

SAN ANDREAS HIGH SCHOOL

SAFETY PLAN

2020-2021

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

San Andreas High School is the District's continuation school and one of a number of alternative programs in the District. Maximum student enrollment is 100 students, who come from the other schools within the District. For a small school, San Andreas has a rich academic program to engage students in learning. Since most of the students encountered difficulties in their previous schools, the staff takes pride in its ability to help students re-establish themselves in school. Coursework is individualized to appropriate levels, and success is the goal of all instruction. The combination of a small supportive school environment and creative individualized curriculum is what re-engages most students.

In regards to issues of school safety and discipline, we continue to develop programs and procedures that address the concerns of all San Andreas stakeholders. Both issues of creating a safe environment and an environment conducive to learning require us as a school to use the full range of options available. We will continue to provide community building activities with peer resource programs, conflict resolution efforts, student leadership activities and school wide assemblies. Working with our parent community we implement behavior contracts, hold SARB review meetings, coordinate with local law enforcement agencies and raise the awareness of all students of the values and expectations that we have for behavior and cooperation.

The nature of student transfers into and out of San Andreas requires concerted efforts to build a strong sense of school community quickly. We continue to develop community building activities for new and returning students. Additionally, parent orientation meetings are held throughout the year for every student entering the school. We will continue to make this a priority. We continue to support and develop programs that address concerns raised by the Healthy Kids Survey. We currently enjoy the services of a substance abuse counselor funded by Title I.

With 1% of the district's enrollment, San Andreas had 3% 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 Union High School District
2019/2020 Suspension Report**

Suspensions By Reason			
<i>Primary Reason per Suspension</i>		<i>San Andreas</i>	
<i>(Ed Code 48900/BP5144 IIIA)</i>		#	%
a(1)	Caused or Attempted to Cause Physical Injury/Fighting	1	50%
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	0	0%
d	Sold "Substitute" Controlled Substance	0	0%
e	Robbery/Extortion	0	0%
f	Damage to School/Private Property	0	0%
g	Stolen School/Private Property	0	0%
h	Possessed, Used Tobacco	0	0%
i	Obscene Act, Habitual Profanity	1	50%
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	0	0%
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%
x	Other	0	0%
TOTAL		2	100%

Number of Student Suspended by Grade Level

Number of Suspensions by Grade Level	San Andreas	
9	0	0%
10	0	0%
11	0	0%
12	2	100%
TOTAL	2	100%

Number of Students Suspended by Gender

Number of Suspensions by Gender	San Andreas	
	Female	Male
9	0	0
10	0	0
11	0	0
12	0	2
TOTAL	0	2

Number of Students Suspended by Ethnicity

Number of Suspensions by Ethnicity	San Andreas	
American Indian or Alaska Native	0	0%
Asian	0	0%
Pacific Islander	0	0%
Filipino	0	0%
Hispanic or Latino	0	0%
Black or African American	0	0%
White	2	100%
Decline to state	0	0%
TOTAL	2	100%

Enrollment by Ethnicity

Enrollment by Ethnicity	San Andreas	
American Indian or Alaska Native	0	0%
Asian	3	4%
Pacific Islander	0	0%
Filipino	3	4%
Hispanic or Latino	19	28%
Black or African American	4	6%
White	34	49%
Decline to state	6	9%
TOTAL	69	100%

A. General School Safety Assessment

- Assessment of school climate, behaviors, and attitudes are drawn from information from the following sources: teachers, counselors, parents, community at large (neighbors, county community school, probation, police), numbers and types of suspensions, referrals, number of harassment and intimidation issues, perception surveys, student/leadership surveys, SARB hearings. The results are evaluated, examined, and utilized to determine areas of strength and weakness.
- At-promise students are identified from information provided by staff, students, parents, and law enforcement agencies. Conferences, both informal and formal (IEP, SARB, Student Study Teams etc.) are relied on for information. Through Student Review meetings staff is able to monitor and identify ongoing issues for students. Follow-up of problems presented at student review are clearly established with regards to staff responsibility for follow-up.
- Students are given many ways to provide feedback about school environment through meetings with counselors and teachers, perception surveys and student leadership, and the open dialogue between students and staff. Additionally, we hold school wide assemblies to discuss issues. We will continue to engage students in the development of the school. We will use our WASC goals to shape student, parent, and staff discussion.
- All students are photographed when they enroll and have picture identification cards. A file of student pictures is maintained in the office.
- Teachers are updated regarding suspensions and disciplinary matters by confidential memo/email from the principal. These memos are supplemented with individual meetings with members or the entire staff, as needed.

