

Marin Academy

2007 - 2008

STUDENT/PARENT HANDBOOK AND DIRECTORY

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MISSION STATEMENT

**Marin Academy asks every individual
to think, question, and create in an environment of
encouragement and compassion, and challenges each person
to accept the responsibilities posed by education
in a democratic society.**

This Handbook/Directory is for use **only** by members of the Marin Academy Community
and NOT FOR COMMERCIAL PURPOSES.

NON-DISCRIMINATION POLICY

Marin Academy recognizes the responsibility to create an educational environment which promotes the values inherent in an enlightened democratic society, including the appreciation of individual human differences, and thus the school is strongly committed to working with students of varied abilities and backgrounds.

Marin Academy welcomes individuals of any race, gender, color, religion, national and ethnic origin, sexual orientation, or disability to the rights and privileges of the School. It does not discriminate in the administration of its educational policies, scholarships, athletics, and other school-administered programs. Marin Academy ensures equal employment opportunities, including recruitment, placement, pay, training, promotion, and working conditions for all employees regardless of race, gender, color, religion, national and ethnic origin, sexual orientation, or disability.

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:00 - 9:20 A Block 80 minutes	8:00 - 9:20 D Block 80 minutes	8:00 - 9:20 A Block 80 minutes	8:00 - 9:20 D Block 80 minutes	8:00 - 9:20 A Block 80 minutes	8:00 - 9:20 D Block 80 minutes
PASSING	PASSING	PASSING	PASSING	PASSING	PASSING
9:25 - 9:45 Advising 20 minutes	9:25 - 10:45 E block 80 minutes	9:25 - 9:45 Chambers 20 minutes	9:25 - 10:45 G block 80 minutes	9:25 - 9:45 Flex Meeting 20 minutes	9:25 - 10:45 F block 80 minutes
PASSING	PASSING	PASSING	PASSING	PASSING	PASSING
9:50 - 11:10 B Block 80 minutes	10:50 - 11:00 Break 10 minutes	9:50 - 11:10 C Block 80 minutes	10:50 - 11:00 Break 10 minutes	9:50 - 11:10 B Block 80 minutes	10:50 - 11:00 Break 10 minutes
PASSING	PASSING	PASSING	PASSING	PASSING	PASSING
11:15 - 11:35 Assembly 20 minutes	11:05 - 12:25 F block 80 minutes	11:15 - 12:05 Special As- sembly 50 minutes	11:05 - 12:25 E block 80 minutes	11:15 - 11:35 Assembly 20 minutes	11:05 - 12:25 G Block 80 minutes
PASSING	PASSING	PASSING	PASSING	PASSING	PASSING
11:40 - 12:05 Tutorial 25 minutes	12:30 - 1:20 Lunch 50 minutes	12:10 - 12:55 Lunch 45 minutes	12:30 - 1:20 Lunch 50 minutes	11:40 - 12:05 Tutorial 25 minutes	12:30 - 1:20 Lunch 50 minutes
PASSING	PASSING	PASSING	PASSING	PASSING	PASSING
12:10 - 12:55 Lunch 45 minutes	1:25 - 2:45 G Block 80 minutes	1:00 - 2:20 B block 80 minutes	1:25 - 2:45 F Block 80 minutes	12:10 - 12:55 Lunch 45 minutes	1:25 - 2:45 E Block 80 minutes
PASSING		PASSING		PASSING	
1:00 - 2:20 C Block 80 minutes		2:25 - 3:10 Tutorial 45 minutes		1:00 - 2:20 C Block 80 minutes	
PASSING				PASSING	
2:25 - 3:10 Activity 45 minutes				2:25 - 3:10 Meetings 45 minutes	

MARIN ACADEMY CALENDAR

2007- 2008

August

20	First Day of Fall Sports	12/20-1/8	Winter Break
22 - 24	New Student Orientation	9	2 nd Semester Begins
23 - 24	Senior Retreat	21	Martin Luther King Day – <i>school closed</i>
27	First Day of School		

September

3	Labor Day – <i>school closed</i>	15	Faculty In-Service – <i>no classes</i>
13	Rosh Hashanah – <i>school closed</i>	18	President's Day – <i>school closed</i>
26	Back to School Night	25 – 29	Minicourse Week

February

March

8	Indigenous Peoples' Day <i>school closed</i>	14	Comment Writing Day – <i>no classes</i>
22	Comment Writing Day – <i>no classes</i>	21	Good Friday – <i>noon dismissal</i>
		22	Participassion Party
		3/31-4/11	Spring Break – <i>no classes</i>

October

April

7	Parent Conference Day <i>no classes</i>	3/31-4/11	Spring Break – <i>no classes</i>
21	Grandparents & Special Friends Day – <i>noon dismissal</i>	14	School Resumes

November

May

22 - 23	Thanksgiving Break – <i>school closed</i>	26	Memorial Day – <i>school closed</i>
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December

June

12 - 14	Review Days	5	Last Day of Classes
14	Junior/Senior Reading Day <i>no classes</i>	6	Senior/Faculty Luncheon & Graduation Rehearsal
17 - 19	Exams	7	Graduation
12/20-1/8	Winter Break		

January

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HANDBOOK

MARIN ACADEMY PHILOSOPHY

Marin Academy is a co-educational high school committed to scholarship and personal development. We see the high school years as a critically important time when students are discovering who they are, what they value, what they enjoy, and where they are headed. We want our students to develop the skills and knowledge that will serve them well now and in the future.

At Marin Academy, we are committed to experiential education. We provide our students with a solid foundation in traditional academic subjects in a college-preparatory program, and we believe healthy, challenging experiences both inside and outside the classroom are essential for taking adolescents to and beyond intellectual and theoretical knowledge. Throughout, we promote critical thinking — informed, independent, collaborative and creative — as the hallmark of the Marin Academy experience. We expect participation and reflection to be active, inspired and sustained.

The interrelationship of the following seven practices defines the educational experience at Marin Academy:

- **Perspective** – Developing social, environmental and global awareness that fosters an understanding of one's place in a sustainable world.
- **Responsibility** – Accepting ownership of one's actions and one's role in the well-being of the community.
- **Compassion** – Displaying respect and empathy.
- **Balance** – Exhibiting balance, reflection and contemplation in all endeavors.
- **Mind** – Embracing curiosity, creativity and passion for a life of learning.
- **Communication** – Communicating effectively with others, verbally, visually and symbolically.
- **Integrity** – Demonstrating an active commitment to justice and ethical behavior.

In keeping with these practices, we believe students thrive in a supportive, compassionate environment which promotes friendly, open dialogue based on respect and trust. We encourage students to explore complex ideas and diverse perspectives, to test their values and judgments, to make their own discoveries, and to make mistakes, often their greatest teachers.

We ask each individual to recognize our shared responsibility to inspire and foster a purposefully diverse, equitable and just community, where students and adults of varied backgrounds, beliefs, attributes and abilities relate to one another as individuals worthy of respect. Further, we embrace our responsibility to promote, within and beyond the boundaries of Marin Academy, the values inherent in a democratic society.

Unanimously adopted by Board of Trustees, March 29, 2004.

ACADEMIC PROGRAM

GRADUATION REQUIREMENTS

20.5 credits of academic work are required for graduation. One credit is given for a year-long course; students are required to take a minimum of 5 credit-bearing courses each semester.

Requirements:

English	4 credits
World Languages	3 credits
Mathematics	3 credits
Science	3 credits
History	3 credits
Visual and Performing Arts	2 credits
Electives	2 credits
Human Development	.5 credits
Physical Education	3.5 PE points

Senior Speeches: As part of the senior experience, each member of the class makes a speech to the community, normally at weekly assemblies. Guidelines are distributed at the beginning of the year. Speeches may take various forms, some more performance oriented, others strictly oratory. The senior speech is a requirement for graduation.

Minicourse:

Minicourse is a time when students and faculty can immerse themselves in an activity of broad educational value to a degree that is not possible during the school year. The experience should enable students, as far as possible, to learn through first-hand experience and thus arrive at the end of the course with new insights, sympathies, skills and knowledge. A major part of the experience is the social awareness fostered by working closely with a small group of like-minded people within the atmosphere of a "project." The intensity and time involved create the opportunity for wide-ranging discussion and cooperation between members of the group. Students' judgment and initiative should be employed whenever possible in order to build feelings of competence and responsibility. If possible, time for reflection and contemplation should be built into the schedule. In any case, the course should challenge the students physically, intellectually and spiritually, in varying combinations.

Students must sign up for courses offered by faculty and are asked to assist in the organization and planning of the week. Past minicourses offered by faculty have included Photography in the Bay Area, Yosemite Institute, Kayaking, Stained Glass, Wilderness Ski Tour, Marine Biology of Northern California, SCUBA diving at Catalina Island, Theater in Ashland, From Garden to Table, and service learning opportunities. Minicourse is required of all students. Freshmen minicourses are centered around a theme set by the Center of Community Action. For the 2007-08 minicourse the theme is "eco-print," how one impacts and is impacted by his or her environment. All courses involve service and an opportunity to reflect on the experience. Also in 2007-08, there will be a number of sophomore-only minicourses based on the theme of wellness. Service and reflection will also be a component of these courses.

Capstone:

Beginning with the class of 2009, the Capstone Project is a culminating experience for the junior class that takes place both on campus and in the surrounding communities the last eight days of school. Students will be involved in researching an essential question focussing on issues of equity and justice (the theme for the junior year). Outcomes of student discovery will be presented in a day long exhibition for the entire community. Participation in Capstone is a graduation requirement.

WAIVING GRADUATION REQUIREMENTS

In specific circumstances, a student who cannot fulfill a Marin Academy graduation requirement may be granted a waiver from the requirement in a specific discipline. Such cases usually involve students with professionally documented learning differences.

Students and parents should understand the possible consequences of such a waiver for a student's college and career options. To that end, before a requirement is waived, the Academic Dean and/or the Director of Learning Services will speak with the parent and/or student. Students and parents must also understand that Marin Academy may not be able to replace a waived requirement, for example a world language, with another academic course, and that a student who has been granted a waiver will not receive any special treatment in the scheduling process.

