

Terra Linda High School

Student & Parent Handbook



*320 Nova Albion Way
San Rafael, CA 94903*

*Telephone: 415-492-3100
Main Office Fax: 415-492-3105*

<https://terralinda.srcs.org/>

SAN RAFAEL CITY SCHOOLS

2021-2022 TRADITIONAL DISTRICT CALENDAR

MONTH	M	T	W	T	F	CALENDAR DETAILS	CALENDAR DEVELOPMENT	
August 2021	2	3	4	5	6	9	Aug 16: TK-12 Staff Development Aug 17 & 16: TK-12 Teacher Work Days Aug 19: TK-12 First Day of School	First Day of School: ALL STUDENTS August 19, 2021 Teacher Work Days TK-8 Teachers: August 17 & 18, 2021 9-12 Teachers: August 17 & 18, 2021 TK-5 Teachers: October 18, 2021 6-12 Teachers: January 3, 2022 TK-5 Teachers: March 14, 2022 6-12 Teachers: June 10, 2022 Staff Development Days TK-8 Teachers: August 16, 2021 9-12 Teachers: August 16, 2021 6-8 Teachers: October 18, 2021 TK-5 Teachers: January 3, 2022 6-8 Teachers: March 14, 2022 TK-5 Teachers: June 11, 2022 Classified Staff Holidays July 5 September 6 November 11 November 25 & 26 December 23 & 24 December 30 & 31 January 17 February 21 & 25 April 8 (Friday of Spring Break) May 30 Thanksgiving Break: November 24 - 26 Winter Break: December 20 - 31 Mid-Winter Break: February 21-25 Spring Break: April 4-8 1st Semester Ends: December 17 (81 Days) 2nd Semester Ends: June 10 (99 Days) TK-12 Last Day of School: June 9
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30	31						
September 2021			1	2	3	21	Sept 6: Labor Day Holiday	
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30				
October 2021					1	20	Oct 18: TK-5 Teacher Work Day (Conf.) Oct 18: 6-8 Staff Development Oct 18: 9-12 Non Student/Non Teacher Day Oct 19-22 TK-5 Parent Conf. Week	
	4	5	6	7	8			
	11	12	13	14	15			
	18	19	20	21	22			
	25	26	27	28	29			
November 2021	1	2	3	4	5	17	Nov 11: Veteran's Day Holiday Nov 12: TK-12 Non Student/Non Teacher Day Nov 24 & 26: Local Recess Days Nov 26: Classified Holiday Nov 25: Thanksgiving Holiday	
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
	29	30						
December 2021			1	2	3	13	Dec 20-31: Winter Break Dec 23 & 24: Christmas Eve & Christmas Day Holiday Dec 30 & 31: New Eve's & New Year's Day Holiday	
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30	31			
January 2022	3	4	5	6	7	19	Jan 3: TK-5 Staff Development Day Jan 3: 6-12 Teacher Work Day Jan 17: MLK Holiday	
	10	11	12	13	14			
	17	18	19	20	21			

	24	25	26	27	28			
	31							
February 2022		1	2	3	4	15	Feb 21-25: Mid-Winter Break Feb 21: President's Day Holiday Feb 25: Classified Holiday	
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28							
March 2022		1	2	3	4	22	Mar 14: TK-5 Teacher Work Day (Conf.) Mar 14: 6-8 Staff Development March 14: 9-12 Non-Student/Non-Teacher Day Mar 14-18: TK-5 Parent Conference Week	
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30	31				
April 2022					1	16	Apr 4-8: Spring Break Apr 8: Classified Holiday	
	4	5	6	7	8			
	11	12	13	14	15			
	18	19	20	21	22			
	25	26	27	28	29			
May 2022	2	3	4	5	6	21	May 30: Memorial Day Holiday	
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30	31						
June 2022			1	2	3	7	June 9: Last Day of School June 10: 6-12 Teacher Work Day June 10: TK-5 Staff Development Day	
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30				
								<p>180 TOTAL STUDENT DAYS BOARD APPROVED: 2/8/2021</p> <p>STAFF DEVELOPMENT/WORKDAY REQUIREMENTS BY DISTRICT</p> <p>HSD Staff Development Days: 1 ESD Staff Development Days: 3 HSD Staff Work Days: 4 ESD Staff Work Days: 4 Total Staff Days: 185 Total Staff Days: 187</p> <p>KEY: BREAKS - Non Student Days CLASSIFIED HOLIDAYS STAFF DEVELOPMENT TEACHER WORKDAYS</p>

SCHOOL/STUDENT/PARENT COMMITMENT

School Commitment

We understand the importance of an excellent education and our role as educators and models. Therefore, we agree to carry out the following responsibilities to the best of our ability:

- ◆ provide the opportunities and programs that prepare students for their future after high school
- ◆ provide a safe and healthy environment
- ◆ be aware of the individual needs of students and support students as needed
- ◆ communicate and encourage students and parents to be involved in school and take advantage of the many opportunities and programs
- ◆ provide on-going communication with parents and students
- ◆ provide the academic foundation to teach college and career readiness

Student Commitment

I realize my education is important. I know I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- ◆ arrive at school and classes on time every day
- ◆ attend all classes everyday
- ◆ be prepared for classes by bringing needed materials and staying organized
- ◆ complete assignments, homework, and projects on time
- ◆ utilize advisory, tutorials, and after school supports when needed
- ◆ reach out to teachers and staff for academic or emotional support when needed
- ◆ follow school rules and be responsible for my own behavior
- ◆ show respect of self, others and property
- ◆ be aware of behaviors that put myself and others at risk
- ◆ take advantage of the opportunities and programs available to further support and enrich my education
- ◆ communicate with parent/guardian about what's happening at school

Parent Commitment

I realize that my participation in my son/daughter's education will help his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- ◆ make daily attendance at school the #1 priority by using Aeries; excuse my student only for a valid reason
- ◆ notify school when a student is absent, and provide medical notes when excused
- ◆ see to it that my student arrives at school on time every day
- ◆ encourage my student to complete all homework and assignments
- ◆ provide time and space for student to do their homework
- ◆ monitor student progress by using Aeries, Canvas, and report cards
- ◆ review all school communications, newsletters, etc.
- ◆ keep school informed of all changes in address, phone number, etc. and return all required forms in a timely manner
- ◆ attend Back to School Night, SELAC meetings and other school events
- ◆ encourage my son/daughter to take advantage of the opportunities offered at TLHS

Traditional Terra Linda High School Bell Schedule

Traditional (Monday)

0 Period: 7:25 – 8:25 AM

1st Period: 8:30 – 9:20 AM

2nd Period: 9:25 – 10:15 AM

Brunch: 10:15– 10:30 AM

3rd Period: 10:35 – 11:25 AM

4th Period: 11:30 – 12:20 PM

Lunch: 12:20 PM – 1:00 PM

5th Period: 1:05 – 1:55 PM

6th Period: 2:00 – 2:50 PM

7th Period: 2:55 – 3:45 PM

A Day (Tuesday/Thursday)

0 Period: 7:25 – 8:25 AM

1st Period: 8:30 – 10:00 AM

Brunch: 10:00 – 10:15 AM

3rd Period: 10:20 – 11:50 AM

Lunch: 11:50 AM – 12:30 PM

5th Period: 12:35 – 2:05

7th Period: 2:10 – 3:40 PM

B Day (Wednesday/ Friday)

0 Period: 7:25 – 8:25 AM

2nd Period: 8:30 – 10:00 AM

Brunch: 10:00 – 10:15 AM

Tutorial: 10:20 – 11:00 AM

4th Period: 11:05 AM – 12:35 PM

Lunch: 12:40 – 1:15 PM

6th Period: 1:20 – 2:50 PM

COMMUNICATIONS

TLHS Website: Go to <https://terralinda.srcs.org/> for general information about Terra Linda High School.

- Log on to [Aeries Parent & Student Portal](#) for schedule, report card grades and attendance information, and to contact teachers by email.

Students and parents can access Canvas, a learning management system, to access and submit assignments, stay organized, and connect to online learning resources. Users can log-in using this URL

<https://srcs.instructure.com/login/canvas> or follow the link located on the

- TLHS home page.
- Subscribe to the [TLHS Newsletter](#) for a weekly electronic communication.
- Back to School Night: This evening event is a great opportunity for the school and the families to connect.

SAN RAFAEL HIGH SCHOOL DISTRICT OFFICE

310 Nova Albion Way, San Rafael, CA 94903
(415) 492-3202

DISTRICT ADMINISTRATORS

Jim Hogeboom, Superintendent
Amy Baer, Assistant Superintendent,
Human Resources
Tyler Graff, Executive Director,
Secondary Education
Jason Symkowick, Executive Director,
Student Support Services
Doug Marquand, Chief Business Official
Sarah Ashton, Chief Technology Officer
Dr. Daniel A. Zaich, Director, Senior Director,
Capital Facilities Program

BOARD OF EDUCATION

Linda Jackson, President
Natu Tuatagaloa, Vice President
Gina Daly, Trustee
Lucia Martel-Dow, Trustee
Marina Palma, Trustee

IMPORTANT DATES FROM THE COUNSELING DEPARTMENT

AUGUST

Orientation
COMPASS Parent Orientation

SEPTEMBER

Back to School Night
Senior Conferences
ELPAC Testing

OCTOBER

SAT Reasoning and SAT Subject Tests for Seniors (<https://www.collegeboard.org/>)
ACT for seniors
C.S.U. applications available online
Seniors apply to independent colleges
College Night for Seniors
Financial Aid Night & Financial Aid Week
Senior Conferences

NOVEMBER

Freshmen/Sophomore Parent Night
U.C. applications available on line
C.S.U. & U.C. Applications due
Sophomore Conferences
SAT Reasoning and SAT Subject Tests for Seniors

DECEMBER

SAT Reasoning and SAT Subject Tests for Seniors
ACT for seniors

JANUARY

Freshmen Four Year Plan
Complete and mail financial aid forms

FEBRUARY

Junior Guidance: Academic Plan
Selection of students' classes for the next school year
College Night for Juniors

MARCH

SAT Reasoning Test for Juniors
SBAC ELA

APRIL

ACT for Juniors
Junior Conferences
Placement Testing for College of Marin
College Night for Juniors
College of Marin informational meeting for Seniors
SBAC Math/Science (TBD)

MAY

AP Exams for juniors and seniors
SAT Reasoning and Subject Tests for juniors
Placement testing for College of Marin
Seniors complete senior survey; request final transcripts