B. Areas of Strength

1. The School's Physical Environment

- The school responds to phone calls and emails from neighboring residents, as well as information provided by parents, the local police department(s), and other agencies. The "Confidential Tip Line" provides an opportunity for students and community to relay important messages that might impact safety.
- The school is maintaining a closed campus throughout the entire school day.
- The campus perimeter is secured by the staff assistant and principal who use cell phones to ensure constant communication. Loitering policies and procedures are enforced.
- Loitering is not allowed on the San Andreas campus. The staff assistant and principal are able to control our small campus.

- The staff assistant, teachers, and principal perform supervision of walkways, grounds, and bathrooms throughout the day and during recess and lunch breaks.
- Lighting around building perimeters is good. New construction has provided parking lot lighting and open and easily viewed classroom areas.
- Instances of graffiti and vandalism are reported and repaired rapidly and restitution is collected if the perpetrator is identified. Police are notified.
- Security devices are as follows: telephones in every classroom/office, indoor and outdoor intercom, voicemail, emergency lights, security cameras throughout the campus and parking lot, alarm systems, public address system, amplified megaphone, cellular phones, and walkie-talkies.
- An emergency phone protocol has been developed.
- All offices and classrooms have up-to-date evacuation maps, which are posted in a prominent location.
- Visitors at San Andreas enter through the Main Office.
- The school's communication system is excellent, and the school's Emergency Preparedness Plan was created in conjunction with the Marin County Office of Education and local emergency agencies.

2. *The School's Social Environment*

- The District/school policies are widely communicated through the website, mailings, registration packets, newsletters, and parent/student conferences. The school's philosophy reflects the value and expectations of the Tamalpais Union High School District. Consequences for violating behavioral and academic expectations are fair.
- The community is involved in the school's goal setting and decision making through the San Andreas School Site Council.
- San Andreas enforces the District's harassment policy. We must continue to work to educate and identify harassment issues at all levels. This is an area that requires constant attention. District policies are included in our annual mailing to students and their families.
- Classroom conditions are re-evaluated each year to provide optimal space and equipment for teacher and student safety.
- Fire departments inspect the school each year for compliance with all safety regulations. Fire drills are held biannually.

- Local police are called when crimes against persons or property are committed.
- An Emergency Plan is available to all staff. Copies of the plan are available in the school office and staff room.
- Parents are phoned the same day on attendance and discipline issues.
- The school's philosophy is sent to parents each year and reflects the behavioral expectations of the Tamalpais Union High School District.
- Student safety is promoted through established, firm policies on field trips and insurance riders for off-campus events.
- A School Resource Officer (SRO) is shared with Redwood High School and is provided by Central Marin Police Authority.
- 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.
- Parents and students receive a copy of the Behavioral and Student Conduct expectations prior to student enrollment. San Andreas follows a fair and progressive policy in all cases. Consequences are fair and consistently applied.
- The school works closely Central Marin Police Authority on a case-by-case basis. All staff members know to call the office, and the office will contact the appropriate resource. If the violation of the Education Code is associated with a weapon or drugs/alcohol, the police and/or a probation officer are called to the campus. Our relationship with both agencies is good. We are continuing to build our relationship with both agencies.
- If for some reason a student must leave school before the end of the regular school day the student must check out from the office. Students under the age of 18 must provide parental consent to leave school.

3. *The School's Culture*

- Due to the rare occurrence of fights or any other violent acts on the San Andreas campus, students and staff feel safe.
- The entire San Andreas staff meets to discuss current issues. Decision-making at San Andreas is made through discussion and general consensus. There is an ongoing need to maintain coherence of agreed upon policy issues. The principal is responsible for communicating policy to all staff members.

- Behavioral expectations are stressed throughout the year. Teachers continually discuss their expectations with students at both individual advisory meetings and group meetings.
- All staff at San Andreas model an enthusiasm for their subject matter and share the responsibility for the safety of students on campus. Students are treated with dignity and respect by our staff. Students at San Andreas also show respect for the staff.
- Staff dedication to safety models appropriate behavior for students.
- Classroom expectations and agreements are posted in all rooms at San Andreas. Referrals out of class are dealt with by the teacher, staff assistant and the principal. Student conferences are held and parents are notified. Students are expected to make up lost instructional time.