Guidelines For Early Graduation (January of the Senior Year):

Students wishing to graduate from Marin Academy after the first semester of their senior year may be allowed to do so under extraordinary circumstances. Upon receipt of the proposal from a student wishing to graduate early, the faculty will consider and recommend to the Head, approval or disapproval of the proposal. Petitions will be granted only in cases of extraordinary circumstance or special opportunity. The position of the school is that the high school experience calls for more than just an accumulation of credits and that every student who matriculates into the ninth grade will be here for a full four-year program. As a result, proposals for early graduation will generally be discouraged. Special circumstances, however, may suggest that a student would significantly benefit from an early graduation. Guidelines for students in that circumstance are outlined below:

- The student should have a 3.0 GPA overall and maintain that GPA through the fall of the senior year.
- A student must submit a written proposal to the Academic Dean during December of the junior year. The Academic Dean will present the petition of the student to the faculty at a January faculty meeting.

GRADUATION CEREMONIES

All graduating seniors, except those with extraordinary circumstances, are required to participate in graduation ceremonies.

Seniors elect speakers from their own class to speak at the graduation ceremony. Seniors are eligible to speak at graduation only if they are academically eligible to receive a diploma at graduation.

ADDITIONS TO / WITHDRAWAL FROM COURSES

Once classes begin, a student may add or withdraw a course up until the Friday of the first full week of school, but only with the recommendation of his/her advisor and approval of the Academic Dean. After the first week of class, no student will be permitted to drop a course without consultation with the teacher and a written statement of approval from the Academic Dean; a late withdrawal then remains as a permanent part of the student's transcript. Until approval is secured from the Academic Dean, the student is expected to attend the class and to meet all of the obligations of any course to be dropped.

ADVANCED PLACEMENT EXAMINATIONS

The school conducts AP courses in most disciplines. Students enrolled in an AP course are eligible

to take the AP examination. If the AP teacher has indicated that the exam is a required part of the course, the student must sit for the AP exam. The cost is \$82 per exam. If, for any reason, a student has reserved an exam but fails to sit for the exam, a fee of \$13 will be charged to cover the cost of processing and materials. Students who leave on Senior Project are responsible for continued attendance in AP courses until the examinations are completed.

During the AP exam period, students are expected to attend classes when they are not taking an exam in order to keep up with their other academic commitments.

GRADES AND REPORTS

At the end of the first and third quarters, grades and written evaluations are sent home; report cards with grades are sent at the end of each semester. In addition, any student receiving a C-minus or below receives a written comment at mid-quarter or semester's end, as appropriate. Semester grades only are recorded on the student's permanent transcript.

Students receiving a D or F as a semester grade may be ineligible for California state colleges and universities, unless the work in that course is repeated and a satisfactory grade earned.

All semester grades of "Incomplete" are to be made up within **two** weeks of the end of the semester, unless other arrangements are made with the Academic Dean. If the student fails to observe these deadlines, an "Incomplete" may be changed to a failure.

Definition of Letter Grades:

While effort, improvement, and attitude have some place in grading, the primary emphasis in grading at Marin Academy is placed on a student's academic achievement.

- A indicates achievement of high distinction. It involves conspicuous excellence in most, if not all, of the following: completeness and accuracy of knowledge, sustained and effective use of knowledge, independence of work, originality, and initiative.
- B indicates commendable achievement. It may involve excellence in some of the areas listed in the definition of A and certainly indicates real competence in the first three of these.
- C indicates adequate achievement. It connotes competence in course content and/or appropriate skills.
- D indicates limited achievement with serious deficiencies but bears credit.
- F indicates failure to meet minimal requirements and carries no credit.

Grade Point Average:

Each semester the Registrar calculates the student's grade point average (GPA) for the semester and cumulatively from the time of entrance to the school. The GPA is sent to colleges, each of which has its own system for calculating and weighting grades. The following scale shows how letter grades are converted to the numerical grade point average at MA:

<u>Grades in All Courses</u>	
A+ = 4.3	C+ = 2.3
A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	F = 0.0

CUM LAUDE SOCIETY

The Marin Academy chapter of this national honor society elects outstanding student members each

spring. Students in the senior class may be elected if they meet the society's rigorous standards of academic achievement, good character, and personal integrity.

ACADEMIC PROBATION

A student is placed on academic probation if s/he receives a set of grades and comments at the end of any formal marking period that are indicative of real difficulty meeting with success in the academic program at Marin Academy. Once a student is placed on academic probation s/he will meet with the Academic Dean to review the terms of the probation, which is determined on a case by case basis. If a student fails to meet the terms of the probation at the end of the school year, s/he will be separated from the school unless, after consultation with the faculty, the Head decides otherwise. If at any future point in the remainder of the student's high school years, the performance is again unsatisfactory, the student will in all likelihood be asked to leave Marin Academy at the end of the year.

CREDIT FOR COURSES TAKEN AT OTHER SCHOOLS

Students enrolled at Marin Academy may earn credit for a course taken at another school only if (a) the course is not offered at Marin Academy, (b) the course is academically comparable to courses offered at Marin Academy, and (c) the institution offering the course is an accredited institution academically comparable to Marin Academy. Students who enroll in such courses elsewhere must maintain a minimum course load of four courses at Marin Academy, and the grade earned in such course is not included in the Marin Academy grade point average, though the information is included with the student's official transcript. It is the responsibility of the student to get a copy of an official transcript to the Marin Academy Registrar.

Remedial work: If a student earns a D or F in a course at Marin Academy and chooses to re-take the course elsewhere, standards (b) and (c) above apply and the grade earned is attached to the student's official transcript. In certain departments, students who take such courses elsewhere may be required to complete additional testing at Marin Academy before continuing study.

Summer school: Students who undertake summer work at other schools and wish to advance in the Marin Academy curriculum as a result may qualify for placement in the next higher level courses, without credit being granted. Qualification for placement under these circumstances is by examination administered at Marin Academy (or in the case of the Visual and Performing Arts, by submission of a portfolio or audition).

LEAVES OF ABSENCE

A student in good academic standing may, with the approval of the Dean of Students, apply for a leave of absence for one or both semesters of a given academic year. Notice must be given to the Business office and a deposit is required to hold the students' place for the following semester or year.

Study at another school in this country or abroad: Any student considering this option must see the Dean of Students to obtain the necessary information and paperwork regarding enrollment and transcripts. A student granted a leave of absence for study in another educational institution may earn credit toward the Marin Academy diploma if (a) the institution is academically comparable to Marin Academy, (b) the course of study is comparable in terms of both depth/quality of material and numbers of class hours required, and (c) the student remains in good academic standing while enrolled.

Non-academic, personal, or family pursuits: A student granted a leave of absence for such purposes must complete all appropriate graduation requirements at Marin Academy (in most instances) prior and/or subsequent to the leave. Marin Academy will not grant credit toward

the diploma for work/activities carried out during such absence or for part-time academic work undertaken in conjunction with it.

Application for a leave of absence for the full year or fall term must be made in writing to the Dean of Students no later than April of the preceding year, and for the spring term, no later than December of the preceding semester.

In order to retain his/her place at Marin Academy at the conclusion of the leave of absence, the student must notify the Admissions Office in writing of their intent to return; such notice must be given by December 1 for a return for the spring semester and by April 15 for a return for the fall semester.

A student on approved leave is eligible for continuation of financial aid upon his/her return.

EXTENDED-TIME TESTING

To ensure fair and orderly testing situations, students are normally expected to complete quizzes, tests, and examinations in the time set by the teacher. Students with special learning needs are granted extended time on tests only if they have submitted documentation of educational testing by a specialist or institution approved by the school, specifically indicating the need for additional time. For freshmen, the educational evaluation must have been completed in the seventh or the eighth grade. Reports should be submitted to the Learning Services Coordinator. The school reserves the right to require retesting of continuing students in the junior year, if that seems appropriate.

Students who qualify for extended-time testing are allowed a maximum of twice as much time, barring extraordinary circumstances, as students who take the test under standard circumstances. Students must take such tests either in several discrete segments or at a single sitting. During exams at the end of the first semester, these students will begin their morning exams at 8:00 am and report to the appropriate location at 7:45 am for instruction. Afternoon exams will begin at 12:30 pm for all students.

In order to qualify for extended time testing for national standardized tests (e.g. SAT I, SAT II, PSAT, AP, etc.), a student must fulfill the requirements set by The College Board: a current Individualized Education Program (IEP) or a psychoeducational evaluation conducted by a qualified and licensed specialist or, for some conditions, a signed letter by a physician must be on file with the Learning Services Coordinator. Each of these documents must specifically indicate that extended time testing is warranted; the document must be dated no more than **three** years prior to the initial testing date.

Extended time testing for SAT I and SAT II is available at national testing centers on the regularly scheduled testing dates for those students who qualify and who meet the published registration deadlines. These tests are also administered to seniors at Marin Academy once a year by one of the College Counselors for students who qualify for 100% extended time. The ACT also offers extended time testing but on a more limited basis. Please plan in advance.

REVIEW DAYS

During the week immediately preceding first semester exams, teachers plan lessons and present materials that are appropriate to the conclusion of the semester. Appropriate homework assignments and quizzes may be given. Full-period tests are not given. Three days are set aside as review days when no new material is presented and one of those days will be a junior/senior reading day; upper division courses do not meet, but teachers are available for appointments. Freshman and sophomore courses meet all three review days.

TUTORIALS

Several "tutorial" periods are set aside in the academic schedule each week when teachers are available to provide extra help for students.

TUTORING

In the peer tutoring program, students proficient in a given subject volunteer their time to help fellow students. Students interested in requesting a peer tutor fill out a request form and submit it via the peer tutoring envelope on the bulletin board in the Administration Building. Students who wish to volunteer their services fill out an application and submit it via the same bulletin board. This is coordinated in the office of the Learning Services Coordinator.

The Academic Dean, Class Deans and/or Learning Services Coordinator may recommend qualified professional tutors who can meet with students on a regular basis for a fee. Students may also work with outside tutors during free periods throughout the school day, but not during required activities such as assemblies, class meetings, advising, etc. Any tutoring done on campus must be cleared through the Academic Dean.

Marin Academy Tutoring Guidelines for Families, Students, Teachers and Tutors

We believe, as a school, that a student's teacher is the first resource for a student or a family especially when a student is struggling in a subject area. We encourage students to make use of tutorial and free blocks to consult with teachers about their understanding, assignments, etc. As a school, we also recognize that some students may need extra help or tutoring in specific subject areas or in organizational skill building in addition to working with the teacher.

If a family is considering hiring a tutor, we recommend first checking with your son or daughter's teacher and the Academic Dean to see if tutoring would be helpful. The Academic Office and the Director of Learning Services keep lists of prospective tutors that have worked with students in the past; we recommend doing thorough background checks on any tutor.

