

# TAMALPAIS UNION HIGH SCHOOL DISTRICT

*2008-2009*

## *PARENT/STUDENT HANDBOOK*

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District Web Site: <http://www.tamdistrict.org/>

Questions and Answers about Counseling Services: <http://www.tamdistrict.org/students/counseling/links.htm>

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## ATTENDANCE

Students are required to attend classes in accordance with compulsory full-time education laws (Education Code 48200). Categories for attendance accountability include the following:

- A. Excused:** An excused absence is defined under Board Policy 5113. The teacher is to allow a student to make up the work missed during absences, to the degree it is possible for such work to be completed. An excused absence shall be granted for the following reasons:
1. Personal illness.
  2. Quarantine under city or county direction.
  3. Medical, dental, optometry, or chiropractic services. Students are strongly urged to make appointments during non-school hours. The student has the right to leave campus without parental consent for confidential medical services (EC 46010.1).
  4. Attending funeral services of an immediate family member. (Limited to one day if funeral is in California, three days if the service is conducted outside California.)
  5. Exclusion for not having been properly immunized; such absence excused for not more than five school days.
  6. Jury duty.
  7. Participation in religious instruction or exercises in accordance with district policy.
  8. Serving as a member of a precinct board for an election. (Election Code Section 12302)

The school may request medical verification when the student has ten or more medically excused absences per year. The school is required to document verification of the reason of an absence. In addition to a note or call, a school employee may visit the student's home or use any other reasonable method to establish the fact that the student was actually absent for the reason stated (AR 5113).

- B. Warranted:** According to BP/AR 5113, a warranted absence **must be requested in writing at least two days prior to the absence**, must be approved by a site administrator, and, unless otherwise designated below, signed by the teachers of the classes missed. Any absence that isn't requested in advance and in writing will be considered unexcused and will count toward loss of credit in classes. Prior approval may be waived by the principal or designee only under exceptional, unanticipated circumstances. The administrator will consider student attendance patterns, current academic performance and previous requests when approving a request for a warranted absence.

The teacher of any class from which the student is absent shall determine, pursuant to the regulations of the Board of the school district, what assignments the student shall make up and in what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments which the student missed during the absence.

A warranted absence may be requested for justifiable personal reasons, including but not limited to the following:

1. Appearance in court.
2. Attendance at a funeral service for an aunt, uncle or cousin, or a person other than a member of the student's immediate family.
3. Observation of a holiday or ceremony of his/her religion. (Requires signature of principal or designee only, not signatures of student's teachers.) Absence for personal, individual religious celebrations or ceremonies (e.g., Bar/Bat Mitzvah, Confirmation, etc.) shall be limited to one day and may be warranted only for members of the immediate family.
4. Attendance at religious retreats for no more than four hours during a semester.

5. Employment conference or interview.
6. College visits (limit of three days per year).
7. Bereavement beyond excused absence days.
8. Tending to an illness or a medical appointment during school hours of a student's custodial child.
9. Outdoor Education, or other educational programs sponsored by the school, district or county.
10. Partial day absences caused by circumstances beyond the student's control (bus breakdowns, highway flooding, etc.). These absences require approval by the principal or designee within one school day of the student's return to school.
11. Other justifiable personal reasons authorized by the school.

***FAMILY TRIPS AND VACATIONS WILL NOT BE WARRANTED UNDER THIS POLICY. Parents/guardians are encouraged to plan family trips and vacations outside of the school year.***

- C. Unexcused:** According to AR 5113, students may not make up work missed during an unexcused absence except for suspensions. (See Section D. below.) Unexcused absences will lead to loss of credit under school credit loss policies (see Section E below). Unexcused absences include, but are not limited to, the following:
1. Oversleeping, car trouble, missing a ride, etc.
  2. Cutting class or school.
  3. Any absence which is **not cleared within one day** after the student returns to school.
  4. **Extended weekends or family vacations.**
  5. Detainment in juvenile hall.
  6. Suspensions.
- D. Suspensions:** Suspensions are unexcused absences and count toward the loss of credit and may result in grade reduction. However, work missed due to a suspension may be made up. The teacher from any class from which a student is suspended shall provide to the student all assignments and tests the student would otherwise miss while suspended. The teacher may require the suspended student to complete any assignments and tests missed during the suspension (AR 5144, EC §48913).
- E. Loss of Credit for Excessive Unexcused Absences:** The Tamalpais Union High School District staff and parent community are sending out a clear message about attendance expectations. The underlying philosophy behind the attendance policy is that maximum learning and achievement can occur only when students establish regular attendance and participation in their classes. The attendance policy, authorized by the Board in September of 1993, attaches credits to time/participation in class. A student in any class may lose one semester unit for five unexcused absences in that class. Loss of credit in courses required for graduation necessitates retaking the course or enrolling in the Summer School One Credit Redemption Program. Beyond the loss of one credit due to excessive absences, students run the risk of failing and, therefore, receiving no credit. (See Section G below.) Second semester seniors need to be particularly mindful of this.

A student losing credit due to excessive unexcused absences may not be eligible for a parking permit.

If a student is in danger of losing credit, written notice to the parent/guardian shall be sent, which will provide an opportunity for a conference, during which the student or parent shall have an opportunity to explain the absences.

All credits lost due to poor attendance must be made up prior to the Fall semester of the senior year. If a student loses a credit, and is unable to make up lost credit during the senior year, the student will not graduate in June. A senior behind in credits for graduation will be able to make up the lost credit during the following Summer School.

**F. Appeals:** A student or parent/guardian may appeal loss of credit by written letter to an assistant principal. Within 30 days of the written appeal, the assistant principal shall convene a committee comprised of at least two district administrators or members of the local School Attendance Review Board in order to determine a judgment on the appeal. The committee shall sustain or deny the appeal and its decision shall be final.

**G. Grade Reduction for Unexcused Absences:** According to BP/AR 5113, a teacher may lower a student's grade a full grade or assign a failing grade, if there are four or more unexcused absences. The student's record will indicate that the failing grade was assigned due to excessive absences (Ed. Code §49067). If the student is in danger of failing for excessive unexcused absences, the teacher shall send written notice to the parent/guardian, which will provide an opportunity for a conference with the parent or student, during which the student or parent shall have an opportunity to explain the absences. Schools shall treat block or extended class periods as one period for grade reduction purposes. Warranted absences will not be cause for grade reduction or failures under this policy section.

**H. Attendance Procedures**

- Students who have been absent must have their absence(s) cleared on or before the day of return.
- Absences not cleared on the day of return will be recorded as unexcused (Board Policy 5113). Parents are therefore urged to call the attendance office **every day of the student's absence**. This procedure will guarantee that absences are accurately cleared and will enable teachers to issue make-up work and support students who are legitimately absent.
- If a student becomes ill or injured while at school, he/she is to report to the school health technician or the attendance secretary, who will immediately notify his/her parent or guardian and make arrangements for a **Permit to Leave School** if necessary. **Any student who leaves school without clearing through the Attendance Office or nurse will be considered unexcused.**
- In the event parents are out of the area and cannot be reached for medical or emergency reasons, they must contact the attendance office providing the duration of the absence and the name, address and telephone number of the person(s) responsible for the care of their student(s) while they are away.
- Students are expected to make routine medical appointments after school hours; in the event this is not possible, parents or guardians must phone or send a note to the Attendance Office before students may leave the school grounds. If a student leaves campus without checking out with the Attendance Clerk, the absence is considered cut and cannot be excused.
- Students who are 18 or older may provide their own excuses for absences (EC 46012). The school reserves the right to notify parents when excessive absences are excused by an adult student.
- Additional information is located on each school's website or in the site Handbook Addendum.

- I. Homework Requests.** Homework may be requested from attendance office/receptionist once student has been ill for 2 full days. Please contact teachers by phone or e-mail. Homework may also be accessed through the school/teacher's website.
- J. Attendance Errors.** Correction slips may be obtained from the attendance office and submitted to teachers for signature. This form must be returned to attendance within two (2) school weeks in order to receive requested correction. Additional information is located on each school's website or in the site Handbook Addendum.
- K. School Attendance Review Board:** According to EC §48260, a student is considered truant "who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof." The formal procedure for dealing with truant students includes issuing letters of notification to parents of truant students, meeting with the Student Attendance Review Board as a means of intervention, and referring students to alternative classrooms or schools, as necessary. (AR 5113.1)
- L. Open Campus at Lunch Time:** The Board of Trustees establishes an open campus at all district high schools only during the lunch period (BP 5112.5). While off campus, students are expected to practice responsible behavior and to return to their next period classes on time. At times other than lunch, students shall not leave the school grounds without permission of school authorities. The principal is authorized to close the campus under the conditions of emergency or to ensure student health and safety.
- M. Tardy/Absence Policy:** Attendance is an important factor in students' success at school. Because attendance affects grades, each school site has a consistent policy for relating attendance and grades. Details regarding the site based policy are available at each school's web site.
- Every effort will be made to inform students of their on-going attendance record. At any time a student or parent/guardian may check a student's attendance record in the attendance office. Also, the attendance office will maintain a procedure for correcting errors in attendance recording. Additional information is located on each school's website or in the site Handbook Addendum.
- N. Student Residency/Interdistrict Transfer Policy:** Under the California Education Code, students are required to attend school in the district where their parent or guardian resides, unless they obtain an interdistrict attendance transfer. Students who reside outside the boundaries of the Tam District may attend district schools only if they have an Interdistrict Transfer Request approved by both the student's district of residence and the Tam District. Interdistrict Transfer Requests must be approved **annually** for each student. The application process begins at the student's district of residence.
- The Tamalpais Union High School District will approve an Interdistrict Transfer Request into the District for the comprehensive schools only if the transfer request meets the criteria set forth in BP/AR 5117-Interdistrict Attendance.
- The Superintendent will deny a transfer, or revoke an existing transfer, if material information provided on the transfer form, or provided in support of a transfer, or submitted in support of the initial claim of residency, is discovered to be false or fraudulent.
- O. Student Employment:** Ongoing, regularly scheduled student employment will not be warranted under this policy. Students are expected to plan ongoing, scheduled employment opportunities

outside the school day, enroll in the Workplace Learning course, or seek approval for a reduced instructional day. (*cf 6178.1-Work Experience Education*).

## GRADING

**A. Grading Symbol:** The purpose of grading is to communicate the level of achievement in the educational program to the students, the parents, institutions of higher learning, prospective employers, counselors, and other schools the student might attend.

1. Under BP 5121, symbols used and the meaning of such symbols are as follows:

A	Excellent achievement
B	Good achievement
C	Satisfactory achievement
D	Poor, but passing achievement
F	Failing to meet minimum standard of achievement
P	Pass
NM	No mark
I	Incomplete
CR/NC	Credit/No-credit
W	Withdrawal

2. No Mark

- The NM mark is to be used for a student who for reasons beyond his/her control could not fulfill the requirements of a course.
- The NM mark may be used by Computer Literacy teachers for students who were unable to complete the course outcomes at the required level.
- NM symbol is to be used to designate audit when a student has completed audit provisions as approved.
- Students and parents should refer to Marin County Athletic League/North Coast Section guidelines with reference to NM grades. (Please see Section D, Page 10.)

3. Incomplete

- A grade of Incomplete may be given when the structure of a course allows for such grading or when a student's work is not finished because of illness or other excused absence.
- If not made up within six weeks, the incomplete will become an F.
- For purposes of athletic eligibility, an incomplete registers as a grade of "F."

4. Credit / No-Credit

There are two ways to implement the credit/no credit basis for grading:

- The instructional departments will determine the courses in their programs to be offered on a credit/no-credit basis.
- This option is specified in a student's IEP or 504 plan. A student must have written parental consent in order to take a course on a credit/no-credit basis.
- A student may take no more than two courses on a credit/no-credit basis in any one semester. Exception to this limit may be specified in a student's IEP or 504 plan.

- Courses taken for credit/no credit are not computed in a student's grade point average but are entered on his/her transcript.
- For purposes of athletic eligibility, a Credit registers as a grade of "C" -- a No Credit as a grade of "F."

5. Withdrawal

A withdrawal may be given under only unusual circumstances.

Administrative permission is required for a student to drop a class without penalty after the first week following the first grade report.

**B. Grading Policy and Procedures:**

If a student fails a course and in a subsequent semester repeats the same course, the student earns both the credit and the grade achieved during that subsequent semester. If the student repeats the course in order to earn a higher grade, the student cannot be given double credit for that course. The student's grade point average will reflect all courses attempted and all grades received. Since the student's transcript is a legal document reflecting all student work, all courses and grades should be recorded, including repeated courses. However, for repeated courses only five credits (not 10) are counted toward the total credits earned. (BP5121 f)

Grade reports are designed to communicate with parents regarding student progress.

Whenever it becomes evident that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report.

Grade reports are issued three times each semester, the third report includes the final semester grade. Teachers describe their grade reporting procedures at the beginning of the semester,

Semester grade reports are final grades which are assigned twice a year. These grades are recorded on the official transcript/permanent record.

When school property has been damaged or not returned, the parent will be informed that reparation is due. The school may withhold grades, diploma or transcripts until reparation is made, in accordance with Administrative Regulation 5125.2(a).

