



**Parent & Student  
Handbook  
2021-2022**

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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.

## **MISSION STATEMENT, DESCRIPTION, VISION, AND CORE VALUES**

*Our mission is to provide a collaborative learning community that inspires confidence, creativity, integrity, and academic excellence through a deep belief in each student's potential.* The Marin School is a safe place for students to show their authentic selves and to strive to be their best selves —a diverse, engaged community of individuals who are dedicated to learning. We prepare students for college by promoting critical and creative thinking. We create opportunities for both hands-on and project-based learning. Our classes are small by design, allowing us to provide personalized attention. We attract relational learners and believe that our students learn best when they feel connected to their teachers and peers. Our students develop a lifelong love of learning. We seek to instill in our students the strength of character, creativity, and 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 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. We are kind to one another and celebrate differences, whether they are differences in the way we learn, the color of our skins, our religious faiths, or any other difference. We believe our differences make us stronger and more interesting. Our faculty members mentor 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 and creativity is our cornerstone. TMS models both giving and receiving. TMS is a joyful place for faculty members and students.

### **Core Values**

- Challenging academic program that promotes deep critical thinking
- Collaboration, creativity, community, and caring
- Belief in our students' potential for growth and achievement
- An appreciation of differences and a commitment to honoring them in our teaching

- Supportive academic structure that encourages each student to achieve their potential
- Extraordinary dedication and commitment from our faculty
- Kindness that underlies a supportive, productive educational environment
- A transformative learning community that produces confident, capable graduates.

### **Rights of Community Members**

We expect that all interactions, regardless of who is involved, support the wellbeing 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 a timely and direct response from staff and administration to any reasonable request.
- Be involved in decisions that will affect the standing of their student.

## **Nondiscrimination Policy**

The Marin School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin or sex in the administration of its educational and employment policies, financial aid programs, and athletic and other school-administered programs. As part of its obligations under a Small Business Administration loan, the School has agreed to comply with Title IX of the Education Amendments of 1972 and the Small Business Administration's Title IX regulations during the term of the loan. Inquiries concerning the application of Title IX and the Title IX regulations to the School may be referred to the Title IX Coordinator or to the Small Business Administration's Assistant Administrator for Equal Employment and Civil Rights Compliance. The School's Title IX Coordinator can be contacted as follows:

Jennifer Lassalle  
The Marin School  
150 North San Pedro Road  
San Rafael, CA 94903  
415.339.9336 x1002  
[jlassalle@themarinschool.org](mailto:jlassalle@themarinschool.org)

The School's policies prohibit conduct that violates Title IX, and complaints of such conduct may be submitted to the Title IX Coordinator or in accordance with the School's Harassment Prevention Policies.

## **About This Handbook**

This handbook is intended to provide you and your student general information on The Marin School's policies and procedures, academic requirements and resources. Not all of your questions will be answered in this handbook, but we hope that this handbook will help you identify where to get more information. We do update the handbook from time-to-time during the school year, so please check the School's website for the latest policies. Please note that this handbook is not intended to be a contract, and the terms of your student's enrollment with the school are set forth in the enrollment agreement signed by you and the Head of School.

## **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 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

Updated grades and assignments are posted to Google Classroom and Thinkwave weekly (at a minimum). In addition, teachers assign progress report grades and write narrative comments about students at various points throughout each semester; these periodic reports are emailed to parents and guardians through Thinkwave.com. Parents and students can use these reports as a way of monitoring academic progress. The Marin School does not give grades that are higher than A. *Please note: TMS may decline to grade final exams or issue final course grades in case of nonpayment of tuition.*

## TMS Grading Scale

93 - 100%	A
90 - 92	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
67 - 69	D+
63 - 66	D
60 - 62	D-
59 - 0	F

## Grade Change Policy

If a student believes there is an error in the calculation or assigning of a semester grade, it is the responsibility of the student to contact the teacher to discuss the grade and make their case to have the grade changed. A teacher may decide to change the grade at this time. If the teacher declines to support the student's request for a change of grade, or in situations where the instructor cannot be contacted, the student may appeal the course grade by writing

a personal statement explaining why they believe the grade should be changed and by providing supporting documentation. These appeals will be considered by the department chair and Head of School. An appeal must be submitted within a month of the final course grade being assigned. If the request is supported, the school will notify the student and TMS

Administration of the new grade. If the request is denied, the student will be notified by the school.

### **Honors Classes**

Students wishing to take an honors course need to have earned either: 1) a grade of A- or above in the previously-taken standard course in the sequence; or 2) a grade of B- or above in the previously-taken honors course in the sequence. Students also need the recommendation of the teacher of the previously-taken course in the sequence. In order to remain in an honors course, students need to maintain a grade of C- or above throughout the semester in which the course is taken. If a student is consistently earning a grade below C- in an honors course, the placement will be reevaluated by the teacher and administration. In these cases, the student may be removed from the honors course and placed in the standard course, or the student may remain in the honors course but receive standard credit on the transcript. Grades earned in honors classes are weighted one point higher than grades earned in standard classes when calculating a student's GPA.

### **AP Classes**

The Marin School does not offer Advanced Placement classes, and cannot be a test site for these exams. Students may make arrangements with the College Board to take these exams at other testing sites.

### **Honor Roll**

The Head of School's Honor Roll is a distinction based on a student achieving a GPA of 3.7 or higher with no Bs. Honor Roll is a distinction based on a student achieving a GPA of 3.3 or higher with no Cs. If a student receives an INC (incomplete) or W (withdraw), they are not eligible for honor roll. If a student is found in violation of our academic dishonesty policy or has another major disciplinary issue that semester, they will lose honor roll privileges. Students who are in violation of this policy will not be eligible for end-of-year awards; this does not carry over from year to year.

### **Modified Classes**

Some classes at The Marin School are modified and are not University of California A-G approved. It is important to note that these courses are designed to reach students at their academic level, provide specialized academic support in a specific area of study, and challenge the student to progress at a rate that is appropriate for that student. Courses that are modified either have the word "introduction" (e.g., "Introduction to Geography") or "skills" (e.g., "English Skills 2") in their titles, and are listed as such on student transcripts. A TMS School Profile will provide context about these modified classes and make sure their purpose, methodology, and rates of success are made clear to colleges and universities reviewing a student's transcript.

### **Graduation Requirements**

Students must be enrolled in a minimum of five academic courses each semester at TMS [Please note that for the 2021/22 school year, TMS is utilizing a 4x4 block format; as such, students must be enrolled in at least two courses each semester]. In rare circumstances, exceptions will be made with approval from the Head of School. In the event that a student

takes an outside course and drops it mid-year, the student will be required to add a TMS course back into their schedule. In order to take a course at another school for credit repair or to improve a grade, the student must discuss the plan prior to taking the course with either the Head of School and seek approval.

The total classes required for graduation is 22 plus 2 years of alternative physical education. Students who transfer to TMS in 10th, 11th, or 12th grade are only required to have a total of 21 classes, as one of the graduation requirements is Freshman Seminar (this course is not generally available to transfer students). Seniors who are missing only one class and therefore do not have enough units to graduate may be allowed to participate in commencement at the Head of School's discretion, provided there is a plan to complete the units during the summer immediately following their senior year. Students must graduate from The Marin School by the time they are 21 years of age.