The following guidelines have been set up to clarify what kind of support and assistance is encouraged and what is discouraged. In addition to looking at these guidelines, we encourage everyone to be familiar with MA's Academic Honesty policy and the associated importance of students doing their own work. [The tutoring guidelines provided here are for students and those providing extra help.](#)

For families:

- Notify the appropriate teacher that the student is working with a tutor, and provide the name and contact information of the tutor.
- Ask the tutor to contact the teacher.
- Expect work to be about skill building, rather than the production and perfection of actual classroom assignments.

For students:

- Remember the Academic Honesty policy (see pages 14-15 in Student Handbook and Directory). Tutors/friends/parents may help you better understand how to work a math equation, write a thesis statement, conjugate a verb, but the work that you produce needs to be your own. If a teacher asks you how you arrived at the answer to a problem or how your thesis statement relates to your understanding of the book, you should be able to show your process.
- Be very clear about when you may receive extra help on an assignment; always check with your teachers in advance.

For teachers:

- Be responsive to e-mail or phone calls from your students' tutors.
- Be clear in each assignment about what kind of help is acceptable.

- Be clear with students whom you know are being tutored about ways in which a tutor would be of assistance (and when students need to do their own work).

For tutors:

- Be aware that the school expects you to help students build their skills but not actually to do a homework assignment or edit/create a paper for a student; if you have any questions about this please contact the student's teacher.
- Be aware of MA's Academic Honesty policy.

Guidelines for Providing Extra Help (for tutors, parents, peers, siblings)

- Remember that the extra help should focus on review, remediation, and reinforcement of skills.
- Always refer to the assignment sheet, textbook, rubrics, and /or class notes.
- Ask the student to communicate his/her understanding of the context of an assignment – the skills emphasized, the goals, and the instruction rather than focus on due dates and completing specific assignments.
- Ask open-ended questions, such as “What else do you see in this section?” “What might have motivated this set of actions?” “How does this problem build on previous work?” rather than telling a student your interpretation of the text, understanding of the event, or way of answering the problem.
- Try to use extra explanations and exercises to practice when there are gaps in a student's understanding of material. Make sure the student can do the work independently.
- Do teach the student effective ways to learn the information. Your strategies may be different and yet be complementary to those taught in the class.
- Ask the student to be reflective about learning. Rather than moving on when a problem has been solved, take time to examine his/her understanding and learning style. Ask the student to explain the problem and his/her solution to you as if you were another student in the class.
- You may identify errors, flaws, or gaps in a student's work or thinking, but the student must be able to identify why her thinking/answer/writing/work needs work and be able to make the changes on her own.
- Remember that homework, essays, lab reports, projects and all assignments should be the student's own work and should be indicative of his strengths and weaknesses.
An accurate portrayal of a student's work helps the teacher to know how well the student is understanding the material.

CONFERENCES

In the fall there is an all-school conference day when parents can meet with their son's or daughter's advisor to discuss the student's progress. All freshmen parents are expected to schedule appointments for a conference. Parents of sophomores, juniors or seniors may schedule conferences if they choose.

Parents are encouraged to speak with the student's advisor or the Class Dean at any time with questions or concerns about their son's or daughter's academic program and progress. In addition, individual teachers may be called about specific class concerns.

COUNSELING and ADVISING

ADVISORS / CLASS DEANS

Each student works closely with a faculty or staff member who acts as an advisor. This advisor serves as a source of guidance and support for each advisee for both academic and personal

matters relating to the school. Aside from getting to know each advisee personally, the advisor oversees academic scheduling, watches academic progress, and helps the student to organize unscheduled time. Advisors also serve as a link between home and school. Parents are encouraged to talk with the advisor about any questions or concerns regarding the school and/or their son or daughter. Time is set aside weekly for each advising group to meet with the advisor; in addition, advisors maintain frequent, on-going individual contact with advisees. Advising curriculum is developmentally based and is drawn from the following seven practices highlighted in MA's philosophy statement.

- **Perspective** – Developing social, environmental and global awareness that fosters an understanding of one's place in a sustainable world.
- **Responsibility** – Accepting ownership of one's actions and one's role in the well-being of the community.
- **Compassion** – Displaying respect and empathy.
- **Balance** – Exhibiting balance, reflection and contemplation in all endeavors.
- **Mind** – Embracing curiosity, creativity and passion for a life of learning.
- **Communication** – Communicating effectively with others, verbally, visually and symbolically.
- **Integrity** – Demonstrating an active commitment to justice and ethical behavior.

In addition to the advisor, each grade has a Class Dean. The Deans are responsible for counseling, discipline, student life, and activities. The Deans work closely with the advisors, Dean of Students, and Academic Dean to help ensure the academic and personal well-being of each student.

ACADEMIC ADVISING

In the spring, when students are planning programs for the following year, individual departments make recommendations about appropriate course selections for each student. Students and advisors are aware of these recommendations when they choose classes for the subsequent year.

The Class Deans, Academic Dean, Dean of Students, and the College Counselors lead meetings for parents regarding general academic counseling. Parents are urged to attend so that they may assist their son or daughter in choosing appropriate courses. These meetings are on the school calendar and are publicized well in advance through mailings.

SCHOOL COUNSELOR

The School employs a counselor with whom students and/or parents may engage in confidential conversation. Students may make appointments by signing up on the office door located in Founders Hall 105. The counselor is also available for families looking for off-site referrals.

LEARNING SERVICES COORDINATOR

The Learning Services Coordinator helps each student better understand his/her particular learning style, takes a participatory role in their education, and serves as a liaison between each family and the school.

COLLEGE COUNSELING

In the second semester of the junior year, students begin to meet one-on-one with one of the College Counselors to discuss future plans. Parents are welcome to make similar appointments once the student and the College Counselor have had at least one meeting. The College Counseling program is highly individualized, and it is the student's responsibility to take advantage of the services that are offered. These services include but are not limited to information distribution (via emails,

individual notices, and assembly announcements for seniors and emails for parents, and a college counseling resource center), sponsorship of evening programs, including two college nights (one for senior students, one for junior students), a UC application workshop, a financial aid workshop, and a junior parent night, assistance with essay-writing techniques and application strategies, and the scheduling of over 90 college representatives for on-campus meetings each fall.

College Visits: College representatives will visit the campus in the fall from September through November at the conclusion of the school day (at either 2:25 pm or 2:45 pm). Juniors and seniors are encouraged to attend these meetings.

ORIENTATION

Freshmen: All freshmen are required to be on campus preceding the opening of school for an orientation program, including the required orientation overnight, and workshops designed to introduce freshmen to some of the personal, social, and academic skills they will need to cultivate at Marin Academy such as choice-making, creating their own work, and being supportive community members. Peer Resources members and the faculty share these days with new students.

Transfer students: Students who transfer to MA may be required to be on campus preceding the opening of school. During this orientation, transfers will meet with returning students and their Class Deans who will help them learn about daily life at MA.

Senior Retreat: The school year for seniors commences with participation in a two-day retreat designed to build class unity and enhance students' leadership skills. Attendance is mandatory; only under extraordinary circumstances will a student be excused. Parents are encouraged to make their summer travel plans accordingly.

CO-CURRICULAR PROGRAMS

Marin Academy urges students to balance their academic program with experiences outside the classroom that provide personal challenge and growth. For this reason, participation in extracurricular programs is a vital aspect of the school's philosophy and education.

OUTINGS

Throughout the year, faculty and students organize weekend or day trips that include biking, hiking, snow-camping, kayaking, SCUBA diving, rock climbing, etc. As experiential educational activities, these trips provide students with an opportunity to test their limits, interact with the natural environment, learn the need for group cohesion, and develop relationships with faculty and students that might not occur in the classroom. Students are strongly encouraged to participate in this very important aspect of the Marin Academy education.

ATHLETICS

Marin Academy's athletic mission is to develop in body, mind, and spirit scholar athletes who commit to their teams, act with integrity and compete with sportsmanship, character and pride.

The Interscholastic Program:

Marin Academy's interscholastic athletic program provides opportunities for students to develop and coordinate their physical, mental and emotional skills. A number of after-school interscholastic athletic opportunities develop these skills in a team environment under the direction of qualified coaches. These teams include volleyball, tennis, soccer, cross-country, track and field, basketball, golf, lacrosse, swimming, water polo, baseball and softball. Students who choose to participate in athletics must understand the commitment it entails: regular attendance at practices and games (for sports offered during the winter and spring seasons this includes attendance over some school breaks); respect for teammates, coaches, and officials; and acting with integrity.

In concert with an individual's athletic development and team experience are character development and good sportsmanship. Sportsmanship and fair play are critical components of the Marin Academy athletic program. Coaches and athletes are expected to represent MA in a manner that is respectful to others both on and off the field of play. This model deportment is expected of our community, e.g. our fan base, as well. It is our objective to develop and maintain the highest standards of courtesy, emotional discipline, and good sportsmanship. Simply put, to borrow the adage from Stanford's Positive Coaching Alliance of which Marin Academy is a partner, "We Honor the Game Here."

Club Programs:

MA recognizes that many Marin Academy students participate in club sports and acknowledges and salutes those students and their efforts. Due to our commitment to California Interscholastic Federation, North Coast Section, and Bay Area Conference regulations, philosophies and format, and recognizing that participation in club sports is voluntary and is not supervised by Marin Academy personnel, the club program can change significantly from year to year and sport to sport depending on student interest and club availability. As such Marin Academy cannot support or take responsibility for the actions, liabilities and activities of club programs. Students participating in club programs assume the fiscal responsibilities connected with joining said private organizations.

Please note:

Governing Body: The athletic governing body, the North Coast Section of the California Interscholastic Federation, prohibits fifth-year high school students from competing on extracurricular teams. The North Coast Section solely determines the eligibility for transfer students.

Uniform Policy: Each student who participates in Marin Academy athletics is issued a team uniform. This uniform is the property of Marin Academy and each student is responsible for properly maintaining the uniform during his/her athletic season. Students' incidental accounts may be billed if uniforms are lost or simply not returned.

THEATER PRODUCTIONS

The theater productions each year provide students the opportunity to perform, direct, or work on the technical aspects of a play.

SENIOR PROJECT

During May qualified seniors may independently pursue an area of interest that they would not be able to study within the Marin Academy curriculum. Interested seniors who are qualified to participate in this program must submit a proposal and receive approval from the Senior Project Committee (which includes the Academic Dean, Dean of Students, Registrar, Senior Dean and two seniors) for their plans. Projects are evaluated on a pass/fail basis. Failure of the senior project will jeopardize the student receiving a diploma during graduation exercises. Seniors are excused from classes in May at the discretion of their teachers; typically students enrolled in AP classes are expected to continue to attend their classes until the exam.

