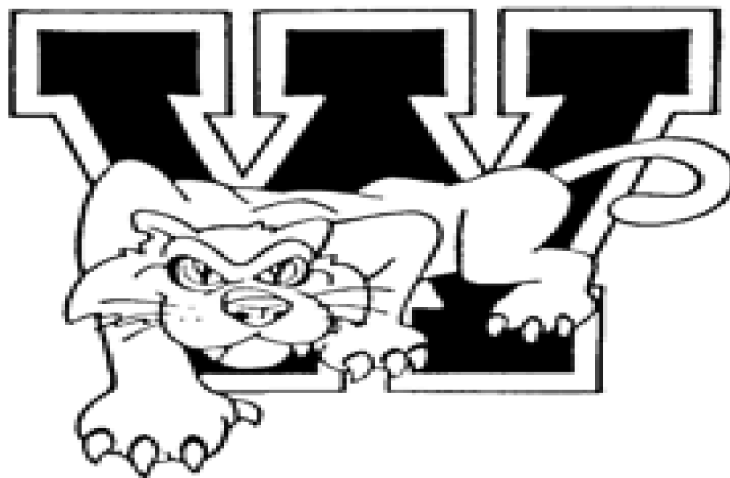


STUDENT BEHAVIOR POLICY HANDBOOK

Manual de reglas de conducta para el estudiante



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Updated August 2021

English**Español**

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WOODSIDE HIGH SCHOOL STUDENT BEHAVIOR POLICY

A MESSAGE FROM YOUR AVPs

We support the 8 Conditions of Student Success. These are on the sunflower posters that you see in every classroom. They start with Belonging and end with Confidence to Take Action. We welcome all students to campus and believe everyone deserves to be treated with respect. We want students to be engaged in learning and end up on stage getting their diplomas after 4 years. This handbook will help students understand the expectations we have, the boundaries we set, and the supports we offer to help students be the best Wildcats they can be!



WHS embraces the 8 Conditions for Student Success. It is important that the WHS community (staff, students, parents) cooperate and interact with one another in a responsible and respectful manner to create a sense of belonging in a supportive environment where all students can and will learn. The staff is committed to maintaining a clean, safe and attractive school campus.

The WHS Student Behavior Policy was developed and revised with input from students, parents and teachers to provide guidance for students as they pursue their aspirational goals.

PURPOSE:

The Woodside High School Behavior Policy is intended to provide guidance to students, parents, teachers and administrators regarding the responsibilities and rights of each in contributing to a spirited school environment conducive to learning.

PARENT COMMITMENT:

Parents are expected to support their student's sense of accomplishment through cooperation with school personnel and supporting appropriate standards of behavior and attendance.

WHAT IS EXPECTED OF STUDENTS:

Students have the responsibility to take actions that align with the following expectations:

- A. Treat WHS staff, peers, and adults with respect and behave appropriately in a school setting.
 - Use academic language and refrain from using profanity.
 - Identify themselves when asked to do so by a staff member and carry their school ID.
 - Be considerate to others. Bullying, harassment, threats, intimidation are not tolerated.
 - Express affection appropriately
 - Follow all rules and expectations for COVID (e.g. wear masks when required, etc.)

- B. Be ready and willing to learn by being in your assigned class, or have a pass to be out of class.
- Move around campus in a safe and appropriate manner (e.g. no running through the halls).
 - Keep campus litter-free and bathrooms clean
 - Refrain from using bicycles, skateboards or roller skates on campus.
 - Park and lock bikes in the bike racks.
 - Know that the school is not responsible or liable for lost or stolen items.
 - Be accountable for school property. A student **is billed for a replacement** if a book is lost and asked to clear debts.
- C. Attend school regularly and participate in class.
- Clear all absences through the attendance office within 5 school days to avoid class cuts. Students risk losing course credit for truancy (see policy).
- D. Dress for success by adhering to the school dress code.
- Avoid extremes that bring undue attention to the student and disrupt the educational environment.
 - Follow school policy in terms of safety regulations and appropriate content on shirts (see dress code policy).
 - Leave hairnets, water guns, laser devices at home.
- E. Use cell phones and electronic devices appropriately and follow staff direction regarding use.
- Surrender phone/device at the request of staff member. Per policy, device will be returned after the student serves a detention. Parent must retrieve the device if you are unable to serve.
 - Know that you bring these items to school at your own risk. The school is not responsible or liable for lost or stolen items.
 - Listen to music during break and lunch on headphones only. No music may be played through speakers.
- F. Stay in supervised areas during school hours. The following are out of bounds except during a supervised activity:**
- P.E. locker rooms and gymnasium areas
 - Student and staff parking lots
 - Sports fields and spectator areas
 - Performing arts center and surrounding areas
 - Construction zones
 - All neighboring streets and other campuses
- G. Maintain an ethical school climate that values honesty, effort and respect for others by following the district academic integrity policy. Review the policy.
- H. Contribute to a safe and sober campus.
- Know that it is illegal for students to possess or use drugs, alcohol, or any products containing nicotine. **E-cigarette and vaping devices are not allowed on school campus.** Breathalyzers may be used as needed. (See CA Ed Code 48900)
 - Use medication following school procedures by getting prior approval through the Health Office.
 - Understand that being in possession of a knife, explosives, firearms, dangerous objects of no reasonable use to the pupil or engaging in sexual assault/battery, will result in a recommendation for expulsion. (See CA Ed Code 48915).
- I. Tutorial Expectations: Students are to be in classes during tutorial and use the pass system correctly. Progressive discipline will apply.
- J. Register vehicles and obey all driving regulations. Violation of driving regulations may result in a citation, revoked parking privilege, and/or suspension.

