

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



SENIOR IN GOOD STANDING

The Tamalpais Union High School District School Board recognizes the need for school sites to maintain high standards of student conduct and behavior and therefore, supports the practice of providing the traditional graduation ceremony for seniors in good standing. The Redwood High School **Senior in Good Standing** policy holds our seniors to academic and behavioral expectations commensurate with Redwood's high standards and the TUHSD graduate profile.

The Redwood High School graduation ceremony in June recognizes seniors who have successfully completed the TUHSD graduation requirements. Participation in the graduation ceremony is voluntary and considered a privilege earned by being a Senior in Good Standing. To be considered a **Senior in Good Standing you must adhere to the following:**

- Behave appropriately and adhere to all school expectations and rules (respect of others, parking, sportsmanship, etc.) - no disciplinary incidents logged/no suspensions during the second semester.
- Meet TUHSD **graduation requirements**
- Pass **ALL** classes second semester, earning no grades of **F, NM, NC or Incomplete** in any class
- Attend classes. Have **no more than five (5) unexcused absences or nine (9) excused absences** in any class (including SMART period)
- Pay all **outstanding bills** [Contact Mollie Elton: melton@tamdistrict.org]

Students aged 18 or older who write their own excuses for absences due to illness will be required to provide a written excuse from a doctor or nurse on the third (3rd) day absent. We recommend parents check Synergy or call the school weekly to monitor their student's attendance, if attendance is a concern. **Redwood maintains the right to communicate with the parents of 18 year olds regarding academic, behavior or attendance issues.**

Seniors who attend Redwood for a reduced day due to work (an average of 12 hours per week) or taking an online or college class must notify their counselor immediately if the class is dropped or they are no longer working. **Any student enrolled in a class outside of Redwood which is required for graduation, must provide an official transcript, to their counselor, that the course has been completed by May 15th** in order to guarantee their participation in the graduation ceremony.

Appeal Process: Any senior who is in violation of the **Senior in Good Standing** policy on May 31st, has the option to appeal to their Assistant Principal in writing **at least ten days prior** to the date of graduation. Depending on the nature of the violation, students will be required to meet with

their Assistant Principal or an appeal committee. Please see your assistant principal if you have any questions.

ESCUELA SECUNDARIA DE REDWOOD SENIOR EN BUEN ESTADO

La Junta Escolar del Distrito Escolar Secundario Tamalpais Union reconoce la necesidad de que las escuelas mantengan altos estándares de conducta y comportamiento de los estudiantes y, por lo tanto, apoya la práctica de ofrecer la tradicional ceremonia de graduación para los estudiantes del último año con buena reputación. La escuela secundaria de Redwood **Senior en buen estado** La política mantiene a nuestros estudiantes del último año con expectativas académicas y de comportamiento acordes con los altos estándares de Redwood y el perfil de graduado de TUHSD.

La ceremonia de graduación de Redwood High School el 11 de junio reconoce a los estudiantes del último año que han completado con éxito los requisitos de graduación de TUHSD. La participación en la ceremonia de graduación es voluntaria y se considera un privilegio que se obtiene al ser un estudiante del último año con buena reputación. Para ser considerado un **Senior in Good Standing** deberá cumplir con lo siguiente:

- Comportarse apropiadamente y cumplir con todas las expectativas y reglas de la escuela (respeto a los demás, estacionamiento, espíritu deportivo, etc.): no se registraron incidentes disciplinarios ni suspensiones durante el segundo semestre.
- Conozca TUHSD **requisitos de graduación**
- Aprobar **TODO** clases el segundo semestre, sin obtener calificaciones de **F, NM, NC o Incompleto** en cualquier clase
- Asistir a clases. Tener **no más que cinco (5) ausencias injustificadas** o **nueve (9) ausencias justificadas** en cualquier clase (incluido el período SMART)
- pagar todo **facturas pendientes**[Comuníquese con Mollie Elton:melton@tamdistrict.org]

Los estudiantes de 18 años o más que escriban sus propias excusas para las ausencias debido a enfermedad deberán presentar una excusa por escrito de un médico o enfermera el tercer (3er) día de ausencia. Recomendamos a los padres que consulten Synergy o llamen a la escuela semanalmente para controlar la asistencia de sus estudiantes, si la asistencia es una preocupación. **Redwood mantiene el derecho de comunicarse con los padres de jóvenes de 18 años con respecto a cuestiones académicas, de conducta o de asistencia.**

Personas mayores que asisten a Redwood por un día reducido debido al trabajo (un promedio de 12 horas por semana) o que toman una clase universitaria o en línea deben notificar a su consejero inmediatamente si se cancela la clase o si ya no están trabajando. **Cualquier estudiante matriculado en una clase fuera de Redwood, que es requerida para graduarse, debe proporcionar un funcionario transcripción, a su consejero, de que el curso se ha completado antes del 15 de mayo** in con el fin de garantizar su participación en la ceremonia de graduación.

Proceso de apelación: Cualquier persona mayor que viole las **Senior en buen estado** política el 31 de mayo, tiene la opción de apelar a su subdirector por escrito **al menos diez días antes** hasta la fecha de graduación. Dependiendo de la naturaleza de la infracción, los estudiantes deberán reunirse con su subdirector o con un comité de apelación. Por favor consulte a su subdirector si tiene alguna pregunta.

(Please refer to page 2 of the handbook)

Mobile Communication 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 33 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. 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 49 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.

Generative Intelligence

Use of Artificial Intelligence to execute any part of the research or writing process for which the course instructor has not EXPLICITLY stated that he/she intends for students to use AI.
Use of Artificial Intelligence to produce all or part of a product submitted for assessment in place of the student's own critical thinking, creativity, writing or other skill being assessed.

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 review 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:

Consequences for Violations of Academic Integrity

Academic Honesty policy offenses are cumulative throughout the high school years, including offenses committed during summer school. Students who violate the academic honesty policy will be subject to the following consequences :

<i>1st Incident</i>	<i>2nd Incident</i>	<i>3rd Incident</i>
<ul style="list-style-type: none"> ● May result in a zero grade on submitted work. The teacher will meet with the student and notify the parent/guardian. ● Possible denial of membership in CSF and/or Redwood Honor society for the semester the incident occurred. ● Possible denial of Letter of Recommendation from teacher. ● Student conference with administration and signing a written contract. 	<ul style="list-style-type: none"> ● A zero grade on submitted work however at teacher discretion, may be able to make up the credit. ● May result in class or school suspension. ● Possible denial of membership in CSF and/or Redwood Honor society for the semester the incident occurred and the following semester. ● Possible denial of Letter of Recommendation from teacher ● Parent conference with the assistant principal, teacher, parent/guardian. 	<ul style="list-style-type: none"> ● No credit on the assignment ● Up to a 3-day school suspension and/or Semester failure in the class in which cheating occurs. ● Denial of membership in CSF and/or Redwood Honor society for the remainder semesters of high school. ● Jeopardizes teacher/counselor willingness to write a recommendation for students. ● A disciplinary letter in a student's file.

Students found to be in violation of this policy will sign [THIS](#) contract in addition to the consequences listed above.

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.

(Please refer to page 43 of the handbook)

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.

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