CROSSROADS

Launched in 2002, Crossroads at Marin Academy is a tuition-free, year-round program for middle school students who attend San Rafael public schools. The program was created in response to the challenges that many children in our neighboring communities face. These students are in need of individual attention and supplemental learning experiences that can help them fully realize their potential and develop a lifelong love for learning. Recognizing the developmental import of the middle school years, Crossroads identifies ambitious and motivated fifth graders attending San Rafael public schools and works with them over the course of three years. During this time, the program aims to reinforce academic skills; build self-confidence; develop aspirations for college and careers; and promote responsibility, integrity and leadership. Each year in Crossroads includes

an intensive five-week summer component, monthly Saturday School sessions and ongoing after-school tutoring during the regular academic year. The program is privately funded and also depends heavily on the volunteerism of the Marin Academy community.

INTERNATIONAL STUDIES EMPHASIS

Juniors and seniors strongly interested in global education may choose to pursue an Emphasis in International Studies in tandem with their regular course of studies. The emphasis is consistent with Marin Academy's mission statement in that it is designed to have students accept responsibilities posed by a democratic society. It also asks students to embrace the ideal of examining and learning from world cultures and respectfully make comparisons between cultures. Each semester, participants in the program choose to attend four or more events among nine or ten possible conferences at which an eminent international figure speaks in the Bay Area; each program is followed by a group discussion.

The requirements of the program are in three parts: academic, experiential, and a culminating thesis or project. The quality and originality of projects are paramount and a written thesis should be of appropriate length (minimum of five pages.) On completing all requirements students receive a special notation on their official transcripts and on their diplomas as having earned an Emphasis in International Studies. Questions may be directed to John Petrovsky, Program Coordinator.

ACTIVITIES

Marin Academy offers a variety of extracurricular activities that may include:

Acapella Group	Jewish Student Union
Black Student Union	Latino Student Union
Book Discussion Club	Math Team
Boys Mentor Group	Model U.N.
Echoes - literary magazine	Peace & Justice Club
Eco-Council	Peer Resources
Garden Club	Student Senate
Gay/Straight Alliance	The Multicultural Action Coalition
Girls Circle	<i>The Voice</i> - student newspaper
Japanese Animation Club	Yearbook

Activities are based on student interest and participation. Some groups/clubs may not be active in a given year.

STUDENT SENATE

President:	Emma Franklin
Vice President:	Ciku Karanja
Secretary:	Emma Spilsbury
Treasurer:	Taylor Kinney
Spirit Captains:	Tyler Kingsley, Michael Nourafshan
Academic Affairs Committee Reps:	Tina Johnson, Adrian St. Francis

CLASS REPRESENTATIVES

Freshman:	To be determined
Sophomore:	Nishant Budhraj & Peter Cameron

Junior: Frances Cameron & Kayla Conti
Senior: Matt Bedrick & Reilly Brock

COMMUNITY STANDARDS

Marin Academy is a small community, founded upon trust and mutual respect. The involvement and contributions of each individual play an integral part in the day-to-day functioning of the school as a whole. We want each student to recognize his/her responsibility for the welfare of the school and encourage all students to respect other individuals within the community and the physical environment in which they work. The principles that are integral to the philosophy and welfare of the Marin Academy community are few in number, but are considered very important.

- Honesty in schoolwork and respect toward other members of the community.
- Respect for individual and school property.
- Physical and mental safety for all members of the community.

In cases where community safety is a concern, the Head of School may deem immediate expulsion the appropriate action. In certain situations, the Head reserves the right to require psychological evaluation of a student before the student returns to school.

As is the case with any disciplinary action, the final decision rests with the Head of School.

Violations of MA's community standards carry serious consequences, including suspension and possibly separation from the school. A student involved with a drug or alcohol violation goes directly before the Deans, and a student involved in an academic honesty violation goes directly before the Academic Dean. In other violations of community standards, the student has the choice of how the case will be handled — either by the Class Deans and Dean of Students or by the Judicial Council. However, a student who is on behavioral probation forfeits the option of going before the Judicial Council.

Judicial Council, comprised of elected students and faculty, is formed at the beginning of the year. When there is a major infraction of school rules, selected members of the Council review the circumstances and recommend to the Head appropriate disciplinary action. Final authority in all such matters is reserved for the Head. The Head has the option to expel a student at any time.

A student who is suspended from the school may not be present on campus or at school events for any reason during the period of suspension. Furthermore, students who are suspended are independently responsible for meeting all academic expectations. Major assignments (tests, essays, multi-day projects, etc.) will be counted as late and will drop one grade increment (i.e. a grade of a B would become a B-minus). Students will receive no credit for all other missed work (homework, class work, quizzes, etc.).

One response to violations of MA's community standards is suspension. If a student is suspended

for violating MA's community standards for the first time, the school record of such suspension will fall under the title of a Probationary Suspension Report. If the student has no other infractions of MA's community standards as defined in the handbook (see above), then the record of the suspension will be expunged at graduation and will not be reportable at the time the student applies to college. If at any time the student does commit a second offense of any of MA's community standards, both infractions are automatically reported to colleges whether the student is an applicant or already admitted.

ACADEMIC HONESTY

Marin Academy is an educational institution and thus takes the notion of honesty in academics and in all elements of the school seriously. Academic honesty is at the foundation of a genuine education and presenting the work of others as one's own is unethical and subject to serious consequences at MA and elsewhere.

Why is plagiarism or cheating such a serious offense?

- Marin Academy's philosophy embraces the ultimate goal of teaching students to think for themselves; cheating and plagiarism is the ultimate subversion of that philosophy.
- The work of others is devalued when individuals benefit from work that is not their own.
- Dishonesty can be habit forming.
- Colleges and universities ask about a student's record of suspensions; colleges and universities do not tolerate academic dishonesty in their students.

Examples of academic dishonesty (cheating, plagiarizing, sharing inappropriate information) are below:

Cheating includes but is not limited to:

- Lying to a teacher.
- Copying homework (does not include collaboration explicitly permitted by the teacher).
- Copying from someone else's quiz, test, lab, or paper, using cheat sheets, books, or unauthorized sources of information.
- Illicit use of calculators (writing and storing formulas, text, or unauthorized programs) during quizzes, tests, exams.
- Getting or supplying information about a test or quiz.
- Obtaining, without authorization, a quiz, test, exam or any parts thereof before taking the same.
- Submitting the same material (written or oral) in more than one class without checking with teachers ahead of time.
- Fabricating data to fit expected results.
- Altering any answers or grades on any test or assignment after it has been submitted for grading.
- Forging, falsifying or altering any information on application forms, transcripts, school records, etc.

Plagiarism includes but is not limited to:

- Submitting a paper or other work written in whole or in part by someone else (this may include but is not limited to a homework assignment, outline, report, lab, theme, design, web page design or content).
- Using words or ideas of others (quotation, documented idea, paraphrased passage) without citing the source. **This includes information downloaded from the Internet.**
- Obtaining and using experimental data from other students without the

express consent of the teacher, using lab write-ups or data from other sections or previous classes.

Consequences for Academic Honesty Violations:

The Academic Dean deals with all questions about academic honesty. If a student is found to be dishonest in his/her academic work at Marin Academy, the disciplinary consequences are serious. Dishonesty results in a "zero" for the piece of work (paper, test, quiz, homework, etc.) and a mandatory meeting with the Academic Dean.

Second offenses may range from suspension up to expulsion from the school.

The exception is freshmen and plagiarism. Plagiarism may be blatant and intentional. It may be incidental and/or unconscious. Our desire is to educate our students to cite sources and to recognize the complexities that may arise in properly doing so. With that goal in mind, and given the new academic landscape ninth graders encounter, freshmen who make plagiarism mistakes or procedural errors (i.e., not blatant or intentional plagiarism) will be asked to re-write the assignment and re-submit the piece to be graded by the teacher. The grade will be lowered by one full grade (i.e. a B would become a C). In addition, the student will write a reflection on why what s/he did is considered plagiarism and meet with the Academic Dean.

If a student is suspended from school, s/he may not be on campus or at school events for any reason during the suspension. Furthermore, students who are suspended are independently responsible for meeting all academic expectations. Major assignments (tests, essays, multi-day projects) will be counted as late and will drop one grade increment (i.e. a grade of a B would become a B-minus). Students will receive no credit for all other missed work (homework, class work, quizzes, etc.).

All suspensions for academic dishonesty are reportable to colleges. First occurrences of academic dishonesty are reported only if combined with other infractions of MA's community standards ("Honesty in schoolwork and respect toward other members of the community. Respect for individual and school property. Physical and mental safety for all members of the community.") by the school in order to facilitate the integrity of our recommending obligation.

Marin Academy gratefully acknowledges Riverdale Country Day's Academic Honesty policy and some of its language in updating our own policy.

DRUG AND ALCOHOL POLICY

Purpose and Intent

Consistent with the goal of providing an environment that best promotes learning, Marin Academy seeks to make the student body free from the influence and effects of illegal drugs, including alcohol. The school's policy regarding drug use is intended to 1) protect the community from the effects of substance use; 2) assist individuals having difficulty with substance use and abuse; 3) educate the school community about issues relating to substance use and abuse; 4) promote trust and communication within the school community.

It is the policy of Marin Academy that selling, distributing, possessing, using, soliciting, or being under the influence of illegal drugs or alcohol is prohibited:

- on campus at any time.
- on or off campus during school hours.
- during or before attendance at school sponsored and chaperoned events.

Any violation of this policy goes to the Dean of Students without the option for judicial review.

Marin Academy desires to support any students who recognize their need for assistance. Therefore, when a student seeks help through any member of the faculty, staff, or administration, the

disclosure of a concern of substance use and/or abuse will not result in disciplinary measures. However, when seeking help, if a student is under the influence or in possession of illegal drugs or alcohol, disciplinary procedures described in this policy will apply.

Marin Academy has a commitment to educating our community about drug and alcohol use, abuse, and addiction. Examples of formal ways this takes place are through the Human Development courses, school assemblies, grade level Health Issues assemblies, and MAPA Parent Education. Marin Academy recognizes that every member of the community takes on the responsibility of an educator extending beyond our formal curriculum into every day activities and interactions.

As the school pledges to act in the most supportive way possible on behalf of the students and their families, Marin Academy seeks to promote open communication between the students, their families, and the school. It is from this commitment that this policy was written.

