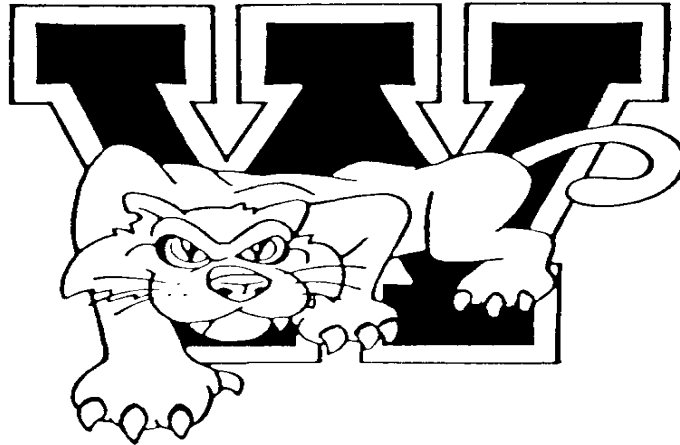


STUDENT BEHAVIOR POLICY HANDBOOK

Manual de reglas de conducta para el estudiante



Administrative Staff

Personal Administrativo

Principal **Diane Burbank**
Directora

Administrative Vice Principal **Alvaro Calderon**
Subdirector Administrativo

Administrative Vice Principal **Wendy Porter**
Subdirectora Administrativa

Instructional Vice Principal **Diane Mazzei**
Subdirectora de Instrucción

Head Guidance Advisor **Francisco Negri**
Jefe del departamento de Consejería

Director of Student Activities **Leslie With**
Directora de Actividades Estudiantiles

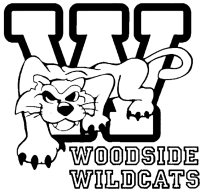
Woodside High School
199 Churchill Avenue Woodside, CA 94062
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SEQUOIA UNION HIGH SCHOOL DISTRICT STUDENT RIGHTS, RESPONSIBILITIES, AND BEHAVIOR

The Sequoia Union High School District Board of Trustees believes that a positive learning environment is essential to quality education. It is important that school personnel exercise sound judgment to prevent or protect against behavior which may lead to disruptions of learning. It is essential that students understand their rights and responsibilities with regards to promoting a positive, safe school and developing a healthy drug/alcohol/tobacco-free lifestyle.

STUDENT RIGHTS

- To be respected as a person and to be treated with compassion.
- To be taught
- To express opinions, ideas and feelings, keeping in mind the rights of others
- To hear and be heard
- To have property respected
- To be in a safe, pleasant environment
- To have personal records respected

STUDENT RESPONSIBILITIES

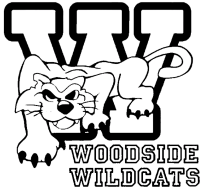
- To take advantage of the academic opportunities offered and to strive for high academic achievement
- To support and participate in school activities
- To be informed regarding student rights and responsibilities
- To respect private, public, and school property
- To be considerate and non-disruptive in classrooms, hallways, study areas and buses
- To dress in compliance with school rules of sanitation and safety and in clothing appropriate to the educational environment
- To follow rules of student behavior

Student Due Process Rights – Suspensions and Expulsions

Hopefully, 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.



STUDENT EXPECTATIONS

The staff at Woodside High School is committed to providing an educational and productive environment. If we are to attain positive outcomes, all members of Woodside High School's community (staff, students and parents) need to cooperate and interact with one another in a responsible, controlled and respectful manner.

The Student Behavior Policy of Woodside High School was developed and revised with input from students, parents and teachers. This general summary is not all-inclusive, nor is it intended to alter in any way the Sequoia Union High School District Behavior policy. If any difference of interpretation shall occur, the actual Board Policy shall prevail.

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 desirable school atmosphere.

WHAT IS EXPECTED OF PARENTS:

Parents are expected to support their students through cooperation with school personnel and by assuming responsibility in assisting their students to maintain appropriate standards of behavior and attendance.

WHAT IS EXPECTED OF STUDENTS:

The expected standards of student behavior are as follows:

- Students are expected to know and follow all school rules.
- Please review the important information on the following pages regarding specific behavior policies.