JUNE


SAT Reasoning and Subject Tests for juniors
ACT for juniors
Senior Awards Night

Graduation Requirements & Minimum College Entrance Requirements

SUBJECTS	San Rafael High School District Graduation Requirements	CSU and UC Entrance Requirements
ENGLISH	4 Years	4 Years English P/H/AP
MATHEMATICS	2 Years	3 Years / 4 Recommended Algebra 1 P Geometry P / H Advanced Algebra 2P / H
SOCIAL STUDIES	World Cultures P World History P US History P US Government P Economics P	2 Years World Cultures P World History P and AP European History and US History P / AP U.S. Government P / AP
SCIENCE	2 Years: 1 Year Biological Science 1 Year Physical Science	2 Years / 3 Recommended Biology P / H / AP and Chemistry P / H or Physics P / H / AP (Only CSU will accept Physical/Earth Science for Admission)
LANGUAGE OTHER THAN ENGLISH (LOTE)	1 Year of (LOTE) or 1 Year Fine Arts	2 Years / 3 Recommended Same Language P/H/AP
FINE ARTS	1 Year of Fine Arts or 1 Year of (LOTE)	1 Year Drama, Music or Visual Arts
PHYS. ED.	2 Years	-----
HEALTH ED.	1/2 Year	-----
ELECTIVES	70 Credits	1 Year from subjects listed above Or AP Computer Science A AP Computer Science Principles AVID Senior Seminar P Economics P, Engineering P or Physical/Earth Science P
TESTING	SB 172 suspends the administration of the CAHSEE 2015-16, 2016-17 and 2017-18 school years	UC – SAT Reasoning or ACT with Writing CSU – SAT Reasoning or ACT

STANDARDIZED TESTS TAKEN IN HIGH SCHOOL

ELPAC – The English Language Proficiency Assessments for California (ELPAC) is the successor to the California English Language Development Test (CELDT). Beginning in 2017–18, the ELPAC is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English.

State and federal law require that local educational agencies administer a state test of ELP to eligible students in kindergarten (or year one of a two-year kindergarten program, sometimes referred to as “transitional kindergarten”) through grade twelve (ages 3-21). The ELPAC is aligned with [California’s 2012 English Language Development Standards](#) , and is comprised of two separate ELP assessments:

1. Initial ELPAC—an initial identification of students as English learners
2. Summative ELPAC—an annual summative assessment to measure an English learner’s progress in learning English and to identify the student’s ELP level

SBAC - The Smarter Balanced Assessment Consortium is a student assessment system aligned with a common core of academic content standards for English language arts/literacy and mathematics. Smarter Balanced assessments are designed to measure student progress toward college and career readiness. In California, Universities and Colleges have agreed to use Smarter Balanced scores. Students can use their results to confirm their readiness for college and their score can allow them an opportunity to bypass remedial courses. **All** students in **12th grade** take the science assessment. **All** students in the **11th grade** take the math and English assessments.

CALIFORNIA STATE PHYSICAL FITNESS ASSESSMENT – for ALL students in 9th grade, even if not enrolled in Physical Education classes. This battery of tests must be passed in order to waive the state 11th & 12th grade Physical Education requirement.

ADVANCED PLACEMENT (AP) TESTS

AP exams are voluntary and may earn students college credits (check as colleges vary in assigning credit). Students qualify for Advanced Placement courses by teacher recommendation, class grade, testing, or in some courses through open enrollment. AP tests are offered in the spring. Tests cost \$105 each and there is no discount for multiple tests. With proof of family need required by the AP College Board, AP test fees will be reduced to \$53. No student will be denied the opportunity to take AP exams due to need.

COLLEGE ADMISSION TESTS

For specific information and dates of all college admissions tests, please check with your counselor. Please Note: None of the following tests are required for high school graduation.

PSAT (optional), a practice test for the SAT that is shorter and less difficult, is offered nationwide every October. San Rafael City Schools administers the test to all sophomores in college prep classes. The test consists of two parts – English and Mathematics. Juniors who score in the top 1% in the country are eligible for special recognition and scholarships.

SAT, a college admissions test covering English and math, is offered 7 times this year to juniors and seniors. Students may take this test as many times as it is offered. Four year colleges usually require students to take the SAT or ACT.

ACT, a college admissions test covering English, math, social studies, and science, is offered 6 times this year to juniors and seniors. Students may take this test as many times as it is offered. Four year colleges usually require students to take the SAT or ACT.

SAT Subject Test, covering specific subjects in more depth, is offered 6 times this year and is required by some 4 year universities for placement and entrance purposes. Colleges specify which tests students should take.

COLLEGE/CAREER CENTER

The College and Career Center (CCC) assist students with career decisions and post-secondary options for education and training after high school. The CCC offers a comprehensive guidance program freshman through senior year with numerous handouts available to students and parents. Students can receive job seeking skills, counseling, may obtain work permits, access a job board, and hear college representatives speak, take interest surveys, obtain scholarship applications, and check out reference material on local, national and international enrichment programs, the military, apprenticeships, private vocational technical schools, junior colleges and four-year universities.

POST-SECONDARY AND INTERNET COURSES

Any course taken for credit toward high school graduation that is not offered through the school must be preapproved by school administration before signing up for the course. Grade and credit for approved courses will be entered onto the transcript, and will be calculated into the GPA. However, course work completed at post-secondary institutions and/or over the Internet, will not be considered when determining recognition as valedictorian or salutatorian. (For more information on the procedure for determining Valedictorian and Salutatorian please see Board Policy AR 5127). Post-secondary courses and those taken over the Internet that are not approved by the site will not be entered onto the transcript. In such cases the student is responsible for obtaining their transcript directly from the institution and forwarding it to their college/university of choice. Any questions, please contact your counselor or site administration.

CALIFORNIA SCHOLASTIC FEDERATION (CSF)

Students must meet specific course and grade requirements to qualify for CSF membership. CSF applications for membership are available each September and February and they are due to the CSF advisor on a specified date. Late applications are not accepted. Dates and membership requirements are communicated to students through the Daily Bulletin and when picking up their application. **Membership is not automatic; students must apply each semester on their own accord.**

The California Scholarship Federation (CSF) emphasizes high standards of scholarship and community service for California high school students. Founded in 1921, CSF is the

oldest scholarship institution in the state. Membership in CSF is a wonderful advantage when filling out a college application

CSF membership is based on grades for the semester before application; students must apply each semester. On the back of the application are lists of approved courses, five courses are required on the application. Each A is worth 3 points, each B is worth 1 point, and there can be no D's or F's. Non-academic subjects such as P.E. and Teacher's Assistant are not eligible for application. Each student must have a minimum of 10 points to qualify. Freshmen are not eligible for membership until the second semester.

Life Membership (Seal bearer) is achieved by qualifying four or more semesters in the last three years of high school, and earns the CSF Gold Seal on diplomas and transcripts.

YOUTH SERVICES:

Family and Personal Counseling Legal Services

(BACR) Bay Area Resources 444-5580 District Attorney 499-6450 Catholic Charities 972-1200 Legal Aid 492-0230 Center for Families in Transition 924-5750

Community Mental Health 499-6835 **Youth Participation/Support**

Family Service Agency 491-5700 Big Brothers/Big Sisters 453-3800

Huckleberry Youth Programs 258-4944 Pickleweed Rec Ctr. 485-3077

Jewish Family & Children's Services 491-7960 Suicide Prevention 24 Hour

Hotline San Rafael Youth Services Bureau 485-3025 Crisis 499-1100

Community Institute of Grief 499-1195 Psychotherapy 459-5999 Spectrum

LGBT Center 472-1945 Youth Employment Services 473-3343

Health Services

American Cancer Society 454-8464

Huckleberry Teen Health 258-4944 **Hospitals**

Marin AIDS Project 457-2487 Kaiser 444-2000 Marin County Health Dept. 473-4400

Marin General 925-7000 Women's Health Services 499-6842

Alcohol/Drug/Tobacco Counseling

Alcoholics Anonymous 499-0400

Al-Anon & Ala-teen 455-4723

BACR 444-5580

Lisa Schwartz (Tobacco Use Prevention Education)

TUPE 499-5804

National Resources

National Suicide Prevention Lifeline 800-273-TALK
(8255)

Other Contact Information:

- <http://marin.networkofcare.org/mh/home/index.cfm>
- <http://211bayarea.org/index.php>
- Bay Area Wide – 211 United Way Sponsored Services

- Center for Domestic Violence Hotline: 924-6616 (English) 924-3456 (Spanish)
- Hospice By The Bay (Grief Counseling) 526-5699 x8500
- Suicide Prevention & Crisis Hotline 499-1100

SAN RAFAEL CITY SCHOOLS HOMELESS EDUCATION PROJECT

“Providing advocacy and support services to students and families in transition”

You may qualify for additional services if you are:

- NOT living with a parent or guardian
- Share housing with another family because of job loss or economic hardship
- Living in a hotel, motel, shelter, car, campsite or abandoned building
- If you do not have a fixed, regular or adequate nighttime residence

If you are living in one of these circumstances you may qualify for:

- Assistance with school supplies
- Assistance with transportation to and from school
- Free and reduced lunch programs
- Permission to remain in your current school even if you move
- For more information, please contact either:

Jason Symkowick - Executive Director of Student Services – 415-492
3220

or

Eric Thompson – TLHS Counselor - 415-492-4107

ATTENDANCE POLICIES

Good attendance is the foundation for academic success and readiness for college and the working world. At Terra Linda High School, we stress the value of punctuality and consistent class attendance. We expect students to be on time and attend every class to the best of their ability and circumstances, and for parents/guardians to support this value.

Students are required to attend classes in accordance with compulsory full-time education laws as defined in Ed. Code 48200. The three categories for attendance accountability are the following:

1. EXCUSED ABSENCES: An excused absence shall be granted for the following:

- Personal illness
- Quarantine under city or county direction;
- Medical, dental, therapy, or chiropractic services.
- Attendance at funeral services of an immediate family member, limited to one day if the funeral is in California and three days if it is outside of California.
- Exclusion for not having been properly immunized. Such absence excused for not more than five school days.
- For students who are the custodial parent of a child who is ill or has a medical appointment during school hours.
 - Jury Duty
 - Participation in religious instruction or exercises in accordance with District policy

2. UNEXCUSED ABSENCES: Per Education Code 48913 and Board Policy 6154, students may be permitted to make up any missed work for an unexcused absence. The decision to allow students to make up missed work is at the discretion of each teacher. Unexcused absences include, but are not limited to, the following:

- Unwarranted absence, oversleeping, car trouble or other transportation problems, truancy, and absence not cleared within three days after a student returns to school.
- Days students are suspended are considered unexcused absences.
- Students who participate in Senior Cut Day receive an “unexcused absence” since it is not a school sponsored event.

