

Tamalpais Union High School District  
Larkspur, California 94977

# **TAMALPAIS HIGH SCHOOL SAFETY PLAN 2020-2021**

Tamalpais High School is located in Mill Valley, an enclave community just north of the Golden Gate Bridge in Marin County. The school opened in 1908, the oldest of three comprehensive High Schools in the Tamalpais Union High School District. It serves students from Mill Valley, Sausalito, Marin City, Bolinas, and Stinson Beach creating the most diverse enrollment in the district.

The school is WASC accredited and has received the California Distinguished School award several times.

Tam's school-wide emphasis has been on safety, personalization, active learning, and interdisciplinary instruction. This work has translated into increased safety on campus, improved relational trust between all parties in the school community, a more clearly defined emergency plan, innovative teaching strategies for all students, and a climate more conducive to respect, responsibility and compassion.

Our parents and our community at large are extremely supportive of the school. Tamalpais High School parents are integral members of our school community, and regularly volunteer for a variety of activities on campus. Our Tam High Foundation contributes to enrich academic programs in the school. Other parent groups include the PTSA, THUMB (music boosters), PATH (art boosters), and Athletic Boosters, all of which provide support for a variety of school programs and activities.

## I. An Assessment of the Current Status of School Crime

With 31% of the district's enrollment, Tam had 14% of the suspensions last year. In the TUHSD, possession, use, or sale of a controlled substance, causing or attempting to cause physical injury/fighting, and possession or use of tobacco have been the main reasons for suspensions last year.

### Tamalpais High School 2019/2020 Suspension Report

<b>Suspensions By Reason</b>			
<i>(Ed Code 48900/BP5144 IIIA)</i>			
		<b>#</b>	<b>%</b>
a(1)	Caused or Attempted to Cause Physical Injury/Fighting	2	25%
a(2)	Willfully used Force or Violence Upon the Person of Another	0	0%
b	Possessed Firearm, Knife, etc.	0	0%
c	Possessed, Sold, Controlled Sub., Under Influence	4	50%
d	Sold "Substitute" Controlled Substance	0	0%
e	Robbery/Extortion	0	0%
f	Damage to School/Private Property	1	13%
g	Stolen School/Private Property	0	0%
h	Possessed, Used Tobacco	0	0%
i	Obscene Act, Habitual Profanity	0	0%
j	Possessed Drug Paraphernalia	0	0%
k	Disrupted School Activities, Willful Defiance	0	0%
l	Received Stolen School/Private Property	0	0%
m	Possessed an Imitation Firearm	0	0%
n	Committed, attempted a sexual assault	1	13%
o	Harassed, threatened, intimidated student (discipline proceed)	0	0%
p	Unlawfully offered, arranged to sell, . . . drug SOMA	0	0%
q	Hazing as defined in 32050	0	0%
r	Engaged in an act of bullying	0	0%
s	Aids or abets. . . the infliction or attempted infliction or injury. . .	0	0%
48900.2	Committed Sexual harassment	0	0%
48900.3	Caused, attempted, threatened, participated in hate violence	0	0%
48900.4	Harassment, threats, intimidation against student or group	0	0%

48900.7	Terroristic threat	0	0%
	Other	0	0%
	<b>TOTAL</b>	<b>8</b>	<b>100%</b>

**Number of Student Suspended by Grade Level 2019/2020**

<b>Grade Level</b>	<b>Tamalpais</b>	
9	2	25%
10	3	38%
11	1	13%
12	2	25%
<b>TOTAL</b>	<b>8</b>	<b>100%</b>

**Number of Students Suspended by Gender 2019-20**

<b>Grade Level and</b>	<b>Female</b>	<b>Male</b>
9	0	2
10	1	2
11	1	0
12	1	1
<b>TOTAL</b>	<b>3</b>	<b>5</b>

**Number of Suspensions by Ethnicity 2019-20**

American Indian or Alaska Native	0	0%
Asian	1	13%
Pacific Islander	0	0%
Filipino	0	0%
Hispanic or Latino	2	25%
Black or African American	3	38%
White	2	25%
Decline to state	0	0%
<b>TOTAL</b>	<b>8</b>	<b>100%</b>

**Enrollment by Ethnicity 2019-20**

American Indian or Alaska Native	2	0%
Asian	107	7%
Pacific Islander	8	1%
Filipino	10	1%
Hispanic or Latino	181	11%
Black or African American	51	3%
White	1100	69%
Decline to state	131	8%
<b>TOTAL</b>	<b>1,590</b>	<b>100%</b>

Academic support is augmented by student support programs that include peer resource, conflict mediation, anger management, drug/alcohol counseling, wellness centers, guidance and personal counseling, and numerous support groups with personnel for students to access.

***I. Areas of Strength***

**A. The School’s Physical Environment**

- The school responds to phone calls and emails from neighborhood residences and businesses, as well as information brought to school by the local police department(s).
- The campus perimeter, bathrooms and locker rooms are supervised and secured by campus supervisors, staff assistants, and administrators, all of whom maintain constant communication with local law enforcement and each other as needed. Loitering policies and procedures are enforced.
- Alarms are installed in nearly all classrooms.
- Staff attends appropriate trainings through MCOE School/Law Enforcement Partnership.
- Security devices are as follows: security cameras, telephones and computers in every classroom/office, indoor/outdoor intercom school-wide, emergency lights, alarm systems, cellular phones, and walkie-talkies.
- Instances of graffiti and vandalism are reported and repaired rapidly and restitution is collected if the perpetrator is identified. Police are notified.
- Emergency back-packs are available in all classrooms and are annually maintained by campus assistants.
- Buildings, classrooms, athletic facilities and school grounds have been recently updated and modernized.

**B. The School’s Social Environment**

- The district/school policies are widely communicated through the website, handbooks, mailings, newsletters, and parent/student conferences.
- The school’s philosophy reflects the values and expectations of the Tamalpais Union High School District. Consequences for violating behavioral and academic expectations are firm, fair, consistent and progressive.

- Attendance letters are sent home if students are truant. Daily phone calls are made via computer to any student who is tardy or has an unexcused absence in one or more periods.
- Instructional time is maximized and disruptions minimized through effective discipline measures that include face-to-face conferences, mediation, counseling, detention and suspension when necessary.
- The district-wide sexual harassment policy is uniformly enforced at all school sites.
- We promote student safety through established, firm policies on field trips and insurance riders for off-campus events.
- Visitors on campus must check in with the Principal's office in Wood Hall and receive a visitor's pass.
- Fire departments inspect the school each year for compliance with all safety regulations. Emergency drills (fire, earthquake and intruder-on-campus) are held annually.
- Our Site Emergency Plan is being revised and updated. Administrators and district staff receive annual disaster preparedness training.
- The district has clearly outlined strategic priorities and has developed a new mission statement that is directly linked to student learning. Teachers, students, administrators and community members were involved in this process.
- The community is involved in the school's goal setting and decision making through the PTSA, Tam Site Council and Boosters Club.
- Counseling and community service programs such as BACR, Dynamic Solutions for Youth and school psychologists, as well as local police department juvenile officers and probation, are called in as needed.
- The District has a clear articulation process between law enforcement, county schools, and alternative programs that monitors the progress of juvenile offenders. Probation officers have meetings with their clients at the school site.