Non-Discrimination Statement

Based upon 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 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 at the Woodside High School Web Site at: <http://www.woodsidehs.org>

WHS Discipline Plan

The chart which follows is a list of rules infractions most often committed by students at Woodside High School. Note that repeat offenses lead to a progressively more serious disciplinary response than the original violation. In most instances, continued violations of the same rule will result in an involuntary transfer (or even expulsion) to another school.

Violation	First Offense	Second Offense	Third Offense
Academic Integrity	REFER TO PAGE 14-16	REFER TO PAGE 14-16	REFER TO PAGE 14-16
Assault/Battery upon school employee	Recommendation for expulsion		
Brandishing a knife	Mandatory expulsion		
Causing <u>serious</u> physical injury to another	Recommendation for expulsion		
Cell phone (other electronics) violation	REFER TO PAGE 6	REFER TO PAGE 6	REFER TO PAGE 6
Commit/attempt to commit sexual assault	Mandatory expulsion		
Defiance	Detention, Warning, Class suspension	Detention. Up to 5 day suspension.	Detention. Up to 5 day suspension.
Disruption	Detention, Warning, Class suspension	Detention. Up to 5 day suspension.	Detention. Up to 5 day suspension.
Dress Code Violation	REFER TO PAGE 5	REFER TO PAGE 5	REFER TO PAGE 5
Drug/alcohol look alike	Mandatory recommendation for expulsion.		.
Drug Paraphernalia	Up to 3 day suspension	Up to 5 day suspension. Possible recommendation for expulsion	Possible recommendation for expulsion
Drug Sales	Mandatory recommendation for expulsion	Mandatory recommendation for expulsion	Mandatory recommendation for expulsion
Drug/alcohol possession or use	Law enforcement notification. Up to 5 day Suspension. Referral to drug/alcohol counseling. Possible recommendation for expulsion	Possible recommendation for expulsion	Possible recommendation for expulsion
Explosive possession	Mandatory expulsion		
Fighting (mutual combat)	Law enforcement notification. Up to 5 day suspension. Possible recommendation for expulsion	Law enforcement notification. Up to 5 days suspension. Possible recommendation for expulsion	Recommendation for expulsion
Harassment/threats/intimidation	Up to 5 day suspension. Referral to KLEAR	Up to 5 day suspension. Possible recommendation for expulsion	Recommendation for expulsion
Hate Violence	Up to 5 day suspension. Referral to KLEAR	Up to 5 day suspension. Possible recommendation for expulsion	Recommendation for expulsion
Knife or dangerous object	Recommendation for expulsion		
Leaving Campus without permission	REFER TO PAGE 9	REFER TO PAGE 9	REFER TO PAGE 9
Obscenity/Profanity	Warning/referral to KLEAR.	Up to 5 day suspension.	5 day suspension
Parking Violation	Warning/Citation	30 day loss of parking privileges	Loss of privileges for semester
Robbery/extortion	Mandatory expulsion		
Sexual Harassment	Up to 5 day suspension	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)	3-4 teacher assigned consequence	5-6 referral to AVP	7—considered second referral
Theft	Law enforcement notification. Warning and possible suspension or recommendation for expulsion.	Law enforcement notification. Up to 5 days suspension. Possible recommendation for expulsion	Recommendation for expulsion
Tobacco/E-Cigarettes	Confiscation/possible suspension	Suspension from school	Up to 5 day suspension/law enforcement notification
Unauthorized Area/ Trespassing, or leaving campus	Detentions REFER TO PAGE 9	REFER TO PAGE 9	REFER TO PAGE 9
Use of force or violence on another student	Law enforcement notification. Up to 5 day suspension. Possible recommendation for expulsion	Law enforcement notification. Up to 5 day suspension. Possible recommendation for expulsion	Recommendation for expulsion
Vandalism	Law enforcement notification. Warning and possible suspension or recommendation for expulsion.	Up to 5 day suspension. Restitution. Law enforcement notification. Possible recommendation for expulsion	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 objectively determine consequences based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.

