

San Marin High School 2019/2020 Student Handbook



NOVATO
UNIFIED
SCHOOL
DISTRICT

San Marin High School provides a 21st century learning environment where the students engage in rigorous standards based instruction while learning the essential skills detailed in the NUSD Graduate Profile. When students graduate from San Marin High School, they will have acquired the skills to become outstanding collaborators, communicators, critical thinkers, and conscientious learners. The students will develop cultural competence, and strong character as a result of their experience at San Marin High School.



Collaboration, Communication, Critical Thinking, Conscientious Learner, Cultural Competence, & Character

- *Welcome to the 2019/20 school year!
- *Novato Unified School District Board of Trustees
- *Novato Unified School District Leadership
- *San Marin High School Administration, Counseling Office staff, and Athletic Director
- *Staff/Student Parking
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- *Gangs (NUSD Policy 5136)
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- *Drugs or Alcohol use or possession while Under the Authority of the School
- *Surveillance Cameras
- *Student Off Campus Policy
- *Restorative Justice
- *School Resource Officers
- *Athletics
- *Extra-Curricular Activities

NOVATO UNIFIED SCHOOL DISTRICT



BOARD OF EDUCATION

Tom Cooper
Debbie Butler
Greg Mack
Derek Knell
Ross Millerick
Maria Aguila
Diane Gasson

Novato Unified School District Leadership

Kris Cosca, Superintendent
Jonathan Ferrer, Assistant Superintendent Human Resources
Amie Carter, Assistant Superintendent Director of Educational Services
Yancy Hawkins, Assistant Superintendent Business and Operations
Tim Rocco, Director of Instructional Technology

San Marin High School

Mark Sims, Principal
Mike Casper, Assistant Principal
Kathy Warren, Assistant Principal
Lisa Walera, Office Manager
Dennis Davis, Athletic Director
School Resource Officer, Nick Wagner
Mark Miller, Head Custodian

The Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants. For questions, concerns or complaints, please contact District Equity and Title IX Compliance Officer: Jonathan Ferrer, Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hadmin@nUSD.org

Welcome to the 2019/20 school year at San Marin High School! We are excited to be back serving the students of northern Novato. We will continue to provide a safe and caring learning environment where students are engaged and challenged on daily basis. We will continue to provide and present a rigorous and challenging curriculum that is closely aligned with Novato Unified School District Graduate Profile. All students will be supported and provided an exciting opportunity to find success in high school, with the goal the students will be prepared for college or the 21st century work force. Upon graduation, our students should have a better understanding of what they may want to explore as a career or major in college so they are ready to become productive citizens and contribute to their communities following graduation.



This handbook contains important information about school rules and regulations. Please read the handbook to better understand our policies and protocols. We will continue to promote a safe school culture where the students care for and look after one another. If you have any school safety concerns, please notify any adult staff member or the administration immediately.

GENERAL INFORMATION

Attendance 897-4901
Counseling 898-2123
Main Office 898-2121
Fax Number 892-8284

Principal:	Mr. Mark Sims
Assistant Principal:	Mr. Mike Casper
Assistant Principal:	Mrs. Kathy Warren
Office Manager:	Mrs. Lisa Walera
Accounts Clerk:	Mrs. Lisa Ferrigno
Registrar:	Mrs. Janice Blair
Counseling Tech:	Mrs. Laura Ramadan
Counselor:	Mr. Jim Hu
Counselor:	Mrs. Laura Triantafyllos
Counselor:	Mrs. Caroline Hoj
Attendance Office:	Mrs. Jeanette Olian
Attendance Office:	Mrs. Jacqueline Baniqued
Athletic Director:	Mr. Dennis Davis

CONSTRUCTION

Our school will be undergoing significant construction and renovations the next two years. Students and parents should avoid driving, parking, or dropping students at the west end of campus near the softball field. The new STEM and PAC is being built and most of the area is a major construction zone.

STAFF/STUDENT PARKING

There are clearly marked student and staff parking areas throughout the campus. It is important that students acquire a student parking pass from the front office and attach to the upper left corner of the windshield. Students will not be given a sticker without turning in the assigned parking/driving contract. If students park on campus without a parking permit, or park in a red zone, the Novato Police may be notified. The SMHS administration will not tolerate students who park illegally or in staff parking. School consequences may be administered if students choose to park illegally.



