

Marin Oaks High School

Model Continuation School – Building Bridges to College

Parent/Student Handbook

2022-2023



Credit recovery

Academics

Responsibility

Effort

MARIN OAKS STAFF
720 Diablo Avenue, Novato, CA 94947
Tel (415) 892-8733 Fax (415) 898-3910

Kessa Early, Principal
Jennifer Marsh Russell, Assistant Principal

Tania Badias	Para-educator
Marya Bartholomew	Credit Recovery/Art Teacher
Janice Boers	Mathematics Teacher
Kelly Collins Geiser	Culinary Teacher
Melissa Diaz	ELD Teacher
Xeny Diaz	Community Liaison
Kevin Duffy	Social Studies Teacher
Evan Englar	Academic Counselor
Amy Ferhart	Work Experience Teacher
Marianne Gates	Office Manager
Margaret Hakansson	Support Service Teacher
Tracy Kreling	Office Technician
Gabe Lund	Science Teacher
Lisa McNelley	School Counselor
Jeff Packman	Bridges/Physical Education/Leadership Teacher
Krista Peach	School-to-Career (Bridges) Coordinator
Elena Potovsky	Resource Teacher
Marcila Rangel	Day Custodian
Anne Schaefer	English Teacher
Dino Serafin	Night Custodian
Scott Wertheimer	School Counselor

All teachers/staff can be reached through their e-mail. Send correspondence to the first letter of their first name followed by their last name to www.nusd.org.
(Example: jsmith@nusd.org)

DISTRICT ADMINISTRATION

Jan La Torre-Derby, Ed.D, Superintendent
Francesca Whitcomb Director of Human Resources
Lois Stranding, Assistant Superintendent of Business and Operations

BOARD OF TRUSTEES

Maria Aguila
Debbie Butler
Diane Gasson
Julie Jacobson
Greg Mack
Derek Knell
Ross Millerick

Table of Contents

Introduction:	Welcome/Mission Statement	4
	School-wide Learner Outcomes	5
	Purpose - Who attends Marin Oaks?	5
Expectations:	Student Goals & Skills	7
	Personal & Social Skills/NUSD Graduate Profile	8
	Exhibition Night	9
Program Information:	Bridges Program	10-11
	Attendance Policy	12
	Non-participation Points	13
	Student and Parent Responsibilities	14
	High School Graduation Requirements	15
	Counseling / Community Service & Internships	16
School Rules and Regulations:	Visitors/Closed Campus/Other School Campuses	17
	Gang Activity	17
	Smoking/Vaping	17
	Sexual Harassment & Other Inappropriate Behavior	17
	In-house suspension	17
	Appropriate dress / Dress Code	18
	Cell phones and electronics on campus	18-19
	Fighting	19
	Bullying	20-21
	Drugs & Alcohol	21
	Restorative Practices	21
	Classroom Rules	21-22
	Non-negotiable Rules	22
	Student Activities:	Athletics
Outdoor Education		23
Field Trips		23
Student Advisory Committee		23
Parent/Guardian Activities:	Meet the Teacher Night	24
	Exhibition Night	24
	Awards Night	24
	School Site Council	24
	Important Dates	25
No Excuses:	Building Bridges to College	26
	Commitment to Excellence	27-28
	Advisory	28
Schedule:	Bell Schedules	29
Signature pages:	Parent/Student signature sheet	30
	Guidelines for Success	31

WELCOME

The staff of Marin Oaks welcomes you to our alternative form of education. Marin Oaks is accredited through Western Association of Schools and Colleges (WASC) and in July of 2017 received the highest honors of a six-year clear accreditation, expiring this spring. We will need student, family, and community support as we prepare this year for a WASC visit. Marin Oaks has been selected as a Model Continuation School for the state of California twice. It is our pleasure to provide educational alternatives to help you fulfill your high school graduation requirements and earn a high school diploma. Our program is designed to not only assist you in earning a high school diploma, but also to provide you an opportunity for personal growth, and to encourage the development of vocational skills as well as necessary academic skills to help assist students find success in post-secondary education.

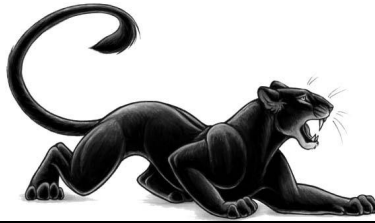
Our small school environment, friendly and caring staff, shortened day, non-competitive grading, and emphasis on quality rather than quantity of work will allow you to succeed.

Our school is a great school, and you can make it even better. Its reputation will reflect your personal actions, both on and off campus. Marin Oaks High School has much to offer and we are confident that you will experience success here if you take advantage of our program.

MISSION STATEMENT

Marin Oaks High School is a student-centered community that focuses on social/emotional wellness, credit recovery, and academics in an enriched, supportive atmosphere. In this personalized learning environment, students experience a sense of belonging, develop belief in themselves, and acquire 21st century skills that enable them to become contributing members of society.