The Sequoia Union High School District Board of Trustees believes that a positive learning environment is essential to quality education. The student behavior policy at Woodside High School does not intend to alter the Sequoia Union High School District behavior policy.

Non-Discrimination Statement:

Based on Assembly Bill 537, the California Student Safety and Violence Protection Act of 2000, which amended law to prohibit harassment and discrimination on the basis of actual or perceived sexual orientation, Education Code section 220 now reads:

No person shall be subjected to discrimination on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability or any basis that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code in any program or activity conducted by an educational institution that receives, or benefits from state financial assistance or enrolls pupils who receive state financial aid.

Uniform Complaint Procedures:

The Sequoia Union High School District Board of Trustees recognizes that the district has the primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The district will follow the uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in all educational programs. Complaints should be filed with the district superintendent. See your school principal to review regulations for procedures in filing a complaint of any kind, to get information relating to complaints that are investigated by state agencies, and to receive information regarding your legal rights.

Complaint forms are available on the Woodside High School Website - see www.woodsidehs.org

Student Due Process Rights – Suspensions and Expulsions:

We hope that students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a situation or expulsion might result, both student and parents will be given a more detailed description of the due process procedures. The following summary is only to inform students and parents that such procedures exist.

The school principal or designee may suspend a student for a period of up to five days. Prior to doing so, if possible, an informal hearing between the principal or designee, the student, and any other appropriate persons will be conducted. If, after the hearing is completed, it is decided that a suspension is necessary, the suspension will be enforced. An attempt will be made to notify parents by telephone prior to the suspension and notice of the suspension will be mailed to the parents.

The school principal has the right to recommend to the district superintendent that a student be expelled from the district. When such a recommendation is made, a district-level hearing will be held. If a student is subject to expulsion both the students and the parents will be notified. Part of the notification process will include detailed instructions regarding the due process procedure.

WHS PROGRESSIVE DISCIPLINE PLAN

The chart that follows is a list of educational code infractions and progressive consequences. Note that when students do not meet the behavior expectations of the school, they will be referred to the AVP office and the AVP will assign discipline in a progressive manner. Repeat offenses lead to more serious disciplinary responses than the original violation. Continued violations of the same rule may result in an involuntary transfer (or even expulsion) to another school.

