

Information concerning the Uniform Complaint Procedure, Sexual Harassment, Student Rights and Responsibilities, Search and Seizure, Health concerns, and other administrative and procedural information can be found in the NUSD Guide for Parents and Students and the NUSD Student Rights and Responsibilities pamphlet which have been provided as a part of your welcome packet.

## **GENERAL INFORMATION**

### **ESSENTIAL PHONE NUMBERS**

Principal:	Rey Mayoral	898-2135
Asst Principal:	Lynn Erikson	898-2125
Asst Principal:	Dan Curtaz	898-2125
Office Manager:	Cathy Benson	898-2125
Registrar:	Jeanie Olian	898-2133
Counseling Tech:	Penny Gavazza	898-2134
Business Mgr:	Gayle McCoy	898-2129
Athletic Director:	Michael Chole	898-2125
Attendance Office:	Mary DiCarlo (A-K)	892-3205
	Kelley Mitchell (L-Z)	897-6204

### **TEACHER VOICEMAIL NUMBERS**

Instructions for reaching teachers by voicemail, including box numbers, will be provided with the first *PTSA Hornet News Newsletter*.

### **GUIDANCE AND COUNSELING CENTER SERVICES**

Counselors will meet with their students and parents to evaluate student progress and determine student program on an annual basis in accordance with state law. Guidance Counselors are also available on an appointment basis to assist students and parents with their student's academic, career, social/emotional growth concerns.

Ms. Eve Cooper	898-2133/2134	Ext. 228
Ms. Aimee Valdi	898-2133/2134	Ext. 227
Ms. Julie St. Clair	898-2133/2134	Ext. 229
Ms. Rachel Wood	898-2125	Ext. 223

### **PUBLICATIONS**

*Hornet News* Parent Newsletter is published bi-monthly, sent home and posted on the website, by PTSA.

### **PARENT INVOLVEMENT**

We believe that parental involvement in your student's academic and social progress continues beyond elementary and middle school. We encourage and welcome your valuable suggestions, recommendations and involvement in the school community. We are always in need of parent volunteers to answer phones, to provide clerical support, for beautification projects and many other needs. PTSA contact numbers can be found in NHS PTSA Information Guide in your welcome packet.

## EXTRACURRICULARS

There are many clubs students can become involved in at Novato High School. The following is a partial list based on student interest. Twice each year (mid-Fall and mid-Spring) students can advocate for new clubs (please see Leadership class for details and process):

CSF Awards	Academic Decathlon	Environmental Club
Close-Up	ROTC	G S A
Astronomy	Creative Writing Club	Key Club
Chess Club	Beautification Club	Interact
French Club	Music Club	Photo Club
Cycling Club		

### ASSOCIATED STUDENT BODY (ASB)

Associated Student Body is an organization, which promotes community service - both within the school and the Novato community at large. Effective student government encourages school spirit and recognition of outstanding student achievement, promotes and regulates all school extracurricular activities, and creates a sense of fellowship and good will among the students, faculty, and community.

#### Purchasing an ASB card provides the following benefits to students:

1. Reduced rate at all ASB/Class-sponsored events
2. Reduced rate for all items sold as class fundraisers
3. Reduced rate for the NHS Yearbook

### 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 next level team.

<b>Boys' Sports</b>	<b>Levels Offered</b>	<b>Girls' Sports</b>	<b>Levels Offered</b>
<b>Fall Season</b>	JV, Varsity	<b>Fall Season</b>	
Waterpolo	Frosh, JV, Var Varsity	Waterpolo	JV, Varsity
Football	JV, Varsity	Spirit Leading	JV, Varsity
Cross Country		Cross Country	Varsity
Soccer		Golf	Varsity
		Tennis	Varsity
<b>Winter Season</b>	Frosh, JV, Var	Volleyball	Frosh, JV, Var
Basketball	JV, Varsity	<b>Winter Season</b>	
Wrestling		Basketball	
<b>Spring Season</b>	Varsity	Volleyball	Frosh, JV, Var
Swimming	Frosh, JV, Var	Spirit Leading	Frosh, JV, Var
Baseball	Varsity	Wrestling	JV, Varsity
Lacrosse	JV, Varsity		JV, Varsity
Track & Field	JV, Varsity	<b>Spring Season</b>	
Volleyball	Varsity	Swimming	
Golf	Varsity	Softball	
Tennis		Lacrosse	Varsity
		Track & Field	JV, Varsity
		Soccer	JV, Varsity

In order to participate on an athletic team, a student must have provided the school with a signed copy of the Waiver of Liability Notice, proof of medical insurance (new 2008-2009), and a completed sports physical form. One portion of this notice states that participating parents and students have read and understand the contract. Interscholastic athletics at Novato High School are governed by the rules of the Marin County Athletic League 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 minimum of a 1.5 GPA is required. A one-time, one-quarter waiver for eligibility is available at the discretion of the Principal.

