



**PARENT & STUDENT
HANDBOOK**

2013-2014

The Marin School Handbook is designed to familiarize students and parents with the philosophy and procedures that govern our program. Please read the Handbook carefully. Each person is responsible for awareness of and adherence to these guidelines.

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At The Marin School, we believe that each person (student, parent, and staff member) is an important member of our community, a part of something greater than our individual selves.

Each of us has a responsibility not only to ourselves, but also to every other person in our school. This means commitment to meeting the expectations of our academic program, support for others in our group, respect for and consideration of all, and participation in the activities that are a part of the program. When each member fully accepts the responsibilities that are inherent in belonging to a "community," then the community thrives. It is our goal for students, parents, and staff of The Marin School that we will all thrive in an environment that supports learning, tolerance, respect, and life success.

We encourage each of you to accept this challenge, as you become a part of our school community.

THE MARIN SCHOOL MISSION STATEMENT

Our mission is to provide a collaborative learning environment that inspires creativity, integrity, and academic excellence.

The Marin School is a diverse, engaged community of individuals who are dedicated to learning. We prepare students for college by promoting critical and creative thinking. We provide small class sizes and personal attention by design. We seek to instill in our students the strength of character, the creativity, and the wisdom to make a difference in the world.

Vision

Our vision for The Marin School is that we are *one community*—a community of students, scholars, artists, athletes, teachers, mentors, guides, parents, and global citizens who are bound by our respect for one another, and bound by our interest in, and dedication to, learning. We are each individuals with our own idiosyncrasies, beauties, and brilliance. We accept one another, with all of our strengths and weaknesses. We honor each member of our community.

TMS is a safe place to show your authentic self, and to strive to be your best self. We are kind to one another, celebrating differences, whether they are differences in the way we learn, the color of our skin, our religious faiths, or any other difference. We believe our differences make us stronger and more interesting. Our faculty members become mentors to their students based on mutual understanding and respect. This encourages students to communicate with adults, take risks and to feel secure. Students are motivated and take responsibility for their education.

Dynamic faculty members make the curriculum stimulating, engaging, and relevant. Parents, teachers, and students work together to communicate and support students' success. We encourage out-of-the-box thinking. Creativity is the cornerstone. TMS models both giving and receiving. TMS is a joyful place for faculty members and students. We instill in students the desire to be lifelong learners.

Core Values

- Rigorous academic program that promotes deep critical thinking
- Unconditional faith in our students' potential for growth and achievement
- A celebration of differences
- Supportive academic structure that encourages each student to achieve his/her potential
- Collaboration, creativity, community, and caring
- Extraordinary dedication and commitment from our faculty
- Understanding that we all learn differently
- A commitment to honoring these differences in our teaching
- Kindness that underlies a supportive, productive educational environment
- Responsibility for the community as a whole
- A transformative learning environment that produces confident, capable graduates

RIGHTS OF OUR COMMUNITY MEMBERS

We expect that all interactions, regardless of who is involved, support the well-being of each individual, each group, and the community as a whole.

Students have the right to:

- Be respected as individuals.
- Express their opinions and have them heard in a responsible and timely manner.
- Have a positive learning environment including: a) quiet places to work, b) explanations of rationale for grading, assignments, behavior expectations, and other actions affecting learning.
- Be supported in reaching their academic potential.
- Receive fair and consistent treatment in class.
- Attend school without threat to themselves or personal property.

Teachers have the right to:

- Be respected as individuals.
- Work at school without threat to themselves or their personal property.
- Teach without disruption.
- Assume that students will respect the school as a whole and each classroom as a learning environment.
- Expect students to communicate with them in an appropriate manner.
- Expect students to work to their highest potential.

Support staff have the right to:

- Be respected as individuals.
- Work at school without threat to themselves or their personal property.
- Expect students to communicate with them in an appropriate manner.

Parents have the right to:

- Be respected as individuals.
- Expect timely and direct response from staff and administration to any reasonable request.
- Be involved in decisions that will affect the standing of their child.

NONDISCRIMINATION POLICY

The Marin School intends that there be no discrimination or harassment on the basis of race, color, creed, religion, age, gender, sexual orientation, national origin, ancestry, or disability in the recruitment and selection of students and faculty or in the administration of The Marin School's educational policies, admission policies, scholarship and loan programs and athletic or other school-administered programs.

ACADEMIC PROGRAM

Daily Expectations

1. Arrive to class on time.
2. Bring required materials and completed assignments.
3. Participate fully and appropriately in class activities.
4. Follow the teacher's guidance in addressing problems/concerns on the homework.

Assessment and Grading System

The Marin School uses a traditional grading scale of A to F. Students who receive a D in a core course may not be allowed to move to the next level unless the grade is made up in over the summer.

Elements of the Grading System

A student's course grade includes:

- Effort and quality of daily assignments
- Class attendance and participation (which includes behavior and attitude)
- Papers and projects
- Quizzes and exams

Teachers provide students with grading rubrics at the beginning of the semester.

Grade Reports

Cumulative grades are posted on the website weekly (at a minimum). In addition, teachers post comments about progress once per semester. Parents and students can use these reports as a way of monitoring academic progress.

Graduation Requirements

Students must be enrolled in a minimum of five academic courses each semester. The total classes required for graduation is 22 plus 2 years of alternative physical education.