### **C. The School's Culture**

- Tamalpais High School is a strong community that includes students, teachers, support staff, administration and parents. The environment promotes learning for all students in a safe, comfortable and secure setting.

- Time is allocated weekly for the staff to meet for all staff meetings, staff discussion groups, staff development trainings and teacher collaboration.
- Decision-making at Tamalpais High School is through the democratic model. Ideas are solicited from staff and data collected before informed decisions are made.
- A Confidential Tip Line records information and allows staff to follow up on these anonymous tips.
- All staff at Tamalpais High School models an enthusiasm for his or her subject matter and share the responsibility for the safety of students on campus. Students are treated with dignity and respect by our classified staff. Students at Tam also show great respect for the staff and the campus.
- Tamalpais High School offers a wide range of rigorous and relevant academic courses and electives. In addition, many programs and interventions are available to provide support for students. These include: Wellness Center, Link Crew, Tutorial, Peer Resource, Big Brothers Big Sisters and Academic Workshop.

## **II. *Strategies and Programs***

### **A. Child Abuse Reporting Procedures**

Tamalpais High School is committed to supporting the safety and well-being of its students and desires to facilitate the prevention of and response to child abuse and neglect. Strategies have been developed and implemented for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

District employees are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidences of child abuse or neglect in accordance with district regulations and state law. The Superintendent or designee provides to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. A copy of the signed statement is retained in the Superintendent's office.

To assure that school staff has adequate training, newly hired teachers sign a statement indicating their completion of child abuse training as part of their certification requirement. School administrators, teachers, classroom assistants, and other classified school employees participate in periodic training in child abuse identification and reporting procedures. Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees

and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7) The Superintendent or designee shall use the online training module provided by the California Department of Social Services. If the California Department of Social Services online training module is not used, the Superintendent or designee will report to the CDE regarding the training being used in its place. The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training.

### Reporting Procedures

When a case of child abuse becomes apparent or is suspected, Staff shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department.

Child & Family Services Emergency Response  
(Division of Marin County Health and Human Services)  
3250 Kerner Blvd.  
San Rafael, CA 94901  
24 Hour Reporting Hotline: (415) 473-7153

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572).

Considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting. The mandated reporter shall not be required to disclose their identity to their supervisor, the principal, or the Superintendent or designee. However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee. Copies of all written reports are maintained in the school office and in the District office.

## **B. Suicide Prevention**

Suicide is a leading cause of death among youth. In August 2018, Tamalpais Union High School District adopted a new Board Policy and updated Administrative Regulation for Suicide Prevention to address this issue.

Measures and strategies have been developed for suicide prevention, intervention, and postvention.

- a. Staff Development
- b. Student Instruction
- c. Methods for promoting positive school climate
- d. Provision of information to parents/guardians regarding risk factors and warning signs.
- e. Encouragement of student notification
- f. Crisis intervention procedures for responding to threats
- g. Counseling and other postvention strategies for helping students cope in the aftermath of a student's suicide

Suicide prevention training is provided to teachers, counselors, and other district employees who interact with students. Trainings are offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

Suicide prevention instruction has been incorporated into the health education curriculum.

Students are encouraged to notify a staff member or another adult when they are experiencing thoughts of suicide or aware of another student's suicidal intentions.

Tamalpais High has adopted an action plan for responding to a suicide death as part of the Marin County Health and Human Services/Marin County Office of Education Crisis Response Suicide Prevention and Postvention Protocols. This Response Plan includes both immediate and long term steps and objectives.

BP5141.52(a)

## **C. Emergencies and Disaster Preparedness Plan**

Tamalpais High staff and students must be prepared to respond quickly and responsibly to emergencies. There are a number of strategies in place to aid our school in responding effectively and efficiently to disasters. A Disaster Plan has been developed at Tamalpais High and is updated in consultation with local emergency responders and agencies. The

scope of this plan encompasses a broad array of potential emergency situations. The School/Law Partnership sponsored by Marin County Office of Education has developed many protocols. Each school site has incorporated these protocols into the Standardized Emergency Management System (SEMS). This plan addresses both the broad safety issues and the specific logistical aspect of preparedness. Tamalpais High School has assigned school personnel roles and responsibilities to execute in case of an emergency.

Tamalpais High has provided a Covid 19 Hybrid addendum to the emergency procedures to account for safety concerns and spacing.

For the 2019-20 school year, all staff have been given long-term disaster preparedness assignments. Both the day school and night school programs have adopted the Safety Plan.

California and Marin County are well prepared for emergencies because Emergency Response Systems are in place with local providers of emergency services. Systems are tested and used. Local resources are backed up by regional, state, and federal support. Additional information regarding general emergency services is available at [www.co.marin.ca.us](http://www.co.marin.ca.us) or through the Governor's Office of Emergency Services at 1-800-550-5234.

BP3516

## **1. Disaster Responses**

### **A. Earthquake**

Earthquakes occur without warning. An emergency procedure system has been established to protect students in case of an earthquake. This system includes, but not limited to, the following:

- A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff. This plan outlines roles, responsibilities and procedures for students and staff.
- A DROP procedure, whereby each student and staff member takes cover under a table or desk, drops to the knees, protects the head with arms, and faces away from the window.
- Protective measures to be taken before, during and after an earthquake, including location and mitigation of hazards, to insure student and staff safety.
- A training program to ensure that all certificated and classified staff are aware of, and properly skilled in, the earthquake emergency procedure system (Education Code 35297) and in basic first aid procedures.

- Drop procedures shall be practiced at least once each semester in secondary schools.

BP 3516.3

#### I. Earthquake Procedures

- Drop, Cover and Hold On
  - After Quake Evacuation
  - Take Emergency Procedures Packet and Red Emergency Bag
  - Leave doors Open
- Make sure students initiate **DROP, COVER AND HOLD ON** upon first indication of an earthquake.
  - Keep yourself and students away from windows, shelves, heavy objects, furniture and other dangerous objects.
  - When the earthquake is over, evacuate the building with your class if you have been advised or if you determine that it is safe to do so following the same procedure as the Fire Evacuation. Leave the door OPEN.
  - Take with you: Emergency Procedures Packet (with roll sheets and red and green sheets of paper), pen, red emergency bag, teacher name/department sign.
  - Take roll at your designated meeting area. Hold up your teacher name so your students know where you are. If all students are accounted for, hold up the green card. If students are missing, hold up the red card and be prepared to give an administrator a list of missing students. **NOTE:** Any student who was present at the beginning of the period and is currently not with you, is considered missing. Keep your class together. Keep students away from buildings and the designated department area.
  - Students need to understand that they are not to leave the baseball field until an "ALL CLEAR" has been given by the administrator at the center of the football field. Just because the alarm is silenced does not mean that students can begin leaving the football field.
  - Take roll again when you return to class.

#### Evacuation Instructions

- In the event of an evacuation during non-class time, students will evacuate the campus to the football field with their current classroom teacher or with the most previous teacher if evacuation occurs during non-instructional time.
- Before you leave, close -- but **do not lock** -- windows and doors.
- Take with you: Emergency Procedures Packet (with roll sheets and red and green sheets of paper) and teacher name.