Grade Point Average (GPA) is based on all courses completed and is computed as follows:

A	=	4 points	C	=	2 points	F	=	0 points
B	=	3 points	D	=	1 point			

The district wishes to encourage students to take advanced placement and honors courses in academic subjects. Grades received in courses will be counted on the following scale:

A	=	5 points	C	=	3 points	F	=	0 points
B	=	4 points	D	=	1 point			

Classes taken outside the high school: Credit toward graduation may be awarded for completion of a college, community, or university course, but prior approval to take such a course is mandatory. An appropriate program must be approved by the counselor and recorded on the student's current schedule of classes. For credit, the student must submit a transcript of the completed work to the Records Clerk or Counseling Office. Arrangement for transfer of this credit is the responsibility of the student.

Selection of valedictorian(s) and salutatorian(s) is determined by the site policy. Additional information is located on each school's website or in the site Handbook Addendum.

CSU/UC campuses: Grades in classes used to make up the a-g pattern required for admission from grades 10 through 12. Grades in AP courses and Honors courses approved by the university are given extra weight: A = 5 points, B = 4 points, C = 3 points

**C. Program Changes (BP5121e )**

In order to allow class enrollments to be verified and necessary administrative changes to be made, no student-initiated changes will be made during the first two days of any semester.

Student-initiated changes may be made only under unusual circumstances. Such changes may be made through the fifth day of the new semester.

Teacher-initiated changes from one course to another course, either within or outside of the department, may be made only up to receipt of the report card of the first marking period of the semester. Such changes after that period shall be made only under exceptional circumstances and with administrative approval.

Teacher-initiated course or section changes which transfer a student within a department and from one ability level to another may be made at any time providing that the change involves no other disruption of the student's schedule.

Within five days of the student's receipt of the first marking period report card of the semester, a teacher, after consultation with the student, parent/guardian and counselor, may recommend "Audit." The student is still enrolled in the class and subject to all requirements of the course but without a letter grade. If the Audit provisions are not fulfilled, the Audit reverts to D or F.

Approval signatures must be obtained from the student's parent/guardian and counselor, and acknowledgement signatures must be obtained from the teachers of both the original and requested classes.

A withdrawal may be given under unusual circumstances. Administrative permission is required for a student to drop a class without penalty after the first week following the first grade report.

**Other School Policies**

- Students who drop a course are expected to enroll in another course (within the first three weeks of the semester).
- Board policy requires that all students be enrolled in six courses except under special circumstances.
- Students who change sections or ability levels will carry their "grade to date" to the new class, and it will be included in the final grade computation.
- No course may be added after the 15th day of a semester.

**D. Athletic/Activity Participation Eligibility Requirements**

- According to BP6145, in order to participate in extra/co-curricular activities, students must demonstrate satisfactory educational progress in meeting the requirements for graduation.

- The superintendent or designee may exempt from eligibility requirements extra/co-curricular activities or programs which are offered primarily for the student's academic or educational achievement.
- To encourage and support academic excellence, the Board requires that students earn a minimum 2.0 or C grade point average on a 4.0 scale in order to participate in extra/co-curricular activities.
- Students with any F grades must also maintain minimum progress toward graduation in order to meet eligibility requirements.
- Incompletes, no marks and no credits will be calculated as Fs.
- The superintendent or designee may grant ineligible students a probation period or waiver of not more than one grading period, once during the student's sophomore, junior or senior year. The probation period or waiver is generally not available to freshmen. In order to be eligible for probation, a student must have a current GPA between 1.50 and 1.99.
- The Board desires to balance the academic needs of students with the benefits they receive from participating in school activities. In implementing this policy, the superintendent or designee shall help ineligible students regain eligibility.
- The superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege. The superintendent shall determine the duration of the revocation.
- Students must be enrolled in 20 credits at their school of residency, to participate in athletics.
- Classes taken during summer school can be used to make a 9<sup>th</sup> grader eligible for athletic participation. However, if the student qualifies under his/her 8<sup>th</sup> grade GPA and attends summer school and performs poorly, s/he does not forfeit his/her eligibility. Summer school participation can only help.

**E. Special Education and Section 504 Eligible Students**

Students identified as eligible for special education, and/or students eligible for services under Section 504, shall have access to courses at all curriculum levels as appropriate.

1. Accommodations  
Students may take regular courses for regular credit with, if appropriate, reasonable accommodations that do not change course expectations and/or content. Examples of accommodations may include extended time, preferred seating, note taking or shortened homework assignments, among others. Students receiving accommodations will be graded based on established criteria.
2. Modifications

Students with significant special needs also have the opportunity to take courses in a modified form, if recommended by the IEP/504 team and with parent notification and consent. Modifications that alter the course expectations and/or content (e.g., requiring the student to learn only a portion of the curriculum content or establishing altered performance standards based on a student's ability) shall be specified in the student's IEP or 504 plan. To the extent possible, a determination to modify a course to reflect a student's needs will be determined prior to the beginning of the course or as early in the semester as possible.

3. Special needs and general education teachers may collaborate on course expectations, content, and grades to be given students in a modified course. The grade given will reflect the student's performance on the modified assignments, and the course will be designated as modified on the student's transcript with a "MODF" before the course number. Modified courses will not be considered college preparation courses but may be used to meet District graduation requirements.

## GRADUATION REQUIREMENTS

The California Education Code and the Rules & Regulations of the State Board of Education require instructions in certain specific fields in all California public schools. In addition, according to Board Policy 6146.1(a), students shall receive diplomas of graduation from high school only after completing the required course of study and meeting the standards of proficiency established by the district. To qualify for graduation and to participate in the ceremonies, a student must successfully meet these requirements. Computer Literacy is also a required competency for graduation, passed either by course or exam.

### A. Graduation Requirements

The Tam District, in collaboration with its K-8 elementary districts, has implemented new performance standards for Reading, Writing and Mathematics, which now are requirements for graduation. Several assessments are used. Students are required to meet the following outcome proficiency standards in order to graduate.

#### **Outcome #1: Communicate articulately, effectively and persuasively when speaking and writing.**

1. Complete the Core Literacy Portfolio with a score of 4 or better on the 6 point rubric.
2. Complete the Direct Writing Assessment with a score of 4 or better on the 6 point rubric or complete the Senior Writing Assessment with a score of 4 or better on the 6 point rubric or complete the Golden State Examination in Writing with a score of 4 or better on the 6 point rubric.

#### **Outcome #2: Read/view and analyze material in a variety of disciplines.**

1. Complete the Core Literacy Portfolio with a score of 4 or better on the 6 point rubric.
2. Earn:
  - a scale score of 709 or better on any grade level (9-11) of the STAR standardized Total Reading subtest or
  - a score of 687 or better on any grade level (9-11) of the CAT-6 Total Reading subtest or
  - a score of 350 on any grade level 9-11 on CST English/Language Arts test or
  - a score of 4 or better on the Senior Reading Assessment or
  - a score of 3 or better on the Golden State Exam Reading Exam or

- a passing score on the MET-8 open-ended reading assessment or
- complete EAP English exam with a score of “exempt.”

**Outcome #3: Technology: Use technology to access information, analyze, solve problems and communicate ideas.**

- Pass all components of the Computer Proficiency Examination, or
- Pass Introduction to Computers course.

**Outcome #5: Apply mathematical knowledge and skills to analyze and solve problems.**

- Earn a scale score of 698 or better on any grade level (9-11) of the STAR Total Mathematics subtest, or
- Earn a score of 707 or better on any grade level (9-11) of the CAT-6 Mathematics subtest, or
- Earn a score of 4 or better on the Golden State Examination in High School Mathematics, or
- Pass the California High School Exit Exam, or
- Pass the MET-8 Mathematics test, or
- Earn a scale score of 350 on a CST exam in mathematics (excluding General Math), or
- Score “exempt” or “conditionally exempt” on the CSU EAP exam in mathematics.

**B. California High School Exit Exam**

Passing the California High School Exit Exam became a graduation requirement beginning with the class of 2006. Tenth graders may take the CAHSEE once while in the tenth grade. This exam has two parts, English-Language Arts and Mathematics. Both sections must be passed to be eligible for a high school diploma. The CAHSEE is used to meet state and federal requirements for accountability. Students who do not pass the CAHSEE will have additional opportunities to take the test in the eleventh and twelfth grades.

<u>Required Subject</u>	<u>Credits</u>	<u>Course Provisions</u>
English	40 credits	To include English 1 and 2, English 3 and 4 <i>Juniors and Seniors select a variety of semester English classes.</i>
Social Studies	40 credits	To include World Cultures and Geography, Social Issues, World History 1 and 2, U.S. History 1 and 2, American Government, and Economics.
Mathematics	30 credits	To include Algebra 1-2 or P1-P4 unmodified.
Science	20 credits	Integrated Science 1-4 is a prerequisite to all upper division science courses. (Transfer: 1 year physical science & 1 year life science)
Physical Education	20 credits	Core 1, 2, 3, and 4.
Fine Arts	10 credits	Art Exploration is required before taking any visual art elective.
Computer Proficiency Exam or Intro to Computers		
Elective Credits	60 credits	
<b>Required Minimum</b>	<b>220 credits</b>	

The Course Guide, available in the Counseling Office and also on-line as part of the District's web site, provides further information about TUHSD's graduation requirements and course descriptions.

## C. PHYSICAL EDUCATION

### Physical Fitness Testing

In the spring semester students in grade 9 take part in the physical performance testing designated by the State Board of Education. Students with a physical disability and students who are physically unable to take all of the test shall undergo as much of the test as their physical condition will permit.

### Exemptions/Waivers/Modifications/Accommodations of PE

With the consent of the student, the Superintendent or designee may grant temporary exemption from physical education when a student is enrolled for one-half time or less, or when a student is ill or injured and a modified program to meet his/her needs cannot be provided. Permanent exemptions or waivers shall be granted only as provided by law. (Education Code 51241)

Pursuant to Education Code 51241, permanent exemptions from physical education are allowed for a student who is:

1. 16 or older and has been in grade 10 for one or more academic years
2. Enrolled as a postgraduate student
3. Enrolled in a juvenile home, ranch, camp or forestry camp school

### IEP or 504 Accommodations/Modifications

Teachers shall implement the accommodations or modifications for physical education as specified in a student's IEP or 504 plan. Physical education coursework completed in accordance with the IEP or 504 plan shall be accepted in partial fulfillment of the 20 credits in Physical Education required for graduation.

### Medical

Schools must abide by a doctor's recommendation. A student who has a medical condition that precludes him/her from participation in any particular activity may be exempted from that activity with a written recommendation from a doctor which prescribes the types of physical activity which can/cannot be done by the student. One recommendation will suffice for a student's entire school career.

A student with a temporary medical condition may be excused from all or part of a semester physical education class. A doctor's recommendation which prescribes the types of physical activity which can/cannot be done by the student shall guide teachers in decisions about the student's program. Students who are unable to complete the semester class may drop and complete the semester at another time. Students who are able to complete one quarter will be awarded 2.5 credits and a grade based upon that quarter's work. In the event that the student has medical excuses for more than 20 semester credits, the physical education requirement will be adjusted to equal the number of semester credits that the student is in school and can participate in a physical education class.

A student who cannot complete at least one half a quarter due to a medical reason certificated by a physician must:

1. Engage in activity deemed appropriate by the attending physician
2. Engage in an alternative activity arranged by the teacher and student
3. Drop the quarter of P.E. and receive no credit.

A note from a parent/guardian may temporarily excuse a student from physical education. A note from the parent/guardian may excuse a student from active physical education for three consecutive days. If the parent/guardian deems it necessary, s/he may excuse the student for an additional three consecutive days. If the student is still unable to participate at the end of this time, a doctor's note (delivered within three days after the parental excuse terminates) stating in which activities, if any, the student cannot participate. The teacher, student, and parent/guardian shall discuss alternative activities or a modified program based upon the doctor's recommendation.

### Religious Belief

Students shall be excused from certain activities, and another activity substituted, upon receipt of a written notice from the parent/guardian that an activity is contrary to the religious beliefs of his/her student.

### Transfer Students

Students transferring into the district may be exempted from all or part of the physical education requirement.

1. Students transferring from another California public school district must meet the requirement regardless of year in school.
2. Students transferring into the district from out of state, or private school, as a ninth or tenth grade shall meet the district requirement.
3. Eleventh or twelfth grade transfer students from alternative programs, private schools, or out of state schools are encouraged to enroll in physical education classes but are not required to do so. They may enroll in the elective program even if they have not completed the district's core curriculum.

### Special Circumstances

Students occasionally have special circumstances other than medical, religious beliefs, or transfer status which may warrant some accommodation or modification of their physical education program. The following procedures shall be used to address special circumstance needs:

1. Student and parent/guardian arrange a conference with teacher and counselor to identify the special circumstances.
2. During this conference, every effort will be made to meet the student's needs within the regular physical education class. If it is determined that this can be done, written agreement specifying the activity plan, expectations for attendance, and grading criteria shall be developed by the teacher and student. The agreement shall be signed by teacher, parent/guardian, and student.
3. If it is determined that the student's special circumstances cannot be met through some modification/accommodation in the regular physical education class, the conference group may recommend referral to Independent Study (either part-time at the school or full time through Tamiscal). Acceptance into Independent Study shall be made in accordance with BP/AR 6158. Students must meet all requirements of the Independent Study program (BP/AR 6158) in order to continue in Independent Study.