STUDENT DRIVING RULES

Students are not allowed to drive cars without permission, on or off campus, prior to lunch. Students are allowed to drive to school, during lunch, and home after school. A student may drive any other time with written request of a parent/guardian, and approval from the administration.



smARTt students giving it their all!

OFF-CAMPUS LUNCH

All students are allowed off campus during lunch, which for the first time includes 9th grade students. Students must follow all laws in regards to driving other students. It is highly recommended students utilize San Marin Plaza food options due to its close proximity to campus and less likely students are tardy to class after lunch. There will be no excuses for students who are late to class after lunch. Students may get their off-campus lunch privilege revoked if they chronically tardy to class after lunch. It is important students learn to manage their time at lunch appropriately so they are not rushed and late for class.

LEARNING LOUNGE

The Learning Lounge, once known as the San Marin Library, is open every Monday, Tuesday, and Thursday from 3:30 pm-6:30 pm. The Learning Lounge is staffed with credentialed teachers whose purpose is to supervise and support students in need of extra help academically.

VISITORS

Students may not invite visitors on to school grounds at any time. Adult visitors, including parents, are required to check in at the main office upon arrival. Visitors will sign in and receive a visitor's pass & parking pass. Any person who does not have a visitor's pass should be expected to be contacted by the administration immediately if seen on campus during school hours.

ACADEMICS

Grades

Students and parents shall be notified about performance and progress both formally and informally. Teachers are required to update AERIES grade book regularly so parents have updated data in regards to their child's progress. If you do not have an AERIES log in, please contact your child's counselor.

LOST OR DAMAGED BOOKS/CHROMEBOOKS

As a vital part of your student's educational program, he/she will be using Chromebook, as well as some textbooks in several curriculum areas. It is important that students care for their school issued property. Damage to school issued property may result in a monetary fine, school discipline, or both.



Biotechnology Academy

INTERNET USE

The use of the Internet is a privilege and any unacceptable use may result in a cancellation of those privileges by the administration. Students may also face disciplinary action from the school administration.

CHEATING AND PLAGIARISM (NUSD Policy 5131.9)

The Board has adopted an Academic Integrity Policy, #5131.93, which went into effect in the 2005-2006 school year. This policy is designed to inform and support students in practicing an ethical approach to research and learning. This includes the expectation that students will complete their own assignments without copying or plagiarizing. While conducting research, students are expected to properly cite sources and include this information in a completed assignment. Cheating, plagiarism, and collusion practices are defined and consequences are addressed in this policy.

CHEATING

Generally, students are considered to be cheating if they misrepresent their knowledge or skill in order to improve a grade. Using cheat sheets, copying from another student's work, and plagiarizing someone else's words or ideas are three common examples of cheating. A student who allows another student to copy his or her work is also considered to be cheating.

PLAGIARISM

The word *plagiarism* derives from the Latin word *plagium*, meaning kidnapping. One who plagiarizes steals the words or ideas created by another. Here are some examples of plagiarism:

- Taking a fact or idea from another source but presenting it in your own words without identifying the source
- Using some wording from a source, identifying the source, but not using quotation marks to identify the exact words of the source
- Copying one or more sentences from a source without identifying the source
- Turning in a paper written even in part by someone else, including a friend or relative who helped you with your paper, with or without that person's knowledge
- Turning in another student's work or a paper purchased or obtained by other means

Allowing someone else to turn in your work under his or her name is also unethical and will be considered cheating. How can you avoid unintentional plagiarism? Always identify your source. Any piece of information you use that is not common knowledge or any idea that is not wholly your own original idea must be identified, or cited. In a formal research paper, use parenthetical citation (author and page number in parentheses according to the format of the Modern Language Association (MLA). In order writing, identify you source in your own sentence or use a footnote. Please see your English teacher for assistance.

