Line:

If you see bullying, something unsafe, or something that makes you feel uncomfortable, students can call **415-945-3693** and leave an anonymous message. There is also a safety form on the Redwood High School website, www.redwood.org.