3. WARRANTED ABSENCES: A warranted absence may be requested for justifiable reasons, including, but not limited to, the following:

- Appearance in court
- Employment conference or interview
- School meetings which must necessarily be held during school hours
- Religious holidays or celebrations
- College visits (limit of three days per year)
- Bereavement beyond excused absence days

A warranted absence must be requested in writing; generally a week prior to the absence, and must be approved by a site administrator. Any absence under this section which was not requested in advance, and in writing, is **considered unexcused.**

- Warranted absence forms are available in the Attendance Office.
- The teacher of any class from which the student receives a warranted absence shall determine what assignments may or may not be made up and in what period of time the student shall complete such assignments.

ABSENCES DUE TO FAMILY VACATIONS/TRIPS

Family trips and vacations are not considered warranted absences, and are strongly discouraged because of the negative impact extended absences may have on a student’s academic performance. (Parents and guardians are encouraged to plan family trips and vacations outside the school year).

CONTACTING THE ATTENDANCE OFFICE TO EXCUSE ABSENCES:

It is the responsibility of the parent/guardian (and the responsibility of the student to *remind* the parent/guardian) to clear all absences using the procedures described below within three school days of the student’s return to school. If an absence is not cleared within three days, it will be considered unexcused regardless of the reason for the absence.

Parents/guardians must make sure that they have called the school or provided their child with a note explaining each absence within three days of the absence. The Attendance Office has voice mail that records messages 24 hours a day. Call 415.492.3116 to leave a message or email yknell@srcs.org. If the Attendance Office receives a call, the student may go directly to class when he/she returns to school.

If the parent/guardian does not call, the student must bring a note to the Attendance Office, signed and dated by the parent/guardian, which explains the reason for the absence upon return to school. Students can only deliver their notes before or after school or during brunch and lunch. **The Attendance Office will not help students**

during class periods or passing times unless they arrive late for school. The Attendance Office is open from 7:30 a.m. until 4:00 p.m. Parents/guardians can call the Attendance Office at any time for information regarding their child's attendance.

If a student has an objection to the official status of a particular absence, he/she must promptly discuss the matter with the teacher and/or the Attendance Office, outside of class time. Excessive unexcused absences can result in Loss of Privileges, or referral to the School Attendance Review Board.

ABSENCES DUE TO MEDICAL APPOINTMENTS

- **Please respect instructional time by not scheduling appointments during your student's school day.** Students are strongly urged to make appointments during non-school hours.
- **Appointments during School Hours:** If the student has an appointment during school hours, the parent/guardian must notify the Attendance Office by note or telephone prior to the appointment. The student will be issued an Off Grounds Pass and may leave campus. The student must present the pass to his/her teacher before leaving, and the teacher must sign the pass. The student must have the pass in his/her possession when leaving campus. The student must have the pass signed by his or her doctor, dentist, etc. and must return it to the Attendance Office upon returning to school, before going back to any classes.
- Teachers are to allow students to make up work missed during excused absences, to the degree that it is possible for such work to be completed. Students may be asked to submit written verification of their illness or injury from a health care professional if they are absent for more than 3 consecutive days. Failure to submit such verification may result in the absence being recorded as unexcused. After 14 absences for illness, each subsequent absence will need to be excused by a doctor's note (AR 5113)

ATTENDANCE CODES IN AERIES

Using Aeries is an effective way to monitor your student's attendance. Below are descriptions of the attendance codes used by the school.

- **T - Tardy:** This code is used when a student arrives to class after the bell rings, without a pass, less than 30 minutes late.
 - **I - Illness:** This code is used when a parent informs the attendance office that the student is out sick.
 - **X - Excused:** This code is used for doctor appointments without a medical note, college visits (refer to attendance policy for more information), religious holidays, court, jury duty, etc.
 - **H - Here:** This code is used for school activities, such as field trips, assemblies, standardized testing, etc.
 - **U - Unexcused Absence:** Student is absent without a valid excuse. The UNX code will trigger a truancy notification.
 - **P - Parent Unexcused:** This code is used when a parent/guardian contacts the attendance office, but the reason does not fall within one of the 'excused' categories. For example: vacation, DMV appointments, unspecified "personal reason" or "family emergency", transportation problems (bus was late, car broke down, etc.). The UNX code will trigger a truancy notification.

EIGHTEEN YEAR OLD STUDENTS:

Eighteen-year-old students may write their own attendance notes, up to 10 a year, and only after completing an 18 year old form with administration recommendation and parent permission. The form is available in the counseling/attendance office and will be approved based on good attendance, grades, and behavior.

TEMPORARY GUARDIANSHIP: Should the parent/legal guardian be unavailable to excuse a student's absence, please inform the Attendance Office, in writing, of the name and contact information for the person who will be responsible for the student temporarily. A signature must also be on file prior to any excused request.

CLASS ABSENCES WITH A DOCTOR'S NOTE

Students who have a medical note excusing them from Physical Education or any other class must be given an alternative assignment. The purpose of the assignment is to create an alternate opportunity for students to demonstrate mastery of the material. In PE, if students are unable to participate in the regular PE program for 5 weeks or more, they may be dropped from the course and be required to complete the quarter later in their school career. Students who are completing the alternative assignment are still required to attend the class daily for attendance purposes. At that time the teacher will assign them a desk space where they will work on their alternative assignment or project.

CLOSED CAMPUS POLICY: With the exception of lunch, students must remain on campus in approved areas at all times during the school day. This also means that students are not allowed to be in the parking lot or leave campus during brunch. During lunch, freshmen, sophomores, juniors, and seniors may leave campus, but must return to their next class on time. Students who have excessive tardies or unexcused absences, in addition to disciplinary consequences, will be placed on LOP (loss of privilege) by administration until it is determined that they are eligible to leave campus at lunch. Specific areas always closed to students are the parking lot and other areas specified by administration. This information is shared with students at the beginning of the year.

OFF GROUNDS PASSES: No student may leave school grounds during the school day (except at lunch) without an Off Grounds Pass, even when accompanied by a parent/guardian. Leaving campus without an Off Grounds Pass will result in an unexcused absence in each class the student misses. Off grounds passes may be obtained in the Attendance Office. The Attendance Office is open to request Off Grounds Passes before school, during brunch and lunch only. The Attendance Office will not help students during class periods or passing times unless they are returning with an Off Grounds Pass or leaving in an emergency.

Off Grounds Passes are available for the following reasons:

- **Illness/Injury at School:** The student must notify his/her teacher and see the Attendance Office regarding the illness or injury. The Attendance Office will contact the parent/guardian for permission for the student to leave campus and issue an Off Grounds Pass. Only then is the student allowed to leave campus.

THE TARDY POLICY:

A student is considered tardy if a student arrives after the bell and instruction has begun.

A student who is tardy thirty minutes or more to a class receives an unexcused absence for the full period. When a student is more than 15 minutes late, the student must check in with the Attendance Office upon arrival at school. Students may be referred to SARB for being habitually late for more than thirty minutes for any period during the school day without a valid excuse.

Consequences for Tardies

- 5 or more tardies per week = Wednesday Lunch Detention
- Failure to serve a Friday Detention may result in a Restorative Justice referral and/or loss of privilege (LOP).
- LOP means you cannot participate in athletics, attend dances and/or games privileges.
- You are expected to check-in and out with the administrator or designee in charge of detention. You are expected to serve the entire period. **Students must arrive** to detention location **within five minutes** after the lunch bell rings.

REFERRAL TO THE STUDENT ATTENDANCE REVIEW BOARD (SARB):

According to Ed Code 48260, a student is considered truant “who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any thirty minute period during the school day without a valid excuse on any three occasions in one school year, or any combination thereof.”

The SARB process is as follows:

- SARB 1 - students with ten or more unexcused period absences will receive a 1st letter notifying the parent/guardian. In addition, a meeting between the student and an assistant principal may be scheduled. Students will be issued detention for missed classes.
- SARB 2 - students with twenty or more unexcused period absences will receive a 2nd letter notifying the parent/guardian. In addition, the school will schedule a parent/guardian-student-administrator Student Attendance Review Team (SART) meeting and place the student on an attendance contract. A student may also be cited by the San Rafael Police Department for truancy and referred to the YMCA Youth Court. This citation will be part of a student's record. YMCA Youth Court is a diversion program for nonviolent offenders.
- SARB 3 – students with 60 or more unexcused period absences will receive a 3rd letter notifying the parent/guardian. A student may also be cited by the San Rafael Police Department for truancy and referred to the YMCA Youth Court. This citation will be part of a student's record. YMCA Youth Court is a diversion program for nonviolent offenders. Students may also be placed on Loss of Privileges (LOP) for one or more months and issued detention or Saturday School for missed classes. The school may make a referral to a SARB hearing which could result in the student being transferred from TLHS to Country Community School or an alternative educational placement.

TERRA LINDA HIGH DISCIPLINE POLICIES AND PROCEDURES

It is expected that all students are in good standing, which includes academics, attendance and behavior. When students fail to behave in an appropriate manner, they will be held accountable for their behavior while on campus, going to and from campus, and at all school-related activities. The school administration believes that the safety of the student body and the maintenance of a positive educational atmosphere on campus require a proactive approach to dealing with inappropriate student behavior. Ed Code regulations regarding discipline, suspension or expulsion apply “door to door”; that is from the moment the student leaves home to go to school until the student arrives at home after, or at any time if a student’s misconduct is related to a school activity or attendance. These regulations also apply while students are off campus at any time during the school day, or while traveling to or from, as well as while attending any school-sponsored event. These regulations will be applied in a fair and consistent manner.

Please refer to the Progressive Discipline Plan listed below for the Education Code language, and the guidelines used to respond to student violations of school rules and education code.

The California Education Code specifically identifies “hate-motivated behavior” under section 2 of AR 5144(h) 48900.3 as a suspendable and potentially expellable offense. Please see the language below.

1. Hate-motivated behavior is defined as any act or attempted act to cause physical injury, emotional suffering, or property damage through intimidation, harassment, bigoted slurs or epithets, vandalism, force, or threat of force motivated in part or in whole by hostility toward the victim's real or perceived race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.

2. Acts of hate-motivated behavior include, but are not limited to, criminal acts that are statutory violations and posting or circulating demeaning jokes, leaflets, or caricatures; defacing, removing, or destroying posted materials, announcements, or memorials, and the like; distributing or posting hate-group literature and/or posters; using bigoted insults, taunts, or slurs; and possession of hate-group literature, caricatures, and the like.