CONSEQUENCES FOR CHEATING/PLAGIARISM

First Offense

1. Student receives no credit for assignment
2. Teacher fills out a "Notice of Cheating Offense" form, makes three copies, and keeps the original in his or her files. The teacher distributes the three copies to:
 - Parent/guardian (by mail)
 - Counselor
 - Assistant Principal
3. If the assignment is deemed by the teacher to be a major assignment and the offense requires premeditation (e.g., submitting a major paper that has been plagiarized), the student forfeits double the value of the assignment.
4. At the teacher's option, the student is given an additional assignment such as writing a statement about the incident, which the teacher keeps on file.
5. If the teacher, counselor, or assistant principal deems the offense to be a major offense (e.g., stealing test or quiz materials, changing a grade in a teacher's record), student may be suspended on the first offense.

Second Offense

1. The consequences listed above in the "First Offense" shall be applied.
2. Student, teacher, and parent meet with the student's counselor and/or

assistant principal to discuss causes and appropriate consequences.

3. Since AP and Honors courses are more rigorous, if the student's second offense occurred in an AP or Honors course, the student may be removed from the course and placed in a regular college prep course.

CLASS DISMISSAL:

Students may not leave class until the bell rings or they're excused to leave by their teacher. The teacher has the authority to hold students after class for disciplinary reasons

BATHROOM BREAKS:

Only one student is allowed to leave the class to use the restroom at a time. Students caught loitering, or who are talking on their cell phones outside of class will be contacted and directed back to class. If students continue to loiter or hang out during class time, the school administration will intervene and take some sort of disciplinary action.

PERSONAL ELECTRONIC DEVICES:

Electronic devices, such as smart phones, air pods, and tablets, are allowed on campus and may be used in class for educational purposes only. Teachers can only allow or disallow students from using the devices for educational purposes. The teachers determine how the policy is enforced in class. Students are responsible for caring for their device if they choose to bring them to school. Students are prohibited from taking photos on their device during class time unless the teachers give permission. For first offense, teachers will direct students to put phones away.

LOST or STOLEN PROPERTY

The school isn't responsible for lost or stolen personal property, such as iPhones or clothes. If students do get their personal items stolen, or lost, they should report it to the school administration and Novato Police. The longer a student waits to report the theft greatly reduces the chances of recovering the property. It is critical that students do their part and properly care for the personal property at school.

STUDENT DRESS RULES (NUSD Policy and AR 5132)

San Marin High School is committed to maintaining a climate where all students feel safe and part of a productive learning environment. Our dress code is in keeping with that goal and philosophy. Students' dress shall be modest, neat, clean, and in keeping with health, sanitary, and safety practices.

The Novato Unified School District will not allow any clothing, haircuts, jewelry, etc., that could lead to disciplinary problems at school or at school related activities because it:

1. Threatens the health or safety or others; or
2. Prohibits full participation in the educational program; or
3. Distracts and keeps students from learning; or

4. May indicate gang membership or association; or
5. Advocates alcohol, illegal drug use or paraphernalia associated with illegal drugs; or
6. Encourages prejudice against others on the grounds of national origin, ancestry, race, color, religion, gender, age or disability.

STUDENT DRESS CODE CONSEQUENCES

- Students will be asked to cover appropriately any article of clothing or body parts that are in violation with the above stated dress code.
- Students may be asked to call home to receive another change of clothes that is more appropriate.

STUDENT/ATTENDANCE POLICY AND PROCEDURES

The goal of students attending San Marin High School should be to attain a high school education that fully prepares them for the world beyond. Each day is critical and vital to that process. When a student is absent, tardy, or truant, it does not allow the student to fully engage in the learning process. While absences that relate to illness or circumstances beyond the student's control are understandable, it is, of course, in the student's best interest to attend school on a regular, daily basis to fully appreciate all aspects of the high school experience.

Regular school attendance is a high priority of the school district. All students are expected to be in school regularly and on time, and to attend all scheduled classes and other required activities.

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The explanation of absence must be submitted as a written note and/or may be verified by a conversation, in person or by phone, between the verifying employee and the student's parent/guardian.

Any student who is absent from school without valid excuse for more than three days or earns excessive tardies is truant.

District procedure requires that your student be excused for absences only when an absence is:

1. Due to illness
2. Due to quarantine under the direction of a city or county health officer.
3. For the purpose of having medical, dental, optometric or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of your immediate family, as long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside California.
5. Jury duty in the manner provided by law, Education Code 48208

6. Participation in religious instruction or exercises in accordance with district policy.

STUDENT ABSENCES (NUSD Policy 5113)

The Governing Board believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law.

