



**NOVATO HIGH SCHOOL**  
**2021 – 2022 STUDENT AND**  
**PARENT HANDBOOK**  
**(CODE OF CONDUCT)**

Mission Statement: Novato High School develops relevant and authentic learning opportunities so students can communicate and think critically, while developing cultural competence and character.

**Novato High School earned a 6-Year WASC Accreditation in 2018, and an excellent Mid Cycle Review in 2021. NHS offers some of the finest academic specialized programs of any comprehensive high school with AVID, Marin School of the Arts, Medical Careers Pathway, & Counseling Enriched Classes.**

## **COMMUNICATIONS**

### **DEPARTMENT DIRECTORY:**

To reach an individual within a department by email, most email addresses are the person's first initial of their first name followed by their last name @nUSD.org. For reference, email addresses are listed on the school's website: <http://novatohigh.nUSD.org/>

Main Office ..... 898-2125

Office Manager Caroline Purtell (email [cpurtell@nUSD.org](mailto:cpurtell@nUSD.org))

ASB Technician Leslie Resnick (email [lresnick@nUSD.org](mailto:lresnick@nUSD.org))

Administrative Team ..... 898-2125

Principal Mark Brewer

Assistant Principal Greg Fister *Master Schedule, Activities, CAASPP, World Languages, Site Plan Safety.*

Assistant Principal Michelle Cortez *MSA, ELL, Equity, Wellness, ELPAC, East Annex, MSA Board.*

Assistant Principal Jim Larson *of Facilities, Athletics, Counseling, Special Education, Registrar Office.*

Bilingual (English/Spanish) Support

Community Liaison Cinthia Angelicola (email [cangelicola@nUSD.org](mailto:cangelicola@nUSD.org)) ..... 798-5370

Student Activities

ASB/Leadership Stephanie Searle. (email [ssearle@nUSD.org](mailto:ssearle@nUSD.org)).

Student Attendance

Attendance Technician Marla DeMartini (A-K) (email [mdemartini@nUSD.org](mailto:mdemartini@nUSD.org)) ..... 892-3205

Attendance Technician Laura Gregg (L-Z) (email [lgregg@nUSD.org](mailto:lgregg@nUSD.org)) ..... 897-6204

Student Registration/Transcripts..... 898-2133

Registrar Victoria Wertz (email [vwertz@nUSD.org](mailto:vwertz@nUSD.org))

**Counseling Department**

Counseling Technician Sheri Noori (email [snoori@nUSD.org](mailto:snoori@nUSD.org)) ext. 5018

Counselor Marie McMahon ext. 5022 (email [mmcmahon@nUSD.org](mailto:mmcmahon@nUSD.org)).

Counselor Oscar Galdamez ext. 5017 (email [ogaldamez@nUSD.org](mailto:ogaldamez@nUSD.org)).

Counselor Debbie Hagan ext. 5016 (email [dhagan@nUSD.org](mailto:dhagan@nUSD.org)).

Counselor Ade Malgoza ext. 5020 (email [amalgoza@nUSD.org](mailto:amalgoza@nUSD.org)).

Counselor Anna McGee ext. 5034 (email [amcgee@nUSD.org](mailto:amcgee@nUSD.org)).

**College & Career Center**

College & Career Advisor (email [lpretl@nUSD.org](mailto:lpretl@nUSD.org)) ..... Ext. 5080

Library Media Specialist Christina Moore (email [cmoore@nUSD.org](mailto:cmoore@nUSD.org)) ..... Ext. 5008

**Academic Programs**

AVID: Christina Corsetti (email [ccorsetti@nUSD.org](mailto:ccorsetti@nUSD.org)).

MSA Office Manager: Shannon Morgan Miller (email [smorganmiller@nUSD.org](mailto:smorganmiller@nUSD.org))

**TEACHER DIRECTORY Email** Most teachers' email addresses are the first initial of their first name followed by their last name @nUSD.org. Email addresses are listed on the school's website: <http://novatohigh.nUSD.org/>.

***~~Voice-mails are encouraged– however email is the preferred method of communication to staff, teachers, Admin, etc.~~***

## SCHOOL INFO AND PUBLICATIONS

**“What’s the Buzz?”** The NHS Student Leadership/ASB team produces a weekly newsletter, which is distributed by email. To subscribe, select the “Programs” tab. Click on “Student Leadership & Clubs” and then “ASB Student Leadership.” Scroll down to “Say ‘In the Know’ Online” and select “What’s the Buzz?”

**Facebook** Search “Novato High School”. Search “Marin School of the Arts”.

**Instagram** @novatohigh @novato.athletics  
@novatohighschoolclassof2025 @novatohighschoolclassof2024  
@novatohighschoolclassof2023 @novatohighschoolclassof2022

**Twitter** Events @whats\_thebuzz Athletics @NovatoHornets The Swarm @NovatoSwarm

**“The Swarm”** Our monthly newspaper is produced by students enrolled in the Journalism elective course offered at Novato High. The newspaper is distributed in hard copy on campus. You can access “The Swarm” at <https://www.novatoswarm.com/>.

**PARENT INVOLVEMENT** We believe that parental involvement in our students’ academic and social progress continues beyond elementary and middle school. We encourage and welcome your valuable suggestions, recommendations, and involvement in the school community.

### **Aeries Parent Portal – Attendance & Grades**

While it is important for high school students to become more independent, parents/guardians are strongly encouraged to monitor student attendance and academic performance. Parents can access the Aeries Parent Portal Parents with their student’s ID number and a verification code, which can be obtained from the Counseling Technician.

<https://aeries.nusd.org/parent/LoginParent.aspx?page=default.aspx>

**PTSA** -NHS Parent Teacher Student Association (PTSA) is an excellent way to get involved. PTSA General Session meetings are held monthly typically the first or second Thursdays on Zoom at 7:00pm.

**STUDENT ATTENDANCE:** It is the legal responsibility of Novato High School and NUSD to ensure that students attend school regularly. Parents/guardians of children aged six to 18 are legally obligated to send their children to school each day and for the duration of the school day. When a student is absent, tardy, or truant, it does not allow the student to fully engage in the learning process. While absences that relate to illness or circumstances beyond the student’s control are understandable, it is of course in the student’s best interest to attend school on a daily basis.

**Attendance Policy and Procedure** All students are expected to be in school regularly, on time, and to attend all scheduled classes and other required activities.