Mandatory Suspension and/or Expulsion Offenses:

Education Code Violation	1st Intervention/Consequence	2nd Intervention/Consequence	3rd Intervention/Consequence	4th Intervention/Consequence
48915 (c)(1) Possession, selling, or otherwise furnishing a firearm	5 day home suspension, SRPD Referral, and mandatory expulsion.	N/A	N/A	N/A
48915 (c)(2) Brandishing a knife	5 day home suspension, SRPD Referral, and mandatory expulsion.	N/A	N/A	N/A

48915 (c)(3) Selling a controlled substance	5 day home suspension, SRPD Referral, and mandatory expulsion.	N/A	N/A	N/A
48915 (c)(4) Committing or attempting to commit sexual assault or battery	5 day home suspension, SRPD Referral, and mandatory expulsion.	N/A	N/A	N/A
48915 (c)(5) Possession of an explosive	5 day home suspension, SRPD Referral, and mandatory expulsion.	N/A	N/A	N/A
48915 (a)(1) Causing serious physical injury to another person except in self defense	5 day home suspension and SRPD Referral. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.	N/A	N/A	N/A
48915 (a)(2) Possession of any knife, or other dangerous object	2-5 day home suspension and SRPD Referral. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.	N/A	N/A	N/A
48915 (a)(3) Possession of any controlled substance except for the first offense of possession of not more than one ounce of marijuana.	5 day home suspension and SRPD Referral. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.	N/A	N/A	N/A
48915 (a)(4) Robbery or Extortion	<ul style="list-style-type: none"> • Suspension (3-5) Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. • SRPD Referral 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion • SRPD Referral 	N/A	N/A

<p>48915 (a)(5) Assault or battery upon a school employee</p>	<p>5 day home suspension and SRPD Referral. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
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Discretionary Suspension and/or AMC: For School and/or Classroom infractions

****Education Code 48900.5 states that suspension may occur on the first offense only if “the pupil’s presence causes a danger to persons or property or threatens to disrupt the instructional process.”****

<p>Education Code Violation</p>	<p>1st Intervention/Consequence</p>	<p>2nd Intervention/Consequence</p>	<p>3rd Intervention/Consequence</p>	<p>4th Intervention/Consequence</p>
<p>48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury on another person. Fighting may include pushing, shoving, and or punching.</p>	<p>Threats:</p> <ul style="list-style-type: none"> • Parent meeting • AMC 	<p>Threats:</p> <ul style="list-style-type: none"> • Suspension (1-5); Check in with Administrator upon return • AMC 	<p>Threats:</p> <ul style="list-style-type: none"> • Suspension (2-5); Check in with Administrator upon return • AMC 	<p>Threats:</p> <ul style="list-style-type: none"> Suspension (3-5); Recommendation for expulsion • AMC
	<p>Horseplay:</p> <ul style="list-style-type: none"> • Verbal Warning • Parent notification • AMC 	<p>Horseplay:</p> <ul style="list-style-type: none"> • Detention (1 hour) • AMC • Parent notification 	<p>Horseplay</p> <ul style="list-style-type: none"> • Parent meeting • Detention (1 hour) • AMC 	<p>Horseplay:</p> <ul style="list-style-type: none"> • Suspension (1-3); Check in with Administrator upon return • LOP • AMC

	<p>Fighting: Physical Fight</p> <ul style="list-style-type: none"> • Suspension (1-5); Check-in with Administrator upon return • AMC • Possible SRPD Referral • Possible Marin Youth Court Referral <p>Verbal or Non-Verbal Altercation (Gang Related or Not)</p> <ul style="list-style-type: none"> • AMC – Peer Mediation • Possible Suspension (1-2 days) • Parent notification • Possible SRPD Referral • Possible Marin Youth Court 	<p>Fighting: Physical Fight</p> <ul style="list-style-type: none"> • Suspension (2-5); Check-in with Administrator upon return • AMC • Possible SRPD Referral • Possible Marin Youth Court Referral <p>Verbal Altercation (Gang Related or Not)</p> <ul style="list-style-type: none"> • AMC – Peer Mediation • Possible Suspension (1-3 days) • Parent notification • Parent meeting • Possible SRPD Referral 	<p>Fighting: Physical Fight</p> <ul style="list-style-type: none"> • Suspension (3-5); Check in with Administrator upon return; Possible Recommendation for expulsion • AMC • SRPD Referral <p>Verbal Altercation (Gang Related or Not)</p> <ul style="list-style-type: none"> • AMC – Peer Mediation • Parent notification • Parent meeting • Suspension (2-3 days) • Possible SRPD Referral 	<p>Fighting Prior action in effect</p> <p>Verbal Altercation (Gang Related or Not)</p> <ul style="list-style-type: none"> • AMC – Peer Mediation • Suspension (2 days) • Parent notification • Parent meeting • SRPD Referral
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<p>48900 (b) Possession, sale, or furnishing of any knives, firearms, or other dangerous objects</p>	<ul style="list-style-type: none"> • Suspension (2-5); Check in with Administrator upon return • SRPD Referral • Parent meeting • Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. • AMC 	<ul style="list-style-type: none"> • Suspension (3-5); Check in with Administrator upon return • SRPD Referral • Parent meeting • Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. • AMC 	<ul style="list-style-type: none"> • Prior action in effect 	<ul style="list-style-type: none"> • Prior action in effect
<p>Possession of a lighter</p>	<ul style="list-style-type: none"> • Confiscate and parental notification 	<ul style="list-style-type: none"> • Confiscate and parental notification • Parent meeting • AMC 	<ul style="list-style-type: none"> • Confiscate and parental notification • Parent meeting • AMC 	<ul style="list-style-type: none"> • Suspension (1-3 days) • Contact police • Parent meeting • AMC

<p>48900 (c) Unlawfully possessed, used, sold, or furnished, or been under the influence of any controlled substance or an intoxicant.</p>	<p>Under Influence:</p> <ul style="list-style-type: none"> • Possible Suspension (1-3); Check in with Administrator upon return or • Possible Youth Court Referral • Parent meeting • Counseling • AMC • Possible SRPD Referral 	<p>Under Influence:</p> <ul style="list-style-type: none"> • Suspension (1-3) Check in with Administrator upon return • Counseling • Parent meeting • AMC • SRPD Referral 	<p>Under Influence:</p> <ul style="list-style-type: none"> • Suspension (3-5) • Possible recommend for expulsion • AMC • SRPD Referral 	<p>Under Influence:</p> <ul style="list-style-type: none"> • Prior action in effect
	<p>Possession:</p> <ul style="list-style-type: none"> • Suspension (1-5) Check in with Administrator upon return Or • Possible Youth Court Referral • Parent meeting • Counseling • Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. • AMC 	<p>Possession:</p> <ul style="list-style-type: none"> • Suspension (2-5) Check-in with Administrator upon return • Parent meeting • Counseling • Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. • AMC 	<p>Possession:</p> <ul style="list-style-type: none"> • Suspension (3-5) • Possible Recommend for expulsion • Parent meeting • SRPD Referral 	<p>Possession:</p> <ul style="list-style-type: none"> • Prior action in effect
	<p>Furnishing:</p> <ul style="list-style-type: none"> • Suspension (1-5) Check in with Administrator upon return • Counseling • AMC • SRPD Referral • Principal shall recommend expulsion, unless they find that expulsion is inappropriate due to the particular circumstance, 	<p>Furnishing:</p> <ul style="list-style-type: none"> • Suspension (3-5) • Check in with Administrator upon return • Counseling • AMC • SRPD Referral • Principal shall recommend expulsion, unless they find that expulsion is inappropriate due to particular circumstance. 	<p>Furnishing:</p> <ul style="list-style-type: none"> • Suspension (4-5) • Possible Recommend for expulsion • SRPD Referral 	<p>Furnishing:</p> <ul style="list-style-type: none"> • Recommend for expulsion

	<p>Sale:</p> <ul style="list-style-type: none"> • Suspension (5) • Mandatory Recommendation for expulsion • SRPD Referral 	<p>Sale:</p> <ul style="list-style-type: none"> • N/A 	<p>Sale:</p> <ul style="list-style-type: none"> • N/A 	<p>Sale</p> <ul style="list-style-type: none"> • N/A
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Student Athletes (Drug and Alcohol Use at School or School Sponsored Events)	1st Offense		2nd Offense	
	<p>School disciplinary action; suspension from team/sports participation (games and practices) for a total of 10 school or athletic participation days. Students can watch practice after completion of school suspension. The 10 days of suspension from team/sports/activities, include the school suspension days. If the current sport season ends before the completion of the 10 day team suspension, the remaining suspension days shall be carried forward to the next sport in which the student participates. However, arrangements shall be made for the student to try-out for the next sport.</p>		<p>Suspension from team/sports participation for 40 calendar days from the date of suspension, not including summer school. If the student participates in a drug treatment program immediately following the second suspension, suspension from athletics and/or activities may be reduced to 30 calendar days from the date of suspension, not including summer school. (It should be noted that school policies regarding the use of alcohol and other drugs will be in effect for all athletic events) These disciplinary actions are cumulative over the four years of high school.</p>	
<p>48900(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, and alcoholic beverage, or an intoxicant of any kind, or represented a substance or material as a controlled substance, alcoholic beverage, or intoxicant</p>	<ul style="list-style-type: none"> • Suspension (3-5) • Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. • Parent meeting • Counseling • SRPD Referral 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion • Parent meeting • SRPD Referral 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
<p>48900(e) Committed or attempted to commit robbery or extortion (See Definition)</p>	<ul style="list-style-type: none"> • Suspension (3-5) • Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. • SRPD Referral 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion • SRPD Referral 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
<p>48900(f)* Caused or attempted to cause damage to school or private property. (Including Graffiti/ Tagging)</p>	<ul style="list-style-type: none"> • AMC • Restitution • Suspension (1-3) • Or RJC, Peer Solutions, or Youth Court Referral • Parent meeting • Possible SRPD Referral 	<ul style="list-style-type: none"> • AMC • Restitution • Suspension (1-5) • Parent meeting • SRPD Referral 	<ul style="list-style-type: none"> • AMC • Restitution • Suspension (2-5) • SRPD Referral 	<ul style="list-style-type: none"> • Recommendation for expulsion • Restitution • Suspension (5) • SRPD Referral
<p>48900(g)* Stealing, or attempting to steal school or private property</p>	<ul style="list-style-type: none"> • AMC • Restitution • Suspension (1-3) • Or RJC, Peer Solutions Team, or 	<ul style="list-style-type: none"> • Restitution • Suspension (3-5) • SRPD Referral • Parent meeting 	<ul style="list-style-type: none"> • Recommendation for expulsion • Restitution • Suspension (5) • SRPD Referral 	<ul style="list-style-type: none"> • Prior action in effect

