

The Husky Handbook



2011 - 2012

Our Vision

"Fortuna Union High School
is a supportive
community of learners
encouraging excellence,
practicing integrity, and
preparing for the future."

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INTRODUCTION

The information, policies and procedures presented in this handbook have but one goal: to inform you how our school works. With this information you have the ability to become an active participant in the school activities. Your success is directly related to how much effort you contribute.

School motto is: **“What you are to be, you are now becoming.”** Fortuna Union High School does not discriminate on the basis of sex in the educational program or activities as defined by Title IX. Inquiries concerning the application(s) of Title IX to programs or activities are referred to the Principal.

Fortuna Union High School Mission Statement:

The mission of Fortuna Union High School is to create a culture of mutual respect and trust among students, staff, families and community members by empowering them with the skills and abilities necessary to meet the challenges of a global society.

Student Learning

We are guided by the principle that all students can learn and achieve at high levels and continue to strive for their personal best given:

- Additional time and support for achieving academic success.
- A safe and supportive environment.
- A challenging, current, and innovative curriculum.

Educational Community

Our philosophy is that student achievement is the result of staff working interdependently to:

- Identify the essential elements of a comprehensive curriculum.
- Develop common and ongoing assessments to measure student learning.
- Recognize factors that inhibit student learning and provide systematic intervention to mitigate these factors.
- Utilize data from assessments to determine appropriate and timely interventions.

Eel River Valley Community

We believe that the surrounding community provides our students and staff with:

- An invaluable wealth of opportunities for our students to prepare to meet the challenges of a global society.
- A network of financial and moral support.
- A mutually beneficial relationship that meets the needs of all stakeholders.

The culmination of our guiding principles, our philosophy regarding student achievement, coupled with the support of our greater community will create individuals who are prepared and passionate about the opportunities and challenges that lie ahead.

Academic Honesty Policy

Fortuna High School expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Fortuna High’s Academic Honesty Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of the Academic Honesty Policy is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is okay, as long as whose work being presented is clearly relayed.

- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft; to steal and pass off as one’s own ideas or words, and to create the production of another. When you use someone else’s words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else’s ideas you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else’s words or ideas without giving credit to the originator is stealing.
- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.
- **Forgery or stealing** includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employees, taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties, as outlined below.

1. Any student involved in academic dishonesty will receive “0” points for that assignment/project/quiz/test with no possibility to make-up the points. Saturday School will be assigned. The teacher will contact the parents and review the incident and the policy.
2. A second violation in any class will result in the student receiving “0” points for that assignment/project/quiz/test with no possibility to make-up the points. The student will be suspended out of school for three days, attend a parent conference prior to returning to classes, and will sign an Academic Honesty contract.

3. A third violation in any class will result in the student being suspended out of school for five days, attend a parent conference prior to returning to classes, and receive a drop “F” from that class which will be recorded on the student’s transcript, and possibly cited by law enforcement.
 - **Automatic Drop F**
Any student stealing or illegally obtaining an assignment, quiz, test, project, teacher’s edition, altering a teacher’s grade book and/or computer grading program will be suspended from school for five days, will attend a parent conference prior to returning to classes, and will receive a drop “F” from the class which will be recorded on the student’s transcript, and possibly cited by law enforcement.

Clarification of Cheating Incidents

The above policy applies to a student’s entire high school career. For example, if the student has a cheating incident in 9th grade and has a third cheating incident in 12th grade, the student will be dropped from the class with an “F.” This means the student will not graduate if the class is required for graduation.

Accident Reports

Written accident reports are required. People tend to forget the details of an accident, so it is important that a written report be made immediately for all accidents requiring medical attention or appearing to have serious possibilities. The report should give date, time, place, cause of accident, and extent of injury and signature of person submitting the report and should be filed with the Vice Principal’s office as soon as possible. Responsibility for reporting injuries is placed on the student and/or parent/guardian. Athletic injuries should be reported to the PE teacher and/or coach. Other injuries should be reported to the teacher or the Vice Principal’s office.

