

# Life in the Tribe at Tulare Union A - Z

The following information and campus rules have been developed for the express purpose of making Tulare Union High School a safe, enjoyable place for our students to pursue their education. It is a fact that most students are very serious about taking full advantage of the time they spend in school. They are conscientious about their academic endeavors and realize that proper behavior is vital to making the most of their high school experience. Students who come to school to learn and to participate in school activities seldom have problems with school rules. We hope that every student will use the rules as a guide to productive behavior and make powerful, positive choices that will support a rich successful learning experience.

## **ABSENCES/ATTENDANCE POLICIES (See information regarding TARDY POLICIES and STUDENT PASSPORTS)**

Student attendance is strictly monitored. If a student is absent, their parent/guardian must call the attendance office within 24 hours of the absence at either 688-8847 or 686-4761. Tardies and unexcused absences impact grades and will result in after-school or noontime detention. Students with excessive tardies will be subject to lowering of their grade in class, suspension from class, loss of credit, and loss of off-campus lunch privileges. State law requires that all students attend school until age 18 and attend classes during all days school is in session. The following are valid reasons for absences and will be considered excused when an excuse is called in to the attendance office by a parent/guardian within 24 hours: 1) Illness of the student, 2) Serious illness or death in the immediate family, 3) Medical and dental appointments, 4) Absences approved in advance by the Assistant Principal's office.

## **ACADEMIC LETTERS**

Academic letters recognizing scholastic achievement may be earned each semester by achieving high semester GPA's, by participating in extracurricular academic activities, or by a combination of both. Academic letter application forms may be picked up in Counseling.

## **ACCIDENT INSURANCE**

The school district does not carry medical, dental, or vision insurance for students while they are at school or school functions. If an injury occurs at school, students must have personal insurance to cover their medical expenses or be personally responsible. It is mandatory for any student involved in extracurricular athletics to provide proof of adequate medical insurance and all students are encouraged to have coverage. Insurance verification cards may be obtained from the Nurse's office or accident insurance may be purchased through the district-approved carrier. Brochures regarding accident insurance coverage may be obtained at the Switchboard or Nurse's office.

## **ACTIVITY STICKERS**

All students should consider purchasing an activity sticker for \$15. Benefits include free admission to all regular season home athletic events and entitles a student to a discount at all after game dances and is honored at all Tulare Union, Mission Oak and Tulare Western functions. Purchasing an activity sticker will provide a yearly savings of over \$150.

## **ADVANCED PLACEMENT CLASSES**

The Advanced Placement (AP) program at Tulare Union provides qualified students with the opportunity to pursue college-level courses while in high school. The AP program is a national, cooperative educational endeavor of the College Board. The program is based on the belief that high school students can successfully complete college-level studies and receive college credit and/or advanced placement for them. State funds may be available to cover costs of Advanced Placement exam fees. For more information, contact your student's counselor or Ms. Michelle Potts at 686-4761 ext. 2708.

## **ATHLETICS**

TUHS offers a full program of athletics for both boys and girls. Only those students who have at least a 2.0 GPA on their last report card are eligible for sports. Students will be placed on probation for 6 weeks if their GPA falls below 2.0. Refer to the full sheet of information in this packet on district and school site athletics policies and ethics.

## **ATHLETIC (SPORTS) CLEARANCE**

Before being allowed to begin practice for any sport, including practice for fall sports prior to the beginning of the school year, students must meet the following requirements:

- A sports physical information packet **must be completed online at <https://www.familyid.com/organizations/tulare-union-high-school>**. A student must have passed a physical examination and the doctor's clearance page can either be uploaded to the website, or hand delivered to the school nurse. The online packet includes: a medical emergency form, medical history/insurance/physical information form, drug and alcohol policy awareness form and a CIF Ethics in Sports policy statement.
- A student is required by law to have insurance coverage in the amount of \$1,500.00 medical/hospitalization. Insurance Verification Cards may be obtained from the nurse's office if the family has medical insurance or Medi-Cal. Otherwise, accident insurance may be purchased through the district-approved carrier. Brochures regarding accident insurance coverage are available at the switchboard or the nurse's office.
- The student must have returned a signed district drug and alcohol policy awareness form and a signed CIF Ethics in Sports agreement.
- The student must meet the TUHS academic eligibility regulations. Students must have at least a 2.0 GPA on their last report card, and will be placed on probation for 6 weeks if their GPA falls below a 2.0.

## **BEHAVIOR ON THE SCHOOL BUS**

Students should remember that while on the bus they are under the supervision of the school. Students are expected to follow the directions of the driver and to refrain from boisterous or dangerous behavior. Failure to behave properly on the bus or at bus stops will result in loss of riding privileges and/or other disciplinary action. All buses are equipped with video cameras to ensure safety.

## **CALCULATOR RECOMMENDATIONS**

All students taking geometry will be using a scientific calculator in class. A limited number of calculators are available for class work; however a calculator will be needed to complete many of the homework problems. Students who wish to purchase their own are encouraged to buy a TI-30XIIS (Texas Instruments) scientific calculator (approximately \$10 to \$15 each).