Minimum graduation requirements for students who entered TMS **Fall 2012** and after include:

English:	4 years (40 units – through algebra 2)
Mathematics:	3 years (30 units) (4 years recommended)
History:	3 years (30 units)
World Language:	2 years (20 units) (3 years recommended – in the same language)
Science:	2 years (20 units) (Bio and Chem required)
Academic Electives:	2 years (20 units)
Fine/Performing Arts:	2 years (20 units)
Additional Classes	3 years (30 units)
Alternative Physical Education:	2 years (20 units)
Arts, Media, Technology Freshman Seminar or jazz band or drama (for freshmen only)	1 year (10 units)
Participation in Outside the Walls	4 years

Minimum graduation requirements for students who enter TMS **prior to Fall 2012** include:

Students are required to take a minimum of five classes per semester and are strongly encouraged to take six (if they are college-bound).

English	4 years
Mathematics	3 years, through Algebra 2/Trig, 4 recommended
History	4 years
World Language	3 years, same language
Science	3 years (bio and chem. recommended)
Academic Electives	2 years
Fine/Performing Arts	2 years
Alternative PE	4 semesters
Participation in Outside the Walls	4 years

UC/Cal State Entrance Requirements

The college counselor assists students in meeting the sometimes complex UC/CSU admission requirements. The chart below gives basic information but may not apply to complex transcripts, particularly those of transfer students. Please direct your questions to the College Counselor. Complete a minimum of 15 college-preparatory courses (a-g courses), with at least 11 finished prior to the beginning of your senior year.

The 15 courses are:

- | | |
|--|------------|
| a. History/social science | 2 years*** |
| b. English | 4 years |
| c. Mathematics | 3 years |
| d. Laboratory science | 2 years ** |
| e. Language other than English | 2 years* |
| f. Visual and performing arts | 1 year |
| g. College-preparatory elective
(chosen from the subjects listed above or another course approved by
the university) | 1 year |

or equivalent to the 2nd level of high school instruction

** CSU requires one year biological science and one year of physical science.

*** UC/CSU have different requirements for these subjects. See the College Counselor for specific information.

- Earn a grade point average (GPA) of 3.0 or better (3.4 if you're a nonresident) in these courses with no grade lower than a C.
- Meet the examination requirement by taking the ACT Plus Writing or the SAT Reasoning Test by December of your senior year. No SAT Subject Tests are required, but certain programs on some campuses recommend them. You can use subject tests to satisfy the "a-g" requirements listed above.

Homework and Class Preparation Expectations

Daily preparation for class is a key to student success at The Marin School. We endorse a philosophy of reasonable and meaningful homework loads. That is, we do not believe that “more” is necessarily better. To that end, in most but not all classes, students are assigned a maximum of three nights of homework per class per week. Generally, a student will have two to four assignments each night, depending on his or her schedule. In addition to assignment completion, homework includes nightly review and organization of materials, work on projects

or papers, and study and preparation for quizzes and exams. Homework is designed to reinforce what has been taught.

Monitored Status

A student who is not meeting the minimum expectations for success at TMS may be placed on Monitored Status by the advisor, a teacher or the administration. Situations that may lead to Monitored Status include:

1. Dropping below a C- (70%) in any course.
2. Inconsistent completion of daily assignments.
3. Any action that suggests the student is not being responsible for his/her academic and social success.

When a student is placed on Monitored Status, the advisor schedules a meeting with the parents, advisee, and teachers or administrators to problem solve and to create a plan for moving forward. During the monitored status period, the advisor monitors progress more closely until the student is able to improve the grade, establish an appropriate daily completion record, or improve the situation that resulted in Monitored Status. If the situation does not improve, appropriate next steps will be taken.

Open Periods, Tutorials and Workshop Study

Students have a variety of times available to them to meet with teachers, study, work on assignments or projects, and spend time with friends. During Tutorial Periods, teachers are free in their classrooms ready to help students. During Workshop Study Period, students meet in their advisory room to work, complete assignments, or study for upcoming assessments. In addition, sophomore, junior and senior students may have an Open Period, during which time they are responsible for how they spend this time. Students who maintain good standing in the school will retain this privilege; those experiencing academic or behavioral challenges may have one or more Open Periods structured for them. Freshman students with an Open Period will have a supervised Study Hall period in either the Library or the Learning Center.

Areas available for student study include the library, the Student Center, and open classrooms monitored by a teacher.

Scheduling of Classes

Students complete course scheduling during the spring semester. They are guided toward meeting the requirements for graduation and for matriculation to a four-year college/university. Preference is given to seniors for elective courses. The Curriculum guide is available on the school's website and is also made available to students prior to registration.

Add/Drop Period

Students wishing to make a schedule change must meet with the faculty member responsible for the schedule to discuss their request. **Course changes must be made in the first calendar fifteen days of the semester.** Any courses dropped after this point will result in a notation of "withdraw/pass or withdraw/fail" on the student's transcript. Under special circumstances, the Head of School may allow a student to drop a class after the deadline without this notation with no credit or partial credit. In all cases, students must get signatures indicated on the form including their parent/guardian.