II. Strategies and Programs

A. Child Abuse Reporting Procedures

San Andreas 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.

BP5141.4

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.

San Andreas 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

San Andreas 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 San Andreas 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. San Andreas High School has assigned school personnel roles and responsibilities to execute in case of an emergency.

For the 2018-19 school year, all staff have been given long-term disaster preparedness assignments.

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 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 be 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.

I. Earthquake Procedures

- *Drop, Cover and Hold On*
- *After Quake Evacuate*
- *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.
- Take the following 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 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 field.
- Take roll again when you return to class.

BP 3516.3

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 locksets 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

The following actions are in place to execute a lockdown emergency response to an intruder on campus.

CRISIS IN PROGRESS/INTRUDER ON CAMPUS

- Announce Lockdown Emergency – if you think you are first to observe, call 911 and “0” to alert administration
- Lock doors and close ALL blinds – be sure the door window is covered
- Get students low to the ground, turn off lights, spread out as much as possible and keep students secure in the room
- Keep students calm and quiet
- Lockdown Procedures are intended for situations when staff and students should remain in a secured area until any danger clears. Examples of situations for which lockdown procedures might be appropriate, include situations such as a gun or 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 law enforcement, help contain the situation and minimize the chance of an accidental shooting of innocent people by responding officers.

- Information will be communicated by PA system, email, voicemail, text or runner (if safe) as quickly as possible. Please wait for these updates and avoid calling the office or administrators' cell phones. Only make those calls if you have an emergency or important information.

LOCKDOWN PROCEDURES

- An administrator and/or staff member will announce, "**SAN ANDREAS HIGH SCHOOL-WE ARE ON LOCKDOWN STATUS**" on the PA system. We will also specify when it is an actual drill and not a real emergency.
- Everyone in the building should **IMMEDIATELY** stay or enter the nearest classroom or 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.

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 the door and close blinds.
- Turn off lights.
- If the window in your door is not already covered, place a piece of paper over it.
- To deter intruder, turn off the ringer and vibrator of all cell phones.
- Stay low and away from windows and doors.
- Have students as low to the ground as possible, spread out and keep students secure in the room. Avoid huddling if possible, huddling makes for an easier target.
- Have everyone silence phones.
- **Keep students calm and quiet.**

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

- Assist administration and campus assistants in moving students into the nearest safe office/classroom/building or avoiding danger/exiting campus.
- Lock the door and close blinds.
- Turn off lights.
- If the window in the door is not already covered, place a piece of paper over it.
- To deter intruder, turn off the ringer and vibrator of all cell phones.
- Stay low and away from windows and doors.
- Avoid, if possible, large open areas.
- Keep students in a safe area until advised by administration to move or an all clear announcement has been issued.
- Remain with students to maintain order.
- **Keep students calm and quiet.**

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 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.

2. 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 TUHSD school facilities as a shelter and other service delivery sites for disaster victims.

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

The site Discipline Code and BP 5144 establish 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 AR5144 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 September and February, all teachers are provided with a list of enrolled students who have one or more suspensions. 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 principal's office.

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

The school'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 new 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

At San Andreas all teachers and counselors are notified of students placed on a behavior contract. Notices are circulated via private and confidential email. Teachers and counselors are notified at student review meetings.

F. Sexual Harassment Policy

San Andreas 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 for all students.

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 staff in-service and student instruction and/or counseling.
7. 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 complainant is not satisfied with the resolution of a complaint, they have 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.

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 San Andreas 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

William Avenue is the only street fronting the school and can be approached from Larkspur or, more commonly, through the Redwood High School parking lot. There is one entrance from the Redwood/Tamiscal side, (A turning restriction applies in the am and pm. see posted sign for details.) The school has one main entrance/exit and three additional entrances/exits between the buildings from the San Andreas parking lot. There are two walking paths, one alongside San Andreas' southern end between the school and the marsh, and one coming into the backside (east) of San Andreas from the Redwood playing field between Room 7 and Room 10. All areas are supervised by our staff assistant and principal. Occasionally teaching staff help with supervision between classes.