Students taking Algebra II, Precalculus, AP Calculus AB, AP Calculus BC, and AP Statistics will be using a **graphing calculator** in class. As a limited number of calculators are available for class work, students may wish to purchase their own (at the very least, students will need a scientific calculator in order to complete all homework). TI-84 Plus (has a new operating system) or TI-89 (Calculus classes) calculators are the preferred **graphing calculator** models. They are used during class in the advanced courses (Precalculus, Calculus, and AP Statistics) and are highly recommended. Note: The TI-84 Plus model is a little more user friendly.

**For those students who plan to take AP Calculus AB or BC**, the TI-89 has the ability to perform calculus operations and is therefore the recommended model. Since a graphing calculator is **required** for the AP tests, all Calculus classes will be taught using the TI-84 Plus or TI-89 calculators. All of these calculators sell for approximately \$75 to \$140.

## **CHEATING, PLAGIARISM, OR FORGERY**

Students are expected to conduct themselves honestly and with integrity in their work. The acts of cheating, plagiarism, or forgery in connection with academic endeavors or school process or procedures are detrimental to the education process and are grounds for disciplinary action. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- ◆ Copying another student's homework;
- ◆ Working with others on projects that are meant to be done individually;
- ◆ Looking at or copying another student's test or quiz answers;
- ◆ Allowing another student to look at or copy answers from your test or quiz;
- ◆ Using any other method to get / give test or quiz answers including, but not limited to, the use of technological devices such as cell phones;
- ◆ Taking a test or quiz in part or in whole to use or to give others;
- ◆ Copying information from a source without proper attribution; and
- ◆ Taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations and other factors. Disciplinary measures include, but are not limited to, teacher/parent conference, redoing assignments / retaking tests, receiving a failing grade on the project / test, receiving a lower overall grade in the class, detention, referral to a Counselor or to an Assistant Principal.

## **CLEAN CAMPUS**

Everyone is expected to assist in keeping the campus clean. Sufficient trash cans are placed throughout the campus to enable everyone to avoid littering with only a minimal effort. The cleanliness of the campus is a reflection of our students and our school.

## **COMPUTER USE AGREEMENTS AND ID NUMBERS**

Computer use agreement forms and cards are available from the Library Media Center. Students will be assigned a computer ID that will permit them to use campus computers. The student should keep this computer ID number confidential. At the beginning of the school year, students will receive their computer ID number, student ID card, and class schedule all at the same time. Freshmen will receive theirs at freshmen orientation, while sophomores, juniors, and seniors will receive theirs the first day of school. Computer use has become an integral part of every student's daily classroom instruction. Therefore, students are encouraged to memorize their computer ID number and not allow other students to use their account.

## **CONTACTING STUDENTS DURING THE SCHOOL DAY**

If you need to contact your student at school, call the Assistant Principal's office. Only messages from the student's legal guardians will be accepted. In order to minimize classroom interruptions, the school will NOT allow gifts, flowers or balloons to be delivered to students during the school day.

## **COUNSELING AND GUIDANCE / CAREER CENTER**

Extensive counseling and guidance services are provided to students. Services available include educational planning for career and/or college, interpretation of test scores, counseling and guidance for school, personal, or social concerns and peer counseling.

The Counseling and Career Center offices provide career and college information. The Career Center offers interest and skills testing, job placement, individualized career planning and the most recent occupational materials. Work permits are issued in the career center. Counseling arranges for guest speakers and college representatives to provide seminars and informational discussions. All college applications, PSAT/SAT testing applications, financial aid, and scholarship applications are available in Counseling. Counselors assist students with personal, social and academic issues.

## **DAILY BULLETIN ~ STUDENT NEWSLETTER / ANNOUNCEMENTS AND NEWS**

The Daily Bulletin student newsletter is read aloud over the new public address system, emailed to each teacher, posted in the classrooms and on the bulletin board in the main hall outside the Assistant Principal's office, as well as uploaded to the new campus website: <http://tuhs.tjuhsd.org/>. Students should make it a point to take note of this primary source of information for schedules, school activities, club and organizational meetings, elections, events and other important information. Parents are encouraged to log on to our website so they stay informed and involved.

## **DANCES / GENERAL RULES FOR SOCIAL FUNCTIONS OF THE SCHOOL**

Any student wanting to attend any school dance must have a valid ID card; be dressed appropriately (school dress code is enforced); and have no more than 15 period absences in the Fall and 30 period absences in the Spring. Refer to the full sheet of information in this packet regarding school dance guidelines.

## **DRUG AND ALCOHOL POLICY**

The Board of Education believes that participation in extracurricular activities is a valuable educational experience for our students. The Board also believes that students who represent the school on such teams or groups are held to a higher standard, because they represent not only themselves, but their school. With that in mind, the Board has enacted the following regulations pertaining to the use, possession, sale, or otherwise furnishing of alcohol and drugs by members of extracurricular teams or groups that represent their school. These rules pertain to athletics and other activities listed below that are purely extracurricular in nature, meaning they are supported by the school district and are not part of a course where a grade is assigned.