PRIOR APPROVED OR UNAPPROVED ABSENCES

Advance written request by the parent/guardian and approval by the principal or designee shall be required for justifiable personal reasons. These include appearance in court, attendance at a funeral service, observation of a religious holiday or ceremony, employment interview or conference, and college visitation. Any absence which is not requested in advance and in writing, and does not receive prior approval by the principal or designee, will be considered unexcused.



Students may not be allowed to make up work missed during an unexcused absence, except absences due to suspension. Unexcused absences include, but are not limited to the following: oversleeping, car trouble, missing a ride; cutting class or school (truancy); any absence not cleared within three school days following the students return to school; detainment in juvenile hall; and extended weekends or family vacations unless prearranged through Independent Study. Parents/guardians are expected to plan family trips and vacations outside the academic school year. Work assigned as Independent Study must be turned in within the specified time upon return or the days of absence will become unexcused.

SAN MARIN HIGH SCHOOL TARDY POLICY

Students are considered tardy when they are not in their assigned rooms when the bell rings to begin class. The teachers will review their tardy policy with the students at the start of the year and with parents at Back to School Night. Every teacher's tardy policy should be detailed in the course syllabus. Teachers may refer the student to the administration if the student is chronically tardy to class.

STUDENT ATTENDANCE REVIEW TEAM

San Marin attendance clerks review student attendance records daily. The clerks report to the assistant principal when individual students are truant. When a student is absent 12 class periods without an excuse, warning letter number one is sent home. When a student reaches 18 unexcused class periods absent, a Student Attendance Review Team (SART) meeting is set. Parents, student, and school administrators meet and discuss the student's attendance problems. Usually a strict contract is signed by the student, parents, and assistant principal at this time. If a student breaks the SART contract, and continues to miss classes unexcused, he or she will be referred to the Student Attendance Review Board. SART meetings are considered an intervention, not a punishment. The goal of the SART team is to discuss the reasons for the attendance problems and what the school can do to help and support the family.

North Bay Security staff make regular home visits to chronically truant students.

STUDENT ATTENDANCE REVIEW BOARD

When a student continues to be chronically truant after the SART meeting, or earns excessive behavior referrals or suspensions, he or she may be referred to the Student Attendance Review Board (SARB). The SARB board reviews the student's attendance, behavior, academic records and progress throughout the year. The SARB board may recommend an alternative placement or send the student back to San Marin on a contract. If the student breaks the contract, he or she may be directly referred to an alternative school placement, such as County Community School. The SARB board may also recommend Marin Oaks, SMHS-Plus, or return to San Marin High School on contract.

EXPULSION (NUSD Policy and AR 5144.1)

A student will be recommended for expulsion for the following California Education Code Violations (48915 C):

1. Possession or sale of a firearm
2. Brandishing a knife
3. Selling a controlled substance
4. Sexual battery or assault
5. Possession of explosive

A student may be recommended for expulsion for the following California Education Code Violations (48915 A):

1. Cause physical injury
2. Possession of a knife or dangerous object
3. Possession of a controlled substance

4. Robbery or extortion
5. Assault of battery on school employee

If a student is recommended for expulsion, the student and family meet with the NUSD Expulsion Hearing Officer Mike Casper to review student rights and expulsion due process procedures, and options.

BEHAVIOR STANDARDS

San Marin High School has developed this set of behavior standards to define acceptable conduct for all students. A student is under the jurisdiction of the school between the time he or she leaves their home in the morning, and until the time they return home in the afternoon or evening. A student is also under school jurisdiction when attending any San Marin or Novato Unified School District sponsored event, such as sporting events, dances or field trips.

BEHAVIOR PHILOSOPHY

All students at San Marin High are entitled to an education in a positive environment that is safe and conducive to learning. The Novato Unified School District Board of Trustees and the staff are committed to providing a supportive atmosphere where each student can reach her/his potential through rigorous and meaningful instruction. We have promoted and developed a safe and caring culture at San Marin High School where the students take care of each other and report any type of behavior or activity that may create an unsafe environment.