- Evacuate students out of your room to your designated area on the baseball field or other designated area. Follow the path designated by the map posted in your classroom. DO NOT walk through the parking lots.
- Hold up your teacher name so your students know where you are. Gather your class in your department's designated area on the football field. Take accurate roll. Once you have taken roll, let your teacher designee know that all students are accounted for (green sign) or one or more students are missing (red sign). If necessary, give your teacher designee your roll sheet listing the students who are unaccounted for. The teacher designee will bring all of their department roll sheets to the reporting area and check in with the administrator in the center of the field. Students should remain with their class even after roll is taken. Any student who was present at the beginning of the period and is currently not with you, is considered missing.
- Teacher Designee: Bring your sign to display prominently when you get to the baseball field
- In most cases, the "ALL CLEAR" will be signaled by an air horn being blown three times AND an announcement made by the administrator in the center of the baseball field. The silencing of an alarm may not indicate the end of the emergency.
- Take roll again.

*\*All tutorial teachers - be sure to review the evacuation route and your location on the baseball field*

- *Please always leave THS Emergency Procedures instructions for your subs or let them know where this information is posted in your classroom.*
- *Administration will work with all teachers that have any physically disabled students (permanently or temporarily) to develop a specific evacuation plan. It is especially important for teachers with second floor classrooms to be aware of such plans in advance whenever an AFN (disabled) student is in their class. Please confirm arrangements for the evacuation plan to be sure that AFN (disabled) students are able to exit the building safely.*
- **Do not use the elevator in an emergency**
- *All teachers without a class at the time of a drill (or a real emergency) should assist with prompt, safe and orderly clearance of the halls and buildings. Once the building is cleared, report to the administrator in the middle of the baseball field.*

## **B. Intruder on Campus**

An intruder on campus is an unauthorized individual who loiters or creates a disturbance. A hostile intruder can be described as an "active shooter" by law enforcement if a firearm is involved.

In 2012, the District contracted for the modification/replacement of door hardware to establish “lock down” ability from interior spaces. The District had a certain number of doors that did not have the capability of being locked from the inside of the room. These lockstes were replaced to insure all doors can be secured from the interior of the room without the necessity of opening the door or exiting the room.

## I. Lockdown Procedures

Lockdown procedures are intended for situations when staff and students should remain in a secured area until danger clears. Examples for which lockdown procedures might be appropriate, include an active shooter on campus, outside public disturbance and/or campus disturbance that requires students and staff to remain locked indoors until the danger is cleared and the situation is normalized. Lockdown procedures will result in fewer targets for an active shooter(s), reduce confusion for arriving first responders, help contain the situation, and minimize the chance of an accidental shooting of innocent people by responding law enforcement.

### CRISIS IN PROGRESS/INTRUDER ON CAMPUS

- An administrator and/or staff member will announce, “**TAMALPAIS HIGH SCHOOL: WE ARE ON LOCKDOWN**” on the PA system or via text /email. Only call the police, front office or an administrator if you have an emergency or to provide important information.
- Everyone on campus should **IMMEDIATELY** stay in or enter the nearest classroom/office. If this is not possible, take cover or attempt to exit safely, moving away from sounds that could potentially be dangerous. Avoid, if possible, large open areas such as outside Middle Keiser, library, gym, hallways, pool, athletic facilities, student center, orange court (outside Wood Hall) and parking lots.

#### If students are in class at the time of the announcement:

- Explain to the students that there is an emergency and you are initiating lockdown procedures.
- Lock ALL doors, turn off lights, close ALL blinds and cover ALL door windows
- When possible, try to bar doors with heavy furniture
- **SILENCE** all phones and electronic devices - do not use any social media during the incident.
- Establish a safe area in the room and take cover. Spread out, stay low and keep away from windows and doors
- Ignore any bells and fire alarms or the normal daily schedule until given an “ALL CLEAR” signal on the PA system, by an administrator, or by law enforcement.
- **Do not** open the door for **anyone**. Someone with a key (law enforcement or administration) will let you know when it is safe to leave the area.
- Check text and email regularly for information updates. Remember to keep devices on **SILENT**.
- Any stragglers (maybe they left briefly for the restroom), should attempt to go into the nearest classroom or office, if it is safe to do so. If not, students should

attempt to exit the building, moving away from potentially dangerous sounds and intruders.

- Keep students calm and silent. Remind them to silence all devices and refrain from using them.

**If students are not in class at the time of the announcement:**

- Move students into the nearest safe office/classroom/building or avoiding danger/exiting campus.
- Lock the door, turn off lights, close blinds and cover the door window
- Barricade doors with heavy furniture or by using a door stop for doors that open to the inside.
- To deter a potential intruder, turn all devices onto **SILENT** mode
- Stay low and away from windows and doors.
- Avoid, if possible, large open areas such as the pool area, library, gyms, hallways, athletic facilities or parking lots.
- Keep students in a safe area until the all clear is given by administration or law enforcement
- Remain with students to maintain order.
- Keep students calm and silent.

**\*\*Students: If you are off campus during a lockdown, remain off campus until the incident is clear and you receive instructions to return by law enforcement agencies or school administrators.**

*During a drill, an administrator or campus assistant will enter each classroom to confirm that all students and teachers are following proper lockdown procedures. This will take several minutes, so please keep your class following proper procedures until an "ALL CLEAR" is given.*

**Notes:**

- You could also attempt to barricade doors with heavy furniture or by using a door stop for doors that open to the inside.
- Establish a safe area in the room and take cover. Cover has ballistic stopping capabilities (some examples include brick walls, engine blocks if in the parking lot, and library books stacked back to back). If this is not an option, move to concealment. While this may not stop a bullet it can hide you from view.
- Ignore any bells or the normal daily schedule until given an "ALL CLEAR" signal on the PA system, by an administrator, or by law enforcement.
- Do not open a door for anyone. Someone with a key (law enforcement or administration) will let you know when it is safe to leave the area.
- Any stragglers (maybe they were in the bathroom), if it is safe to do so, should attempt to go into the nearest classroom or office. If not, students should attempt to exit the building, moving away from potentially dangerous sounds and intruders.
- Check email, text and voicemail regularly for information updates.

- During a drill, an administrator or campus assistant will be entering each classroom to confirm that all students and teachers are following proper lockdown procedures. This will take several minutes, so please keep your class following proper procedures until an "ALL CLEAR" is given.

### **SHELTER IN PLACE PROCEDURE:**

SHELTER IN PLACE responds to the threat of a fire, threat of an airborne cloud from a toxic agent, non-threatening police activity in the neighborhood, or other emergencies requiring staff and students to remain in their classrooms/offices. Generally, the duration of these situations would last a few minutes to a few hours.

- An administrator or staff member will announce, "**TAMALPAIS HIGH SCHOOL- WE ARE SHELTERING -IN-PLACE**" on the PA system.
- If not already in a classroom, move all students and staff inside.
- Close doors and windows (DO NOT lock)
- Keep class volume low enough to hear critical instructions from the school administration and/or emergency responders.
- If there are no critical instructions, continue teaching until notified otherwise.
- Keep students calm and quiet
- If the incident involves gas leaks or chemical spills, follow the procedures below:

Advise students to cover their mouths and nose with a damp cloth or handkerchief to protect from any airborne hazards.