Testing

Regular Testing

Teachers may give tests at their discretion, and they are required to give students adequate notice and information regarding subject matter and format. We make every effort to avoid scheduling more than two tests or papers for any student on one day.

Final Exams and Cumulative Assessments

Students will have a cumulative assessment (either a final exam or a cumulative project) at the completion of each semester. At the end of second semester, seniors who have a 90% average in a specific course will be excused from that final. Cumulative assessments may count no more than 10% for 9th graders, 15% for 10th graders, 20% for 11th graders, and 20% for seniors.

Standardized Testing

All juniors take the PSAT in October and sophomores take the PLAN test at school. Juniors may also take the SAT, SAT subject tests and/or ACT in the spring, and then may take it again in the fall of their senior year. Test dates are posted in the college counseling office.

The Marin School **High School Code** Number for registration and reporting purposes is **052498**. Students wishing to take Advanced Placement exams may work with individual teachers and the College Counselor to schedule these tests.

ADVISOR/ADVISEE RELATIONSHIP

Each student is assigned an Advisor for the academic year. The Advisor plays an important role in the student's life at TMS and is also the main point of contact between the school and the Advisee's parents, making phone calls, sending emails, and scheduling meetings as needed.

The Advisor's role includes:

- Meeting with Advisee on a weekly basis during Advisory Period.
- Advocating for Advisee with the faculty.
- Helping Advisee problem solve when concerns arise.
- Tracking Advisee's progress and supporting his/her academic success.
- Communicating with the classroom teacher(s) regarding specific academic concerns.
- Communicating regularly with Advisee's parents regarding progress.
- Monitoring absences and assisting Advisee in creating a make-up plan.

Each student is responsible for working with his or her Advisor to make the most of the TMS program and is encouraged to seek out the Advisor to help problem solve whenever needed.

SCHOOL HOURS AND SIGN IN/OUT PROCEDURES

Classes at The Marin School begin at 8:30 a.m. and end at 3:25 p.m. On Wednesdays, classes end at 2:25 p.m.

- 9th and 10th graders must arrive on campus by 8:30 am, even if they do not have an early class. Those students who do not have a first period class must sign in at the Main Office.
- 11th and 12th graders must arrive by their earliest scheduled class. If they arrive early, they must sign in at the Main Office, so we know they are on campus.
- Students are expected to be on time for and attend all classes, assemblies, all-school meetings, advisor/advisee meetings.

- Students must remain on campus during school hours. Students who leave campus during the school day without permission will receive a “cut” on their record. The only exception to this rule applies to lunchtime, for those students with permission to have lunch off campus. See “Off Campus” policy below.
- If leaving with parental permission before the end of the school day, students must sign out in the Main Office.

ABSENCES

Regular class attendance is essential for student success at The Marin School. We follow a “10% rule.” That is, if a student misses more than 10% of the regularly scheduled course meetings for any reason other than school-sponsored activities in a semester, s/he may receive no credit for that course. For most courses at The Marin School, this means a student may miss no more than 7 class meetings per semester. S/he will be withdrawn from the class and the transcript will reflect an “incomplete.” In exceptional cases, credit may be granted by petition to the Student Attendance Review Committee, which includes the Head of School, Advisor and the relevant teacher. If a student has a chronic medical illness or condition diagnosed by a licensed physician, exceptions may be made with approval by the Head of School.

In addition to the “10% rule” outlined above, Seniors are permitted up to 3 extra college visit days per year. School-sponsored college visits do not count toward the “10% rule.”

Class cuts and tardies of more than fifteen (15) minutes count as absences. We strongly encourage families to schedule family outings, doctor’s appointments, and trips on non-school days.

In all cases, due consideration will be given to cases of absence for reasons such as illness, family emergencies, religious observance or medical appointments.

Absence Procedures

- If a student is ill, we ask that the parent/guardian phone the school (339-9336 X 102) before 8:40 a.m. and leave a message regarding the illness.
- We will contact parents regarding any student who is absent but has not been called in excused. Absences not cleared on the day the students return are considered cuts.
- Following any absence, students are expected to make up work they have missed. If the absence is a cut, the student will make up the work but will receive a reduced grade or no credit for that work (at the discretion of the teacher and the department chair). This includes class assessments. It is the student’s responsibility to check in with the Advisor upon returning to school and talk to teachers about make-up work; the Advisor and teachers assist in this process and ensure that a reasonable make-up schedule is created.
- If a student becomes ill and needs to go home, s/he must report to the office, and we will contact a parent/guardian to make arrangements for the student to leave school.

Extended or Planned Absences

If a student knows in advance that s/he will miss class, s/he must let the teachers know ahead of time and parents should contact the Main Office. It is the student’s responsibility to get assignments missed during an absence and schedule make-up assessments directly with his/her teachers.

Cutting Class

Students are expected to attend all classes, advisor meetings and assemblies. Failure to do so will be considered a “cut.” Cutting indicates a lack of respect for the teacher, the subject matter and the school community. Upon the first offense, the parent is notified and the student will receive partial or no credit for work in the missed class on the day of the cut. Work assigned will still be due, however. Upon the second offense, a letter is sent home, the student provides one day of community service and receives no credit for missed work on the day of the cut. A third offense results in more serious consequences to be determined at a mandatory meeting with Head of School, advisor, student and parent/guardian. Cut records do not carry into subsequent years.

