

# REDWOOD HIGH SCHOOL

*WASC Accredited*

*California Model Continuation High School*

## **Student • Parent • Guardian Handbook**

2018-2019

Castro Valley Unified School District

18400 Clifton Way  
Castro Valley, CA 94546  
510-537-3193  
510-247-3397(FAX)

[www.cv.k12.ca.us/redwood/home.html](http://www.cv.k12.ca.us/redwood/home.html)

## *CVUSD Vision and Mission Statements*

*Castro Valley Unified School District educates students to become adaptable, critical thinkers who explore their passions and contribute as active members of our evolving world.*

*In partnership with the community, Castro Valley Unified School District educates students in a learning environment that is safe, nurturing and culturally responsive. Students are guided by excellent inspiring staff, utilizing innovative instruction, curricula and technology.*

### **Program Overview**

Redwood High School provides a WASC accredited alternative educational opportunity for the students of Castro Valley Unified School District. Our diploma is recognized by community colleges as well as the military. We provide a small school environment where students receive individualized attention and develop a sense of community. Our program is designed to assist students in earning a high school diploma, developing vocational skills, and providing an opportunity for personal growth. Redwood's program offers students the chance to overcome academic and/or social challenges and experience success in school. The program is designed to allow students the opportunity to make up academic and credit deficiencies at an accelerated pace. The goal of the program is for each student to earn a high school diploma and have the skills necessary to be prepared for post-secondary education or career.

Redwood strives to provide a safe and secure learning environment for all students. Our learning community has high expectations for student achievement and conduct. All RHS teachers are highly qualified educators who are committed to providing the essential tools students need to earn a diploma and be successful in life.

The policies and procedures in this Student/Parent Handbook were developed by the school staff, parents, and students to help prepare you to become part of the Redwood community. The Redwood High School community is dedicated to serving ALL students with respect, integrity and high expectations.

## Schoolwide Learner Outcomes

Redwood High School students will:

### **Demonstrate college and career readiness in core subject areas:**

- Be focused, preparing for post-secondary learning and earning the credits necessary to graduate
- Use critical thinking and research to problem-solve and craft arguments
- Become life-long learners by seeking new sources of knowledge and applying what has already been learned to everyday life

### **Become successful collaborative workers:**

- Use effective, academic, and professional communication to communicate with diverse individuals and groups
- Demonstrate an awareness of the world and have respect for others

### **Develop strategies for life beyond high school:**

- Improve independent life skills, such as time management, money management, and job search and interview strategies that lead to self-reliance
- Learn how to apply knowledge and skills to a wide range of possible professions

## **Individual Learning Plans/Advisory**

Every student at Redwood participates in our Advisory program and develops an Individual Learning Plan (ILP). The Advisory program is a formal system of monitoring student's progress toward graduation. Advisory classes meet each week for students to review grades, credits, attendance, and overall progress. Students also participate in school-wide academic activities, develop ILP's, and celebrate school success.

### **The Redwood High School Commitment**

The Redwood community believes that respect, responsibility, and a goal are essential to success. We provide a standards-based curriculum in a personal and nurturing environment with a highly qualified staff. In order for students to find success, students must come to school daily with a willingness to commit to the following:

## **BE PRESENT – ALL DAY, EVERY DAY**

*Redwood High School will provide students with these proven structures and strategies of success to meet this goal:*

- Daily attendance checks and parent notification of absences.
- 45 minute class periods that help with focus and motivation.
- School day with ability to extend learning through external learning, credit contracts, adult school, and community service.
- Attendance Awards / GPA Awards
- Incentive activities such as school-wide activity days.
- Exposure to a variety of credit recovery and intervention opportunities that will help students correct deficiencies and earn a high school diploma.

## **PARTICIPATE TO THE BEST OF YOUR ABILITY**

*Redwood High School will provide students with these proven structures and strategies of success in regards to this goal:*

- Limited enrollment in RHS.
- Smaller class sizes.
- Direct instruction and Project Based Learning from experienced and supportive staff.
- Exposure to the same standards based core curriculum as traditional high schools.
- Modified school day to increase student participation.