Advise students to maintain shelter-in-place procedures until the all clear or evacuation signal is given by the School Administrator and/or emergency responders.

- Check your text and email regularly for information updates

**In the case of an evacuation, please refer to the EVACUATION instructions on page 11**

### **FIRE PROCEDURES:**

IF YOU SMELL SMOKE OR SEE FLAMES, EVACUATE IMMEDIATELY

- Move all students and staff outside and then call 911 and alert School administration.

IF YOU HEAR A FIRE ALARM

- Do not evacuate immediately unless you see or smell smoke or flames  
Close doors and windows (DO NOT lock)
- Keep students calm and quiet.
- If possible, turn off heating, ventilation, and air conditioning (HVAC) systems.

- Keep class volume low enough to hear critical instructions from the school administration and/or emergency responders. If there are no instructions given, continue teaching until the situation is resolved or you are directed to do otherwise.
- Within the classroom/office, locate red emergency folder, red emergency bag, and emergency provisions.
- If the incident involves gas leaks or chemical spills, follow the procedures below:
  - Advise students to cover their mouths and nose with a damp cloth or handkerchief to protect from any airborne hazards.
  - Advise students to maintain shelter-in-place procedures until the all clear or evacuation signal is given by the School Administrator and/or emergency responders.
- Check your text and email regularly for information updates

### **OTHER EMERGENCY SITUATIONS (Fight, Serious Medical Issue, etc.)**

**Dial “0” on your classroom phone (never use “0” for non-emergency) and 911 if necessary.**

**To whom answers, please provide the following information:**

- The nature of your situation, your room number, the name of the student(s) involved. The person who answers the phone will send a Campus Assistant and/or school administrator to your classroom immediately.

### **PA SYSTEM INSTRUCTIONS**

All adult employees on campus have access to our PA system. This will allow any adult who becomes aware of an active shooter or other situation requiring a school lockdown to use the PA system and initiate a school lockdown. This will also allow for a quicker implementation of a lockdown when necessary, saving precious seconds/minutes and improving the safety of our school community.

Please follow the directions below to activate the PA system from your classroom or office phone. Please keep these directions in an accessible location but out of sight from students.

#### **To Announce a School Lockdown**

- Pick up the phone
- Dial #1905
- Wait until you hear the PA activation signal
  - Say (calmly, clearly and slowly) ***“Tamalpais High School is now on lockdown. This is not a drill. Tamalpais High School is now on lockdown. This is not a drill. Please implement lockdown procedures and await further instructions.”***
  - Hang up the phone.

- Implement lockdown procedures (see above)
- If you are not near a school phone and become aware of the need for a school lockdown, move you and your students to a safe location then use your cell phone to dial 911 to report the incident and the need for a lockdown.

(As with any type of emergency it is impossible to give an exact blueprint of how to respond. This information and procedures in this packet has been provided to give you an idea of how to respond in these situations. This information has been put together with consultation of local law enforcement. Please let us know if you have any questions, concerns or suggestions.)

<b>Tamalpais High School Contacts</b>	<b>Phone</b>	<b>Emergency Contacts</b>	<b>Phone</b>
Front Office	415 388 3514	Ambulance/ Police/ Fire Department	911
Assistant Principal	-3528 -3518 -3513	Mill Valley Police Department	415 389 4100
Lead Custodian	415-716-2988 x3564	Mill Valley Fire Department	415 389 4130
Principal	-3510	Hazardous Material	911

### **Emergency Shelter Agreement**

During disasters and other emergencies affecting public health and welfare, the Board shall authorize public agencies to use school facilities and grounds for mass care and welfare shelters. (AR 1330) (Education Code 38132). Tamalpais Union High School District takes an active role in working with the Red Cross. A Facility Use Agreement is in effect and renewed annually, which permits the Red Cross to use the TUHSD school facilities as a shelter and other service delivery sites.

# FIRE PROCEDURES:



- IF** you **hear** a **FIRE alarm**, close doors and windows **DO NOT LOCK**. WAIT for instructions from School Admin OR First Responders (fire alarms can be used as a distraction by active shooters).
- IF you **see fire** or **smell smoke**, **EVACUATE IMMEDIATELY\*** Call 911 and notify School Admin.
- Keep** class **volume low** enough to hear critical instructions from School Administrators and/or emergency responders.
- If there is no direction, continue instructional work until notified otherwise.
- Keep students calm.**

# EARTHQUAKE



## PROCEDURES:

- Announce **Drop, Cover, and Hold On.**
- After earthquake has stopped, evacuate\*
- Take **Emergency Procedures packet** and **red emergency bag.**
- When evacuated, leave door open.

# LOCKDOWN PROCEDURES:



## **LOCK, SWITCH OFF, SILENCE!**

- Announce Lockdown Emergency. If you think you are first to observe, call 911 and "0" to alert administration.
- **Lock ALL doors; close ALL blinds; cover door window.**
- Get students **low to the ground**, away from points of access, turn off lights, spread out as much as possible, and keep students secure in the room.
- Keep students **calm** and **silent** (cellphones and other electronics off)
- Block door with tables and chairs, etc., if needed to bar entry to room.
- Law enforcement/admin will open the door with keys.



# SHELTER IN PLACE PROCEDURES:

- Announce** Shelter-in-Place emergency.
- Close doors** and **windows** (DO NOT lock).
- Keep** class **volume low** enough to hear critical instructions from School Administrators and/or emergency responders.
- If there is no direction, continue instructional work until notified otherwise.
- Keep students calm.**

\* PLEASE NOTE: In the case of an evacuation, proceed to the Baseball Field and locate your Tutorial teacher ( see evacuation map in packet). Any Evacuation Procedure may be adjusted at the direction and discretion of First Responders.

# **Tamalpais HIGH SCHOOL**

## **EMERGENCY PROCEDURES**

*(Following COVID Safety Guidelines)*

### **EARTHQUAKE PROCEDURES:**

#### **When Evacuating The Building**

When the earthquake is over and if students and staff have been advised to evacuate their classroom to the staging area, students and staff will follow any directional arrows in hallways towards exits when practicable to avoid two way traffic.

### **LOCKDOWN PROCEDURES:**

#### **Locking Doors and Windows**

If students are in class at the time of the announcement, lock the door, close all windows and blinds. Where practicable, physical distancing of six feet should be maintained between adults and students.

### **FIRE/SHELTER-IN-PLACE PROCEDURES:**

#### **Closing Doors and Windows (DO NOT LOCK)**

If students are in class at the time of the announcement, close the door and all windows. Where practicable, physical distancing of six feet should be maintained between adults and students.

#### **If An Evacuation Is Necessary**

If students and staff have been advised to evacuate their classroom to the staging area, students and staff will follow any directional arrows in hallways towards exits when practicable to avoid two way traffic.

### **DURING ALL EMERGENCIES:**

- Staff will be visible to model, direct and promote positive and appropriate behavior in hallways and in common areas.
- Where practicable, physical distancing of six feet should be maintained between adults and students.
- All staff and students are required to wear masks.
- Eating will not be allowed in covered, indoor hallways to minimize mask removal and congregation of students.