Students are to be held in strict account of their conduct on the way to school, on the way home from school, and at all school-sponsored events. Students who are not complying with the behavior standards will be disciplined depending on the severity of the infraction. The severity of the consequences will increase with the number of rule infractions. The San Marin High School administration and faculty enforce and administer discipline based upon California Education Code, NUSD policies, and administrative regulations in regards to student discipline.

BEHAVIOR EXPECTATIONS

All students have the right to a safe and calm learning environment at San Marin High School. Students won't learn or succeed if they're forced to sit in an environment that's not safe, loud, noisy, or out of control. It is the school staff's duty and responsibility to protect students, assure they are in class, and act in their best interests. We're here to educate teenage students and assist them with their future 10-year plan and beyond. With the continued growth of our specialized academies, increased interest in our distinguished athletic programs, and continued success of our College Readiness program, students have more choices that will interest them. The SMHS staff will work hard to assure students have the safest and most appropriate learning environment possible.

RULES AND RANGE OF CONSEQUENCES

Leaving class without permission or out of area (e.g., issued a pass to Library, but goes elsewhere).

- Student is returned to class and teacher notified.
- Behavior Referral
- Restorative Justice referral
- Suspension from school

Possession or use of Tobacco (48900 H) California Education Code

For first and second offenses, the administration will recommend the student enroll in the smoking cessation class. If the student refuses, he or she will be suspended 1-2 days. The main goal of the administration will be getting the student help so they can eventually quit using tobacco and live a healthy life.

Possession or use of illegal or dangerous objects- It is illegal to possess dangerous objects of no use to the student while under the authority of the school. No laser pens allowed. (48915 a2 California Education Code)

- Confiscation of the object
- Assistant Principal conference with student and parents (object returned to parents or police)
- Police referral and suspension
- SARB Referral
- Expulsion referral

Hunting Knives and tools (48915 a2) California Education Code)

Any student who possesses a knife on campus may be referred for expulsion according to California Education Code 48915 a2. "Hunting" and "tool" type knives can be purchased easily at any local sporting or hardware store. Some students possess these Swiss army type knives for hunting, fishing, camping, and bike repair purposes. It's illegal for any person under the age of 18 to purchase or carry these types of knives at school. If a student is caught possessing any type of knife on campus, the student may be suspended or referred for expulsion.

Disrespectful, disruptive, and defiant behavior towards a teacher, including profanity and refusing to follow directives (48900 K California Education Code)

- Restorative Justice
- Suspension (cases when student swears at a teacher, has multiple violations, or refuses to follow teacher's directive)
- Repeated violations would result in parent meeting/behavior contract
- SARB referral

Profanity (48900 I California Education Code)

- Teacher verbal reprimand
- Referral to Assistant Principal

- Restorative Justice Referral
- Suspension

Inciting/Instigating a fight (48900 K or 48900 S California Education Code)

Any student who aids or abets, or is caught inciting or encouraging other students to fight on campus will be suspended from school from a range of 1-5 days depending on the circumstances. The San Marin High School administration has zero tolerance for students who incite, instigate, or encourage other students to fight.

Fighting/Assault (48900 a1 and 48900 a2 California Education Code)

- Administration investigation
- Restorative Justice referral
- Suspension (1-5 days)
- North Bay Security Consultant referral
- Police referral

Excessive and Rough Horseplay (48900 K California Education Code)

Excessive and rough horseplay on campus is prohibited. Students can have fun and enjoy each other's company without horse playing and putting their hands on one another. Excessive horseplay often leads to students accidentally getting hurt, or it escalates into a real fight.

Vandalism (48900 F California Education Code)

- Parent conference with Assistant Principal
- Restorative Justice
- Restitution
- Police referral
- Suspension

Theft (48900 G California Education Code)

- Parent conference with Assistant Principal
- Restorative Justice
- Restitution
- Police referral
- Suspension
- SARB referral

Extortion (48915 a4 California Education Code)

- Assistant Principal conferences with student and parents
- Suspension
- Police referral
- SARB referral
- Expulsion referral

Littering

- Warning and student must pick up his/her litter
- School detention
- Police referral

Leaving campus without permission

- Meeting with Assistant Principal and parent notification
- Detention
- Restorative Justice (defiance)
- Suspension (defiance)

Reckless Driving on campus

- Warning and parent conference
- Revocation of parking privilege
- Police referral
- Suspension

Disregard for rules governing use of school buses, Marin Transit bus, and behavior at bus stop

- Bus driver or citizen shall refer student to Assistant Principal for conference and warning
- Assistant Principal will conference with parents
- Restorative Justice referral
- Suspension
- Revocation of bus privilege
- Police referral

AFTER SCHOOL DETENTION

The administration and teachers may require students to stay for lunch or after school detention as a level of behavior intervention. The administration may not force students to stay after school the day of the infraction, but it will be expected they stay after school the following day (student has the right to choose). School wide after school detention will take place for the 2018/19 school year.