K. Rules and Procedures on School Discipline

San Andreas High School is the Tamalpais Union High School District's continuation school program. It is an alternative program designed to provide students with opportunities for success in an individualized school setting. San Andreas High School is committed to helping each student realize their educational potential, prepare for the future, and raise their self-esteem. It is the school's strong belief that the development of personal self-worth is facilitated also out of respect for students and staff and by the reinforcement of positive behavior. It is upon this foundation that we build our program, whose principle goal is to help students realize academic potential, learn how to function positively in a school environment and to be responsible citizens within the school and in the larger community.

At San Andreas, rules of conduct and behavior are implicit in all that we do. Responsibility, cooperation, courtesy, punctuality, good attendance, and active participation in class activities are expected of every student. All students are expected to support the goals of the school and to behave in a manner that ensures the continuity of the learning environment.

At San Andreas rules are applied consistently and fairly.

1. BEHAVIOR

Students are responsible for following the requests and directions of staff members including the principal, teachers, staff assistants, secretary, and instruction aides or other adult supervisors.

Behavior such as:

- Possession of a dangerous object (such as a firearm or a knife),
- Possession, use, sale, furnishing or being under the influence of a controlled substance or alcohol,
- Fighting,

- Intimidation,
- Robbery or extortion,
- Refusal to follow directions,
- Disruption of school activities,
- Theft of school or private property,
- Use of threatening or profane or vulgar language,
- Verbal, physical, or sexual harassment,

will not be tolerated at San Andreas High School. The school's response to such behavior may include: exclusion from class, a student conference, a parent conference, suspension, police arrest, transfer to another school program, or expulsion.

Student behavior must be consistent with a positive and effective learning environment. If a student's behavior is such that it interferes with his/her learning, the learning of others, or the teacher's ability to teach, it is unacceptable. A student is expected to correct his/her behavior following staff intervention and direction.

It is important for students to understand that school rules are in force at all times when the student's actions are related to school activity or attendance, including while the student is going to or coming from school, while the student is at school, during school breaks, and at all school and/or District sponsored events.

2. ATTENDANCE

In order to fully utilize school, students must attend on a regular basis. Our expectation is for students to attend all classes and to participate in every class. A student whose attendance falls below the school's standard will be reviewed by the student's counselor and the school's principal with the aim of improving the student's attendance and participation, and to determine if San Andreas is an appropriate school placement.

3. CLOSED CAMPUS

Students are not allowed to leave campus between class periods, at break or lunchtime. San Andreas is a closed campus. No student is allowed to leave the school site without permission from the principal or designee. Students with permission must report to the office and check out. **Parents/ guardians will be notified of any student who leaves the campus without permission.**

4. APPROPRIATE DRESS

Students should not wear clothing that is distracting or disruptive or that is discriminatory or hateful. As a staff we wish to promote an environment that is

free of controlled substances therefore students are not allowed to wear clothing supporting, advertising or endorsing tobacco, alcohol, marijuana or other drugs. Clothing should ensure student safety and protection from harm, e.g. not going barefoot and not wearing shoes.

5. VANDALISM/PROPERTY DAMAGE

Students and/or their parents will be financially responsible for damage to school or personal property. The school's response to such behavior may include: a student conference, a parent conference, suspension from school, police arrest, and/or expulsion.

6. POSSESSION OF WEAPONS/DANGEROUS OBJECTS

Students who possess, sell, or otherwise furnish a firearm at school or at a school activity off school grounds shall be suspended and shall be recommended for expulsion.

Students may not possess, sell, or otherwise furnish any knife, explosive, or other dangerous object at school or at a school activity off school grounds. The school's response to such behavior may include: exclusion from class, a student conference, a parent conference, suspension, police arrest, or transfer to another school program, or expulsion.

7. MOTOR VEHICLES

Excessive noise or unsafe driving practices in the parking lot, surrounding school property, or neighboring streets will result in loss of the privilege to bring vehicles onto school property, and may result in further action depending on the severity of the violation. All students should obtain a parking permit from the Staff Assistant so that we can ensure parking spaces are reserved for students at San Andreas High School. Students are not permitted to be inside and/or around vehicles during regular instructional class periods.

For your safety, and the protection of your car, please pull your car as far forward into the parking space as possible.