### Appeal Process

Level 1 - Parents/guardians who wish to appeal a) the decision reached in the special circumstances conference, or b) the decision made by the principal or designee regarding

exemptions or waivers shall present their appeal in writing to the school Principal or designee.

Each school shall establish a review committee with representation from the physical education department, counseling department, and administration to consider individual appeals. The committee will recommend action to the principal who shall make the final decision. Written notice of the decision shall be provided to the student, parent/guardian, counselor, and P.E. Department Chairperson.

Level 2 - Parents/guardians who wish to appeal a decision made at the school level may appeal, in writing, to the Assistant Superintendent for Instruction. Written notice of the decision shall be provided to the student, parent/guardian, and school principal.

#### Credit in Physical Education

Students are encouraged to complete at least 10 units of the core curriculum during grades 9 or 10. Since the state mandated Physical Fitness test is administered to all ninth graders, whether or not they are enrolled in a physical education class, ninth graders are strongly encouraged to enroll. However, the entire 20 credit requirement for graduation can be met at any time during the student's high school years. If a student fails any semester of the core curriculum, s/he must repeat that course.

Partial credit on the basis of 2.5 credits for one quarter may be offered for students who, because of circumstances beyond their control (such as transfer status, medical condition, extended leave of absence) are unable to complete the full semester course. If credits are awarded on a quarter basis, students shall earn a letter grade for that quarter. If only semester credits (five credits) are awarded, the semester grade shall be the average of the two quarter grades.

A student who cannot complete at least one half of a quarter due to a medical reason has the option of arranging alternative activities or dropping the quarter and receiving no credit. Such a student is not automatically exempt from the 20 credit requirement for graduation (see Medical exemptions above) and will need to make up the quarter credit at another time.

#### **D. The Graduation Ceremony:**

Important note to Parents and Students: The Tamalpais Union High School District staff and administration do not encourage or condone cutting classes at any time for any reason. Any attempt to legitimize it as a senior privilege is unacceptable. In order for a senior to participate in the graduation ceremony, he/she must be a senior in good standing. The Tamalpais Union High School District School Board recognizes the need for school sites to maintain high standards of student conduct and behavior, and therefore supports the practice of providing the traditional graduation program/ceremony for students in good standing. The graduation ceremony is held to recognize seniors who have successfully completed the required course of study and number of credits, passed minimum proficiency requirements in reading, writing, math and computer proficiency, and demonstrated good attendance, academic achievement and appropriate behavior throughout their final semester.

**The Seniors in Good Standing Policy:** The following school policy has been the practice of the Tamalpais Union High School District for several years. Designed by parents, teachers and administrators, the policy holds second semester seniors to continued academic and behavioral expectations commensurate with TUHSD's high standards. Participation in the ceremony is voluntary and considered a privilege. Under the policy, a student may qualify to earn a graduation

diploma, yet still be restricted from participation in the ceremony. Eligibility to participate in the graduation ceremony includes:

- Meeting District and State graduation requirements.
- Earning passing grades in all courses - grades of F or Incomplete in any course may prevent students from participating in the graduation ceremony.
- Attending classes. Students who receive partial credit as a result of five or more unexcused absences in any class, including tutorial, during their final semester will be restricted from the ceremony.
- Behaving appropriately as defined in the site Handbook Addendum.
- Paying outstanding bills.

An appeal process is in place at each high school. Additional information is located on each school's website or in the site Handbook Addendum.

**Golden State Seal Merit Diplomas:** In 1997, the California Legislature established the Golden State Seal Merit Diploma to recognize outstanding academic achievements of graduating seniors. The Content Standards Tests (CST) are used to determine eligibility for this honor. Graduating seniors who have or received a score of 370 or better on Content Standard Tests are eligible for the diploma. Currently, these achievement levels must be reached in:

1. One English-Language Arts Exam
2. U. S. History
3. One Mathematics Exam (may not be CSTs in General Mathematics, Algebra I, or Integrated Mathematics I)
4. One Science Exam
5. Two (2) other CST or exams

**E. College Entrance Requirements:** Preparation for college during the high school years is important and necessary. Any student who anticipates college attendance should plan a program of studies beginning the first day of entrance into high school.

A student's scholastic record during the four years of high school will be one of the single greatest factors in admission to college. A poor scholastic record will close the doors to many institutions while a good record may open the way to unexpected opportunities. Colleges are interested in a student's work in the community. Good citizenship, including participation in school activities, as well as volunteer and service work, will result in good recommendations and will increase the chances of the student being accepted by the college the student has selected. *Some colleges ask counselors to report if students have been suspended from school for any reason. Colleges sometimes alert students to last-minute rejections, based on a drop in final semester grades and/or attendance problems. Students should understand that counselors must respond honestly to all such requests.*

**University of California Subject Requirements:** A student applying for admission as a freshman to the University of California must have completed a minimum of fifteen units of high school work during grades 9 through 12. (A one-year course is equal to one unit; a one-semester

course is equal to one-half unit.) Seven of these required units must have been earned in courses taken during the last two years of high school. Additional information is also available at [www.ucop.edu/pathways/infectr/](http://www.ucop.edu/pathways/infectr/). Specific "a-g" course requirements:

- a. History: (2 years required) Two years of history/social science, including one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government; and one year of world history, cultures and geography.
- b. English: (4 years required) Four years of college preparatory English - composition and literature. All English courses must require frequent and regular practice in writing expository prose compositions of some length. Also, not more than two semesters of ninth-grade English will be accepted for this requirement.
- c. Mathematics: (3 years required, 4 recommended) Three years of college preparatory mathematics which include the topics in elementary and advanced algebra and two and three-dimensional geometry.
- d. Laboratory Science: (2 years required - 1 life lab/1 physical lab; 3 recommended) Two years of lab science providing basic knowledge in at least two of the fundamental disciplines of biology, chemistry and physics.
- e. Foreign Language: (2 years required, 3 recommended) Two years of one foreign language in courses that provide instruction in grammar, vocabulary, reading and composition, and that emphasize the development of aural and oral skills. Foreign language courses taken in grades 7 and 8 may be used to meet this requirement if they are accepted by the high school as equivalent to its own courses.
- f. Visual - Performing Arts (1 year required). One year of visual or performing arts in the same content area chosen from the following: dance, theater, music and/or visual arts.
- g. College Preparatory Electives: (1 year required) Two semesters in addition to those required in a.- f. above, to be chosen from at least two of the following subject areas: visual and performing arts, history, social science, English, advanced mathematics, laboratory science, and languages other than English.

Courses meeting the above requirements are specified by the high school and available through the counseling office. Currently, freshman applicants are required to submit scores from the Scholastic Assessment Test or American College Test and three SAT II Subject Tests. The Subject Tests must include (1) writing, (2) mathematics (level 1C or 2C), and (3) a choice of either social studies, science, English literature, or foreign language. See your counselor for more detailed information.

In July of 2004, the UC Regents adopted new freshman admissions test requirements for 2006 that more closely align the ACT and SAT to the high school curriculum. Instead of taking the ACT or SAT I plus three SAT IIs as they do now, students who apply to the University **in 2006** will be required to take the ACT along with a new writing component or a new SAT I that includes a writing exam, plus two SAT IIs in areas such as history/social science, English, mathematics, laboratory science or a language other than English.

**California State Colleges/Universities Admissions Requirements:** Student's GPA plus either SAT or ACT score determines admission. (The higher the GPA, the lower the test score required.) Students must obtain C or better in all classes used to meet the subject requirement ("a-g" list).

- a. 4 years of English
- b. 3 years of Mathematics (Algebra, Geometry, and Second Year Algebra)
- c. 2 years of Social Science including at least one year of U.S. History and American Government. The second year of Social Science may be approved elective courses in Social Science.

- d. 2 years of Laboratory Science (life and physical) (At least one course must be from the U.C. list in area "d" (laboratory science); one may be from area "g" (lab science elective).
- e. 2 years of Foreign Language (same language)
- f. 1 year of Visual/Performing Arts
- g. 1 year of college prep electives

Beginning with the **Class of 2004** students' GPA will be compiled using the grades earned in the "a" - "g" courses. More information is available at <http://www.calstate.edu/> or at <http://www.csumentor.edu>.

**Community College Requirements:**

- a. Open admission to all high school graduates.
- b. Non-grads 18 or older are admitted on probation.
- c. Non-grads who have passed the California High School Proficiency Examination are admitted.
- d. Testing is required in certain courses for placement purposes.

**F. Examinations:** The University of California requires that a student take either the SAT I or ACT and, in addition, three SAT II subject tests. A student needs to check which tests the college of choice requires. Some private colleges require various combinations of SAT/Subject Tests.

**SAT I** - Scholastic Assessment Tests - verbal and mathematics assessment tests. Scores on these tests are used by colleges to determine a student's probable success in college. Preparation classes are available through the District Community Education program. Test dates are:

October 4, 2008	December 6, 2008	March 14, 2009	June 6, 2009
November 1, 2008	January 24, 2009	May 2, 2009	

**SAT II** - Subject Tests - available in foreign language, social science, English composition and literature, science, and mathematics. Test dates are:

October 4, 2008	January 24, 2009
November 1, 2008	May 2, 2009
December 6, 2008	June 6, 2009

Visit the website at [www.collegeboard.com](http://www.collegeboard.com)

**PSAT** - Preliminary Scholastic Assessment Test - taken normally by juniors as a "warm up" for the SAT. Scores on this test are used to determine eligibility for the National Merit Scholar competition. Sophomores who have completed geometry are encouraged to take the exam. The test dates are October 17, 2007 and October 20. See your counselor for more information.

**ACT** - American College Test - four (4) sub-tests in English, mathematics, social studies and natural science. The ACT is accepted by almost all colleges in lieu of SAT/Subject tests. The optional Writing Test is available for all 2007-08 test dates. Test dates are:

September 13, 2008	February 7, 2009
October 25, 2008	April 4, 2009
December 13, 2008	June 13, 2009

**AP Exams** - Advanced Placement Exams - available for students who have exceptional talent in particular areas. Students generally take a related Advanced Placement course before taking the exam, although students may take the exams without having taken the course. Successful completion of the exam may earn college credit. The test dates will be May 4 – 15 2009.

**CLEP** - College Level Examination Program - testing program similar to the AP program that some colleges use to grant credit or advanced placement.

**Community College Tests:** College of Marin and other community colleges require that students take placement tests in English and mathematics.

**California State University and College Tests:** The CSU requires new students to be tested in English and Mathematics as soon as possible after they are admitted and before the term begins. The tests are used to determine whether students are prepared for college work; and if they are not, to place the students in appropriate remediation courses or activities. Students may be exempt from one or both of the tests if they have scored well on other specified tests or have completed appropriate courses.

**EAP** – The Early Assessment Program is designed to determine students’ readiness to do college work and consists of three tests – multiple choice tests in English and Mathematics and an essay - that are included as part of California’s annual content standards tests in the STAR tests. Participation is voluntary. Juniors who take the EAP may be exempt from CSU placement exams depending on the score received. More information is available at <http://www.cde.ca.gov/ci/gs/ps/eapindex.asp>

**EPT** - English Placement Test - Entering freshmen are required to take this placement test in English unless they receive a score of 550 or higher on the SAT I verbal, a score of 24 or higher on the English part of the ACT, a score of 680 or higher on the College Board SATII Writing Test, or a score of 3, 4, or 5 on either Languages and Composition or Literature and Composition examination of the College Board AP Program. A college course that satisfies the requirement in English Composition with a C or better that is completed and transferred to the CSU also exempts the student from this test.

**ELM** - Entry Level Mathematics Placement Examination - Entering freshmen are required to take this placement test in math unless they receive a 550 or higher on the math part of the SAT I, a 23 on the math part of the ACT, a 550 or higher on Mathematics Level IC or IIC of the SATII or a 3 or above on the College Board AP Statistics or Calculus (AB or BC) exams.

**University of California Tests:**

**Analytical Writing Placement Exam** - Some University of California campuses require entering freshmen to take the Analytical Writing Placement Examination (formerly known as Subject A Examination), if they score below 680 on the English Composition Subject Exam or a 3 or higher on an English AP exam. Students failing the Subject A exam are registered for an appropriate English course.

**G. Alternatives to the High School Diploma:**

**California Proficiency Test** - The California High School Proficiency Test is offered twice a year to students who have finished their sophomore year or are sixteen years of age and are seeking an alternative to the standard high school diploma. Students who pass the test are awarded a proficiency certificate by the California State Department of Education. Applications and more information may be obtained at the counseling office or at <http://www.cde.ca.gov/statetests/chspe/>. Parent permission to drop out of high school (if Proficiency Test is passed) is required.

**Adult High School Diploma** - A Tamalpais Adult Education diploma is an option for students not graduating with their class at school. Tamalpais Adult Education specializes in an instructional format that is personalized, paced at the student's rate of learning, and also permits students to accomplish as much as they can at home through independent study. To register, contact Burr Guthrie at (415) 945-3780.