School-wide Learner Outcomes (SLOs)

Credit recovery

Students will:

- regain lost credits
- earn a high school diploma

Academics

Students will:

- be able to think critically and apply information, knowledge and skills to solve problems in an academic environment and a professional work setting
- be lifelong learners who have defined plans for their future
- demonstrate competency in all 6 Cs (Communication, Conscientious Learner, Collaboration, Critical Thinking, Cultural Competence, and Character) as part of their Graduate Profile
- be prepared for success in a post-secondary setting by demonstrating the ability to use written and oral English language effectively

Responsibility

Students will:

- contribute to the community through participation in internships and volunteer services
- learn to manage time effectively, by demonstrating punctuality and excellent attendance
- be held accountable for their own actions by adhering to the Marin Oaks Commitment to Excellence
- learn to make healthy choices by participating in one or more of the Marin Oaks after-school enrichment and wellness programs

Effort

Students will:

- successfully transition into Marin Oaks by demonstrating improvements in academics, attendance, and participation
- earn access to reward programs (e.g. College Club) by demonstrating hard work, responsibility, and academic improvements

THE PURPOSE

The primary purpose of our program is to assist you in better understanding your personal needs especially as they relate to your goals in life. You will be asked to work on the following areas while you attend Marin Oaks High School:

- Improve your academic skills
- Be prepared for success in a post-secondary setting
- Regain lost credits
- Earn a high school diploma
- Think critically and apply information, knowledge, and skills to solve problems
- Be held accountable for your actions
- Build a positive self-image
- Establish goals for your future
- Develop a positive attitude toward school and others
- Learn to manage time effectively, recognizing the importance of punctuality and attendance
- Develop goals and make healthy choices

Who Attends Marin Oaks High School?

The student body consists of young adults who, for a variety of different reasons, have not been able to find success in the traditional high school. Most students who enter Marin Oaks are behind in credits and are not on track for graduating on time. The high school counselors refer students from Novato High, San Marin, or NOVA. The Marin Oaks office staff then schedules an intake interview with the student and their parent/guardian to meet with the Marin Oaks principal and counselor. Students are usually at least 16 years of age and must have completed at least one year at a traditional high school. Exceptions to this rule are rare and must be initiated by a parent/guardian after all other avenues for success have been explored. If the school is full, a waiting list is established in the order of received recommendations.

EXPECTATIONS

STUDENT GOALS

Each student sets an academic goal each quarter and has several strategies to help them reach their goal. For some students it may be a yearlong goal and for others it will be a new one each quarter, but as students roam the hallways they will be asked “What is your student goal? And what strategies will you use to reach it?” Therefore, students will need to know the answer to both questions and working to make their goal a reality.

Each student entering Marin Oaks will be expected to set one of the following goals for the school year:

1. Earn a Diploma or Certificate of Completion from Marin Oaks High School.
2. Return to the traditional high school. This requires that the student make-up deficient credits and demonstrate that they will be successful when they return to their home school by having excellent attendance and a positive attitude while attending Marin Oaks High School. Students who return to their traditional site are not allowed to re-enroll back into Marin Oaks for any reason.

ACADEMIC SKILLS

Students at Marin Oaks will have the opportunity to acquire knowledge and skills essential for life-long learning and the development of their individual potential.

Students will:

- Pass minimum proficiency standards in reading, writing, and mathematics
- Establish a foundation in the use of technology
- Learn how to access information
- Use critical thinking and problem solving skills
- Communicate effectively



PERSONAL AND SOCIAL SKILLS

Students at Marin Oaks will develop personal and social skills necessary for active responsible participation in the world.

Students will:

- Take more responsibility
- Show respect for self and others
- Foster multicultural sensitivity
- Be in an environment that has zero tolerance for drug use
- Be aware of behaviors that put themselves and others at risk
- Be assisted in learning appropriate decision making skills
- Have the opportunity to participate in experiences that will enrich their lives
- Prepare for present and future employment
- Prepare for entrance into higher education facilities, if desired
- Prepare for life on their own

GRADUATE PROFILE

The Six C's: Collaboration, Communication, Critical Thinking, Conscientious Learner, Cultural Competence, and Character.

Collaboration, Communication, Critical Thinking

Taught and assessed by every teacher.

Conscientious Learner, Cultural Competence, Character

Not taught and assessed by every teacher, however, each school to ensure these attributes are learned by the students. At Marin Oaks every student receives a Character Report Card twice a year. Each quarter students conduct a self-assessment for every character trait, with the goal to improve and display every character trait while in the classroom.

All 6 C's will be assessed via presentation of portfolio or exhibition in grade 12. Content Knowledge – Foundation of all C's Creativity – Part of all C's and is embedded in each.

HILL EDUCATION CENTER EXHIBITION NIGHT PRESENTATION

All seniors at Marin Oaks High School and NOVA Independent Study complete the Senior Exhibition Presentation prior to graduation. This challenges high school seniors to demonstrate their academic, personal, and life knowledge in an experiential way, and requires students to engage in an endeavor that represents a significant personal challenge. The Exhibition Night culminates with a presentation of a PBL project to be reviewed by a teacher. Any student who wishes to participate in the commencement ceremony must present at Exhibition Night prior to graduating. Any student who fails to present will not be allowed to walk at the graduation ceremony.

This presentation provides a chance for students to choose a PBL project from one of their classes that resonated with them. The experience offers them an opportunity to gain important skills that will serve them well as they enter the next phase of life—college, trade school, military, or employment. As students work on their presentations, they will gain meaningful life experience, developing skills in the areas of leadership, communication, project management, cooperation, negotiation, and time management. In addition, the experience will provide further practice in meeting deadlines, conflict management, public speaking, serving the community, presentation preparation, and self-motivation.

Presentation Overview—Students Will:

- Select a PBL project—choose from one of their classes, something inspiring and challenging
- Work on presentation during assigned times and on their own time as needed
- Complete progress checks and presentation-related assignments
- Present their journey to the audience
- Reflect on the experience



BRIDGES PROGRAM

Bridges offers a unique educational opportunity to a select group of Marin Oaks High School/NOVA students. The purpose of the *Bridges* program is to build a connection between the classroom environment and the experience of the career world. Via a hands-on approach and a combination of college courses, job shadows, and internships, students focus on the practical skills and experiences of choosing and pursuing a career. Graduates of *Bridges* will have already earned college credit, and will be on their way to continuing their college education and attaining their career goals.