## **SUPPORT SERVICES**

### **NOVATO HIGH SCHOOL LIBRARY**

#### **Contact Persons: Rae Winther, Library Technician**

The library welcomes students who wish to read, study or do research in a quiet and academic environment. We ask that you respect the rights of others by observing the following rules:

1. Conversation should be quiet and concern schoolwork.
2. Eating and/or drinking in the library are strictly prohibited.
3. Students who are not using the library appropriately will be asked to leave.
4. Library hours are: TBA.

#### **Rules for Borrowing Library Materials:**

1. Show your student identification card to the person behind the desk.
2. Books are due in THREE weeks (see date stamped on date due slip in front of the book).
3. Books may be renewed if someone else does not need them.
4. STUDENTS WITH OVERDUE LIBRARY BOOKS MAY NOT CHECK OUT ADDITIONAL MATERIALS.
5. Reference books and magazines must remain in the library.
6. Books may be returned before or after school in the "return slot" outside the library.
7. The student who checks out a book is responsible for it and must pay for the book if it is lost or damaged.
8. If you borrow a book that is damaged, show it to the librarian. If you lose a book, report it to the librarian at once.

### **COLLEGE & CAREER CENTER**

#### **Contact person: Mary Grillo**

The Novato High School College and Career Center provides students with the opportunity for in-depth career exploration. Interest, career preference, and self-assessment inventories are available as well as information on hundreds of careers. Information on college admissions and options is available in catalogues, computer programs, and on-line services. A college selection program is also in place and visits by representatives from colleges who speak to our students are arranged. The armed services are also represented. Special programs are presented throughout the school year to keep parents and students informed about college searches, admission procedures, and financial aid.

**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 CCRC. During the school year, students may work a limited number of hours, determined by their age. A parent's signature is required on the application for a work permit before the permit is issued. A student must keep a 2.0 or higher GPA to work.

## **POLICIES AND PROCEDURES**

### **STUDENT DROP-OFF AND PICK UP PROCEDURES**

Marin Oaks and Faculty lots at the rear of the school are restricted to faculty parking only. Parents who are dropping off or picking up their children up before, during, or after school must use the main parking lot located at the front of the school. We appreciate your consideration.

### **STUDENT PARKING**

Due to a limited number of parking spaces on campus, the following procedures shall be followed:

1. Spaces shall be available to SENIORS only, assigned on the basis of a semester drawing from those names submitted by interested students. Juniors may be allowed to purchase permits subject to availability.
2. Drivers must be licensed and provide proof of insurance.
3. A parking permit is issued and must be displayed on the INSIDE WINDOW, DRIVER'S SIDE.
4. Students may not sit in their cars during school hours.
5. Cars will not enter or leave the parking lot in a manner that endangers others. Reckless driving will result in a loss of parking privileges and a police citation.
6. Parking tickets will be issued by the Novato Police Department under section 21113 of the California Vehicle Code to anyone who parks illegally or without a permit.
7. Students WILL BE TICKETED if they *back* into their parking spaces.
8. The school is not responsible for loss or damage to vehicles.
9. Students are not allowed in the parking lot at break without a pass.

### **SCHOOL DANCES**

1. All school dances will be held from 8:00 - 11:00 p.m.
2. No one will be allowed to leave the dance and re-enter.
3. **Doors close at 9:30 p.m.** No one will be admitted later unless special arrangements have been made with an assistant principal.
4. Tickets are PRE-SALE -- NO TICKETS WILL BE SOLD AT THE DOOR.
5. "Freaking" or any other inappropriate displays will result in a warning, and if continued, with a dismissal from the dance.
6. A breathalyzer may be used, 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.

Board Policy 5131.6 states that students are subject to being tested 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 a pattern testing model might be testing every twentieth student or testing 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 will be notified and the student will be removed from the school sponsored event. We will inform the parent and the student

of appropriate disciplinary actions as authorized by state law and board policy. These actions may include but are not limited to suspension from school.

