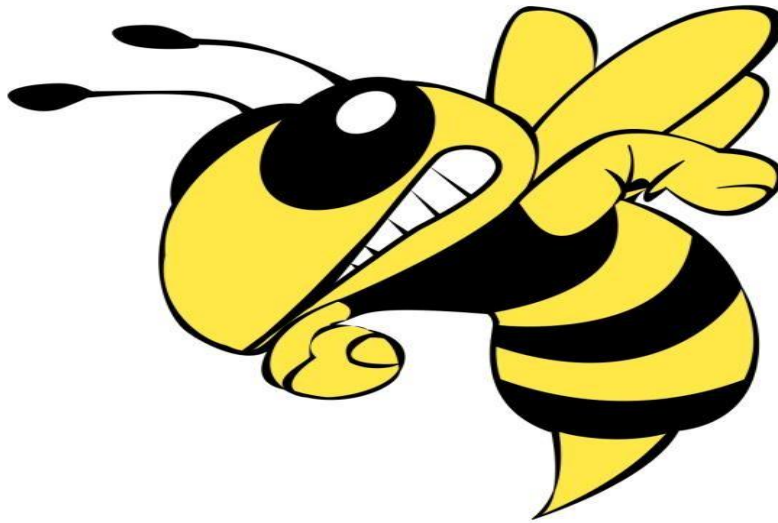


# NOVATO HIGH SCHOOL



# N

6 C's & Grad Profile: Collaboration, Communication, Critical Thinking,  
Conscientious Learning, Cultural Competence, and Character

## STUDENT/PARENT HANDBOOK 2019-20

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## 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. NHS offers some of the finest academic specialized programs of any comprehensive high school with AVID, JROTC, 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  
ASB Technician Leslie Resnick

Administrative Team ..... 898-2125  
Principal Mark Brewer  
Assistant Principal Greg Fister *Master Schedule, Activities, CAASPP*  
Assistant Principal Michelle Cortez *MSA, ELL, Equity, Wellness*  
Assistant Principal Jim Larson *of Athletics, Counselors, & Special Ed*

Bilingual (English/Spanish) Support  
Community Liaison Cinthia Angelicola ..... 798-5370  
Newcomer Counselor Marta Posada ..... 798-4236

Student Activities  
Athletic Director Michele Sanner ..... [msanner@nUSD.org](mailto:msanner@nUSD.org)  
ASB/Leadership Stephanie Searle..... [searle@nUSD.org](mailto:searle@nUSD.org)

## Student Attendance

Attendance Technician Terri Loftin (A-K) .....	892-3205
Attendance Technician Laura Gregg (L-Z) .....	897-6204

Student Registration .....	898-2133
Registrar Rosemary Borrego	

Counseling Department .....	898-2125
Counseling Technician Amy Milani	ext. 5018
Counselor Marie McMahon	ext. 5022
Counselor Oscar Galdamez	ext. 5017
Counselor Debbie Hagan	ext. 5016
Counselor Nonie Reyes	ext. 5020
Counselor Anna McGee	ext. 5034

## College & Career Center

College & Career Advisor Krista Peach.....	Ext. 5080
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## Library

Library Media Specialist Christina Moore .....	Ext. 5008
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## Academic Programs

AVID: Jenn Marsh Russell .....	<a href="mailto:jmarshrussell@nUSD.org">jmarshrussell@nUSD.org</a>
JROTC: Sergeant Richard Muench .....	<a href="mailto:rmuench@nUSD.org">rmuench@nUSD.org</a>
MSA Office Manager: Terrie Baum .....	798-5063
Medical Careers: Summer Nicklasson .....	<a href="mailto:snicklasson@nUSD.org">snicklasson@nUSD.org</a>

# 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/>.

## Voicemail

You may leave a voice message for a teacher by dialing the main office and entering the teacher's extension number, which can be found on the school's website: <http://novatohigh.nUSD.org/>.

## SCHOOL INFORMATION AND PUBLICATIONS

### Peach jar Digital Flyers

<https://app.peachjar.com/flyers/all/schools/57491>

### “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

@novatohighschoolclassof2022

@novatohighschoolclassof2021

@novatohighschoolclassof2020

@novatohighschoolclassof2019

### 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**

The NHS Parent Teacher Student Association (PTSA) is an excellent way to get involved. PTSA General Session meetings are held monthly on Thursdays in the school Library at 7:00pm. For more information, visit the PTSA webpage at <https://novatohigh.nusd.org/resources/parent-and-community-involvement/ptsa/>.