Students are selected by the staff, encouraged to apply, and then interviewed for the *Bridges* program. If you are interested in learning more about the program schedule a meeting with the *Bridges* coordinator, Ms. Krista Peach.

Each year the program varies. The following are examples of enrichment provided to the *Bridges* students:

- **Career speakers in the following areas:**
 - Trades (Stationary Engineer from Local 39 San Francisco)
 - Cosmetology
 - Fresh Start Culinary School
 - Marin Fashion Academy
 - Bank of Marin
 - California Highway Patrol
 - Oakland Police (Canine Officer and Dog)
 - Novato Youth Center (Executive Director)
 - San Francisco Police (Sergeant Homicide Investigator)
 - Marin Recovery Services (Support Services)
- **Field Trips:**
 - College of Marin IVC Campus—Career and Tech Programs
 - University of California Berkeley
 - Santa Rosa Junior College
- **College Applications, Financial Aid Workshops, and Scholarships:**
 - *Bridges* students have been provided additional support to ensure they have applied for the FAFSA, 10KD scholarships, Rotary scholarships, and other available scholarships. The partnership between Marin Oaks and 10KD has helped to provide needed support in completing these tasks.

- **Spring College Courses Taken by *Bridges* Students at College of Marin:**

- Political Science 101
- Metal Fabrication Fundamentals
- Advanced First Aid/First Responder
- Health, Safety, and Nutrition Practices for Young Children
- Medical Terminology
- Electric Hybrid Vehicle Design and Maintenance
- College of Marin Learning Academy in Solar Power

- **Internships**

- Marin Media Corps San Rafael
- County of Marin Public Defender's Office
- Novato Fire Explorer
- Novato Health Hub
- Novato Police Explorer Program
- Novato Library
- Marin Dental Clinic
- Marin YMCA
- Novato Toyota *
- Novato Ford *
- County of Marin Media and Marketing *

**Internships generally begin during the spring semester*

- **Job Shadows**

- Kaiser Youth Health Forum
- Microsoft Shadow Day
- Center Veterinarian Clinic
- Novato Rotary Job Shadow Day (All *Bridges* students will be participating.)
- Sun Power Job Shadow

ATTENDANCE POLICY

Regular attendance is required of all students. Students that are habitually truant from school will not be allowed to remain at Marin Oaks High School. **A habitually truant student is defined as a student who has had three unexcused absences (cuts) or has been more than ten minutes late to school for five days.**

Students who are habitually tardy will serve an after school detention for the double the amount of time they were late. Failure to attend detention may result in additional time added to the detention on the following day or in-house suspension.

Students may clear a tardy that is less than 10 minutes by serving detention time with the teacher whose class they were tardy to. Students will be required to complete missed assignments during the detention time.

If a student becomes habitually truant they may be referred to the School Attendance Review Board (SARB). The SARB board will consider other placement for the student. The board is composed of school administrator(s), probation officer(s), police officer(s), and others as appropriate.

Students 18 years of age or older must be making normal progress toward graduation and have excellent attendance in order to remain at Marin Oaks High School.



NON-PARTICIPATION POINTS

Students receive non-participation points by misbehaving/not participating in class, being absent, suspended, tardy, etc.

With the number of days in a quarter, students may earn 2.5 credits per class. Students and parents/guardian are encouraged to monitor their attendance via Aeries weekly.

1-2 non-participation points = 2.5 credits earned
3-4 non-participation points = 2.0 credits earned
5-6 non-participation = 1.5 credits earned
7-8 non-participation = 1.0 credits earned
9-10 non-participation = .5 credits earned
11 or more non-participation = NO CREDIT

**** 2 Tardies = 1 non-participation point****

Since the student and parents/guardians are checking each period, on a weekly basis, according to this scale, they are able to know how their attendance is impacting their credit.

Excused absences: This means the student is not physically present, but provided the school with a doctor's note or court notice. A student must turn in an official note the first day they return to school. It is important to have an "excused" absence so they don't get taken to SARB or lose credits.

Extra Credit Homework: Students who have a 90% positive attendance each week have the privilege of doing extra credit homework. This can help students earn additional credits. The extra credit homework will be given to students by their teacher for each class.

*****We do not want students to lose credits! PLEASE take this seriously and help to ensure students come to school every day and on time each day and behave while they're here 😊*****

STUDENT RESPONSIBILITIES

1. Students are required to be in school every day, on time.
2. Students are required to arrive at school appropriately dressed, sober, and ready to work.
3. Students are required to respect themselves, others, and property.
4. Students are required to respect the authority of all staff members and adhere to all school rules and regulations.
5. Students are required to earn extra credits (minimum of 3.0) each quarter. Additional credits can be earned through the following:
 - a. Volunteering in the community (community service)
 - b. Completing extra credit assignments
 - c. Attending after school programs
 - d. Attending before and after school courses
 - e. Completing work experience
 - f. Enrolling in and attending College of Marin classes.

PARENT RESPONSIBILITIES

1. Parents are expected to assist and encourage their student in attending school every day, on time.
2. Parents are required to notify the school the day their student is absent for any legitimate reason (illness, family business, funerals, religious holiday). Failure to notify the school within forty-eight hours will result in an unexcused absence for your student. You may call Marin Oaks at 415.892.8733 between the hours of 7:30 a.m. and 3:30 p.m. to speak with the office manager or office technician.
3. Parents are required to turn in a note from the doctor, court, or dentist on the first day their student returns back to school.
4. Parents are expected to not excuse their child if the student fails to attend school for any illegitimate reason (cuts school).
5. Parents are expected to encourage and praise their student when the student shows significant progress and performs well at school.
6. Parents are encouraged to communicate with the school and give input to the staff as to how we can better serve their child.
7. Parents are encouraged to be a member of our School Site Council and provide input into school planning and direction.
8. Parents are encouraged to volunteer their time at Marin Oaks High School when possible.