Consequences:

If a student is found using, being under the influence of, soliciting, or in possession of an illegal drug or alcohol the following actions *will* be taken:

1. The student will be suspended for a minimum of two days.
2. The student will undergo a mandatory drug and alcohol assessment, scheduled to begin within two weeks of the infraction. The School Counselor must be contacted to initiate and complete the assessment.
3. The student may not return to school until the evaluation has been scheduled and the Dean of Students has been notified.
4. Within one week of the assessment, an action plan* will be developed and put into place for the student.
5. Any subsequent infraction of the drug/alcohol policy will most likely result in expulsion.

If a student is discovered, in any manner, supplying, selling, giving, or distributing an illegal drug or alcohol the following actions *will* be taken:

1. The student will be suspended for a minimum of five days. The first two days will be a "cooling off period" during which time no decisions will be made.
2. The student will undergo a mandatory drug and alcohol assessment scheduled to begin within two weeks of the infraction. The School Counselor must be contacted to initiate and complete the assessment.
3. After the "cooling off period," there will be a meeting with the student, the student's family, the Dean of Students, and the Class Dean to assess the incident. The results of this meeting will go to the Deans' group in order for them to make a recommendation to the Head of School as to further consequences, up to and including expulsion.
4. If the student returns to school, an action plan* will be developed within one week of his/her assessment.
5. Any subsequent infraction of the drug/alcohol policy will most likely result in expulsion.

A student who is suspended from the school may not be present on campus or at school events for any reason during the period of suspension. Furthermore, students who are suspended are independently responsible for meeting all academic expectations. Major assignments (tests, essays, multi-day projects, etc.) will be counted as late and will drop one grade increment (i.e. a grade of a B would become a B-minus). Students will receive no credit for all other missed work (homework, class work, quizzes, etc.).

If a student is suspended for a violation of the drug and alcohol policy for the first offence, the school record of such suspension will fall under the title of a Probationary Suspension Report. If the student has no other school infractions, including behavioral issues of community standards

as defined in the handbook (“Honesty in schoolwork and respect toward other members of the community. Respect for individual and school property. Physical and mental safety for all members of the community.”), then the record of the suspension will be expunged at graduation and will not be reportable at the time the student applies to college. If at any time the student does commit a second offense of any kind, both infractions are automatically reported to colleges whether the student is an applicant or already admitted. Since second offenses of the drug and alcohol policy often lead to expulsion, the consequences of a second offense are grave and extend beyond college reporting.

In all cases where community safety is a concern, the Head of School may deem immediate expulsion the appropriate action. As is the case with any disciplinary action, the final decision rests with the Head of School.

* An action plan is a contract between the student and the school in response to the particular nature of the infraction. The plan is developed collaboratively by the student and family, and a group of individuals which is headed by the Dean of Students which may include the Class Dean, the School Counselor, and the student’s advisor. An action plan may include, but is not limited to:

- Specified terms of continued enrollment at Marin Academy
- Likely response of the school to another infraction of the drug/alcohol policy, including the probability of expulsion
- Time specific counseling requirement
- Regularly scheduled check-ins with a school representative
- In case of expulsion, a re-application process, if appropriate, will, in collaborations with the Admissions Office, be developed and outlined in the action plan.

All action plans are subject to approval by the Head of School.

Unanimously adopted by Board of Trustees, March, 2004.

Smoking: Smoking is not permitted on or off campus during school hours, or at any school related event. Continued smoking may lead to suspension or separation from the school.

HARASSMENT POLICY

Marin Academy believes in equal opportunity and has a tradition of dedication, high performance, personal development, and proper personal behavior.

It is therefore expected that every adult and student will treat every other teacher, staff member, and student with respect, courtesy, and support.

It is also expected that no one will interfere with any other person’s ability to work or study. Harassment on the basis of sex, race, age, sexual orientation, marital status, or disability is a violation of laws against discrimination (state law and Title VII of the Civil Rights Act of 1964).

Failure to meet this expectation is grounds for reprimand, suspension, or dismissal. Students who feel they are experiencing harassment in any form, whether from an adult or another student, should report the incident to his or her Dean; should that not be feasible, every student has recourse to the Dean of Students, Academic Dean, or the Head of School.

Any allegation of harassment reported to one of these persons will be investigated thoroughly, objectively, promptly, and completely, and in as confidential a manner as possible.

Marin Academy cautions anyone against using pressure to discourage harassment victims using these procedures from making a complaint and will not tolerate retaliation against anyone who makes a complaint. If harassment is proven, there will be prompt and effective remedial action.

Sexual Harassment: Sexual harassment between peers includes unwelcome sexual advances,

requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexually stereotyped insults, demeaning propositions, and sexist “jokes” are prohibited. The overriding factor in sexual and other prohibited harassment among peers is that the behavior is repeated, uninvited, and unwanted.

The school explicitly prohibits sexual conduct, invited or otherwise, by adult faculty or staff with students: there are *no* circumstances in which sexual advances, requests for sexual favors, expressions of sexual or “romantic” interest, or other verbal or physical conduct of a sexual nature are allowable. This includes sexual behavior by an adult toward any student, even if he or she is 18 years or older. Sexual harassment is not social or courting behavior. It is best seen as an assertion of power.

Sexual harassment may include:

- Unwanted sexual advances
- Making or threatening reprisals after a negative response to sexual advances
- Inappropriate personal questions of a sexual nature
- Sexual remarks about a person’s clothing, body, or sexual activity
- Suggestive remarks, verbal abuse, epithets, slurs, and jokes
- Public display of sexually explicit, offensive or demeaning objects, posters, photographs, or cartoons
- Leering or ogling
- Offensive touching in any form
- Repeated expressions of sexual or “romantic” interest after being informed the interest is unwelcome.

SCHOOL REGULATIONS AND GUIDELINES

Expectations Regarding Computer Use:

Marin Academy provides a complete set of network and computer tools designed to support easy access and use of remote resources and to facilitate communication and learning. Certain uses of these technologies are not permitted on the school computer network. In addition, there are appropriate procedures to guide student use of school networks, technology, and communications systems. In general, all users of these systems are expected to communicate in a professional manner consistent with Marin Academy’s Mission Statement, state laws and federal laws governing copyright. Electronic mail and telecommunications are not to be utilized to share confidential information about students or MA employees:

The following activities are **NOT PERMITTED** on MA computers:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another’s password
- Trespassing in another’s folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Electronic Game playing

Violations may result in a loss of access as well as other disciplinary or legal action.

Eating: At the discretion of teachers, food may not be allowed in certain areas on campus. Students are reminded that they are responsible for picking up litter at the end of lunch periods. Campus may be closed if trash becomes a problem.

Disruptive Noise: During class periods, students may not congregate in the hallways if their presence distracts or disturbs classes or library work. Students are not permitted to congregate

in stairways because of safety concerns. Car stereos must be played at a level that is not audible outside the vehicle.

Safety: When crossing Mission Avenue and 5th Street, students must cross only at the crosswalks.

Attire: Marin Academy expects that students will dress in a manner that is appropriate for a school setting and that is not disruptive of the educational process. Dress must include shoes and shirts on campus. Clothing with profanity or advertising drugs, alcohol or illicit or illegal activities is not allowed.

Cell Phones: Cell phones and pagers must be turned off while students are in class or at other required events (assemblies, advising, class meetings, etc.).

Dances: Students may bring up to 1 guest to Marin Academy dances.

Dogs: No dogs are allowed on campus.

Recreational Activities: All athletic activities (throwing frisbees, playing catch, etc.) are to be undertaken on the athletic field. **All activities must be supervised by a school employee.** The circle in front of Foster Hall is reserved for reading, talking, eating lunch, and other non-athletic activities.

Policy for Student Use of Teaching Spaces after School Hours: Marin Academy recognizes the importance of providing student access to campus facilities to promote learning and skill development. The school is also compelled to provide facilities that are safe and adequately supervised. The following policies apply to student use of indoor classrooms and athletic spaces at Marin Academy:

Weekdays during school hours: Students shall request or schedule use of indoor space with the appropriate faculty member or administrator in advance of using the space. The appropriate faculty member shall be present in the building or department complex while students are using the indoor space.

Weekdays after school hours: Students shall request or schedule use of indoor space with the appropriate faculty member or administrator in advance of using the space. The appropriate faculty member shall be present in the building or department complex while students are using the indoor space. The appropriate faculty member is responsible for clearing and locking the space when students are finished or when the faculty member must leave the premises (building or department complex).

Weekends: As above, however, the appropriate faculty member shall be present in an active supervisory role, in the building, and accountable for all student actions and activities.

Gambling: In accordance with state law, any form of gambling is prohibited on campus.

Weapons: Weapons, or any facsimile of, are not permitted on campus or at any school sponsored activity.

Skateboards and Scooters: Skateboards and scooters are not permitted on campus at any time. If these items are brought to campus, they will be taken and held in the Dean of Students' office.

Guests: Friends of students are welcome to visit Marin Academy. A student planning to have a visitor must make arrangements in the Attendance Office and sign in on the day of the visit. All guests must adhere to the school rules and regulations while on campus or in attendance at

school functions.

Open campus: Marin Academy has traditionally maintained an “open campus” based upon mutual trust and a sense of responsibility. In accordance with the various off-campus guidelines (below), students may leave campus when they do not have a required class or activity.

The open-campus policy provides students with significant freedom during the school day. With this privilege comes the expectation of respect for community standards and appropriate behavior.

Expectations are as follows:

It is absolutely necessary that the Attendance Office know where students are during the school day. For this reason, students must let the Attendance Office know by signing out if they will be off campus **farther than two blocks or for more than ten minutes**. Students who leave school before the end of the school day must sign out.

Students must use only the public sidewalks and streets when going off campus. They may not gather in groups or loiter on private property **in the surrounding community** or congregate on nearby residential streets. Students are asked to be aware of and sensitive to neighbors (i.e. no littering, rudeness, noise, etc.).

DRIVING AND PARKING

Only juniors and seniors are permitted to drive cars to campus. Freshmen and sophomores are prohibited from driving cars to Marin Academy.

Each family at Marin Academy (parents and students) should familiarize themselves with the parking restrictions and transportation guidelines described in this section. Please contact the Dean of Students if you have questions or require additional information about driving or parking at the school.

Carpools:

Marin Academy strongly encourages all families to create carpools for transporting students to and from school. Carpools reduce the number of cars traveling to and from campus, reduce congestion on local streets, and model good responsible behavior for all members of our community. Marin Academy distributes a student list sorted by US postal zip code that can assist with your carpooling plans. Please contact Lynne Hansen, Dean of Students, for more information.