Students who are 18 years old can sign an agreement with their parent enabling students to sign themselves out of the school day in the attendance office. This privilege can be revoked at any time by Administration.

**Attendance Errors** It is the responsibility of the parent/guardian and student to be aware of the student's current attendance record, which can be viewed at any time on Aeries. If it is believed that an error has been made by a teacher, the student must complete an Attendance Correction Request form, obtain the teacher's signature, and return the form to the Attendance Office within three (3) days of the error. Teachers cannot be expected to recall who was/was not present in class farther back in time. Attendance technicians cannot legally change any attendance record without the teacher's signature, unless the error was a clerical mistake made originally by the attendance technician.

**Breaks & Lunch Policy – Students on Campus** Students may not leave campus during breaks between classes. Students in grade 9 may not leave campus at all during the school day and definitely not during lunch. However, students in grades 10-12 are permitted to leave campus during lunch. This privilege may be revoked at any time for truancy, cutting class, defiance towards a school employee, misbehavior and our at the discretion of the Admin Team.

**Leaving Campus Early** Parents/guardians are asked to contact the attendance office before school starts and leave a voicemail with Marla DeMartini [A-K] or Laura Gregg [L-Z]. This process enables the attendance technicians to prepare a pass for the student in advance. **Please do not arrive at the attendance office 5 minutes before your scheduled doctor or physician appointment, as this puts us at a disadvantage trying to pull your student from their classroom setting. Please call ahead of time.** The student may pick up his/her pass in the Attendance Office before school or during break. Under no circumstance may a student leave campus without having an attendance office technician speak to his/her parent/guardian and sign out. For campus supervision and student safety, the attendance office must have accurate information at all times about student attendance on campus. If students leave school without permission, they will be marked truant.

**Arriving to Campus Late and Leaving Early** Prior to attending class, students who arrive late over 10 minutes are required to sign-in at the Attendance Office. Without a valid excuse, students who are late will be marked "tardy". For campus supervision and student safety, the attendance office must have accurate information at all times about student attendance. Students may not leave campus at any time during the school day, without checking out with their attendance technician for their respective alphabet last name. If they do leave campus, without checking out officially, they will be marked U for unexcused/truant as they chose to leave the school site without permission from an adult family member.

**NO FOOD is ALLOWED in CLASSROOMS at any time due to safety, cleanliness, student allergies, allergic reactions to nuts, etc.**

**TARDY POLICY Tardy (Late to Class)** Students are considered tardy when they are not in their assigned seats when the class period starts. Teachers take attendance for each class period on a daily basis. Students with 10 tardies/per class will meet with an administrator and be placed on a School Attendance Review Team (SART) Agreement. If students are in violation of the SART agreement, suspension from co-curricular activities, including but not limited to athletics, dances, and MSA events may occur. Failure to serve 2 Sat Academy for tardies will result in an alternative to suspension, Restorative Justice, etc.

- T: not present in the classroom when the bell rings from second one through 30 minutes late.
- U: entering the classroom 30 minutes late or more. California Ed Code states that missing 30 minutes = absence.

Consequences for Unexcused Tardies The following consequences will be applied for a student who has accumulated a number of unexcused tardies in any single class. **Teachers need to communicate to parents before students reach 5 tardies in their respective class via email or a phone call.**

1. Student will be assigned to Saturday Academy:
  - a. 5 tardies/class = 1 Sat Academy (4 hrs).
  - b. 10 tardies/class = 2 Sat Academy (8 hrs).
  - c. 10 tardies/class = SART meeting w/Admin designee.Every 5 tardies after 5 tardies/per class period = 1 more Sat Academy
2. The Attendance Technicians will send out (once the worldwide pandemic is over) Saturday Academy passes once a student had 5 tardies in one individual class.
3. After 10 tardies in a specific class, an attendance technician may email or call/contact the student and parent/guardian to schedule a SART (School Attendance Review Team) meeting with an Admin (AP).
4. If students do not attend an assigned Sat Academy, one (1) Sat Academy is added to the original; will be reassigned to the following week and may carry over to more than one week depending on the total number of hours accumulated.
5. If students do not attend the reassigned Sat Academy (i.e., chose not to attend twice), progressive discipline can result in Restorative Justice and/or a school suspension.

## **ABSENCE POLICY Makeup Assignments and Tests Due to Absence**

Excused Absence Students are permitted to complete all assignments and tests missed during excused absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall receive full credit. The teacher shall determine which assignments and tests shall be reasonably equivalent to, but not identical to, work missed in class (Ed Code 48205).

Unexcused Absence It is at the teacher's discretion whether or not a student will be allowed to make up work assignments and tests during the unexcused absence; this including absences due to suspension. A student's grades, as a result, may be negatively impacted by unexcused absences in accordance with NUSD Board Policy 5113.

**Excused Absences** In accordance with California Education Code 48205 and NUSD Board Policy 5113, excused absences are defined as:

1. Student's personal illness
2. Student's quarantine under direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic appt.
4. Attendance at funeral services for a member of the immediate family

- a. one day for service in California, three days if service is out of state
- b. "Immediate family" is defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or relative living in student's immediate household.

5. Jury duty

6. Illness or medical appointment during school hours of a child to whom the student is the custodial parent

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to:

a. Appearance in court

b. Attendance at a funeral service

c. Holiday observation, ceremony/student's religion.

d. Attendance at religious retreats not to exceed four hours per semester.

e. Attendance at an employment conference

f. Attendance at educational conference offered by nonprofit organization, legislative/judicial process

8. Service as a member of a precinct board for an election

9. To spend time with student's immediate family member who is an active duty member of the uniformed services

10. Participation in religious instruction or exercises in accordance with district policy

a. Student must attend at least minimum school day.

b. Student shall be excused for no more than four days per school month.

**Verification of Excused Absence** When students who have been absent return to school, their parent/guardian must present a satisfactory explanation verifying the reason for the absence. The explanation of absence must be submitted as a written note and/or may be verified by a conversation, in person or by phone, between the verifying employee and the student's parent/guardian.

Any absence related to a medical, dental, optometric, or chiropractic appointment, will automatically be marked excused. To reclassify such an absence as excused, the Attendance Office must receive a note from the physician verifying the appointment within three (3) school days of the absence. To protect a student's right to confidentiality, a school employee may not ask purpose of appointments, but shall require proof of visit.