RALLIES AND SCHOOL ASSEMBLIES

At school rallies, the students are to sit in the section with their fellow classmates. There are four sections in the gym, one for each class. The students are to report to their fourth period class prior to going to the rally. The teachers are to take roll and escort their students to the gym. The students are to leave back packs, bags, or purses in the classroom. We encourage students to be spirited and involved in the rally. Students still will need to follow all school rules and refrain from using profanities or inappropriate gestures during the rally. For school assemblies, the classroom teachers are to escort their fourth period classes to the gym or student

center and sit together. Assemblies aren't rallies and students must maintain classroom behavior during assemblies.

MARIN TRANSIT BUS BEHAVIOR

The San Marin administration closely collaborates with the administration of Marin Transit to assure the San Marin High School students are behaving and creating a safe environment for the students, citizens, and bus driver. Students taking the Marin Transit bus to and from school are under the authority of the school. If students are misbehaving or creating an intimidating and unsafe environment on the bus, the incident will be reported to the administration. Marin Transit may release video or audio recording of the behavior. The San Marin administration reserves the right to review the video or audio recording, and administer school consequences based on the video or audio evidence. Also, Marin Transit reserves the right to ban any student from riding the bus as a result of their disruptive and unsafe behavior.

BIKE SECURITY

San Marin High School is not responsible for any vandalized or stolen bikes on campus. Campus supervisors routinely monitor and patrol areas where bikes are locked, especially the main bike rack adjacent to the library. If a bike is stolen or vandalized, the student must report the incident to an assistant principal so an investigation can be conducted.

BIKE RIDING AND SKATE BOARDING

Skateboard and bike riding on San Marin High School campus is strictly prohibited all the time. Students who defiantly continue to ride bikes or skateboards on campus may face school discipline or Novato Police may be notified.

SOCIAL MEDIA BEHAVIOR

TAKING PHOTOS OR VIDEO AT SCHOOL/CYBER BULLYING

Students are prohibited from taking pictures or video of any student or staff member during school hours. Students may take video or pictures with a device only with the permission of a certificated staff member and are supervised by an adult. Students who take photos or video at school, and post the images on social media or simply send to others, may earn serious school consequences, including suspension. Students who post inappropriate or offensive comments or pictures on social media outside of school hours, but the presence of the post creates a disruptive school environment or causes students to feel unsafe at school, the student may earn significant school consequences, including school suspension.

BULLYING/HARRASSMENT

(48900.4 California Education Code, NUSD Policy 5145.9 & NUSD Policy 5131.2)

Bullying is defined as aggressive or unwanted and unwelcome behavior by an individual or groups of individuals who ridicule, harass, humiliate, or intimidate another while on school grounds, at a school sponsored activity, while traveling to or from school, on a school bus, during any activity related to school attendance, or

that is directed against school district personnel or students and that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile environment. Typically, the behavior is repeated over time and includes the use of hurtful words and/or acts.

Bullying types include verbal, non-verbal or emotional, physical, and cyber bullying. Cyber bullying is bullying that is committed by means of an electronic act, the transmission of a communication, including but not limited to, a message, text, sound, or image by means of an electronic device, including but limited to, a phone, wireless telephone, or other wireless communication device, computer, or pager, sending insulting or threatening messages by phone, e-mail, web sites, or any other electronic or written communication.

The San Marin High School administration and faculty are fully committed to protecting all students from bullying, racism, harassment, or sexual harassment of any type. The administration trains the staff every year about the NUSD board policies that address bullying and harassment. The San Marin High School administration and faculty will be proactive and enforce the board policies that address harassment and bullying and, to the extent possible, shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate.