- 1) Any student involved in athletics, pep and cheer, Academic Decathlon, Mock Trial, Odyssey of the Mind, or Science Olympiad will be removed from the team or group if he/she chooses to use, possess, sell or otherwise furnish alcohol or drugs during school hours or while under the jurisdiction of the school, or at a school-sponsored event.
- 2) This policy applies to the use, possession, sale or otherwise furnishing of alcohol or drugs on or after the date adopted by the CIF for the first scrimmage allowed for that sport season, or the first day of scheduled practice for a particular group.
- 3) Any athlete who is removed from the team or student removed from a group for the use, possession, sale or otherwise furnishing alcohol or drugs will not receive a school letter or any other form of school recognition for that sport season or activity.
- 4) In addition, any student violating the above provision will be suspended for up to five days, removed from all school activities for 20 consecutive days, plus be placed on a one year probation.
- 5) Any student detected in the immediate area (car, hotel room, etc.) of alcohol or drugs while under the responsibility of the school will not be allowed to participate in any extracurricular activity for a period of 20 consecutive school days and be placed on probation for one calendar year.

NEW LEGISLATION requires school personnel to contact the police department for any violation involving alcohol or drugs.

## **ELECTRONIC DEVICE POLICY ~ CELL PHONES, MP3 OR MP4 PLAYERS, ETC.**

Electronic devices, including pagers, cell phones, smart phones, iPods and MP3 or MP4 players, may be used on campus only during non-class times. Students found using their electronic devices during class time may have their device or phone confiscated and/or be subject to disciplinary action. Refer also to the section entitled Videotaping / Recording Fights (using an electronic device) for more information.

Board policy regarding electronic devices applies to all "high-stakes" testing. During the administration of the Smarter Balanced, CAHSEE, CELDT, AP, and SAT tests, all electronic devices (cellular phones, iPads, iPods, etc) **must be checked-in upon entering the testing site** (classroom, gym etc). The device will be returned upon completion of the exam and the student leaving the testing site. The student must re-check the electronic device if they choose to re-enter the testing site.

**If the student is caught in possession of, talking on, or taking photos with the device; it is considered a breach of security and will result in an automatic 5-day suspension; the exam will also be invalidated.**

## **EMERGENCY EVACUATIONS**

Instructions for exiting all school areas are posted by the exit door in each room. The signal for an emergency evacuation is a series of bells, alerting staff and students that there is a need to evacuate the buildings. Students are to exit the buildings in an organized manner and stay with their instructor. No one is to re-enter the buildings until the all-clear signal is given. The all-clear signal will be a regular bell tone or verbal announcement given by an administrator.

## **FELT TIP MARKERS**

The use or possession of felt tip markers is prohibited on the school grounds and at all school activities. Student's failing to follow this rule may be subject to disciplinary action.

## **FIELD TRIPS**

Signed parent permission slips are required for all students wishing to participate in any off-campus school trip. Students may not transport other students on any school sponsored trip or event. Permission slips are available from the teacher in charge of the field trip or at the Switchboard office.

## **FIGHTING**

Fighting is not acceptable behavior while students are under the school's responsibility. Disciplinary action will be taken in accordance with California Educational Code 48900 (please refer to the new Redskin tri-folder for information on Discipline Policies) and students may be subject to legal action.

## **FLOWERS, GIFTS, BALLOONS ARE NOT ALLOWED**

In order to minimize classroom interruptions, the school will NOT allow gifts, flowers or balloons to be delivered to students during the school day.

## **FOOD RULES**

Food and drink are prohibited in all classrooms and the auditorium. Tulare Union students eat in the cafeteria and think in the classroom. Food has no place in class.

## **FREE / REDUCED PRICE NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAM**

Applications for free or reduced breakfast and lunches were mailed home two weeks before school began and should be completed and returned to the English teacher or Family / Community Liaison's office at the high school. **Applications are also available online at [lunchapp.TJUHSd.org](http://lunchapp.TJUHSd.org).** If a student qualified for the free or reduced price lunch program during the prior school year they automatically qualify again for the first ten (10) days of the new school year until the new application is completed. Applications are available in the attendance office. All students are encouraged to apply, because in addition to free or reduced price meals, students who qualify are also afforded free or reduced price academic opportunities (PSAT, SAT, AP test fees, etc). If you have any questions at all, please contact the Family / Community Liaison at extension 2822, the Cafeteria Manager at 2900, or the District Office Food Services department at 688-2021.

## **GAMBLING**

Gambling is a violation of the California Penal Code and is prohibited in all forms.

## **GRADING**

Six-week grades are a combination of daily class grades, quiz and test scores, and assigned reports, and are an indication of how a student is doing at certain points during the school year. A student's semester grades will be an accumulation and combination of all grades throughout an 18-week period. Report cards will advise whether or not a student is passing the benchmark exams.

## **GRADUATION REQUIREMENTS AND CEREMONY**

At the end of each semester a student will receive five units for each class he/she successfully completes. A grade of A,B,C, or D earn these credits. The unit requirement for graduation is 220 and includes the following requirements:

English	8 semesters (4 years)	40
United States History	2 semesters (1 year)	10
World History	2 semesters (1 year)	10
Civics / American Government	1 semester (1/2 year)	5
Economics	1 semester (1/2 year)	5
Laboratory Science (one year each of biological and physical science)	4 semesters (2 years)	20
Physical Education	4 semesters (2 years)	20
Mathematics (At least one mathematics course, or a combination of two mathematics courses, shall meet or exceed state academic content standards for Algebra I.)	4 semesters (2 years)	20
Visual and Performing Arts or Foreign Language	2 semesters (1 year)	10
Elective Courses		80
<b>TOTAL</b>		<b>220</b>

Participation in the graduation ceremonies including the senior honors assembly, the senior breakfast, and graduation is limited to those students qualifying to earn a diploma or certificate of completion from Tulare Union High School on the date their class graduates. The District also requires that all seniors must maintain a 95% attendance rate (nine days of absences) during their senior year of high school.