Violation	First Offense	Second Offense	Third Offense
Academic Integrity	REFER TO PAGE 12-13	REFER TO PAGE 12-13	REFER TO PAGE 12-13
Assault/Battery upon school employee	Mandatory recommendation for expulsion		
Brandishing a knife	Mandatory recommendation for expulsion		
Causing <u>serious</u> physical injury to another	Recommendation for expulsion		
Cell phone (other electronics) violation	REFER TO PAGE 8	REFER TO PAGE 8	REFER TO PAGE 8
Commit/attempt to commit sexual assault	Mandatory recommendation for expulsion		
Defiance	Detention, Warning, Class suspension	Detention. Possible suspension	Suspension from school
Disruption	Detention, Warning, Class suspension	Detention. Possible suspension	Suspension from school
Dress Code Violation	REFER TO PAGE 7	REFER TO PAGE 7	REFER TO PAGE 7
Drug Paraphernalia- vape devices	Warning - possible suspension from school.	Possible suspension from school.	Suspension from school.
Drug Sales	Mandatory recommendation for expulsion		
Drug/alcohol possession or use	Referral to drug/alcohol counseling. Suspension from school - 1-3 days. Possible law enforcement notification/recommendation for expulsion (based on quantity).	Suspension - 3 days. Possible law enforcement notification/recommendation for expulsion (based on quantity).	Suspension 4-5 days. Possible law enforcement. Principal's meeting/possible recommendation for expulsion
Explosive possession	Mandatory recommendation for expulsion		
Fighting (mutual combat)	Conflict mediation. Referral to counseling. Suspension from class or school. Possible law enforcement notification. Possible recommendation for expulsion.	Conflict mediation. Suspension from school. Possible recommendation for expulsion/law enforcement.	Suspension from school. Principal's meeting or possible recommendation for expulsion/law enforcement
Harassment/threats/intimidation or hate crimes	Referral to KLEAR or counseling. Possible suspension law enforcement notification.	Suspension from school. Law enforcement notification. Principal's meeting.	Suspension from school. Law enforcement notification. Recommendation for expulsion
Knife or dangerous object	Suspension from school. Law enforcement notification. Recommendation for expulsion		
Leaving campus/out of bounds areas/trespassing	REFER TO PAGES 9-10	REFER TO PAGES 9-10	REFER TO PAGES 9-10
Obscenity/Profanity	Warning possible KLEAR referral. Detention. Parent meeting or contact	Referral to KLEAR. Detention. Suspension.	Detention. Suspension.
Parking Violation	Warning/Citation	30 day loss of parking privileges	Loss of privileges for semester
Robbery/extortion	Suspension. Possible recommendation for expulsion/ law enforcement notification.	Suspension. Principal's meeting/possible rec for expulsion/law enforce.	Recommendation for expulsion. Law enforcement notification.
Sexual Harassment	Referral to KLEAR or counseling. Suspension.	Suspension from school. Possible law enforcement notification. Possible recommendation for expulsion	Suspension from school. Law enforcement notification. Possible recommendation for expulsion
Skateboards	Warning. Returned at end of day	Returned at end of School. Detention assigned	Parent must pick up. Detention assigned.

Tardy (same class per semester)	For each tardy after 3 rd teacher assigns detention	Detentions assigned. Parent contact.	Detentions assigned. Possible referral to AVP and parent meeting.
Theft	Warning. Possible law enforcement notification and/or suspension.	School suspension 1-2 days. Law enforcement notification. Principal's meeting.	School suspension 2-3 days.. Law enforcement notification. Principal's meeting.
Vaping/Tobacco/E-Cigarettes	Confiscation. Parent meeting or contact. Warning - counseling referral offered.	Parent meeting or contact. Possible suspension -counseling	Suspension from school 1-2 days.
Use of force or violence on another student (including hate violence)	Referral to counseling or mediation. Suspension from school. Possible law enforcement notification. Possible recommendation for expulsion	Suspension from school. Law enforcement notification. Possible recommendation for expulsion	Suspension from school. Law enforcement notification. Possible recommendation for expulsion
Vandalism	Warning. Possible law enforcement notification and restitution. Possible suspension or recommendation for expulsion.	Suspension. Law enforcement notification/restitution. Principal's meeting.	Suspension. Law enforcement notification and restitution. Possible recommendation for expulsion.
Weapon possession, furnishing or sale	Mandatory recommendation for expulsion		

Every attempt will be made to follow the consequences noted on the chart. The administration reserves the right to determine consequences based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.

STUDENT TECHNOLOGY USE

During online registration / update, students agree to the Sequoia District "Student Responsible Use of Technology Agreement." The district uses single sign on technology for their Google Apps for Education accounts, Canvas accounts, and Infinite Campus accounts. What is the function of each account?

- 1) **Google Apps for Education** provides students with an email account, calendar, and Google Drive to create, store, share and submit work.
- 2) **Canvas** is the online portal where students can check assignments, grades, and attendance, as well as submit work and participate in online discussions and other curricular activities. Students and parents can access Canvas at <http://sequoia.instructure.com>.
- 3) **Infinite Campus** is a portal where students can view their schedules, transcripts, fines and other information. For each account, your student ID is your user name. The default password is your first initial, last initial followed by your six-digit birthdate. Example: John Smith, born May 17, 2003 would be js051703). **However, we strongly urge students to change passwords IMMEDIATELY by going to <https://pwm.seq.org/pwm>**

BULLYING/CYBER-BULLYING:

Bullying/cyber bullying carried out through internet services such as email, chat rooms, discussion groups, instant messaging, social network sites and bullying through mobile phone technologies will not be tolerated and are subject to disciplinary action. Refer to California Education Code 48900(r) .