TARDIES

Tardy Procedures

- Students who arrive late for school sign in at the Main Office. The office will contact parents to determine the reason for the tardy and the administration will determine whether the tardy is excused or unexcused.

Consequences for tardies to the same class

- Individual classroom teachers will share their policies for tardy students during the first class or workshop in each course. If a student is unable or unwilling to operate within an individual teacher’s guidelines, s/he will be referred to the administration for further action.
- If a student is more than fifteen minutes late for a class or study hall/workshop, he/she will be marked “absent” from class but is still expected to attend.

OFF CAMPUS POLICY

Once students have arrived on campus for the day, they must stay on campus until their day is complete. The only exceptions to this policy are as described below.

Second semester Freshmen, Sophomores, and Juniors and Seniors who maintain the standards listed below are allowed to leave campus for lunch only.

- Maintain a 2.0 average with no grade of C- or below.
- Maintain general attendance and tardy standards as described in Handbook.
- Receive no more than three tardies to the period following lunch during the semester.
- Maintain school-appropriate behavior while on campus or engaged in any school-sponsored activity off-campus.
- Sign out when leaving campus and back in when returning in the Main Office.

Freshmen and Sophomores must have approval from their Advisor, as well as written parental permission on file prior to exercising this privilege.

Freshmen and Sophomores leaving campus for lunch must walk. If any freshman, sophomore or junior drives or rides in another student’s car, the off-campus privilege will be revoked.

Juniors and Seniors with the appropriate signed parental permission form may drive themselves off campus at lunch. Seniors who do not have this driving permission form on file must walk. Students who have had their CA license for more than one year and have the appropriate signed parental permission forms may drive other juniors and/or seniors during lunch provided the passengers have the appropriate parental permission on file as well. California law has strict limits on driving privileges and the driving of passengers. Students must obey California state law.

No student may drive others or take rides with other students during the school day other than as noted above. Failure to comply may result in the loss of off campus privileges and possible suspension.

Loss of Off-Campus Privileges

Failure to maintain the standards listed here may result in loss of off-campus privileges. In addition, a student may lose this privilege in conjunction with disciplinary action for other reasons as determined by the Advisor.

COMMUNICATION PROCEDURES

The Marin School administration, faculty and staff are committed to meeting your needs and concerns. The following chart will help you direct your questions/concerns to the appropriate resource.

<u>When I need information regarding:</u>	<u>Primary Contact:</u>	<u>Secondary Contact:</u>	<u>And if there is still a need:</u>
Academic program and requirements	Advisor	College Counselor	Head of School
Performance in a particular class	Course teacher	Advisor	Head of School
Overall academic progress	Advisor	Head of School	
Student activities	Advisor	Head of School	
Counseling or personal concerns	Counselor	Head of School	
General questions	Main Office		
Call 339-9336	Main Office Ext. 102	Head of School Ext. 105	

Conflict Resolution

We encourage open communication at TMS. If you have a question or concern about a faculty or staff member, please try to work it out with that individual first. If that is not possible, please ask the department chair in the area of concern (STEM, Humanities or the Arts) for assistance in resolving the conflict. If those attempts are also not successful, or you need greater assistance, see the Head of School.

Administration Office

The administration office is open from 8:00 a.m. to 4:00 p.m. Monday through Friday. Phones are answered during these hours. The Main Office directs calls as appropriate.

Messages

Only in case of emergency are students or teachers called from class or study hall to answer the telephone. Messages from parents will be delivered to the student’s next class teacher; we ask parents to limit these messages to only what is necessary.

Contacting the Community

If a parent wishes to notify the community about school-related events, they can send a written announcement to the Director of Marketing and Communications for inclusion in our weekly e-bulletin. If a parent wishes to send an email to the parents of an entire grade, they may forward the message to the Main Office. The Main Office may distribute the message.

Parents are asked not to use TMS email lists for the promotion of their businesses or for any non-school-related issues or for publicizing private events.

DISCIPLINE AND SCHOOL STANDARDS

The Marin School is a unique educational environment where students and staff work and learn together. Every member of our community is responsible for upholding the highest standards of integrity in all matters. The Marin School recognizes that making mistakes and learning from them is an important part of education and personal growth. We believe in working together to create a school where everyone feels safe and can expect to be respected by others. We also believe that each person has great potential and something of value to offer the community, and we are committed to discovering and building on that gift in each of our students.

A part of realizing this potential is to individually and collectively assume responsibility for our own actions and those of others. When there is mutual respect and acceptance of responsibility, there will also be academic and social growth.

With regard to students' college applications, we do not report violations of our honor code and student behavior to colleges. On recommendation forms we state that school policy does not allow us to indicate if there has been an incident. We do, however, expect students to report these incidents either as a part of their application or as an attachment to the school's documents. If the violation occurs after the application process, we ask for the student to report the incidents to the college(s); if such a letter to the college is not forthcoming, we notify the colleges to expect a letter from the violating student.

The Marin School acknowledges that in certain circumstances personal growth and learning may be best achieved by means other than formal disciplinary sanctions. Nevertheless, often such corrective consequences are the most appropriate measures to achieve growth. The Head of School may approve the application of different disciplinary actions depending on a variety of circumstances, including the severity of the case, the age of the student and the past history of infractions.