### **To qualify for a Tulare Union High School diploma a student must:**

- ◆ Complete all district and State of California required coursework through classroom attendance and accrual of credits
- ◆ Earn a minimum of 220 credits (in the appropriate courses)
- ◆ Pass the high school district's minimum skills requirement
- ◆ Pass the English/Language Arts and Math sections of the California High School Exit Exam (CAHSEE)
- ◆ Complete the last semester at Tulare Union High School unless an exception has been granted prior to that last semester by the school and district administrations
- ◆ In order to participate in the graduation ceremony, all seniors must maintain a 95% attendance rate (nine days of absences) during their senior year of high school.

## **HALL PASSES**

Any student out of his or her assigned class during instructional time is required to be in possession of a valid passport, properly filled out and signed by the teacher, and they should also be wearing a "Redskin safety vest".

## **HARASSMENT**

California's Education Code specifically prohibits discrimination, harassment, intimidation and bullying against students and staff in schools on the basis of gender, ethnic group identification, race, national origin, religion, color, mental or physical disability, actual or perceived sexual orientation or gender identity. Tulare Union will not tolerate harassment, intimidation or bullying of any student by any other student or district employee. Any case of harassment or bullying should be reported immediately to a school administrator.

Sexual harassment includes, but is not limited to, unwelcome sexual flirtations or propositions, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. Other types of conduct which may constitute sexual harassment include verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, the display of sexually suggestive objects or pictures in an educational setting, and any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint. Refer to the Sexual Harassment section for definitions and more information.

## **HAZING**

California's Education Code includes hazing as an offense that is grounds for a student's suspension or recommended expulsion. Education Code section 32050 defines hazing as "any method of initiation or pre-initiation into a student organization or student body" or activity associated with "these organizations which cause, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace." Conspiring to engage in hazing or committing hazing remains a misdemeanor.

## **HEALTH SERVICES / SCHOOL NURSE / ILLNESS OR ACCIDENTS WHILE AT SCHOOL / MEDICATIONS**

The school nurse is the consultant for students concerning health problems. The nurse issues excuses from PE for physical illness, contacts parents when necessary, maintains health records, supervises vision and hearing examinations, and issues off-campus passes for medical and dental appointments. Sports physical forms are issued in the nurse's office, as well.

Any student who becomes ill or is injured while at school should obtain a pass from his or her teacher and report to the nurse's office. If necessary, the nurse will contact the parents. Under no circumstances shall a student leave campus without permission. All students need to have an up-to-date EMERGENCY CARD on file with the nurse. If a student is injured it is their responsibility to inform the teacher of the injury before the end of the school day. In the event of a serious injury, all students should make it their responsibility to see that a teacher or the school nurse is notified immediately. Not notifying the school may invalidate insurance coverage. Parents are requested to keep the school informed of any special health problems the student may have and of any changes in emergency information. This information is confidential and will be available only to school personnel.

No medication can be dispensed to students unless accompanied by a doctor's prescription and transported in the original container. Parental permission must also accompany medication. Any student requiring prescription drugs at school must leave the drugs with the nurse who will dispense them to the student as ordered by the prescription. Students will be permitted to carry their own prescription medications if they have a doctor's note on file with the school nurse. The nurse can dispense over-the-counter medication for headaches, stomachaches, or allergies to students only if a signed parent permission slip is on file.

Parents, please schedule student medical appointments during non-school hours whenever possible. Students who have doctor or dentist appointments during school hours need to bring a note to the nurse's office or have a parent call before school so that an off-campus pass may be issued. Upon returning to campus after the appointment, the student must present the off-campus pass to the teacher to ensure the absence is excused. Any student leaving campus without an off campus pass will receive an unexcused absence.

Students who must be excused from PE activities for medical reasons must bring a note from their parent. Any exemption from PE for more than two weeks requires a doctor's excuse.

## **LIBRARY MEDIA CENTER (LMC)**

The LMC is open from 7:00 a.m.-4:30 p.m. Monday through Thursday and 8:00 a.m.-4:30 p.m. on Friday. Library books may be checked out by students with a valid school ID for 3 weeks; they are allowed to check out a maximum of 4 books at one time. All books must be turned into the library before another book can be checked out. Students with a valid school ID and valid computer use agreement may use the library computers which provide access to the card catalog of books and publications, electronic encyclopedias, magazine databases, MS Office, career information, and the Internet. Students must sign-in at the front desk when entering the library and have a pass from an instructor if using the library during class time.

## **LITTERING**

All staff and students are expected to assist in keeping the campus clean. Sufficient trash cans are placed throughout the campus to enable everyone to avoid littering with only a minimal effort. The cleanliness of the school campus is a reflection of our students and our school.