	<p>Youth Court Referral</p> <ul style="list-style-type: none"> • Parent meeting • Possible SRPD Referral 			
<p>48900(h)* Possessed or used tobacco or nicotine products</p>	<ul style="list-style-type: none"> • AMC • Peer Solutions Team • Parent meeting • Counseling 	<ul style="list-style-type: none"> • AMC • Suspension (1-2) • Counseling • Parent meeting 	<ul style="list-style-type: none"> • AMC • Suspension (2-3) • Counseling 	<ul style="list-style-type: none"> • Suspension (3-5) • Counseling
<p>48900(i)* Committed an obscene act or engaged in habitual profanity or vulgarity</p>	<p>Obscene Act or Gesture:</p> <ul style="list-style-type: none"> • AMC • Class Suspension • Parent meeting • Behavior Contract 	<p>Obscene Act or Gesture:</p> <ul style="list-style-type: none"> • Suspension (1-3) • Or Youth Court Referral • Parent meeting 	<p>Obscene Act or Gesture:</p> <ul style="list-style-type: none"> • Suspension (3-5) • Parent/Student/Administrator 	<p>Obscene Act or Gesture:</p> <ul style="list-style-type: none"> • Suspension (5) • Recommendation for Expulsion
	<p>Profanity</p> <ul style="list-style-type: none"> • AMC • Class suspension • Parent meeting • Behavior Contract 	<p>Profanity</p> <ul style="list-style-type: none"> • AMC • Suspension (1) • Or Youth Court Referral • Parent meeting 	<p>Profanity</p> <ul style="list-style-type: none"> • AMC • Suspension (2-5) 	<p>Profanity</p> <ul style="list-style-type: none"> • AMC • Suspension (5)
<p>48900(j)* Possessed, offered, arranged, or negotiated to sell drug paraphernalia</p>	<ul style="list-style-type: none"> • AMC • Suspension (1-3) • Parent meeting • or Youth Court Referral • Counseling • Possible SRPD Referral 	<ul style="list-style-type: none"> • AMC • Suspension (1-3) • Parent meeting • Counseling • SRPD Referral 	<ul style="list-style-type: none"> • Suspension (3-5) • Counseling • SRPD Referral 	<ul style="list-style-type: none"> • Suspension (5) • Counseling • SRPD Referral • Recommendation for Expulsion
<p>48900(k)* Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties.</p>	<ul style="list-style-type: none"> • AMC • Parent notification 	<ul style="list-style-type: none"> • AMC • Parent notification • Parent meeting 	<ul style="list-style-type: none"> • AMC • Suspension (1-3) • Parent meeting • Behavior Contract 	<ul style="list-style-type: none"> • AMC • Suspension (1-5)
<p>Dress Code</p>	<ul style="list-style-type: none"> • correct the violation or go home with parent notification 	<ul style="list-style-type: none"> • correct the violation or go home • parent notified 	<ul style="list-style-type: none"> • correct the violation or go home • parent notified • possible meeting with parent • Behavior Contract 	<ul style="list-style-type: none"> • correct the violation or go home • parent notified • Parent meeting • Behavior Contract

Dress Code (Gang Related)	<ul style="list-style-type: none"> • correct the violation • Item confiscated • Parent notified 	<ul style="list-style-type: none"> • correct the violation • behavior contract • Parent meeting 	<ul style="list-style-type: none"> • correct the violation • Parent meeting • suspension (1) or Youth Court Referral 	<ul style="list-style-type: none"> • correct the violation • Parent meeting • suspension (1-3) • “check-in/check out” each day
Gang related drawings or symbols	<ul style="list-style-type: none"> • Warning • Parent notification 	<ul style="list-style-type: none"> • Behavior contract • Parent meeting 	<ul style="list-style-type: none"> • Suspension (1 day) • Or Youth Court Referral • Parent meeting • Possible SRPD Referral 	<ul style="list-style-type: none"> • Suspension (2 days) • SRPD Referral
Cutting class	<ul style="list-style-type: none"> • Parent notification 	<ul style="list-style-type: none"> • Parent meeting 	<ul style="list-style-type: none"> • Parent meeting 	<ul style="list-style-type: none"> • In-house suspension (1 day) • Parent meeting • Possible SART/Behavior Contract

Parking Violation	<ul style="list-style-type: none"> • Parent Notification • First offense, students will lose Off Campus lunch privileges for 1 week. • Please note that if a student is parked illegally or blocking an emergency lane, they could be subject to towing. <ul style="list-style-type: none"> • LOP - 1 week 	<ul style="list-style-type: none"> • Parent notification • Second offence, students will lose Off-campus lunch privileges for 2 weeks. • Please note that if a student is parked illegally or blocking an emergency lane, they could be subject to towing. <ul style="list-style-type: none"> • LOP - 2 weeks 	<ul style="list-style-type: none"> • Parent meeting • Third offense, student will be placed on full Loss of Privileges for 3 weeks and lose parking permit 	<ul style="list-style-type: none"> • Prior action in effect • 4 weeks
Jaywalking	<ul style="list-style-type: none"> • Counsel & Warning • Parent Notification • LOP (1 week) 	<ul style="list-style-type: none"> • Parent notification • LOP (2 weeks) 	<ul style="list-style-type: none"> • Loss of privilege (3 weeks) • Behavior Contract • Parent meeting 	<ul style="list-style-type: none"> • Prior action in effect
Classroom Referral	<ul style="list-style-type: none"> • Counsel & Warn • Parent notification (from referring Teacher) 	<ul style="list-style-type: none"> • Parent notification • Restorative practice 	<ul style="list-style-type: none"> • Class Suspension • Parent/ Student • Teacher/ Administrator meeting • Behavior Contract 	<ul style="list-style-type: none"> • In house Suspension (1 day) • Parent notification • Behavior contract

48900(L)* Knowingly received stolen school property	<ul style="list-style-type: none"> • AMC • Restitution • Suspension (1-3) • Or Youth Court Referral • Possible SRPD Referral 	<ul style="list-style-type: none"> • AMC • Restitution • Suspension (1-5) • SRPD Referral 	<ul style="list-style-type: none"> • Restitution • Suspension (3-5) • SRPD Referral 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for Expulsion
48900(m)* Possessed an imitation firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm	<ul style="list-style-type: none"> • Suspension (1-5) • Or Youth Court Referral • Confiscate object • Behavior Contract • Parent meeting 	<ul style="list-style-type: none"> • Suspension (2-5) • Confiscate object • Parent meeting • Loss of Privilege 	<ul style="list-style-type: none"> • Suspension (5) • Confiscate object • Recommendation for expulsion 	<ul style="list-style-type: none"> • N/A
48900(n) Committed sexual assault or battery (See Definition)	<ul style="list-style-type: none"> • Suspension (5) • SRPD Referral • Recommendation for expulsion 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
48900(o) Harassed, threatened, or intimidated a pupil who is witness in a school disciplinary proceeding for the purpose of intimidation or retaliation	<ul style="list-style-type: none"> • Suspension (1-3) • Or Youth Court Referral • Parent meeting 	<ul style="list-style-type: none"> • Suspension (3-5) • Behavior Contract • Parent meeting • Loss of privilege 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • N/A
48900(p) Unlawfully offered, arranged to sell, negotiate to sell, or sold the prescription Soma	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
48900(q) Engaged in, or attempted to engage in, hazing	<ul style="list-style-type: none"> • AMC • Suspension (1-5) Check in with Administrator upon return 	<ul style="list-style-type: none"> • AMC • Suspension (2-5) Check in with Administrator upon return 	<ul style="list-style-type: none"> • AMC • Suspension (3-5) Check in with Administrator upon return 	<ul style="list-style-type: none"> • AMC • Suspension (4-5) Check in with Administrator upon return

	<ul style="list-style-type: none"> • Or Youth Court Referral • Behavior Contract • Parent meeting 	<ul style="list-style-type: none"> • Behavior Contract • Loss of Privilege • Parent meeting 	<ul style="list-style-type: none"> • Behavior Contract • Loss of Privilege • Parent meeting 	<ul style="list-style-type: none"> • Recommendation for expulsion
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<p>48900(r)* Engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act</p>	<ul style="list-style-type: none"> • AMC • Parent Notification • RJ Circle, Peer Solutions or Youth Court Referral • Parent meeting 	<ul style="list-style-type: none"> • AMC • Suspension (1-3) • Behavior Contract • Loss of Privilege • Parent meeting 	<ul style="list-style-type: none"> • AMC • Suspension (1-5) • Possible Recommendation for expulsion 	<ul style="list-style-type: none"> • Suspension (5) • recommendation for expulsion
<p>Unlawfully Video Recorded teachers or students in class, on campus, remote learning, activities (includes fights and altercations)</p>	<ul style="list-style-type: none"> • AMC • Parent notification • Delete Recording • Suspension(1-5) • Or RJ Circle, Peer Solutions or Youth Court Referral • Parent meeting 	<ul style="list-style-type: none"> • AMC • Delete Recording • Suspension(1-5) • SRPD Referral • Behavior contract • Parent meeting 	<ul style="list-style-type: none"> • AMC • Delete Recording • Suspension (1-5) • Possible Recommendation for Expulsion • SRPD Referral 	<ul style="list-style-type: none"> • Delete Recording • Suspension (5) • Recommendation for Expulsion • SRPD Referral
<p>48900.2 Committed an act of sexual harassment</p>	<ul style="list-style-type: none"> • Suspension (1-3) • Counseling • AMC 	<ul style="list-style-type: none"> • Suspension (3-5) • Counseling • SRPD referral 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion • SRPD referral 	<ul style="list-style-type: none"> • N/A
<p>48900.3 Caused or attempted to cause, threatened to cause or participated in an act of hate violence</p>	<ul style="list-style-type: none"> • Suspension (3-5) • Counseling • SRPD referral • AMC • Parent meeting • Behavior Contract • Possible Recommendation for expulsion 	<ul style="list-style-type: none"> • Suspension (5) • Counseling • SRPD referral • Behavior Contract • Possible recommendation for expulsion 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • N/A
<p>Participated in Hate Motivated Behavior</p>	<ul style="list-style-type: none"> • Suspension (3-5) • Counseling • SRPD referral • AMC • Possible recommendation for expulsion 	<ul style="list-style-type: none"> • Suspension (5) • Counseling • SRPD referral • Possible recommendation for expulsion 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • N/A
<p>48900.4 Engaged in harassment, threats, or intimidation directed against school personnel</p>	<ul style="list-style-type: none"> • Suspension (1-5) • Or Youth Court Referral • Counseling • Possible SRPD Referral • Behavior Contract • Parent meeting • AMC 	<ul style="list-style-type: none"> • Suspension (3-5) • Counseling • SRPD Referral • Parent meeting • Behavior Contract • AMC 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion • SRPD Referral 	<ul style="list-style-type: none"> • N/A
<p>48900.7 Making terrorist threats against school officials or property</p>	<ul style="list-style-type: none"> • Suspension (1-5) • Possible recommendation for expulsion • SRPD Referral 	<ul style="list-style-type: none"> • Prior action in effect 	<ul style="list-style-type: none"> • Prior action in effect 	<ul style="list-style-type: none"> • Prior action in effect

RESTORATIVE JUSTICE

In an effort to improve school climate, reduce the number of suspensions, and support constructive solutions for disciplinary referrals, TLHS utilizes a restorative practices aligned to our whole school PBIS - Positive Behavior Interventions and Supports practices. 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.