**Minimum** graduation requirements include:

<b>English:</b>	4 years (40 units)
<b>Mathematics:</b>	3 years (30 units) (4 years rec.)
<b>History/Social Science:</b>	3 years (30 units)
<b>World Language:</b>	2 years (20 units) –same language (3 years rec.)
<b>Science:</b>	2 years (20 units) (Bio and Chem Science required)
<b>Academic Electives:</b>	2 years (20 units)
<b>Fine/Performing Arts:</b>	2 years (20 units)
<b>Additional Classes:</b>	3 years (30 units)
<b>Alternative Physical Education:</b>	2 years (10 units) (2.5 credits earned per semester)
<b>Freshman Seminar:</b>	1 year (10 units)
<b>Outside the Walls:</b>	4 years (requirement waived when not offered)

### **UC/CSU Entrance Requirements**

The College Counselor assists students and families in understanding 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.

In general, students must complete a minimum of 15 UC-approved, college-preparatory courses, with at least 11 finished prior to the beginning of your senior year. Here is a list of [TMS's approved courses](#). (Note: PAS and Introductory or Skills courses are not UC/CSU approved courses and cannot be used to fulfill these requirements.)

The 15 required courses are:

- a. History/social science to include US History** 2 years

<b>b. English</b>	4 years
<b>c. Mathematics to include Algebra 1, Geometry and Algebra 2 or higher.</b>	3 years
<b>d. Laboratory science</b>	2 years **
<b>e. Language other than English</b>	2 years *
<b>f. Visual and performing arts</b>	1 year
<b>g. College-preparatory elective</b> <b>(chosen from the subjects listed above or another course approved by the university)</b>	1 year

\* or equivalent to the 2nd level of high school instruction

\*\* requires one year of biological science and one year of physical science or chemistry.

- The student must earn a grade point average (GPA) of 3.0 or better in these courses with no grade lower than a C.

Presently, SAT and ACT scores are not considered for UC or CSU admission.

For the most up-to-date requirements please see the College Counselor for specific information. And check the [UC](#) and [CSU](#) websites, respectively, for the latest updates.

### **Courses at TMS**

Courses advertised in our course catalog may not be offered every year. A minimum number of students is required to offer courses.

### **Course Waivers**

Course waivers may be granted if a student has a documented learning disability that prevents them from succeeding. For example, a student with a formal diagnosis of dyscalculia may be granted a math waiver from quantitative reasoning classes that require calculation. Or, a student with a language-based disability may qualify for a waiver of a world language requirement. The first step in applying for a course waiver is to meet with the TMS Director of Learning Services. The Waiver Petitions Committee will review all TMS waiver requests and will inform families of its decision. Decisions of the Waiver Petitions Committee are final. If a student does qualify for a waiver, the student still needs to meet the overall number of credits required for graduation by taking other classes (i.e., the waiver does not replace credits).

### **Skipping a Grade**

Only under unusual circumstances will The Marin School consider admitting a student who has not completed the eighth grade prior to enrolling at TMS. TMS students may only graduate early if they are able to successfully complete all of the courses required for graduation, including passing 22 units of credit plus other requirements such as alternative physical education and participation in Outside the Walls.

## **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 their 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 and Academic Probation**

A student who is not meeting the minimum expectations for success at TMS may be placed on **Monitored Status** and/or **Academic Probation** by teachers, the advisor, and/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 their academic and social success.

When a student is struggling, they are placed on **monitored status**, and the advisor schedules a meeting with the parents and advisee to problem-solve and create a plan for moving forward. At this point, the student is required to sign an “academic improvement contract” that outlines steps that must be taken to improve the situation that resulted in monitored status. During the monitored status period, the advisor monitors progress more closely until the student is able to improve the grade and establish an appropriate daily work completion record. If the situation does not improve, appropriate next steps will be taken.

A student may be placed on **academic probation** if progress is not observed after a student has been placed on monitored status for 12 weeks of any school year. When a student is placed on academic probation, the Head informs the parents and the advisor schedules a meeting with the parents, advisee, teachers and administrators to draft an action plan outlining measurable goals for improvement that the student must attain by a specific date. If the situation does not improve as a result of placement on academic probation, the Head of School reserves the right to dismiss a student or withhold a new enrollment contract for the student based upon the administration’s exclusive interpretation of such standards as expressed in this *Parent & Student Handbook*.

If a student is earning an F in a class in a quarter or semester grade, the student must move to a skills-level class in that subject the next quarter or semester, if a skills-level class is available.

## **Study Halls, Open Periods, and Tutorials**

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 and ready to help students. In addition, 11th and 12th grade students may have an Open Period, during which time they are responsible for how they spend this time. 11th and 12th grade students who have an Open Period at the beginning or end of the school

day may arrive at school in time for their first class or leave after their last class; students must sign in and out in the Main Office. Students who maintain good standing in the school will retain these privileges; those experiencing academic or behavioral challenges may have one or more Open Periods structured for them. 9th and 10th grade students 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 at a four-year college/university. Preference is given to seniors for elective courses. The course catalog is available on the school's website and is also made available to students prior to registration.

### **Add/Drop Period**

Classes may be added or dropped during the Add/Drop period by completing the Add/Drop form that is available in the Main Office and by getting the appropriate signatures. All 9th and 10th grade students wishing to make a schedule change also must meet with the Head of School to discuss their request and resulting schedule. All 11th and 12th grade students wishing to make a schedule change must meet with the Director of College Counseling to discuss their request and resulting schedule. The "Add Period" occurs during the first ten school days of each semester; students are only able to add a class during that time. The "Drop Period" occurs during the first four weeks of each semester. If a course is dropped during the "Drop Period," it will not appear on a student's transcript. If a student wishes to withdraw from a class after the "Drop Period" has ended, the student must talk with the teacher of the course, their Advisor, and the Head of School. If it is approved, the student will receive a W on their transcript. A grade of W does not count toward the cumulative GPA, however it will be visible on the transcript. Under special circumstances, the Head of School may allow a student to add or drop a class after the Add/Drop period, without any notation on the transcript. These special circumstances include but are not limited to: a schedule conflict, switching to a higher or lower level version of the same course at TMS, or switching from one section of a class to another. In all cases, students must get signatures indicated on the form, including the signature of a parent or guardian.

### **Transcripts**

Parents and guardians can request transcripts through the Main Office. At least three business days' notice is required when requesting transcripts. There is no cost for this service. Transcripts from The Marin School do not include courses taken at other institutions. Students applying to college or other programs must request transcripts from all schools and colleges that they have attended. Parent permission is required in order for TMS to release current student records. Graduates of TMS over 18 may make records requests.

### **Lost Textbooks**

Students are expected to pay to replace lost textbooks. Please see the Main Office for information about the cost of the book if one has been lost.