Athletic Eligibility at Fortuna Union High School

Playing a sport is a privilege. Student-athletes are representing not only themselves but also Fortuna High School and the entire Fortuna community. With this privilege come certain responsibilities, including adherence to the Fortuna Union High School District (FUHSD) Athletic Contract, all FUHSD behavior policies, California Interscholastic Federation (CIF) and North Coast Section (NCS) code of conduct, and individual team rules. These rules are assumed from the first day of practice until the season ends. In the event that an athlete quits, is suspended, or removed from a team, for violation of any of the specified rules, s/he will not receive a block letter and will forfeit all athletic awards for that season.

Attendance

We hope students and parents realize the importance of regular attendance and how regular attendance is directly related to success in their classes. Good attendance patterns in school will also carry over to occupational roles and generally produces better grades and maximum credits.

All members of the staff and faculty at Fortuna Union High School District and the Fortuna Union High School District Board of Trustees have the responsibility: (1) to encourage students to attain a high level of school attendance; (2) to prepare students for the regular and timely attendance demands of postsecondary education and occupations; (3) to clearly delineate the two separate areas of student responsibilities: class performance and class attendance.

FORTUNA HIGH SCHOOL ATTENDANCE POLICY

Students are required to be in school for 180 school days with the exception of the following: 1) illness; 2) the death of an immediate family member; 3) a medical or dental appointment; 4) quarantine, or 5) a court ordered appearance. Absences for those reasons are considered “Absences with Valid Excuses”; all the other absences will be unexcused. Students that have an excess of three (3) absences without a valid excuse (E.C. 48260) in one school year may be referred to the Student Attendance Review Board (SARB) and the Department of Probation as a habitual truant.

ABSENCES / LEAVING SCHOOL EARLY

When a student is absent from school, it is the student’s responsibility to see that a parent/guardian telephones or writes a note to the school explaining the type of absence (e.g., illness, doctor or dentist appointment, court appearance, etc.). In order for the student not to receive a cut or truancy, a parent/guardian must have telephoned the school attendance clerk or the student must present a written note from the parent/guardian to the attendance clerk before or upon the day the student returns to school. Without verification of the absences from a parent/guardian, detention will be assigned. If a student is seen at school or at public places contrary to parent notices/excuses, or without parental supervision during the time of absent, the student will receive a cut.

A student who leaves school after attending a class must check out through the office prior to leaving campus. A student who leaves campus without checking with the attendance clerk prior to leaving campus will receive a minimum of one (1) hour detention and each class missed will be considered a cut unless the attendance clerk receives the appropriate note from the parent/guardian or a medical practitioner.

CUTS / TRUANCIES

These are absences without valid excuses and shall be referred to the Principal or Vice Principal for discipline. Any student who is absent from class without the prior knowledge and approval of the parents or teacher shall receive a cut or shall be considered truant. Absences must be cleared within two (2) days of the absence or it will be considered unexcused and result in a one (1) hour detention. Students who do not clear unexcused absences within one (1) day of detention will be truant.

TARDY POLICY

Tardiness is disruptive to the learning process and is the number one reason people are fired from jobs. In order for students to be successful and productive, they must develop habits of punctuality. These habits will contribute not only to academic success, but also to career success in later years. Since tardiness is neither responsible nor productive, and since it is disruptive to the educational process, students at Fortuna Union High School will be held accountable for punctuality.

The tardy policy at Fortuna High School is designed to promote better student achievement by: 1) Encouraging students to be on time to class; 2) Reducing the amount of instructional time lost to interruptions caused by students who arrive late to class and; 3) Involving students, parents, and staff as partners in finding solutions to student punctuality problems. This policy re-enforces the propositions that regular attendance and punctuality to class are important factors that will improve student achievement. We believe that being on time to class is an act of courtesy toward your teachers and fellow students.