Vehicle Registration and Parking Stickers:

We require that MA families register each family vehicle with the school before the start of the academic year. Please obtain and complete a vehicle registration form for each family vehicle (available from the Dean of Students). Each vehicle must also display a Marin Academy sticker. Please attach your sticker (one for each family auto) in the lower, passenger-side windshield area (stickers are issued when we receive your vehicle information). Student parking at Marin Academy is restricted and reserved. Student carpools and students traveling greater distances receive priority for on-campus student parking. Students must register their carpools with the Dean of Students before the start of each academic year in order to receive an assigned on-campus parking space. Students not driving carpools will only be assigned spaces after all carpools have been given spaces. Please contact the Dean of Students for forms to register student carpools. All forms must be returned by June 10th to receive consideration for on-campus parking for first semester. Parking space requests for second semester will be mailed to students in December.

Neighborhood Parking Restrictions:

Students and school employees are prohibited from parking on residential streets north of Mission Avenue. Student drivers who do not receive an assigned parking space must park their vehicles

in public parking lots or in 2-hour parking zones on Fifth Street. These restrictions are a condition of the school's use permit with the City of San Rafael. Violation of any parking restriction will result in disciplinary action. A first-time offense triggers a warning letter and phone call to parents from the Class Dean. A second offense will result in a one-day suspension. Subsequent infractions will result in more significant consequences.

On-campus Parking Restrictions:

All drivers are expected to honor and comply with all on-campus parking restrictions. Students who park in a spot not assigned to them (before 8:30 am), a space marked "visitor," or anywhere else on campus not marked for student parking will be subject to the same disciplinary action as above. More specifically:

- The North Campus parking lot (located across from the pool) is reserved for employee use. This lot closes at 6:30 pm on weekdays and is closed on weekends.
- Posted Fire Lanes and No Parking areas must remain clear at all times. Please do not park vehicles in these areas. In the event of an emergency, illegally parked vehicles may compromise medical access and assistance.

Students are prohibited from driving cars during the school day. Student vehicles are restricted for transportation to and from school, unless parents provide written permission for driving away from school during the school day. In these cases, students must also sign in and out at the Attendance Office. Unauthorized driving or riding in a car during the school day will result in disciplinary action. A first-time offense triggers a warning letter and phone call to parents from the Class Dean. A second offense will result in a one-day suspension. Subsequent infractions will result in more significant consequences. After 8:30 am any open student parking spaces are available to any member of the community.

Campus speed limit:

The campus speed limit is 10 m.p.h. Speed limit violations and other unsafe driving actions will result in disciplinary action.

Bus Transportation:

Marin Academy contracts with a bus transportation vendor to transport students to and from the school from San Francisco, southern Marin, and the East Bay. Please contact Lynne Hansen, Dean of Students, to obtain more information about bus routes, schedules and costs.

ATTENDANCE

Attendance and participation by each student is a critical aspect of the education at Marin Academy. Therefore, students are expected to attend and be on time to all classes, assemblies, advising periods, class meetings, and other required meetings and activities.

Daily Schedule:

Classes begin at 8:00 am. If a student does not have a first period class s/he must be on campus and signed in at the Attendance Office by 9:20 am. Students may leave after their last commitment, but they must sign out in the Attendance Office if leaving before the end of the day and may not miss required school activities such as assemblies, advising, and class meetings.

Marin Academy has an "open campus" policy, meaning that students may leave campus when they do not have a required class or activity. Students off campus during school hours are expected to abide by the same policies and regulations as on campus.

(See School Regulations and Guidelines - Open Campus.)

Absences:

Illness or family emergency:

If a student will be absent for the day because of illness or family emergency, parents must call the school before 8:30 am to explain the reason for the absence. Parents may leave a message before 8:00 am on the school's 24-hour answering machine (voicemail extension 700) if their student will be absent or tardy that day. If a student is reported absent with no call from the parent, the Attendance Office is obligated to phone the parent both at home and at work to ensure that parents know their student is not in school. This action is taken at the end of each period that the student has been reported absent.

Medical appointments:

The School urges that medical appointments be made after school hours. If this is not possible, parents must call or send a note to the Attendance Office before 8:30 am on the appointment day to inform the School of the appointment time. Students must sign out in the Attendance Office when departing and sign in upon returning.

College visits:

During the second half of the junior and throughout the senior year, students may be excused from classes to visit colleges. As a general guideline these visits should:

- include some type of official contact with the college admissions office, such as a campus tour, attending a class, an interview etc.
- take advantage of existing school vacation periods and non-teaching days so as to minimize the impact of students missing school.
- **submit a "Notified Absence Form" to the Attendance Office one week prior to departure.**

Religious holidays:

Students may be excused from classes for observance of a religious holiday when school is in session.

Illness during the school day:

If a student becomes ill during the school day, s/he should get the teacher's permission to go to the Attendance Office. Parents will be notified before the student leaves school. If a student fails to notify the Attendance Office or a Class Dean that s/he is leaving school due to illness, the school will consider the resulting missed classes as cuts. Please note that school personnel may not distribute medications to students, except as directed by parents in a signed consent form.

After-school activities:

In order to participate in after-school activities (including games, theater performances, field trips, etc.) a student must arrive at school by 9:25 am and remain for the rest of the day.

Extended absences:

If a student is absent for 3 days and will be missing more school, parents should contact the Attendance Office where homework assignments will be collected from the teachers. Assignments will be ready to be picked up by 3:00 pm the following day.

Planned absences:

Any absence other than health or emergency requires the student complete a "Notified Absence Form." This form is available at the Attendance Office. It requires the student to obtain signatures from each of the teachers whose classes s/he will be missing as well the parent, advisor, and in the case of college visits, the College Counselor's signatures. When completed, the form is turned into the Dean of Students for approval. If a form is not completed, the absence may be considered unexcused. Forms should be submitted at least two days prior to the absence.

Makeup work following an absence:

It is in the student’s best interest to submit work on time or make up missed work promptly. Students who are absent (including an absence because of an outing) are allowed two school days of makeup time for each day of absence. Long-term assignments due on the day of the absence are, however, due on the day after the absence. In cases of prolonged absence, special arrangements should be made with the teachers and, if necessary, the Class Dean. The School reserves the right to review credit given in courses where extended absences have occurred.

Tardies:

- Tardies accompanied by a note and due to illness, family emergency, medical appointments, or a conference with a faculty member will be excused. ALL other tardies are unexcused.
- Students who arrive late to school in the morning must check in and obtain a late slip from the Attendance Office.
- Tardy students who have been reported to the Attendance Office must obtain a late slip before entering class.
- Students 25 minutes or more late to a class and unexcused will be regarded as having cut class.

Unexcused Tardies

Unexcused tardies will be addressed in the following manner over each semester:

3 unexcused tardies:	Phone call home from the Class Dean.
5 unexcused tardies:	Letter from Class Dean.
8 unexcused tardies:	Automatic one day suspension, and meeting with the Class Dean to discuss future consequences.

Cutting Classes:

Cutting classes is rare at Marin Academy and is viewed as a serious infraction of school expectations.

- 1st cut: Phone call home from Class Dean; zero grade in class(es) cut.
- 2nd cut: One day suspension, and meeting with the Class Dean to discuss future consequences.

Books and Supplies (see page 24 re. Student Incidental Account)

Address Changes

If a student and/or parent address changes, please notify the School’s Registrar at ext. 225. This change will then be given to the Business Office, Advancement Office, and Head of School.

Bulletin

A bulletin with daily announcements is published each morning. Announcements must be given to the Attendance Office by 2:00 pm of the previous school day to appear in the bulletin.

FINANCIAL INFORMATION

TUITION

A signed enrollment agreement accompanied by a non-refundable tuition deposit of \$1,500 is due each March to ensure a place for the following school year. The remaining tuition is billed as follows:

- 20% due May 1st
- 40% (less deposit) due July 1st
- 40% due December 1st

Financial aid awards are pro-rated and posted to student accounts in accordance with the tuition-billing schedule.

Non-Payment:

No student will be permitted to matriculate at the beginning of any semester unless charges from the previous semester and tuition for the coming semester have been paid in full. Approved payment plans must be current with no past due balances. Students with delinquent balances will receive Incompletes on grade transcripts until all charges are brought current. Continuing students will not receive class schedules until all charges are paid in full. Re-enrollment agreements will not be issued to continuing students if delinquent balances exist during the re-enrollment period. Seniors will not receive diplomas, and the Registrar will not record their graduation on student transcripts until all tuition and incidental charges have been paid in full.

Fees:

A \$100 late fee will be charged on all late tuition payments. A \$20 fee will be charged for any check returned from the bank. Students planning a semester away from Marin Academy will be charged a holding fee of \$500.00 per semester to secure their space at the school.

Student Incidental Account:

Tuition for the academic year does not include the cost of books and other academic fees. Students' incidental accounts will be debited for the cost of books, bookstore items, school fees, and other academic supplies. Charges for incidental costs are due and payable when invoiced. Textbooks and materials ordered by the teaching staff are distributed at the fall Book Sale, held during orientation week, and the spring Book Sale, held during the first few days of second semester. Charges for books and materials are posted to each student's incidental account. The school does not distribute generic school supplies (pens, pencils, notebooks, binders, lined paper).

Tuition Insurance:

Marin Academy cannot refund or cancel unpaid obligations in the event of absences, withdrawals or dismissals. To help families plan for unexpected separations from the school, Marin Academy offers a tuition insurance plan through A.W.G. Dewar, Inc. The School strongly recommends that parents participate in this plan by selecting the tuition insurance option on the student enrollment agreement. All claims and benefits are subject to the provisions outlined in the A.W.G. Dewar, Inc. insurance program materials. Please contact the Business Office for further details.

Key Education Resources:

In an effort to provide affordable and convenient payment options, Marin Academy offers two programs through Key Education Resources to assist families in meeting educational costs at the school. The *Monthly Payment Plan* permits families to pay tuition in 10 equal monthly payments beginning April 1st to cover one year of school expenses. The *Achiever Loan Program* permits families to borrow up to 4 years of educational expenses. Key Education Resources has been providing loans and payment plans to students and parents for over 40 years. Please contact the Business Office for enrollment materials.

FINANCIAL AID

Marin Academy offers need-based financial aid, which enables the school to assist qualified students who would not otherwise be able to attend. We invite students to apply to Marin Academy regardless of ability to pay.