## **Tutors**

Some families request that an outside tutor be allowed to work with their student during school hours. Space in the Library or Cafe may be available during the student's Study Hall periods. There is no charge for use of TMS space, however, the cost and scheduling of the tutor is the family's responsibility. Tutors must be fingerprinted (at the expense of the tutor) and work in coordination with the Director of Learning Services. Tutors must sign in every time they come to campus in the Main Office. Tutors are required to sign a list of tutor guidelines. Tutors may have access to Google Classroom and Thinkwave at the parents' and TMS' discretion. [Please note that for the 2021/22 school year, tutors must be fully vaccinated against COVID-19 in order to work on campus].

## **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 the 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 9<sup>th</sup> graders, 15% for 10<sup>th</sup> graders, 20% for 11<sup>th</sup> graders, and 20% for seniors.

### **Standardized Testing**

All 9th, 10th, and 11th graders take the PSAT in October. 11th graders 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 12th grade 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.

### **College Classes**

Juniors and seniors who have over a 3.6 unweighted GPA are encouraged to consider taking a college course offered online or at a local community college. Such courses cannot duplicate what is offered at TMS, cannot be used to meet both TMS and college graduation requirements, and must be approved by the College Counselor. Students must be taking the required minimum number of courses at TMS (see "Graduation Requirements" section of this handbook). The cost of these classes is not included in TMS tuition.

### **Advisors/Advisory**

At the heart of The Marin School educational experience is the extensive network of guidance and support created for each student. To this end, every full-time teacher acts as an Advisor to a small group of students and meets with their Advisory group once per week. The role of the

Advisor is to understand each advisee's academic strengths and challenges, as well as the individual learning style, talents, interests, and family situation. Advisors act as an advocate for their advisees, supporting them in times of need and communicating concerns to teachers and members of the student's on-campus support network. The Advisor is in close contact with the family and ensures that advisees and their parents are fully informed about advisees' progress. Advisory groups meet once per week during a scheduled meeting time. During this time, Advisors facilitate the meeting by checking in with the group and with each student individually as needed. Advisory is intended to enhance the social-emotional experience of students.

### **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 the Advisory block.
- Advocating for Advisee with the faculty.
- Helping Advisee problem solve when concerns arise.
- Tracking Advisee's progress and supporting their 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 their Advisor to make the most of the TMS program and is encouraged to seek out the Advisor to help problem-solve whenever needed.

### **Parent/Student/Advisor Conferences**

Conferences occur once per semester, and families schedule their conference times through the Main Office ahead of the conference days. Occasionally, Advisors are able to schedule conferences outside of the conference day if schedules allow, but they must happen near the conference date. There are no classes scheduled on conference days. Parents/guardians, the student, and the Advisor are all required to attend conferences.

The goals of the conference include: 1) describe student progress, both academically and socially; 2) provide an opportunity for students to lead a conference; and 3) maintain positive and open communication among the Advisor, the student, and parents and guardians. Although the conferences are designed to be student-led, we have different developmental expectations for students in their ability to fully lead the conference. For example, the degree to which a 12th grader runs a conference may look different from the degree to which a 9th grader runs a conference. As students lead conferences over their high school years, they will learn and grow in their role as conference leader. It is important for Advisors and parents/guardians to support the student in this growth.



In all cases, students prepare by working with their Advisor and teachers ahead of the conference day. Teachers help students complete a self-assessment form for each of their classes, and these assessments are discussed in the conference. Teachers also include a note about their own assessment of the student's progress on these forms. Advisors work with their advisees before the conference day to help them to summarize the forms and give an accurate picture of their strengths, areas for growth, and path toward improvement or continued success.

## **EMPLOYEE/STUDENT INTERACTIONS**

The Marin School encourages close, warm relationships between students and faculty/staff. At the same time, it is important that each employee's conduct is at all times professional. Employees must maintain appropriate boundaries between themselves and students to ensure that they avoid even the perception of inappropriate conduct. Some activities may seem innocent from an employee's perspective, but can be perceived as flirtation or sexual insinuation from the perspective of a student or parent. The objective of this policy is not to restrain positive relationships between employees and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Employees must ensure that they do not cross the boundaries of a professional teaching relationship.

Unacceptable Behavior: Below is a list of examples of conduct that may involve inappropriate crossing of the boundaries of the professional relationship:

- Giving gifts to an individual student that are of a personal or intimate nature;
- Unnecessary physical contact with a student in either a public or private situation;
- Intentionally being alone with a student on campus (with the exception of meetings with students) or away from the School without parent or supervisor permission;
- Marking, or participating in sexually inappropriate comments;
- Sexual jokes, stories, or jokes/comments with sexual innuendo;
- Seeking emotional involvement with a student for an employee's benefit;
- Discussing an employee's own personal troubles or intimate issues with a student;
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior;
- Inappropriate use of social media with or about students;
- Excessive attention toward a particular student;
- Driving a student without parent permission;
- Substitute teachers are not allowed to be alone in a student in a closed room;
- Sending emails, text messages or letters to students of a personal nature if the content is not about school activities; or
- Failing to keep parents informed when a significant issue develops about a student.

The Marin School encourages parents or other members of the school community who have concerns about adults crossing appropriate boundaries with students to inform the Head of School or Chair of the Board of trustees. The School will not retaliate against anyone who reports conduct that may violate this policy.

## **SCHOOL HOURS AND SIGN IN/OUT PROCEDURES**

Classes at The Marin School begin at 8:30 a.m. and end at 3:40 p.m. On Wednesdays, classes end at 2:35 p.m.

- **9<sup>th</sup> and 10<sup>th</sup> graders** must arrive on campus by 8:30 am, even if they do not have a first period/block class. Those students who do not have a first period/block class must sign in at the Main Office.
- **11<sup>th</sup> and 12<sup>th</sup> 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. 11<sup>th</sup> and 12<sup>th</sup> graders may also leave campus after their final class, but they must sign out at the Main Office.
- 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. Parents or guardians must call or email the main office. Students who are over 18 still need parent or guardian permission to leave campus at times other than lunch.

### **Absences**

Regular class attendance is essential for student success at The Marin School. If a student has a pattern of excessive absences, at a minimum the following consequences will occur:

- After the sixth absence in a class over the course of one semester, the Head of School will meet with the student and parents about these absences. If the Head determines that the absences represent a pattern of intentionally missing class, or missing class for unacceptable reasons, the Head will inform the parents and the student that the next absence (seventh in a semester) will trigger an ongoing grade penalty, as determined by the teacher of record. Absences can affect the participation grade and overall credit in courses. Please note that seniors are allowed an additional three days away from TMS to visit colleges.
- TMS discourages absences for reasons such as extensions of vacations, DMV appointments and non-TMS related commitments. We strongly encourage families to schedule family outings, doctor’s appointments, and trips on non-school days.

Class cuts and tardies of more than fifteen (15) minutes count as absences.

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

Students who are absent on a given day are not allowed to participate in sports, special events or co-curricular activities that day.

## **Absence Procedures**

- If a student is ill, we ask that the parent/guardian either email the main office ([mainoffice@themarinschool.org](mailto:mainoffice@themarinschool.org)) or phone the school (415) 339-9336 ext. 1000 before 8:45 a.m. and leave a message regarding the absence.
- 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 their teachers.