**Graduation Equivalency Diploma (GED)** - Students who are 17-1/2 or older may take the Graduation Equivalency Exam. The Tamalpais Adult School program offers classes in GED preparation for students who elect to pursue this alternative to a District diploma. More information is available at <http://www.cde.ca.gov/ged/index.html/>.

**H. Regional Occupational Program (ROP):** ROP offers tuition-free occupational training to Marin County residents 16 years of age and over. Information about the program may be obtained from the Marin County Office of Education (472-4110) or the Career Center. Credits count toward graduation as elective credits.

**I. Scholarships and Financial Aid:** Most colleges and universities offer scholarships of varying amounts to deserving high school seniors. If you are interested in obtaining scholarship assistance, ask the career guidance advisor or your high school counselor. Most scholarships are awarded on the basis of financial need and scholastic standing, but some are available for special interest groups.

Students who feel that they will need financial aid in attending college should check deadline dates for applications with their counselors. Recommended reading material on scholarships and financial aid is available in the counseling office and in the Career Guidance Center. There are many different sources that give various kinds of scholarships.

A number of local scholarships and awards are available each year. The College-Career Coordinator can give you more information about these as well as other scholarships and awards available.

The Marin Education Fund provides a wealth of free financial aid and scholarship information to county residents. They provide workshops for parents and students. Contact them at 459-4240.

## **STUDENT RIGHTS AND PROTECTIONS**

This section of your Student Handbook is intended to provide students and parents with accurate information about students' rights and responsibilities. It reflects a portion of current laws and district policy which often affect high school education. The abridged version which follows includes only subjects deemed most crucial. For information on student rights and responsibilities, see a school or district administrator.

### **A. Constitutional Rights**

A student's education in high school is more than just a responsibility. The California Supreme Court has held that both education and attendance at a public school are fundamental rights of all people in the state and are both guaranteed and protected by the California Constitution. That document states that all students have the responsibility to "comply with the regulations, pursue the required course of study, and submit to the authority of the school," under the limitations of students' rights.

**B. Compulsory Education**

According to state law, it is the responsibility of parents to place their students in public or private day school during each school year while students are age six to eighteen. However, exemptions to day school attendance must be granted to students who:

1. have a physical or mental condition which prevents or strongly discourages attendance at a school;
2. are being instructed for at least three hours a day for 180 days each calendar year in subjects required by the Education Code, by a private tutor holding a valid teaching credential;
3. on the recommendation of the principal or the superintendent have been assigned to a vocational program;
4. are in a place of employment, providing they are over fourteen and have a valid work permit;
5. have a valid work permit and are so employed, while still attending part-time classes.

**C. Access to Records (AR5125):** Mandatory access will be provided to the following persons or agencies:

1. Natural parents, adoptive parents, or legal guardians of students younger than age 18. Upon request, qualified certificated staff will be available to interpret records (EC §49069).
2. Adult students (age 18 or older) (EC §49061).
3. Those so authorized in compliance with a court order and lawfully issued subpoenas (EC §49077). If lawfully possible, the District shall first give the parent or adult student three days' notice, telling who is requesting what records (Title 5, § 435).

The following persons or agencies shall have access to those particular records which are relevant to the legitimate educational interests of the requester:

1. Natural parents, adoptive parents, or legal guardians of a dependent student age 18 or older (EC §49076).
2. Student 16 or older or who has completed the 10th grade (EC §49076).
3. School officials and employees (EC §49076).
4. School Attendance and Review Board members and involved school officials and employees (EC §49076).
5. Officials or employees of other public schools or school systems where education programs leading to high school education are provided (EC §49076).
6. Federal, state and local officials, as needed for program audits or compliance with law (EC §49076).

7. County child welfare services workers responsible for the case plan of a minor who is being placed in foster care (Welfare and Institutions Code 16010).
8. Representatives of agencies with whom the District has contracted for support services (e.g. Bay Area Community Resources).

Parental consent is not required when information is shared with other persons within educational institutions, agencies or organizations obtaining access, so long as those persons have legitimate interest in the information (EC §49076).

**D. Release of Directory Information (BP/AR 5125.1):** Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information may not be disclosed. (Education Code §49073)

1. Unless prohibited by the parent/guardian in accordance with law, directory information which school officials may disclose consists of the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent school attended.
2. The following entities may receive directory information:
  - a. Current or potential employers. (Education Code §49073)
  - b. News media (newspapers, magazines, radio and television stations). (Education Code §49073)
  - c. Private schools or colleges under certain conditions. (Education Code §49073)
  - d. Military service representatives – unless parents deny access. (Education Code §49073.5)
  - e. Authorized representatives of the Comptroller General, the Secretary of Health, Education and Welfare, United States Office of Civil Rights, and other state or county educational agencies under certain conditions. (Education Code §49076(3)).
  - f. Local law enforcement officers under certain conditions. (Education Code §49076(7), (8), and (9))
  - g. Individuals or agencies identified in §49076(b) (1) - (6).
  - h. Peace Officer under certain conditions. (Education Code §49076.5)
  - i. Elementary school districts in the TUHSD attendance area.
  - j. College of Marin
  - k. One approved alumni association at each site.
3. Under no circumstances shall directory information be disclosed to a private profit-making entity other than employers, prospective employers, and representatives of the news media. (Education Code §49073)

**E. Child Abuse and Neglect**

With the concern for the total well-being of each student, District employees shall report known or suspected instances of child abuse in accordance with state law and district regulations (AR5141.4a). Employees will cooperate with child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

**F. Student Expression**

- According to BP5145.2, free inquiry and exchange of ideas are essential parts of a democratic education. The Board of Trustees respects students' rights to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, their writing, their clothing, and the printed materials they choose to post or distribute.
- Student freedom of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the school community. Students shall not be disciplined solely on the basis of constitutionally protected speech or other communication.

**G. Nondiscrimination in Employment and Title IX**

The Board of Trustees designates the following person as Coordinator for Nondiscrimination in Employment and for Title IX:

Director of Instructional Services (415) 945-3727  
Tamalpais Union High School District  
P. O. Box 605  
Larkspur, CA 94977  
Full text of district procedures can be found in the District Office.

**Discrimination:** The Tamalpais Union High School District, in strict accordance with state and federal laws, does not discriminate against any person on the basis of gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characterizations.

**Title IX:** Discrimination on the basis of sex in any program or activity of this district is not to be permitted. All district employees are required to comply with all provisions of this policy and the Title IX amendments of 1972.

**H. Complaints**

**When a student has a problem. . .**

If a student or parent believes that he or she is not receiving the education to which the student is legally entitled, if the student feels that he or she is not being treated with courtesy and respect, or if the student or parent has a complaint regarding instructional material, the student/parent should first contact the person responsible. Often a concern can be reconciled at this level. Conflict resolution is a process which encourages good faith and an equitable mediation format. If this step brings no resolution, however, then the student is legally entitled to use one of the following complaint procedures.

**The following procedures can be used by students concerning issues of personnel.**

**How to File a Complaint Against an Employee**

In order to promote fair and constructive communication, there are procedures which govern the resolution of complaints against District employees. These procedures are described in detail in AR1312.1. A brief summary:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.

2. If a complainant is unable or unwilling to resolve the complaint directly with the person involved, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so.
3. When a written complaint is received, the employee shall be notified in accordance with collective bargaining agreements.
4. The person responsible for investigating complaints will attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days.
5. The complainant may appeal a decision by the principal or immediate supervisor to the superintendent or designee, who will attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days. The superintendent's or designee's decision should be considered and accepted as final; however, the complainant, employee or the superintendent or designee may ask to address the Board regarding the complaint. The Board may uphold the superintendent's decision without hearing the complaint, or the Board may ask all parties to a complaint to attend a Board meeting in order to present all available evidence and allow every opportunity for explaining and clarifying the issue. The decision of the Board shall be final.

**The following procedures can be used by students concerning complaints concerning instructional materials.**

**How to File a Complaint Concerning Instructional Materials**

In order to promote fair and constructive communication, there are procedures which govern the resolution of complaints against the use of any instructional materials, including textbooks, supplementary textbooks, library books, and another instructional material and equipment. These procedures are described in detail in AR1312.2. A brief summary:

1. Complaints must be presented in writing to the principal. The complaint must name the author, title and publisher, and identify the objection by page and item number. If the complaint is against nonprinted material, written information must state the precise nature of the objection. The complaint must be signed and identified so a proper reply will be possible.
2. An individual student may be excused from using challenged materials after the parent/guardian has presented a written complaint. The teacher will assign alternate materials of equal merit.
3. The principal shall notify the Superintendent or designee who will determine whether the complaint should be considered on an individual basis or whether a review committee should be convened.
4. The review committee shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.
5. The review committee shall summarize its findings within 30 days and submit it to the Superintendent or designee for final action. The Superintendent or designee shall notify the complainant of his/her action no later than 60 days after the complaint was filed. The report of the review committee with the Superintendent or designee's recommendation may be brought to the Board of Trustees for consideration and final decision.

**The following procedures can be used for complaints concerning the District's violation of federal or state laws or regulations.**

**How to File a Complaint Against the District**

The following Uniform Complaint procedures are used to address complaints which allege that the District has violated federal or state laws or regulations governing educational programs.

These procedures are described in detail in AR1312.3. A brief summary:

1. Any individual, public agency, or organization may file a written complaint of an alleged noncompliance by the District. The complaint must be in writing and contain a concise statement of the facts constituting the grounds for the complaint and the laws or regulations violated. The complaint must be signed and dated by the complainant.
2. If the complainant is unable to put the complaint in writing due to conditions such as illiteracy or a disability, District staff shall help him/her to file the complaint.
3. The complaint shall be presented to the Superintendent or designee who will give it to the appropriate compliance officer.
4. Within three working days, the compliance officer shall informally discuss the possibility of using mediation.
5. If the mediation process does not resolve the problem, the compliance officer shall hold an investigative meeting at which the parties may discuss the complaint and question each other and each other's witnesses.
6. Within 60 days from receipt of a complaint, the Superintendent or designee shall complete the investigation and prepare a written decision and send it to the complainant.
7. Any complainant may appeal a District decision to the California Superintendent of Public Instruction by filing a written appeal within 15 days of receiving the District decision.

**The following procedures may be used by students in situations perceived as sexual harassment:**

1. The members of the Tamalpais community are united in the belief that sexual harassment (or any other kind of harassment) should not be tolerated in or out of school. In an effort to address the problem of sexual harassment, the Tam District has adopted a policy and procedures to deal with harassment when it occurs (BP5145.7).
2. Sexual harassment can interfere with a student's ability to develop and maintain self esteem, form relationships, and perform well in school. It is important that students feel safe and supported at school; sexual harassment can undermine this essential feeling of security.

**What exactly is sexual harassment?**

In accordance with AR5145.7, prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when :

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's employment, academic status, or progress.

2. Submission to or rejection of the conduct by the student is used as the basis for academic or employment decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school. (EC §212.5)

**Other types of conduct which are prohibited and which may constitute sexual harassment include, but are not limited to, the following:**

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposely limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against a student who reports a violation of the District's sexual harassment policy or who participates in the investigation of the sexual harassment complaint.

**What can a student do when he or she feels sexually harassed?**

**Informal Resolution:**

- The student is not required to do this, but he or she may directly inform the person engaged in such conduct that such conduct is offensive and must stop. The student may ask for help in representation to speak with the alleged harasser.
- The student may ask a teacher, counselor or school administrator to mediate a resolution to the problem before attempting to engage in a formal process.

**Formal Complaint:**

- The student may file a written complaint with the principal or designee regarding the harassment. The student may ask any school employee to assist him or her. A formal complaint form will be provided.
- A complaint policy procedure is available by asking the principal's secretary.
- The principal or designee shall review the complaint, commence a thorough and complete investigation of the complaint, and make a written report available to the complainant and to the alleged harasser. Disposition of the complaint may include, but is not limited to, disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action.
- If a complainant or the alleged harasser is dissatisfied with the investigation and/or its disposition, he or she may file a written appeal to the Superintendent of Schools.

**I. Infectious Diseases**

- According to BP 5141.22, the Board of Trustees recognizes its dual responsibility to protect the health of students from risks posed by infectious diseases and to uphold the right of students to a free and appropriate education. The District requires all staff to routinely observe universal precautions to prevent exposure to blood-borne pathogens and prevent the spread of all infectious diseases.
- The admission of a student with a disease that is contagious within the school setting shall be determined by the superintendent or designee in accordance with standard procedures. The District shall exclude students only in accordance with law.
- The Board of Trustees created and adopted a comprehensive policy on infectious diseases. A copy of the complete policy, Control of Infectious Diseases, is available in the District Office.

**J. Legal Rights of Students and Parents**

Under federal and state regulations, students and parents have rights which could have an effect on the educational program. A complete explanation of these rights is attached to the enrollment form completed by parents or guardians; it is also sent in the summer mailing. This information is available at the school or District Office.