**Short-Term Independent Study (Planned Absence)** to participate in an Independent Study Contract, a student must have a planned absence that is at least five (5) or more days. Students must meet with the Assistant Principal Jim Larson and/or Academic counselor, verified by the counseling technician, at least two full weeks in advance of the planned absence to apply for Independent Study.

Students must meet set criteria in order to qualify. Students who qualify are required to meet with each teacher to determine the work that needs to be completed. AP Jim Larson must receive a completed Independent Study Contract from student at least five (5) school days before first day of planned absence.

To considering clearing the absences as “excused”, all student work identified in the Independent Study contract must be submitted to the Assistant Principal Larson on the student’s first day back at school. Absences will be cleared based on teachers’ evaluation of the work and whether it met appropriate criteria.

**Prior Approved Absences** An absence for a “justifiable personal reason” under Excused Absences, Item #7 above, must be approved in advance using the “Prior Approval Excused Absence Request” form (BP 5113 Exhibit), which requires signature of each teacher & principal or designee.

Any absence for a “justifiable personal reason” which is not requested in advance and in writing, and does not receive prior approval by the principal or designee, will be considered unexcused, which may result in a loss of credit or failing grade on assignment related to the date(s) of the absence under this policy.

**College Visits** College visits are considered a “justifiable personal reason” under Excused Absences, Item #7 above, with advanced approval using the “Prior Approval Excused Absence Request” form (BP 5113 Exhibit), which requires signature of each teacher and principal or designee. **A preapproved absence related to a college visit may be excused for one to three (3) days determining on travel location.**

Unexcused Absences include, but are not limited to:

1. family trips
2. cutting class
3. oversleeping
4. car trouble
5. traffic
6. missed car ride, missed bus, missed carpool.
7. suspension
8. all absences not cleared within 3 school days of absence

Any absence not cleared as “excused” within three (3) school days following a student’s return to school automatically becomes an unexcused absence and is considered a truancy.

Corrections to absences, unless due to clerical error by the teacher or attendance technician, will not be made to absences that occurred more than three (3) days in the past.

Extended weekends or family vacations, unless prearranged through Independent Study, are considered unexcused absences. Parents/guardians are expected to plan family trips and vacations outside academic school year. Any work assigned as Independent Study must be turned in within the specified time upon return or the days of absence will become unexcused.

**Truant** Any student who is absent from school without a valid excuse for more than three days or tardy in excess of 30 minutes on each of three or more days in a school year is truant.

**Chronic Absence** When a student is absent for any reason on 10% or more of the school days in the school year, the student meets the definition of chronic absentee. This may result in the student being referred to a student success team or school-site attendance review team to identify needs and strategies for support.

**Chronic Illness** If a student misses 14 or more school days due to illness, any further absences related to illness will not be considered excused unless there is a physician’s verification for each subsequent



absence. In such cases, the parent/guardian will be required to provide a physician's note for each absence or may complete an "Attendance Verification Form for Students with Chronic Illness" form. This form, once signed by the student's physician and on file in the Attendance Office, will permit the parent/guardian to excuse the student's absences related to the specific illness and will also permit the school to contact the physician for verification. This form may be obtained in the Attendance Office. The form expires at the end of the academic year and must be renewed at the start of the following year if the illness persists.

**Chronic Truancy** When a student is absent without a valid excuse on 10% or more of the school days in school year, the student meets the definition of chronic truant. This will result in parent/guardian being notified of the student's truancy. This may result in such actions as a referral for School Attendance Review Team (SART) meeting, detention, Saturday Academy or possible Restorative Practices or suspension. A student who is habitually truant may be referred to School Attendance Review Board (SARB).

**SART/SARB** Truancy letters are mailed home from the Attendance Office (attendance technicians) at the beginning of each school week for students with one, two, and three or more unexcused absences. Once a student receives two unexcused absences, they will be contacted by an administrator for a SART (School Attendance Review Team) meeting. A SARB (School Attendance Review Board) Hearing will result after three or more days of unexcused absences in the school year, which is comprised of a student, parent, NHS administrator, other NUSD administrators, a probation officer, academic counselor from the school site and often a parent advocate.

**Saturday Academy** Saturday Academy at Novato High is from 8:30am-12:45pm to recover a full day excused or unexcused absence. The student attendance record will show a green box around day of absence once day is recovered in Aeries. The student must participate in academic instruction for minimum of 240 instructional minutes during Saturday Academy session. Both the student and school benefit from Saturday Academy. The student receives instructional support and the school recovers funding lost as a result of the student's absence. For exact Saturday Academy dates, visit the Novato High School Master Calendar <https://novatohigh.nusd.org/full-calendar/>.

## **STUDENT & PARENT SUPPORT SERVICES GUIDANCE AND COUNSELING CENTER**

Counselors meet with students and their parents on an annual basis to evaluate student progress and determine appropriate course and program placement in accordance with state law. Parents and students may also schedule an appointment with their counselors if they want additional assistance in areas of academics, career planning, and/or social-emotional well-being. Counselors have a formal student/parent meeting with all junior students to discuss progress towards NHS graduation and college entrance, college entrance exams, college application planning, Naviance, and other pertinent information.

**SCHOOL-BASED COUNSELING FOR STUDENTS** Novato High School counselors and our school psychologist provide crisis-based counseling for students as needed. For on-going counseling needs, we have two part-time Marriage and Family Therapist associates (MFT) who are available to students on a short-term, as-needed basis to address mental health need. These services are confidential. Referrals for school-based counseling can be made through each student's school counselor.

**MARRIAGE & FAMILY THERAPY** Novato High School provides two part-time Marriage and Family Therapists (MFT) who are available to students who request private counseling services on an as-needed

basis. These services are strictly confidential. Students may refer themselves and may also be referred by their Guidance Counselor or an Administrator.

**COLLEGE AND CAREER CENTER** The College and Career Center (CCC) is located within the school library, providing students with the opportunity for in-depth career exploration. Inventories about career exploration are available as well as information on hundreds of workplace opportunities. Information on college admissions and options are available in catalogues, computer programs, and on-line services. The CCC offers after-school workshops on evaluating and completing college applications and essays. The CCC also brings in college representatives as guest speakers for interested students. Various programs and events are scheduled throughout the school year to keep parents and students informed about college searches, admission procedures, financial aid, and armed services opportunities.

Each year in partnership with 10,000 Degrees, the College and Career Center offers a financial aid workshop week that includes meetings for parents and students designed to help them complete the FAFSA application. This application is important for financial aid, scholarships and loans. A weekly newsletter is produced by the College & Career Center to keep students and their families informed.