## **LOCKERS and DESKS ~ INFORMATION AND SEARCH AND SEIZURE—BOARD POLICY 5145.12**

Students are encouraged to keep their books and other valuables with them at all times. Regular student book lockers are no longer available on campus. The PE classes have lockers to store the student's belongings during the PE class period only.

The Principal or designee may conduct a general inspection of school properties that are within the control of students, such as PE lockers or classroom desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered the property of the student to whom the locker or desk was assigned. Because lockers and desks are under the joint control of the student and the district, school officials have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

At the beginning of each school year and whenever students are assigned lockers, desks or other district property, the Superintendent or designee shall inform students and parents/guardians of the possibility of random searches of students, their belongings and district property under their control. Random canine searches will be performed throughout the school year. Our goal is to maintain a safe campus and discourage students from bringing inappropriate items to school.

PE lockers not being used by students assigned to those lockers are subject to being cleaned out so they may be reissued to students in need of a locker. Lockers are cleared out periodically for maintenance or cleaning; students are notified before this takes place. At the end of the school year, personal property left in the PE lockers is subject to disposal or donation.

### **LOST AND FOUND**

When a student loses or finds an article, it should be reported immediately to the Assistant Principal's office to assist in the quick recovery and return of the article to the owner. If a textbook is lost, the student should check first with the teacher and then with the library textbook clerk. If items are lost in the gym, students should check with the PE teacher and the locker room attendant.

### **MAKE-UP WORK**

If a student is ill, assignments may be requested through the Counseling office. It takes approximately two days for the materials to be collected.

### **MODIFIED CLOSED CAMPUS**

In the interest of student safety, Tulare Union is a modified closed campus. Students are not allowed to leave the campus anytime during the school day, except during the lunch period, unless they have an off-campus pass. Freshmen and sophomores will remain on campus during the lunch period unless a parent request has been made, and approved, through the Assistant Principal's office to allow the student to go home during lunch. Juniors and seniors who are in "good standing" are allowed to go off campus during the lunch break if they show a current student ID card when leaving and returning to the campus, unless a parent or guardian requests that their student be restricted to the campus.

The "good standing" criteria is based upon the student's behavior and discipline records, good school attendance, and academic performance. Student's academic performance is included in an effort to emphasize to students the importance of maintaining adequate academic progress and staying on track for graduation. In order for juniors and seniors to receive off-campus privileges during lunch, students must meet the following requirements:

**Juniors:** Accumulate 110 units by the beginning of the first semester of the junior year; or accumulate 140 units by the beginning of the second semester of the junior year

**Seniors:** Accumulate 160 units by the beginning of the first semester of the senior year; or accumulate 190 units by the beginning of the second semester of the senior year

### **OBJECTIONABLE MATERIAL**

Sex education, family life education, and birth control information may be presented in our Physical Education, Home Economics, and Science classes. Parents have a right to ask that their student be excused from these classes during times when these subjects are being discussed. Parents also have the right to review any of the materials used in the classes. If a parent has any questions about the materials or their rights, their student's counselor will be happy to assist.

### **OFF CAMPUS PASSES**

Students who need to leave campus during the day, other than juniors and seniors who go off campus during lunch, are required to have an off-campus pass. PARENTS MUST NOTIFY THE NURSES'S OFFICE OR THE ATTENDANCE OFFICE IN THE MORNING BEFORE SCHOOL BEGINS to get an off-campus pass for their student. An off-campus pass for a medical appointment is issued by the nurse's office. All other off-campus passes are issued by the attendance office. Parents of 9th and 10th grade students must come into the office to check out their student and receive the off-campus pass. For 11th and 12th grade students, a note or phone call from the student's parent/guardian is required IN THE MORNING BEFORE SCHOOL BEGINS for an off-campus pass and the exact date, time and reason for leaving must be stated. Leaving campus without permission is a serious infraction.

### **OVERT DISPLAYS OF AFFECTION**

A high school campus is not the place for overt physical displays of affection between students. All students are expected to demonstrate appropriate behavior.

### **PHYSICAL BRUTALITY TOWARD AN INANIMATE OBJECT**

Students will be held financially responsible for willful destruction or damages incurred to school facilities and/or property and will be subject to disciplinary action.

### **PHYSICAL EDUCATION ATTIRE**

The PE department encourages all students to dress in proper attire for their classes. Since physical activities, skills, and sports are emphasized each day in class, students are required to dress appropriately. Red shorts, a white shirt, and tennis shoes are recommended. PE uniforms, shorts and shirt, are available for purchase in the PE department, as follows: \$20 for Cotton (\$10 ea top or shorts), or \$30 for Dry Fit (\$15 ea top or shorts).

### **REPORT CARDS**

Student progress will be monitored very carefully. A report card will be mailed home every six weeks. The first semester report at the end of December and the second semester report in June are final report cards, and those grades will appear on the student's permanent transcript. Report cards will also advise whether or not a student is passing their benchmark exams.

### **SCHOLASTIC ELIGIBILITY**

Tulare Union offers a full program of athletics for both men and women. In order to participate in sports, a student must maintain a C (2.0) grade point average or better in all classes during each six-week grading period and must be on track toward graduation. Students who do not maintain this average will be placed on probation for one 6-week grading period. If the grade average does not improve to the required 2.0 minimum, the student will be declared ineligible and removed from the activity. This applies to other extracurricular activities, as well. New freshmen just entering high school that did not earn a 2.0 grade average in 8th grade will be placed on a 6-week probation.