BASIC RULES OF STUDENT CONDUCT

1. Plagiarism and Cheating

Students may not cheat or claim credit for the academic work of others. Academic integrity lies at the heart of our pedagogical philosophy. Academic dishonesty is a serious offense that may ultimately result in expulsion from the school. Academic honesty is a shared responsibility since those who act dishonestly harm both themselves and others.

In order to ensure academic honesty, students must avoid:

- Claiming credit for someone else's work (copying daily assignments, test answers, work downloaded from the computer);
- Using any materials during assessments not explicitly permitted by the teacher;
- Looking at the tests of others during an exam;
- Allowing others to copy work that s/he has done;
- Turning in work that was done by someone else;
- Copying published works or ideas of others, whether from hard copy or from Internet sources, and submitting it as a student's own without proper referencing.
- Falsifying, or artificially manufacturing assignments, or misrepresenting an assignment's authenticity.

Allegations of academic dishonesty are taken very seriously. Students suspected of academic dishonesty meet with the teacher. If the student wishes, his/her Advisor may be present at the meeting to act as an advocate for the student. If a student is found in violation of the rules of academic honesty, s/he will be subject to consequences that include parental notification, no credit for the work in question and a loss of honor roll privileges. Additional consequences may include a meeting with parents, and suspension or expulsion of the student. In all cases, the Head of School reserves the ultimate right to decide appropriate disciplinary action.

2. Drugs and Alcohol

A student who deals in or distributes illegal substances at any time (illegal drugs, alcohol, prescription drugs) will be expelled.

Any student who uses, possesses or is under the influence of illegal substances, or possesses drug paraphernalia during the school day or at any school-related activity will be subject to disciplinary action that may include expulsion. If reasonable suspicion exists, the administration may search personal possessions, lockers, clothing, and cars.

This policy applies while a student is on school grounds, is on route to or away from school, during the lunch period (on or off campus), during an off-site school activity, and while traveling to or from any school activity. This policy also applies during school hours for any student who has cut class and is off campus.

If a violation of this policy occurs:

- a. The administration will notify the parents regarding the incident, and the student is sent home while the incident is investigated.
- b. The administration will meet with the parents and student to inform them of the results of the investigation. A consequence is determined based on the seriousness of the incident and its impact on the students and the community as a whole.
- c. Consequences may include expulsion, suspension, a mandatory drug treatment program, counseling, and/or restriction of school privileges. In all cases, consequences are at the discretion of the Head of School.

3. Discrimination and Harassment

We expect student behavior to be consonant with the respect and trust the school extends to its students. Violence, destruction of property, bullying (including cyber-bullying), verbal harassment, intimidation and the use of profanity directed at any member of our community are examples of disrespectful behavior that will not be tolerated on campus, or at any school-sponsored event, including athletic activities, or on school-provided transportation

Definitions

- a. *“Violence” means an act containing the use, attempted use, or threatened use of physical force against the person or property of another.*
- b. *“Discrimination” means any act that has the purpose or effect of unreasonably differentiating in treatment, based on disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics of a national origin group.*
- c. *“Harassment” means unwanted behavior of a nonverbal, verbal, written, spraphic, sexual, or physical nature that is directed at an individual or group of students on the*

basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics of a national origin group. (n.b., sexual harassment policy is described on page 17).

- d. *“Intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, and that have the effect of:*
 - i) *Physically harming a student or endangering a student’s property;*
 - ii) *Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;*
 - iii) *Creating a hostile educational environment.*

If a student allegedly engages in discrimination or harassment by words or actions:

- a. The behavior should be reported to the Head of School.
- b. The Head of School will conduct an investigation of the incident.
- c. The administration will notify the parents regarding the incident, and the student may be sent home while the incident is investigated.
- d. The administration will meet with the parents and student to inform them of the results of the investigation. A consequence is determined based on the seriousness of the incident and its impact on the students and the community as a whole.
- e. Consequences may include expulsion, suspension, mandatory counseling, and/or restriction of school privileges. In all cases, consequences are at the discretion of the Head of School.
- f. No reprisal or adverse action shall occur to any person as a consequence of the initiation of a discrimination or harassment complaint unless it is knowingly false.

4. Theft and Stolen Property

No student shall steal or attempt to steal school property or private property on school grounds or during a school activity, function or event that occurs off of school property. No student shall have stolen property in his/her possession. Stealing means taking or withholding someone else’s property without permission, or extorting or taking the property by deception.

5. Clothing must be appropriate for a school environment.

Student dress and grooming shall be clean and neat, in keeping with health, sanitary, and safety practices. Because of health and safety considerations, students are required to wear shoes while on school property or while participating in school-sponsored activities that may occur off of school property. Dress and grooming may not substantially disrupt school or a school-sponsored event. Students who dress inappropriately may be asked to cover the offensive clothing; if there is a second incident, the student and parents will be notified. The student may be sent home with an unexcused absence.

5. Tobacco or tobacco products are not allowed anywhere on campus or anywhere within the surrounding neighborhood of the school. This includes the area along North San Pedro Road. Students in violation of this rule will be required to meet with the school counselor and may be required to participate in a smoking cessation program. Additional consequences may be assigned as appropriate.