## **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 (freshmen) may not leave campus during lunch. However, students in grades 10-12 are permitted to leave campus during lunch. This privilege may be revoked at any time.

### **Leaving Campus Early**

Parents/guardians are asked to contact the attendance office before school starts and leave a voicemail with Terri Loftin [A-K] or Laura Gregg [L-Z]. This process enables the attendance technicians to prepare a pass for the student in advance. 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 technician speak to his/her parent/guardian and signing out. For campus security 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**

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 security and student safety, the attendance office must have accurate information at all times about student attendance.

## **TARDY POLICY**

### **Tardy (Late to Class)**

Students are considered tardy when they are not in their assigned seats when the bell rings indicating the start of class. 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 suspension.

### Unexcused Tardy Marks in Aeries

Students who are less than 10 minutes late, should go directly to class. Students arriving 10 minutes late or more, must sign in at the Attendance Office.

- T: not present in the classroom when the bell rings up through 10 minutes late
- U: entering the classroom 30 minutes late or more

### 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:



1. Student will be assigned to Friday detention:
  - a. 5 tardies = 1 Sat Academy (4 hrs).
  - b. 10 tardies = 2 Sat Academy (8 hrs).
  - c. 10 tardies = SART meeting w/Admin
  - d. Every 5 after 5 = 1 more Sat Academy
2. The Attendance Technicians will send out Saturday Academy passes once a student had 5 tardies in one class.
3. After 10 tardies in a specific class, an administrator will contact the student and parent/guardian to schedule a SART (School Attendance Review Team) meeting.
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 unexcused. 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 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**

Unexcused absences include, but are not limited to:

1. family trips
2. cutting class
3. oversleeping
4. car trouble
5. traffic
6. missed ride
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, 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 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 an NHS administrator, other NUSD administrators, a probation officer, and often a North Bay Security representative.

### **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.

### **MARRIAGE & FAMILY THERAPY**

Novato High School provides two part-time Marriage and Family Therapists (MFTs) 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.
4. Printing services are available to students in the library at the cost of 10 cents per page.
5. Library hours are 7:30am to 3:30pm daily, except on Wednesday when the library closes at 1:40pm at dismissal.
6. Tutoring is available from student tutors by asking Krista Peach (College & Career Counselor).

### **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. Books may be returned before or after school in the "return slot" outside the Library.
6. Reference books and magazines must remain in the library and may not be checked out.
7. A student with one or more overdue 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.
8. If the student loses a book, the student must report it to the Librarian and arrange for payment.
9. The student who checks out a book is responsible for it, which 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. Students who destroy or do not return textbooks/equipment will have their grades, diploma, and transcripts withheld. In these cases, students will not be allowed to participate in extra-curricular activities until the textbooks/equipment are returned and/or payment is made. Extra-curricular activities defined as: athletic activities, non-academic field trips, class ceremonies, graduation ceremony, assemblies, dances, competitions, and clubs. All lost or outstanding textbooks (except textbooks still in use) and overdue library books need to be returned or paid for in the Library. Failure to do so will result in withholding of yearbooks, report cards, diplomas, transcripts, and schedules. Such action is permitted under Education Code #48904.

### **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 (exam fees are waived if needed). 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. A student is not permitted to withdraw from AP courses after the 10<sup>th</sup> instructional day of Semester 1. No withdrawals are permitted the rest of the year.

- 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 year-long enrollment in the course.
- All AP courses are “open access” for all Novato High School students who wish to enroll and challenge themselves.
- 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 based on meeting prerequisites.



### Available AP Courses

American Government  
 Biology  
 Calculus  
 Chemistry  
 English Literature  
 European History  
 French Language  
 Human Geography  
 Language & Composition

Macro Economics  
 Micro Economics  
 Music Theory  
 Physics  
 Spanish Language  
 Statistics  
 Studio Art 2D  
 Studio Art Drawing  
 US History & AP Art History

## UC/CSU A-G REQUIREMENTS

### a) HISTORY/S. Science

World History  
AP European History  
US History or AP  
Amer. Government/AP

### b) ENGLISH

English 9  
English 10  
English 11  
AP Language & Comp.  
Film as Literature  
Myth & Fantasy  
ERWC  
Futures  
English 12  
AP Eng Lit & Comp.