## **VISITORS**

Students may not invite visitors on to school grounds at any time. Adult visitors, including parents, are asked to please check in at the Main Office upon arrival to sign in and receive a visitor's parking pass.

## **GRADING**

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; demonstrated class work and participation, homework, projects, course assignments, tests and other assessments of student performance.

Students and parents shall be notified about performance and progress both formally and informally. The grade given to each pupil 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.

## **HOMEWORK**

Homework helps a student to learn responsibility, and reinforces and enriches the student's learning through an extension of class activities. It is an essential part of every school program. Effective homework does not always take the same form. It may include paper and pencil tasks, reading, studying for a test, watching a special on television, interviewing, contacting a community resource or any other activity that is an appropriate extension of the school experience.

### **Homework Responsibilities**

**The student is responsible:** To complete assignments and return them at the appropriate times; to seek help and resources as needed; to budget his or her time; and to meet expected standards of excellence, including completeness, neatness and quality.

**The parent is responsible:** To apprise himself/herself of school homework procedures and expectations; to provide time, space and support; to refrain from "doing" the work but provide guidance by discussing the work with the student, having him/her "teach" it to you or assisting with the location of needed resources; and to communicate with the teacher if the student's work does not reflect the high expectations of the school and home.

**The teacher is responsible:** To communicate to students and to parents classroom procedures and expectations; to make relevant, realistic homework assignments that respect individual differences; to clarify each assignment, giving reasons, directions, and expectations; to provide time in class for guided practice as appropriate; to be available for help; to provide for regular and timely review, correction and return of homework; and to notify parents if there is a consistent problem with their student's homework. A syllabus with clear expectations will be provided by each teacher for each student.

**The principal is responsible:** To facilitate the creation of a school homework policy consistent with district policy and guidelines; to communicate the school policy to parents; to require teachers to submit classroom procedures consistent with the school policy and communicate these procedures to parents.

## **LOST OR DAMAGED BOOKS (LIBRARY AND TEXT)**

As a vital part of your student's educational program, he/she will be using textbooks in several curriculum areas. The student may also check out library books from the school or classroom library. The books and other materials will frequently be taken home for homework and other extensions of classroom activities.

When property is lent to students, the district expects it to be returned in a timely manner with no more than usual wear and tear. If the property has been willfully cut, defaced or otherwise damaged, or if the student does not return it, the district can withhold a student's grades, diploma and transcripts until the student or parent/guardian has paid for all damages. The district will notify the student's parent/guardian of the alleged misconduct before withholding grades, diploma or transcripts. Education Code 48904,48904.3

### **STUDENT INTERNET USE**

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the students, who must adhere to strict guidelines. In general, this requires efficient, ethical and legal utilization of the network resources. If a student violates any of the provisions, the privilege will be terminated and future access will be denied. Students are authorized to use district equipment to access the Internet or on-line services in accordance with user obligations and responsibilities specified below and in accordance with Governing Board policy and the district's Acceptable Use Policy. No students will be allowed access to the Internet unless the student and a responsible parent/guardian sign the NUSD Acceptable Use policy.

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. Use of any information obtained via the Internet is at the student's own risk.
5. **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, the Director of Information Services in the Education Center at (415) 897-4201 should be notified. Attempts to login to any Internet system as a system administrator will result in cancellation of user's privileges.
6. **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.

*The use of the Internet is a privilege and any unacceptable use will result in a cancellation of those privileges by the principal or designee.*

### **STUDENT ATTENDANCE EXPECTATIONS**

The goal of students attending Novato High School should be to attain a high school education that fully prepares them for the world beyond. Each day is critical and vital to that process. 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 regular, daily basis to fully appreciate all aspects of the high school experience.

### **Policy and Procedure**

Regular school attendance is a high priority of the school district. All students are expected to be in school regularly and on time, and to attend all scheduled classes and other required activities.

When students who have been absent return to school, they 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 student who is absent from school without 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.

District procedure requires that your student be excused for absences only when an absence is:

- a. Due to illness
- b. Due to quarantine under the direction of a city or county health officer.
- c. For the purpose of having medical, dental, optometric or chiropractic services rendered.
- d. For the purpose of attending the funeral services of a member of your immediate family, as long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside California.
- e. Jury duty in the manner provided by law. Education Code 48208.
- f. Participation in religious instruction or exercises in accordance with district policy.