High School Graduation Requirements

Once a student completes their graduation requirements they have an option to no longer attend. Students who have completed the requirements and wish to continue are welcome to stay for the remainder of the quarter or year depending on their need.

English – 40 credits

English 9; English 10; English 11; English 12 or Film as Literature
(Each class is worth 10 credits)

Math - 20 credits

Must include completion of Algebra 1 (10 credits)

Social Studies – 35 credits

CCR – 5 credits

World History – 10 credits

U.S. History – 10 credits

American Government - 5 credits

Economics - 5 credits

Health – 5 credits

CCR – 5 credits

Science – 30 credits

Must include 10 (or 20) physical science credits and 10 biological science credits

Physical Education – 20 credits**Vocational, Fine Arts, or Foreign Language** - 20 credits**Electives** – 60 (or 50) credits

ACADEMIC COUNSELING

Each student will meet with our academic counselor, Mr. Englar each quarter. It is important for each student to stay on top of their credits and classes and schedule an appointment with Mr. Englar or Ms. Early if questions should arise. We encourage academic responsibility and expect students and their parents/guardians to be actively involved in following credits earned.

COUNSELING

Our school counselors, Bay Area Community Resource counselors and interns, will be on campus to provide individual and group counseling in dealing with personal issues, alcohol, and tobacco or drug use. There will also be an opportunity for our students to participate in an after school intervention course. This intervention course is led by a North Bay Security Group counselor. This course allows students a safe place to discuss personal issues such as anger management, stress, drugs, alcohol, pregnancy, self-esteem, and family issues.

OUTSIDE WORK EXPERIENCE

All students employed under the age of 18 are required to have a work permit. The school issues work permits. Students who obtain a job and have a work permit are encouraged to enroll in our first period Work Experience course. Up to 6 credits per quarter can be earned for work experience (permitted a student turns in time cards or pay stubs) and participates in required paperwork.

VOLUNTEER WORK and INTERNSHIPS

Students may earn credits at the ratio of one credit per 10 hours of volunteer or internship experience. The work must be approved by the school prior to service in order for the student to receive credit and must be provided to a non-profit agency.



SCHOOL RULES and REGULATIONS

PURPOSE

School Rules are put in place to help keep our campus safe. It is important that you and your parents and/ or guardian read and understand all of the following rules. Please take these rules seriously.

VISITORS

Visitors are not allowed on campus. Any person having legitimate business on campus must check in at the Marin Oaks office first and get a visitor's pass.

OTHER SCHOOL CAMPUSES

Marin Oaks is a closed campus almost every day (with the exception of College Club lunches once a week) so students are not allowed off campus unless they have permission from the administration to leave. It is a violation to loiter on or around any other school campus during school hours. Students in violation of this rule will be subject to suspension and/or police action for loitering.

GANG ACTIVITY

It is against school rules to participate in any gang activity while at school. This includes signs, graffiti, clothing, and posturing or loitering in a group while on campus.

SMOKING/VAPING

California State Law and the Novato Unified School District Board Policy forbid any tobacco or nicotine products, which include smoking and vaping of any kind, on school campuses. Safe Schools route policy includes the "No Smoking" rule as you proceed to and from school. Regardless of your age, possession of tobacco products on school campuses is a suspendable offense. This includes vaporizers of all kinds.

SEXUAL HARASSMENT and OTHER INAPPROPRIATE BEHAVIOR

Unwelcome sexual conduct, both verbal and physical, is not allowed and is against the law. Students can be suspended, expelled and/or arrested for sexual harassment. Victims of sexual harassment are expected to report the incident immediately to the administrator or school personnel. Conduct that is deemed inappropriate for students at school such as, kissing, hugging, fondling or other sexual behaviors will not be allowed while on campus. Students who indulge in such behaviors will be disciplined.

IN-HOUSE SUSPENSION POLICY

Students who are placed on in-house suspension, must turn in all electronic devices and remain in the office during the regular bell schedule for the entire day. If the school has a minimum day or early release when a student is assigned in-house they are not released until the regular release time at 1:52 or 2:30, if they have mandatory tutorial.

APPROPRIATE DRESS

Appropriate dress is required of all students. Students are expected to dress in a manner, which is not disruptive to the learning process, is safe, and does not construe gang affiliation or promote drugs and alcohol. The following **Dress Code** will be adhered to at Marin Oaks. Students who violate the dress code may be sent home to change, if necessary or wear a positive message shirt without altering the size, in addition to wearing sweats/shorts provided by the school. Violation of the dress code will result in appropriate disciplinary action. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

Listed below are examples of what the school considers **inappropriate**. This list is representative but not all-inclusive of the Marin Oaks Dress Code:

1. Clothing designed for underwear. Example: Thin (see-through), tank style undershirts are not allowed as outerwear.
2. Hats, hoods, beanies, hairnets, hair rags, ski bands, bandanas or any other head covering and sunglasses are not allowed to be worn in the classrooms, MPR, office, or gym.
3. Suggestive, revealing, or transparent attire that could divert attention from the learning process or may contribute to inappropriate conduct. Examples: front or back cleavage exposure, and short skirts/shorts/high-slit skirts. Personal parts of the body should be appropriately covered. Clothing with holes in inappropriate places, bare midriffs, upper thighs, or exposed chests, will not be permitted. Clothing shall be sufficient to conceal undergarments. Shorts must be long enough to reach the top of the thumb fingertip.
4. Clothing that promotes hate, injustice, obscenity, drugs, alcohol, nicotine, sex, or violence. Examples: Cookies attire, FTP attire, FUCT attire, etc
5. Bathing suits, sports bras, and see-through or fishnet fabrics are not appropriate school attire. No clothing with numbers, unless deemed "spirit wear" for MOHS, SMHS, or NHS.
6. Student's clothing must be clean and free of offensive odor.
7. Any clothing, jewelry, accessory, symbol, notebook, personal belonging, or manner of grooming, which by its color, arrangement, trademark, or other attribute denotes membership in gangs or which advocate drug (including brands such as "Cookies," alcohol or tobacco use, violence or disruptive behavior is prohibited).
8. Clothing with pictorial or written representation of anything illegal, sexual, or vulgar, as determined by school personnel, may not be worn. Including firearms or any weapons.
9. Clothing should be free of writing, pictures, insights which are crude, vulgar, or profane.
10. Being barefoot

CELL PHONES and ELECTRONIC DEVICES

Students are allowed to bring cell phones and other electronic devices to school. However, we would like to make clear that the school and district is not responsible for lost or stolen electronic devices. If a device is lost or stolen we will most assuredly make every effort to find it but ultimately, it is the student's responsibility to contact the police and file a report should it not be found.

CELL PHONE / ELECTRONIC DEVICE POLICY

Students are not allowed to use cell phones or electronic devices in the classroom without permission. Violation of this rule may result in suspension from school. Cell phones are allowed on campus, but are not to be used during class time. They may only be used during break, lunch, before or after school, and outside of the classrooms. Cell phones are never to be on inside the classrooms. Students who violate this policy will adhere to the following consequences:

- **Classroom Offense** – Each teacher has his/her own policy and will enforce accordingly.
- **First Offense** – Warning and parent notified
- **Second Offense** – Device taken and held in the office, student can pick up at the end of the day.
- **Third Offense** – Device taken and held in the office, parent must come to pick up the device at the end of the day.
- **Fourth Offense** – Electronic device will be taken for five consecutive days (student must remember to turn in the device at the beginning of the school day and may pick it up at the end of the school day). Each morning a student who does not turn in his/her cell phone adds an additional day of handing it in to the administrator.
- **Fifth Offense** – Electronic device will be taken for ten consecutive days (student must remember to turn in the device at the beginning of the school day and may pick it up at the end of the school day). Each morning a student who does not turn in his/her cell phone adds an additional day of handing it in to the administrator.
- **Sixth Offense** – Assigned restorative circle
- **Seventh Offense** – Device taken for the remainder of the quarter or in-house suspension.

If a student refuses to comply with the consequence of violating the cellphone policy, an at-home suspension will be issued.

FIGHTING

Students found fighting on campus will be suspended and may be recommended to be expelled from school. Students who are not recommended for expulsion will participate in a series of restorative practices and will be required to work directly with the student they engaged in the physical fight with after counseling has taken place. The length of the suspension will be determined by the severity of the circumstances. Police may be called if warranted.

BULLYING

Marin Oaks will provide a safe and nurturing environment free from bullying. It is the Board of Trustees intent to provide a process for students, parents, and members of the community to address complaints of bullying to appropriate district personnel and to receive a prompt response to this complaint without fear of retaliation. Any student who feels s/he is a victim of bullying should immediately contact a teacher, counselor, principal, or staff person. Staff shall assist students and/or parents in completing the bullying complaint form, as requested. Any student who is found to have bullied any student or staff will be suspended and maybe recommended to be expelled from school. The length of the suspension will be determined by the severity of the circumstances. Police may be called if warranted.

Bullying is defined as aggressive or unwanted and unwelcome behavior by an individual or groups of individuals who ridicule, harass, humiliate, or intimidate another while on school grounds, at a school sponsored activity, while traveling to or from school, on a school bus, during any activity related to school attendance, or that is directed against school district personnel or students and that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile environment. Typically, the behavior is repeated over time and includes the use of hurtful words and/or acts.

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

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

If students or staff witness or hear of any type of behavior related to bullying, racism, or harassment, the student or staff member must report the incident to the administration immediately. Once the incident is reported to the administration, the administration will investigate the incident and take appropriate steps to mitigate the situation. Restorative practices is a district-supported practice utilized to restore the positive relationship between the bullied student and the bully and maintain a positive school climate for all students. Restorative practices are available to any student and have proven to be a successful intervention in ending bullying. Under the guidance of a trained adult, a group of students are

BULLYING CONTINUED

brought together to solve the bullying of one of their peers. Restorative practices are non-punitive and build upon empathy to solve the problem.

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

DRUGS and ALCOHOL

Students found in possession of or under the influence of drugs (or drug paraphernalia) or alcohol on campus or at any school sponsored event will be cited or arrested and either suspended or recommended for expulsion, depending on prior history. In an effort to reduce suspensions students may be given an option to attend restorative circle or youth court for the first offense.

Students caught selling or distributing any illegal substance will be recommended for expulsion regardless of prior history. Students found in possession of drug paraphernalia will be suspended from school or referred to restorative justice.

RESTORATIVE PRACTICES (CIRCLE)

In an effort to improve school climate, reduce the number of suspensions, and support constructive solutions for disciplinary referrals, Marin Oaks High School utilizes a restorative practice program, also known as restorative circle. The goal of restorative practice is to keep students in school, support positive behaviors and choices, reduce recidivism, provide students with an equitable, supportive and respectful reflective process, and increase scholastic achievement.

Referral to restorative practices is at the discretion of the school administration and may be used for violations that are not mandatory recommendations for suspension or expulsion. Restorative circle provides students who have made unproductive choices an opportunity to divert a violation through a restorative process. This provides the student an opportunity for students to reflect and grow.