ATTENDANCE POLICY

Woodside High School is a learning community that values attendance of all students and staff. Regular attendance is important for academic success. You should be aware of the rules for attendance listed below:

1. Teachers value class participation and student voice. Students missing too many classes also miss instruction, content and activities that may result in lower grades.
2. Students found out of class without a pass after the tardy bell, may be escorted to class or the office.
3. Teachers may assign detentions after the 3rd tardy to a single class. Students who do not serve detentions will end up on the No Privileges list.
4. Teachers are not required to accept work from students for unexcused absences.
5. Absences will be recorded on students' report cards.
6. Students who are absent more than 8 DAYS in any class with 3 or more cuts, will receive an NA grade and will not earn credit in that class. (4 absences in quarter classes). Students who wish to appeal an NA grade need to work with their counselors and AVP to complete the appropriate form. The Principal may grant appeals in cases involving hospitalization, severe medical conditions supported by a physician's letter, or extreme family or living circumstances that significantly impact a student's ability to attend school.

SCHOOL WIDE TARDY POLICY:

Leadership and responsibility begin with being on time to class. Students are allowed three tardies in each period per semester and will be assigned a detention for each tardy after that. **Failure to serve detention(s) will result in placement on the 'No Privileges List'.** Students can check their detentions daily using the online Infinite Campus student information portal. Detentions can be served before or after school in the Detention Center or with a classroom teacher, but not during lunchtime.

CLEARING ABSENCES:

1. **All absences must be cleared by parents from the date of the absence within five (5) school days.** For example, if a student is absent on Monday, February 6, the absence must be cleared by Friday, February 10, regardless of whether or not the student has returned to school. Failure to clear absences will result in class cuts.
2. Absences can be cleared by a parent phone call or a parent note to the attendance office, which is located in the administration building. **The attendance office number is 367-9750, ext. 40000.** Parents can also send an e-mail to the attendance clerk at ehernandez@seq.org. The attendance clerk is bilingual in English and Spanish.
3. Students and parents should review attendance by accessing the Infinite Campus Portal and check that the Absence (A) has been changed to another symbol (see the attendance codes below).

EXC = Excused Absence H = Health/Illness J = Court System I = In-School Suspension S = Suspension C = Cuts
T = Tardy TE = Tardy Excused SA = School Activity SS = School Sports UNX = Unexcused Absence*

*** Any absence beyond CA E.C. 48205 will be marked as an Unexcused Absence (UA)**

Infinite Campus uses the following color codes to identify absence types.

Yellow – Unknown

White – Excused

Red – Unexcused

Green – Exempt

- Clear absences before 1:15 p.m. on the fifth day or the absence will become a cut and may no longer be cleared. Absences will be excused following California Education Code. Administrators may request documentation prior to clearing absences. On the 4th consecutive absence (either period or day), staff will require further verification (e.g. doctor's note for a health excuse).

LEAVING CAMPUS:

Students must get a **PERMIT TO LEAVE** from either the nurse, attendance office, or an administrator before leaving school for any reason. The white copy of the permit must be signed and given to the attendance clerk as soon as the student returns to campus. If a student leaves without permission, the absence will be unexcused and remain a cut.

DRESS CODE POLICY

Woodside students should dress for success in a manner that adheres to the school dress code and promotes achievement of their aspirations. Students' attire should not be distracting in a way that disrupts the educational environment or is inadequately protective. An inclusive process that included students, staff and parents resulted in the following policy that was approved by Woodside's Shared Decision-Making Council.

- No head coverings are to be worn where "No Hat" signs are posted or at teacher discretion except for medical and religious purposes. Students may not cover their faces, unless adhering to pandemic or other health requirements and protocols.
- Bare feet, bare chests, excessively bare stomachs bare backs, bathing suits, see-through clothing, and strapless tops do not comply with dress code.
- Clothing must not bring any undue attention to the student. This is at the discretion of the staff.
- Clothing that exposes undergarments or private body parts is not allowed.
- Spiked jewelry, spiked belts and dangling belt chains longer than six inches are not allowed.
- Clothing, buttons, jewelry, and armbands with letters, pictures, or insignias that are profane, vulgar, or advertise drugs, alcohol, tobacco, harassment/violence or gang affiliation are not allowed. Apparel, jewelry, accessory, or manner of grooming or presentation which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in an unauthorized group is prohibited.
- Students enrolled in a class where long hair, loose fitting clothing or other items of clothing present a possible safety hazard may be subject to a specific dress code. In addition, students representing the school in athletics or other activities may be subject to more specific requirements. Appropriate attire at school events such as dances will be specified on the tickets.

