

Marin's Community School/Phoenix Academy

School Rules and Expectations

The following expectations are built on the idea that we are a community and we hold each other to high standards of behavior based on respect for one another, the school and the community. We promote behavior that leads to the physical and mental safety of all community members.

Attendance

Students will not learn unless they are at school, and because of their group project responsibilities and community learning, their attendance affects the success of their classmates as well. We expect that all students will be at school every day, on time and ready to learn. We are a closed campus so that students can focus on school.

Student absences may be excused by a parent or guardian who should call the main office (415-491-4581) as early as possible the day of the absence. Absences will only be excused for the following reasons:

1. Illness
2. Medical appointments (all effort should be made to have those appointments after school hours)
3. Death/funeral of a family member
4. Other justifiable personal reasons including but not limited to attendance at a religious ceremony; college visits; and bereavement. Students should clear these absences with the office ahead of time.

Behavioral Expectations

As described above, we expect students to behave in ways that promote respect and responsibility to themselves, their peers, and their environment, whether in a classroom, at lunch, in the office, or in the community. In the case that a rule has been broken, we will first try to address the harm done to the community through restorative practices, if the infraction does not create a dangerous situation. For a full description of our progressive discipline process, please see attached appendix (consequences).

Model Citizenship Before, During, and After School

As Marin's Community School students, we agree to hold ourselves and others to high standards of behavior before, during, and after school. In the interest of maintaining those standards, as well as our relationships with neighbors and the community, students are expected to comply with the following guidelines:

- Cross streets or avenues at the crosswalks only, for your safety.
- Do not congregate in neighbor's yards, or other places between school and your destination.
- Do not smoke tobacco, nicotine products, or other substances, before coming to school.
- Students are expected to wait until they are dismissed before leaving school at the end of the day.
- Because we have responsibility to ensure the safety of students on their way to school, on their way home, and at all school activities on or off campus, students are held to school behavior expectations during those times as well, and students who break school rules, or break the law will be subject to school consequences and the appropriate authority agency will be called.

Items Inappropriate or Illegal for School

At Marin's Community School, we want everyone to be safe and to have a healthy learning environment. Students may not bring any illegal substances or items to school under any circumstances. These items include (but are not limited to):

- Weapons of any type
- Alcohol, marijuana, THC or CBD in any form, or any other controlled substances.
- Paraphernalia for any of the above.
- Cigarettes, vaping devices, matches, lighters (even if the student is 18, these items are illegal at school).

Students should not bring any of the following items to school. The first time these items are found in a student's possession, the item will be returned to a parent. The second time, the item will be confiscated. In the case of inappropriate clothing, the student will have to change into appropriate clothing from home. These inappropriate items include but are not limited to:

- Cash exceeding \$40, blank checks or credit cards.
- Any clothing with gang-related insignia.
- Any clothing or items with hate language or hate symbolism.
- Any clothing or items with alcohol, drug, or cigarette/tobacco/nicotine advertisement or glorification including brands such as "Cookies" and other alcohol/drug related brands.
- Any clothing or items with sexually explicit words or pictures.
- Any clothing or items depicting glorification of violence or weapons.
- Markers, spray cans, and nozzles.

Dress Code

In order to maintain a professional environment and to maintain safety for community members, students are not permitted to wear attire that is disruptive to the school environment, that promotes illegal or harmful activities, or that could endanger the health and safety of anyone on campus. Students must follow the dress code outlined below:

- No numbers, area codes or any gang-related insignia, including shoes, shoelaces, and hats.
- No hate language or references to hateful content.
- No words or images that are obscene, offensive, violent, sexually explicit, depict weapons, or references to anything illegal or not appropriate for students aged 13 and above.

Classroom Behavior

We expect each classroom and all school areas to be safe, calm learning environments. Any student who disrupts the learning process will receive school consequences. If a student cannot respond to the teacher's requests to observe the classroom rules, and office/campus supervision staff must be called, progressive discipline will be implemented including administrative/student conferences, detention, restorative conversations, probation contracts, parent/guardian meetings, probation meetings, administrative suspensions, police contact or expulsion. Please refer to the Progressive Discipline Protocol attached.

Sexual Harassment Policy

Sexual Harassment in any form will not be tolerated in Marin County Office of Education Alternative Education Programs. See the sexual harassment policy enclosed in this packet.

Cellular Telephone/Telephone Use

Cellular telephones can be powerful tools for learning, collaborating, and communicating. There will be times during school when students use phones for a variety of purposes. However, there may be times when your teacher, classmates or visitors may need your undivided attention, and you will be asked to put your cell phones away. In that case, students must silence phones and put them away, or the cell phone could be confiscated.

Students will only use phones during break and lunch or other staff-approved times. Otherwise, phones need to be put away (not visible to students or teachers) at all times.

Consequences

- Teachers will ask students to put away the phones or will ask to keep them safe for the period.
- Teachers will take phones to the office. Students can pick them up at the end of the day.
- If students continue to violate the policy, we will have a parent conference and/or prohibit the student from bringing a phone to school at all.

Computer Use

As part of maintaining a safe and healthy environment for learning, students must abide by the Acceptable Use Technology Agreement they sign upon enrolling. As with any other device, students may not use cell phones to access inappropriate, illegal, or disruptive content information.

Search Policy - Notice to Students, Parents and Guardians

In the interest of student health and safety, school officials occasionally must search students and the belongings of one or more students. If this intervention is necessary, the following procedures will be observed.

- School officials may conduct searches of students' purses, pockets, backpacks, and automobiles when students are reasonably suspected of having violated a law or a school rule or when the student voluntarily consents to the search. Participation in non-curricular activities may be conditioned on a student giving consent to being searched.
- Searches of students and their belongings will be reasonably related to the objective of the search and will be as un-intrusive as possible.
- Probation drug testing will be recorded on the probation lab form.
- Students who smell of alcohol will be asked to take a saliva test.
- Periodic sweeps will be conducted for health and safety concerns and in the event of potentially danger to persons or property.

Behavioral Interventions and Support

Restorative Practices

Restorative practices are a strategy for addressing student behavior before infractions occur, and to repair harm done to the victim and community. Restorative strategies are used if all parties to an incident are in agreement and will be our first course of action if possible.

Suspensions

Suspensions are reserved to serious or repeat infractions as described in the discipline appendix. Students will be dismissed from school after a parent or guardian has been notified. Students are asked to leave campus immediately, and may not return until a conference with an administrator, the guardian or tutor and the student, is conducted after the period of suspension is over.

Probation Involvement

Our programs have a close partnership with the Marin County Juvenile Probation Department. Probation officers visit our campus frequently to support their clients and to work with students and staff. We welcome the active participation of the Probation Department and recognize their importance to the safety and success of our program. Probation officers are notified of student infractions if they are on probation, and also of commendations and achievements.

Police Involvement

We have close partnerships with the San Rafael Police Department (SRPD), and the Marin County Sheriff's Office. Police are notified if a student infraction is against the law. Officers provide consultation and advice to the students and adults of the school programs.