ATTENDANCE POLICY

Regular attendance is a requisite component of academic success. Letters will be mailed home informing your parents of excessive absences and the automatic phone dialer system will notify parents and guardians of student absences. You should be aware of the rules for attendance listed below:

1. Teachers now place more grade weight on regular class participation. If you miss too many classes, too few participation points will cause you to earn lower grades – even an F.
2. If you are found out of class without a pass after the tardy bell, you may be taken to class, the office or a designated area.
3. Teachers require you to serve detention if you are tardy or cut class. If you do not go when assigned, the Administrative Vice Principals can assign penalties which could be as severe as suspension from school.
4. If you cut classes, teachers do not have to allow you to make up missed work.
5. Absences will be recorded on your report card.
6. If you are absent more than **8 DAYS** in any class and your absences include 3 cuts, you won't receive credit in that class. (You are permitted only 4 absences in quarter classes). An appeal may be made with the Principal. The Principal will only 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.
7. If you are declared **HABITUALLY TRUANT** (8 period cuts), you may be placed on the “No Privileges List” and you will lose these privileges:
 - work permits
 - school sports
 - extracurricular activities

HOW DO YOU CLEAR ABSENCES?

1. **All absences must be cleared by parents from the date of the absence within five (5) days.** For example, if you are absent on Monday, February 6, you must clear the absence by Friday, February 10, even if you do not return to school until the next week. Failure to clear absences will result in class cuts.
2. Absences can be cleared by a parent phone call to the attendance office or a parent note (preferably) delivered to the attendance office, which is located in the administration office. **The attendance office number is 367-9750, ext. 40000.** Parent phone calls can be made anytime on the day of absence.
3. Check your attendance record daily by accessing the Infinite Campus Portal. Look to see that the Absence (A) has been changed to another symbol (see the attendance codes below).

SA — Student Activity

H — Health

C — Cut

S — Suspension

A- Absent (Unresolved Absence)

W — Warranted

T — Tardy

E-Excused Absence

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

Yellow – Unknown

White – Excused

Red – Unexcused

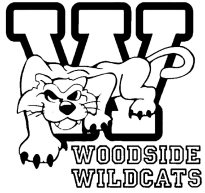
Green – Exempt

➔ If you do not do this before 1:15 p.m. on the fifth day, your absence will become a cut.

4. **If you receive a cut for a class, the absence cannot be cleared.**

□ **IMPORTANT!** 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 must be signed and returned to the attendance office the next day. If a student leaves without permission, an automatic cut will be given. No one can excuse the student after the absence.

+ **SCHOOL WIDE TARDY POLICY** Students are allowed three tardies in each period per semester. On the fourth and subsequent tardies, students will be assigned to detention. Failure to serve detention(s) will result in placement on the “No Privileges List.” Staff members will use Infinite Campus to manage the assignment and clearing of detentions. Students can check their detentions daily from the lists posted outside of the AVP Offices, Student Leadership Room (D-7) and the Multi-Use Room (MUR).



Dress Code Policy

Students should present themselves in a manner that abides by school dress standards. Attention should always be given to neatness, cleanliness, and safety. Dress should also avoid extremes that bring undue attention to the student and subsequently disrupt the educational process.

- No head coverings are to be worn where “No Hat” signs are posted except for medical and religious purposes. No hairnets or “doo rags” may be worn on school property. Bandanas, other than the school orange Wildcat bandanas, are not allowed.
- Bare feet, bare chests, bare stomachs (midriffs), bare backs, bathing suits, see-through clothing, strapless and tube tops are not acceptable.
- All skirts and shorts must not bring any undue attention to the student.
- **This is at the discretion of the staff.**
- Clothing that exposes undergarments 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 are not allowed. Any apparel, jewelry, accessory, or manner of grooming 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.

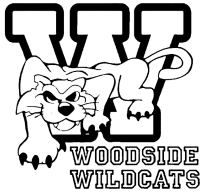
Any student who violates the dress code will be subject to the disciplinary action identified below. Inappropriate items will be confiscated, and students in violation of the dress code will be required to cover or change into appropriate clothing as needed.

Appropriate Action

1st Offense - Detention assigned

2nd Offense - Administrative referral, parent contact, conference with AVP and detention

3rd Offense - Formal conference (involving AVP, student and parent) and possible suspension



Electronic Device/ Cell Phone Policy

Cell phones and other *personal* electronic devices not normally used as part of classroom instruction will be permitted during **non-instructional** times such as:

Before School
Brunch
Lunch
Passing Periods
After School

Note: Students with unassigned 1st, 6th and 7th periods may use their cell phones in front of the PAC

***If a student uses a phone/device 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 their phone/device, the following consequences will be implemented:**

1st offense: Confiscation of phone/ device; student will be assigned one detention **and must serve all** pending detentions (if any) in order to get his or her phone/ device back.