## **Religious Holidays**

Students are allowed to be absent from school to observe religious holidays, and should inform their teachers ahead of time. They should request homework and missed classwork in order to stay on track in their classes. Teachers will grant extensions for homework, classwork, quizzes, tests, etc. as needed in cases of religious observance.

## **Extended Medical Leave**

If a student is unable to participate fully in the school program due to medical (physical or psychological) reasons, the school may require the student to take a medical leave of absence from school. Medical leaves are treated as excused absences, and a doctor's note is required in all cases. Appropriate administrators will review all situations requiring a medical leave. Although a leave may in some cases be limited to a reduced workload rather than a full leave, students are encouraged to produce academic work during their leave if possible. Some medical leaves may require that the student returns to TMS with a reduced or modified course load (*Note: a modified schedule may require students to attend classes at different times during the day, as TMS has a rotating schedule*). In some instances, TMS will give the grade of incomplete (INC) at the end of the semester and extend the deadline for work and/or final exams. Medical leave does not safeguard credit until all coursework is completed. Medical leaves that exceed one half of one semester (over seven weeks) will place the student's matriculation to the next grade level in jeopardy. Students on medical leave may not participate in school extracurricular, athletic, or social activities.

## **Semester Abroad**

Students sometimes desire to leave school for a semester to study in another country or in a different setting. Due to our small enrollment, The Marin School does not offer single semester contracts and participation in such a program would still require a full year's tuition at The Marin School. Taking courses for a semester at other institutions may create difficulties in college applications and in earning credits, as those courses may not exactly match TMS courses.

## **Civic Engagement**

Students are allowed one absence a semester for civic engagement. Civic engagement is broadly defined as participating in an activity outside of school that makes a difference in our wider community, and may include volunteer work, youth and government programs, voting, advocacy work, etc. Students should petition the Head of School for an absence exemption on the basis of civic engagement; this petition must be received one full calendar day (24 hours) ahead of the civic engagement day. Students and parents (or guardians) will be notified of the school's decision.

## **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 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 the 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 may contact parents to determine the reason for the tardy.

Students who are tardy when they are late for class. If a student is more than 15 minutes late for a class or study hall, they will be marked "absent" from class (the student is still expected to attend the remainder of the class). Tardies can affect class participation grades, as determined by the teacher of record.

### *Consequences for tardies:*

3 tardies in a semester:	Conversation between student and Advisor (and an email home)
5 tardies in a semester:	Conversation between student and Advisor (and a call home)
8 tardies in a semester:	Conversation between student, parent, Advisor, and Head of School; one week without off-campus lunch privilege

## **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.

**11th and 12th grade students 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 this 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 with lunch duty staff.

**All 11th and 12th grade students** must have approval from their Advisor, as well as written parental permission on file prior to exercising this privilege.

**11th and 12th grade students with the appropriate signed parental permission form** may drive themselves off campus at lunch. Students 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 11th and 12th graders 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.

**The TMS administration reserves the right to close campus completely during the school day in times when health and safety measures dictate the need to do so.**

## **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.

When I need information regarding:	Primary Contact:	Secondary Contact:	If there is still a need:
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	Student Activities Coordinator	Advisor	Head of School
Counseling or personal concerns	Counselor	Head of School	
General questions	Main Office		

### **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 Arts) for assistance in resolving the conflict. If those attempts are also not successful, or you need greater assistance, see the School Counselor or Head of School

### **MAIN OFFICE**

The 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 Library Sciences 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. We work with students to teach them to restore the environment and to make restitution to those who were affected by their decisions and actions. Learning how to resolve conflicts and "make things right" is a very important skill.

With regard to students' college applications, on recommendation forms we state that school policy does not allow us to indicate if there has been an incident. However, students will respond to questions within their own application that asks if there has been any disciplinary history. Students will be expected to answer truthfully and work with their College Counselor to prepare a written explanation. If an incident occurs post-submitting their college applications that would change their initial response to the disciplinary history questions, students will be expected to meet with their College Counselor and prepare a written letter to their colleges with an explanation of the violation. This is in addition to any disciplinary action deemed appropriate by school administration as a consequence of the violating action.

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**

### **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 they have 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, their 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. TMS may use online software to determine authenticity of students' work. If a student plagiarizes on a report that is submitted at the end of the semester, the student will receive a final grade of INC until the matter can be resolved at such time as all parties can meet.

### **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. A reasonable suspicion may exist when a TMS employee suspects involvement with drugs, based upon specific and articulable facts.

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

In order to safeguard the individual and general welfare of all students, TMS may administer a breathalyzer test to any student at school or school-sponsored events including dances, proms or other extracurricular activities. Students exhibiting signs of having consumed alcohol, including, but not limited to: glassy eyes, slurred speech, unsteadiness on the feet or emission of an alcoholic odor may be requested to take a breathalyzer test administered by a school administrator. If test results are negative, no action shall be taken, although subsequent administrations of the breathalyzer test may be given at any time. If a student tests positive for alcohol, they will receive one additional opportunity to take the test. Students who test positive for alcohol (a .02 reading on the breathalyzer test) or students who refuse to take a breathalyzer test upon reasonable suspicion to suspect they have consumed alcohol will be subject to all school rules relating to the use and/or possession of alcohol. If a student does not pass the breathalyzer, their parents will be notified and a parent must come to pick them up.

### **Discrimination and Harassment Involving Students**

It is the policy of the School to provide an academic environment that is free from all forms of discrimination or harassment. The School prohibits sexual harassment as well as discrimination and harassment based on a student's race, religion, national origin, sex, sexual orientation, gender identity, gender expression, or disability. The School will not tolerate harassing or discriminatory treatment of students by other students, their family members, the School's employees, volunteers or contractors, or other third parties who interact with the School's students. Additionally, the School forbids retaliation against any individual who reports an incident of harassment, opposes harassment or participates in an investigation of a complaint of harassment.

Because behavior away from school may have a significant impact on the School environment, this policy applies to all interactions involving students, whether or not occurring during school or school functions or on campus, if (1) the conduct has a negative impact upon the school performance of the student who is subject to harassment; (2) such conduct adversely affects the educational environment including creating an educational environment that is intimidating, hostile, or offensive; (3) such conduct affects the services, honors, programs, or activities available to any student at the School.

### **Harassment**

Prohibited harassment includes the following behavior:

- Verbal conduct (whether in person or transmitted electronically) such as name-calling, derogatory jokes, slurs or comments to or about a student;
- Visual displays and written communication, such as derogatory posters, photography, cartoons, drawings, gestures, or email or text messages;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work; and
- Retaliation for reporting or threatening to report harassment.

### **Sexual Harassment**

In addition to the examples of harassment described above, for the purposes of this policy, "sexual harassment" is defined to also include:

For adult to student interaction: any sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, whether or not welcome.