Financial aid, once awarded, will be continued through graduation provided the student qualifies for aid each year, remains in good academic standing and abides by the community standards of the school. Financial aid is awarded as a percentage of tuition. Over four years, families receiving aid should anticipate increases in their share of tuition expenses as incremental tuition increases occur. Parents are under an obligation to inform Marin Academy if there is any change in the family's financial resources during the course of the year.

When financial aid is not awarded to entering students, families wishing to apply in subsequent years should be aware that, with limited funds available, priority is given to students who have been given awards prior to enrollment. Therefore, in those situations where ability to pay has remained relatively the same, families should not expect that the school will be able to extend an award of assistance. However, the school will attempt to assist continuing students whose families have experienced unexpected, significant changes in the ability to pay.

The Financial Aid Office requires a Parents' Financial Statement (PFS) and supporting documents from parents, step-parents and applicant (if applicable). This information must be submitted each year to demonstrate financial need. The Committee utilizes the School and Student Service for Financial Aid (SSS) analysis only as a guideline when making awards. In the case of divorced or separated parents, the school requires that both parents complete and submit PFS forms and will not be bound by the assertion that one parent has disclaimed responsibility for educational expenses. If either parent has remarried, we will consider also the assets of the step-parent, bearing in mind the obligations of the step-parent to his or her own children.

Questions about individual circumstances or any aspect of the school's Financial Aid Policy should be addressed to the Admissions & Financial Aid Office.

Student Financial Aid For Co-Curricular Trips:

Marin Academy has extremely limited financial resources for student financial aid. These limited resources are used entirely for student tuition assistance and mainstream curricular needs (books and other incidental costs). To help support need-based assistance for extra-curricular school-sponsored trips, Marin Academy has established an Extra-curricular Trip Reserve. The reserve is funded and replenished by a 10% fee paid by each extra-curricular trip. The 10% fee is assessed on the all-in costs for each MA-sponsored extra-curricular trip (airfare, lodging, insurance, chaperone expenses, etc.). The reserve is managed and administered by the school's Director of Admissions and Financial Aid. Extra-curricular trip participants, who normally qualify for need-based tuition assistance, may, depending on the limited reserves available, receive up to 50% of their tuition percentage award for school-sponsored extra-curricular trips. For example, a student receiving 50% tuition scholarship would be eligible to receive up to 25% assistance for the costs of an MA-sponsored extra-curricular trip. Trip participants should consult with MA's Director of Admissions and Financial Aid to determine funding availability. Aid cannot be awarded to students who do not apply and qualify for financial aid as part of their regular enrollment in the school.

INSTITUTIONAL ADVANCEMENT

The Office of Institutional Advancement oversees the communications, community relations, and fundraising programs of the school and brings a strategic and comprehensive focus to all of the School's relationships with external constituencies. The department is responsible for all fundraising campaigns, foundation support and endowment building, alumni and parent relations, publications, public relations and the School's website.

Independent schools like Marin Academy depend upon gifts from parents, alumni, and friends of the School to maintain both a strong faculty and a strong program and to assure safe, efficient facilities in which to operate.

FUNDRAISING PROGRAMS

The *Annual Fund* bridges the gap between tuition and the actual cost of educating each student. That difference is approximately \$3,000 per student per year. All MA families are asked to support the Annual Fund. In past years, gifts have ranged from \$1 to \$20,000; each gift is needed and deeply appreciated. The Annual Fund drive is co-chaired by parent volunteers and conducted during the first semester.

Campaigns for endowment and major capital improvements are conducted on a cyclical basis. Generally, parents will be asked to participate in a Capital Campaign once for every enrolled child's history at MA. In the last decade, MA families have built the James F. Thacher Hall of Science and the Athletic Center; transformed Founders Hall into a classroom and technology hub; restored Foster Hall, and made possible the completion of the Campaign for the Arts which culminated in the opening of the Performing Arts Center in April, 2001, and the Visual Arts Center in January 2003. Most recently, the new library was opened in June 2006, and the Administration Building was completely remodeled and reopened as the Bodie Brizendine Leadership Center on June 1, 2007.

FOUNDATION AND ENDOWMENT SUPPORT

The Office of Institutional Advancement is responsible for research, grant writing and community relations in support of the School's comprehensive fund raising programs. Specific initiatives may include private and foundation funding for financial aid and faculty professional development, support from foundations for capital projects, the Crossroads outreach program, technology and other projects as needed. Annual events that are funded through endowments such as the E. E. Ford Fellowships and the James F. Thacher Lecture Series are overseen by Advancement.

Marin Academy recently concluded its first endowment campaign, which raised more than \$11 million for faculty compensation, student scholarships, and community outreach. Endowment building continues as a strategic focus for planned gifts.

ALUMNI RELATIONS

The Alumni Relations program develops, maintains, and promotes initiatives to engage alumni in the life of the school. Alumni events, reunions, and communications are coordinated through the Office of Institutional Advancement by the Director of Alumni Relations.

COMMUNICATIONS AT MARIN ACADEMY

The Office of Institutional Advancement produces and manages several vehicles of communication for both the immediate Marin Academy community and the community at large, in an effort to educate constituents about the life of the school and to share the school's accomplishments and special events with the greater public.

NEXUS MAGAZINE / ANNUAL REPORT

This publication is produced by the Office of Institutional Advancement annually and is sent to every member of the MA community: current families, the Board of Trustees, alumni, alumni parents, faculty and staff, other educational institutions, foundations, and friends of the school.

WILDCATTER

The *Wildcatter* is an on-line monthly newsletter that is sent to current families, the Board of Trustees, peer institutions, and selected friends of the school. Community members will receive an e-mail notification of each month's issue; all issues will be available for review or print-out on the "Today @ MA" portion of www.ma.org. The purpose of this publication is to inform the MA community of news around campus and upcoming events. The *Wildcatter* does not promote activities and / or products for profit. Submissions are welcome and should be directed to David Brin in the Advancement Office by phone, email, or hard copy.

MARIN ACADEMY WEBSITE (www.ma.org)

The Marin Academy website is overseen by the Office of Institutional Advancement. It is designed as an informative tool for both the immediate community and the general public. All material on the Marin Academy website pertains directly to school or school-sponsored activities. This site is open and not password protected.

"TODAY @ MA"

"Today @ MA" is the *intranet* portion of Marin Academy's website, designed to serve MA's community of current families, faculty and staff, Board of Trustees, alumni, alumni parents, and selected friends of the school. It is maintained by the Office of Institutional Advancement. While portions of the site are open to the general public, many features are made available only to members of the MA community and are password protected.

Broadcast Emails:

Emails can be sent from the Office of Institutional Advancement to selected constituent groups (broadcast emails). This feature is designed as a tool to better communicate late-breaking news and select information that is deemed timely and appropriate for the MA community. All news items that are sent in broadcast e-mails pertain directly to school or school-sponsored activities. Broadcast emails do not promote activities and / or products for profit. This feature is used on a judicious basis. Contact David Brin in the Advancement Office to inquire about sending an email of this sort. Email addresses published in the directory should be used for Marin Academy events and related activities and not for commercial or solicitation purposes.

PUBLIC RELATIONS POLICY

All media relations for the school are coordinated through the Advancement Office. The function of the school's public relations program is to effectively promote school events and accomplishments as part of our effort to engage and inform students, parents, alumni and alumni parents, foundations, and friends of MA. If a member of the community has information that he/she would like to be covered by the media, please contact David Brin, Director of Communications. For questions regarding MA's public relations policy, please contact Anna Heidinger, Director of Institutional Advancement.

Sports coverage is handled by the Athletic Department. Individual team coaches are responsible for reporting scores and facilitating student interviews.

MISCELLANEOUS INFORMATION

Computer Use (see page 18 re. Expectations Regarding Computer Use)

Library / Resource Center

Library hours are from 7:45 am to 5:00 pm. The library has an extensive collection of books, periodicals, and online resources that support the MA curriculum.

Lost and Found

Items that are found, such as jewelry, money, sunglasses, etc., should be turned in to the Attendance Office, and notices will appear in the bulletin. All other items will be brought to the Lost and Found located in the Bodie Brizendine Leadership Center.

Lunch

Students may purchase lunch in the cafeteria, bring their own lunch, or walk off campus to buy lunch in local restaurants. Snacks, drinks and desserts are available in the cafeteria until mid-afternoon each day.

The Marin Academy Voice

The Marin Academy *Voice*, a student run newspaper, is published eight times a year, free of faculty or administrative censorship. Students receive copies free at school; subscriptions are available for \$15. Selected on-line portions of the newspaper are available as well.

Messages

There are student mailboxes in the Bodie Brizendine Leadership Center where office staff will put messages for students. Parents may call the Attendance Office to leave a message. Because of the limited size of the office staff, however, parents are asked to leave important messages only. Students are contacted personally only for emergencies.

Medical Supplies

First Aid materials may be found in the Attendance Office. However, the school cannot distribute any medication, except aspirin-free pain reliever, or as directed by parents in a signed consent form.

Monthly Newsletter: The Wildcatter

See page 27 re. Communications at Marin Academy.

Pool

The school's Athletic Office oversees scheduling and use of the Marin Academy swimming pool. Pool use is reserved for MA's swimming and water polo programs. State health and safety regulations require that a certified lifeguard must be present at all times that the pool is in use. The pool is not available for general student use during the school day.

Telephones

There are two pay telephones for student use. One is outside of the gym, and the other is in the Performing Arts Center plaza. Students may not use office telephones.

Transportation

Transportation for Marin Academy students is coordinated by Lynne Hansen, Dean of Students. Families should contact her (415/453-4550 x249) to discuss transportation options, parking, and carpooling.

Non-custodial Parents

All communications generated by the school will be distributed to the custodial parent, step-parent(s), and the non-custodial parent alike. Similarly, both natural parents (as well as grandparents) will be granted permission to visit the student on school grounds or during school-sponsored trips. However, given the unique legal situation of each family, the school may make exceptions to the policy, and exceptions, of course, are made to comply with court orders. In particular, during the enrollment process, the custodial parent must stipulate the circumstances under which the non-custodial parent may remove the student from campus.

EMERGENCY INFORMATION

The school currently conducts emergency evacuation procedures as outlined in our Safety and Emergency Response Plan. In the event of a major incident, parents are requested not to telephone the school so that the lines can be used for emergency calls. We also ask that parents not drive to the campus until the authorities have determined that the roads and bridges are safe.

The school will not release students, including those with their own transportation, until roads and bridges are determined to be safe. Students will only be released to parents or to contacts listed on the Emergency Card.