### **STUDENT ABSENCES AND EXCUSES**

The Governing Board believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged six to 18 are obligated to send their children to school unless otherwise provided by law.

#### **Excused Absences**

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy, and administration regulations.

#### **Prior Approved Absences**

Advance written request by the parent/guardian and approval by the principal or designee shall be required for justifiable personal reasons. These include appearance in court, attendance at a funeral service, observation of a religious holiday or ceremony, employment interview or conference, and college visitation. Any absence which is not requested in advance and in writing, and does not receive prior approval by the principal or designee, will be considered unexcused and will lead to a loss of credit or assignment of a failing grade under this policy.

#### **Unexcused Absences**

Students may not make up work missed during an unexcused absence, except absences due to suspension. Unexcused absences will lead to a loss of credit or assignment of a failing grade. The school has established procedures for administrative review and/or appeal for credit loss due to an excessive number of unexcused absences and/or tardies. Unexcused absences include, but are not limited to the following: oversleeping, car trouble, missing a ride; cutting class or school (truancy); any absence not cleared within three school days following the students return to school; detainment in juvenile hall; and extended weekends or family vacations unless prearranged through Independent

Study. Parents/guardians are expected to plan family trips and vacations outside the academic school year. Work assigned as Independent Study must be turned in within the specified time upon return or the days of absence will become unexcused.

### **Credit or Grade Reductions/Failing Grades for Unexcused Absences and/or Tardies**

- Five or more unexcused absences from a single class are sufficient reason for a teacher to reduce a student's grade.
- A student may lose one semester credit in any class when the student has accumulated five (5) unexcused absences in a class in a semester.
- Teachers may assign a failing grade to any student who has accumulated ten (10) unexcused absences in any given class in a semester.
- Three (3) unexcused tardies in any class during a semester shall be equivalent to one (1) unexcused absence in the specific class.
- Excused and prior approved absences shall not be cause for credit loss and/or grade reduction provided work is made up within a specified time period.

A written notice shall be sent to parent/guardian, and an opportunity for a conference with the parent/guardian shall be provided, if a student is in danger of credit reduction and/or failing grade assignment due to unexcused absences. The refusal of the parent to respond to the written report shall not preclude the teacher reducing credit or assigning a failing grade at the end of the grading period. A student in grades 7 - 12 may be excused by school officials from school to obtain confidential medical services without the consent of the student's parent/guardian. Education Code 46010.1, 48260(a)

### **Student Tardy Policy and Procedures**

Students are considered tardy when they are not in their assigned seats when the tardy bell rings. Teachers will take attendance for each period on a daily basis. When a student reports late for the 2<sup>nd</sup>, 4<sup>th</sup>, or 6<sup>th</sup> period class, they must first obtain a tardy pass from the attendance office in order to be admitted to that class.

## **BEHAVIORAL STANDARDS**

Novato High School has developed this set of behavior standards to define acceptable conduct for all students. Please discuss these standards with your student. Working together, we believe that we can achieve our aim: a well-disciplined campus, where all students have the opportunity to learn and grow into responsible and caring citizens.

## **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. (Novato Unified School District Board of Trustees Policy 6310.)

### **STUDENT DRESS**

Novato High School is committed to maintaining a climate where all students feel safe and part of a productive learning environment. Our dress code is in keeping with that goal and philosophy. Students' dress shall be modest, neat, clean, and in keeping with health, sanitary, and safety practices.

### **Student Dress Code Policy**

Schools will not allow any clothing, hair cuts, jewelry, etc., that could lead to disciplinary problems at school or at school related activities because it:

1. Threatens the health or safety of others; or
2. Prohibits full participation in the educational program; or
3. Distracts and keeps students from learning; or
4. May indicate gang membership or association; or
5. Advocates alcohol, illegal drug use or paraphernalia associated with illegal drugs; or
6. Encourages prejudice against others on the grounds of national origin, ancestry, race, color, religion, gender, age or disability.