Restorative Justice is a practice based on the belief that students may change their behavior when they understand how what they did impacted others. In order to support student's learning, TLHS will offer Restorative Justice Practices to respond to certain types of student behaviors. Students may be offered the opportunity to participate in a Restorative Justice Circle. This process is designed to support the participants having mutual understanding and making a specific plan to repair the harm.

Possible Disciplinary Consequences

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Consequences which may result from a violation of school rules include, but are not limited to, all of the following:

- Conference with the student and/or a parent or guardian
- Lunch Detention
- Payment of restitution for loss or damage
- Student contract governing behavior/attendance
- Confiscation of prohibited material or object
- Loss of privileges, including but not limited to, participation in athletic and other extracurricular activities, graduation, and senior activities
- Proof of alternative counseling as stated in student contract/suspension notice.
- Suspension, Expulsion
- Police Citation
- Involuntary transfer to another school
- Referral to Restorative Justice, Youth Court, or a meeting with a School Resource Officer.
- traditional and alternative

Loss of Privileges Policy (L.O.P. List)

All students are expected to behave in a manner appropriate to the high school setting, and be in good standing with regard to attendance, academics and behavior. We believe that the overwhelming majority of students will meet this expectation. However, failure to do so may result in a loss of privileges.

Loss of privileges include, but are not limited to, athletic attendance and participation, extra-curricular attendance and participation including dances, loss of parking permits, loss of off-campus privileges, loss of senior activities and graduation participation, and suspension from ASB. A student may be placed on the LOP list for the following:

- **Unserviced Detention:** If detentions are not served, students will be placed on the LOP list until detentions are served.
- **Excessive Unexcused Absences** (per SARB 1 letter or higher)
- **Discipline:** Privileges may also be lost as a result of disciplinary action from a suspension or referral. Students placed on LOP are not in good standing, and must consult with an administrator in order to earn back privileges.

Suspension Procedures

The following procedures will be followed in all cases involving suspension:

1. An administrator will hold an informal conference with the student to allow the student to present his/her version of the incident, evidence in his/her defense, and to advise the student of the reasons for the disciplinary action.
2. A telephone call will be made to the parents/guardians of the student on the day (within 12 hours) of his/her suspension and further notification in writing will follow.
3. Parents must respond to the school's request for a conference without delay, as required by state law. 3. A student's suspension can be extended for more than five (5) consecutive days for a single incident if determined a student is a danger to himself or others.
4. Suspension beyond 20 school days during one school year may result in an involuntary transfer to another school.
5. Suspended students must remain under parental or guardian supervision and are not to be on the school campus or to attend school activities for the duration of the suspension.
6. A student with disabilities pursuant to the Individuals with Disabilities Education Improvement Act (IDEA, 2004) is subject to the same grounds for suspension and expulsion that apply to students without disabilities.

NOTE: The teacher of any class from which a student is suspended shall provide to the student all the assignments and tests the student would otherwise miss while suspended. The teacher may require the suspended student to complete any assignments and tests missed during the suspension. (Education Code 48913).

Suspension by A Teacher

A teacher may suspend any student from his/her class for any of the acts enumerated in Ed Code 48900 (except for defiance) for up to two class periods per week. Parents will be notified of the suspension by the teacher for out-of-class suspensions. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension (Education Code 48910).

Disciplinary Referral Procedures

Consistent adherence to and consistent implementation of classroom, school and district wide expectations, along with consistent and timely follow through are essential to prevent disciplinary issues and like situations.

When it becomes necessary to write a referral for a student, the following guidelines/practices must be followed. All certificated staff must inform the student of the disciplinary issue and/or problem and employ all alternative means of correction (AMC) as appropriate to the offense.

We strongly recommend that ALL teachers adhere to the steps listed below BEFORE referring a student to the AP's office. Be advised that every day is a new day and thus student discipline should be treated accordingly. Therefore, staff will take the following classroom management steps to approach disciplinary concerns/issues:

1. Warning/positive redirect
2. Review the behavior expectations

3. Time-out (not to exceed 10 minutes away from instruction)
4. Buddy Room
5. Phone call home
6. Teacher assigned detention
7. Teacher behavior contract

Referral Process: (This means that alternative means of correction's AMC have failed and behavior has escalated to warrant the formal referral process.)

❖ **Teacher Initiated:** These referrals are for behaviors that are frequently disruptive and/or are repetitive, and have not improved with the prior teacher interventions as listed above. If the behavior is serious enough to warrant a referral, then the student will be sent and/or escorted to the main office immediately to meet with an administrator. In this case the administration handles referrals using our Progressive Discipline Plan under the mandates of AB 1729. Please refer to our Progressive Discipline Plan located in Appendix A as it is progressive in nature; thus, the consequences for behavioral referrals do become more serious with repeat offenses of negative behaviors in the classroom, campus, or community.

❖ **Note:** The student is given an opportunity to share their interpretation for the referral by first writing out their statement, and then meeting with an administrator.

Behavioral Offenses

Chronic inappropriate behavior will be subject to administrative review and may result in suspension, alternative school placement, or expulsion. This list represents many of the behavioral offenses that are not acceptable. It is by no means inclusive of everything. When in doubt, it is always good to ask. See Board Policy/AR 5144.

Please note: All school rules are enforceable on the way to school, leaving school, during school lunchtime, while school is in session, when a student is truant from school, at school activities, to and from school activities on or off campus. The area of school supervision includes the campus, the perimeter of the campus and sidewalks on both sides of the streets adjacent to the school. All school rules are also in effect at ALL SCHOOL events and activities.

1. Failure to provide student identification when asked by any staff member. Failure to do so is defiance of authority. Students may show their school ID or another appropriate ID.
2. Forgery, including but not limited to forging a parent's signature, altering any official signature, falsifying or altering documents, wrongful possession of school forms, or telephone impersonation.
3. Cheating, including, but not limited to claiming credit for work that is not your own, allowing others to claim credit for your work, or taking or using unauthorized material on a test.
4. Failure to serve detentions may lead to LOP, in-house suspension or an alternative form of consequence.
5. Use or possession of fireworks, tasers.
6. Speeding, reckless driving or campus parking violations.
7. Disrupting the teaching and learning process.
8. Gang activity, including dress, intimidating or menacing other students.

9. Throwing any object, including food or water balloons, or possession of balloons, squirt guns and other devices that dispense liquids.
10. Unauthorized use or possession of cell phones or other electronic device in class. Headsets should not be visible at any time during class. See Cell Phone/Electronics Policy.
11. Riding, carrying or using anything with wheels on campus including, but not limited to, skateboards, rollerblades, bicycles, and tennis shoes with wheels.
12. Littering, including, but not limited to, throwing food or other debris and/or spitting in inappropriate places (including the ground).
13. Profanity, gambling, intimidation or any form of initiation.
14. Failure to report to the office.
15. Attempted arson, bomb threats, filing a false fire alarm or police report.
16. Setting off a smoke bomb or other dangerous device; using a laser pointer.
17. Intimate contact / display, overt public displays of affection.
18. Food and drink in the classroom except for water.
19. Violations of the Dress Code
20. Use of cell phone or any other electronic signaling device for cheating in class.
21. Violations of appropriate use of school computers, Internet or other technological equipment to include breach of privacy or security, transmission of copyrighted materials, threatening, harassing or obscene material, altering or removing of computer files not belonging to the user, disconnecting equipment or vandalism of any kind.
22. Unauthorized presence on another school campus during the school day, including minimum days and during finals.
23. Unauthorized use of cameras on campus including video, digital and cell phone cameras (recording, posting on social media and/or talking photos of students/staff).

Note: This list does not specify the only offenses for which a student may be subject to disciplinary consequences. It is intended only to indicate the kinds of offenses which may lead to disciplinary consequences. **Again, please refer to the Progressive Discipline Plan listed at the end of the handbook in Appendix A for the Education Code language, and the guidelines used to respond to student violations of school rules and education code.**

DRESS CODE POLICY

Students at Terra Linda High School are expected to dress in accordance with the school's mission of preparing students for college and the workforce. Student choice of clothing should support creating a climate that promotes academics and workforce readiness norms, and must not present a health or safety hazard.

California Education Code Suspendable/Expellable Offenses

EC 48900

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverages, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties (not an expellable offense).
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of section 233. (Education Code 48900.3)

(q) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(r) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(s) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code Sections 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil

and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(t) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or school attendance that occur at any time, including, but not limited to, any of the following:

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

(u) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(v) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(w) For a pupil subject to discipline under this section, the superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(x) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

EXPULSION LAWS

The principal or superintendent may recommend expulsion for any of the acts above or as follows. *Students may be removed from district schools if their continued presence causes a danger to themselves or others, or if other means of correction have repeatedly failed to correct unacceptable behavior.* **The governing board shall order a student expelled upon finding they committed any of the following acts, which does not require a finding regarding danger or prior means of correction):**

1. Possessing, selling, or furnishing a firearm or a reasonable facsimile.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance (alcohol and other drugs).
4. Committing or attempting to commit sexual assault or committing sexual battery.
5. Possession of an explosive.

The principal or superintendent shall recommend expulsion for any of the acts below, unless they find the expulsion inappropriate due to the particular circumstance:

- causing serious physical injury
- possession of a knife, explosive or other dangerous object
- possession of any controlled substance except for first offense of possession of not more than an ounce of marijuana, other than concentrated cannabis
- robbery or extortion
- assault or battery upon a school employee

POLICE OFFICERS ON CAMPUS

Law enforcement officers, in the performance of their duties, may question or arrest a student while the student is at school. The officer does not need permission from school authorities or the student's parent or guardian before taking such action. The officer does, however, have to inform both the school and parent or legal guardian as soon as possible after taking such action.

CHEATING POLICY

Cheating is defined as using the work (words, writing, thoughts, ideas and products) of other persons without giving them the appropriate credit and/or presenting the work as your own. Some examples of cheating include copying another student's work; copying answers on a quiz, test or assignment; copying text from a book and/or the **Internet** or other sources (also known as plagiarizing); or claiming a product as your own. Cheating also includes those persons who participate with anyone who is cheating or stealing the work of another. Use of cell phones during exams is considered cheating.

