**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). The TI-84 Plus CE has a new operating system and is the preferred graphing calculator model – additionally, it has rechargeable batteries. They are used during class in the advanced courses (Precalculus, Calculus, and AP Statistics) and are highly recommended. For those students who plan to take AP Calculus AB or BC, the graphing calculator is required for the AP tests, and all Calculus classes will be taught using the TI-84 Plus CE. Other models of the TI-84 Plus will suffice, as well. Graphing calculators sell for approximately $75 to $140, and are the least expensive when purchased during the Back-to-School sales.

**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.

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
The 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. Before school begins on the day of the POW WOW, students will receive their computer ID number, student ID card, and class schedule. 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 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, and weekend work 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. tuhs.tjusd.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, cheerleading, 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 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.

DRUG TESTING – STUDENT ATHLETE
At the beginning of each school year, the Superintendent or designee shall provide information to all high school students and their parent(s) or guardian(s) about the student athlete drug-testing program, including the District’s policies and procedures pertaining to such testing program. All information materials provided for this purpose shall contain clear statements about how the student athlete drug testing program will be implemented.

ELECTRONIC DEVICE POLICY – CELL PHONES, IPODS, ETC.
Electronic devices (cell phones, Ipods, etc.) may be used on campus only during non-class times. Students found using their electronic devices during class time without teacher permission 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.

During class time or while participating in an extracurricular activity, students may only use their electronic devices to complete an assignment given by a teacher or to participate in an activity that has been approved by the administration. Students may not use their electronic devices during class time or while participating in an extracurricular activity for non-academic reasons.

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 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.

FIELD TRIPS
Signed 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 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. 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 accumulative 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:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>8 semesters (4 years)</td>
</tr>
<tr>
<td>United States History</td>
<td>2 semesters (1 year)</td>
</tr>
<tr>
<td>World History</td>
<td>2 semesters (1 year)</td>
</tr>
<tr>
<td>Civics / American Government</td>
<td>1 semester (1/2 year)</td>
</tr>
<tr>
<td>Economics</td>
<td>1 semester (1/2 year)</td>
</tr>
<tr>
<td>Laboratory Science (one year each of biological and physical science)</td>
<td>4 semesters (2 years)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>4 semesters (2 years)</td>
</tr>
<tr>
<td>Mathematics (At least one mathematics course, or a combination of two mathematics courses, shall meet or exceed state academic content standards for Algebra II)</td>
<td>4 semesters (2 years)</td>
</tr>
<tr>
<td>Visual and Performing Arts or Foreign Language</td>
<td>2 semesters (1 year)</td>
</tr>
</tbody>
</table>

Elective Courses: 80

**HALL PASSES**
Any student out of his or her assigned class during instructional time is required to have teacher permission, and they should also be wearing a “safety” pass.

**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 causes, 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 / ILLNESS OR ACCIDENTS WHILE AT SCHOOL / MEDICATIONS**
The Health Services Aide 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 if a student becomes ill. 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 Health Services office. If necessary, the Health Services Aide will contact the parents. Under no circumstances shall a student leave campus without permission. All students need to carry an up-to-date EMERGENCY CARD on file. 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 their current health records are brought to the school to make sure the student’s information is updated 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. The doctor’s prescription must also accompany medication. Any student requiring prescription drug company medication must leave the drugs with the Health Services Aide 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 Health Services office. The Aide can dispense over-the-counter medication for headaches, stomachaches, or allergies to students only if a signed parent permission slip is on file.

**LIBRARY MEDIA CENTER (LMC)**
The LMC is open from 7:30 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 permission 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 the 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. 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, academic performance and no outstanding fees or fines. 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 100 units by the beginning of the first semester of the junior year; or accumulate 130 units by the beginning of the second semester of the junior year. They must also maintain a 95% attendance rate.
- 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. They must also maintain a 95% attendance rate.

Sophomores in good academic standing who maintain a 95% attendance rate can earn off-campus privileges during the second semester.

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 ATTENDANCE OFFICE IN THE MORNING BEFORE SCHOOL BEGINS to get an off-campus pass for their student. All 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 INNATE 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, and all other extra-curricular activities, 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 level, 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’s locker, pocket, purse, pocketbook, 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) will take senior yearbook pictures at no cost on one of six sitting dates. Check with the Principal’s office for a flyer of the dates or contact the studios for a private sitting, or check our website at tuhs.tusd.org. In order to ensure consistency, no senior yearbook picture will be accepted from any other photographers.

SEXUAL HARASSMENT POLICIES

Contact a school counselor or designee 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, sexual battery, 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 DEVICES

A make-up day will be scheduled, and any questions should be referred to Verissimo Photography at 559-739-7000.
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:

1. 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.

2. Transfer students must be in attendance for at least the final semester prior to graduation.

3. Students must carry a full schedule during all four years in high school. College coursework may be counted as part of this schedule.

4. Grades earned in English, Math, Science, Social Studies, and Foreign Language must total 11 units for GPA calculation. Each of the 11 units are weighted:
   - 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 encourage parents to visit campus anytime, but ask that they make arrangements in advance with the teachers and administration. All visitors must check in at 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 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 work as defined by law and grade level as follows:

- A maximum of 20 units within the first 240 units can be earned in work experience, and
- A maximum of 60 units in Adult School vocational programs can be included in the GPA computation.

Any work experience, and
- A maximum of 60 units in Adult School vocational programs can be included in the GPA computation.

Any work experience, and
- A maximum of 60 units in Adult School vocational programs can be included in the GPA computation.

Any work experience, and
- A maximum of 60 units in Adult School vocational programs can be included in the GPA computation.

Additional 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: 53 units by the end of the 9th grade; 110 units by the end of the 10th grade; and 165 units by the end of the 11th 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. A work permit, the student's counselor 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 David Schlick must place the school order with Jostens by December. Early Bird Special pricing if ordered by Friday, September 8 is $65. The price increases to $70 from September 11 - December 15; $75 from December 18 - March 23, and $80 from March 26 - June 7. The price increases again on June 8 to $90 until sold out.