- When necessary to evacuate a classroom or an office, campus assistants and administrators will use signage (English/Spanish) and floor demarcations to direct flow of traffic. The flow of traffic will be one-way (two-way if possible) in hallways and staircases in order to maintain six feet physical distancing in common areas.

## **D. Policies Regarding Actions Which Could Lead to Suspension and/or Expulsion**

BP 5144 establishes the behavioral expectations of students. The Parent/Student Handbook is shared annually to every family, while parent newsletters and school and district websites are vehicles for communication to parents and the community about these expectations.

- A. **Grounds for Suspension or Expulsion:** According to BP/AR 5144 and EC 48900, administrators may suspend students and, in some cases, recommend them for expulsion. The California Education Code limits the grounds of suspension to:
1. a. Caused, attempted to cause, or threatened to cause physical injury to another person.  
b. Willfully used force or violence upon the person of another, except in Self-defense.
  2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of objects of this type, the student has obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.  
Firearm means any device designed to be used as a weapon from which is expelled through a barrel a projectile by the force of any explosion or other form of combustion.  
Examples of dangerous object include, but are not limited to: B.B. guns, pellet guns, air rifles, pepper spray, razors, laser pointers, brass knuckles, fist packs, nunchaku, and any object likely to cause injury to person or property that has no reasonable use at school.
  3. Unlawfully possessed, used, sold, or otherwise furnished, or been

under the influence of, any 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.

4. Unlawfully offered, arranged, or negotiated to sell any 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 then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. 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 (Education Code 48900, 48901). Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited. (BP 5131.62)
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, defined in Health and Safety Code 11014.5.
11. 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. (See III.B. for examples of behavior that violate this subsection.)
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm. As used in this subsection, 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.

14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266(c), 286, 288, 288(a), or 289, or committed a sexual battery as defined in Penal Code 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for purposes of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
16. Committed sexual harassment as defined in Education Code 212.5. The sexual harassment must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 48900.2)
17. 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) (See III.C. for examples of hate-motivated behavior.)
18. Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile educational environment. Harassment, threats or intimidation include messages or information communicated through electronic means, including the use of the internet or cell phones. (Education Code 48900.4)
19. Made a terroristic threat against school official(s) or school property, or both. (Education Code 48900.7) Terroristic threats shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it was made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for their own safety or for their immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or their

immediate family. Written threats include those communicated through electronic means.

20. Aids or abets, as defined in Penal Code 31, the infliction or attempted infliction of physical injury to another person. For this offense, a student may be suspended, but not expelled, except that a student 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 III.A.1. above and Education Code 48900, subdivision (a). (Education Code 48900(t))
21. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA. (Education Code 48900(p))
22. Engaged in, or attempted to engage in, hazing. "Hazing" means a method of initiation or preinitiation 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 student. "Hazing" does not include athletic events or school-sanctioned events.
23. Engaged in an act of bullying.
  - a. "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 Section 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: 1) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property; 2) Causing a reasonable pupil to experience a substantially detrimental effect on their physical or mental health; 3) Causing a reasonable pupil to experience substantial interference with their academic performance; 4) Causing a reasonable pupil to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - b. "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: 1) a message, text, sound, or image; 2) 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 III.A.23.a. above; ii) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in III.A.23.a. "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 III.A.23.a. "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. Notwithstanding III.A.23.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.

c. "Reasonable pupil" means a pupil, including but not limited to, an exceptional needs pupil, who exercises average care, skills, and judgment in conduct for a person of their age, or for a person of their age with their exceptional needs.

**B. The following are examples of misconduct which are defined as willful defiance** and, as such, may be grounds for suspension or expulsion (this list is not considered all inclusive):

1. Verbal abuse and/or defiance of a supervisor, teacher, administrator or other District employee engaged in the performance of their duties.
2. Intentionally falsifying or misrepresenting material information provided to a District employee or on District records, or altering, defacing, or destroying District records without proper authorization.
3. Gambling.
4. Hazing.
5. Immoral behavior, possession/possession for sale of pornographic materials.
6. Leaving school without permission of school authority or being in a restricted area.
7. Violation of a governmental statute, ordinance or regulation.
8. Violation of the Dress Code, Closed Campus, Computer Use Contract, or any other District Governing Board Policy and/or school regulation.

9. An act of hate-motivated behavior.
10. Engaging in any form of communication that is obscene, libelous, or slanderous.
11. Challenging, provoking, or engaging in unlawful fighting.
12. Sexual harassment as defined in III.A.16.
13. Violation of regulations regarding possession of an electronic signaling device. (See III.D.)
14. Cheating
15. Violation of laws or ordinances (e.g. speeding, reckless driving or campus parking violation).

C. **Hate-motivated Behavior:** The following are examples of hate-motivated behavior per BP/AR 5144:

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.

D. **A student may be suspended or expelled for any of the acts enumerated** if that act is related to school activity or school attendance that occurs at any time including, but not limited to, any of the following:

1. While on school grounds
2. While going to and from school
3. During the lunch period, whether on or off campus; or
4. During or while going to or coming from a school-sponsored activity; or,
5. While on another school district's grounds. (BP/AR 5144).

If a student commits a crime during other than the hours mentioned above, and a connection is made between the crime, its planning, its

aftermath and the school, the student may be subject to school/district disciplinary measures.

**E. Expulsion (AR 5144 IV and EC 48915)**

**1. Mandatory Recommendation**

The principal or superintendent shall immediately suspend and shall recommend to the Board to expel a student that they determines has committed any of the following acts at school or at a school activity off school grounds: :

- a. Possessing, selling or otherwise furnishing a firearm;
  - b. Brandishing a knife at another person;
  - c. Unlawfully selling a controlled substance;
  - d. Committing or attempting to commit a sexual assault as defined in AR 5144 or committing a sexual battery as defined in AR 5144;
- and,
- e. Possession of an explosive. Explosive means "destructive device" as described in ◇921 of Title 18 of the United States Code.

Upon finding that the student committed any of the acts listed above, the Governing Board shall order the student expelled.

**2. Mandatory Recommendation Unless Inappropriate**

The principal or superintendent shall recommend a student's expulsion for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate due to the particular circumstance:

- a. Causing serious physical injury to another person, except in self-defense.
- b. Possession of any knife or other dangerous object of no reasonable use to the student. (See definition of "knife" in III.k.1.b.)
- c. Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code [11053](#), except for either of the following: 1) the first offense of the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis; or 2) the possession of over-the-counter for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- d. Robbery or extortion.
- e. Assault or battery, as defined in Penal Code [240](#) and [242](#), upon any school employee.

### 3. Discretionary Recommendation

Except as provided in 1 and 2 above, the principal or superintendent may recommend a student's expulsion for the student's commission of any of the acts listed as grounds for suspension or expulsion.

For disabled students, refer to Conditions for Expulsion according to AR 5144 and EC 48915.5. The procedures for expulsion of disabled students are set forth in AR 5144.IV.C.

- A pre-expulsion assessment is conducted as necessary and a manifestation determination is made.
- An individualized education program (IEP) team meeting is held and conducted.