2nd offense: Confiscation of phone/ device; student will be assigned two detentions and **must serve all** pending detentions (if any) in order to get his or her phone/ device back.

3rd offense: Confiscation of phone/ device; student will be suspended for one school day. Also, subsequent offenses will have one day of suspension added to each additional infraction.

- **Refusal to surrender an electronic device to staff will result in suspension from school.**
- **Students must clear all previously assigned detentions in order to retrieve a confiscated electronic device.**
- **Any confiscated cell phone or electronic device is subject to search as permitted under applicable law.**

The following student actions are strictly prohibited and will result in suspension and/or recommendation for expulsion from Woodside High School.

- 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.**

Alcohol and Other Drugs

Students

AR 5131.6(a)

Instruction

Students shall receive instruction by appropriately trained instructors about the nature and effects of alcohol and other drugs, including dangerous drugs defined by Health and Safety Code [11032](#). (Education Code [51260](#))

Site administrators shall determine that drug education instructors possess: (Education Code [51260](#))

1. The ability to interact with students in a positive way
2. Knowledge of the properties and effects of tobacco, alcohol, narcotics, dangerous drugs, and shared drug apparatus
3. Effective teaching skills and competency in helping students to express opinions responsibly and to become aware of their values as they affect drug-use decisions.

Drug education is part of the 10th grade Safety Education curriculum. At all grade levels, instruction shall include a study of the effects of alcohol and other drugs upon the human system and prenatal development, as determined by science. Instruction shall be sequential in nature and suited to meet the needs of students at their respective grade level. (Education Code [51203](#), [51260](#))

(*cf.* [6143](#) - Courses of Study)

The district drug education program shall augment county drug education services, if any. District staff shall take every opportunity to cooperate with county office of education staff in planning and implementing collaborative alcohol and drug prevention programs. (Education Code [51260](#), [51268](#))

Intervention

District staff shall intervene whenever students use alcohol or other illegal drugs while on school property or under school jurisdiction. Staff members who believe that a student may be under the influence of alcohol or drugs shall immediately notify the Principal or designee. The administration will investigate the report and, if evidence is found to support the allegation, the administration shall notify the parents/guardians, suspend the student, and have the student removed from school as soon as practical. Depending on the circumstances, the student may be released to a parent/guardian, to medical personnel, to police or to another responsible adult.

However, school staff shall not disclose confidential information provided during counseling by a student 12 years of age or older. School counselors may report such information to the Principal or parent/guardian only when they believe that disclosure is necessary to avert a clear and present danger to the health, safety or welfare of the student or other persons living in the school community. They shall not disclose such information to the parent/guardian if they believe that the disclosure would result in a clear and present danger to the student's health, safety or welfare. (Education Code [44049](#), [49602](#))

(*cf.* [5145.1](#) - Privacy)

In cases of medical emergency, the Principal is authorized to call an ambulance to remove the student to a hospital. Parents/guardians will be notified of this action and shall be responsible for the incurred expenses. (*cf.* [5141](#) - Health Care and Emergencies)

Student Drug Abuse

These regulations are intended to provide guidance to school personnel responding to drug/alcohol related violations of Education Code [48900](#) and the District's Student Discipline Policy.

Specifically, these regulations relate to the violations listed below:

- A. Any student who unlawfully possesses, uses, furnishes, or is under the influence of any alcoholic beverage, marijuana or intoxicant of any kind, (or possession of less than one ounce of marijuana) is in violation of Education Code [48900](#) and the District's Student Discipline Policy.
- B. Any student who unlawfully possesses or offers, arranges, or negotiates to sell any drug paraphernalia, as defined in section 11014.5 of the Health and Safety Code, is in violation of Education Code [48900\(j\)](#) and the District's Student Discipline Policy.
- C. Any student who sells any controlled substance, as defined in section 11007 of the Health and Safety Code, will be in violation of Education Code [48900\(c\)](#), 48915(c)(3) and the District's Student Discipline Policy.
- D. Possession of a controlled substance as defined in section 11007 of the Health and Safety Code, (does not include alcohol, or less than one ounce of marijuana on the first offense), will be in violation of Education Code [48900\(c\)](#), 48915(a) (3) and the District's Drug Policy.