6. Food and drink are allowed only in the Cafe, outdoors, in the hallway of Wings 1 and 2, the picnic table area, or with a teacher’s permission in his/her classroom. For students to

be able to continue to eat in an area, they must clean up after themselves. Bottled water is permitted. Students are encouraged to use our outdoor spaces during lunchtime.

7. All community members are responsible for keeping our campus neat, clean and an environment conducive to learning.

8. Students are expected to not to display excessive public affection. On the first offense, a student will receive a warning. On the second offense, a student will meet with the Head of School. Parents may be notified.

CONSEQUENCES OF RULE VIOLATIONS

In all cases, the administration will consider the severity of the violation in order to determine the appropriate disciplinary measures. Depending on the violation, the measure may include revocation of privileges, a hearing before the Discipline Committee, detention, behavioral probation, suspension, or expulsion.

Discipline Committee Hearing Procedure

The Student Council elects a Discipline Committee made up of student representatives. It is composed of students willing to hear minor cases. In such hearing the following procedure is followed:

1. Accusing faculty member presents the charges to the Discipline Committee.
2. Accused is asked if they agree with the charges. If the accused agrees to the charges they will be given a chance to address the committee. The accused will then be dismissed from the hearing room and the committee will draft a recommendation for a consequence to be presented to the Head of School. If the accused disagrees with the charges a hearing will commence.

Hearing Protocol

1. Accusing faculty member will present evidence and/or call witnesses.
2. Accused will state their case and/or call witnesses.
3. Committee will dismiss the accused from the hearing and deliberate.
4. Committee will vote on the charges.
5. If the committee votes by simple majority that the student did not violate any school policies, then the matter will be dropped and the student will be notified.
6. If the committee votes by simple majority that the student did violate school policy, they will recommend an appropriate punishment to the Head of School in writing.
7. Head of School agrees to, rejects, or amends the consequence.
8. Student is informed of the consequence.

Not every discipline case is brought to the committee. For example, cases involving drugs, alcohol or any illegal activity, or other cases requiring confidentiality, would not involve students in a hearing.

Detention

A student on detention attends all classes but must spend a specified time in a designated supervised place on campus. Participation in extracurricular activities may be restricted for a student serving detention.

Behavioral Probation

Behavioral probation is a serious warning to a student that s/he must improve specific behaviors if s/he hopes to continue at The Marin School. A student on Behavioral Probation may lose

privileges and will be required to spend non-class time in a designated place on campus. After-school study hall may also be required. The administration will communicate with the family about the terms of the behavioral probation and the expectations for improvement. The student's status will be reviewed at the end of the probationary period, and a decision will be made at that time regarding whether Behavioral Probation will be removed, continued, or whether additional measures are necessary. The most severe result could be expulsion from the school.

Suspension

Suspension is the required absence from classes and extra-curricular activities for a specified period of time. Suspended students are required to keep up with daily assignments but may receive reduced or no credit. The administration will communicate with the parents and student regarding the expected changes in behavior and the full consequences of the suspension.

Expulsion

Expulsion is the dismissal of a student from The Marin School. Expulsion is instituted at the discretion of the Head of School. Reasons for expulsion may include any behavior, action, or attitude in or out of school that threatens well-being of the school or any of its members. The expelled student and his/her parents may be offered the opportunity to meet with the administration to review the reasons for the expulsion, but this meeting is not mandatory.

In all cases parents are obligated to pay the full tuition. Any student who is expelled is not allowed to return to campus or any school-sponsored event for any reason following the expulsion.

SEXUAL HARASSMENT POLICY

The California State Assembly has adopted legislation stating that both public and private schools must establish a student-to-student sexual harassment policy within the guideline established by the U.S. Supreme Court ruling that Title IX of the Civil Rights Act prohibits sexual harassment in the schools. Harassment, for our purpose, is defined as **any action taken by any individual which interferes with a student's ability to learn or creates an intimidating, hostile, or offensive educational environment. Sexual harassment is not tolerated at The Marin School. Some examples of sexual harassment include:**

Activities

- Spreading sexual rumors about others or talking about them in a sexually inappropriate way.
- Inappropriate touching or touching that makes someone feel uncomfortable.
- Displaying intimate affection in public view which may offend others or make them feel uncomfortable.
- Wearing sexually explicit or offensive clothing or accessories.

Gestures

- Making sexual gestures.

Writing/Publications

- Displaying or circulating sexually explicit materials including:
 - Sexually descriptive letters or notes.
 - Sexually descriptive or suggestive graffiti.
 - Sexually descriptive or suggestive emails or on-line postings.

Comments/Teasing

- Name-calling of a sexual or derogatory nature.
- Sexually explicit jokes or sexist remarks.

- Bragging about sexual prowess in front of others.
- Making suggestive comments about attire or physique.

These examples are not intended to include every situation involving sexual harassment, and some of them may not be offensive to everyone. The purpose of the policy is to protect each person at TMS and to ensure the physical and emotional well being of everyone.

Complaint Procedure

If you feel that you have been sexually harassed, immediately report the matter to a teacher or administrator. If you are aware of possible sexual harassment of someone else, advise the Head of School or your advisor who will investigate the matter discreetly and confidentially. No person will be adversely affected in his/her standing with The Marin School as a result of bringing forward complaints of sexual harassment. Retaliation on the basis of bringing a complaint is also not tolerated at The Marin School.