## F. **Removal of Suspension Record**

According to AR 5144, a student with senior standing, with a record of one prior suspension, may submit a written request to the superintendent to remove from that student's official school file the record of that suspension, unless that student was suspended for any of the following acts:

- Possession of a firearm;
- Causing serious physical injury to another person, except in self-defense;
- Brandishing a knife;
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds;
- Unlawful sale of any controlled substance;
- Robbery or extortion;
- Committing or attempting to commit a sexual assault; and,
- Assault or battery upon any school employee.

Seniors need to be aware that counselors are required to respond to the following questions asked by colleges on Secondary School Reports;

1. Do you have any reason to doubt this student's academic integrity?
2. Has this student ever been dismissed or suspended from school? (If yes, please explain).

BP5144

## E. **Procedures to Notify Teachers of Dangerous Pupils**

Each August and February, all teachers are provided with a list of enrolled students who have one or more suspension. This list includes suspensions in the current year, plus the previous three years. The following procedure is used to notify teachers of suspension history:

1. A record is kept of all suspensions, and a list appears on the cover of the binder. Each teacher signs an attendance sheet indicating they have reviewed the binder.
2. Teachers are advised of the confidential nature of suspension data.
3. All sign-in sheets and suspension reports are kept in the assistant principal's office.

To notify teachers of suspensions as they occur during the school year, the following process is used:

The assistant principal's secretary provides teachers a copy of the student suspension form.

When students are administratively transferred from one school to another for disciplinary reasons, the cum folder is immediately sent to the receiving school. As of 2002, the student information system allows for the electronic transfer of discipline records.

When the District receives information from the juvenile court system that a student has been convicted of a serious or violent crime requiring teacher notification, the principal and teachers are provided with written notice from the Office of Instruction. Copies of this notice are maintained in the school office and the District office.

BP 5144

## **F. Sexual Harassment Policy**

Tamalpais High is committed to maintaining a safe school environment that is free from harassment and discrimination. Sexual harassment targeted at any student is prohibited at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. Retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment is also prohibited.

The Superintendent is the designated employee who will investigate and resolve sexual harassment complaints under AR 1312.3 – Uniform Complaint Procedures. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report their observation to the principal or a district compliance

officer. The employee shall take these actions, whether or not the alleged victim files a complaint. (AR 1312.3.)

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations

If a complaint of sexual harassment is initially submitted to the principal, they shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint.

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Beginning April 2018, District students will participate in a Sexual Harassment training program.

#### **What can a student do when he or she feels sexually harassed?**

Students are directed to immediately report incidents of sexual harassment to an administrator or other adult. All reports are thoroughly investigated in a timely manner.

#### Informal Resolution

- The student is not required to do this, but he or she may directly inform the person engaged in such conduct that such conduct is offensive and must stop. The student may ask for help in representation to speak with the alleged harasser.
- The student may ask a teacher, counselor or school administrator to mediate a resolution to the problem before attempting to engage in a formal process.

#### Formal Complaint

- The student may file a written complaint with the principal or designee regarding the harassment. The student may ask any school employee to assist him or her. A formal complaint form will be provided.
- A complaint policy procedure is available by asking the principal's secretary, and is available on the District or school websites.
- The principal or designee shall review the complaint, commence a thorough and complete investigation of the complaint, and make a written report available to the complainant and to the alleged harasser. Disposition of the complaint may include, but is not limited to, disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action.

- If a complainant or the alleged harasser is dissatisfied with the investigation and/or its disposition, he or she may file a written appeal to the superintendent.

A school administrator will determine an appropriate course of action for each complaint. Actions may include the following:

1. Student counseling and education, when appropriate.
2. Parent notification, when appropriate
3. Reports to the police or Child Protective Services as appropriate or required by law.
4. Student disciplinary actions may include mediation, placing on a behavior contract, and other appropriate means of corrections, suspension, or a recommendation for expulsion.

District policy related to sexual harassment of students requires the following:

1. Posting of the District's sexual harassment policy in a prominent location in the main administrative building.
2. A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district – supported social media.
3. Notifying the staff, students, and parents of the sexual harassment policy at the beginning of each school year or at the time of enrollment.
4. Including notification of the sexual harassment policy as part of any orientation materials or programs provided for new students at the beginning of the year or with new students when they enroll.
5. Include the sexual harassment policy in school and District publications.
6. Taking appropriate administrative actions to reinforce the District by providing
7. Staff in-service and student instruction and/or counseling.
8. Directing that teacher-led discussions be conducted on this policy with students in “age appropriate ways” and assuring students in that discussion that they need not endure any form of sexual harassment.

Students, and/or their parents, can use the District's Sexual Harassment Complaint Procedure to file a formal complaint of sexual harassment. Our sexual harassment policy is publicly posted and informs students and parents of their right to use this process. The notice states: “Any student who believes he or she has been subjected to sexual harassment prohibited by Board Policy 4140 should immediately report incidents of sexual harassment to the principal or other school administrators. Any student who feels that he or she is being harassed may file a written complaint in accordance with the procedures set forth in the Sexual Harassment Complaint Procedures described in

BP 4140. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.”

BP5145.7

## **G. Non-Discrimination in Employment and Title IX**

The following staff have been designated as Coordinator(s) for Nondiscrimination in Employment and for Title IX:

Wesley Cedros, Senior Director of Student Services  
Tara Taupier, Superintendent  
Tamalpais Union High School District  
P. O. Box 605  
Larkspur, CA 94977  
(415) 945-3723

Full text of District procedures can be found in the District Office.

Discrimination - The Tamalpais Union High School District, in strict accordance with state and federal laws, does not discriminate against any person on the basis of gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characterizations.

Title IX - Discrimination on the basis of gender in any program or activity of this District is not to be permitted. All District employees are required to comply with all provisions of this policy and the Title IX Amendments of 1972.

### **Complaints**

If a student or parent believes that they is not receiving the education to which the student is legally entitled; if the student feels that he or she is not being treated with courtesy and respect; or if the student or parent has a complaint regarding instructional material, the student/parent should first contact the person responsible. Often a concern can be reconciled at this level. Conflict resolution is a process which encourages good faith and an equitable mediation format. If this step brings no resolution, the student is legally entitled to use one of the following complaint procedures:

- Every effort should be made to resolve a complaint at the earliest possible stage. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.

- If a complainant is unable or unwilling to resolve the complaint directly with the person involved, they may submit an oral or written complaint to the employee's immediate supervisor or the principal. If the complainant is unable to prepare the complaint in writing, administrative staff shall help them to do so.
- When a written complaint is received, the employee shall be notified in accordance with collective bargaining agreements.
- The person responsible for investigating complaints will attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days.
- The complainant may appeal a decision by the principal or immediate supervisor to the superintendent or designee, who will attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days. The superintendent's or designee's decision should be considered and accepted as final. However, the complainant, employee or the superintendent or designee may ask to address the Board regarding the complaint. The Board may uphold the superintendent's decision without hearing the complaint, or the Board may ask all parties to a complaint to attend a Board meeting in order to present all available evidence and allow every opportunity for explaining and clarifying the issue. The decision of the Board shall be final.