**WORK PERMITS** By California State Law, all students under the age of 18 are required to have a work permit for after-school and weekend jobs. Permits may be obtained in the CCC. During the school year, students may work limited number of hours, determined by age. A parent's signature is required on the application for a work permit before the permit is issued. A student must maintain a 2.0 GPA or higher to work. In the summer, students may pick up work permits from the Office Manager in the main office.

**NHS LIBRARY** The NHS Library welcomes students who wish to read, complete research, and study in a quiet, academic environment. Students using the library are asked to respect the rights of others by observing the following rules:

1. Conversation should be quiet and concern academics.
2. Eating and/or drinking in the library is strictly prohibited.
3. Students who are not using the library appropriately will be asked to leave.
5. Library hours are 8:00am (as school begins at 8:30am) to 3:00pm daily (end of the work day).

### **Borrowing Library Materials**

1. Show your student identification card to the Librarian.
2. If the book is damaged at the time of checkout, show it to the Librarian at that time.
3. Books are due within 3 weeks of checkout - *refer to the date stamped on date due slip in front of the book.*
4. A book may be renewed if someone else does not need it.
5. Reference books and magazines must remain in the library
6. A student with one or more overdue general library books, may not check out any additional library materials until the book is returned, or in the case of a lost book, is paid for.
7. If the student loses a book, the student must report it to the Librarian and arrange for payment.
8. The student who checks out a book is responsible for it, includes paying for the book if it is lost or damaged.

**Lost or Damaged Books (Library and Textbooks)** Novato High School supplies each of its students with textbooks/equipment in order to support and enhance learning. Students are expected to use textbooks, care for them, and return them in good condition.

All lost or outstanding textbooks (except textbooks still in use) and overdue library books need to be returned or paid for in the Library.

### **Williams Uniform Complaint Procedure (AR 1312.4)**

The district uses uniform complaint procedures to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff
3. Teacher vacancies and mis-assignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination.

Refer to the NUSD Parent Guide, which is available at [www.nusd.org](http://www.nusd.org) under the "Parents" link, for information on how to file a complaint with the district. You may also receive a copy of the most current NUSD Parent Guide by contacting the NHS Office Manager.



## ACADEMIC PROGRAMS

**(AP) ADVANCED PLACEMENT COURSES** These courses are offered under the College Board Advanced Placement program. Students receive high school credit for the course. All students enrolled in these classes are required to take the AP test. Successful completion of this course (a “C” or higher), along with taking the AP test, provides a “grade point” adjustment for each student. Depending on their score, students could obtain college units for the class. Students and their parents must complete and sign a contract and then submit the form to the teacher of record.

**After the 10<sup>th</sup> day of instruction per semester, no level changes will be accepted for students’ class schedules in any course. A student is not permitted to withdraw from AP courses after the 10<sup>th</sup> instructional day of Semester 1 and/or Semester 2. No withdrawals are permitted the rest of the year. If any personal situation or reasoning occurs, the student accepts a W/F on their transcript.**

- Students and their parents/guardians must sign a commitment for each course in which they enroll that will include an understanding of AP course expectations.
- The signed AP course “statement of understanding” commits students to a semester-long enrollment in the course.
- All AP courses are “open access” for all Novato High School students who wish to enroll and challenge themselves. While summer assignments are provided, they are not required at any time.
- The only AP course open to 9<sup>th</sup> grade students is AP Geography.

All other AP courses are open to 10<sup>th</sup>-12<sup>th</sup> grade students.

### UC/CSU A-G REQUIREMENTS

<https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements/subject-requirement-a-g.html>

**AVID** Novato High partners with Advancement via Individual Determination (AVID) to provide equitable, student-centered approach to learning. AVID equips teachers and schools with what they need to help students who may not otherwise have the opportunity to be college-ready succeed on a path to college and career success. Students enroll in AVID elective for one period a day receive additional academic, social, and emotional support.

**Marin School of the Arts** Marin School of the Arts (MSA) is an award-winning, specialized arts program within Novato High School offering a wide variety of courses in both visual and performing arts. MSA provides rigorous, high quality instruction in Creative Writing, Dance, Instrumental Music, Vocal Music, Theatre, Cinematic Arts, Digital Arts, Digital Photography, Drawing & Painting, and Ceramics & Sculpture. MSA is ideal for students who are passionate about the arts and committed to an intensive study of the arts within their school day. MSA students must enroll in two approved art electives each semester. For more information about MSA, visit: <http://marinschoolofthearts.org/>

**Medical Careers Pathway** Students who join the Medical Careers Pathway will take four years of classes that incorporate specific knowledge, language, and skills to build the solid academic and practical background necessary to pursue a career in all of the medical career fields. Because upper division students take classes at College of Marin (COM), students can earn Certificates of Completion in medical assisting. Teachers teaching the cohort will serve as mentors as students take challenging college courses and navigate real work internships.

**PHYSICAL EDUCATION (PE)** Students are required to complete two years of Physical Education. All students must complete their first year of PE by enrolling in an approved PE course offered by NHS.

**ATHLETICS** At Novato High, we take pride in the hard work, dedication, and accomplishments of our many athletic teams. The following is a listing of sports offered at Novato High School. If a Frosh or JV team is not offered, freshmen play up to the varsity level.

In order to participate on any athletic team at NHS, a student must complete the following:

- a) participate in a Baseline Concussion Test
- b) be registered on Family ID
- c) provide a signed copy of the Waiver of Liability Notice
- d) provide proof of medical insurance
- e) provide a completed sports physical form from a doctor.

*One portion of notice states that participating parents and students have read and understand the contract.*

Interscholastic Athletics at NHS are governed by the rules of the Marin County Athletic League (MCAL) and the North Coast Section (NCS) of the California Interscholastic Federation (CIF).

While all students are encouraged to participate in athletics, it should be noted that any and all student athletes must maintain a GPA at or above a 2.0 with Zero F's. A one-time, six-week progress report period waiver for eligibility is available at discretion of Administration. A minimum of 1.5 GPA is required.

## **SPORTS – BOYS**

Football FS/V; Basketball F/JV/F; Water Polo JV/V; Wrestling V; Cross Country V; Soccer F/JV/V, Spirit Leading/Cheer/Dance V/FS/JV

Swimming V; Baseball F/JV/V; Lacrosse JV/V; Track & Field JV/V; Volleyball V; Golf V; Tennis V.