A student caught cheating or helping another student to cheat on exams or quizzes or plagiarizing an assignment shall:

- Receive a zero or "F" on that exam, quiz, paper, assignment, etc.
- Receive a written referral to a counselor or administrator
- Have their parents contacted

- Receive a detention or suspension, as appropriate
- Be class suspended for a second offense for cheating, or for a first offense on a final exam; immediate suspension from class.

Note: A graduating senior caught cheating on an exam during the spring semester will jeopardize his or her participation in graduation ceremonies, and status as valedictorian or salutatorian as well as receive the penalties listed above.

POLICY ON CELL PHONES AND ELECTRONIC DEVICES

The school is not responsible for lost and stolen cell phones or electronic devices.

Student use of cell phones on campus is only allowed before school, during brunch, at lunch and after school. Cell phone use is NOT allowed when classes are in session, unless with teacher permission for instructional purposes. During class, a visible and/or turned-on cell phone is a violation of the cell phone policy. Cell phones, headphones and earbuds are prohibited in the hallways and classrooms while class is in session. Consequences for failure to adhere to these guidelines are as follows:

All students will be advised of the policy during advisory, in the student handbook, and during the initial meeting with the principal.

- **First Offense:** Any staff member will confiscate cell phones and refer students to the Assistant Principals' office for review of the policy and retrieval of property. The Assistant Principal will return the phone to the individual at the end of the next school day and may contact the parent to inform them of the infraction.
- **Second Offense:** The cell phone will be confiscated and turned into the Assistant Principal's office. The parent/guardian of the student will be required to retrieve the phone from the Assistant Principal's office no sooner than the end of the next school day.
- **Third Offense:** The student's cell phone will be held by administration for a minimum of one week and the student will not be allowed to possess a cell phone on campus for the remainder of the school year.
- **Fourth Offense:** The administration will determine when the cell phone will be returned to the parent. For a fourth cell phone offense, the school has the right to hold the cell phone until the end of the year.

GENERAL INFORMATION

AIDS/HIV/SEX EDUCATION INSTRUCTION: While in school, students receive information about AIDS, including the transmission of the HIV virus. Please notify the school immediately **ONLY IF YOU WISH THE STUDENT TO BE EXCUSED** from AIDS/HIV or sex education instruction at any or all grade levels.

BILLS: Student and parents are notified of outstanding bills. Failure to respond to these notices will result in denial of student participation in athletics and extracurricular activities, including dances, until the bills are paid.

We are dependent on the return of books or replacement money to order additional copies. Students failing to adhere to their responsibility for school issued texts and other materials will lose privileges and will begin the school year on the LOP list.

The governing board of San Rafael City Schools, pursuant to Section 44808.5 of the Education Code, has decided to permit the pupils enrolled at Terra Linda High School to leave the school grounds during the lunch period.

Section 44808.5 of the Education Code further states:

Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.

CURRENT CLUBS AND COMMUNITY PROGRAMS: Clubs and community programs are active and varied at Terra Linda High School. Our faculty has a long tradition of support for special interest organizations. Each year, new clubs form as student interest changes. All clubs at Terra Linda High School are open without restriction to all students. New clubs and community programs are formed when a charter request is approved by the Administration.

EMERGENCY INFORMATION: It is very important to have accurate information on file for each student in case of accident, emergency, or sudden illness. This information should be kept up to date at all times and include emergency contacts, all phone numbers, correct addresses, and current medical information. Notify the Counseling Office every time your information changes. If there is any disaster (earthquake, flood, etc.), students must remain at school until released to a parent or someone specified on the emergency card (unless they are 18 years of age).

FOOD & DRINK IN THE CLASSROOM: Eating and drinking are not allowed in classrooms during instructional time.

NURSE: A school nurse is on campus one afternoon per week and is responsible for health appraisals and necessary referrals of students. Appraisals may include evaluation, vision and hearing testing, health counseling, and emergency care. The nurse also serves as the liaison to staff, community agencies, and medical care facilities regarding health problems of specific students.

PARKING: Each fall, students must obtain new parking permits, required for on-campus parking. Applications are available in the Student Store. Due to limited student parking, only seniors may apply for a permit, and must do so when announcements are made in the Spring.

Permits must be properly displayed and only used for approved, registered cars. Vehicles that are parked illegally, parked in undesignated areas on campus, or without an approved permit are subject to being ticketed or towed and on-campus parking privileges may be revoked. Speeding or driving recklessly in the lot will result in loss of permit. If your child drives a vehicle to school, he/she may only park in a designated area or on a public street. EVEN THOUGH THE DISTRICT IS PROVIDING A DESIGNATED PARKING AREA, THE DISTRICT ASSUMES NO RESPONSIBILITY FOR LOSS, THEFT OR DAMAGE. Please

note that student vehicles are subject to searches by school administration and law enforcement in accordance with existing laws.

PERSONAL PROPERTY: Terra Linda High is not responsible for personal property brought to school. This includes any item not allowed in classrooms and/or on campus or an item used at a time that is not allowed. The list includes but is not limited to the following: cell phones, smartphones, IPODS/CD players with earphones, tape players with earphones or the like are not allowed in the classroom. They may be used before/after school, at brunch and lunch. Boom boxes and movie/video cameras are not allowed at school. Special filming/videoing is only allowed as part of the curriculum, under teacher direction and/or with administration authorization. See discipline for other items not permitted at school. To reduce the loss of personal property, all students are urged to secure their belongings in hall lockers (PE lockers are provided only during PE class). **Students may not share lockers or disclose their locker combinations to others**, and at no time should they leave valuables in their lockers.

PHONES: Personal cell phones or other electronic devices are NOT to be used or visible during class time (unless with teacher permission for an academic reason), but may be used before/after school and during brunch and lunch. Telephones in the Administration and Counseling offices are available for student use during class time for urgent/emergency situations. Only emergency messages will be given to a student.

PHYSICAL EDUCATION: P.E. requires tee shirts and shorts purchased from the P.E. Department. These can be purchased the first week of school and from the P.E. Department throughout the year. Shoes appropriate for vigorous activities are required. If a student is not able to purchase P.E. clothing, then they must bring P.E. department-approved clothing from home.

QUESTIONS, COMPLAINTS, AND CONCERNS: If you have a question, compliment, complaint, or concern with a teacher or class, leave a voicemail for the teacher to request a conference. Call 485-2309, press the extension number, and leave a message as to when and where you may be reached. You may also email the teacher through the school website. The teacher should get back to you within three school days. If the call is urgent, please state it as so, and if necessary contact the school directly at 415-492-3100 to speak to a secretary regarding the urgency. If you do not hear from the teacher in a timely manner and/or are not satisfied after discussion of the problem, please call 415-492-3100 to discuss your concern with an administrator.

TOBACCO FREE SCHOOLS: San Rafael is a tobacco-free school district. Possession of or use of tobacco and nicotine products, including electronic cigarettes, vaping devices and chewing tobacco, by students on school premises or at school-sponsored events is a violation of law and Board Policy and is not permitted. Students violating this policy will be subject to the following disciplinary procedures:

- First offense – detention, referral to an appropriate community “smoking cessation” program & parent meeting with student
- Subsequent Offenses – One to five day suspension in accordance with suspension procedures - Reference Bd. Policy 5131.62(a). Written parent/guardian notification to be sent by mail.

“The San Rafael City Schools, as part of our commitment to the health of our students and community, prohibits the use of tobacco products in agency owned or leased buildings, on

agency property and in all agency vehicles. This is in compliance with California Health and Safety Code, Section 104420 and any non-compliance will be enforced, as mandated by BP 3513.3, BP 5131.62, and BP 1330; enforced by AR3513.3 and AR 5131.62.

TRANSPORTATION: No school district transportation is available for students although Golden Gate Transit is easily accessible. Schedules are available from Golden Gate Transit. Pending Golden Gate Transit procedures, free bus passes may be available for students who qualify.

TUTORING: The Counseling Department oversees all on-site tutoring and outside resources for academic help. Adult and student tutors are available. Teachers, by prior arrangement, can provide students with extra help before and after school. Please contact the Counseling Office or for more information.

VISITORS: All visitors on campus are required to check into the office for a visitor's pass. Students wishing to host a potential student must contact the Assistant Principal's office at least 5 days in advance to schedule the visit. Visitors must be pre-approved and are not allowed to visit classrooms unless the visit has been set up ahead of time by the teacher. Student visitors to campus are restricted to those that are considering future attendance at San Rafael High School. We are not able to accommodate friends and relatives that simply wish to visit socially.

PARENT ORGANIZATIONS

Parent and community participation is welcomed and encouraged at SRHS. With the support of our organizations, our school continues to thrive. We encourage you to become involved in one or more of the many volunteer activities available.

- **OneTL:** OneTL is Terra Linda High's parent organization and is the umbrella organization for our booster groups. OneTL leads fundraising efforts for the school, and coordinates volunteer, hospitality, campus beautification and faculty appreciation activities. OneTL serves as a communication link between the school and the home and holds regularly scheduled meetings to which all parents are invited. Meeting dates appear in the newsletter and on the website.
- **ATHLETIC BOOSTERS:** The Athletic Boosters help support the many athletic programs at Terra Linda High. Volunteers are involved in numerous fund raising activities to provide the funds so vital to the continued existence of athletic opportunities for our children. All families are invited to join and/or volunteer their help.
- **MUSIC BOOSTERS:** The Music Boosters are dedicated to the continuation of our music programs. Through fund-raising activities, they help provide students with musical instruments and equipment. They are also very active in lobbying to keep music alive in public schools.
- **DRAMA BOOSTERS:** The Drama Boosters are dedicated to the continuation of high quality drama classes and productions at Terra Linda High. They provide support through activities, from helping with productions to raise needed funds. They are also very active keeping the arts alive in public education.

- **ART BOOSTERS:** The Art Boosters are dedicated to the continuation of a high quality art program, and work to support the many consumable supplies for art use and shows.
- **SELAC:** The purpose of the School English Learner Advisory Committee (SELAC) is to advise the principal and school staff on programs and services for English learners.

ATHLETICS

Steve Farbstein, Athletic Director – 415-492-4130 sfarbstein@srcs.org

FUNDING: The district sets a yearly budget for extracurricular sports. This budget is to cover equipment, officials, uniforms, tournament fees, etc. Since these costs always exceed the budget, the Athletic Booster Club and students work very hard fundraising to fill in the gaps. Coaches’ salaries are paid by the district and are not included in the budget.