TARDY POLICY AND PROCEDURES

Students who are tardy to class are subject to the following consequences:

- 1st Tardy: Student given a warning.
- 2nd Tardy: Student given a warning and parent notification letter is sent home.
- 3rd Tardy: Student is assigned 1 hour after school detention.
- 4th Tardy: Student is assigned 1 hour after school detention.
- 5th Tardy: Student is assigned Saturday School
- 6th Tardy: Student is assigned Saturday School
- 7th Tardy: Student is assigned In School Suspension
- 8th Tardy: Student is assigned In School Suspension
- 9th Tardy: Student and parent/guardian attend a conference with school administrator. Student may lose extra-curricular eligibility and school privileges for one to three weeks. Student is also subject to any provisions agreed upon by SART. Student may be referred to SARB.
- 10th Tardy: Student and parent/guardian must attend SART and can possibly face any or all of the following: a.) Police Citation, b.) work permit suspension, c.) community service time, d.) loss of school driving privileges e.) loss of senior reduced day, f.) loss of TA privilege.

- Campus Beautification will consist of paper pick-up for the last 15 minutes of lunch and may be assigned by the school in place of after school detention.
- Tardy sweeps and tardy lockouts will be conducted randomly, throughout the school year. All students will be assigned a detention if they are outside of class without a pass. This is exclusive of the above policies.
- It is possible for a student to accrue more than one consequence in a day.

DETENTION RULES/REGULATIONS

A student that misses a full day of school without a valid excuse will be given Saturday School assignments. A student who does not show up to an assigned Saturday School will be suspended. A student who accumulates three absences or tardies of 30 minutes or more without a valid excuse can be declared a truant and referred to the School Attendance Review Board (SARB).

A student who is assigned a detention by the principal/vice principal must serve the detention on the day that it is assigned. Detention days are generally Mondays, Tuesdays, and Thursdays. If any detention days are changed, there will be a notice in the bulletin. If a student does not serve his/her detention on the day that it was assigned, he/she will be given a Saturday School for each detention day missed. A student who misses an assigned Saturday School will receive a suspension. An In-School suspension will be given for the first offense and an Out-of-School suspension given for the second and third offenses. A subsequent offense will result in a referral of the student, which could result in a transfer to alternative education. A student who is transferred to alternative education must attend another school for the remainder of the semester in which he/she may be transferred. A student may be readmitted to Fortuna Union High School after that time, but only at the beginning of a succeeding semester.

RULES GOVERNING DETENTION:

1. The detention room will be listed in the bulletin. All detentions will be served in this room only. All students must arrive at detention no later than 10 minutes after the last bell of the school day. The door of the detention room will be locked afterward, and no students will be admitted late.
2. All students must arrive with schoolwork to do. A book to read is a minimum.
3. The detention teacher is the final source of authority and must be obeyed.
4. No talking is allowed and the teacher may assign seating.
5. If a teacher is not satisfied with the student's behavior, he/she will be told to leave and the time served must be repeated. For extreme behavior, the teacher may refer the student to the principal/vice principal (additional detention or suspension will be assigned).
6. The vice principal will have the list of those students who need to serve detention.
7. Transportation home for the student is not the responsibility of the school district when the student must serve detention.

Bulletin Notices

Announcements of meetings, assemblies and rallies must be scheduled through the Activities Director. Bulletin announcements should be written and signed by the advisors and turned in by noon at least 1 day prior to the activity for publication.

Bus Transportation

Bus transportation is furnished to all students living further than 1 ½ miles from the school. The bus rules are part of the laws contained in "Regulations of Pupil Transportation" which are enforced by the State Department of Education and the California Highway Patrol. Riding the school bus is a privilege and improper conduct will result in that privilege being denied. Students are to report immediately to the buses as soon as they are dismissed. The board of education authorizes the administration to suspend students from riding the school bus for gross disobedience or misconduct. Students who destroy or vandalize school property will be required to pay for losses/damages. Suspension and subsequent expulsion can also occur.