Inappropriate items will be confiscated, and students in violation of the dress code will be required to cover or change into appropriate clothing as needed.

Progressive steps for dress code violations:

1st Offense - Warning and changing to appropriate attire.

2nd Offense - Detention and parent contacted.

3rd Offense - Parent and student meeting with the AVP and possible suspension

ELECTRONIC DEVICE/CELL PHONE POLICY

Student engagement is important and sometimes for fun and excitement, cell phones and other *personal* electronic devices are used in class. However, unless specifically directed by a teacher during instructional time, electronic devices are only permitted during non-instructional times such as before school, brunch, lunch, passing periods and after school.

If a student uses a phone/device inappropriately during class (including, but not limited to, a phone vibrating or ringing even by “accident”) or if a student leaves class for a specified purpose and then uses the phone or device, the item may be confiscated and a detention assigned. See policy guidelines below about restrictions regarding device photographing/filming on campus.

1st Offense: Warning - Teacher or staff member contacts parent and may confiscate device and assign a detention. Phone or device will be returned to student after he/she has served the assigned detention. If a student is unable to serve a detention, then parent must retrieve the phone from the AVP office.

2nd Offense: Confiscation - Teacher or staff member contacts parent after confiscating device and assigning a detention. Phone or device will be returned to student after he/she has served the assigned detention. If a student is unable to serve a detention, then parent must retrieve the phone from the AVP office.

3rd Offense: Parent Conference - Teacher or staff member confiscates device, assigns detention and notifies AVP. Phone or device will be returned to student after he/she has served the assigned detention and had a parent conference with the AVP.

Any confiscated cell phone or electronic device is subject to search by an administrator as permitted.

The following student actions are strictly prohibited and may result in additional consequences, including: suspension, notification of law enforcement recommendation for expulsion from Woodside High School.

- Refusal to surrender an electronic device to a staff member
- Photographing/filming a physical or verbal altercation
 - Photographing/filming within a classroom, changing room, locker room, or restroom
- Photographing/filming anyone without that person’s prior permission
- Use of cell phone or electronic device for the purpose of cheating will be subject to the Academic Integrity Policy.

***Disclaimer:** Woodside High School advises all students not to have cell phones and electronic devices on campus. Woodside High School will not assume responsibility/ liability for the security of these expensive items. **Students bring these devices on campus at their own risk.** Parent and student requests to investigate the theft of cell phones or personal electronic devices will be directed to the San Mateo County Sheriff’s Office; **such thefts will not be independently investigated by Woodside High School.**

CLOSED CAMPUS RULES

General Rules:

- ❑ Students may not leave campus during school hours. School hours are defined as the time students are assigned to classes, including brunch and lunch breaks.
- ❑ Students who must leave campus for work experience, college classes or unscheduled periods must either have either written authorization or show their schedules to school personnel.
- ❑ Students who need to leave campus for other reasons (appointments, etc.), are required to follow proper check-out procedures to get a Permit to Leave (refer to attendance policy and procedures).

Out of Bounds Areas:

The areas listed below are considered out of bounds during the school day. Students are not to be in these areas during school hours except during activities supervised by a staff member.

- P.E. locker rooms and gymnasium areas
- Student and staff parking lots
- Sports fields (football, soccer, baseball, softball, swimming pool) or spectator areas (bleachers)
- Performing Arts Center (PAC) and surrounding area
- Construction zones
- **All neighboring streets**
- **ANY OTHER SCHOOL CAMPUS - possible trespassing citation from law enforcement**

Progressive steps for closed campus violations:

1st Offense - Warning for out of bounds, detention and parent contact for off campus violation.

2nd Offense - Detention for out of bounds, 2 detentions and parent contact for off campus violation.

3rd Offense - Parent and student meeting with the AVP and possible suspension.