## **BE A POSITIVE AND CONTRIBUTING MEMBER OF REDWOOD HIGH SCHOOL**

*Redwood High School will provide students with these proven structures and strategies of success in regards to this goal:*

- Fair and consistent progressive discipline policy with consequences designed to keep students learning.
- Personal attention from staff to help deliver both academic and real world experiences.
- Adherence to district policies and behavior expectations.
- Community service, career exploration, vocational, and Leadership opportunities.

***It is our expectation that both the student and family are willing to make this commitment to success at Redwood High School.***

Redwood High School Staff Directory

<b>Name</b>	<b>Job Title</b>	<b>Extension</b>	<b>Email Address</b>
Kelly Abbott	RSP, Math	7501	kabbott@cv.k12.ca.us
Dolly Adams	CEC Teacher	7552	dadams@cv.k12.ca.us
Ninah Asuncion	Counselor	7559	nasuncion@cv.k12.ca.us
Griffin Bunn	English, Art	7518	gbunn@cv.k12.ca.us
Erica Ehmann	Principal	7550	eehmann@cv.k12.ca.us
Sally Fountain	Secretary, Registrar	7500	sfountain@cv.k12.ca.us
Nancy Gardner	Attendance Clerk	7551	<a href="mailto:ngardner@cv.k12.ca.us">ngardner@cv.k12.ca.us</a>
Matt Hoffmann	Social Studies, Horticulture	7505	<a href="mailto:mhoffmann@cv.k12.ca.us">mhoffmann@cv.k12.ca.us</a>
Khaleisheia Jones	Science, Cyber High	7531	<a href="mailto:kjones@cv.k12.ca.us">kjones@cv.k12.ca.us</a>
Matt Hassebrock	Social Studies, Foods	7502	<a href="mailto:mhassebrock@cv.k12.ca.us">mhassebrock@cv.k12.ca.us</a>
Leonard Pleasant	Campus Security	7500	<a href="mailto:lplesant@cv.k12.ca.us">lplesant@cv.k12.ca.us</a>
	Custodian		
Josh Wheeler	English	7504	jwheeler@cv.k12.ca.us
Ray Villegas	Math, PE	7507	<a href="mailto:rvillegas@cv.k12.ca.us">rvillegas@cv.k12.ca.us</a>

We encourage you to contact us on a regular basis. We are committed to communicating with you concerning your students' progress at Redwood. Staff checks both email and voice messages frequently. We also encourage you to access information through the Aeries Parent Portal which is accessible at all time. If you have not heard back from a staff member within 24 hours please contact the main office at (510) 537-3193.

# REDWOOD HIGH SCHOOL 2018-2019 BELL SCHEDULES

## REGULAR DAY SCHEDULE

PERIOD 1	08:35 – 09:20
PERIOD 2	09:25 – 10:10
PERIOD 3	10:15 – 11:00
LUNCH	11:00- 11:25
PERIOD 4	11:30 – 12:15
PERIOD 5	12:20 – 01:05

## ADVISORY BELL SCHEDULE

PERIOD 1	08:35 – 09:10
PERIOD 2	09:15 – 09:50
PERIOD 3	09:55 – 10:30
ADVISORY	10:35 – 11:10
LUNCH	11:10 – 11:35
PERIOD 4	11:40 – 12:15
PERIOD 5	12:20 – 12:55

## MINIMUM DAY SCHEDULE / PARENT-GUARDIAN CONFERENCES

PERIOD 1	08:35 – 09:10
PERIOD 2	09:15 – 09:50
PERIOD 3	09:55 – 10:30
LUNCH	10:30 – 10:55
PERIOD 4	11:00 – 11:35
PERIOD 5	11:40 - 12:15

## Grade/Credit Information

Redwood students earn grades and credits on a **hexmester** system; each academic semester is divided into three grading periods. Each grading period is six weeks in length, or approximately 30 days of instruction. This system allows students to accelerate credit earning while receiving timely feedback on progress. Each student is expected to complete a **minimum** of 12.5 credits each trimester.