### c) MATHEMATICS

Algebra 1  
Geometry  
Algebra 2/Algebra2 plus  
Pre-Calculus  
Statistics, AP Stats  
Statistical Reason Sports  
AP Calculus

### d) Lab Science

Biology or AP Biology  
Chemistry/AP Chem  
Physics or AP Physics  
Physics of Making Th.  
Physiology

### e) Language

French 1-5  
Latin 1-3, AP5+  
Spanish 1-6  
Spanish for Span Sp.

### f) VISUAL/PERF. ARTS

MSA classes  
Foundations of Art  
Drawing & Paint 1-3  
AP Studio Art 2D-3D  
Sculpture/Ceramics  
Digital Art/Photog.  
Photography 1-2  
Musical Theatre 1-4H  
Film Video 1-4  
Concert Choir/Adv CC  
Advanced Choir/Jazz  
Advanced Art

## **AVID**

Novato High School partners with Advancement via Individual Determination (AVID) to provide a more 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 the AVID elective for one period a day where they receive additional academic, social, and emotional support.

## **AFJROTC**

Students in the Air Force Junior Reserve Officers' Training Corp (JROTC) develop teamwork, confidence, and self-discipline. Hard work pays off with travel to other schools for competitions and over 30 awards that can be earned at the Annual Awards Ceremony. JROTC also helps students build the value of citizenship, personal accountability and responsibility, a sense of pride and accomplishment, respect for authority, good personal appearance, honorable and ethical behavior, impact of choices and decision-making, and a desire to serve the school and community. Students earn community service hours, gain hands-on leadership experience, have access to college scholarships, and may be eligible for appointments to military academies.

## **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. Students may apply for a waiver for their second year of PE by participating in the NHS Athletics program.

1 sports season = 1 PE semester. A waiver for the second year of PE must be submitted to the Registrar with all required signatures at the end of each sports season during the school year completed, with the final deadline being June 1 of that year.



## 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
- 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. A one-time, six-week progress report period waiver for eligibility is available at the discretion of the Administration. A minimum of a 1.5 GPA is required.

### SPORTS – BOYS

Fall Season		Winter Season	
Football	F/V	Basketball	F/JV/F
Water Polo	JV/V	Wrestling	V
Cross Country	V	Soccer	F/JV/V

### Spring Season

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



### SPORTS - GIRLS

#### Fall Season

Spirit Leading	JV/V
Water Polo	JV/V
Cross Country	V
Golf	V
Tennis	V
Volleyball	JV/V

#### Winter Season

Spirit Leading	JV/V
Basketball	F/JV/V
Wrestling	V
Soccer	JV/V

### Spring Season

Swimming	V	Softball	V
Lacrosse	V/JV	Track & Field	JV/V

## CAMPUS VISITORS

All visitors and guests during school hours, including parents and volunteers, are required to sign-in at the Main Office and wear a visitor's badge.

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 space; these are assigned to students) or in a vacant



space in the back lot. Visitors must pick up a parking pass in the Main Office and place it on their driver's side dash.

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 located 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 student-assigned spaces.

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 math buildings and Gordon Gym
- on the Access Road or Access Road parking lots

- near the MSA Film room (3300 wing)
- 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 permit.

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 detention will be assigned. A second violation is suspension due to 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 period. 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.
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 a suspension on their 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).
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.
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 a warning, and if behavior continues, student will be required to leave.
8. A breathalyzer may be used in a random manner, 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.

**Board Policy 5131.6 states that students may be breathalyzed while entering a school-sponsored event under two conditions.**

**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.



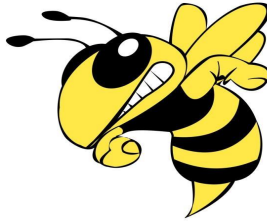
## **STUDENT GRADES**

### **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 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.



## ONE TO WORLD TECHNOLOGY

For the 2019-20 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.

The true objective is to provide students with access to the global community, innovative collaborative tools, and the tremendous amount of information available via the internet. Therefore, one important shift for NUSD’s strategy in providing students with access to devices is the change in language to 1:1 World.

### 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 Referral for Sat Academy to Admin.
- **4<sup>th</sup> offense:** Mandatory Peer Court referral.
- **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.

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.

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 Sat A, 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:

- 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/In-House Suspension.
4. Record of offense will be placed in cumulative file.

## **RESTORATIVE JUSTICE**

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 justice program called Peer Court. 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 Peer Court is at the discretion of the school administration and may be used for violations that are not mandatory recommendations for suspension or expulsion. Peer Court 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. District Court is a consequence for students in possession of any controlled substance with Restorative Justice.