### **SEARCH AND SEIZURE—BOARD POLICY 5145.12 (See also LOCKERS and DESKS~INFORMATION AND SEARCHES above)**

All student lockers and desks are the property of the high school district. The Principal or designee may conduct general inspections, as well as, random inspections of school properties that are within the control of students, such as lockers and desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned. The administration reserves the right to search an individual student backpack, purse, pocket, electronic device, or any other item necessary to keep a safe school environment.

### **SENIOR ARGUS YEARBOOK PICTURES**

Seniors need to have their photo taken to be included in the senior's color section of the Argus Yearbook. Gainsborough Studio (686-4838) and Maciel's Studio (686-3364) will take senior yearbook pictures **at no cost on one of 5 sitting dates, with no appointment necessary**. Check with the Principal's office for a flyer of the dates and information to purchase or contact the studios for a private sitting. In order to insure consistency, no senior yearbook picture will be accepted from any other photographers.

### **SEXUAL HARASSMENT POLICIES**

California's Education code specifically prohibits discrimination, harassment, intimidation and bullying against students and staff in schools on the basis of gender, ethnic group identification, race, national origin, religion, color, mental or physical disability, actual or perceived sexual orientation or gender identity. Tulare Union High School will not tolerate sexual harassment of any student by any other student or district employee. Any case of harassment should be reported immediately to a school administrator.

**PLEASE NOTE: SEXUAL HARASSMENT DEFINITIONS ARE NOTED ON THE NEXT PAGE**

## **SEXUAL HARASSMENT POLICIES (Continued from previous page)**

### **SEXUAL HARASSMENT DEFINITIONS**

**"SEXUAL HARASSMENT"** means any unwelcome sexual advance, unwelcome requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational or work setting, whether it occurs between individuals of the same sex or individuals of opposite sexes, under any of the following conditions:

- (1) Submission to the conduct is made explicitly or implicitly a term or condition of an individual's academic status, employment, or progress.
- (2) Submission to or rejection of such conduct by the individual is used as the basis of academic or employment decisions affecting the individual.
- (3) The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, work, or progress or has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment. The conduct is sufficiently severe, persistent, pervasive or objectively offensive, so as to create a hostile or abusive educational or working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
- (4) Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school district.

**"VERBAL SEXUAL HARASSMENT"** includes, but is not limited to, unwelcome epithets, comments, or slurs of a sexual nature.

**"PHYSICAL SEXUAL HARASSMENT"** includes, but is not limited to, assault, impeding or blocking movement, or any physical interference with work or school activities or movement when directed at an individual on the basis of sex.

**"VISUAL SEXUAL HARASSMENT"** includes, but is not limited to, derogatory posters, cartoons, drawings, obscene gestures, or computer-generated images of a sexual nature.

**"EDUCATIONAL ENVIRONMENT"** includes, but is not limited to, the following:

- (1) The campus or school grounds.
- (2) Properties controlled or owned by the school district.
- (3) Off-campus, if such activity is sponsored by the school district or is conducted by organizations sponsored by or under the jurisdiction of the school district.

### **SIGNS AND POSTERS**

All signs and posters displayed on campus must be approved by the administration and posted only in designated areas. Students who place non-approved signs or place signs in inappropriate areas will face disciplinary action.

### **SPORTS CLEARANCE - REFER TO ATHLETIC (SPORTS) CLEARANCE (Page 1 of Life in the Tribe at Tulare Union A-Z)**

### **STUDENT AUTOMOBILES ON CAMPUS**

Students driving to school are expected to follow all vehicular codes, speed limits, and parking regulations while driving and parking on campus. Students are encouraged to park in the student parking lot on the south side of Kern Street. The parking lot on campus is reserved for faculty and visitors. School insurance does not cover any damages that may occur to student cars or theft of items left inside the cars. For security reasons, the student parking lot will be kept locked during the school day.

### **STUDENT BILLS AND OBLIGATIONS**

All student bills and obligations to the school must be taken care of before the student will receive their diploma. Such obligations include, but are not limited to, book fines, damaged classroom materials, uniforms, equipment, and lost or damaged textbooks. **Please note that 11th and 12th grade students with outstanding bills / fines will not be allowed to go off campus during lunch.**

### **STUDENT BODY I.D. CARDS (ASB CARDS)**

Permanent Student Body ID (ASB) cards are issued to all students without cost. A student must have his/her picture taken in order to receive a permanent ASB card (see Student Pictures below). These cards must be shown for admission to all school activities, to purchase food, to check out books or use the computers in the Library Media Center, and to leave and re-enter campus during lunch. Replacement of lost ASB cards can be arranged through the Assistant Principal's office. There is a \$15 charge for replacement cards payable at the Switchboard.

### **STUDENT DISCIPLINE**

Please refer to the new TUHS tri-folder packet for an insert listing all our student discipline policies, consequences and California Education Code 48900.