CLASSROOM RULES

Students will be required to follow all school and classroom rules:

1. No swearing in the classrooms.
2. No use of earbuds or headphones in the classroom without the teachers permission.
3. No hats can be worn indoors.
4. No sunglasses can be worn indoors.
5. Students must respect and follow the direction of the teacher.
6. **Students must be inside the classroom when class is scheduled to begin, or they may lose credit for that period if they enter the classroom late.**

7. All students must use **SLANT** (Sit up, Lean forward, Ask Questions, Nod, and Track the teacher) while in class.
8. Take **PRIDE** (Positive Results in Daily Effort) in their education.

NON-NEGOTIABLE RULES

- **ALWAYS USE APPROPRIATE LANGUAGE**
Zero Tolerance for any Disrespectful Language. Please No Swearing and No Slurs.
- **RESPECT FOR ALL**
This means No Intimidation and No Harassment. Always Be Respectful To Yourself, Students, Teachers and Our School.
- **APPROPRIATE DRESS**
No Gang Related Clothing and No Hats, No Hoods or Head Coverings Indoors.

Violation of the appropriate language **Non-negotiable Rule** will result in the following:

- **First Offense – Sixth Offense** – Warning (positive vest)
- **Seventh Offense** – Assigned to 20 minutes of campus beautification
- **Tenth Offense** – Assigned in-house or regular suspension for one day

Any student who habitually abuses the Non-negotiable Rules is subject to the following:

- Suspension for up to three days and/or restorative circle
- Suspension for up to five days and/or restorative circle
- Referral to the SARB board and recommended transfer to another school

Any student who uses profanity or does not follow the appropriate dress non-negotiable rule will be required to wear a positive message vest or shirt without altering its size.

STUDENT ACTIVITIES

ATHLETICS

Marin Oaks is a member of the California Continuation Education Association. As a member, the school can compete with other continuation schools in basketball, volleyball, softball, table tennis and soccer. There is currently a soccer and basketball team.

Students are **eligible** to participate in athletic programs at Novato High School or San Marin High School if they are on track to graduate. They must be no more than 20 credits behind, have excellent attendance, and have no discipline issues.

OUTDOOR EDUCATION

Interested students in **good standing** can participate in the Marin County Outdoor Education Program, serving as cabin leaders for elementary school students. Students spend five days at Walker Creek Ranch in West Marin and can earn up to 15 community service hours and/or 1.5 elective credit.

FIELD TRIPS

Students may have an opportunity to participate in academic field trips, offered by their teachers, and school wide field trips that recognize and celebrate school success. Students must have a signed emergency card and written permission on file in order to participate in these scheduled activities.

STUDENT ADVISORY COMMITTEE

Each year students are selected to serve as “Student Representatives.” These students serve as liaisons between the student body and staff/administration. The representatives will meet with the principal on a monthly or quarterly basis to give input on concerns and issues relating to students.



PARENT/GUARDIAN ACTIVITIES

MEET THE TEACHER NIGHT

During the fall of each school year, parents are invited to attend Meet the Teacher Night. ***Meet the Teacher Night will be held on Wednesday, September 14, 2022.*** This is an opportunity to meet and talk with staff members and learn about the school program. Attending this event gives a message to your child that you care about his/her education and support the school. It is important that you attend. Hope to see you there!

EXHIBITION NIGHT

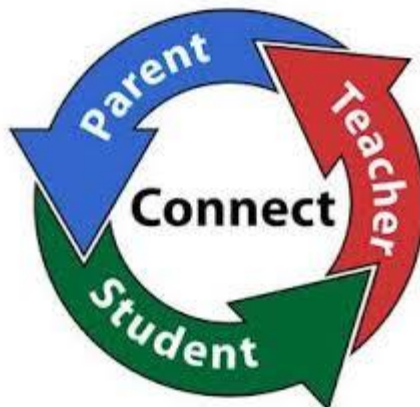
Every senior is required to present a PBL project to an audience on ***May 3, 2023*** beginning at 6:00 p.m. Parents/guardians are encouraged to attend and be an audience member. Audience members must arrive between 5:30-5:45 p.m.

AWARDS NIGHT

An Awards Night will be held in the spring on ***May 24, 2023 at 6:00 p.m.*** in the Hill Education Center Multi-purpose Room.

SCHOOL SITE COUNCIL

This is a committee of staff, parents, students and community members. Parents/guardians are encouraged to participate on this committee. All representatives are elected by their constituents and serve for at least one year. This group will meet on a quarterly basis and are instrumental in guiding the direction of the school and reviewing, approving and/or providing input on school wide programs. The group at the first meeting of the year determines meeting schedule and times.



IMPORTANT DATES

August 15	New Student Orientation
August 16	First Day of School
August 23	Picture Day
September 5	Labor Day (school holiday)
September 14	Meet the Teacher Night
October 26	Make-up Picture Day/Senior Portrait Day
November 11	Veteran's Day (school holiday)
November 21 - 25	Thanksgiving Break
December 16 – January 2	Winter Break
January 16	MLK Day (school holiday)
February 20-24	Presidents' Day/Mid-Winter Break
April 10-14	Spring Break
May 3	Exhibition Night
May 24	Awards Night
May 29	Memorial Day (school holiday)
June 8	Hill Education Center Graduation
June 8	Official Last Day of School
June 9	Teacher Work Day (no school)

QUARTER END DATES

October 14	Quarter One End Date
December 16	Quarter Two End Date
March 17	Quarter Three End Date
June 8	Quarter Four End Date

Building Bridges to College at Marin Oaks

When you visit the Marin Oaks High School campus you will see the message all staff and students stand behind. Marin Oaks will not only help your student receive his/her high school diploma, but ALL students are encouraged to continue their education at a state college, junior college, or other post-secondary institutes. An extraordinary transition in belief and practice took place over six years ago; Marin Oaks is part of an educational revolutionary experience: Building Bridges to College (BBC). Each staff member, without exception, has made college readiness for every student the organizing principle in which they carry out their work. All staff members have agreed that the responsibility of the school is to create systems that make this dream for all students a reality.