**K. Special Education**

The Individuals with Disabilities Education Act ensures that all children with disabilities have a free, appropriate education available to them which would meet their unique needs. Through federal and state laws, special education programs and services are provided to students whose disabling conditions interfere with their education. For more information, see the Assistant Principal of Student Services or a school counselor. (BP/AR6159)

**L. WILLIAMS UNIFORM COMPLAINT PROCEDURES**

**Types of Complaints**

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682)

1. Textbooks and instructional materials
  - a. A student does not have standards-aligned textbooks or instructional materials or state- or

- district-adopted textbooks or other required instructional materials to use in class.
  - b. A student does not have access to textbooks or instructional materials to use at home or after school.
  - c. Textbooks or instructional materials are in poor or unusable condition.
- 2. Teacher vacancy or misassignment
  - a. A semester begins and a teacher vacancy exists.
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.
  - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
- 3. Facilities
  - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.
  - b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

### **Filing of Complaint**

A complaint alleging any condition(s) specified above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint. If a complaint is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting.

For any complaint concerning a facility condition that poses an emergency or urgent threat to the health or safety of students or staff, a complainant may file an appeal to the Superintendent of Public Instruction (SPI) within 15 days of receiving the district's response.

All complaints and written responses shall be public records.

- M. Section 504** Under Section 504 of the Rehabilitation Act, a student qualifies for recommended services related to a disabling condition when there exists a physical or mental impairment that **substantially** limits one or more major life activities (breathing, walking, seeing, hearing, working, and learning). Section 504 is a federal law enforced by the Office of Civil Rights. It is an anti-discrimination law. It is the intent of the Tamalpais Union High School District to ensure that students who are disabled within the meaning of Section 504 are identified, evaluated, and provided with appropriate access to education. For more information, see the Assistant Principal of Student Services or a school counselor (BP/AR6164.6).

## **STUDENT CONDUCT**

All staff is committed to providing an orderly and caring environment in which students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. Attitudes and behaviors that promote mutual respect and harmonious relations will be continuously encouraged. Tamalpais Union High School District shall promote nonviolent conflict resolution techniques and provide students opportunities to voice their concerns about school policies and practices.

School officials recognize the need to take appropriate action whenever the safety and order of the campus are threatened. In accordance with EC §35291.5, the Site Discipline Plan includes sanctions which may be imposed when a student violates school rules. Sanctions include but are not limited to the following:

- a. Behavior contracts.
- b. Detention
- c. School service or community service hours. These hours must be completed during non-school hours.
- d. Suspension.
- e. Referral to another school.
- f. Expulsion.

**A. Grounds for Suspension.** A student may not be suspended from school or recommended for expulsion unless the Superintendent or the principal of the school in which the student is enrolled determines that the student has:

1.
  - a. Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b. Willfully used force or violence upon the person of another, except in self defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of objects of this type, the student has 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.

"Firearm" means any device designed to be used as a weapon from which is expelled through a barrel a projectile by the force of any explosion or other form of combustion.

Examples of "dangerous object" include, but are not limited to: B.B. guns, pellet guns, air rifles, pepper spray, razors, laser pointers, brass knuckles, fist packs, nunchaku, and any object likely to cause injury to person or property that has no reasonable use at school.

3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, listed in Chapter 2 (commencing with §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.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.

7. Stolen or attempted to steal school property or private property.
8. 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 student of his or her own prescription products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, defined in §1014.5 of the Health and Safety Code.
11. 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. (See III.B. for examples of behavior that violate this subsection.)
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm. As used in this subsection, "imitation firearm" 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.
14. Committed or attempted to commit a sexual assault as defined in Penal Code §§261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code §243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
16. Committed sexual harassment as defined in Education Code §212.5. The sexual harassment 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 educational environment. (§48900.2.)
17. Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of §233. (§48900.3.) (See III.C. for examples of hate-motivated behavior.)
18. Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile educational environment. (§48900.4.)
19. Made a terroristic threat against school official(s) or school property, or both. (§48900.7) "Terroristic threats" 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 was 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.

20. Aids or abets, as defined in Penal Code §31, the infliction or attempted infliction of physical injury to another person. For this offense, a student may be suspended, but not expelled, except that a student 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 III.A.1. above and Education Code §48900, subdivision (a). (§48900(q).)
21. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA. (§48900(p).)
22. Hazing. Engaged in, or attempted to engage in, hazing as defined in Education Code §32050. Hazing includes any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school.
23. Electronic Signaling Devices. (Education Code [48901.5](#)) Pursuant to its authority under the Education Code [48901.5](#), the Board finds that students may possess electronic signaling devices while the students are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Students must ensure that the device is turned off and out of sight during instructional periods. All amplification and notification functions of such devices shall remain in the "off" position during instructional periods. No student is prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of a student and use of which is limited for purposes related to the health of the students.

**The following are examples of misconduct which are defined as willful defiance and, as such, may be grounds for suspension or expulsion (This list is not considered all-inclusive.):**

1. Verbal abuse and/or defiance of a supervisor, teacher, administrator or other District employee engaged in the performance of his or her duties.
2. Intentionally falsifying or misrepresenting material information provided to a District employee or on District records, or altering, defacing, or destroying District records without proper authorization.
3. Gambling.
4. Hazing.
5. Immoral behavior, possession/possession for sale of pornographic materials.

6. Leaving school without permission of school authority or being in a restricted area.
7. Violation of a governmental statute, ordinance or regulation.
8. Violation of the Dress Code, Closed Campus, Computer Use Contract, or any other District Governing Board Policy and/or school regulation.
9. An act of hate-motivated behavior\*.
10. Engaging in any form of communication that is obscene, libelous, or slanderous.
11. Challenging, provoking, or engaging in unlawful fighting.
12. Sexual harassment as defined in III.A.16.
13. Violation of regulations regarding possession of an electronic signaling device. (See III.D.)
14. Academic Dishonesty.
15. Violation of laws or ordinances (e.g. speeding, reckless driving or campus parking violation).

\* Hate-motivated Behavior: The following are examples of hate-motivated behavior include:

- 1) Hate-motivated behavior is defined as any act or attempted act to cause physical injury, emotional suffering, or property damage through intimidation, harassment, bigoted slurs or epithets, vandalism, force, or threat of force motivated in part or in whole by hostility toward the victim's real or perceived race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.
- 2) Acts of hate-motivated behavior include, but are not limited to, criminal acts that are statutory violations and posting or circulating demeaning jokes, leaflets, or caricatures; defacing, removing, or destroying posted materials, announcements, or memorials, and the like; distributing or posting hate-group literature and/or posters; using bigoted insults, taunts, or slurs; and possession of hate-group literature, caricatures, and the like.

**B. Acts Related to School Activity or Attendance (EC §48900)**

A student may be suspended or expelled for any of the acts enumerated if that act is related to school activity or school attendance that occurs at any time, including, but not limited to, any of the following:

1. While on school grounds;
2. While going to and from school;
3. During the lunch period, whether on or off campus; or
4. During or while going to or coming from a school-sponsored activity; or,
5. While on another school district's grounds. (BP/AR 5144 ).

If a student commits a crime during other than the hours mentioned above, and a connection is made between the crime, its planning, its aftermath and the school, the student may be subject to school/district disciplinary measures.

**C. Student Work Assignments**

The teacher of any class from which a student is suspended shall provide to the student all assignments and tests the student would otherwise miss while suspended. The teacher may require the suspended student to complete any assignments and tests missed during the suspension (AR 5144). Suspension days are considered unexcused absences and accumulate in accordance with the partial-credit policy.

**D. Involuntary Transfer**

A student who commits an action enumerated in AR 5144 and EC §48900, or has been habitually truant or irregular in attendance through instruction upon which he or she is lawfully required to attend may be involuntarily transferred to a continuation school (AR 5144).

**E. Exclusion from Graduation**

A student who has been suspended during the second semester of his or her senior year and determined not to be a senior in good standing may be denied participation in the graduation ceremony or graduation-related activities (AR 5144).

**F. Removal of Suspension Record**

According to AR 5144 III, a student (or parent/guardian thereof) with senior standing, with a record of one prior suspension, may submit a written request to the superintendent to remove from that student's official school file the record of that suspension, unless that student was suspended for any of the following acts:

- Possession of a firearm.
- Causing serious physical injury to another person, except in self-defense.
- Brandishing a knife
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds.
- Unlawful sale of any controlled substance.
- Robbery or extortion.
- Committing or attempting to commit a sexual assault.
- Assault or battery upon any school employee.

**G. Classroom Exclusion - Teacher's Right to Suspend Students from Class**

A teacher may exclude a student from class for acts such as defiance or disruption for a total of one block period (AR 5144). The teacher shall inform the student of what he/she is accused of doing and what the basis of the accusation is. The student will be given the opportunity to explain his/her version of the facts. The teacher will send the student to an assistant principal and call the parent/guardian to arrange a conference.

**H. Attendance of Suspended Student's Parent for Portion of School Day**

According to AR 5144, a teacher who suspends a student for committing an obscene act, engaging in habitual profanity, disrupting school activities or otherwise willfully defying the valid authority of the teacher or other school personnel, may require the parent to attend the portion of a school day in his or her child's classroom. The attendance of the parent shall be limited to the class from which the student was suspended.

**I. Expulsion (AR5144 IV and EC §48915)**

1. The principal or superintendent shall immediately suspend and shall recommend to the Board to expel a student that he or she determines has committed any of the following acts:
  - a. Possessing, selling or otherwise furnishing a firearm;
  - b. Brandishing a knife at another person;
  - c. Unlawfully selling a controlled substance;
  - d. Committing or attempting to commit a sexual assault as defined in AR 5144 or committing a sexual battery as defined in AR 5144.
  - e. Possession of an explosive. Explosive means "destructive device" as described in §921 of Title 18 of the United States Code.

Upon finding that the student committed any of the acts listed above, the Governing Board shall order the student expelled.

2. The principal or superintendent shall recommend a student's expulsion for any of the following acts, unless the principal or superintendent finds that expulsion is inappropriate due to the particular circumstance:
  - a. Causing serious physical injury to another person, except in self-defense;
  - b. Possessing any knife, explosive, or other dangerous object of no reasonable use to the student;
  - c. Unlawful possession of any controlled substance except for the first offense of the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis;
  - d. Robbery or extortion;
  - e. Assault or battery, as defined in Penal Code sections 240 and 242, upon any school employee.
3. Except as provided in 1 and 2 above, the principal or superintendent may recommend a student's expulsion for the student's commission of any of the acts listed as grounds for suspension or expulsion.

For disabled students, refer to Conditions for Expulsion according to AR5144 and EC §48915.5. The procedures for expulsion of disabled students are set forth in AR 5144.IV.C.

- A pre-expulsion assessment is conducted as necessary and a manifestation determination is made.
- An individualized education program (IEP) team meeting is held and conducted.

#### **J. Questioning and Apprehension**

According to BP5145.11, peace officers have the right to interview students on school premises as suspects or witnesses. When such an interview is requested, the principal or designee shall accommodate the questioning in a way that causes the least disruption to the school process, gives the student appropriate privacy, and models exemplary cooperation with community law enforcement authorities.

The principal or designee shall make every reasonable effort to notify the student's parent/guardian when a peace officer requests an interview on school premises, except in cases of child abuse or neglect or other situations in which the principal or designee determines that notification would be inappropriate.

According to BP5145.11, peace officers have the right to interview students on school premises as suspects or witnesses. When such an interview is requested, the principal or designee shall accommodate the questioning in a way that causes the least disruption to the school process, gives the student appropriate privacy, and models exemplary cooperation with community law enforcement authorities.

Students shall be informed that they are not required to give information to peace officers, but students shall be encouraged to cooperate.

If the peace officer finds it necessary to remove the student from school, the principal or designee shall first ascertain the reason for such action. Upon releasing the student, the principal or designee shall immediately take steps to inform the student's parent/guardian, except in cases of suspected child abuse.

**K. Gangs**

The Board of Trustees desires to keep District schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence, or disruptive behavior. For the purpose of this policy, a gang is two or more people who form an allegiance for a common purpose to engage in acts which are threatening or criminal, and which include such behavior as intimidation, threats or violence. The Tamalpais administration will work with local law enforcement agencies to share information and prevent gang activity (BP5136).

**L. Recognition of School Authority**

Students are responsible for identifying themselves when requested by school personnel and for abiding by directives of staff members, including teachers, administrators, custodians, grounds supervisors, teachers' aides, secretaries, parent volunteers, and clerks. Failure to do so will be considered defiance.

**M. Search and Seizure**

According to BP 5145.12, school officials may conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student may have violated the law or school rules, or placed the health and safety of students or school employees in jeopardy. In all such cases of search, the search must be within the school personnel's regular scope of duties, and any property seized must be reported to the student immediately.

**N. Vandalism**

Vandalism includes negligent, willful, or unlawful damaging or taking of any District-owned real or personal property, including the writing of graffiti. The parent/guardian having custody or control of a minor who commits an act of vandalism against the school or district will be held financially liable (BP 5131.5).

**O. Electronic Signaling Devices**

(§48901.5.) Pursuant to its authority under the Education Code §48901.5, the Board finds that students may possess electronic signaling devices while the students are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Students must ensure that the device is turned off and out of sight during instructional periods. All amplification and notification functions of such devices shall remain in the "off" position during school hours. No student is prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of a student and use of which is limited for purposes related to the health of the students. Unlawful use of an electronic signaling device may be grounds for suspension.