If you feel that you have been sexually harassed by a member of the faculty or staff, immediately report the matter to the Head of School who will investigate the matter discreetly and confidentially.

EMERGENCY PROCEDURES

In the event of a significant disaster, The Marin School's emergency plan will be implemented. The plan is designed to assure the safety of all the students, to provide basic necessities, and to monitor the orderly release of students to their families. The emergency plan includes a chain of command within the school staff and the implementation of a phone tree within the parent group for the notification of all parents. During any emergency, students must follow the directions of all staff members.

If the campus environment becomes unsafe, an evacuation may occur. The "safe place" will be the National Guard Armory that is only a few blocks away down Washington Street. In the event that the Armory is not safe, other choices may include the Jewish Community Center to the Northeast or the Civic Center to the Southwest. If it is not safe to evacuate at all, students will remain on campus in locked rooms until it is safe to exit. In the event of a fire, students will go to the center of the top parking lot.

FIELD TRIPS

Curriculum-Related Field Trips

Curriculum-related field trips are an integral part of our program at TMS, and teachers schedule course-specific trips throughout the year. Field trip forms with detailed information are sent home to parents for signature and must be returned prior to the day of the trip. Students who are experiencing academic challenges may be required to stay at school to attend classes. Students are also responsible for turning in any assignments that are due prior to leaving for the trip. It is understood that any student who does not adhere to policies or regulations established for the field trip may lose field trip privileges for the remainder of the year. Parents do not serve as chaperones for overnight trips, unless there are extenuating circumstances, and only with the approval of the Head of School. All school rules apply on field trips.

International Field Trips

The Marin School offers international travel on a periodic basis. In recent years students and staff have traveled to locations including Europe, Africa, Asia and South America. International trips are governed by a strict policy that is designed to ensure the safety of the travelers as well as the continued good will of our host countries. Participation on such trips is an

earned privilege. The administration reserves the right to determine whether or not a student is suited for an international trip with TMS. All school rules apply on international trips.

SENIOR AWARDS

The Marin School has a tradition of honoring members of the senior class in honor of individuals who have made a significant contribution to the school in the past. These awards are given periodically to seniors who most embody those qualities representative of the individual for whom they are named.

Valedictorian/Salutatorian Policy

In order to be considered for the valedictorian or salutatorian of the graduating class for any year, a student must have been enrolled at TMS at least two full years. The weighted GPA consideration is based on seven semesters (9th, 10th, 11th and 1st semester of 12th). In addition to the GPA, a student being honored with this award may not have any disciplinary issues during his or her senior year.

STUDENT ACTIVITIES

Student Council

Students have an opportunity to participate in student government at TMS. Student council members are leaders in the school and are expected to comport themselves accordingly. Responsibilities of student council include representing the student body, making recommendations to staff, and sponsoring student activities throughout the year. The group meets weekly throughout the year.

Yearbook

The yearbook staff is responsible for creating and producing the annual TMS Yearbook. The group meets regularly between September and March.

Extracurricular Activities

The school offers a number of extracurricular activities based on student interest. These activities may meet during the Clubs Period, during lunch, after school or on the weekend.

Sports

The school is a member of the Small School Bridge League. Recent sports offerings have included basketball, futsal (indoor soccer), sailing, soccer, archery, tennis and track. We strive to offer other sports for both boys and girls depending on student interest at the club or intramural level.

STUDENT SUPPORT SERVICES

Advisor/Advisee Program

Each year, every student is assigned to an Advisor. The Advisor oversees academic progress and maintains regular communication with parents regarding academic matters. The advisor monitors academics, helps each advisee problem solve and implement solutions, communicates with parents and other staff, and advocates for the advisee. This program is further described in the section on Academics above.

College Counseling

The College Counselor guides students and parents through the college application process. Regular email updates keep parents and students informed regarding deadlines and other pertinent information. Materials are available in the College Counseling Office, and students are encouraged to contact the College Counselor with any questions they may have. In addition, the

College Counselor schedules individual and group meetings throughout the year to support students and help them stay on track during the application process. TMS hosts several college events including class meetings, a senior parent evening in the fall and a junior parent evening in the winter. We also invite a wide range of college admissions counselors to our campus to meet with our students.

Counseling

The Counseling Office provides emotional growth support for students and guidance for parents. The counselor works closely with staff in all issues related to the students' health and is a resource for families who need to seek outside support for their child. We offer relevant, age-appropriate programs to our students whenever possible.

The Learning Center

The Marin School Learning Center offers a range of services to students, including skills building, writing assistance, and one-on-one academic coaching. All students are welcome to make use of The Learning Center.

The Marin School Library/Media Center

The Marin School Library includes a collection of over 3,000 fiction and non-fiction titles, periodicals that reflect a range of interests, and current print and electronic reference materials. These materials have been reviewed and selected to support and enhance our college-preparatory curriculum. The library offers desktop computers for student use and wireless internet connection.

Our librarian teaches information literacy skills through collaboration with classroom teachers, and is available to assist students with reference and research questions.

The library webpage includes links to local library databases, recommended Internet research sites, and readers' advisory featuring student, teacher and parent reviews.