SCHOOL CLOSING

In the event of an emergency that would cause Marin Academy to close, the school's automated phone system would be used to notify all school constituencies. Additional information and updates regarding school closures can be obtained by listening to the following radio stations or by visiting the Marin County Office of Education (MCOE) website:

KGO 810 AM

KCBS 740 AM

KPIX 1550 AM or 95.7 FM

MCOE <http://mcoeweb.marin.k12.ca.us/emereprep/> (click on Alert notices)

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA):

On October 22, 1986, the President signed into law the Asbestos Hazard Emergency Response Act (AHERA) which requires the school to notify employees, building occupants, or their legal guardians, and outside vendors regarding AHERA-related activities. This includes building re-inspections, response actions, and post-response action activities including periodic reinspection and surveillance activities that are planned or are in progress.

The original Inspection Report and Management Plan has been available for review in the Marin Academy offices since the spring of 1989. As required by AHERA, re inspections have been conducted at regular intervals, the most recent of which was completed in 2006. All reports have been included in the Management Plan located in the school offices. Information regarding specific abatement activity is included in the Reinspection Report. Any further questions can be directed to the Director of Operations, Michael Morris.

MARIN ACADEMY PARENTS' ASSOCIATION

The Parent Board of the Marin Academy Parents' Association (MAPA) is responsible for encouraging, organizing and directing volunteer activities that enhance school life for students, faculty, staff, parents and the larger community. Through the direction of the Parent Board officers and committee chairs, a large variety of activities, functions and educational programs are offered in our community, all for the purpose of supporting the students, expanding understandings and sharing the vision of Marin Academy in concert with the policies of the Board of Trustees.

Thousands of hours of time and talent are committed to Marin Academy every year by the parents and, due to the diversity of activities and functions provided, there is an opportunity for every parent to be involved. Working on the campus provides an intimate view of student learning while working with other parents, faculty, staff and/or students.

In addition, MAPA also hosts functions for parents. There are pot luck dinners and other get-togethers for parents of each class. MAPA hosts parent education evenings, featuring either faculty and staff of MA or recognized experts in our larger learning community. All meeting and speaker dates along with pertinent information and forms are available at www.ma.org via the Parents link.

The organizational chart of MAPA and the listing of officers and committee chairs are published on the following pages. Any one of the representatives of MAPA listed there can answer questions, make things happen and help any parent get involved.

E-SCRIP AND SCRIP

E-Scrip: A percentage of your everyday purchases using your debit or credit cards at participating merchants is automatically sent to the school.

Scrip: This is the "hard-copy" way to give money to the school by using discounted paper scrip. This scrip is purchased through Marin Academy and used to purchase goods from participating merchants listed on the scrip order form.

Both ways are easy to use and benefit Marin Academy everytime you shop!

How To Sign-up:

E-scrip: Please contact Kate Powers 415/472-2952 or kpmarin@yahoo.com or Gabriella Frazier, 415/971-3292 or gabie@mail.com.

Scrip: Forms are available on the School's website.

MARIN ACADEMY PARENTS' ASSOCIATION 2007-08

MAPA Officers – Executive Board

President

Christine Lee 482-6630 ChristineLee101@comcast.net

VP Student Support

Peggy Hayman 435-4040 peghay@aol.com

VP Staff & Parent Support

Lilli Ouyang 664-7707 philandlill@att.net

Secretary

Marjorie Went 388-8353 marjorie@wentfamily.net

Treasurer

Cheryl Finley 460-6945 fineal6@comcast.net

MAPA Board – Committee Chairs

Admissions Support - Mailing

Kathryn Birer 789-5090 kbirer@comcast.net

Admissions Support - Open Houses/Welcme Day

Lilli Ouyang 664-7707 philandlill@att.net

Tami Schrier 479-1049 tmschrier@aol.com

Admissions Support – Tours

Martha Mouer 898-0790 mouerclan1@aol.com

Advancement Support - Mailings

Joan Boodrookas 482-0980 bood@comcast.net

Advancement Support – Spring Fundraiser Liaison

TBA

Arts Support - Dance

Carolyn Woolley 510-526-8260 jpickrel@mac.com

Arts Support - Drama

Martha Crawford 453-7853 martha.crawford@comcast.net

Pat Lum 456-0941 patlum@msn.com

Diane Taboada 510-526-6795 sharkentaboada@yahoo.com

Arts Support - Music

Lisa Brussell Beaudoin 453-7559 lisabdesign@comcast.net

Arts Support - Visual Arts

Karen Smidth 381-4319 elbix@sbcglobal.net

Sandy Leonard 221-8229 Ssevier@sgleonard.com

Athletics - Spring Banquet

Lisa Bassett 488-4711 lisa@scansite.com

Athletics - Boosters

Roger Johanson 258-9605 rhjohanson@comcast.net

Athletics - Concessions

TBA

Athletics - Golf Tournament Liaison

TBA

Athletics – Team Parent Coordinator

Lori Johanson 258-9605 Lori.L.Johanson@citigroup.com

Book Sale

Sr.: Cindy Walker 925-1323 walketts@sbcglobal.net

Jr.:Bridget Crowe 925-0823 bmc_rec@comcast.net

Soph.:Debra Mehling 499-1951 mehling@sbcglobal.net

Fr.: Noel Degnan 479-4457 degnanfamily@comcast.net

Class Activities / Parent Socials - Seniors

Shelley Carlisle 662-2211 shelleycarlisle@gmail.com

Amy Peele 883-2990 markamy@pacbell.net

Martha Watt 893-0396 dougwatt@comcast.net

Class Activities / Parent Socials - Junior

MARIN ACADEMY PARENTS' ASSOCIATION 2007-08

Julie Baldocchi 922-0963 julie@pacificnurseries.com
Janice Barger 292-3533 jba5656@aol.com

Class Activities / Parent Socials – Sophomores

Susan Fox 256-9850 susan.fox@comcast.net
Karen Hughes 488-0265 karenhmail@gmail.com

Class Activities / Parent Socials – Freshmen

Cathy Capper 883-2277 CMKC712@aol.com
Jessica Gerber 458-8830 jessica.gerber@comcast.net
Tami Schrier 479-1049 tmschrier@aol.com

Diversity Council Representative

Mary Irene Zemanek 441-6698 MaryIrene.Zemanek@dfs.com

Event Support: Crossroads Fun Run

Erin Elliott 381-1037 erinelliott@speakeasy.net
Judi Shils 378-0504 judishils@earthlink.net
Barry Spitz 454-2769 bzspitz@aol.com

Faculty Dinner (Back to School Night)

Brenda Berg 435-2696 bergstiburon@aol.com

Faculty/Staff Refreshments

Jane Sykes 485-1179 janesykes@comcast.net
Betty Wood 382-0533 woodlerchin@yahoo.com

Faculty / Staff Appreciation Event

Mimi Buckley 383-5927 mimi-b@pacbell.net

Grad Nite (Seniors)

Martha Watt 893-0396 dougwatt@comcast.net
Mary Finnican 388-6360 finnican@comcast.net

Grad Nite (Juniors)

Mimi Buckley 383-5927 mimi-b@pacbell.net
Suzi Alexander 455-0256 suzalexander@iname.com

Graduation Reception (Junior Parent)

Jane Sykes 485-1179 janesykes@comcast.net

Green Coordinator

Karen Smidth 381-4319 elbix@sbcglobal.net
Sandy Leonard 221-8229 Ssevier@sgleonard.com

Junior/Senior Prom

Mimi Kingsley 455-8155 mkreindeer@earthlink.net

MAPA Event Refreshments and MAPA Dinner

Barbara Bischoff 456-7819 bjbischoff@sbcglobal.net
Petra Jacobsen 454-4820 bellvue@pacbell.net

New Parent Dinner

Lori Howard 389-8544 LBHoward@casas.org
Aparna Budhraj 444-0673 aparna_budhraj@hotmail.com

Parent Education

Read Adams 383-4824 ereadadams@hotmail.com

Scrip

Kate Powers 472-2952 kpmarin@yahoo.com
Gabriella Frazier 971-3292 gabie@mail.com

Senior / Faculty Lunch

Cathy Nourafshan 435-3391 cbnour@gmail.com
Judy Sherman 388-7972 judysherman@gmail.com

SpiritWear

Robin Cerf 435-4401 cerfette@aol.com
Susan Perlstein 924-1018 suzp7@comcast.net

Volunteer Management

Jean Christofferson 328-5771 jeanc@relevantpower.com

RESOURCES

Parents wishing particular information may call the following persons directly:

Admissions/ Financial Aid	Dan Babior, <i>Director of Admissions & Financial Aid</i> Connie Goldsmith, <i>Assistant Director of Admissions & Financial Aid Coordinator</i> TBD, <i>Admissions Assistant & Recruitment Coordinator</i>
Athletics	Josh Frechette, <i>Director</i> Josh Kalkstein, <i>Assistant Director</i> Melanie Atterman, <i>Athletic Assistant</i>
Attendance/Absences	Lindsay Neville, <i>Attendance Coordinator</i>
Bookstore, Tuition, and Incidental Accounts	Marilou Graham, <i>Business Office Assistant</i>
Building and Grounds	Michael Morris, <i>Director of Facilities, Operations and Outside Services</i>
Business Matters	Mike Joyce, <i>Chief Financial & Information Officer</i>
Counseling	
Dean of Students	Lynne Hansen
Class Deans	Grade 9 Jenny Rosenberg Grade 10 Pam Maffei Grade 11 J O'Malley Grade 12 Bill Meyer
Academic Dean	Joe Harvey
College Counselors	Jennifer Blake & Bill Henley
School Counselor	Joani Lacey
Fundraising/ Institutional Advancement	Anna Heidinger, <i>Director of Institutional Advancement</i>
Learning Services	Susan Adams, <i>Learning Services Coordinator</i>
Library	Derek Anderson, <i>Head Librarian</i> Kim Martin, <i>Librarian/Dir. of Center for Community Action</i>
Literary Festival	Jim Baldwin, <i>English Department Chair</i>
Minicourse	Lynne Hansen, <i>Dean of Students</i>
Outings	Peter Poutiatine, <i>Outings Director</i>
Parents' Association	Christine Lee, <i>President</i>
Communications Website & Public Relations	Anna Heidinger, <i>Director of Institutional Advancement</i> David Brin, <i>Director of Communications</i>
Outreach and Diversity	Maria Turner-Lloveras, <i>Director of Crossroads</i> Sanjai Moses, <i>Dean of Multi-Cultural Life</i>
Student Newspaper	Mary Collie
Yearbook	Connie Goldsmith