Redwood uses a school-wide grading policy which is based on two systems:

1. **FULL CREDIT:** If students earn full credits they receive letter grades of A, B, C, D and 2.5 credits per academic class each hexmester. Or, students will earn a P (pass) if they are earning full credits in a non-academic, external learning, or credit recovery class.
2. **PARTIAL CREDIT:** If students are not meeting standards in a class, they are still eligible to earn up to 2.0 credits (CR) based on quality of completed work. However, students are not guaranteed credit and may receive a NM (No Mark) if they have not made adequate progress.



## **Redwood High School Graduation Requirements**

<b>English</b>	<b>40 units</b>
<b>Mathematics*</b>	<b>20 units</b>
<b>Science**</b>	<b>20 units</b>
<b>Social Studies</b>	<b>35 units</b>
<b>Visual &amp; Performing Arts</b>	<b>10 units</b>
<b>Vocational Tech</b>	<b>10 units</b>
<b>Physical Education</b>	<b>20 units</b>
<b>Health</b>	<b>5 units</b>
<b>Electives</b>	<b>50 units</b>
<hr/>	
<b>Total</b>	<b>210 units</b>

\*Must complete 10 units of Integrated 1

\*\* Including Physical & Life Science

### **Progress by Grade**

It is important for students to maintain progress toward graduation. The following is an approximate list of how many units you should earn each year in high school:

Grade 9	0 – 60 units
Grade 10	60 -120 units
Grade 11	120 – 180 units
Grade 12	180 – 210 units

### **Graduation Ceremony**

Participation in the graduation ceremony is a privilege. All senior students are required to sign a senior contract that outlines the behavioral expectations for participation in senior activities.

## Redwood Credit Earning Opportunities

In addition to the standard academic coursework, students enrolled at Redwood have a variety of options for earning credit towards graduation. The following is a list of credit recovery options:

<b>Credit Recovery Contract</b>	Independent coursework done outside of school hours	Must have satisfactory attendance to participate	Forms available in the office.  See counselor or advisor for details.
<b>Individual Learning Plan (ILP) Portfolio</b>	Student ILP	Advisory is worth 1.5 units per trimester	Advisory Program
<b>Outside Work Experience (OWE)</b>	H.S. Credit for paid employment – must have work permit.	1 unit for 36 hours of paid work.  20 unit max	Counselor/OWE Coordinator
<b>Community Service</b>	Unpaid service to the school or community.  (Cannot be court ordered)	Hours must be documented by supervisor  1 unit for every 12 unpaid hours of work	Advisor or Counselor
<b>Regional Occupational Program (ROP)</b>	Vocational Job Training at ROP Campus	Up to 10 units per semester	Counselor, advisor
<b>Concurrent Enrollment</b>	Courses offered at CV Adult School (administrative approval required)	Varies	Counselor
<b>Community College</b>	Concurrently enroll in courses at Chabot or other Junior Colleges	Credits earned multiplied by 3  Example: 3 unit JC course = 9 HS units	Counselor
<b>External Learning</b>	Projects undertaken with instructor approval and guidance	Varies	Advisor/Teacher

## Transfer to Castro Valley High School

Redwood's main focus is to ensure all students are provided the opportunity to earn a high school diploma. Many students choose to remain at Redwood to earn their diplomas; however some students choose to attend Redwood for the purpose of credit recovery and a goal to return to the comprehensive high school. Students who **voluntarily** transfer to Redwood may return to CVHS with a recommendation if they have met the criteria of the following Board Policy:

*(Please note that students who were **placed by CVUSD Student Services** may only return with the permission of the superintendent or designee.)*

1. Students must enter Castro Valley High School at the beginning of the semester.
2. Students must have demonstrated regular attendance at or above 90% during the grading period prior to the transfer.
3. Students must have corrected any credit deficiency that may have existed.
4. Students must have the recommendation of the Redwood staff. The recommendation will be based on the following:
  - Demonstrating the acceptance of responsibility for his/her education by exhibiting study skills necessary to cope with the demands of the traditional high school program.
  - Making appropriate use of class time.
  - Completing required school work in a timely manner.
  - Maintaining a good behavior record at Redwood by interacting appropriately with peers and adults.
  - Have at least a 2.5 to 3.0 GPA.