If students or staff witness or hear of any type of behavior related to bullying, racism, or harassment, the student or staff member must report the incident to the administration immediately. Once the incident is reported to the administration, the administration will investigate the incident and take appropriate steps to mitigate the situation

Students found to have violated the harassment/bullying policy will earn appropriate consequences based upon the findings in the investigation that range from counseling, restorative justice, peer court, school detention, school suspension, and expulsion. Consequences and solutions are varied depending on the developmental age of students and the history of problem behaviors.

The San Marin High School administration and faculty are fully committed to protecting all students from bullying, racism, harassment, or sexual harassment of any type. The administration trains the staff every year about the NUSD board policy that address bullying and harassment. The San Marin administration and faculty will be proactive and enforce the board policies that address harassment and bullying. The administration and faculty have zero tolerance for racism, harassment, and bullying behaviors, which are all addressed in the policy. If students or staff witness or hear any type of behavior related to bullying, racism, or harassment, the student or staff member must report to the incident to the administration immediately. Once

the incident is reported to the administration, the administration will investigate the incident thoroughly and aggressively. Any student found to have violated the harassment/bullying policy will earn appropriate consequences based upon the findings in the investigation. The consequences will range from school detention, school suspension, and expulsion.

GANGS (NUSD Policy 5136)

Gangs are strictly prohibited at San Marin High School. Gang colors and attire create a hostile and unsafe learning environment. The San Marin administration is trained in the latest trends and key identifiers of gang membership. The students who are wearing gang attire will be contacted by school administration and told to never wear certain colors or attire on campus again. If the student continues to wear gang attire or colors to school, this act will be considered defiance of school rules and the student will earn school consequences.

STUDENT SEARCHES

A student may be searched if a school official has “reasonable suspicion” that a student may have any type of contraband on their person or backpack. Any item found during the search may be used against the student for school consequence or court of law.

ODOR OF MARIJUANA

If a teacher reports to the administration that there is a clear odor of marijuana in the classroom, all students in the classroom may be subject to search. Also, if a student has a strong odor of marijuana coming from his or body, the student may be suspended or referred to restorative justice for disrupting school.

SCHOOL SUSPENSION RULES

If a student is suspended from school, he or she may not enter any school campus in Marin County during the suspension period, unless authorized by San Marin administration. If a student returns to a campus without permission during suspension, he or she will earn more school consequences and maybe cited for trespassing; which is a misdemeanor offense. If a student is suspended from school on a Friday, he or she may not attend or participate in any extracurricular school events that weekend, which includes athletic events and school dances.

USE OF BREATHALYZER (NUSD Board Policy 5131.6)

San Marin High School will have a breathalyzer on campus for the 2018/19 school year. A breathalyzer measures the amount of alcohol in a person’s system by simply blowing into a small device. Moments after someone blows into the device, a numerical reading is displayed. If a person has no alcohol in their system, the reading will be 0.00. In California, if anyone who’s driving a motor vehicle blows a 0.08 or higher, they’re considered legally intoxicated. A 150 lb person who consumes two alcoholic drinks in an hour would probably blow a 0.08 or higher. Because all of our students are under the age of 21 and it’s illegal for them to drink alcohol, any

student who blows a 0.01 or higher will have violated the Novato Unified School Districts drug/alcohol policy and will receive a 1-5 day school suspension and 40 day school probation.

When a student is serving 40- day school probation, the student may not participate or attend any extra-curricular school activities or events. The student will be automatically referred to the North Bay Security Group Drug/Alcohol counselor. The breathalyzer is a tool to deter students from drinking before or at San Marin High School events. We want to get the word out to the student body that a breathalyzer will be at certain events. Hopefully, the students will decide it's not worth the risk, and the administration won't have to use it. If the San Marin High School administration has reason to believe that a student has consumed alcohol on or prior to entering San Marin High campus, the student will be required to blow into the breathalyzer. The San Marin High School Administration will be administering the breath tests when necessary. The breathalyzer may be present and available for use at the following events or activities this school year:

***All San Marin sporting events on or off campus where admission is charged
*Senior Prom, fashion show, school dances, Mr. Mustang, and Commencement Ceremonies.**

Alcohol/Drug Use Mandated Probation

Students who committ drug and/or alcohol offenses as defined in "Grounds for Suspension or expulsion" shall be excluded from all extracurricular activities as follows:

First Offense

40 school/participation days which include days during a weekend or a break in which a match, competition, or performance is scheduled. Participation days shall be defined as days that occur during the regular school year (180 days). Summer school days do not count for this purpose.