Following is the disciplinary procedure to be followed when dealing with violation of district rules (specific above as A, B, C, D) concerning drugs and alcohol use. Incidents of violation are cumulative throughout the student's enrollment in the District.

First Offense of Items A or B

1. On the first offense, a five-day suspension will be assigned.
2. Police will be involved. AR 5131.6(b)

ALCOHOL AND OTHER DRUGS (continued)

3. Student and parent/guardian will be given the option of having the student serve the five-day suspension or accepting a referral to a designated intervention program that will involve parent/guardian and student. The program will include an assessment and treatment recommendations.
4. If the student and parent/guardian accept the referral option, the suspension may be reduced to a three day suspension with the remaining days held in abeyance pending the completion of the intervention program in a timely manner as specified in a contract developed by the school administration. If the student and parent/guardian successfully complete the program, the remainder of the suspension will be excused. Successful completion must be verified in writing by the agency providing the program.
5. If the first offense is committed in a flagrant, defiant, and/or dangerous manner, other responsible and appropriate measures may be applied including full-term suspension or expulsion.

Second Offense of Items A or B

1. On the second offense, the student will be suspended *for five days*.
2. Police will be involved.
3. The student and parent/guardian will be referred to an intervention program designed for second time offenders. The designated intervention program will involve parent/guardian and student. The program will include an assessment and treatment recommendations. If the student did not participate in the intervention program following the first offense, the student will be required to attend the first and second offense intervention programs. **Failure to participate in both programs will result in a recommendation for expulsion.**
5. *If the second offense is committed in a flagrant, defiant, and/or dangerous manner, other responsible and appropriate measures may be applied including full-term suspension or expulsion.*

Third Offense of Items A or B

1. *On the third offense, the student will be suspended pending a recommendation for expulsion.*
2. *Police will be involved.*
3. *School administration will meet with parents/guardians to provide a hearing prior to making expulsion recommendation. If the findings indicate a violation of the policy, expulsion will be recommended to the Director of Student Services for a district-level hearing.*
4. *A district-level hearing will be held to determine if the student should be expelled. If a finding is made for expulsion, and if the student and parent/guardian participate in a designated drug/alcohol intervention program, consideration will be given to suspending the expulsion as provided for in the Student Discipline Policy.*

First Offense of Item C

1. On the first offense the student will be suspended pending a recommendation for expulsion.
2. Police will be involved.
3. School administration will meet with parents/guardians to provide a hearing prior to making expulsion recommendation. If the findings indicate a violation of the policy, expulsion will be recommended to the Director of Student Services, for a district-level hearing.
4. A district-level hearing will be held to determine if the student should be expelled.

First Offense of Item D

1. On the first offense the student will be suspended and a recommendation for expulsion will be considered.
2. Police will be involved.
3. The Principal will meet with the parent/guardian and student and make a decision to recommend expulsion or consider other means of correction.

Any student who voluntarily seeks assistance from school personnel for a personal drug/alcohol problem will not be considered in violation of this policy. Such students will be referred to community agencies for assistance. Violations after one such referral will come within the scope of the policy.

Reports

Upon request, the Superintendent or designee shall submit alcohol and drug prevention program information to the California Department of Education, including information on the prevalence of drug use and violence by youth in the schools and community. Such information shall also be made readily available to the public.

Regulation
 approved: December 10, 1997
 revised: September 12, 2007
 Revised: June 11, 2008

SEQUOIA UNION HIGH SCHOOL DISTRICT
 Redwood City, California



CLOSED CAMPUS RULES

GENERAL RULES

You may not leave campus during school hours. School hours are defined as the time when you are assigned to classes, including brunch and lunch.

STUDENTS, WHO MUST LEAVE CAMPUS FOR WORK EXPERIENCE, ROP, COLLEGE CLASSES, UNSCHEDULED PERIODS, ETC., MUST HAVE WRITTEN AUTHORIZATION FROM SCHOOL PERSONNEL BEFORE LEAVING

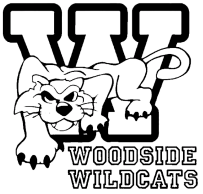
The following areas are off limits during school hours except during a supervised activity:

- Boys' & girls locker rooms and gymnasium areas
- Student and staff parking lots
- Sports fields and spectator areas (including swimming pool)
- Performing arts center and surrounding areas
- Construction zones
- All neighboring streets

CONSEQUENCES:

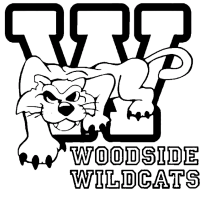
All students who leave campus without a proper pass or are in an off-limit area without proper authorization, will be subject to the following disciplinary action:

- 1st Offense – 2 detentions and parent contact
- 2nd Offense – Truancy notification to law enforcement, 2 detentions, and parent contact/ conference
- 3rd Offense – School suspension and parent conference



SEQUOIA UNION HIGH SCHOOL DISTRICT TRANSPORTATION RULES

1. Wait safely at the bus stop, out of the street and back from the curb.
2. Be calm and orderly while getting on and off the bus, and enter and exit through the main door.
3. Loud talking, yelling, and horseplay distract the driver, and will not be tolerated. Except for emergencies, students should not talk to the driver when the bus is in motion.
4. Students are to stay seated, except when exiting the bus.
5. Students are not to open or close windows or emergency doors, except as directed by the driver.
6. Animals, birds, reptiles, fish or insects may **not** be transported on a school bus, whether in containers or not. Knives or other sharp, pointed objects or weapons are **not** allowed.
7. Students are expected to be courteous and respectful to the driver, each other, and other motorists. Profanity, rude remarks, obscene gestures, etc. will not be tolerated.
8. Eating, drinking, chewing gum, spitting, or smoking is not allowed on the bus, nor is marking, destroying or tampering with the bus.
9. Students are let off only at their regular assigned stops.



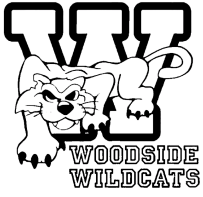
WOODSIDE HIGH SCHOOL MEDICAL PROCEDURES

Our 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.**

We have 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 to be on file, with the physician's direction that the student will carry it. Medication kept at school must be in the original, labeled container.

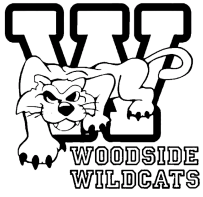
We encourage families to provide back-up emergency medications to be kept in the office, and to develop an emergency plan to deal with specific health issues, such as; diabetes, asthma, epilepsy and life-threatening food or insect allergies.



SEQUOIA UNION HIGH SCHOOL DISTRICT CONFIDENTIAL MEDICAL SERVICES PROCESS

Education Code Section 46010.1: Releasing students for confidential medical services: 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.

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, that student 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.
 - a) Both parents/guardians and students will be notified of ED. Code 46010.1. Notification will be part of the yearly packet sent to each student's home address during the summer.
3. The health aid will keep a separate file for the release of students who have a confidential medical appointment. This will keep such information off 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 "zeroed" out. 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.



STUDENT PARKING LOT/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. The rules and regulations for Woodside High School are listed below.

In order to retain campus driving privileges, a student must —

A. Qualify and comply as follows:

- Preferably is a member of the junior or senior class
- Possess a valid driver's license or permit to ride a motorbike/cycle issued by the State of California
- Has his/her vehicle legally registered with the State of California
- Furnish proof of insurance
- Have his/her vehicle properly registered at Woodside High School
- Obey, without exception, any instructions from Woodside High School Faculty and/or Staff and Special Services Aides.

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)].

- Assume all risks of theft or damages to his/her vehicle
- ** All fines must be cleared prior to issuance of a parking permit.

B. Adhere to the following rules and regulations:

- 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 (do not loiter at any time)
- Respect the property and rights of others
- Obtain a Woodside decal from the Treasurer's Office
- Pay \$30 with PAL or \$40 without a PAL for a parking permit.
- Hang the parking permit from your rear view mirror when parked on campus.
- Parking on campus without a valid parking permit will result in a \$30 citation and/or removal of your vehicle by the San Mateo County Sheriff's Office.

NOTE: VIOLATORS WILL BE SUBJECT TO CITATIONS AND/OR DISCIPLINARY ACTION

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.

<p style="text-align: center;">Sequoia Union High School District Academic Honesty Contract</p>
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By signing this form, I agree to uphold the SUHSD Academic Integrity Policy

_____	_____	_____
Please Print Student Name	Student Signature	Date

_____	_____	_____
Please Print Parent/Guardian	Name Parent/Guardian Signature	Date

Subject



Student Technology Use Agreement Telecomunicaciones para el Estudiante – Uso Aceptable del Convenio

As per Board Policy section(s) 6163.4 and applicable laws and regulations

“Technology” as used in these policies includes stand-alone computer systems, network systems, e-mail, Internet, library systems, VCRs, TVs, fax machines, laser diskettes, CD-ROMS, printers, software, files, configurations, and all other electronic systems that receive, transmit, store, display, or use information.