## **SPORTS - GIRLS**

Spirit Leading JV/V; Water Polo JV/V; Basketball F/JV/V; Cross Country V; Wrestling V; Golf V; Soccer JV/V; Tennis V; Volleyball JV/V, Swimming V; Softball V; Lacrosse V/JV; Track & Field JV/V.

## CAMPUS VISITORS:

Visitors are not allowed.

However, a parent or family member may visit school only for essential business and walk to the outside attendance office windows. No people will be allowed in the main office other than approved staff.

A parent or family member- during school hours, including parents and volunteers, are required to sign-in at the Main Office and wear a visitor's badge. **There are no other outside guests or visitors allowed.**

Parking is very limited on campus. Visitors may park in the front parking lot in a space labeled "staff" if vacant (do not park in a numbered or painted space; these are assigned to students) or in a vacant space in the back lot. Visitors must pick up a parking pass at the Main Office and place it on their driver's side dashboard.

Novato High does not offer parent/student campus tours. However, some academic programs do offer shadow days. If interested, reach out directly to the main person of contact for the academic program.

**STUDENT DROP OFF & PICK UP** Students being dropped off or picked up, are required to use the main parking lot at the front of the school or the white loading zones on Arthur Street if open.

Do your part to relieve congestion and traffic issues on Arthur Street when you are dropping off or picking up a student. Do not stop in the middle of the parking lot to let a student in or out of your vehicle. Please wait until you can pull your vehicle all the way to the back of the lot where you can drop off or pick up at the curb/sidewalk near the Old Gym. This helps reduce traffic jams on Arthur Street and keeps students safe.

**STUDENT PARKING** Teachers and staff have priority for campus parking. Keep in mind that an empty "staff" space is reserved for teachers and staff to come and go as needed. Students may only park in their own personal student- assigned spaces if they purchased a parking space via ASB as a donation to prom and the senior class. **Since parking is not an essential required necessary element of school such as a chrome book or books or materials, the purchase of a parking space is considered a family donation to the senior class and is not a necessary element of school.**

No student is permitted to park anywhere on school campus without an approved parking permit. During school hours, students are never permitted to park in the following areas even with a parking permit:

- in the back lot between the New Science center and Gordon Gym
- on the Access Road or Access Road parking lots
- near the MSA Film room (3300 wing) or near ASB Leadership (3600 wing)

Students are permitted to park only in the front parking lot in a designated space if they have a parking spot

Students without a parking permit cannot park on school property during school hours or in any parking lots at Novato High School unless they have a valid handicap blue placard visible.

A warning sticker will be issued to student vehicles parked illegally and a 2-hour Saturday Academy will be assigned. A second violation is Restorative practices or suspension due to defiance and progressive discipline.

**Designated & Assigned Student Parking** Due to a limited number of parking spaces available on campus, these procedures shall be followed for all designated, student- assigned parking. Violation of these rules may result in the loss of this parking privilege.

1. Available spaces are determined annually by ASB Leadership at the end of the prior spring semester. These spaces are available to all seniors for a 7-day application period in May. The open application period is posted on ASB Leadership social media accounts for all students and video announcements twice a week. Juniors may be allowed to purchase permits subject to availability.
2. Student drivers must be licensed and provide proof of insurance to be assigned a parking space.
3. Authorized student drivers are issued a parking permit. This permit must be displayed on the driver's side front window. If a student has two vehicles, they need to assure that ASB has both license plate #'s.
4. Students are not allowed at any time in the parking lot at break during school hours without a pass.
5. Students may not sit and hang out in their vehicles during school hours; this includes during breaks and lunch.
6. Students may not drive their vehicles in or out of the parking lot in a manner that endangers others. **Reckless driving will result in a loss of parking privileges at first incident or occurrence.**
7. The school is not responsible for loss or damage to vehicles. Student are encouraged to lock their vehicles and not to leave valuables visible.

## **SCHOOL DANCES**

1. Guest passes for NHS students to attend a dance of another school or as a guest of an NHS dance, such as Prom, will not be authorized to students with a GPA below 2.0, nor for students who have suspension on record within the last 12 months.
2. School dances begin at 7pm and end at 10pm unless otherwise specified by ASB Leadership (Prom is 7pm to 11pm). Follow the Novato High Instagram for daily/semi daily updates. Stay connected!
3. Tickets must be purchased in advance during the school day at the attendance windows. Tickets will not be sold at the door.
4. Doors close at 8pm (or 1-hour from the start time). No one will be admitted later unless special arrangements have been made with an Assistant Principal or the Principal in advance.
5. Students are not permitted to leave the dance for any reason once they have entered. In an extensive situation with a medical reason, a parent/guardian or family member may pick up their son or daughter.

6. Students are not permitted to leave the dance prior to 9:45pm (or the last 15 minutes of the event).
7. Inappropriate dancing will result in warning, and if behavior continues, student will be required to leave.
8. A breathalyzer may be used in a random manner, usually every 7-10 students and its use is for the purpose of establishing a safe, orderly, drug-free environment at all school sponsored events in the interest of public safety.
9. Students must attend a minimum of four (4) class periods on the day of a school dance to be eligible to attend the dance. This same rule applies to all extracurricular activities, such as a school-related performance, athletic event, or other school, club or off campus performance activity.

**A.** When a student's behavior provides "reasonable suspicion" that he/she may be under the influence of alcohol. Reasonable suspicion is defined in California case law "as a condition which would lead an ordinary, prudent individual to believe that a person may be guilty of violating the law." Specific examples of behavior establishing "reasonable suspicion" for use of alcohol would include but are not limited to bloodshot eyes, slurred speech, stumbling, clumsy movements, or abnormal gait, odor of alcohol around the individual or information about possession or use of alcohol provided by a third party.

**B.** When the student happens to be selected as a result of using a routine "pattern testing model." Examples of pattern testing model might be testing every twentieth student or every student who passes by a consistent checkpoint at two-minute intervals.

In the event that the test indicates the presence of alcohol, the student's parent/guardian will be notified and the student will be removed from the school-sponsored event. A school administrator will inform the parent and the student of appropriate disciplinary action(s) as authorized by state law and board policy. These actions may include, but are not limited to a school suspension.