### **SCHOOLWIDE LEARNER OUTCOMES ~ SLOs**

Our Schoolwide Learner Outcomes (SLOs) are reviewed, revised and adopted at the beginning of each school year. All students graduating from Tulare Union High School will be able to demonstrate:

- The ability to pass the California High School Exit Exam (CAHSEE)
- The ability to gather, understand, evaluate, synthesize, and communicate information using 21st Century skills and resources
- The ability to collaborate in a project-based learning environment to complete performance tasks of high quality
- The ability to establish, prepare for, and pursue a practical postsecondary career or educational goal

### **STUDENT PASSPORTS / HEART OF A REDSKIN CARDS**

All students are issued a Passport which is to be in their possession at all times. When asked to leave class for any reason, the teacher/staff member is required to fill out the Passport. This ensures that when the student is seen outside of class, staff members can verify their reason for being out of class. Passports also include our "HEART" cards and are used to recognize students for their good character. Lost, stolen or misplaced Passports are replaced in the Assistant Principal's office.

### **STUDENT PICTURES**

Student pictures were taken during the spring of the last school year for permanent student body I.D. cards (ASB cards). **Verissimo Photography will be on campus Tuesday and Wednesday, August 11 and 12 to take photos for the yearbook and picture packets and for those students who did not have their picture taken in the spring for their ASB card.** Families who want to purchase picture packets will be able to do so at this time. Picture packet price lists were mailed home prior to school beginning in August. Freshmen, sophomores and juniors will report to the auditorium during their English classes to have their picture taken. **Questions should be referred to Verissimo Photography at 559-739-7000.**

### **TARDIES AND ATTENDANCE POLICIES (Telephone: 688-8847 and 686-4761)**

**TARDIES:** Prompt and regular attendance is necessary for success in high school and on the job. The district has established attendance policies to encourage students to be punctual and regular in their attendance. Not only is punctuality an important employability skill, but students who come to class late create special problems for the teacher. Often the late student has missed out on important instructions given at the start of the class period. The late student is also an interruption to the other students in the class. Students with excessive tardies will be subject to lowering of their grade in class, after school or noontime detention, suspension from class, Saturday School, loss of credit, and loss of off-campus lunch privileges.

**ATTENDANCE:** The number one cause of student failure is poor attendance. Poor attendance habits started in school often carry through to adult life and are a major factor in job loss. We realize that students are sometimes unable to attend school due to illness or family emergencies. In those cases, parents are responsible for notifying the attendance office to clear the absence. Parents should call the attendance office at 688-TUHS (688-8847) on the day their student is absent, or send a note with the student on the day they return to school. Failure to clear absences within this 24-hour period may result in the student being denied credit for any make up work completed. Students with excessive absences or habitual truancy (cutting) will be subject to after school or lunchtime detention, Saturday School, suspension from school, loss of off-campus lunch privileges, removal from class with loss of credit, or transfer to an alternative educational program. In order to participate in the graduation ceremony, all seniors must maintain a 95% attendance rate throughout the school year. All juniors and seniors must maintain a 95% attendance rate to have off-campus lunch privileges. (For more information please refer to Graduation Requirements and Ceremony).

### **TELEPHONE USAGE BY STUDENTS**

There is a telephone available in the Switchboard office for student use and is available before and after school, at break and during lunch. Students are not allowed to use the phone during instructional time unless they have their teacher's permission and a valid hall pass to do so. Cell phones may be used only during non-class times. Students found using their cell phones or any electronic devices during class time may have the phone or device confiscated and/or be subject to disciplinary action.

## TEXTBOOKS

Textbooks are furnished to students free of charge. The average price of a textbook is \$85. Students are responsible for all textbooks checked out to them and will be charged for any that are missing or damaged. Students who take care of their textbooks will save money and inconvenience. It is suggested that students keep their textbooks with them at all times. The cost of textbooks is by far the most expensive item in schools today and students are encouraged to cover and take care of them. All textbooks have been bar coded to assist in maintaining accurate records. Any student who deliberately removes or destroys the bar code on their textbook will be charged a \$1.00 barcode replacement fee or the cost of the textbook if unidentifiable.

At the end of every school year, some students do not return their textbooks, library books, or pay their library fines and bills. A letter will be sent home to parents with all the details. Pursuant to California Education Code, diplomas will be held until all outstanding charges have been reconciled.

## TOBACCO

The use or possession of tobacco in any form is prohibited on the school grounds and at all school activities.

## TRANSLATION SERVICES

Many staff members are bilingual or trilingual to assist our non-English speaking community. The campus also has the capability to translate publications into Spanish or Portuguese, as requested. Any parent whose primary language is not English has the right to have our publications translated into their primary language. For more information, contact the Assistant Principal's office.

## TUTORING

Extra academic tutoring is provided for students throughout the school year and all students are encouraged to take advantage of these opportunities. Interested students should check with their teachers or counselor for times and locations.

## UNAUTHORIZED SALES

Students may not sell food and other items on the campus unless they represent a school-sponsored club or activity that has received permission to sell by the ASB.