SEQUOIA UNION HIGH SCHOOL DISTRICT TRANSPORTATION RULES

1. Wait safely at the bus stop, out of the street and back from the curb. Show a valid student I.D. if asked by driver.
2. Be calm and orderly while getting on and off the bus, and enter and exit through the main door.
3. Do not talk to the driver, except for emergencies, when the bus is in motion.
4. Refrain from loud talking, yelling, and horseplay that distracts the driver.
5. Stay seated, except when exiting the bus. Students may exit the bus only at their regular assigned stops.
6. Do not open or close windows or emergency doors, except as directed by the driver.
7. Do not transport animals, birds, reptiles, fish or insects on a school bus, whether in containers or not. Knives or other sharp, pointed objects or weapons are **not** allowed.
8. Be courteous and respectful to the driver, students and motorists. No profanity, rude remarks, obscene gestures.
9. Refrain from eating, drinking, chewing gum, spitting, or smoking, destroying or tampering with the bus.

Consequences for violating the rules will be assigned based on progressive discipline and the severity of the misconduct. 9

STUDENT PARKING/ DRIVING REGULATIONS

Driving a motor vehicle on the school grounds is a privilege granted by the Board of Trustees. Each school is responsible for determining and enforcing parking rules. **VIOLATORS WILL BE SUBJECT TO CITATIONS AND/OR DISCIPLINARY ACTION.** The rules and regulations for Woodside High School are listed below.

A. Expectations for students being issued a parking permit (priority is given to juniors and seniors):

- Possess a valid driver's license or permit to ride a motorbike/cycle issued by the State of California
- Have vehicle legally registered with the State of California
- Furnish proof of insurance
- Have vehicle properly registered at Woodside High School
- Obey, without exception, any instructions from Woodside High School staff.
- Assume all risks of theft or damages to his/her vehicle.
- Clear all fines prior to issuance of a parking permit.

SPECIAL PARKING CONDITION: In order to maintain student health, safety and general welfare, and to preserve a sound educational environment, *all motor vehicles* registered to park on Woodside High School's campus are subject to search and to seizure of contraband, based upon reasonable suspicion without judicial warrant [V.C. 21113 (b)].

B. Rules for students driving and parking on the WHS campus:

- Follow safe driving practices at all times.
- Comply with the maximum 5 m.p.h. speed limit
- Yield right-of-way to pedestrians
- Park in designated areas in the Student Parking Lot only
- Leave the parking lot promptly (not loiter)
- Respect the property and rights of others
- Complete parking application and purchase sticker through AVP office and treasurer.
- Display parking permit when parked on campus. Only students with valid parking permits may park in the school lot. The number of permits sold are based on space available. Juniors and seniors have priority, no sophomore applications will be considered until 4th quarter.

Register vehicles and obey all driving regulations. Violation of driving regulations may result in a citation (\$30), removal of vehicle by the San Mateo County Sheriff's Office, revoked parking privilege, and/or suspension.

STUDENT SEARCHES

A student's vehicle, attire, personal property or school property, including books, desks, school lockers, and backpacks may be searched by a principal or designee who has reasonable suspicion that a student possesses illegal items or illegally obtained items. These may include illegal substances, drug paraphernalia, weapons or other objects or substances, which may be injurious to the student or to others. Illegally possessed items shall be confiscated and turned over to the police. Parents do not have to be present for school officials to search a student.

WOODSIDE HIGH SCHOOL MEDICAL PROCEDURES

Woodside High School complies with and is governed by state law regarding medication on campus. Education Code 49423 states that any pupil who is required to take medication during the school day may be assisted by the school nurse or other designated school personnel if the school receives:

- A written statement from a physician detailing the method, amount and time schedules by which the medication is to be taken.
- A written statement from the parent or guardian of the pupil is on file, indicating a desire that the school assist the pupil in this. (This is necessary even for over-the counter medications such as aspirin, Tylenol, Midol, etc. which students may require from time to time). **Students are not permitted to carry medication, or any over-the counter drugs, on campus except as outlined in the next paragraph.**

The school has standardized medication forms which can be completed by the physician and signed by the parent. Students can pick these forms up from the health aide, or they can be mailed or faxed to parent or doctor. **In the case of inhalers, epi pens or other emergency medications** which students generally carry and self-administer, a medication form is still required with the physician's direction that the student will carry it. A copy of this form must be filed in the health office. Medication kept at school must be in the original, labeled container.