### **Student Dress Guidelines**

The following guidelines will apply to all regular school activities:

1. Garments such as, but not limited to short shorts, short skirts, short dresses, halter tops, bare midriffs, tube tops, net tops, oversized tank tops, low-cut tops of any type, plunging necklines (front and/or back) and/or clothing that reveal undergarments are not allowed.
2. Clothing, jewelry, or accessories with slogans or pictures promoting the use of or involvement with drugs, alcohol, tobacco or any controlled substance is prohibited.
3. Garments, backpacks, etc., with suggestive, hate-related, obscene or sexually explicit statements or pictures will not be allowed.
4. The wearing of clothing, jewelry, hair nets, bandanas on the head or in the pocket, or accessories which by virtue of their color, arrangement, trademark, or any other attribute, denote membership in or affiliation with any gang that advocates drug use, violence or disruptive behavior will not be allowed. Hats may not be worn inside buildings during school hours.
5. Backless and/or open-toed sandals or shoes are not acceptable for physical education classes except for medical necessity.

No list of dress and appearance guidelines for pupils can be written that will anticipate all potential dress and grooming extremes. 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.

The administration retains the sole discretion to make the final determination whether clothing, jewelry, accessories and/or appearance meet acceptable standards. However, all school certificated and classified personnel shall be responsible for consistently reporting violations of this dress code.

### **Student Dress Code Consequences**

- Students will be asked to cover appropriately any article of clothing or body parts that are in violation with the above stated dress code.
- Students may be asked to call home to receive another change of clothes that is more appropriate.
- Students may be assigned community service.
- Repeat offenders may be suspended or sent to in-house suspension.

### **CHEATING AND PLAGIARISM**

The Board has adopted an Academic Integrity Policy, #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. This board policy will be reviewed at the beginning of the 2005 – 2006 school year with students and staff.

### **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**

The word *plagiarism* derives from the Latin *plagium*, meaning kidnapping. 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 it 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.

### **Consequences**

#### **First Offense**

1. Student receives no credit for assignment
2. Teacher completes and distributes three copies of the letter, and keeps the original in his or her files.
  - Parent/Guardian (by Mail)
  - Counselor
  - Assistant Principal

#### **Second Offense**

1. Since AP and Honors courses are more rigorous, if the student's offense occurred in an AP or Honors course and a regular course exists in the 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 teacher, parents, department head and administrator.
4. Record in permanent cumulative file.

#### **Third Offense**

1. The consequences listed above in the "First Offense" shall be applied
2. Grade in course where third incident occurs reduced to failing
3. Suspension/In-House Suspension
4. Record in permanent cumulative file

## **BULLYING - HARASSMENT**

The Governing Board of the Novato Unified School District affirms the right of every student to attend a school that is safe and secure. Therefore, the District, schools, students, parents/guardians and community have an obligation to promote mutual respect and safe, harmonious relations that support dignity and equality. To that end, the school District has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to address incidents of bullying and harassment when they occur.

The Novato Unified School District will not tolerate bullying or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the District's jurisdiction whether directed at an individual or group. This includes but is not limited to bullying or harassment based on race, color, creed, national origin, ethnicity, religion, gender, language, sexual orientation, political affiliation, physical or mental disability, academic or athletic ability, physical appearance, or economic status. (Education Code 48900.2, 48900.3, and 48900.4)

### **Definition**

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, or on a school bus or during any activity related to school attendance. Typically, the behavior is repeated over time and includes the use of hurtful words and/or acts.

### **Indicators of Bullying Behavior**

Bullying behaviors may include, but are not necessarily limited to, the following:

- Verbal: Hurtful name-calling, teasing, gossiping, making threats, making slurs or epithets, making rude noises, or spreading hurtful rumors.
- Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, insulting or threatening notes, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, "pantsing", pinching, slapping, biting, spitting, or destroying property.
- Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, shunning, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- Cyber Bullying: Sending insulting or threatening messages by phone, e-mail, Web sites, or any other electronic or written communication. This policy pertains to cyber bullying which takes place while on school grounds, at a school sponsored activity, while traveling to or from school, during lunch

whether on or off campus, on a school bus, or through the use of school property such as a district computer or other electronic or wireless device. Acts of cyber bullying that are not related to school activity or school attendance are not within the jurisdiction of this policy.

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 Violations of this Policy**

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**

An allegation of bullying that involves sexual harassment, and the results of the investigation, shall be kept confidential to the extent reasonably possible.

## Electronic Devices Policy

Cell phones and iPod device ownership by students has escalated over the past years. These devices are used for various reasons, including emergency use and parental communication. To reflect the societal trends, Novato High School will allow the possession of cell phones and iPods by students only under the following circumstances.