## VALEDICTORIAN / SALUTATORIAN

Valedictorian honors shall be awarded to any student with a 4.0 or higher grade point average (GPA) and Salutatorian honors to the student or students in case of a tie with the next highest GPA earned within the following guidelines:

- Grades from all eight semesters in high school plus all other approved credits (summer school, adult school, etc.) shall be used in computing the GPA with the following limitations:
  - All physical education grades shall be excluded from the GPA computation.
  - A maximum of 10 units within the first 240 units can be earned as a teacher aide or office aide.
  - A maximum of 20 units within the first 240 units can be earned in work experience.
  - A maximum of 60 units in Adult School vocational programs can be included in the GPA computation.
- Transfer students must be in attendance for at least the final semester prior to graduation.
- Students must carry a full schedule during all four years in high school. College coursework may be counted as part of this schedule.
- Honors or Advanced Placement classes at the 11<sup>th</sup> and 12<sup>th</sup> grade levels only are graded: A=5 points, B=4 points, C=3 points, D=2 points. These grade point values shall be used in arriving at a student's G.P.A. for this regulation.

## VALUABLES / STUDENT CARS

Students are encouraged to leave all valuables at home. While Tulare Union staff make every effort to minimize theft – and there are severe consequences for students who take the belongings of others – the school cannot be responsible for lost or stolen items. School insurance does not cover the loss of student valuables taken from lockers or damage to student cars parked in the student parking lot.

## VIDEO SURVEILLANCE

The campus employs video cameras for surveillance which are used to monitor the outdoor parking lots, indoor hallways and the campus in general. Video recordings may become part of a student's educational record and can be used as evidence for student discipline purposes. The video cameras are intended to ensure student health, welfare, and safety of all staff, students and visitors to safeguard district property facilities and equipment.

## VIDEOTAPING / RECORDING FIGHTS - OR INSTIGATING FIGHTS

Any use or illegal use of an electronic device (such as a cell phone, smart phone, video or digital camera, iPod, MP3 or MP4 player or any device capable of audio / video recording) that violates district policy is prohibited. Any student who intentionally uses an electronic device to record a fight; or instigate, aid or abet a fight for the purpose of recording such fight will be subject to disciplinary action.

## VISITORS TO THE CAMPUS

Due to crowded conditions and the possible distraction from the instructional program, students are not allowed to bring visitors to campus. This includes family members, other relatives or siblings, or friends from outside school. We do encourage parents to visit campus anytime, but ask that they make arrangements in advance with the teachers and administration. All visitors must check in to the security guard station upon arrival to the campus.

## WORK PERMITS

The Tulare Joint Union High School District Board of Trustees recognizes that part-time jobs can provide students with income, work experience, and enhanced self-esteem. In accordance with law, students shall obtain work permits from school authorities before accepting employment. In order to qualify for a work permit, a student must demonstrate good attendance, good grades and maintain a minimum progress toward meeting the high school graduation requirements prescribed by the district board of trustees. In determining whether to grant a work permit, the school shall consider whether employment will significantly interfere with the student's schoolwork or jeopardize his/her health. Work permits for students who are ages 14-17 shall be limited to part-time employment as defined by law and administrative regulations, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

**Approval / Revocation of Work Permits:** No work permit shall be issued until the student's parent/guardian, foster parent, caregiver with whom the student resides, or residential shelter services provider has filed a written request with the district. Work permits shall be requested and issued through the Career Center. A student 16 or 17 years of age may receive a permit to work outside of school hours for no more than four hours on a day on which the student is required by law to attend school. A student 14 or 15 years of age may receive a permit to work outside of school hours for no more than three hours on any school day and no more than 18 hours in any week. In order to be granted a work permit the student must:

- Have established in the previous grading period a GPA of no less than 2.0 on a 4.0 scale. A six-week probation period for the GPA may be granted to students requesting a work permit under the following conditions:
  - Parent/guardian permission is required
  - The probation period must follow the first grading period in any continuous series of grading periods in which the student received less than a 2.0 GPA
  - Summer school and summer vacation time shall not be considered a probationary period
  - Student must meet the required standards by the end of the probationary period in order to remain eligible to be issued a work permit
- Maintain a minimum progress toward meeting the high school graduation requirements prescribed by the Board of Trustees. Minimum progress toward graduation shall include all courses taken by the student and be based on the following: 55 units by the end of the 9<sup>th</sup> grade; 110 units by the end of the 10<sup>th</sup> grade; and 165 units by the end of the 11<sup>th</sup> grade
- Maintain a minimum of 85% attendance rate in all classes

Any requests for exemption from the GPA, unit or attendance requirements must be brought by the site Principal to the Superintendent's Cabinet for approval. After issuing a work permit, the student's counselor shall inspect the student's scholastic and attendance records at the end of each grading period to ensure the maintenance of academic progress. If the student fails to maintain their scholastic and attendance requirements for any grading period, the student's counselor shall contact the student's parent and employer and revoke the work permit. When the student has achieved the minimum GPA, attendance and credit requirements, a new work permit can be issued. Work permits issued during the school year shall expire five days after the opening of the next succeeding school year. Complete District guidelines regarding work permits are found in Board Policy 5113.2 and AR 5113.2 (a) (b) (c) (d).

## YEARBOOKS

To ensure that you have a yearbook in June, it is advisable to order the yearbook at the beginning of the school year. Yearbook advisor Danielle Parrerira must place the school order with Jostens by December. **Yearbooks will be pre-sold up through April 2016.**