**P. Alcohol and Other Drugs**

The Board of Trustees of the Tamalpais Union High School District is strongly and vigorously opposed to the use, sale, or possession of illegal drugs and alcohol by students on the campuses of the schools of the district including off-campus school-sponsored events. Rules and regulations covering possession or consumption of alcohol and other drugs shall be widely promulgated to the students, parents and the general community. It is the intent of these regulations to discourage and eradicate drug and alcohol activities on the campuses of the District.

Rules and regulations concerning drug activities shall encompass and implement the laws of the state to their fullest extent to achieve the Board's goal of eradication of drug and alcohol activity.

It is the policy of the Board to work with and utilize appropriate law enforcement agencies in active cooperation to identify and deal with student drug and alcohol offenders. Procedures implementing this policy shall be in accordance with state law and due process.

The Board believes in the value of education about drugs and alcohol and substance abuse for the students of the District. At each of the District's three high schools, appropriate health instruction shall be offered in order to ensure broad student participation in drug and alcohol education. It will include substance-abuse education, health education and sex education.

One of the elements to be included in the health education activity is communication of the stance of the district's Board of Trustees toward drug and alcohol activities on campus, as set forth in this policy (BP 5131.6).

As required by Board Policy 5131.6, the police are immediately notified of any drug/alcohol offense. Please note that the school's discipline consequences are completely independent of any action the police may take.
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**Enforcement/Discipline**

- Students are prohibited from using, possessing, or being under the influence of alcohol or other drugs while on school grounds or under school jurisdiction.
- Staff members who apprehend a student possessing or using alcohol or other drugs while in school, on school grounds or during school-sponsored activities, shall refer the student to the appropriate administrator.
- Students exhibiting symptoms of being under the influence of alcohol or other drugs shall be referred to the nurse or appropriate administrator and shall be subject to discipline.
- Drug and alcohol offenses are cumulative throughout the high school years; that is, they carry over from year to year. This also includes offenses committed during summer school.

For ALL offenses involving the possession/use/furnishing/sales/under the influence of controlled substances or intoxicants, the following actions shall be taken by the principal or designee.

1. Parent/guardian notification
2. Conference with parent/guardian
3. Development of a written intervention plan. The following activities/measures may be appropriate components of an intervention plan:

- a. Referral for assessment of alcohol/drug behavior
  - b. Referral to an appropriate community counseling program for family counseling
  - c. Attendance at a 12-Step or other substance abuse program
  - d. Community Service
  - e. Restriction to campus
  - f. Behavioral/academic contract
  - g. Restriction from school activities
  - h. Transfer to another school or county program
  - i. Urine analysis
4. Referral to appropriate community counseling program with the expectation that at least one counseling session be held during the time of suspension

#### Possession/Use/Furnishing/Under the Influence of Controlled Substances or Intoxicants

Staff members who apprehend a student possessing, furnishing, being under the influence or using controlled substances or intoxicants while in school, on school grounds or while under school jurisdiction, shall refer the student to the appropriate administrator.

Students exhibiting symptoms of being under the influence of controlled substances or intoxicants shall be referred to the nurse or appropriate administrator and shall be subject to discipline.

- 1. First offense involving alcohol, less than one ounce of marijuana, and drug paraphernalia.
  - a. In addition to the required actions listed in III.A, the following actions shall be taken by the principal or designee:
    - (1) Suspension from school and school activities for up to five days with possibility of suspension being extended pending completion of expulsion hearing
    - (2) Law enforcement authority notification within one school day of the suspension, with possibility of citation being issued
    - (3) Suspension from team/sports participation (games and practices) for a total of ten school and Saturdays and holidays that include athletic participation (students may watch practice and games after completion of school suspension)
    - (4) Suspension from participation in extra curricular activities for a total of ten school or participation days (e.g. ASB of offices, clubs, intramural sports).

The ten days of suspension from team/sports/activities include the school suspension days. If the current sport season ends before the completion of the ten day team suspension, the remaining suspension days shall be carried forward to the next sport in which the student participates. However, arrangements shall be made for the student to try-out for the next sport.

- b. In addition, the following actions may be taken:
    - (1) Recommendation for expulsion, unless inappropriate due to the particular circumstances of the incident, in which case the suspension may be extended pending the completion of the expulsion hearing. (Immediate notification of the Superintendent and designee if expulsion is being considered.)
    - (2) School service contract/community service/volunteer work
    - (3) Transfer/alternative placement
    - (4) Restriction from school extra-curricular and athletic activities
    - (5) Parents required to attend school with their student
    - (6) Assignment of extra academic work, activities, essays
    - (7) Restriction to campus
    - (8) Other actions as deemed appropriate by school administrators
2. First offense for possession, use/furnishing/being under the influence of any controlled substance, including one or more ounces of marijuana.
- a. In addition to the required actions above in III.A, the following actions shall be taken by the principal or designee:
    - (1) Suspension from school and school activities for up to five days with possibility of suspension being extended pending completion of expulsion hearing
    - (2) Law enforcement authority notification within one school day of the suspension, with possibility of citation being issued
    - (3) Suspension from team/sports participation (games and practices) for a total of ten school or athletic participation days (students may watch practice and games after completion of school suspension)
    - (4) Suspension from participation in extra curricular activities for a total of ten school or participation days (e.g. ASB of offices, clubs, intramural sports). The ten days of suspension from team/sports/activities include the school suspension days. If the current sport season ends before the completion of the ten day team suspension, the remaining suspension days shall be carried forward to the next sport in which the student participates. However, arrangements shall be made for the student to try-out for the next sport.
    - (5) Recommendation for expulsion, unless inappropriate due to the particular circumstances of the incident, in which case the suspension may be extended pending the completion of the expulsion hearing.
    - (6) Immediate notification of Superintendent and designee if expulsion is being considered.
  - b. In addition, the following actions may be taken, whether or not the student is recommended for expulsion:
    - (1) School service contract/community service/volunteer work

- (2) Referral to appropriate community counseling program with the expectation that at least one counseling session be held during the time of suspension
- (3) Recommendation for family counseling
- (4) Police citation issued
- (5) Transfer/alternative placement
- (6) Additional restriction from school extra-curricular and athletic activities, such as future dances or athletic events
- (7) Parents/guardians required to attend school
- (8) Assignment of extra academic work, activities, essays
- (9) Restriction to campus
- (10) Other actions as deemed appropriate by school administrators

### 3. Second and Subsequent Offenses

In the event that a student was not recommended for expulsion for the first offense, subsequent offenses will be dealt with increasing severity and will lead to a recommendation for expulsion in most instances.

- (a) In addition to the required actions in III.A above, the following actions shall be taken by the principal or designee:
  - (1) Suspension from school and school activities for up to five days (may be up to ten days under specific circumstances for Special Education students)
  - (2) Law enforcement authority notification within one school day of the suspension with possibility of citation being issued.
  - (3) Suspension from team/sports participation for forty (40) calendar days from the date of suspension, not including summer school; suspension from participation in extra curricular activities for (e.g. ASB offices, clubs, intramural sports) for forty (40) calendar days from the date of suspension, not including summer school. If the student participates in a drug treatment program immediately following the second suspension, suspension from athletics and/or activities may be reduced to thirty (30) calendar days from the date of suspension, not including summer school.
- (b) In addition, the following actions may be taken:
  - (1) Recommendation for expulsion, in which case the suspension may be extended pending the completion of the expulsion hearing (immediate notification of Superintendent and designee of possibility of recommendation for expulsion)
  - (2) School service contract/community service/volunteer work
  - (3) Transfer/alternative placement
  - (4) Restriction from school extra-curricular and athletic activities
  - (5) Parents/guardians required to attend school. Parents/guardians encouraged to take part in family counseling, drug/alcohol

counseling, and/or a parent education program.

- (6) Assignment of extra academic work, assignments, essays
- (7) Restriction to campus
- (8) Other actions as deemed appropriate by school administrators

C. Sale of Controlled Substances

1. When a student sells a controlled substance at school or while under school jurisdiction, in addition to the required actions in III.A above, the following actions shall be taken by the principal or designee:
2. Law enforcement notification with possibility of citation issued or removal to juvenile hall or police station
3. Suspension from school and school activities for up to five days with probability that suspension will be extended pending completion of expulsion hearing
4. Recommendation for expulsion, with immediate notification of Superintendent and designee
5. Suspension from team/sports participation for remainder of the year
6. Suspension from extra-curricular activities (e.g. ASB offices, clubs, intramural sports) for the remainder of the year, unless otherwise determined by the Board during the expulsion process

D. Sale of Look-Alike Substances

1. When a student offers, arranges or negotiates to sell a controlled substance, alcohol or an intoxicant, and instead delivers a look-alike substance, the following actions, in addition to the required actions in III.A above, shall be taken by the principal or designee:
  - a. Law enforcement authority notification within one school day of the suspension with possibility of citation being issued
  - b. Suspension from school and school activities for up to five days
  - c. Suspension from team/sports participation for remainder of season
  - d. Suspension from extra-curricular activities (e.g. ASB offices, clubs, intramural sports) for remainder of the semester
2. In addition, the following actions may be taken:
  - a. Recommendation for expulsion, in which case the suspension may be extended pending the completion of the expulsion hearing
  - b. School service contract/community service/volunteer work
  - c. Transfer/alternative placement
  - d. Additional restriction from school extra-curricular and athletic activities, such as future dances or athletic events
  - e. Parents required to attend school
  - f. Restriction to campus
  - g. Other actions as deemed appropriate by school administrators

### **Rules and Regulations Governing the Relations of the School to Law Enforcement Agencies**

- Staff shall notify the principal or designee immediately upon suspecting a student is selling or providing alcohol or other drugs. The principal or designee may notify law enforcement prior to confronting or searching the student.
- A search for drugs may be made in accordance with the provisions of law, Board Policy and administrative regulations.
- When there is evidence that a student is under the influence, possessed, furnished or sold alcohol or other drugs or drug paraphernalia on or about the school premises or at school-sponsored functions, law enforcement must be notified.)BP/AR5131.6

### **Drug Counseling/Education**

School administrators will work with, and make appropriate student referrals to, agencies which specialize in counseling young people in dealing with substance abuse. Education identifying risk factors such as characteristics and stages of chemical dependency, alternatives and co-dependency are included in the Social Issues class.

### **Parent Education**

The District will endeavor to provide parent education about substance use and abuse through the Community Education Program and agencies such as Bay Area Community Resources. Parents who have students involved with drug possession, use or sale will be strongly counseled to take advantage of these opportunities.

### **Publicity Concerning Drug Policy and Procedures**

The District's drug and alcohol policy and procedures will be widely disseminated to students and parents/guardians through school publications, informational letters to parents/guardians, and other effective means.

### **Q. Tobacco Use**

**Penal Code §308b proscribes possession of tobacco, cigarettes or cigarette papers by persons under the age of 18 years. The punishment is \$200.00 or 15 hours of community service. A violation of this section is an infraction.** Smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew or possess tobacco or nicotine on school property or during school hours, at school-sponsored events, or under the supervision of District employees (Board Policy 5131.62).

Students who violate this policy shall be subject to disciplinary procedures. Consequences for smoking and/or chewing tobacco on campus include the following:

- First time - warning, parent/guardian contacted, student contract signed and kept on file.
- Second time - parent/guardian contacted, referral to smoking quit classes, detention.
- Third time - parent/guardian contacted, suspension one day from school for repeated defiance of school rules, referral to smoking quit classes.

### **R. Contract Agreement for Student and Parent for Tamalpais Union High School District Educational Computer Use and Internet Privileges**

The Tamalpais Union High School District provides educational computer accounts, allowing access to the Internet. Students are required to sign a Contract for Student Use of Technology. The contract begins upon signing and ends when the student leaves the school district. The use of

school computers must be in support of education and research. Unacceptable use includes transmission of copyrighted, illegal, threatening, harassing, violent, or obscene material. Altering or removing computer files not belonging to the user, installing unlicensed software, creating links to inappropriate materials, disconnecting equipment, and vandalism are also prohibited. Transmission or reception of pornographic material is expressly prohibited.

The use of school computers and the Internet is a privilege, and unacceptable use will result in the cancellation of privileges. The system administrator or school administration may revoke privileges at any time. Depending on the severity of the violation, computer privileges may be revoked, disciplinary consequences may be imposed, restitution may be required, and/or the student may be suspended. (BP/AR6163.4; BP/AR6162.6)

The Marin County Office of Education and Tamalpais Union High School District have taken reasonable precautions to eliminate access to inappropriate material. It is, however, impossible to restrict access to all inappropriate materials, and the parent cannot hold them responsible for materials acquired by the student on the network.

## **S. Academic Honesty: Statement of Philosophy**

Tamalpais Union High School District is committed to encouraging students to experience the joy of accomplishment in school and in their personal lives, to discover their full potential, to value an atmosphere of trust and respect, to assume responsibility for their own ethical behavior, and to foster ethical behavior in others.

In pursuit of this ideal, we acknowledge that:

- Academic honesty is a shared responsibility among students, parents and school staff.
- The many students who do not cheat are adversely affected by those who do.
- High school students are under more pressure than ever to achieve high grades.
- Teachers must create conditions which encourage ethical behavior.
- Students need to experience rewards for good ethics and consequences for poor decisions.