For student to student interaction: unwelcome sexual advances, requests for sexual favors, and other verbal, written, visual, or physical conduct of a sexual nature when: (1) such conduct has a negative impact upon the recipient student's school performance; (2) such conduct adversely affects the educational environment including creating an educational environment that is intimidating, hostile, or offensive; (3) such conduct affects the services, honors, programs, or activities available to any student at the School.

Student-to-student sexual harassment is not social or courting behavior. The overriding factor in student to student sexual harassment is that the behavior is uninvited and unwanted and often an assertion of power. Sexual harassment may include:

- physical assault, including rape
- coerced sexual relations
- inappropriate personal questions of a sexual nature
- sexually explicit or suggestive remarks about a person's body, clothing, or sexual activity
- sexually stereotyped or sexually charged insults, humor, or verbal abuse
- public display of sexually explicit, offensive or demeaning objects, photographs, or cartoons
- leering or ogling at a person's body
- unnecessary touching in any form
- demanding sexual favors, accompanied by promises, hints, or threats concerning one's academic status or opportunities

- subtle pressure for sexual activity
- repeated expressions of sexual or "romantic" interest after being informed that the interest is unwelcome.

### **Complaint and Resolution Procedures**

Complaints of violations of this policy will be handled in accordance with the following procedures. For complaints of sexual harassment in violation of Title IX, students or their parents or guardians may elect to submit a formal complaint following the procedures described in Appendix A to this handbook in lieu of submitting a complaint under this policy.

### **Adult to Student Discrimination and Harassment**

A student or their parent who believes that the student has been subject to prohibited harassment by any adult who interacts with them in connection with school, including employees, volunteers, contractors or family members of other students, should immediately bring this to the attention of [position], who will notify the Head of School. The Head of School will lead an immediate investigation. If the School determines that a violation of its policies occurred, the School will take appropriate steps to prevent the violation from recurring and to remedy any discriminatory effects of the violation. An employee who violates this policy will be subject to disciplinary action. The School will advise the student subjected to harassment or other discrimination and the student's parents of the outcome of the complaint.

### **Student-to-Student Discrimination and Harassment**

Complaints of violations of this policy by other students should be reported to Head of School. The School will conduct a fair, timely, and thorough investigation of complaints and take all appropriate steps to remedy any harassment or discrimination in violation of this policy. The School will endeavor to conclude its investigation as quickly as possible considering the nature of the conduct and complexity of the investigation. At the conclusion of the investigation, the School will notify the student who brought the complaint and the student who was the subject of the complaint (as well as their parent/guardians) of the outcome of the complaint.

If the School determines that a violation of its policies occurred, the School will take appropriate steps to prevent the violation from recurring and to remedy any discriminatory effects of the violation. A student who violates this policy may be subject to discipline which may include a range of actions including warnings, behavioral probation, mandatory counseling, restriction of school privileges, removal from honor roll for the semester, suspension or expulsion. In all cases, consequences are at the discretion of the Head of School.

### **Confidentiality**

The School will keep the complaint and the investigation as confidential as possible consistent with the need to conduct an investigation and implement any appropriate remedial measures.

### **Retaliation**

The School prohibits retaliation for making a complaint under this policy or participating in the investigation of such a complaint. Complaints of retaliation should be made in accordance with this policy.

## **Mandated Reporting**

All employees of the School are mandated reporters who are required by law to file a report with a child protective services agency (CPS) whenever they learn information that leads them to suspect that a minor they encounter in the course of their employment has been subjected to sexual or physical abuse, including sexual assault. Employees are not permitted to investigate suspected abuse of a minor before making a report. Employees are also required by law to keep mandated reports confidential, so they may not be able to inform students or their parents if they make a report.

The School's disciplinary process is separate from any CPS or law enforcement investigation. The School's investigation is limited to whether there has been a violation of the School's policies. The School does not conduct investigations in order to determine whether criminal activity has occurred. That is the role of law enforcement. Both the standards of proof and the evidence available to the School are different from those in a criminal proceeding. Students and parents should be aware that if law enforcement or CPS is conducting an investigation, the School may need to defer its own investigation to avoid interfering with the law enforcement proceedings. We expect student behavior to be consistent with the respect and trust the school extends to its students. Violence, destruction of property, bullying (including cyber-bullying), verbal harassment, defaming the character of students or employees, 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.

## **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 their possession. Stealing means taking or withholding someone else's property without permission, or extorting or taking the property by deception. The Marin School is not responsible for lost or stolen items and will not reimburse families if items are misplaced or stolen.

## **Disruptive Behavior**

Disruptive behavior in classes and other school settings is disrespectful, interrupts the learning environment, and may result in disciplinary action. A pattern of disruptive behavior may result in a warning, suspension or expulsion depending on the severity of the incident(s). Examples of disruptive behavior include, but are not limited to: talking out of turn, or interrupting other speakers; behavior that distracts the class from the subject matter or discussion; teasing behavior and name-calling; posting insulting or offensive fliers or posters; cyberbullying; or in extreme cases, physical threats, harassing behavior or personal insults, or refusal to comply with faculty direction.

## **Dress Code**

The Marin School dress code policy is a guide to help us create a comfortable and appropriate learning environment. The goal is to be sure that we maintain a fair dress code for all gender identities, with all body types, and from diverse cultural backgrounds, and simultaneously not to offend classmates, teachers, staff, or guests. While it is not the responsibility of students to alter

their expression to make other people feel comfortable, we want to create space for nuanced dialog about appropriateness in various settings. We trust that our students intend to dress appropriately, but also believe that TMS as an educational community has a role to play in guiding students.

While the dress code is intentionally open-ended, there are some basic requirements:

- Students cannot wear any clothing with:
  - slurs
  - discrimination
  - profanity
  - drugs
  - alcohol
- Students are expected to cover their private areas at the minimum.
- Students must wear clothing, including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, FabLab, and other activities where unique hazards exist. Proper footwear is especially important.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Dress Code Violations:

If a teacher or staff member thinks the dress code has been violated, they will check with two other staff members to get a consensus. Every effort will be made to have a teacher or staff member of the same gender to address the issue with the student. If the dress code is violated, after two warnings and on the third violation, the student can be sent home.

### **Tobacco Prohibited**

Tobacco or tobacco products, vaporizers, JUULs, or any associated materials 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.

### **Food and drink**

Food and drink are allowed only in the Café, outdoors, in the hallway of Wings 1 and 2, the picnic table area, or with a teacher's permission in their 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.

### **Neat and Clean Campus**

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

## **Public Display of Affection**

Students are expected to not 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.

## **Property Damage**

If school property damage occurs as a result of a student's actions, whether intentional or unintentional, the student will be held responsible for the repair or replacement of the property. *A student who intentionally damages other people's property will be in violation of TMS Basic Rules of Student Conduct.*

## **Dangerous Materials**

The possession, use, or distribution of dangerous materials such as knives, fireworks, weapons, or other dangerous materials of any kind will not be allowed at school or any school-sponsored activities. This includes firearms, knives (including pocket knives) or any other weapons of any kind, real, replica or toy. Students are also not allowed to have parts that can be readily assembled into a weapon. Students are not allowed to make weapons in Fab Lab or other courses. Any student violating this rule will face severe consequences, which may include suspension or expulsion from school. School policy allows for search of school property upon reasonable suspicion of the Head of School.