**STUDENTS MUST MEET WITH THE COUNSELOR SIX WEEKS PRIOR TO THE REQUEST TO TRANSFER.**

**Students are only allowed to transfer from RHS to CVHS within the first five (5) school days of the first and second semester of each school year.**

## **Parent/Guardian Involvement**

Redwood welcomes and encourages parent/guardian involvement. From family outreach to committee participation, Redwood offers many opportunities for parents to become actively involved in the school community. We offer parent/guardian conferences six times each year. You are encouraged to speak with teachers and other staff regularly to help ensure your student is having success at Redwood. We encourage you to make use of the AERIES Parent Portal and our school website. To partner with Redwood and participate on leadership teams, school committees, or activities please contact the main office at 510-537-3193.

## **Counseling**

All students who enroll at Redwood High School are offered a variety counseling services. These services include group and individual counseling, college and career advisement, and help addressing students' social-emotional needs and academic advising. The process culminates with seniors receiving transition counseling as they prepare to leave the school and enter the work place or higher education. The counseling office also provides students the opportunity to take the Armed Services Vocational Aptitude Battery, participate in college/career fairs, and receive assistance with financial aid applications. Students have the option to attend after school groups and/or meet individually with the counselor on campus. Please contact the counseling office for further information about services.

The counseling office also facilitates meetings for students with 504 plans or those in need of an SST (Student Study Team).

## **Alternative Graduation Options**

### 1. Adult School Graduation Option

Students who are 18 years old and have at least 60 units of credit may graduate from CVUSD through Castro Valley Adult School.

Information is available in the office or by calling (510) 886-1000.

### 2. G.E.D. Option

Students who are 18 years old may sign up to take the G.E.D. (General Education Development) Exam through Castro Valley Adult School. The Adult School also offers a G.E.D. prep class. Information is available by calling (510) 886-1000.

### 3. California High School Proficiency Exam (CHSPE)

Brochures are available in the Redwood Counseling Center. Students must be 16 years of age and a second semester sophomore to take this exam. Successfully passing this exam satisfies California's compulsory education code. Students who pass this exam and have the permission of a parent/guardian will be viewed as having completed their compulsory education requirement, but do not receive a diploma.

## **Attendance**

It is very important for students to attend school daily. Good attendance and success in school are closely related. Please attend school daily unless you have a legitimate reason to be absent. Students who do not regularly attend school will risk not graduating with their class. California's compulsory attendance law states that students must attend school until the age of 18 or until they earn a diploma.

Students who are regularly tardy or who have unexcused absences will be assigned school consequences such as detention. In addition, students who do not regularly attend school are considered truant and will be referred to the SARB (School Attendance Review Board). In some cases, students with truancy issues may be referred to the Eden Area Youth Court program.

## **Absence Procedure**

In order to be excused from school you must clear your absence through the attendance office. You can reach the office by calling **510-537-3193 ext. 7551** and ask to speak with the attendance clerk or leave a message. Absences must be cleared within 48 hours in order to be excused.

**Excused absences include:** illness, medical appointments, bereavement, court appearance, religious holiday, or school-sponsored events.

**Unexcused absences include:** vacation, car problems, baby-sitting, visiting relatives, oversleeping, and absences cleared after 72 hours. (Please continue to notify the office even in the event of an unexcused absence so that it can be correctly recorded.)

**Medical/illness absences:** Any illness related absence that is more than 3 days must be excused by a doctor's note. In addition, CVUSD Board Policy states that after a student has missed more than 10 days of school due to illness they must have all future absences cleared by a doctor.

**Please remember that students are responsible for the work they missed while absent. An excused absence does not excuse one from school work.**

### **Tardy Procedure**

Students who are tardy to first period must sign-in at the front office. Students who are more than 30 minutes late to a class will be marked absent from the class. After the accumulation of three tardies in a specific class, or five first period tardies, the student is eligible for a tardy detention. Failure to serve a tardy detention results in the assignment of Saturday School. In addition, being tardy is disruptive to the learning environment and may cause a student to lose valuable instructional time.