### **Academic Dishonesty may include, but is not limited to, the following:**

- Claiming credit for work which is not one's own (copying homework, copying test answers, etc.).
- Allowing others to claim credit for the work (allowing others to view your homework or assignments, etc.).
- Using notes or other unauthorized material, or being involved in unauthorized communication during a test or other assessment.
- Being involved in unauthorized communication during a test or other assessment.
- Plagiarism: Copying published works on the ideas of others without proper source attribution, including down-loading of computer files, either directly or with only minor editing.
- Unauthorized submission of work for one class that has already been accepted for credit in another class or school
- Accessing or providing unauthorized material prior to assessment, including revealing test information.
- Submitting work substantially done by someone else (parent, tutor, sibling, etc.).
- Unauthorized use of translation program in World Languages.
- Forgery

**Consequences:** Additional information is located on each school's website or in the site Handbook Addendum.

**T. Dress and Grooming**

According to BP5132, the Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the education process as determined by the school site administration. Shoes and shirts must be worn at all times. Short-cropped and low-cut tops which expose one's stomach or chest and extremely short shorts/skirts are not appropriate. Underwear should not be worn as outerwear. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are obscene, libelous or slanderous, vulgar, profane or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol or which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations or the substantial disruption of the orderly operation of the school, as determined by the school site administration. When gangs constitute a danger to students, the Superintendent or designee may restrict student dress and grooming as necessary to comply with Board Policy related to gang activity (BP5136).

**U. Driving and Parking**

Students are encouraged to walk, bike, car pool and use public transportation whenever feasible. Driving and parking on campus are privileges reserved for students who meet the following conditions:

- a. Possession of a currently valid driver's license.
- b. Registration of the vehicle in accordance with the school's parking policy.
- c. Consistent observation of all vehicular traffic and parking laws.
- d. Safe operation of the vehicle at all times.
- e. Adherence to school parking policies.
- f. Possession and proof of automobile insurance.

Students in violation of school, district, state or local driving ordinances, rules or policies are subject to school disciplinary actions which may include the suspension of, or termination of, parking privileges or suspension from school. Students may also be ticketed by local law enforcement agencies (BP5131.3).

Students who do not receive permits and park on local streets must obey parking laws and follow common sense. Do not park on both sides of narrow streets and do not block driveways or intersections. Failure to park appropriately off campus may result in disciplinary action at school.

**Additional information is located on each school's website or in the site Handbook Addendum.**

**V. Litter**

Maintaining an attractive campus requires the help of all persons, particularly students, in depositing litter into trash cans. This applies to both outside and inside areas.

**W. Skateboards and Roller Blades**

Skateboards may be used as a means of transportation to school. During the school day skateboards must be secured in a locker. They may not be ridden to and from class or in the corridors or the paths on campus. Violators will have their skateboards taken away and retained in the office. Repeat violators will have skateboards returned only to a parent or guardian.

**X. Students on Other Campuses**

District students may not be present at a school site other than their own during the school day (30 minutes before/after school, lunch, breaks, and at school-related events) without prior approval of the school of residence and the home school administrator (AR 5142).

**Y. Student Identification**

In order to promote campus safety and to assist administrators and staff in accurately identifying district students and non-students, all district students shall be photographed annually as part of the yearly school/class registration process. Each student must complete this process in order to receive his or her schedule and attend class. Student photos will be maintained in the school offices and used for student discipline and campus safety purposes.

All students shall be required to carry their identification cards while at school and school-sponsored activities. Failure to show the identification card when asked by a school official in the course of his/her duties may be considered defiance and may be grounds for suspension. (BP/AR 5142)

## **STUDENT SERVICES**

**A. Activities & Clubs**

The distribution of information of student clubs and special interest organizations is encouraged as a way of getting to know students who share similar interests and hobbies. Some clubs are well established and continue from year to year. Others are started by students who are able to enlist the support of a faculty member who acts as an advisor and goes through the steps to register the club as an "official" part of the student body.

**B. Athletics**

Tamalpais Union High School District competes in the Marin County Athletic League (MCAL) of the California Interscholastic Federation (CIF). Other MCAL teams include Branson, Justin Sienna, Marin Catholic, Novato, San Marin, San Rafael, Sir Francis Drake, Redwood, Terra Linda, and Tamalpais High Schools. League regulations specify that students must pass twenty credits of work at the last grading period in order to participate in athletics and must maintain a "C" average in order to participate in extracurricular activities. All students participating in any sport must fill out an Athletic Participation Form. This form must be completed and turned in before a student can participate in practice. Students must attend four full periods the day of a game to be eligible to play.

If there is a concern or issue that needs to be heard, contact the following: coach, Athletic Director, Assistant Principal in charge of athletics, Principal, District Athletic Coordinator; and Superintendent.

There is also a District-wide Athletic Council represented by all three schools which includes parents, Athletic Directors, and school administration. Please call your school Athletic Director for more information about this group which recommends policies and procedures for operating the school athletic program to the school board.

**Athletic Code of Conduct**

Players will:

1. Show respect for yourself, teammates, coach, opponents, and officials;
2. Use no foul language, trash talk, negative gestures or actions to provoke a negative response or fighting;
3. Be in attendance at school a minimum of four (4) periods (or block-schedule equivalent) before you will be allowed to practice or play on any given day;
4. Have a minimum of a 2.0 GPA according to our school board and NCS Policy.

#### **Ejection Policy**

1. Ejection of a player (and/or coach) from a contest for unsportsmanlike or dangerous conduct, or when one or more players leave the bench to begin or participate in an altercation:  
*Penalty:* The player (and/or coach) shall be ineligible for the next contest. The player or coach who is ejected shall leave the vicinity of play and may not be at the site or in the vicinity of the site at the next contest. (In the case of an underclass student-athletes, last season contest, this policy applies to the next season. In the case of a senior student-athlete, it would apply to the next season of sport.)
2. Illegal participation in the next contest by a player (or coach) ejected in previous contest:  
*Penalty:* The contest shall be forfeited and the ineligible player (or coach) shall be ineligible for the next contest.
3. Second ejection of a player from a contest during one season:  
*Penalty:* The player (and/or coach) shall be ineligible for the remainder of the season.

#### **MCAL Regulations On Fans' Conduct**

Pursuing Victory with Honor:

The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principals; trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”

Everyone involved in competition parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and official's, profane or belligerent trash-talking, taunting and inappropriate celebrations.

#### **Transportation for Athletes**

The District will provide transportation for student athletes to and from athletic events by contract with private transportation providers, to the extent that funds are available for this purpose. When funds are not available, the Superintendent or designee will neither authorize nor arrange for the transportation of the students by private automobile. Rather, students and/or their parents/guardians will be expected to assume responsibility and make their own arrangements for transportation.

#### **Consequences for Athletes Regarding Drinking/Drugs (at school-related events):**

##### **1<sup>st</sup> Offense**

School disciplinary action: suspension from team/sports participation (games and practices) for a total of ten school or athletic-participation days. Students can watch practice after completion of school suspension. The ten days of suspension from team/sports/activities include the school suspension days. If the current sport season ends before the completion of the ten-day team suspension, the remaining suspension days shall be carried forward to the next sport in which the student participates. However, arrangements shall be made for the student to try-out for the next sport.

## 2<sup>nd</sup> Offense

School disciplinary action: suspension of athletic privileges for 40 calendar days from the date of suspension.

<b>Fall Sports:</b>	Boys Football (V, JV, F)	Cheerleading
	Boys/Girls Cross Country (V, F/S)	Girls Tennis (V)
	Boys Soccer (V, F/S)	Girls Volleyball (V, F/S)
	Boys Water Polo (V, JV)	Girls Water Polo (V, JV)
<b>Winter Sports:</b>	Boys/Girls Basketball (V, JV, F)	Girls Golf (V)
	Cheerleading	Wrestling (Co-ed) (V)
<b>Spring Sports:</b>	Boys Baseball (V, F/S)	Boys Golf (V)
	Boys Volleyball (V)	Diving (Co-ed) (V)
	Boys Tennis (V)	Girls Soccer (V, F/S)
	Boys/Girls Swimming (V, F/S)	Girls Softball (V, JV)
	Boys/Girls Track (V, F/S)	Boys/Girls Lacrosse (V)

### C. Food Service

The Food Service is located on campus and is open for students before school, during breaks, and lunch. A variety of sandwiches, beverages, and other packaged goods are available. Students are urged to help in every way possible to keep the eating areas clean.

### D. Daily Bulletin

The daily bulletin is the main source of communication to students. Included are announcements about clubs, class activities, athletic events, and general information of interest to students. Copies are available in each classroom, posted around school, and on the site's website. Notices to be included in the bulletin must have a faculty signature and be returned to the Service Center by 1:00 p.m. on the day before the notice is to be published. The Bulletin is the key form of communication.

### E. Dances

School dances are usually for students who attend that school. Students must have a student identification card to enter the dance and, once they leave, they may not return. Students will not be admitted to on-campus dances after 9:15 p.m. All campus dances are from 8:00 to 11:00 p.m. Students who continue to ignore warnings regarding appropriate dancing will be subject to discipline for defiance.

### F. Decision Making Bodies

Students participate in site decision making through student government and site council. Elections for student representatives are held annually. Students elected to student government participate in the Leadership class, plan student activities, and promote the student voice. Student representatives to site council attend regular meetings, voting on budgets, site plans, and school policies/procedures.

### G. Library

The library is open from 7:30 a.m. to 4:00 p.m. A Library Media teacher and Library Specialist are available to assist students in the use of the library. Included in library are holdings are books, magazines, newspapers, audio-visual materials, and computer database. Students may borrow materials. **Additional information is located on each school's website or in the site Handbook Addendum.**

**H. Computer Lab**

The computer lab is open Monday through Friday, 7:30 a.m. to 4:00 p.m. A student must display his/her student identification card to access a computer. In the computer lab, the students will find access to word processing, database, spreadsheet, and Internet-access programs. Before being allowed into the lab, the student and parent must sign and return the form, which is found in the student information packet mailed in August.

**I. Protection of Personal Property**

Most student theft is a result of unattended backpacks or unlocked lockers.

**J. Reports of Vandalism and Theft**

The Tamalpais Union High School District community would like to assume that all students will respect other people's property, but unfortunately, that is not always the case. Occasionally, property is stolen or vandalized. Students are responsible for protecting their personal property from theft and vandalism. While the campus is well supervised, school officials can't be everywhere at all times. The school is not responsible for the security of personal property. Students should securely lock all items in P.E. lockers during P.E. classes.

Backpacks and personal belongings should not be left unattended. Lockers and bikes should be secured at all times. Students are responsible for providing their own bike locks.

Incidents of theft or vandalism should be reported immediately to the Staff Assistant or Campus Supervisor. The school will investigate all reports of theft. Students are encouraged to file police reports if a bike or car has been vandalized. Recovered goods will be returned to their rightful owner.

Students caught stealing or vandalizing school property will be subject to the appropriate disciplinary consequences and restitution.

**K. Lockers**

Lockers are provided as a convenience. Although school officials provide campus supervision throughout the building and school campus, they take no responsibility for the security of these lockers. Students must use only the locker assigned to them (BP5145.12).

**L. Lost and Found**

The Lost and Found is located at the receptionist's desk in the Main Office. Students may claim articles from the office personnel upon proper identification.

**M. Publications**

- The Yearbook Will be sold as part of the spirit package (the best rate). Prices will rise as the school year moves along.
- Student News The school newspaper is published regularly.
- The Daily Bulletin It is YOUR responsibility to listen to daily announcements and read the bulletin, posted in each classroom and on the school web site.
- The Counseling Newsletter Prepared by the counseling department; this publication includes the latest college and counseling news.
- The Site Newsletter This newsletter mailed home to parents regularly.

**N. Scholastic Organizations**

**California Scholarship Federation (CSF)** is for students carrying four or more subjects (not counting P.E. and repeated subjects) and who earn a minimum of ten (10) CSF points, seven (7) of which must be in academic subjects.

A = 3 points    B = 1 point

No CSF points will be given for P.E. or a repeated course. A grade of "D" or "F" in any subject including P.E., repeated subjects, and citizenship shall exclude a student from membership for the semester. No extracurricular activities shall be recognized for points. Semester membership is by application only and shall not be automatic or compulsory. Retroactive membership may not be granted to any student who has failed to submit an application to become a member by the deadline for a semester.

CSF is governed by the state organization. Each member must be approved by the Scholarship Committee and the principal of the school where he/she attends. Life membership is obtained by earning membership FOUR of the last six semesters in school, one semester of which must be based on senior grades. Membership privileges will be granted to ninth graders; however, ninth grade membership does NOT count toward life membership. A CSF gold seal is awarded. At graduation, life members are entitled to wear gold cords.

#### **O. Support Services at School**

The Tamalpais Union High School District counselors help students with scheduling, academic issues, school problems, personal concerns, and school-to-career choices. Online access to the many questions parents and students may have regarding counseling services can be accessed through <http://www.tamdistrict.org/instr/grad/faq-students.htm>

Students are assigned a counselor when they register for enrollment. In most cases a student will have the same counselor for four years. Students may go to the counseling office during break, lunch, before school, or after school to sign up for an appointment. Counselors will send for students at their earliest convenience. In cases of personal emergencies, however, students should report directly to the Counseling secretary, who will find someone to help them immediately.