## **No Pets**

No animals are allowed inside school buildings, without permission from the Head of School, with the exception of licensed service dogs and classroom pets in the Biology/Zoology classroom. A service animal is "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability." TMS permits a student with a disability who uses a service animal to have the animal at school.

Emotional support animals, therapy animals, and companion animals are usually not allowed to accompany students at TMS. The determination whether a student may utilize an animal other than a service animal should be made on a case-by-case basis by the Head of School in conjunction with the School Counselor.

## **Dishonesty**

Dishonesty will not be tolerated. Examples of dishonesty include: lying, false speech, fraud, and identity theft. A pattern of dishonesty may result in a warning, suspension, or expulsion depending on the severity of the incident(s). In conjunction with another offense, dishonesty will increase the severity of the resulting consequences.

## **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 disciplinary measure may involve: 1) a warning, 2) a call home to parents, 3) revocation of privileges, 4) removal from

honor roll for that semester, 5) behavioral probation, 6) suspension, or 8) expulsion. TMS is an institution that strives to fulfill a mission of restorative justice, and makes every effort to work with all affected constituencies to ensure a fair and restorative consequence for any violation of rules.

### **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 extracurricular 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 the well-being of the school or any of its members. The expelled student and their 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.

## **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 and text alert system to notify all parents. During any emergency, students must follow the directions of all faculty and staff members.

If the campus environment becomes unsafe, an evacuation may occur. The evacuation site will be the National Guard Armory that is three blocks from down Washington Street. In the event that the Armory is not safe, other options 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 goodwill 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. The cost of the trip includes trip insurance.

## **END OF YEAR AWARDS**

The Marin School has a tradition of honoring individuals who have made a significant contribution to the school in the past. These awards are given periodically to students who most embody those qualities representative of the individual for whom they are named. Students who are in violation of any aspect of school policy as outlined in this handbook during their current academic year will not be eligible for these awards, at the discretion of the Head of School.

## **VALEDICTORIAN/SALUTATORIAN POLICY**

In order to be considered for 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). When TMS is utilizing a 4x4 block schedule, the weighted GPA consideration is determined after the third quarter, up to and including that quarter. In addition to the GPA, a student honored in this way must be in good behavioral standing during their senior year. A student who has had major disciplinary issues (e.g., suspension) at any earlier period during their time at TMS will still be considered for valedictorian or salutatorian, but a committee consisting of the Head of School, Department Chairs, and relevant administrators will review the student's case and determine eligibility.

## **STUDENT ACTIVITIES**

### **Student Leadership Council**

Students have an opportunity to participate in student government at TMS. Student government members are leaders in the school and are expected to comport themselves



accordingly. Responsibilities of student government include representing the student body, making recommendations to staff, and sponsoring student activities throughout the year. The group meets weekly throughout the year. Students with below C-in any class may not participate in student government. The Advisor, with consultation from the Head of School may remove any member of the Student Council for poor academics or behavioral issues at any time.

### **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 Clubs, 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, flag football, sailing, soccer, archery, tennis, cross country, and track and field. We strive to offer other sports for both boys and girls depending on student interest at the club or intramural level. Those students who earn grades below C- on progress reports or report cards will not be allowed to play in athletic games. Participation in a TMS sport earns students one semester's worth of Physical Education credit, at the discretion of the Athletic Director.

### **Dances**

Students must be in good academic and behavioral standing in order to attend dances. Students on monitored status or behavioral probation with a contract must have permission from the Head to attend a dance. Students on academic probation or who have been suspended from school may not attend a dance.

### **Alternative Physical Education**

The Marin School believes in the importance of physical activity for growing students. Graduation requirements include four (4) semesters of Physical Education. There are many opportunities to fulfill the PE requirement at TMS: students can join an athletic team or a school club that offers a physical activity (such as Yoga Club). Students may also pursue outside opportunities such as regularly using a gym or athletic club, taking swimming lessons, riding their bike to school daily, participating in archery or fencing, to name a few. **Students must keep an accurate, verified log of their PE-related activities, which will be approved by the Athletic Director who will make a determination of whether the activity can count toward PE credit.** An Alternative PE Form may be accessed at [www.themarinschool.org](http://www.themarinschool.org) or obtained in the Main Office.

## **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. Letters of recommendation must be sent directly to a college, university, or other program, and will not be sent to the student or parent/guardian.

### **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. Students who receive off-campus therapy are required to provide a signed release form so that school officials can discuss student concerns with the therapist.

We offer relevant, age-appropriate programs to our students whenever possible. Our School Counselor:

- Meets with students individually and with groups of students.
- Facilitates mediation sessions to de-escalate conflict.
- Communicates with parents.
- Serves as an advocate for students in working with teachers and administrators.
- Makes referrals and coordinates services with outside therapists, psychiatrists, and physicians, as needed.

### **Mandated Reporting**

Under the California Child Abuse Reporting Law, all teachers, counselors, administrators, and employees of The Marin School are mandated reporters. Legally mandated reporters are required to notify local child protective agencies of any physical or sexual abuse or neglect of minors. The TMS faculty and staff are trained on the reporting responsibilities and requirements of this law. Mandated reporters are not permitted to investigate suspected abuse of a minor before making a report. Mandated reporters are also required by law to keep mandated reports

confidential, so employees may not be able to inform students or their parents if they make a report.

### **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.

### **Medication**

Some students require medication during the school day. To administer any prescribed medication, TMS requires a written statement from the parent that provides the name of the drug, the dose, approximate time it is to be taken, and the diagnosis or reason the medication is needed. Students requiring medication must leave it in the Main Office in a locked cabinet. The Office Manager will administer the medication to the student as prescribed and keep a medication log. If a student has an asthma inhaler or EpiPen for emergencies, the student may carry it in their backpack or on their person, with parent permission.

Urgent medications may be given to students who need it. TMS keeps a small stock of acetaminophen, ibuprofen, or antihistamine to cover sudden circumstances. We must have parent permission to allow school staff to dispense these medications. Each year parents may sign a form providing permission for that school year.

Non-prescription or over-the-counter medications, when taken on a regular basis, should require a physician's note that in essence "prescribes" these nonprescription medications. TMS requires physician-approved protocols (indications, doses, and contraindications) for using over-the-counter medications. It is the parents'/guardians' responsibility to supply TMS with prescribed medications, provide labeled containers, keep medications current, supply medical devices (e.g., nebulizers, insulin pumps, oxygen) and help to maintain these devices.

### **The Marin School Library/Media Center**

The Marin School Library includes a collection of over 3,000 fiction and nonfiction 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, and space is available on the TMS campus, students may work with a tutor during their free period. It is the family's responsibility to coordinate logistics and payment directly with the tutor.

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

### **Work Permits**

A work permit is a legal document required by the state of California that allows a person under 18 years of age to hold a job. The Marin School is authorized to issue the permit after the proper forms have been completed. A student may obtain a "Statement of Intent to Employ a Minor and Request for Work Permit" from the Main Office or from their future employer. The student must complete the form and get it signed by the Main Office or Head of School. Students will receive a "Permit of Employ and Work" from the Main Office as well. Once the forms are signed by the school official, and their parents, the student submits the forms to their employer.