8. SAN ANDREAS STUDENTS ON OTHER CAMPUSES

District students may not be on any other school campus during the school day without prior approval of school administrations. Students concurrently enrolled in more than one Tam District High School may not loiter on campus. They are not to be on campus before their classes begin, after their classes have ended, or other classes are in session.

San Andreas students may not be on the Redwood Campus during school hours **without** prior permission. Students who need to take the bus may exit directly to Doherty Drive taking the path in front of the Carlisle building. They may use the bike trail to get east towards the freeway area and/or to catch the regular scheduled buses that stop at the East parking lot. Students may pass through the Redwood campus, in front of the gymnasium but must not loiter or disrupt Redwood High School activities.

Students who violate these rules shall be subject to discipline by the administration of the school of attendance. State law makes it a misdemeanor for any person to loiter around or near a school during school hours. A student must have a good reason to be on a school campus, and have proper identification and authorization from the administration at San Andreas.

9. VISITORS

When appropriate, students may bring a visitor to school if the visitor is considering attending San Andreas. This may be done only when the San Andreas student requests permission of the principal in advance. A visitor may then come on campus only if the principal grants approval and the visitor must stay with the San Andreas student to complete the “shadowing” activity. Students attending schools within the District must first get permission from their home school Principal or counselor and complete the process outlined above.

No student will be allowed to bring children under high school age to school, or to do childcare of siblings or a relative at school. Persons 18 and older or those who have graduated high school are not permitted to visit the campus. Visitors without permission will be asked to leave campus.

All visitors must register in the school office. Visitors will be issued with a visitor pass.

10. PETS

Pets may not be on campus.

11. CAMPUS LITTER

To keep the San Andreas campus clean, everyone must deposit all litter in trash cans. The school’s response to repeated violation of this policy may include: a student conference, a parent conference, after school on site work program or suspension.

12. SMOKING, USE OF TOBACCO PRODUCTS

Smoking is not allowed on the San Andreas High School Campus. Violations of this policy will result in appropriate discipline. The first offense will result in a

warning and parent notification, a behavior contract that requires meeting with and or attending a smoking cessation program. Subsequent offenses will result in suspension.

Students should be aware that police departments may cite students under 18 years of age for smoking at anytime, anywhere.

13. DRUGS/ALCOHOL

The Board of Trustees of the Tamalpais Union High School District has adopted a policy and procedures regarding the possession or use of illegal drugs. This policy is now in effect in all schools of the district, including San Andreas High School. (See Appendix A on the next page)

Appendix A

Tamalpais Union High School District Drug and Alcohol Policy (B) 5131.6

These procedures implement the policy of the Board, which is intended to eradicate the possession, use, and sale of illegal drugs by students on the campus of the schools of the District.

- A. For possession and/or use of illegal drugs/alcohol and drug paraphernalia:
1. Police are notified immediately and they cite the student.
 2. Parents/guardians are notified.
 3. The student is suspended for three (3) days.
 4. A conference between parents/guardians and school officials is arranged.
 5. The student may be referred to a drug/alcohol program or agency for counseling. Parents/guardians are strongly encouraged to accompany their child and participate in this process.
 6. The student is referred to the school's relevant support team.
 7. In the case of a SECOND OFFENSE in this category, parents/guardians and police are notified. The student may be removed from the school to another school setting and is subject to expulsion. This involuntary placement will be reviewed no later than the end of the semester following the semester in which the offense occurred.
- B. For sale of illegal drugs:
1. Parents/guardians and police are notified.
 2. The student is removed from the school to a continuation or court community school and is subject to expulsion.
 3. The principal shall recommend the student's expulsion, unless the principal finds, and so reports in writing to the Board of Trustees, that

expulsion is inappropriate due to the particular circumstances, which shall be set out in the report of the incident (Education Code 48915).

4. At the time an expulsion of a student is ordered, the Board of Trustees shall set a date, no later than the last day of the semester following the semester in which the expulsion occurred, when the student may apply for re-admission to a school maintained by the District (Education Code 48916). The student is placed in the juvenile justice system as determined by the local policy and the County Probation Department.

SAN ANDREAS HIGH SCHOOL

SCHOOL SAFETY PLAN

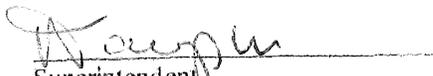
Signature Page for 2020/21


Principal

2/18/21
Date


SSC Chairperson

2/13/21
Date


Superintendent

2/18/21
Date