We encourage families to provide back-up emergency medications to be kept in the office, and to develop an emergency plan to deal with specific health issues, such as; diabetes, asthma, epilepsy and life-threatening food or insect allergies. Contact the school nurse, Heidi Flaig, if you have any questions. 650-367-9750 ext. 40060 or hflaig@seq.org

SEQUOIA UNION HIGH SCHOOL DISTRICT CONFIDENTIAL MEDICAL SERVICES PROCESS

Releasing students for confidential medical services (*Education Code Section 46010.1*): Each academic year school districts must notify all students in grades 7 through 12 and their parents that school authorities may excuse any student from the school for the purpose of obtaining confidential medical services without the consent of the student's parent. Notification will be part of the yearly packet sent to each student's home address during the summer.

1. The health aid may excuse a student for a confidential medical appointment without consent of the parent/guardian. The student may present a written appointment slip from a medical clinic, or verbally state the name of the clinic and appointment date and time for clearance.
2. If the student does not have a written appointment slip, he/she must present a confirmation of confidential appointment to the health aid the next school day. If this confirmation is not presented; the student is marked absent for the classes missed.
3. The health aid will keep a separate file for the release of students who have a confidential medical appointment. The information will not be part of the student's regular health appraisal card, which is available to the parents.
4. The health aide will notify the attendance office to "zero out" the student's attendance record for that day. This must be done by 3:00 PM and will keep the automatic dialer from calling home that evening. The attendance office will keep a separate file on confidential appointments.
5. If appropriate, the health aid will notify each of the student's teachers that the student was released by the school for a confidential medical appointment and that the absence has been cleared. The teacher will be notified as well that calls home will not be needed. The teacher will not count these absences as part of the number allowed by the attendance policy.

SEQUOIA UNION HIGH SCHOOL DISTRICT ACADEMIC INTEGRITY POLICY

Philosophy and Purpose

Academic integrity is about honesty. Thus, it applies to homework, class work, and assessments, regardless of point value. We care about your learning of the material taught, as well as your character development. Therefore, academic integrity violations will not be tolerated. Academic integrity is an integral component in fostering self-respect, achievement and positive relationships among all stakeholders in our District community. Our Academic Integrity Policy is intended to clarify the expectations we have for all students to maintain an ethical climate that values honesty, effort and respect for others. This policy also delineates the consequences for students if they do not meet the District's academic integrity expectations.

Definitions of Academic Misconduct

Cheating is a form of academic dishonesty in which an individual undermines the integrity of an assignment or exam.

Examples of cheating include, but are not limited to, the following:

- Copying an assignment or test
- Improper electronic capturing, recording or photography of exams and other testing materials
- Allowing others to copy an assignment or test
- Giving or receiving test information
- Using unauthorized resources during an assessment
- Submitting the same assignment or presentation more than once without prior teacher approval
- Working on and/or completing an assignment collaboratively without teacher authorization
- Making up information (data, quotations, sources, citations)
- Stealing testing materials
- Pressuring or encouraging another student to violate this Academic Integrity Policy, or, planning with another to commit a violation of this policy

Plagiarism is a form of academic dishonesty in which an individual submits or presents the work of another person as his or her own. Plagiarism exists when:

- There is no recognition given to the original author for phrases, sentences, and ideas of the author incorporated in a paper or project
- A portion of a document is copied from an author, or composed by another person, and presented as original work

Examples of plagiarism include, but are not limited to, the following:

- Presenting another author's entire work as your own
- Copying a summary from another source and incorporating it into your work
- Submitting an essay or story written by anyone else
- Using another author's sentences or phrases without using quotations and/or citing your source

Procedures and Consequences

Procedures:

When a student has violated the Academic Integrity Policy, these procedures will follow:

- The Teacher gathers evidence of cheating, documents the violation(s), and reports it to the Administrative Vice Principal ("AVP").
- The teacher meets with the student to explain that an alleged violation(s) has occurred.

- The AVP contacts the student's parents and explain that a violation(s) is alleged to have occurred.

If the AVP concludes that a violation has occurred:

- Evidence of the violation(s) will be kept in the student's file.
- The student's teachers and other staff will be put on notice of the violation of this Policy.
- The AVP will record a summary of facts regarding the incident in the IC (student information system) behavior screen, along with the corresponding Education Code violation, if applicable.
- The AVP will review the violation(s) and the student's disciplinary history to determine the proper consequence(s).
- The AVP will notify the parent of the outcome of the investigation and any resulting consequence(s).

Consequences:

The severity of the consequence depends on the nature of the policy violation and the student's disciplinary history. The teacher will determine academic consequences, per their syllabi; in most cases the academic consequence will be a zero on the assignment. The AVP is responsible for determining any additional consequence(s).