### **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. TMS is a Bring Your Own Device campus. This means that families are responsible for their own devices. TMS suggests that families purchase insurance to cover any damage that could occur to the device. TMS is not responsible for any damages to student devices. TMS has school-owned devices that are available for check out from the Library.

**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 cyberbullying or “flaming”
- Use technology with malicious intent or to pull pranks on other people.

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.

Please note that it is considered inappropriate and unprofessional conduct for there to be communication between students and faculty/staff members that is of a non-academic nature on social media, via email, text messaging, or cell phone.

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.

**Cell Phones** must be turned on silent during class time and may not be used except for class assignments during class. If a student uses a cell phone in class the following may happen. On the first offense, the teacher will take the phone from the student for the duration of the class. On the second offense, the teacher will take the phone to the administration for the entire school day. On the third offense, the student’s parent/guardian will be called for a discussion about a permanent solution. Additional limitations may be instituted at the discretion of each individual teacher. Cell phones may be used during breaks between class and during lunchtime.

### **Office Phone**

The phone in the Main Office is available to students who need to contact parents/guardians during the school day.

### **Social Media**

Cell phones or other recording devices are not to be used for publishing photos or videos of TMS or TMS community members without permission from an administrator and the person being filmed.

## **Photo Consent**

Each year, we send photo consent forms to families for permission to use student photos in the school directory and other publications. If a family does not want a student's photo to be used, they must indicate that on the photo consent form.

**Headphones may be used with teacher/staff permission during class time.** They may be used in the Café, 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. If students abuse this privilege, they will be given a warning. Additional abuses of the privilege will be reported to the Head of School and various consequences may be applied.

## **Library book/media/electronic devices return policy.**

Checking out books/media/devices from the Library operates on a respect and return basis. When checking out books/media/devices please respect that the collection is limited and others may be awaiting their return.

The cost to replace books lost or damaged beyond repair is \$20 per book. The cost to replace media/devices lost or damaged beyond repair will be determined based on the type of media/device.

When borrowing school devices to be used during the school day on campus, students will be asked to review TMS's Technology Policy and agree to the responsible use of devices. This agreement functions as a reminder of the policies in this handbook and the expectation that students will use devices responsibly and in alignment with an ethical code of conduct.

**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 their 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 the designated student lot. Designated student spots are those in the parking lot at the top of the driveway (not near the modular or basketball court).
- 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 parental permission in advance may drive themselves on field trips, although faculty and staff at TMS reserve the right to require students to take TMS-provided transportation.

- *Juniors and Seniors are allowed to drive themselves off campus at lunch as long as they are in good academic and behavioral standing and have permission.*
- 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.
- Students can only take taxis or rideshare vehicles from school if the parent or guardian has notified TMS.

## **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 can receive alternative PE credits.

## **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 at least one calendar day (24 hours) **in advance** from the administration. Permission will be granted at the discretion of the administration.

## **PARENT/GUARDIAN INFORMATION**

Thank you for choosing The Marin School. We are honored to teach your student.

We hope that you will become actively involved in our community, sharing your talents and interests. The Board of Trustees strongly suggests that each parent at TMS contribute 10 or more hours of volunteer work to assist the school. If you, or your family, have experience or interest in an area of expertise, please share this information with our Head of School.

Research has shown that a student whose parents are active in their 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!

The Marin School expects parents to recognize and follow the rules, regulations and policies of the School. Courtesy and civility are part of this, especially when it relates to dealings between parents and the school administrators, faculty, or representatives of the school. Parents have a contractual relationship with the school, but most importantly, they also set an example for our students. Therefore, The Marin School places great emphasis on comportment of all members of the school community, including parents and families. The school staff understands that

from time to time misunderstandings, disagreements, and mistakes will happen that can cause tempers to flare. We encourage students, staff and parents to bring concerns to the attention of an administrator who can diffuse, correct, clarify and otherwise resolve differences before they get worse. We strive to work together in the best interest of all students at The Marin School.

*Updated August 2021*



## APPENDIX A TITLE IX COMPLAINT PROCEDURES<sup>1</sup>

Parents or students may elect to use the following formal complaint procedure to address sexual harassment of students in violation of Title IX by other students, employees, or third parties involved in the operations of the School. Please see the policy in this handbook on Harassment and Discrimination Involving Students for more information on the School's policies.

### Formal Complaints of Sexual Harassment

As an alternative to submitting a complaint under the Harassment and Discrimination Involving Students policy, a student who is the subject of sexual harassment that violates Title IX or the student's parent/guardian may elect to submit a formal complaint. A formal complaint may also be submitted on behalf of a student by the School's Title IX Coordinator. A formal complaint must (1) allege that the student was subjected to sexual harassment that would violate Title IX;<sup>2</sup> and (2) request that the School investigate the allegation.

Formal complaints must be submitted in writing to the Title IX Coordinator by mail, email, or in person using the following contact information:

Jennifer Lassalle  
The Marin School  
150 North San Pedro Road  
San Rafael, CA 94903  
415.339.9336 x1002  
jlassalle@themarinschool.org

Upon receiving a formal complaint, the Title IX Coordinator will promptly contact the student who made the complaint and, where appropriate, the student's parent or guardian. The Title IX Coordinator will explain the process the school will use to address the complaint and ask the student to clarify any information necessary for the school to proceed. The Title IX Coordinator will also identify supportive measures the school will provide to the student to ensure equal educational access for the student, protect the student's safety, and/or deter sexual

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<sup>1</sup> While as an independent school The Marin School is not generally subject to Title IX of the Civil Rights Act, the School has agreed to comply with Title IX during the term of a loan it received through a Small Business Administration program.

<sup>2</sup> Sexual harassment violates Title IX where (1) an employee of the School conditions the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct; (2) an employee, student or third party involved in the operations of the School engages in unwelcome conduct that would be considered by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education programs or activities; or (3) an employee, student or third party involved in the operations of the School commits "sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

harassment during the processing of the complaint. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, and other similar measures.

If a formal complaint includes allegations of conduct that do not fall within the definition of sexual harassment under Title IX, the Title IX Coordinator will inform the person filing the complaint (the “Complainant”) that those allegations will not be addressed under this complaint procedure. The Title IX Coordinator will advise the Complainant whether the allegations may be addressed using the complaint procedures of other School policies such as the Harassment and Discrimination Involving Students policy. The Complainant may appeal this decision as described later in this procedure.

Regardless of whether a formal complaint is submitted, the School will make available supportive measures designed to ensure equal educational access, protect safety, and/or deter sexual harassment that are described earlier in this policy.

### **How the School Responds to Formal Complaints**

The Title IX Coordinator will notify the Complainant and the individual accused of engaging in harassment (“the Respondent”) of the allegations to be investigated in writing, and provide a copy of this complaint process. If the Respondent is a student, the Title IX Coordinator will also notify the Respondent’s parents.