## **STUDENT GRADES**

**Grading Policy** Students' grades will be based on the following: careful, impartial and consistent observation and measurement of the quality of the student's work; the mastery of course content and standards and the degree to which course outcomes are achieved; and demonstrated class-work, participation, homework projects, course assignments, tests and other assessments.



Students and parents shall be notified about performance and progress both formally and informally. Students will receive a formal progress report twice each semester prior to the final semester report. The grade earned by each student shall be determined by the teacher and (in the absence of clerical or mechanical mistake, fraud, bad faith including non-compliance with NUSD Board Policy 5124 or incompetence) shall be final. Formal reports of student progress are communicated in accordance with NUSD Board Policy 5124.

All students are required to take their final assessments, turn in final projects and/or tests/exams. Failure to complete a final exam will result in an incomplete grade, which will be reflected on the transcript as "I". Students have 30 school days to change the incomplete grade into a letter grade per Board Policy. Failure to do so within the 30-day window will result automatically in a letter grade "F" for the course.

**TECHNOLOGY** Since the 2018-19 school year, every student in grades 9-12 are assigned a personal Chromebook to use. Students are expected to maintain their Chromebooks for use throughout the four years they attend Novato High School. Chromebooks and laptops are property of NUSD and any damage by student will result in costs. These devices will be turned in the day before graduation of the senior year.

**Student Internet Use Policy** The use of the Internet is a privilege. Any unacceptable use will result in cancellation of those privileges by principal or designee.

1. **Acceptable Use** - Student use must be in support of education and research consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Students may be asked to periodically report their experiences using the Internet in an educational setting.
2. **Unacceptable Use** - Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing or obscene material or material protected by trade secret. Use for commercial activities, product advertisement or political lobbying is prohibited. Any transmission or reception of pornographic material is expressly prohibited.
3. **Network Etiquette** - Students are expected to abide by the generally accepted rules of network etiquette.
4. **District-provided Service** - The Novato Unified School District makes no guarantees of any kind, whether expressed or implied, for the service it is providing. The Novato Unified School District will not be responsible for any damages you suffer; this includes loss of data resulting from delay, non-deliveries, mis-deliveries or service interruption caused by its own negligence or student errors or omissions.
5. **Risk - Use of any information obtained via the Internet is at the student's own risk.**
6. **Security** - Security on any computer system is a high priority, especially when the system involves any users. If a student can identify a security problem on the Internet, notify an administrator immediately. Attempts to login to any Internet system as a system administrator will result in cancellation of user's privileges.
7. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, destroy or misrepresent data of another user, agency or other networks that are connected

to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or defacing computer hardware and equipment.

**USE OF ELECTRONIC DEVICES (CELL PHONES, ETC.)** *Parents, please support the learning environment by refraining from texting or calling your students during instructional time.* Expect them to do the same. Model for your students the importance of staying focused on the tasks at hand. If there is an urgent need to contact your child, contact the Attendance Office for assistance in communicating. Restrict texting and calls to non- instructional times (before school, breaks, lunch, and after school).

Classroom teachers may use their discretion to establish a policy for appropriate use of cell phones and other electronic devices within the instructional setting. Many teachers allow students to use their cell phone for research and feedback. If a student violates this policy, consequences will be as follows:

- **1<sup>st</sup> offense:** Student conference with Teacher.
- **2<sup>nd</sup> offense:** Parent notified by Teacher.
- **3<sup>rd</sup> offense:** Parent conference with student and counselor.  
Referral for Sat Academy possibly.
- **4<sup>th</sup> offense:** Restorative Justice Referral and conference with Administrator.
- **5<sup>th</sup> offense:** Suspension or Alternative to Suspension.

Students who bring electronic devices to school do so at their own risk.

The school and its employees are not responsible for damaged, lost, or stolen devices.

## **BEHAVIOR STANDARDS**

**PHILOSOPHY** All students at Novato High are entitled to an education in a positive environment that is safe and conducive to learning. The Novato Unified School District Board of Trustees and the staff are committed to providing a supportive atmosphere where each student can attain her/his potential.

Development of such an atmosphere requires a clear delineation between acceptable and unacceptable behavior and consistent enforcement of behavioral standards. (NUSD Board of Trustees Policy 6310.)

**DRESS CODE** Novato High School is committed to maintaining a climate on campus where all students feel safe and part of a productive learning environment. Student dress may not threaten the health or safety of others; prohibit full participation in the educational program of self or others; indicate gang membership or association; advocate alcohol or illegal drug use; or encourage prejudice against others.

Students shall have the right to dress in accordance with their gender identity and expression, including maintaining a gender neutral appearance within the constraints of the dress codes adopted by the school. School staff shall not enforce a school's dress code more strictly against transgender and gender nonconforming students than other students.

1. Not Permitted: short-cropped and low-cut tops that expose one's stomach or chest; short skirts/shorts that expose lower extremities or backside; sagging pants displaying underwear; muscle shirts. A shirt must be worn at all times by all students.
2. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are libelous or slanderous, vulgar, profane, or which advocates racial or ethnic prejudice, or which promotes the use of drugs or alcohol.
3. Garments, backpacks, and other items with suggestive, hate- related, obscene or sexually explicit statements or pictures will not be allowed; i.e. Images of weapons, guns, knives or violence on clothing.
4. Shoes must be worn at all times. Backless and/or open-toed sandals or shoes are never acceptable for Physical Education classes except for medical necessity.
5. The wearing of clothing, including all bandanas, by virtue of the color, arrangement, trademark, or any other attribute that denotes membership in or affiliation with any gang is strictly prohibited. Chicago Bulls, SF 49ers, Raiders and LA Dodgers hats and clothing and jerseys are not allowed on campus at any time. If three elements of a color are worn, a conversation can take place, if it is 3 items of red or blue or black.

In the case of questionable dress or grooming that is not specifically covered in this list, the administration will make the final decision. Appropriate action will be taken at that time, and when necessary, a home contact will be made seeking parental cooperation and assistance.

## **CONSEQUENCES FOR VIOLATING DRESS CODE**

1. Student will be required to cover appropriately any article of clothing and/or body part(s) in violation of dress code above.
2. Student may be asked to call home to request another change of clothing that is more appropriate. Absence from class while waiting to receive appropriate clothing is considered an unexcused absence.
3. Student may be provided school-issued clothing to wear for the day. The school may retain student's original clothing to hold until school-issued clothing is returned.