- Cell phones and iPods (**ear phones must be put away and not in view**) are not to be used or visible on campus during the regular, academic school day.
- The use of cell phones and iPods is permitted ONLY during break (10:00 am-10:10 am) and lunch (12:00 pm-12:35 pm). Students may not use cell phones and iPods during passing periods or any other time between 7:20 am and 2:25

The schools administration reserves the right to further limit and/or confiscate these devices if the use of these devices is causing a disruption to the school.

Novato High School will make an exception to these rules when the student needs a paging device at school for a legitimate, documented medical reason. However, before a student may have a paging device at school, the administration must have written, approved evidence on file of the student's medical need for the device.

Any teacher or employee of Novato High School who finds a student in violation of this policy must report the student to the schools assistant principal. Upon notification the assistant principal or his/her designee will follow these procedures.

- First offense - Confiscation of cell phone or iPod. Student conference with administrator.
- Second offense - Parent notified and parent must retrieve phone or iPod , conference with administrator.
- Third offense - one day of out-of-school suspension and parent must retrieve phone or iPod.
- Fourth offense - two days of out-of-school suspension and retention of the device until the end of the school year.

*\* Although Novato High School will take appropriate steps to safeguard all cell phones and iPods that are confiscated, Novato High School will not be responsible for lost, stolen or damaged devices. The administration at Novato High School recommends that all valuable items like cellular phones and iPods should be left at home.*

**ALL OTHER ELECTRONIC DEVICES MAY NOT BE DISPLAYED,  
ACTIVATED OR OPERATED DURING THE INSTRUCTIONAL DAY (7:15-2:25)**

## GENERAL STANDARDS

Students are to be held in strict account of their conduct on the way to school, on the way home from school, and at all school-sponsored events. Students not complying with the behavior standards will be disciplined depending on the severity of the infraction. The severity of the consequences will increase with the number of rule infractions.

**The following list of consequences is not necessarily in ascending order and is not exhaustive.**

### RULES AND RANGE OF CONSEQUENCES

#### **LEAVING CLASS WITHOUT PERMISSION OR OUT OF AREA (E.G., ISSUED A PASS TO LIBRARY, BUT GOES ELSEWHERE.)**

- Student is returned to class and teacher notified.
- Loss of privilege
- Detention
- Suspension from school

#### **SALE, POSSESSION OF, OR USE OF DRUGS/ALCOHOL WHILE UNDER AUTHORITY OF SCHOOL PERSONNEL (COMING TO SCHOOL; AT SCHOOL; RETURNING HOME FROM SCHOOL; OR AT ANY SCHOOL-SPONSORED EVENT)**

- Suspension from school
- Police Notification
- Referral to School Drug Intervention Team
- Referral to an outside counseling agency
- Parent conference with Assistant Principal
- Assignment to an alternative education environment
- Suspension from co-curricular activities for three months
- Expulsion (For selling or furnishing; arrest, suspension, recommendation for expulsion on first offense.
- For possession and use; recommendation for expulsion on second offense)
- If a senior, loss of all graduation activities including ceremony

#### **POSSESSION OR USE OF TOBACCO**

- 1st/2nd offense - citation by Novato Police, 1 day suspension or community service, or alternative, e.g. smoking cessation classes, community service
- 3rd offense - 2-3 days suspension
- 4th offense - 3-5 day suspension
- 5th offense - alternative placement
- Parent notification for each offense

#### **POSSESSION OR USE OF ILLEGAL OR DANGEROUS OBJECTS - It is illegal to possess pepper spray while under the authority of the school. No laser pens allowed.**

- Confiscation of the object

- Assistant Principal conference with student and parents (object returned to parents or police)
- Police referral and suspension
- Referral to community agency
- Transfer to alternative educational setting
- Expulsion (recommended on first offense for possession of a knife, air gun, or firearm)

**THREATENING AND/OR ASSAULTING STAFF OR TEACHERS**

- Referral to Assistant Principal and parent conference
- Suspension
- Police referral
- Transfer to alternative educational setting
- Expulsion

**DISRESPECTFUL BEHAVIOR TOWARDS TEACHERS AND STAFF, INCLUDING VILIFYING A TEACHER, INSUBORDINATION, AND INSOLENT.**

- Assistant Principal conference with student and parent
- Detention, community service
- Suspension (in repeated cases or when student swears at a teacher)
- Change in schedule
- Transfer to an alternative education setting
- Expulsion

**PROFANITY**

- Teacher or Assistant Principal or counselor conference with student
- Parent conference with Assistant Principal
- Detention, community service
- Suspension