In order to promote fair and constructive communication, there are procedures which govern the resolution of complaints against the use of any instructional materials, including textbooks, supplementary textbooks, library books, and other instructional material and equipment. A brief summary is provided below:

- Complaints must be presented in writing to the principal. The complaint must name the author, title and publisher, and identify the objection by page and item number. If the complaint is against non-printed material, written information must state the precise nature of the objection. The complaint must be signed and identified so a proper reply will be possible.
- An individual student may be excused from using challenged materials after the parent/guardian has presented a written complaint. The teacher will assign alternate materials of equal merit.
- The principal shall notify the superintendent or designee who will determine whether the complaint should be considered on an individual basis or whether a review committee should be convened.
- The review committee shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.
- The review committee shall summarize its findings within 30 days and submit it to the superintendent or designee for final action. The superintendent or designee shall notify the complainant of their action no later than 60 days after the complaint was filed. The report of the review committee with the superintendent or designee's recommendation may be brought to the Board of Trustees for consideration and final decision.

## H. Williams Uniform Complaint Procedures

The following Uniform Complaint procedures are used to address complaints that allege that the District has violated federal or state laws or regulations governing educational programs:

- An individual, public agency, or organization may file a written complaint of an alleged noncompliance by the District. The complaint must be in writing and contain a concise statement of the facts constituting the grounds for the complaint and the laws or regulations violated. The complaint must be signed and dated by the complainant.
- If the complainant is unable to put the complaint in writing due to conditions such as illiteracy or a disability, District staff shall help them to file the complaint.
- The complaint shall be presented to the superintendent or designee who will give it to the appropriate compliance officer.
- Within three working days, the compliance officer shall informally discuss the possibility of using mediation.
- If the mediation process does not resolve the problem, the compliance officer shall hold an investigative meeting at which the parties may discuss the complaint and question each other and each other's witnesses.
- Within 60 days from receipt of a complaint, the superintendent or designee shall complete the investigation and prepare a written decision and send it to the complainant.
- Any complainant may appeal a District decision to the California Superintendent of Public Instruction by filing a written appeal within 15 days of receiving the District decision.

### Types of Complaints

The District shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred (Education Code 35186; 5 CCR 4681, 4682):

#### Textbooks and instructional materials

- A student does not have standards-aligned textbooks or instructional materials or state- or District-adopted textbooks or other required instructional materials to use in class.
- A student does not have access to textbooks or instructional materials to use at home or after school.
- Textbooks or instructional materials are photocopied or are in poor or unusable condition.

### Teacher vacancy or misassignment:

- A semester begins and a teacher vacancy exists.
- A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

### Facilities

- A condition poses an emergency or urgent threat to the health or safety of students or staff.
- A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

## **Filing of Complaint**

A complaint alleging any condition(s) specified 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 their authority to the superintendent or designee in a timely manner, but not to exceed 10 working days (Education Code 35186; 5 CCR 4680).

The principal or designee shall make all reasonable efforts to investigate any problem within their authority. 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 they would like a response to the complaint, the principal or designee shall report the resolution of the complaint. If a complaint is not satisfied with the resolution of a complaint, they has the right to describe the complaint to the Board at a regularly scheduled meeting.

For any complaint concerning a facility condition that poses an emergency or urgent threat to the health or safety of students or staff, a complainant may file an appeal to the Superintendent of Public Instruction (SPI) within 15 days of receiving the District's response.

All complaints and written responses shall be public records.

BP1312.3

## **I. School-wide Dress Code**

The expression of a student's uniqueness and individuality by means of the student's dress is sanctioned by the governing board as being consistent with the stated purpose of the school. Restrictions on freedom of students will be imposed whenever the mode of dress in questions is:

1. Unsafe either for the student or those around the student.
2. Disruptive of school operations and the education process in general.
3. Contrary to law.

The dress policy of Tamalpais High School as stated in the Parent/Student Handbook reads:

According to BP 5132, the Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The District expects

that all students dress themselves in a manner that will not be disruptive to the educational atmosphere. All students should wear shoes and shirts at all times.

Short-cropped and low-cut tops, which expose one's stomach or chest, and extremely short shorts are not appropriate. Clothing that promotes gangs, drugs/tobacco/alcohol or violence, are sexually explicit, use profane or abusive language, or debase a particular group are also not allowed. Underwear should be covered by outerwear. School administrators have the right to send home any student who is not dressed or groomed accordingly.

The Board also expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction, which would interfere with the educational process as determined by the school site administration.

Clothing and jewelry shall be free of writing; pictures; or any other insignia which are obscene, libelous or slanderous, vulgar, profane; or which advocate racial, ethnic, or religious prejudice; or the use of drugs or alcohol; or which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises; or the violation of lawful school regulations; or the substantial disruption of the orderly operation of the school, as determined by the school site administration. When gangs constitute a danger to students, the superintendent or designee may restrict student dress and grooming as necessary to comply with Board policy related to gang activity (Board Policy 5136).

BP5132

## J. Procedures for Safe Ingress and Egress of Pupils

There are three entrances to Tamalpais High School – one on Miller Avenue, one on Homestead, and another via Gomez.

1. The Miller Avenue entrance is governed by stop signs, and traffic is directed through arrows painted on the driveway. A circular drive provides for the student drop-off and safe turn-around. This area is supervised before/after school and during lunch.
2. The Homestead entrance is also governed by stop signs and painted traffic direction. This entrance allows for student drop-off and routing traffic. This area is supervised before/after school and during lunch.
3. The Gomez entrance is to be used only by staff to access parking. There is no provision to safely drop off students or to safely exit the Gomez entrance without proceeding through the campus to the upper parking lot.

## K. Rules and Procedures on School Discipline

The Tamalpais High School staff is committed to providing an orderly and caring environment in which students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. Attitudes and behaviors that promote mutual respect and harmonious relations will be continuously encouraged. Tamalpais shall promote non-violent conflict resolution techniques and provide students opportunities to voice their concerns about school policies and practices.

School officials recognize the need to take appropriate action whenever the safety and order of the campus is threatened. In accordance with Education Code 35291.5, the site discipline plan includes sanctions, which are imposed when a student violates school rules. The following discipline codes are in addition to and supplement the District pupil suspension and expulsion policy 5144.

Consequences are not necessarily in sequential order. In general, second offenses will lead to more serious consequences. They may include, but are not limited to the following:

### **Attendance Problems: Unexcused Absences, Tardiness.**

- ◇ Auto-call home
- ◇ Written notification to parents/recorded in discipline file
- ◇ Personal phone call home

- ◇ Informal/formal conference
- ◇ Teacher consequences such as detention, required attendance in Office Hours
- ◇ Referral to Student Study Team
- ◇ Referral to Student Attendance Review Board
- ◇ Referral to Probation Department for investigation of truancy
- ◇ Student contract
- ◇ Referral to alternative school or County Community School

### **Cheating (Academic Dishonesty)**

Tamalpais Union High School District is committed to encouraging students to experience the joy of accomplishment in school and in their personal lives, to discover their full potential, to value an atmosphere of trust and respect, to assume responsibility for their own ethical behavior, and to foster ethical behavior in others.

**Consequences:** Additional information is located on each school's website or in the site Handbook Addendum.

### **Computer Violations**

Violation of conditions for appropriate use of school computer, 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 user; transmission of material promoting illegal activities; disconnecting equipment; or vandalism of any kind.