BBC focuses on the importance of being a life-long learner and places a strong emphasis on academics, character, and individual contribution to the community and world.

It takes a village to raise a child that will be ready for the many challenges of today. Students, parents, and educators of Building Bridges at Marin Oaks will all be asked to sign a “Commitment to Excellence” that is designed to be a constant reminder of the school’s high academic and behavioral expectations. Attached you will find this commitment.

There are no shortcuts and no excuses accepted in the pursuit of a quality education in a higher learning environment. BBC at Marin Oaks is committed to ensuring that all students have the necessary tools to meet and exceed the standards set by society and the world at large. We expect our students to take PRIDE – Positive Results In Daily Effort – in their education.

Marin Oaks will help its students visualize class goals so they have a reason to actively engage in learning. This year we will plan college field trips, bring in speakers who are uniquely able to inspire students to be academically successful, create classroom lessons that involve planning for college, and organize school-wide incentives that reward good decision-making.

Signs are hung from the hallways stating the values students are expected to embrace. Common signs are in every classroom that likewise encourages active academic engagement.

All students are required to use SLANT while in their classrooms. This has proven to be one of the most effective classroom management strategies when used consistently by all teachers. SLANT is an acronym, which stands for Sit up, Lean forward, Ask questions, Nod, and Track the teacher.

No Excuses College Prep at Marin Oaks is an educational revolution and in order for this to be successful there needs to be participation from staff, students and parents. Attached you will find the *Building Bridges at Marin Oaks Commitment to Excellence*. Please take time with your student to read, discuss, and sign this commitment. Marin Oaks students can and will make it to college!

“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever does.” – Margaret Mead

Building Bridges to College at Marin Oaks

Commitment to Excellence

Student Commitment

I fully commit to Building Bridges to College in the following ways:

1. I will be in my seat and ready to learn by 8:17 a.m. if I start first period and 9:00 a.m. if I start second period, and I will stay until my school day ends.
2. I will do whatever it takes to learn. In class, I will be an active, respectful, and responsible student.
3. I will earn a minimum of 18 credits per quarter.
4. I will raise my hand and ask questions if I do not understand something during class.
5. I will ask for extra credit homework when I am eligible.
6. I will apply to enroll in the Bridges program, if I am eligible, in order to help prepare me for a vocation and/or post-secondary education.
7. If I receive a C- or below in any academic class I will attend mandatory tutorial four times a week until I have raised my grade to a C or above.
8. I will speak and behave in a respectful manner.
9. If I make a mistake, I will tell the truth and accept personal responsibility for my actions.
10. I understand that there is a system of rewards and consequences related to my conduct and work completion.
11. I am responsible for my own behavior.

Failure to adhere to these commitments may cause me to lose various No Excuses College Prep privileges.

Signature: _____ Date: _____

Name (please print) _____

Parent/Guardian Commitment

I fully commit to Building Bridges to College in the following ways:

1. I will make sure that my student arrives at school before 8:17 a.m. (1st period) and stays until the end of his or her school day or 9:00 a.m. if my student begins second period.
2. My student will only miss school due to illness, medical appointments, bereavement, or special circumstances approved by the school.
3. I will do whatever it takes for my student to learn.
4. I will encourage my student to ask for extra credit homework.
5. I will support the school to help ensure my student attends mandatory tutorial if they are required to do so.
6. I will carefully read all correspondence sent from school.
7. I understand that there is a system of rewards and consequences related to student conduct and work completion. I will support this system and the decisions made by No Excuses College Prep teachers and administrator.
8. I understand that my student must follow the No Excuses College Prep rules so as to protect the safety, interests, and rights of all individuals at the school.
9. My student is responsible for his or her behavior.

Signature: _____ Date: _____

Signature: _____ Date: _____

Teacher Commitment

We fully commit to Building Bridges to College in the following ways:

1. We will do whatever it takes for all our students to learn.
2. We will always protect the safety, interests, and rights of all individuals at No Excuses College Prep at Marin Oaks.

DATE _____

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Advisory

Advisory allows students an opportunity to receive additional support.

What is *Advisory*?

Advisory is a differentiated schedule that will provide students additional time to:

- Receive tutorial support
- Retake tests
- Complete missing assignments
- Redo low-scored tests
- Work on extra credit
- Work on credit recovery
- Work on homework assignments from College of Marin classes
- Participate in internships and job shadows
- Work on community service hours
- Participate in workshops (including CAASPP workshops for juniors)
- Work on PBL presentations (graduating seniors only)
- Attend field trips
- Participate in many more activities

MARIN OAKS HIGH SCHOOL BELL SCHEDULE 2022-2023

BLOCK SCHEDULE (M/T/TH/F)		
Period 1	8:15 a.m.	8:55 a.m.
Period 2 / 5	9:00 a.m.	10:00 a.m.
BREAK	10:00 a.m.	10:10 a.m.
Period 3 / 6	10:15 a.m.	11:15 a.m.
Period 4 / 7	11:20 a.m.	12:20 p.m.
LUNCH	12:20 p.m.	12:45 p.m.
Advisory	12:50 p.m.	1:40 p.m.
After School Classes	1:45 p.m.	3:00 p.m.