Acceptable Use and User Obligations and Responsibilities

All technologies are to be used in a responsible, efficient, ethical and legal manner. All use must be for educational use in line with district goals. The use of technologies is a privilege and not a right. Inappropriate use can result in loss of privileges, disciplinary actions, fines, and/or referral to legal authorities. School officials have the right to view all technologies, information and files, and all material on any system or diskette.

Students are authorized to use the District's on-line services in accordance with user obligations and responsibilities specified below.

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. The system shall be used only for purposes related to education. Commercial, political and/or personal use of the District's system is strictly prohibited. The District reserves the right to monitor any on-line communications for improper use.
3. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or District policy.
4. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
5. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
6. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy District equipment or materials or the data of any other user.
7. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
8. Users are expected to keep messages brief and use appropriate language.
9. Users shall report any security problem or misuse of the network to the teacher or principal.

En estos reglamentos de “TECNOLOGÍA”, se requiere que los programas de los sistemas permanezcan tal como se han puesto en las computadoras, por nuestro sistema de: “network” ó red, correo electrónico ó e-mail, Internet, sistemas de la biblioteca, VCRs, TVs, máquinas de faxes, diskettes laser, CD-ROMS, impresoras, programas de software, archivos, configuraciones y otros sistemas electrónicos que reciban, transmitan, guarden, exhiban cualquier tipo de información para su uso.

Uso Aceptable y Obligaciones y Responsabilidades del Usuario

Todo el equipo electrónico tiene que ser usado de manera responsable, eficiente, ética y legal. Todo empleo tiene que ser educacional de acuerdo con las metas del distrito.

El uso de las tecnologías es un privilegio y no un derecho. El uso inapropiado puede resultar en la pérdida de privilegios, acciones disciplinarias, multas, y/o notificaciones a las autoridades legales.

Los estudiantes están autorizados para usar los servicios “on-line” del distrito de acuerdo con las obligaciones y responsabilidades del usuario especificadas abajo.

1. El estudiante cuyo nombre esté en la cuenta de los servicios “on-line” es responsable en todo momento por el uso apropiado. Los usuarios deben conservar sus números de cuenta personales, el domicilio de su casa y números privados de teléfono. Ellos deben de usar el sistema solamente bajo su propio número de cuenta.
2. El sistema tiene que ser usado solamente con un propósito relacionado con la educación. El uso comercial, político y/o personal del sistema del distrito está estrictamente prohibido. El Distrito tiene el derecho de vigilar cualquier comunicación “on-line” por uso inapropiado.
3. Los usuarios no deben de usar el sistema para motivar el uso de drogas, alcohol o tabaco, ni deben de promover prácticas inadecuadas o cualquier actividad prohibida por la ley o por el reglamento establecido en el distrito.
4. Los usuarios no deben de transmitir materiales amenazantes, obscenos, o explícitamente sexuales o perturbadores, que puedan constituirse como acoso o menosprecio de otros basado en su raza, origen nacional, género, orientación sexual, edad, incapacidad, religión o creencias políticas.
5. “Copyrighted” El material con derechos de autor no debe de ser colocado en el sistema sin permiso del autor. Los usuarios pueden de transferir materiales con derechos del autor solamente para su propio uso.
6. El vandalismo resultará en la cancelación de los privilegios del usuario. El vandalismo incluye subir, bajar datos del “modem” al disco o crear “virus” en la computadora; y/o cualquier intento malicioso de dañar o destruir el equipo o materiales, o la información de cualquier otro usuario.
7. Los usuarios no deben de leer “e-mails”, ó los archivos de otros; ni deben intentar interferir con las habilidades de otros usuarios; para enviar o recibir correos electrónicos, no deben intentar leer, borrar, copiar, modificar o falsificar el correo de otros usuarios.
8. Se espera que los usuarios conserven mensajes pequeños y usen un lenguaje apropiado.
9. Los usuarios deben reportar cualquier problema de seguridad o mal uso de la red al maestro o director.

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