- ◇ Referral to Assistant Principal
- ◇ Parent contact
- ◇ Temporary exclusion from computer use
- ◇ Suspension – inclusion of letter in cum file
- ◇ Incident recorded in discipline file
- ◇ Formal conference
- ◇ Revocation of computer privileges
- ◇ Police referral
- ◇ Expulsion – inclusion of letter in cum file

**Defiance of any School Personnel's Authority**

- ◇ Referral to Campus Assistant or Assistant Principal
- ◇ Parent notification
- ◇ Incident recorded in discipline file
- ◇ Informal/formal conference
- ◇ Conflict mediation
- ◇ Classroom exclusion for up to two (2) consecutive days
- ◇ School service hours
- ◇ Teacher-assigned detention
- ◇ Suspension – inclusion of letter in cum file
- ◇ Expulsion – inclusion of letter in cum file

**Disorderly Conduct: Disruption of School Activities**

- ◇ Referral to Staff Assistant or Assistant Principal
- ◇ Parent notification
- ◇ Incident recorded in discipline file
- ◇ Informal/formal conference
- ◇ Conflict mediation
- ◇ Classroom exclusion for up to two (2) consecutive days
- ◇ School service hours
- ◇ Teacher-assigned detention
- ◇ Parent required to accompany student to classes
- ◇ Suspension – inclusion of letter in cum file
- ◇ Expulsion – inclusion of letter in cum file

**Dress Code Violation**

- ◇ Warning: turn shirt inside out due to inappropriate message; remove offensive jewelry; remove gang insignia; cover revealing skin

- ◇ Parent notification
- ◇ Incident recorded in discipline file
- ◇ Send home to change
- ◇ Suspension

#### **Driving and Parking Infractions**

- ◇ Warning and parent notification
- ◇ Incident recorded in discipline file
- ◇ Revocation of parking privileges
- ◇ Citation from local police
- ◇ Suspension

#### **Drugs/Alcohol/Look-alike Substances/Paraphernalia (Board Policy 5131.6)**

- ◇ Referral to Assistant Principal
- ◇ Parent contact
- ◇ Police notification
- ◇ Formal conference
- ◇ Referral for treatment
- ◇ Suspension – inclusion of letter in cum file
- ◇ Expulsion – inclusion of letter in cum file

#### **Extortion/Robbery/Theft**

- ◇ Referral to Assistant Principal
- ◇ Incident recorded in discipline file
- ◇ Parent notification
- ◇ Police referral
- ◇ Formal conference
- ◇ Restitution
- ◇ Refer for counseling
- ◇ Conflict mediation
- ◇ Suspension – inclusion of letter in cum file

- ◇ Expulsion – inclusion of letter in cum file

### **Fighting/Assault/Causing Physical Injury**

- ◇ Referral to Assistant Principal
- ◇ Incident recorded in discipline file
- ◇ Parent contact
- ◇ Police referral
- ◇ Formal conference
- ◇ Conflict mediation
- ◇ Referral for counseling on anger management
- ◇ Suspension – inclusion of letter in cum file
- ◇ Expulsion – inclusion of letter in cum file

### **Gambling**

- ◇ Referral to Assistant Principal
- ◇ Materials confiscated
- ◇ Incident recorded in discipline file
- ◇ School service hours
- ◇ Suspension – inclusion of letter in cum file
- ◇ Police notification

### **Harassment, Hazing, Threats, Intimidation of a Witness**

- ◇ Warning
- ◇ Incident recorded in discipline file
- ◇ Informal/formal conference
- ◇ Parent notification
- ◇ Conflict mediation
- ◇ Police referral
- ◇ Suspension – inclusion of letter in cum file
- ◇ Expulsion – inclusion of letter in cum file

### **Litter**

- ◇ Warning and immediate pick up
- ◇ Limiting access to effected area.
- ◇ Parent notification
- ◇ Incident recorded in discipline file
- ◇ School service hours: picking up litter
- ◇ Suspension – inclusion of letter in cum file

**Obscene Behavior, such as Transmission (computer), Possession or Sale of Pornographic Materials, Profanity, Indecent Gestures**

- ◇ Referral to Assistant Principal
- ◇ Parent contact
- ◇ Incident recorded in discipline file
- ◇ Formal conference
- ◇ Referral for counseling
- ◇ Suspension – inclusion of letter in cum file
- ◇ Expulsion – inclusion of letter in cum file

**Skateboarding, Skating, Unsafe Bicycling on Campus**

- ◇ Incident recorded in discipline file
- ◇ Confiscated: first time – one day; returned to student; parent notification
- ◇ Confiscated: second time – parent notification; parent to pick up
- ◇ Confiscated: third time – parent notification; returned end of semester or school year
- ◇ Suspension – inclusion of letter in cum file

**Tobacco/Nicotine Use**

- ◇ Incident recorded in discipline file
- ◇ Warning
- ◇ Parent notification
- ◇ Referral to school nurse for initial conference
- ◇ Suspension – inclusion of letter in cum file

### **Vandalism/Property Damage**

- ◇ Referral to Assistant Principal
- ◇ Parent notification
- ◇ Incident recorded in discipline file
- ◇ Formal conference
- ◇ Restitution
- ◇ Referral for counseling
- ◇ Suspension – inclusion of letter in cum file
- ◇ Expulsion – inclusion of letter in cum file

### **Electronic Music Devices, Games, Cell Phones, and Electronic Pagers Being Used During Instructional Time**

- ◇ Incident recorded in discipline file
- ◇ Confiscated: first time – returned to student at end of day
- ◇ Confiscated: second time – parent to pick up
- ◇ Confiscated: third time – returned after designated time, determined by site administration
- ◇ Suspension for defiance – inclusion of letter in cum file

### **Weapons/Injurious Objects/Explosive Devices**

- ◇ Referral to Assistant Principal
- ◇ Parent contact
- ◇ Incident recorded in discipline file
- ◇ Police referral
- ◇ Formal conference
- ◇ Suspension – inclusion of letter in cum file
- ◇ Expulsion – inclusion of letter in cum file

BP5144

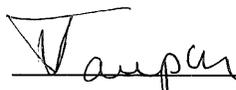
# TAMALPAIS HIGH SCHOOL

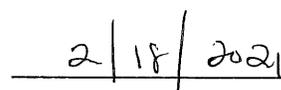
## SCHOOL SAFETY PLAN

### Signature Page for 2020/21

The following vote was in response to the motion to approve the School Safety Plan for the 2020-21 school year.

		<i>Approve</i>	<i>Deny</i>	<i>Date</i>
Teacher Representatives:	Luc Chamberlin	X		2/11/2021
	Scott Birkestrand	X		2/11/2021
	Laura Erickson	X		2/11/2021
	Nicholas Blechman	X		2/11/2021
Classified Representatives:	Lisa Giuliani	X		2/12/2021
	Laura Keaton	X		2/11/2021
Parent Representatives:	Suzanne Alpert	X		2/11/2021
	Natalie Bitton	X		2/10/2021
	Shana Katzman	X		2/10/2021
Student Representatives:	Sol Tolson	X		2/10/2021
	Otto Ryerson	X		2/10/2021
	McKenzie Holtzapple	X		2/11/2021
	Adrian McCory	X		2/11/2021
	Braden Young	X		2/11/2021

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Date