4. Repeat offenders will receive progressive discipline.
  - a. 2<sup>nd</sup> offense: 2-hour Saturday Academy
  - b. 3<sup>rd</sup> offense +: 4-hr Saturday Academy, Peer Court, Suspension

**CHEATING AND PLAGIARISM** The Board has adopted an Academic Integrity Policy (BP 5131.93). This policy is designed to inform and support students in practicing an ethical approach to research and learning. This includes the expectation that students will complete their own assignments without copying or plagiarizing. While conducting research, students are expected to properly cite sources and include this information in a completed assignment. Cheating, plagiarism, and collusion practices are defined and consequences are addressed in this policy.

**Cheating** Generally, students are considered to be cheating if they misrepresent their knowledge or skill in order to improve a grade. Using cheat sheets, copying from another student's work, and plagiarizing someone else's words or ideas are three common examples of cheating. A student who allows another student to copy his or her work is also considered to be cheating.

**Plagiarism** One who plagiarizes steals the words or ideas created by another. Here are some examples of plagiarism (and a reminder that our staff often uses Turnitin.com in order to verify plagiarism. Etc.):

- Taking a fact or idea from another source but presenting in your own words without identifying the source.
- Using some wording from a source, identifying the source, but not using quotation marks to identify the exact words of the source.
- Copying one or more sentences from a source without identifying the source.
- Turning in a paper written even in part by someone else, including a friend or relative who helped you with your paper, with or without that person's knowledge.
- Turning in another student's work or a paper purchased or obtained by other means.

Allowing someone else to turn in your work under his or her name is also unethical and will be considered cheating. How can you avoid unintentional plagiarism? Always identify your source. Any piece of information you use that is not common knowledge or any idea that is not wholly your own original idea must be identified, or cited. In a formal research paper, use parenthetical citation (author and page number in parentheses according to the format of the Modern Language Association (MLA). In other writing, identify your source in your own sentence or use a footnote.

**Many teachers utilize turnitin.com to assess the originality of student work.**

## **CONSEQUENCES FOR CHEATING & PLAGIARISM**

### **1<sup>st</sup> Offense**

1. Student receives no credit for assignment.
2. Teacher completes and distributes three copies of the Academic Integrity letter to (1) parent/guardian, (2) assistant principal, and (3) counselor.
3. Teacher keeps the original letter in his/her files.

## **2<sup>nd</sup> Offense**

1. If the student's offense occurred in an AP or Honors course and a regular course exists in that same discipline, the student will be removed from the AP or Honors course and placed in a regular college prep course.
2. Reduce course grade by one letter grade in class where second offense occurred.
3. Conference with the teacher, parent/guardian, department chair, and administrator.
4. Record of offense will be placed in cumulative file.

## **3<sup>rd</sup> Offense**

1. The consequences listed above in the "1<sup>st</sup> Offense".
2. The student's grade in the course where the third incident occurs will be reduced to failing (F).
3. Student will receive a Suspension/Alternative to Suspension.
4. Record of offense will be placed in cumulative file.

**RESTORATIVE PRACTICES** In an effort to improve school climate, reduce the number of suspensions, and support constructive solutions for disciplinary referrals, Novato High School utilizes a restorative practices program. The goal of restorative justice is to keep students in school, support positive behaviors and choices, reduce recidivism, provide students with an equitable, supportive and respectful discipline process, and increase scholastic achievement.

Referral to Restorative Justice/Practices is at the discretion of the school administration and may be used for violations that are not mandatory recommendations for suspension or expulsion. Restorative Practices provides students who have committed Ed. Code violations an opportunity to divert a violation through a peer-to-peer restorative justice process. This provides the student an opportunity to make restitution to the school community and victims/targets.

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

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

Bullying is defined as written, verbal, or physical conduct, including via electronic communication, that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in, or benefit from, a program or activity of a public school or local educational agency; or to create a hostile or abusive educational environment, adversely affecting a student's education, including acts of verbal, nonverbal, or

physical aggression or intimidation. Bullying is frequently referred to as harassment when it pertains to a characteristic protected by non-discrimination laws.

This includes bullying that is based on a students' actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion, or another distinguishing characteristic. This also includes conduct that targets a student because of a characteristic of a friend, family member or another person or group with whom a student associates. Bullying is frequently referred to as harassment when it pertains to a characteristic protected by non-discrimination law.

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, on school computers, networks, forums, mailing lists, as well as electronic communication that is directed at a student and that substantially interferes with the students' ability to participate in or benefit from the services, activities or privileges provided by the school. This policy applies to the entire school community, including educators, school, staff, students, parents, and volunteers.

Bullying, Harassment, and Discrimination on the basis of gender identity or expression is prohibited within Novato High School and Novato Unified School District. It is the responsibility of Novato High and all staff to ensure that all students, including transgender and gender nonconforming students, have safe school environments. The scope of this responsibility includes ensuring that any given incident of discrimination, harassment, or bullying is given immediate attention, including investigating the incident, taking age- and developmentally-appropriate action, and providing students and staff with appropriate resources and supports. Enforcement of anti-bullying policies should focus on education and prevention rather than exclusionary discipline. Complaints alleging discrimination or harassment based on a students' actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying or harassment complaints.

Sexual harassment is a form of harassment that also violates school policy. Punishable sexual harassment is an unwelcome sexual advance or sexual conduct, including verbal conduct, (1) that is tied to a students' educational benefits, opportunities, or performance, or to a students' physical or psychological well-being; (2) create or will certainly create a hostile environment by substantially interfering with a students' educational benefits, opportunities, or performance, or with a students' physical or psychological well-being. (3) that is threatening or seriously intimidating.

If students or staff witness or hear of any type of behavior related to bullying, racism, or harassment, the student or staff member must report the incident to the administration immediately. Once the incident is reported to the administration, the administration will investigate the incident and take appropriate steps to mitigate the situation. Students found to have violated the harassment/bullying policy will earn appropriate consequences based upon the findings in the investigation that range from restorative practice, school detention, school suspension, and expulsion. Consequences and solutions are varied depending on the developmental age of students and the history of problem behaviors and are based on Ed Code.

The Board of Trustees recognizes that some acts of bullying, harassment, or intimidation may be isolated and/or unintentional incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may indicate a larger pattern of bullying that require a response either at the classroom, school site, or District levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from behavioral intervention and education up to and including suspension or expulsion. (Education Code 48900 and Board Policies 5132 and 5144.1)

**Reporting Bullying & Harassment** The principal or principal's designee at each school shall be responsible for receiving complaints alleging violations of this policy. All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of bullying or harassing behavior, to immediately intervene, call for assistance, and report such incidents. The Board requires that staff follow District and school procedures for reporting alleged acts of bullying.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each school or at the District office. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Prompt and reasonable investigation of alleged acts of bullying is expected.