School counselors and other authorized personnel occasionally provide individual, as well as small group counseling. The focus of small group support will change according to the needs of students. Examples of groups are those that may address problems such as eating disorders, alcoholism in the family, stress management, grief management, anger management, female concerns, or male concerns. Groups may be formed by special needs or interests of students. Individual counseling for drugs and alcohol or other personal issues is also available as needed.

The College and Career Center offers daily programs, services, and information for college planning and employment options. Once students enter high school and are assigned to a counselor, their counselor can provide assistance and direct students and families to appropriate resources, both inside and outside of school.

Other support systems in place in the Tamalpais Union High School District include:

- **Career Guidance Center:** The Career Center is often the focal point of college planning and the hub for career exploration. Students can avail themselves of college resources, meet college representatives, and explore information about scholarships and financial aid. Job training can take the form of interest inventories, job shadowing, and listening to career speakers. The Career Center offers college and work-related support, as well as employment opportunities.

- **Counselors:** The TUHSD counseling staff is committed to helping students with their course pathways to college or career, and with students' personal and social problems interfering with their ability to achieve their academic potentials.
- **English as A Second Language (ESL):** Classes are scheduled at Redwood and Tamalpais High Schools and are designed to assist students in understanding the American culture and language.
- **Health Technician:** Each comprehensive site employs a health technician to assist student during school hours. The health technician is a valuable resource for those occasional illnesses and health topics of special interest to adolescents.
- **Case Review:** Teachers, counselors, support personnel and administrator meet regularly to identify, plan and coordinate student interventions regarding academics, attendance and behavior.
- **Peer Counseling:** Peer Resource is students with special training in listening to and referring students who have issues to air in a confidential environment. Students act as peer educators peer mediators, and peer tutors.
- **Special Education:** A variety of programs serve the many different needs of the special education community, from the mildly learning disabled to the severely handicapped. Resource Specialists classrooms, Special Day Classes and Community Mental Health staff offer student support. For more information about special education programs, contact the Director of Special Education at the Tamalpais Union High School District Office.
- **Academic Workshop:** This class is designed to provide supplemental instruction in knowledge, skills, habits and attitudes necessary for academic success. This course is intended as a highly individualized support class, with instruction planned to meet the specific needs of each individual student.
- **School Attendance Review Board (SARB):** The SARB is a committee of administrators, teachers, a probation officer, community members, and school counselors. Attendance hearings require this team's effort in order to recommend interventions, legal avenues or change of placement for certain students with poor attendance and/or behavior patterns.
- **Student Study Teams:** Teachers, counselors, an administrator, the student and his/her parent meet to gather and review information for "at risk" students to develop recommendations or assistance for the student.
- **Parent Support Groups** are led from time to time by Bay Area Community Resource personnel to provide a forum for discussion issues related to drugs and alcohol and to provide support for parents dealing with these issues.
- **Bay Area Community Resource Counselor:** The Bay Area Community Resources staff provides support to numerous students by providing group counseling, peer mediation services and individual counseling services.
- **Homeless/Foster Care Liaison:** Each site has an administrator who serves as a homeless/foster care liaison, providing information and services to students who are in

foster care and to families who find themselves homeless. This may include free bus tickets, school supplies, etc.

**P. Textbooks**

Textbooks are distributed and collected by classroom teachers, and students are responsible for returning these books to the teacher who issued them. Students are responsible for loss or damage done to books.

**Q. Visitors to School**

Persons who are not registered students nor school employees, and who do not have official business at school, are not to be present on campus during school hours, including lunch. Visitors from other schools are welcome only when they are prospective students and have made arrangements by contacting the Assistant Principals' secretary at least 24 hours in advance. Students must obtain this permission for other students who wish to visit the school with them. No visitors are permitted on campus during the first two weeks or the last two weeks of any semester or at anytime when local schools have holidays that do not coincide with the school calendar.

*Revised 08/08*

**The following are Redwood High School addendums for the  
Tamalpais Union High School District Parent / Student  
Handbook. Please refer to the corresponding section number  
listed in the Handbook.**

*(Please refer to page 15; paragraph D in the handbook)*

**The Senior in Good Standing Policy**

The Senior in Good Standing policy has been the practice at Redwood High School for a number of years. Originally designed by parents, teachers and administrators, the policy holds seniors to academic and behavioral expectations commensurate with Redwood's high standards. Seniors have been apprised of these standards and understand that, as a result of continuing to conduct themselves with dignity during their final semester, they will be honored, accordingly, at the June graduation ceremony.

The graduation ceremony is held to recognize seniors who have successfully completed the required course of study and number of credits, and passed TUHSD Outcome requirements in reading, writing, math and computer literacy. The Tamalpais Union High School District School Board recognizes the need for school sites to maintain high standards of student conduct and behavior, and therefore, supports the practice of providing the traditional graduation ceremony for students in good standing.

Therefore, participation in the ceremony is voluntary and considered a privilege earned by being a "Senior in Good Standing". Seniors in Good Standing must:

- Meet TUHSD **graduation requirements**.
- Pass **ALL** classes. Grades of **F, NM or incomplete** in **any** class are unacceptable and participation in graduation must be appealed.
- Attend classes. Students who receive **partial credit** for any class as a result of excessive (five or more) unexcused absences may be restricted from the ceremony.
- Behave appropriately. **Suspensions** as a result of serious offenses, such as vandalism, fighting, or being under the influence of a controlled substance or alcohol are examples of incidents that are likely to prevent one's ability to participate in the ceremony.
- Pay all **outstanding bills**.

Students, age 18 or older, who write their own excuses for absences due to illness, will provide a written excuse from a doctor or nurse on the third day. It is recommended their parents call the school weekly to monitor their student's attendance if attendance is a concern. **Redwood maintains the right to communicate with their parents regarding academic, behavior or attendance issues.**

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

Seniors who receive partial credit as a result of excessive unexcused absences or failing grades in courses required for graduation may be able to make up credits during the summer of 2009 (July graduation) or through possible enrollment in a 9th semester during Fall, 2009.

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

*(Please refer to page 5; paragraph G of the handbook)*

**Grades Reduction for Unexcused Absences:**

**Teachers of Alternatively Scheduled Classes (i.e. evening courses) and Accountability:** Students in evening or Saturday classes will be marked absent 4 times for each absence. An absence in one night or Saturday class can count toward losing credit, because a teacher may reduce a grade after 4 unexcused absences. The student and parent must be notified in writing.

*(Please refer to page 5; paragraph H of the handbook)*

**Attendance Procedures:**

- *No additional addendums*

*(Please refer to page 6; paragraph J of the handbook)*

**Attendance Errors:**

- *No additional addendums*

*(Please refer to page 6; paragraph M of the handbook)*

**Tardy/Absence Policy:**

Attendance is an important factor in students' success at school. Because attendance affects grades, the Redwood faculty desires a consistent policy for relating attendance and grades. A student is considered tardy when he/she is not in the classroom ready to work when the second bell has rung. A student is considered "unexcused" if he/she arrives in class excessively late (10 minutes or more). School policy allows for the following consequences for tardies and unexcused absences:

- 3 tardies = 1 unexcused absence for grading purposes (not loss of credit).
- Excessive tardies may result in disciplinary action and/or loss of parking privileges.
- Teachers may reduce grades for unexcused absences, excessive tardies, or combination thereof.
- 5 unexcused absences = loss of 1 credit

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

*(Please refer to page 35; paragraph O of the handbook)*

**Cell Phone/Electronic Signaling Devices:**

Student use of cell phones/electronic signaling devices on campus are only allowed before school, during passing periods, breaks, at lunch and after school. All other times during the instructional day are considered instructional times and the use of cell phones/electronic signaling devices is prohibited anywhere on campus. Education code 48901.5. Consequences for failure to adhere to these guidelines are as follows:

- **First Offense** – Any staff member may confiscate a cell phone/electronic signaling device and will hand deliver the device to the Attendance Office for pick-up at the end of the school day.
- **Second Offense** – the cell phone/electronic signaling device will be confiscated and turned into the Assistant Principals' office to be picked-up by the parent.
- **Third Offense** – The student will be suspended from school for one day for defiance and will not be allowed to possess a cell phone/electronic signaling device on campus for the remainder of the school year.

*(The above offenses are per school year and do not accumulate over the four years)*

*(Please refer to page 43; paragraph U of the handbook)*

**Parking/Driving:**

Driving and parking on campus are privileges reserved for juniors and seniors. Due to a limited number of parking spaces, permits will be required in order to occupy those spaces. Students in violation of driving or parking regulations are subject to school disciplinary action which may include either suspension or termination of parking privileges or suspension from school. During high tides/heavy rain, Redwood parking lots are subject to flooding. Please use caution in driving and parking during those times and be advised that driving/parking in high water is at your own risk. Parking in most parts of the Larkspur/Greenbrae Marina across campus is limited to 20 minutes. Students who park longer will be ticketed. Students who park off campus should:

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

*(Please refer to page 46; paragraph E of the handbook)*

**Dances:**

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

*(Please refer to page 42; paragraph S of the handbook)*

**Redwood High School Academic Honesty: Statement of Philosophy:**

Redwood High School staff is committed to encouraging students to:

- Experience the joy of accomplishment in school and in their personal lives
- Discover their full potential
- Value an atmosphere of trust and respect
- Assume responsibility for their own ethical behavior
- Foster ethical behavior in others

In pursuit of this idea, this Academic Honesty Policy has been developed reflecting this commitment. Redwood acknowledges that:

- Academic honesty is a shared responsibility among students, parents and school staff.
- The many students who do not cheat are adversely affected by those who do.
- Students who cheat rob themselves of both valuable learning opportunities and self-esteem.
- High school students are under more pressure than ever to achieve high grades.
- Teachers must create conditions that encourage ethical behavior.
- Students need to experience rewards for good ethics and consequences for poor decisions.
- High school students often have difficulty reconciling their desire to be loyal with a sense of honesty and fairness when a friend cheats.

Redwood has recently subscribed to a web-based plagiarism prevention service, [www.turnitin.com](http://www.turnitin.com). Parents and students should expect that as instructors begin to use it, students may be asked to submit papers digitally through turnitin.com or will be checking student work for originality using this service.

**Cheating includes, but is not limited to, the following:**

- Claiming credit for work that is not your own (i.e. copying homework, assignments, test answers or downloading work from the Internet).
- Allowing others to claim credit for your work (i.e. allowing others to view or copy homework, assignments, test answers, etc.).
- Using or having in view, notes or other unauthorized material, including technology, during a test or other assessment.
- Being involved in unauthorized communication during a test or other assessment.
- Plagiarism: Copying published works or the ideas of others without proper source attribution, including down-loading of computer files, either directly or with only minor editing
- Unauthorized submission of work for one class that has already been accepted for credit in another class or school.
- Accessing or providing unauthorized material prior to assessment, including revealing test information.
- Submitting work substantially done by someone else (parent, tutor, sibling, etc.).
- Unauthorized use of a translation program in World Languages.
- Forgery
- Using cell phones or other electronic devices to record, copy, message, or transmit information during instructional time.

**Staff Responsibility of Academic Honesty:**

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

**Parent Responsibility for Academic Honesty:**

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

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

All Incidents:

- Teacher meets with the student.
- Teacher notifies the parents.
- Teacher assigns a zero or double the failing grade on submitted work.
- Teacher writes a referral and gives it to the grade level administrator.
- Inclusion of the incident in the student's disciplinary file.

- Review of the written contract in which the student committed to ethical practices
- Possible denial of membership in CSF and the Redwood Honor Society for the semester in which the incident occurred.
- Possible conference with administrator, student and parent(s).
- Possible suspension.

Additional Incidents: In addition to the above,

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

### **School Emergency Procedures:**

- A. **Emergency Information** – A district-wide Action Plan governs what happens in the schools in the event of an emergency. The objective of the plan is "to provide effective action to minimize injuries and loss of life among students and school personnel in case of disaster during school hours." The school principal, working in cooperation with county disaster officials, will make decisions and determine actions within the framework of student and employee safety.
- B. **What Will Happen** – All students are to remain on campus. Based on the nature of the emergency, they will be instructed to:
1. Stand By (stay where they are)
  2. Take cover
  3. Evacuate buildings and assemble, with instructors, in prearranged areas, usually the soccer field (located behind the amphitheatre). Under no circumstances will teachers release their students unless given directions to do so by the principal. Any adult calling for a student will be required to identify him/herself to an assigned staff member before being allowed to take a student out of school.
- C. **School Closure** – If weather or emergency circumstances should require the school to be closed, listen to KGO-AM (810) or KCBS-AM (740) radio or KRON-TV (channel 4), KCBS-TV (channel 5) or KGO-TV (channel 7) for announcements regarding school closure. Voice messages will be changed as soon as emergency information is known.
- D. **How to Obtain Information** – The nature of an emergency will have to do with communications. Some, or all, phone lines may be down. With this in mind, the following numbers are listed:
- Redwood High School (main line) 924-6200
  - Twin Cities Police Department 927-5150
  - Tamalpais District Office 945-3720
  - Sheriff's Office 479-2311
  - County Superintendent 472-4110
  - Marin County Emergency Services 499-6584

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