- Every five tardies to first period results in a detention.
- Two cumulative tardies within the day results in a detention.

## **CODE OF CONDUCT**

THE SCHOOL'S AUTHORITY to enforce school rules and the State Education Code extends to student behavior while on school grounds, while going to or coming from school, during lunch break times, whether on or off campus, during or while going to or coming from school-sponsored activities, and/or during any other event related to school activities or attendance.

For example, students in the following situations would be subject to disciplinary action by the school:

- Fighting off campus during a break or while traveling to or from school
- Driving to or attending an off-campus school activity under the influence of alcohol or drugs
- Bringing a knife (any unguarded blade) or other weapon to school or a school activity whether on or off campus
- Not following the instructions of a staff member on a field trip
- Being on another school's campus without permission.



## **General Responsibilities**

- Students: Demonstrate a sincere effort to behave appropriately. Accept consequences maturely.
- Teachers: Show respect for each student as an individual. Administer consequences fairly and consistently. Follow the referral process.
- Parents: Support the school Code of Conduct. Encourage students to accept the concept of logical and progressive consequences.
- Administration: Obtain accurate information. Follow the referral process. Take action within 48 hours. Keep accurate records. Be consistent in the application of consequences.

## **Progressive Discipline Policy**

The following discipline policy is in effect at Redwood High School. Every effort will be made to use progressive steps throughout the discipline process, although some behavioral incidents, due to an impact on student safety, will necessitate skipping some levels of the following progression:

**Level 1:** In Class Warning/Administrative Warning

Used for minimally disruptive behavior such as being off task.

**Level 2:** Detention and/or Restorative Practice

Used for minimally disruptive behavior that continues after a warning or more serious disruption that affects the campus learning environment

**Level 3:** Extended Detention or Equivalent, and Restorative Practice

Used for repeated disruption, including phone call home

**Level 4:** Formal Agreement and Parent/Guardian Meeting

Used prior to or in conjunction with suspension

**Level 5:** Suspension

Used for 1-5 days for violation of Education Code 48900 related to unsafe or inappropriate behavior in a school setting.

**Level 6:** Intensive Intervention

Used as an intensive behavioral intervention for students who repeatedly or egregiously create a negative impact on the learning environment or safety of the campus or after repeated suspension.

**Repeated behavior referrals from a classroom teacher will be followed by a phone call from the teacher to the parent or guardian. The principal may also contact the parent or guardian based on the incident.**

## **SUSPENSION**

Suspension means that the privilege of attending classes is revoked for one to five days. A suspended student may NOT enter any school, or attend or participate in any school activity during the period of suspension.

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction or the superintendent or Principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are described in this section and related to school activity or attendance which occur at any time, including but not limited to any of the following:

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

Suspension is used to remove a student from school for disciplinary reasons for a period of one to five days.

## SCHOOL-WIDE BEHAVIOR EXPECTATIONS

### **REDWOOD STAFF RESPONSIBILITIES**

#### **Respect each student as an individual.**

- Provide an educational environment that provides students with the opportunity to meet the district/school goals and objectives.
- Keep accurate records and give timely feedback.
- Reward success as appropriate.
- Provide students with clear expectations and a logical system of progressive consequences that is applied firmly, fairly and consistently.

### **PARENT/GUARDIAN RESPONSIBILITIES**

#### **Communicate openly and honestly with school staff and maintain a cooperative school community. Work toward the common goal of student success by:**

- Participating in your student's growth, learning and success.
- Supporting the goals set for your student during orientation; acknowledging that change takes time, attention and care.
- Recognizing, acknowledging and applauding success.
- Keeping the school informed of any circumstances that may affect student behavior.
- Reviewing the Code of Conduct with your student and supporting his/her acceptance of the content.
- Supporting school consequences when your student is in violation of the Code of Conduct.