**FIGHTING/ASSAULT – STUDENT/STUDENT**

- Assistant Principal conferences with parent and student
- Suspension
- Police referral
- Transfer to alternative educational setting
- Expulsion (recommended on second offense)

**VANDALISM**

- Parent conference with Assistant Principal
- Restitution and/or community service
- Police arrest and possible revocation of California Drivers License
- Detention
- Suspension
- Expulsion

**THEFT**

- Parent conference with Assistant Principal
- Restitution
- Referral to school counselor or community service
- Police referral
- Detention, community service

- Suspension
- Expulsion

### **CLASSROOM BEHAVIOR**

**All students are expected to be:**

- Prompt to class
- Prepared for class with appropriate materials
- Attentive and task-oriented
- Cooperative
- Follow all other classroom rules established by the teacher
- Conference and warning by the teacher
- Appropriate classroom discipline initiated by teacher to include parent contact
- Referral to Assistant Principal for appropriate action
  - parent conference
  - detention, community service
  - suspension
  - transfer to alternative classroom
  - no credit for the class
  - expulsion

### **EXTORTION**

- Assistant Principal conferences with student and parents
- Suspension
- Police referral
- Detention, community service
- Referral to community agency
- Transfer to alternative educational setting
- Expulsion

### **LITTERING**

- Warning and student must pick up his/her litter
- Community service

### **LEAVING CAMPUS WITHOUT PERMISSION**

- Warning and parent contact
- Detention, community service
- Suspension
- Transfer to an alternative educational setting

### **DISREGARD FOR VEHICLES, PARKING, AND DRIVING REGULATIONS (CARS, TRUCKS, MOTORCYCLES, BICYCLES)**

- Warning and parent conference
- Revocation of parking privilege
- Police citation
- Detention, community service
- Suspension

### **STUDENTS MAY NOT HAVE GUESTS AT SCHOOL DURING SCHOOL HOURS**

- Non-students on campus will be asked to leave; if non-students refuse to leave campus, they will be reported to police.

### **DISREGARD FOR RULES GOVERNING USE OF SCHOOL BUSES AND BEHAVIOR AT BUS STOP**

- Bus driver or citizen shall refer student to Assistant Principal for conference and warning
- Assistant Principal will conference with parents
- Detention, community service
- Suspension
- Revocation of bus privilege
- Police Report

### **FIREWORKS, EXPLOSIVES -POSSESSION OR USE (ILLEGAL IN MARIN COUNTY)**

- Parent conference
- Suspension
- Expulsion

### **SKATEBOARDS**

- One notice to leave skateboard at home
- 2<sup>nd</sup> notice confiscate skateboard and parent to retrieve
- NHS & NUSD are not responsible or liable for lost or stolen skateboard

### **GAMBLING**

- Warning
- Parent conference with Assistant Principal
- Detention, community service
- Suspension

### **OVERT DISPLAY OF AFFECTION**

- Warning
- Parent conference with Assistant Principal
- Detention, community service
- Suspension

### **RACIAL/ETHNIC/SEXUAL SLURS/VERBAL ATTACKS**

- Police referral
- Counsel and reprimand
- Parent notified
- Assistant Principal conferences with student and parents
- Detention, community service
- Suspension
- Expulsion

### **SEXUAL HARASSMENT**

- Police referral
- Reprimand
- Parent conference
- Counseling
- Transfer to alternative educational setting

- Detention, community service
- Suspension
- Expulsion

## **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 or guardians must complete a Student Emergency Card for their students 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 members of the family.

### **Preparedness begins at home:**

- Develop and practice a family disaster plan.

### **After a natural or man-made emergency:**

- 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. Your students need to understand 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 contact you if you become stranded and/or injured on the way.

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|--|--|
| <ul style="list-style-type: none"> <li>▪ WHEN IT IS SAFE to travel to the school:</li> </ul> | 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 |
|--|--|

### **If an earthquake or other disaster occurs while your student is:**

- Walking to school: Your student should continue to school
- Walking home: Your student should continue home
- In the neighborhood: Your student should return home or go to a designated alternate home
- Waiting for a bus: Your student should return home or go to a designated alternate home
- En route to school on bus: The bus driver will continue to school when it is safe to drive
- En route home on bus: The bus driver will continue home when it is safe to drive

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 considering and forming a family plan, you will help ensure the safety of your student and help us do our job.

Source: <http://mcoeweb.marin.k12.ca.us/EmerPrep/>