ASSEMBLY SCHEDULE		
Period 1	8:27 a.m.	8:57 a.m.
Period 2	9:00 a.m.	9:30 a.m.
Period 3	9:32 a.m.	10:02 a.m.
Period 4	10:04 a.m.	10:34 a.m.
BREAK	10:34 a.m.	10:44 a.m.
ASSEMBLY	10:47 a.m.	11:45 a.m.
LUNCH	11:45 a.m.	12:15 p.m.
Period 5	12:18 p.m.	12:48 p.m.
Period 6	12:50 p.m.	1:20 p.m.
Period 7	1:22 p.m.	1:52 p.m.
After School Classes	1:52 p.m.	2:32 p.m.

WEDNESDAY SCHEDULE		
Period 1	8:17 a.m.	8:57 a.m.
Period 2	9:00 a.m.	9:40 a.m.
Period 3	9:42 a.m.	10:22 a.m.
BREAK	10:22 a.m.	10:32 a.m.
Period 4	10:35 a.m.	11:15 a.m.
Period 5	11:17 a.m.	11:57 a.m.
LUNCH	11:57 a.m.	12:27 p.m.
Period 6	12:30 p.m.	1:10 p.m.
Period 7	1:12 p.m.	1:52 p.m.
After School Classes	1:52 p.m.	2:32 p.m.

GRADUATE PROFILE REPORT CARD ADVISORY DAYS
10/11
12/13
3/14
6/5 & NECP Goals Review

STAFF DEVELOPMENT DAYS NO SCHOOL	
Thursday	8-11-22
Friday	10-7-22
Monday	1-17-23

Print Student's Name

Marin Oaks High School Student/Parent Handbook Signature Page

I have reviewed the contents of the Marin Oaks High School Student/Parent handbook. I understand that my student's success is dependent upon his/her willingness to access the multiple opportunities offered through the Marin Oaks High School program as well as participate as a positive community member as outlined in the rules and expectations.

Parent/Guardian signature

Date

I have reviewed the contents of the Marin Oaks High School Student/Parent handbook. I understand that my success is dependent upon my willingness to access the multiple opportunities offered through the Marin Oaks High School program as well as participate as a positive community member as outlined in the rules and expectations.

Student signature

Date

MARIN OAKS HIGH SCHOOL-GUIDELINES FOR SUCCESS

How does Marin Oaks work successfully with all students? *By creating a positive school climate for everyone.*

Why are students here? *To earn credits and prepare for college*

What are the choices? *Graduate, return to a traditional high school, move on in life and go to college.*

In order to promote an appropriate learning environment at Marin Oaks High School and to support a positive self-image and receive credit in each class period, students must work within the following expectations:

Come prepared with pen or pencil

Learning to think ahead about what is needed on the job is a skill that all of us have to emphasize. In order to complete a task, you need the proper tools.

Work toward regaining lost credits

All students are required to earn a minimum of 18 credits per quarter in order to help move students toward their goal of graduation.

Cell Phones, Smart Watches, and Other Electronics

Items that have no useful purpose at school should not be brought on campus. Violation of this rule may result in confiscation of the item(s) if they are being used during class time. Cell phones are allowed on campus but **may only be used during break, before, and after school**. The school and district are not responsible for lost or stolen electronic devices. If a device is lost or stolen the school will most assuredly make every effort to recover it, but ultimately, it is the student's responsibility to contact the police and file a police report.

Cell phone must be turned off or on silent during class time. Should a staff members' attention be drawn to the cell phone, or electronic device, it will be immediately confiscated for the class disruption. If your cell phone or electronic device becomes an issue, the following may occur: it will be taken away for 24 hours, withheld until a parent comes in for a conference, or turned in each day at the beginning of the school day and returned at the end of the school day, in addition to you being placed on in-house suspension for one day and being assigned to restorative circle.

No food or drink in the classrooms

Food is to be stored in your backpack, not on a table or next to your desk, not on cupboards, or on the floor outside the room. Plan ahead so that you can close/store food and drink in your backpack and still get to class before class begins. Water (clear, not colored or with sugar additives) is the only exception to this expectation.

No profanity or inappropriate language

Be aware of what you say. Think before you speak! *Students who use profanity will be required to wear a positive message vest without adjusting its size.*

No inappropriate dress

Dress as you would as an employee on the job.

- ✓ No hats, beanies, hoods, hairnets, hair rags, ski bands, bandannas, or any other head covering is to be worn indoors.
- ✓ Do not wear dangling belts, chains, spiked collars, or spiked bracelets. No sunglasses or grills during class.
- ✓ Personal parts of the body should be appropriately covered. Clothing with holes in inappropriate places or bare midriffs is not permitted. Extremely short skirts or shorts are not permitted (shorts/skirts/dresses must be to the length of your thumbs when arms hang down). Outer clothing must cover undergarments at all times. Sagging pants where underwear /under shorts are exposed is not allowed.
- ✓ No bathing suits, sports bras, tube tops, or see-through fabrics.
- ✓ No excessive use of colors that may denote gang affiliation, 'wanna be,' or friendship status.
- ✓ No jerseys with numbers, unless deemed "spirit wear" for MOHS, NHS, or SMHS.
- ✓ No clothing with numbers, illegal substances, alcohol, tobacco, drug paraphernalia, or sexually suggestive messages/pictures.
- ✓ No clothing with violence, hate speech, inappropriate language, guns, bullets, or any other weapon

Students who do not follow the above dress code will be required to wear a positive message vest/t-shirt without altering its size or wear the provided pants/shorts to cover inappropriate bottoms.

Off Campus Pass Needed to Leave School Early.

Students who leave school without permission will receive consequences (restorative practices, in-house suspension, suspension, etc.)

I have read the Guidelines for Success and agree to follow the listed Expectations

Name _____

Date _____