## **REDWOOD STUDENT RESPONSIBILITIES**

- Take responsibility for your own actions and learning.
- Attend school regularly.
- Be prepared and involved in your learning. (This includes having a pen, pencil, and other necessary materials.)
- Avoid bringing objects of no reasonable use to school.
- Support each other with positive comments.
- Be courteous to all and respect the rights and property of others at all times.
- Follow all school rules and respect the Code of Conduct.

## **DIRECTIONS FROM SCHOOL STAFF**

Students must, without delay or question, follow the instructions and directions of staff members and adults on the campus. Failure to do so is considered unsafe and may result in suspension. All adults who work at Redwood have the right and legal responsibility to supervise student behavior. If a student is concerned about a particular incident, then follow directions first and address concerns afterwards with a teacher or school administrator.

## **PERSONAL PROPERTY**

Students are cautioned to bring only necessary items of personal property to school. The school is not responsible for personal property which is lost or stolen. This includes cell phones and other electronic devices.

## **CELL PHONES**

Cell phones are allowed on the school campus. The use of cell phones during the school day is a privilege and not a right. Students may use cell phones before school, after school, during breaks, and at times specified by school administration. Cell phones are never to be used in class unless directed to do so by a teacher. Failure to turn a phone into a teacher or the office may result in suspension. Students will have phones returned at the end of the school day when confiscated. Students who violate the cell phone policy will be given consequences up to and including parent/guardian phone pick up or suspension.

## **DESTRUCTION OF PROPERTY**

In situations involving vandalism or destruction of school property or personal property, whether intentional or unintentional, parents of the student(s) responsible will be charged for repair and/or replacement. Students may also have disciplinary consequences for such incidents.

## **OUT OF BOUNDS AREAS**

Redwood High School is a closed campus. A closed campus means that students must have permission from parents and clearance from the office to be off the school grounds during the school day. The school day begins when the student arrives and ends when the students are dismissed by staff. Students who are found out-of-bounds may be searched for dangerous or illegal items upon return. The following areas are out of bounds to students:

1. All parking lots.
2. All field areas during class time unless staff is present.
3. Classrooms not supervised by a staff member.
4. Private property (unless invited by the owner).
5. All other school sites.
7. Students may not loiter in front of the school or in the neighborhood between the Redwood campus and the two main approach streets which are Seven Hills Road and Lake Chabot Rd.

## **DANCE PARTICIPATION**

### **Redwood High School Requirements to Attend Junior Prom/Senior Ball**

Redwood High School students have the opportunity to attend Junior Prom and/or Senior Ball with Castro Valley High School students. This is a privilege that comes with expectations and requirements for attending. Students wishing to attend either dance must have:

- Excellent attendance – Five or fewer period unexcused absences or cuts, 10 or fewer tardies in the hexmester of the dance they wish to attend.
- No discipline issues the hexmester before the dance and in the hexmester of the dance the student wishes to attend – this includes suspensions and referrals

**ALL** dance passes must be signed by parents/guardians and guest administrator if applicable before submitting to principal for approval.

**ALL** dance pass must be submitted to the principal for approval no later than ONE week before the dance. NO dance passes will be signed by the principal during the week of the dance.

## **CAFETERIA BEHAVIOR**

Students are expected to follow the same behavior rules in the cafeteria as in the classroom. As part of a healthy diet students are encouraged to eat breakfast and lunch. Parents and students are encouraged to use the POS (point of sale) system to purchase food in the cafeteria.

## **STUDENT SEARCHES**

Federal and state statutes support the right of school administrators to search students and their belongings on school grounds.

Students who draw attention to themselves by being in out-of-bounds areas, smoking on or around the campus, or who lead school personnel to have reasonable suspicion that a student is in possession of something illegal or inappropriate for school will be searched.

Student searches will be conducted only by a school administrator with the assistance of the School Resource Officer (SRO), campus security, or other deputy sheriffs. A search of persons and/or vehicles will be conducted if the Principal has reasonable suspicion that illegal items or activities are involved. We will make every effort to perform the search in a respectful manner and to preserve the student's dignity. The student's parents will be notified when we have performed a search. CVUSD also conducts periodic searches of parking lots, buildings, grounds and lockers by trained canines.