Students are expected to report all incidents of bullying, teasing, or other verbal or physical abuse. Any student who feels she/he is a victim of such behavior should immediately contact a teacher, counselor, principal, or staff person. If the student who was bullied (or parent on behalf of the student) believes the situation has not been remedied, she/he may file a complaint in accordance with District Uniform Complaint policy and procedures.

**Retaliation Is Prohibited** Retaliation against a student because the student has filed a bullying complaint or assisted or participated in a bullying or harassment investigation or proceeding is also prohibited. Students who knowingly file false bullying or harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

**Confidentiality: any allegation of bullying and all investigations, shall be kept confidential to the extent reasonably possible.**

**Hate Speech** Inappropriate drawings, symbols, hate speech isn't acceptable any time in classrooms, on desks, at school activities or on school grounds/property. This will result in a talk with the School Resource Officer (SRO), possible citation (ticket to appear in court) and suspension.

**Vaping & Nicotine-Based Products** Vape devices and tobacco products in devices including nicotine have increased countywide at both the middle school and high school levels. If a student chooses during school hours to possess or use a Vape or tobacco nicotine product, the student will receive a minimum 2-day suspension and Drug counseling services. Restorative practices may be recommended in addition to.

## **STUDENT SAFETY**

**SURVEILLANCE CAMERAS** Surveillance cameras are installed and operating throughout Novato High School's campus. They are recording 24 hours a day, 7 days a week, and 365 days of the year. In the event of school vandalism on campus, or other activity of concern, an administrator will review information captured and recorded.

**EMERGENCY PREPAREDNESS** In the event of a widespread emergency, such as an earthquake, etc. we recognize that available government resources may be overtaxed and unable to respond to all requests for assistance. There are several things that you as a parent can do to assist the school in assuring the safety of your students.

Please remember that all parents/guardians must update their contact information in School Mint, and electronically our attendance office can access **two (2)** Student Emergency Cards per student at the start of the school year and prints out 2 paper copies in case of an emergency. In School Mint, parents or guardian designate other persons who are authorized to pick-up their students in the event of an emergency. The following should be discussed with all your family.

**Preparedness Begins at Home** Develop and practice a family disaster plan. Nobody likes to think about the likelihood of a real widespread emergency. At Novato High School our mission is to ensure a safe and secure learning environment for your children. By forming a family plan, you will help ensure the safety of your student and help us do our job. Resource:

<http://www.marinschools.org/SafeSchools/Pages/default.aspx>

### **After Natural or Manmade Disaster**

- DO NOT call the school. Turn your radio to KCBS AM 740 and listen for damage reports. The school phone lines must be kept open for emergency communications.
- DO NOT drive to the school. Parent cars could impede the ability of emergency vehicles to get to school. Explain to your student(s) the reasons for your not calling or immediately going to the school.
- STAY at home or at work. Once you leave your house or place of work, no one will be able to locate you if you become stranded and/or injured on the way.

### **When It Is Safe to Go to the Campus**

- BE PATIENT and follow all directions provided by emergency responders, NUSD, and NHS administrators.
- DO NOT remove any student from campus unless you are listed on the student's Emergency Card.
- ALWAYS sign students out before removing them from school

### **Earthquake or Other Disaster**

- Traveling to School: Student should continue to school.
- Traveling to Home: Student should continue home.
- In Neighborhood: Student should return home or go to a designated alternate home.
- Waiting for Bus: Student should return home or go to a designated alternate home.





# Novato High School Bell Schedule 2021-2022

Monday, Thursday, Friday Schedule		Period Length
Warning Bell	8:25	
Period 1	8:30 - 9:20	50 minutes
Period 2	9:25 - 10:15	50 minutes
Break	10:15 - 10:25	15 minutes
Period 3	10:30 - 11:20	50 minutes
Period 4 (w SEL)	11:25 - 12:20	55 minutes
Lunch	12:20 - 12:55	35 minutes
Period 5	1:00 - 1:50	50 minutes
Period 6	1:55 - 2:45	50 minutes
Period 7	2:50 - 3:40	50 minutes

<b><u>Tuesday</u> Block Schedule</b>			Period Length
Warning Bell	8:25		
Period 1	8:30 - 10:00		90 minutes
Office Hours/Break	10:00 - 10:40		40 minutes
Period 3	10:45 - 12:15		90 minutes
Lunch	12:15 - 12:50		35 minutes
Period 5	12:55 - 2:25		90 minutes
Break	2:25 - 2:30		5 minutes
Period 7	2:35 - 4:05		90 minutes

<b><u>Wednesday</u> Block Schedule</b>			Period Length
Warning Bell	8:25		
Period 2	8:30 - 10:00		90 minutes
Office Hours/Break	10:00 - 10:40		40 minutes
Period 4	10:45 - 12:15		90 minutes
Lunch	12:15 - 12:50		35 minutes
Period 6	12:55 - 2:25		90 minutes
Staff Collaboration	2:30 - 4:00		90 minutes

## Novato High School 2021-2022 Minimum Days & Rally Schedule

MINIMUM DAY SCHEDULE		
Warning Bell	8:25	
Period 1	8:30	9:05
Period 2	9:10	9:45
Period 3	9:50	10:25
Period 4	10:30	11:05
BREAK	11:05	11:15
Period 5	11:20	11:55
Period 6	12:00	12:35
Period 7	12:40	1:15

RALLY SCHEDULE		
Warning Bell	8:25	
Period 1	8:30	9:15
Period 2	9:20	10:05
Period 3	10:10	10:55
BREAK	10:55	11:05
Period 4	11:10	11:55
Rally	12:00	12:50
LUNCH	12:50	1:25
Period 5	1:30	2:15
Period 6	2:20	3:05
Period 7	3:10	3:55

Current class schedules were developed based on the student courses that our students selected last winter to spring in Aeries student portal.

The only reasons a student's class schedule may be changed for the fall semester 2021 are:

- If a student has two classes in the same period.
- A student is misplaced in a class due to health and safety, and/or medical condition.
- A student was misplaced for Math, Science, English, MSA, language per their level.