PHYSICAL EXAM: All students participating in extracurricular sports must have a physical exam on file **each year**. No student may participate in sports until an Athletic Participation Form, signed by student, parent and doctor, is on file. This indicates proof of insurance. The exam may be done by the student’s private physician or at a community clinic prior to participating in athletics.

CODE OF ETHICS: All participating students must read and sign a code of ethics for good sportsmanship. We hope that all spectators will also remember the principles of good sportsmanship when viewing athletic competitions.

STUDENT ELIGIBILITY: Eligibility requirements apply to all extracurricular activities including interscholastic athletics, spirit teams, student musical and dramatic performances, ASB, etc. Students not in good standing may lose eligibility for extracurricular activities.

The Marin County Athletic League requires the following for eligibility:

- A student must have passed 25 credits with a minimum un-weighted average GPA of 2.0 for the last grading period.
- A student must be passing 25 credits with a minimum 2.0 during the present grading period. Grades may be checked at any time. Students can regain eligibility by a **one-time waiver** in writing to the Principal.
- Transfer students must meet C.I.F. minimum requirements (20 credits passed) with a 2.0 G.P.A. in order to gain initial eligibility.

FALL SPORTS	Frosh/Soph and Varsity Football Girls JV and Varsity Volleyball Girl’s Varsity Tennis Varsity Cross Country Varsity Waterpolo Girl’s Golf	SPRING SPORTS	JV and Varsity Baseball Boys/Girls JV and Varsity Boys/Girls Lacrosse Varsity Golf Varsity Softball Boys Varsity Tennis Track Varsity Swimming
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WINTER SPORTS	Boys JV and Varsity Soccer Girls JV & Varsity Soccer Varsity Wrestling		
	Boys JV and Varsity Basketball Boys Frosh Basketball		
	Girls JV and Varsity Basketball Girls Frosh Basketball Cheerleading		

LIABILITY AND INSURANCE INFORMATION

BICYCLES/SKATEBOARDS: If your child rides a bicycle or skateboard to school, the bicycle may only be parked in a designated area. **The bicycle/skateboard should be locked and it is left at the student’s own risk.** Skateboards are not allowed in the halls or classrooms. Bicycles and skateboards (or anything with wheels) must be walked onto and off campus, including the parking lot. This is a safety precaution. We also recommend helmets; please check the law for legal requirements. **EVEN THOUGH THE DISTRICT IS**

PROVIDING A DESIGNATED PARKING AREA FOR THE BICYCLES/SKATEBOARDS, THE DISTRICT ASSUMES NO RESPONSIBILITY FOR LOSS, THEFT OR DAMAGE.

LOCKERS: Lockers are being provided as an accommodation to the students. Personal items should not be left in the locker overnight, on holidays or weekends. At no time should valuables be left in the lockers. **THE DISTRICT ASSUMES NO RESPONSIBILITY FOR LOSS, THEFT OR DAMAGE TO PERSONAL PROPERTY STORED IN THE LOCKER. (This includes PE lockers as well.)** This also includes personal property left anywhere on campus. **Students may not share lockers.**

MISCONDUCT LIABILITY LIMIT OF PARENT FOR WILLFUL PUPIL: Ed Code 48904(a)(1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor resulting in the injury or death of any pupil, school district employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district, or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian is limited to \$10,000, adjusted annually for inflation.

STUDENT ACCIDENT AND HEALTH INSURANCE PLANS: The School District does not provide accident/illness insurance coverage for students, and is generally not liable for student injuries. Affordable student accident and health plans are available to District parents for their children. While families may obtain applications from each school, the plans are offered and administered by independent insurance companies.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that San Rafael City Schools with certain exceptions, obtain your written consent prior to disclosure of personally identifiable information from your child’s education records. However, San Rafael City Schools may disclose appropriately designated “directory information” without written

consent, unless you have advised the District to the contrary in accordance with District procedures. The following entities may receive directory information:

- Current or potential employers
- News media
- Private schools or colleges under certain conditions (Ed. Code 49073)
- Military service representatives—unless parents deny access
- Authorized representatives of the Comptroller General, the Secretary of Health, Education and Welfare, United States Office of Civil Rights, and other state or county educational agencies under certain conditions (Ed Code 49076(a))
- Local law enforcement officers under certain conditions (Ed. Code 49076(a))
- Peace officers under certain conditions (Ed. Code 49076.5)

As noted above, federal laws, “No Child Left Behind Act”, require schools receiving federal funds to provide military recruiters, upon request, with three directory information categories – names, addresses and phone numbers – unless parents have advised the school that they do not want their student’s information disclosed without prior written consent. If you do not want San Rafael City Schools to disclose directory information from your child’s education records without your written consent, you must notify the school administrator in writing by September 30, of the current school year, or indicate as such on the Emergency Card.

San Rafael City Schools has designated the following as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

WILLIAMS UNIFORM COMPLAINT PROCEDURES AR1312.4(a)

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following: (Education Code 35186; 5 CCR 4680-4683)

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

- d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials (*cf. 6161.1 - Selection and Evaluation of Instructional Materials*)
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class. (*cf. 4112.22 - Staff Teaching English Language Learners*)
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(*cf. 4112.2 - Certification*)
(*cf. 4113 - Assignment*)

3. Complaints regarding the condition of school facilities, including any complaint alleging that:
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

(cf. 3514 - Environmental Safety)
(cf. 3517 - Facilities Inspection)

Filing of Complaint

A complaint alleging any condition(s) specified in the section “Types of Complaints” above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

A complaint alleging any deficiency specified in item #4 in the section entitled “Types of Complaints” above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; CCR 4680)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she/they shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her at the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section entitled "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records.

(Education Code 35186; 5 CCR 4686) (*cf. 1340 - Access to District*

Records)

Reports

On a quarterly basis, the Superintendent or designee shall report to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's Williams complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

Legal Reference:

EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedures

35292.5 Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California County Superintendents Educational Services Association: <http://www.ccesa.org> California Department of Education, Williams case:

<http://www.cde.ca.gov/eo/ce/wc/> State Allocation Board,

Office of Public School Construction:

<http://www.opsc.dgs.ca.gov>

Regulation **SAN RAFAEL CITY SCHOOL DISTRICT**

approved: December 8, 2008 San Rafael, California

revised: February 24, 2014

revised: May 9, 2017

**GENDER EQUITY
COMPLAINT PROCEDURE**

What is Title IX? (updated from SRCS website)

Title IX of the Education Amendments of 1972 ("Title IX") is a federal law that prohibits sex-based discrimination in all educational programs and activities, including athletic programs. No person shall, on the basis of sex, be excluded participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity operated by the District. Title IX protects all participants in the District's educational programs and activities, including students, parents, employees, and job applicants. The District does not discriminate on the basis of sex. Discrimination on the basis of sex can include sexual harassment and sexual violence.

In addition to Title IX, the California Education Code prohibits discrimination on the basis of sex in schools. (California Education Code §§ 220-2221.1) Other state and federal laws also prohibit discrimination and ensure equality in education.

Please refer to the following Board Policies (BP) and Administrative Regulations (AR) for more information on the District's anti discrimination policies:

1312.3 Uniform Complaint Procedures - [BP\(Eng.\)](#) [BP \(Sp\)](#) [AR\(Eng\)](#) [AR\(Sp\)](#)

5131.2 Bullying - [BP\(Eng.\)](#) [BP\(Sp.\)](#)

5145.3 Nondiscrimination/Harassment - [BP\(Eng.\)](#) [BP\(Sp.\)](#) [AR\(Eng.\)](#) [AR\(Sp\)](#)

5145.7 Sexual Harassment - [BP\(Eng.\)](#) [BP\(Sp.\)](#) [AR\(Eng.\)](#) [AR\(Sp.\)](#)

5145.71 Sexual Orientation Gender Identity Harassment - [BP\(Eng.\)](#) [BP\(Sp.\)](#) [AR\(Eng.\)](#) [AR\(Sp.\)](#)

5146 Married/Pregnant/Parenting Students - [BP\(Eng.\)](#) [BP\(Sp.\)](#) [AR\(Eng.\)](#) [AR\(Sp.\)](#)

Title IX information provided here applies to every school site and to all

District programs and activities. **You have the following rights under**

Title IX, to the extent applicable at the District:

- You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex
- You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics
- You have the right to inquire of the athletic director of your school or appropriate District personnel as to the athletic opportunities offered by the school
 - You have the right to apply for athletic scholarships if the District offers any
- You have the right to receive equitable treatment and benefits in the provision of all of the following related to athletics, if any are provided by the District:

- o Equipment and supplies;
- o Scheduling of games and practices;
- o Transportation and daily allowances;

- o Access to tutoring;
 - o Coaching;
 - o Locker rooms;
 - o Practice and competitive facilities;
 - o Medical and training facilities and services; and
 - o Publicity.
- You have the right to have access to a sex/gender equity coordinator, referred to as the Title IX Coordinator, to answer questions regarding sex/gender equity laws
 - You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on sex/gender equity laws
 - You have the right to file a confidential discrimination complaint with the United States Department of Education Office for Civil Rights or the California Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex
 - You have the right to pursue civil remedies if you have been discriminated against
 - You have the right to be protected against retaliation if you file a discrimination complaint (California Education Code § 221.8)

How do I file a complaint of sex discrimination?

A complaint alleging unlawful discrimination or retaliation must be filed no later than six months from the date the discrimination or retaliation occurred, or six months from when the complainant first learned of the unlawful discrimination. The Superintendent or designee may extend this timeline by up to ninety days for good cause, upon written request by the complainant setting forth the reasons for the extension.

The District has a responsibility to respond promptly and effectively to sex-based discrimination, including sexual harassment and sexual violence. If the District knows or reasonably should know about sex discrimination, it must take action to eliminate the sex discrimination, prevent its recurrence, and address its effects. The District must resolve complaints of sex discrimination promptly and equitably. Information on filing a complaint alleging sex-based discrimination is below, including contact information for the District's Title IX Coordinator.

A student, parent, guardian, employee, individual or organization may file a written complaint alleging discrimination, harassment, intimidation, and/or bullying on the basis of a protected characteristic under the District's Uniform Complaint Procedure by sending a complaint to one of the compliance officers below:

Amy Baer
 Assistant Superintendent, Human Resources
 San Rafael City Schools
 310 Nova Albion Way
 San Rafael, CA 94903
 415-492-3531

Jason Symkowitz
 Director of Student Support Services
 San Rafael City Schools
 310 Nova Albion Way
 San Rafael, CA 94903
 415-492-3220

Alan Downing
 Director of Food and Nutritional Services
 San Rafael City Schools
 310 Nova Albion Way
 San Rafael, CA 94903
 415-492-3572