Students and parents should be aware that behavior expectations for school are in effect to and from school, i.e. from the time students leave home in the morning until they return home after school.



## **DRUG FREE POLICY**

### **Tobacco**

CVUSD is a Tobacco-free district. This means that possession or use of tobacco or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, smokeless tobacco, or possession of any tobacco product or related paraphernalia during the school day, on or off campus or at any school sponsored activity or athletic event is considered a violation of Education Code 48900 H and Penal Code 308.

Students found using or in possession of tobacco will be referred to the administration and the TUPE counselor and may be required to attend mandatory prevention classes in addition to disciplinary action. All illegal tobacco will be confiscated by school authorities.

### **Alcohol and other drugs**

No student may use, abuse, possess, sell, distribute or be under the influence of any intoxicating or illegal substance; or be in the possession of any equipment or paraphernalia connected with the manufacture or use of any substance during the school day, on or off campus or at any school sponsored event. If the school administration receives a report that a student is believed to be under the influence or in possession of a controlled substance or alcohol the student will be assessed and searched. If the student is found to be in possession or under the influence they will receive a disciplinary consequence and law enforcement may be notified. The student may be required to participate in drug counseling by a treatment provider as a condition of reinstatement in the school's education, extracurricular, or athletic programs.

## **BICYCLES AND SKATEBOARDS**

Before students go to their first period class, they should lock-up their bicycles at the rack, and place skateboards, and other transportation equipment into the office or with a teacher. The equipment is distracting to the educational setting and potentially unsafe in classrooms. The school is not responsible for lost or stolen equipment.

## **STUDENT PARKING**

Student parking is limited to the front half of the lower parking lot. Students who wish to park in the lot will need to obtain a parking permit through the school office. Students will need to show proof of a license and insurance. A small fee may be collected to cover the cost of the permit. Students who chose to park in the neighborhood surrounding the school must follow all local laws or may be cited or towed at the owner's expense.

## **VISITORS**

Any person coming onto the Redwood campus must report to the main office, sign-in, get a visitor's pass. People on campus without a visitor pass will be asked to report to the office and/or leave campus. To maintain safety on campus the school administration will determine who is allowed to visit the campus. Visitors during the school day are discouraged. This does policy does not pertain to parents observing classrooms. Parents who wish to observe in a classroom must provide the school with 24 hours notice.

## **TELEPHONES**

The telephone on the counter in the main office may be used by students with permission of the office staff during non-class time (before school, after school or break). Excessive use of the telephone will lead to denial of permission or removal of the telephone. It is expected that students will only use the phone for urgent or safety matters.

## **DRESS GUIDELINES - DRAFT**

The following dress code is expected and enforced at Redwood High School:

- Footwear must be worn at all times.
- Length of skirts, shorts, pants, and tops must be appropriate for a school and professional environment. Specifically:
  - No sleeveless shirts
  - No plunging necklines and/or arm holes that expose the torso
  - No crop tops
  - No see through clothing
  - Every attempt should be made to keep undergarments under clothing
- Articles of clothing or other items that exhibit profanity or vulgarity, drugs or alcohol, or gang affiliation are strictly prohibited and will result in the immediate removal of the item.
- Articles of clothing that include messages and/or symbols that threaten the safety of other students or that specifically threaten the safety of students based on race, religion, gender, sexual orientation, disability, identity or perceived identity are strictly prohibited, will result in the immediate removal of the item, and will result in disciplinary consequences.

If students violate the dress code, the following will occur:

1. Warning and opportunity to correct dress code
2. Documented warning and requirement to correct dress code violation, including going home to change if needed
3. Phone call home, documented dress code violation, and requirement to correct dress code violation, including going home if needed.
4. Family conference, requirement to correct dress code violation, including going home if needed, and additional disciplinary action if needed.