The Library Media Center is a place to explore the world of information and is a haven for quiet study and research. We ask everyone who uses the library to be conscientious about this expectation and to comply with all posted library procedures.

Individual Help and Tutoring

Occasionally a student may need extra academic support. The first step a student should take is to meet with the academic teacher to see if time is available during the school day for additional help. In order to avoid conflicts of interest, The Marin School does not permit its teachers to tutor TMS students for compensation during the school year. If a student desires additional help from an outside tutor, TMS will make every effort to provide space for that purpose during the school day.

We also have a tutorial period two times a week during which students may meet with teachers for additional help.

TECHNOLOGY POLICY

The Marin School supports the responsible use of technology on our campus. Computers are available in the library all day and in the technology lab during designated periods for students who have word processing or other computer-related academic work to complete. We provide wireless Internet capability throughout the campus. Students are responsible for keeping their personal laptops secure. Each student receives a school email account.

Students are permitted to use TMS computers, or their own laptop while on campus, under the following conditions. Students may NOT:

- Use any computer for non-academic purposes, including access of social network and gaming sites during class time;
- Use the school network or Internet to download and/or use material not necessary for an academic project;
- Disrupt the academic environment with sound or inappropriate access of non-academic materials;
- Violate copyright laws or plagiarize;
- Access inappropriate or illegal materials;
- View, send or display offensive messages or pictures;
- Use a computer to harm other people or their work;
- Access folders, files or work not their own;
- Copy applications, files or work not their own;
- Damage the computer or network in any way;
- Hack, crack or access network services or files;
- Violate any patents;
- Engage in cyber bullying or “flaming”

In addition, students must follow instructions from faculty or staff regarding computer use. Students agree to accept full responsibility and liability for their actions when using technology on campus, and are personally accountable for any actions they may take when working remotely that has a negative impact upon the school or any individual at the school.

All technology use must be in compliance with federal and state laws. The technology staff has the right to monitor all network traffic and files stored on the server. The above guidelines are not meant to be a complete list of acceptable and unacceptable usage and school administration may redefine these terms without notification.

Students who disregard the acceptable use of technology at The Marin School will face disciplinary consequences commensurate with the severity of the offense, as determined by the school administration.

School work must be accessible at school. Students who do not use a laptop at school are required to possess a flash drive.

Office Phone is available to students who need to contact parents during the school day.

Cell Phones must be turned on silent during class time and may not be used except for class assignments during class. Texting and checking text messages is not allowed during class time.

Headphones (MP3 players, CD players, etc.) may be used with teacher/staff permission during class time. They may be used in the Cafe, Library, outside of class during breaks, or outside at any time, but must be kept low enough so as not to be heard by others.

Abuse of any technology rules may result in consequences that may include restriction of or loss of technology privileges.

TRANSPORTATION AND AUTOMOBILE POLICY

Students are allowed to drive to school and park on campus provided they abide by the following rules and have a Campus Driving and Parking Permission form on file at the School. Any student who fails to abide by these rules may forfeit his/her right to park on campus:

- All vehicles parked on school grounds must be registered with the school and on file with the Main Office.
- Students must park in any designated student spot. Designated student spots are those along the fence at the top of the driveway.
- All student drivers must have a valid driver's license, liability insurance, and must abide by all state laws governing the operation of motor vehicles. The School is not responsible for any damage done to the automobile or its contents.
- Students are not allowed to go to their cars during the school day without permission from a faculty or staff member.
- Students who have advance parental permission may drive themselves on field trips.
- *Juniors and Seniors are allowed to drive themselves off campus at lunch.*
- Students must drive carefully (5 mph is the maximum speed limit), observe speed bumps and obey all driving laws.
- Student vehicles may be subject to search if there is reason to believe that drugs, alcohol, stolen property, weapons or other dangerous items are present in the vehicle.
- Student drivers may not transport other students without having written permission from that passenger's parent or guardian on file with the Main Office.
- Students who abuse the driving privilege may lose their driving/parking privileges for a period of time commensurate with the offense.
- Students must observe the Off Campus Policy stated above.

Bicycles

Students riding bicycles on campus must wear helmets. Bicycles should be secured in bike racks during the school day. Students riding their bikes daily will receive an alternative PE credit.

VISITORS

Authorized visitors must sign in at the Main Office upon their arrival where they will receive a visitor's pass. Unauthorized visitors are not allowed on campus.

Student visitors are generally discouraged. Students who would like to have a visitor at the school must seek permission **in advance** from the administration. Permission will be granted at the discretion of the administration.

PARENT PARTICIPATION

The Board of Trustees strongly suggests that each parent at TMS contribute 10 or more hours of volunteer work to assist the school. Research has shown that a student whose parents are active in his/her school has greater achievement. It is also worthwhile for parents to get to know one another. It helps TMS to have volunteers. Finally, it is fun to be involved in a great community! Thanks for doing your fair share!

It is each student's responsibility to be aware of and to follow all procedures and behavioral guidelines described in the Handbook.

I certify that I have read, understand and agree to support and abide by the policies contained in the edited Parent & Student Handbook 2013-2014 presented herein. I understand that policies may change from time to time and I will be notified of changes in a timely fashion.

Student signature

Date signed

Student Name (Please print)

Parent signature

Date signed

Parent Name (Please print)