## **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.

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. A No Bully Solution Team® is a district-supported practice utilized to restore the positive relationship between the bullied student and the bully and maintain a positive school climate for all students. Solution Teams are available to any student and have proven to be a successful intervention in ending bullying. Under the guidance of a trained adult, a group of students come together to solve the bullying of one of their peers. No Bully Solution Teams are non-punitive and build upon empathy to solve the problem. Students found to have violated the harassment/bullying policy will earn appropriate consequences based upon the findings in the investigation that range from No Bully Solution Team®, restorative justice, peer court, school detention, school suspension, and expulsion. Consequences and solutions are varied depending on the developmental age of students and the history of problem behaviors.

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 property.

### 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.



## **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, 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 complete and turn in **two (2)** Student Emergency Cards per student at the start of the school year and 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 and NUSD/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 2019-2020

<b>Monday, Thursday, Friday Schedule</b>		<b>Period Length</b>
Warning Bell	7:55	
Period 1	8:00 - 8:50	50 minutes
Period 2	8:55 - 9:45	50 minutes
Break	9:45 - 9:55	10 minutes
Period 3	10:00 - 10:50	10 minutes
Period 4	10:55 - 11:45	50 minutes
Lunch	11:45 - 12:20	35 minutes
Period 5	12:25 - 1:20	50 minutes
Period 6	1:25 - 2:15	50 minutes
Period 7	2:20 - 3:10	50 minutes

<b>Tuesday Block Schedule</b>		<b>Period Length</b>
Warning Bell	7:55	
Period 1	8:00 - 9:30	90 minutes
Office Hours/Break	9:30 - 10:10	40 minutes
Period 3	10:15 - 11:45	90 minutes
Lunch	11:45 - 12:20	35 minutes
Period 5	12:25 - 1:55	90 minutes
Break	1:55 - 2:00	5 minutes
Period 7	2:05 - 3:35	90 minutes

<b>Wednesday Block Schedule</b>		<b>Period Length</b>
Warning Bell	7:55	
Period 2	8:00 - 9:30	90 minutes
Office Hours/Break	9:30 - 10:10	40 minutes
Period 4	10:15 - 11:45	90 minutes
Lunch	11:45 - 12:20	35 minutes
Period 6	12:25 - 1:55	90 minutes
Staff Collaboration	2:00 - 3:30	90 minutes

## Minimum Days & Rally Schedule 2019-20

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

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

# NOVATO HIGH SCHOOL FINAL EXAMS 2019 – 2020

1. Arrive early enough to begin promptly when the bell rings.
2. Late arrivals may be required to make up the exam at a later time.
3. Cell phones are not permitted during the entire testing period.
4. Do not leave early. Stay in the classroom for entire testing period.

1 <sup>ST</sup> SEMESTER FINAL EXAM SCHEDULE		
Tues Dec 17	OFFICE HOURS 815-10:15am	
	BREAK 10:15am-10:30am	
	FINAL P4 10:30am-12:30pm	
Wed Dec 18	Period 1 8:15-10:15	
	Break 10:15-10:30	
	Period 5 10:30-12:30	
Thurs Dec 19	Period 2 8:15-10:15	
	Break 10:15-10:30	
	Period 6 10:30-12:30	
Fri Dec 20	Period 3 8:15-10:15	
	Period 7 1030-1230	
2 <sup>ND</sup> SEMESTER FINAL EXAM SCHEDULE		
Mon. June 8	OFFICE HOURS 815-	10:15
	1015-1030 Passing	Break
	PERIOD 4 FINAL 1030	1230PM
Tues. June 9	Period 1 8:15 -	10:15
	Break 10:15 -	10:30
	Period 5 10:30 -	12:30
Wed. June 10	Period 2 8:15 -	10:15
	Break 10:15 -	10:30
	Period 6 10:30 -	12:30
Thur. June 11	Period 3 8:15-	10:15
	Break 10:15-	10:30
	Period 7 10:30 -	12:30

# OTHER IMPORTANT CALENDAR DATES 2019-20

## **No School – Staff Development Days**

August 19, 2019  
November 1, 2019  
January 17, 2020

## **Teacher Work Days (No School)**

Aug 20, Aug 21, June 12

## **Back to School Night**

Thursday, September 5, 2019 (6:00pm)

## **Minimum Days**

September 5, 2019  
September 19, 2019  
October 14, 2019  
March 23, 2020  
May 22, 2020

## **Rally Days**

August 30, 2019  
November 1, 2019  
January 31, 2020  
May 21, 2020

## **CAASPP Testing Dates**

March 9-13, 2020