For a *first* incident, if no Ed. Code violation transpired, the occurrence will be recorded in the student's behavior file as a non Ed. Code incident and state that the student was counseled. If an Ed. Code violation occurred in concert with the integrity violation, the Ed. Code violated will be included. Consequences for a *first* violation may include, but are not limited to:

- Detention
- School or community service
- Suspension from extracurricular activities
- Suspension if a violation of Ed. Code is determined to have occurred

Consequences for *subsequent* violations may include, but are not limited to, any of the above, as well as the following:

- Suspension under violation of Ed. Code 48900(k), "Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel"
- Exclusion from extracurricular activities

A student may face consequences for prior violations of this policy that are discovered in the course of investigating a subsequent allegation.

If a single incident of cheating encompasses more than one violation, the consequences for *subsequent* violations may be applicable.

Letters of Recommendation:

Letters of recommendation by District staff do not fall within the purview of this Policy. Any decision to rescind or amend a letter of recommendation is reserved for the independent discretion of the staff member who wrote it

California Education Code for Student Discipline

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

EDUCATION CODE, SECTION 48900:

A student who has committed the following acts is subject to discipline by suspension or expulsion:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) 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.
- (k)(1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in Kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in Kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, means 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.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication.

- (i) A message, text, sound, or image.
- (ii) A post on a social network Internet Web site including, but not limited to:
 - (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following.

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

(t) A pupil who aids or abets, as defined in Sec. 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

EDUCATION CODE 48900.2: SEXUAL HARASSMENT:

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (Add. Stats. 1992, Ch. 909).

EDUCATION CODE 48900.3: HATE VIOLENCE:

In addition to the reasons specified in Sections 48900 and 48900.2 a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

EDUCATION CODE 48900.4: HARASSMENT, THREATS, OR INTIMIDATION:

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class-work, creating an intimidating or hostile educational environment.

A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

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

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

EDUCATION CODE 48900.5: REQUIRED OTHER MEANS OF CORRECTION/EXCEPTIONS:

“At the very minimum...students who are threatened with removal from school, depriving them of the fundamental right to a publicly financed education, are entitled to notice of the grounds for the removal and an opportunity to be heard.” (Goss v. Lopez)

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place the documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 560026, may be suspended, subject to Section 1415 of Title 20 of the United States code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of section 48900 or that the pupil's presence causes a danger to persons.

- (b) Other means of correction include, but are not limited to, the following:
- (1) A conference between school personnel, the pupil's parent or guardian, and the pupil.
 - (2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
 - (3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
 - (4) Referral for a comprehensive psychosocial or psycho educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
 - (5) Enrollment in a program for teaching prosocial behavior or anger management.
 - (6) Participation in a restorative justice program.
 - (7) A positive behavior support approach with tiered interventions that occur during the school day on campus.
 - (8) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
 - (9) Any of the alternatives described in Section 48900.6. (Amend. Stats. 2012, Ch. 425)

EDUCATION CODE 48900.6: DISCIPLINARY ACTION/COMMUNITY SERVICE:

Instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, or the superintendent of schools, or the governing board, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section "community service" may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instance where suspension or expulsion is required by this article. (Add. Stats. 1995, Ch. 972).

EDUCATION CODE 48900.7: SUSPENSION OR EXPULSION FOR TERRORISTIC THREATS:

- (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (Add. Stats. 1997, Ch. 405)

EDUCATION CODE SECTION 48915:

- (a) **Mandatory Recommendations, Permissive Expulsions:** Except as provided in subdivisions (c) and (e) the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstances or that an alternative means of correction would address the conduct.
- (1)(A) Causing serious physical injury to another person, except in self-defense.

Penal Code 243 - Serious Bodily Injury, Definition – Partial Quotation

(f)(4) " Serious bodily injury" means a serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss of impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement.

- (1)(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (1)(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- (1)(D) Robbery or extortion.
- (1)(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (b) **Dual finding required for 48915(a) and 48900(a), (b), (c), (d) and (e):** Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of section 48900. A decision to expel shall be based on a finding of one or both of the following:
 - (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) **Mandatory Expulsions (one year from date of expulsion):** Principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
 - (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
 - (2) Brandishing a knife at another person. As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade (any size) that locks into place, or a razor with an unguarded blade.
 - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (any amount)
 - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 - (5) Possession of an explosive.