## **HATE SPEECH**

The Redwood staff and administration will use every method possible to ensure the school is a safe environment for every student. Violent attitudes, hate speech, or conduct will be met with the California Ed. Code, California State law and federal anti-discrimination laws. This includes any speech that includes racist, sexist, homophobic, or other discriminatory remarks. As a school and school district, hate speech is treated seriously and will not be tolerated. Reoccurrences of these activities may result in suspension/expulsion or other appropriate disciplinary action.

## **FIGHTING**

Every year, Redwood High School has NO fights. We support students to handle conflicts in a variety of ways, including counseling, mediation, and mutual agreements. Therefore, we take a strong stance against any physical altercations between students.

Students engaged in mutual combat may be immediately suspended for five days, cited, and/or arrested by the Alameda Sheriff's Department. Any fight that results in injury may lead to a recommendation for expulsion.

## **GANG ACTIVITY**

Involvement in any "gang related activity or attire", will be in violation of the CVUSD Code of Conduct related to Gang Activity. This constitutes a disruption of school activities and willful defiance of the school's directive to your child to stop the behavior (Ed Code 48900 k). This poses a danger to the student and others (Ed Code 48900 a). Specifically, student(s) observed doing the following:

- Possessing of, or wearing, gang related/specific colored clothing.
- Having identifiable gang symbols or graffiti on books, binders, class-work, student/school property, etc.
- Using gang specific hand signs on or around school campus.

- Displaying marks or tattoos on body indicating possible gang involvement.
- Associating with other suspected or known gang members in a large group that is considered to be confrontational or intimidating to other students on campus.
- Other (Admission of gang membership/affiliation, recruiting gang members, involved in gang fight, using gang slang, additional info, etc.).

Gang activity or even suspected gang activity does not promote a safe school environment and will not be tolerated. Recurrences of these activities may result in suspension/expulsion or other appropriate disciplinary action.

## **BULLYING PREVENTION**

Redwood believes that all students have a right to a safe, healthy and nurturing learning environment. The RHS community recognizes schools must be physically and emotionally safe for all students in order to promote and support academic achievement, citizenship, student attendance and engagement. RHS will not tolerate behavior that infringes on the safety and emotional wellbeing of any student or adult. The school does not tolerate any acts of bully, intimidation or harassment of any student through words or actions.

Redwood expects students, staff, and parents to immediately report any incident of bullying to the principal or designee. Staff members are expected to immediately intervene when they observe bullying. Each complaint of bullying will be promptly investigated in a thorough and confidential manner.

Students who bully are in violation of Education 48900 (r) and district guidelines and are subject to disciplinary action up to and including expulsion. This applies to every form of bullying, harassment, and or cyber-bullying/harassment whether in the classroom, on school premises, when a student is traveling to or from school, or at a school-sponsored event. Bullying that is initiated at a location defined above is covered by this policy if the incident results in a disruption of the school learning environment.

**The full text of the CVUSD Bullying Prevention Guidelines is included in the Addendum of this handbook.**

### **Medication at School**

Per California Ed Code 49423 and CVUSD BP/AR 5141.21

All medications, including medications available without a prescription, need to have both physician and parent's written permission in order to be dispensed or taken at school. The medication form is available online at [www.cv.k12.ca.us](http://www.cv.k12.ca.us). You can enter "medication" into the search box or these forms are also available from your child's school site.

The completed form(s) which need to be turned in to the school office at the beginning of every school year, need to clearly state: the name of the student, name of the medication, method of administration (by mouth, eye drops, etc.), administration time, and the amount to be dispensed. The medication must be brought to your child's school office in a labeled prescription or over the counter container (not a zip lock bag).

If your child's medication is not needed during the school day but you would like a 3-day disaster supply in case of emergency, please follow the above protocol and attach the "3 Day Disaster Supply of Routine Medications" form.

If your child needs to carry an inhaler for asthma, be sure to have your physician complete the Asthma Action Plan (available at [www.cv.k12.ca.us](http://www.cv.k12.ca.us)). If your child needs to carry an epi-pen for severe allergy, be sure to have your physician complete the Severe Allergy and Anaphylaxis Emergency Care Plan (also available at [www.cv.k12.ca.us](http://www.cv.k12.ca.us)).