- a. The 40 days of ineligibility apply to any involvement in an activity with public exposure, including promotion and graduation ceremonies, a match, competition, or performance, or other school events outside of the school day.
- b. Students may not attend practices or rehearsals after school, or on weekends or break, and these will not count towards the period of exclusion.
- c. If the activity would have been computed towards the student's grade in a course the teacher shall provide an alternative assignment of equal credit for the student to complete.
- d. Up to 10 days credit may be granted for completion of the recommended education, counseling, or alcohol/drug diversion program.
- e. Up to 10 days credit may be granted for 20 hours of approved school/community service.

Second offense during student’s enrollment in the Novato Unified School District

- a. 40 school/participation days of ineligibility as defined above when not recommended for expulsion.
- b. No reduction of ineligible days for intervention or school/community.
- c. Forfeiture of all honors and awards related to the extracurricular activity.

Possession of Vaping, “Juul”, or E-Cigarette Devices

Any student who is found to be in possession of a vaping, e-cigarette, or juul device, will be in violation of California Education Code 48900 (j), possession of drug paraphernalia.

The student may be suspended from school for 1-5 days, referred to Restorative Justice, and/or North Bay Security Drug Counseling. A student may be referred to NUSD SARB or expulsion if he or she continues to violate this section of the California Education Code. Students will be offered drug/alcohol counseling if they are found to be in possession of this contraband, or found to be under the influence of an illegal substance as a result of using these devices at school, or under the authority of the school.

Vaping devices that contain nicotine will be considered possession or use of tobacco product at school. Vaping devices that contain cannabis oil will be considered possession, use, or under the influence of marijuana at school.

SURVEILLANCE CAMERAS

Surveillance Cameras are installed and running throughout the campus. The cameras are recording 24 hours a day, 7 days a week, and 365 days a year.

STUDENT OFF CAMPUS POLICY

No student shall depart campus prior to lunch without written permission from their parents. All students are allowed off campus at lunch, and are considered “under the authority” of the school.

RESTORATIVE JUSTICE

In an effort to improve school climate, reduce the number of suspensions, and support constructive solutions for disciplinary referrals, San Marin High School utilizes a restorative justice program called Peer Court. The goal of restorative justice is to keep students in school, support positive behaviors and choices, reduce recidivism, provide students with an equitable, supportive and respectful discipline process, and increase scholastic achievement.

SCHOOL RESOURCE OFFICER (SRO)

San Marin High School has been assigned a full time School Resource Officer (SRO) from the Novato Police Department. The presence of a full time SRO helps us continue to maintain a safe learning environment where students can feel safe and perform to their fullest potential.

ATHLETICS

Students are strongly encouraged to participate and tryout for multiple sports at San Marin High School. San Marin High School Athletics is an important part of the student's high school experience. Athletics brings a sense of spirit and pride to the entire San Marin community. Students must earn a minimum 2.0 GPA and be on a path to graduate in order to participate in athletics at San Marin High School. It is important for the student and school community that students participate on one or multiple sports teams if possible. For more information, check sammarinathletics.org.

EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities are an important part the high school experience. Students are strongly encouraged to join a club or athletic team. There is a wide variety of activities students can participate. It is a privilege for students to represent San Marin High School outside of our campus. When a student is actively participating with any San Marin High School club, athletics, or activities, the students are under the authority of the school. A student may be disciplined for behavior outside of the San Marin High School campus, or regular school hours, if the behavior occurs while under the school's authority.

PERSONAL PROPERTY

San Marin High School is not responsible for student's property on campus or while under the authority of the school. Students need to be responsible and learn how to care for their possessions. It is critical that students lock their personal possessions in their school or PE lockers when they are not in use. Stolen or lost property should be reported to the school administration and Novato Police Department.



Culture of Caring Building Relationships
Culture of Competence Multi-Tiered Systems of Support
Culture of Excellence Performance Based Education