The Title IX Coordinator will appoint an investigator to promptly investigate the complaint. The Title IX Coordinator will determine whether the investigation will be conducted by the Title IX Coordinator, another School employee or an outside investigator retained by the School. The investigator, as well as other School personnel involved in the resolution of complaint (Title IX Coordinator, decision-makers), will be free from conflicts of interest or bias for or against the Complainant or Respondent.

The School will conclude its investigation as quickly as possible considering the nature of the conduct and complexity of the investigation and will communicate with the Complainant about the timeline of the investigation and any delays.

During the investigation, both the Complainant and Respondent will have an opportunity to identify witnesses and provide evidence to the investigator, although the investigator and not the parties themselves will interview witnesses and parties. The investigator will conduct an objective evaluation of all relevant evidence, whether inculpatory or exculpatory, to make findings of fact, and will not base credibility determinations on a person’s status as complainant, respondent, or witness. The Respondent will be presumed not to be responsible for the alleged conduct until a determination of responsibility is made. The investigator will use a preponderance of the evidence standard in making factual findings, evaluating the evidence to determine whether the alleged conduct is more likely than not to have occurred.

Before the School makes a final decision on action to take in response to a formal complaint, the School will notify the Complainant and Respondent (and their parents) of the preliminary findings of the School’s investigation including a summary of the evidence. In doing so, the School will take appropriate steps to protect the confidentiality of witnesses who participated in the investigation. Each party may respond to the written summary within ten days and may

submit written questions that the party wants asked of the other party or witnesses. If the investigator concludes that the questions are relevant and not cumulative, the investigator will ask the questions of the witnesses or parties and modify the preliminary findings if necessary.

Based on the findings of the investigation, the School will determine whether the Respondent is responsible for sexual harassment in violation of law or School policy. If the School determines the Respondent was responsible for a violation, the School will determine appropriate remedies and disciplinary sanctions as described below. The School will notify the Complainant and Respondent in writing at the same time of the outcome of the complaint, including a summary of the findings of the investigation and any actions the School will take in response to the findings.

### **Remedies and disciplinary sanctions**

If the findings show that the Respondent engaged in sexual harassment in violation of the School's policies or the law, the School will implement appropriate remedies designed to maintain the Complainant's equal access to education. Remedies for the Complainant may include, but are not limited to: time extensions on assignments and exams, limiting or eliminating opportunities for the Respondent to interact with the Complainant, counseling and social-emotional support. The Marin School will also impose disciplinary sanctions on the Respondent as appropriate. Discipline may for student-Respondents may include a range of actions including warnings, behavioral probation, mandatory counseling, restriction of school privileges, removal from honor roll for the semester, suspension or expulsion. Employee-Respondents may be subject to discipline up to and including termination

### **Appeal Procedures**

Either the Complainant or Respondent may appeal the School's determination of responsibility for a violation or the dismissal of any allegation on the following grounds: (1) procedural irregularity that affected the outcome of the complaint; (2) newly discovered evidence that could affect the outcome of the complaint; and/or (3) Title IX personnel having a conflict of interest or bias that affected the outcome of the complaint. An appeal must be requested within 10 days of the issuance of the written determination of responsibility by providing a written request explaining the basis of the appeal to the Head of School.

### **Confidentiality**

The School will keep the complaint and the investigation as confidential as possible consistent with the need to conduct an investigation, determine responsibility, cooperate with law enforcement, and implement any appropriate remedial measures.

### **Retaliation**

The School prohibits retaliation for making a formal or informal complaint of harassment or participating in the investigation of such a complaint. Complaints of retaliation should be made in accordance with the School's policy on Harassment and Discrimination Involving Students or in accordance with this procedure.

### **Mandated Reporting and Cooperation with Law Enforcement**

All employees of The Marin School are mandated reporters who are required by law to file a report with a Child Protective Services (CPS) agency whenever they learn information that

leads them to suspect that a minor they encounter in the course of their employment has been subjected to sexual or physical abuse, including sexual assault. Employees are not permitted to investigate suspected abuse of a minor before making a report. Employees are also required by law to keep mandated reports confidential, so they may not be able to inform students or their parents if they make a report.

In some cases, CPS will refer reports of sexual abuse to the police or other law enforcement agencies. Students and their parents/guardians may also report sexual assault or abuse directly to law enforcement. Law enforcement may conduct an investigation in order to determine whether a criminal offense has occurred and whether criminal charges should be filed. It is the choice of the reporting student and the student's family as to whether they wish to press charges or cooperate with a law enforcement/CPS investigation. The School will cooperate with the investigation by CPS or law enforcement whether or not a student is pressing charges.

The Marin School's disciplinary process is separate from any criminal proceeding or law enforcement investigation. The School's investigation is limited to whether there has been a violation of the School's policies or the laws prohibiting discrimination and harassment. The School does not conduct investigations in order to determine whether criminal activity has occurred. That is the role of law enforcement. Both the standards of proof and the evidence available to the School are different from those in a criminal proceeding. Students and parents should be aware that if law enforcement or CPS is conducting an investigation, the School may need to defer its own investigation to avoid interfering with the law enforcement proceedings.

## Remote Learning Agreements

*(Addendum to the 2021/22 Parent & Student Handbook)*

In March of 2020, The Marin School shifted to remote learning in response to the novel coronavirus pandemic. During the 2020/21 school year, school took place both remotely and on campus. Though school will begin on campus for the 2021/22 school year. All students must be prepared to engage in a remote learning format for either short or long periods of time during the school year. Due to the unpredictable nature of the pandemic (and of wildfire season and other potential hazards), students must be prepared to learn in a variety of formats, including: fully remote, fully in-person, or various hybrid approaches that may include some combination of attending remotely and in-person in the same class. In order to meet the challenges of remote learning and set positive expectations, the TMS Reopening Committee created these agreements for students. **Remember that remote learning is real school—classroom and behavior expectations are the same, essentially, as in on-campus learning.** These are the student agreements. Students are:

- 100% present during class blocks (i.e., on time, ready to participate, and in a school mindset).
- Using an appropriate, designated space for learning. Please let us know if you do not have access to this kind of space.
- Wearing appropriate school attire (please see the Parent & Student handbook for the normal school dress code).
- Using a school appropriate and recognizable screen name to identify themselves. TMS is an inclusive school and teachers will use a student's preferred name and pronouns, but this can only happen if students communicate with teachers about their preferences.
- Turning their cameras on and showing their faces. Teachers are able to track student's learning more thoroughly if they have visual contact with the students. Students will also have the opportunity to be more connected with the school community with their cameras on. However, there are situations where having the camera on and image sharing is contraindicated. If you would like to be considered for a camera accommodation you will need to contact our school counselor (Alice Treves) and be assessed for the accommodation according to mental health or equity criteria.
- Checking Gmail and Google Classroom before class starts.
- Effectively using Study Hall to complete homework.
- Attend tutorials when requested by a teacher, advisor, or administrator.
- Agreeing to occasional class recordings, in case the lesson needs to be sent to another student in the class.
- Keep cell phones out of sight/site (and out of mind)