Cafeteria

Students are expected to follow all school rules in the cafeteria. Students are to clean up after themselves. Horseplay, throwing food, yelling and stealing will result in disciplinary action.

Cell Phones

All cell phones must be registered with Fortuna High School Administration prior to use on campus. As California Education Code 48901.5 provides that the District Board or its designee may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to paging and signaling equipment, by district pupils while the pupils are on campus, while attending school sponsored activities, or while under the supervision and control of school district employees. The Fortuna Union High School District plans to regulate the use of cell phones and limit its use to before and after school and during break and lunch times. By registering your child's cell phone you agree to the following consequences. If you do not sign this form then your child may not use his or her phone on the Fortuna High campus.

Fortuna Union High School District, the regulations of electronic devices include the following:

1. Cellular phones **must be kept out of sight** in the student's pocket, purse, or backpack throughout

the school day.

2. Cell phones **must be turned off during the school day** (prohibitions on ringing and vibrating).
3. To make phone calls home go to the office. Also, parents can leave messages for students with school office staff. **Cell phones are not needed during school hours.**
4. 1st Offense: Students whose cell phones are seen or used on campus will have them confiscated and returned at the end of the day. Student will receive a 1-hour detention.
5. 2nd Offense: Student's parent will be required to pick up the student's phone. Student will receive a Saturday school.
6. 3rd Offense: Student's parent will be required to pick up the students phone and the student will receive Saturday School.
7. 4th Offense: Student and parent conference will be held and the student will be suspended for one (1) full day in "In School Suspension (I.S.S.).
8. 5th Offense: Student and parent conference will be held and student will receive one (1) full day suspension.

***** Should a student refuse to hand over a cell phone when requested to do so by school personnel will be issued a one (1) day in school suspension.**

Clubs and Organizations

There are many clubs and organizations to get involved in on campus. To join most clubs, all one has to do is attend the club's meeting at the beginning of the school year. All meeting times and locations are listed in the daily bulletin.

Complaints

Notice of Complaint Procedure

The Fortuna Union High School District shall follow the uniform complaint procedure described below when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, gender ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability , or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The uniform complaint procedure described below shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and developmental programs, child nutrition programs, special education programs, and federal safety planning requirements. Individuals, agencies, organizations, students and interested third parties have the right to file a complaint using this procedure described below. The Fortuna Union High School District shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations.

Complaints must be filed in writing and with the appropriate compliance officer identified below. Complaints alleging discrimination must be filed not later than six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the Fortuna Union High School District Superintendent or his or her designee.

Complaints will be investigated and a written decision sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The Fortuna Union High School District's person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621. If the complainant is not satisfied with the local educational agency's decision, the complainant may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education (CDE) in Sacramento, California. The appeal to CDE must include a copy of the locally-filed complaint and a copy of the Fortuna Union High School District decision.

Complainants may also pursue available civil law remedies, including, but not limited to, injunctions, restraining orders or other orders in federal or state court. Further information about such remedies may be available through a public or private interest attorney, the County Lawyer Referral Service, Legal Aide Society, a mediator, or dispute resolution service.

A copy of the Fortuna Union High School District's policy and complaint procedures may be obtained, free of charge, through the office of the Superintendent of the Fortuna Union High School District.

Compliance Officer: Glen Senestraro, Superintendent
Address: Fortuna Union High School
379 12th Street
Fortuna, CA 95540
Telephone: (707) 725-4461

Complaints Against School Personnel

The Board of Directors trust its employees and support any reasonable action that they might take in order to free themselves from unnecessary or negative criticisms or complaints. Whenever a complaint is made directly to the Board, it will be referred to the school administration to investigate for a possible solution. The individual employee involved shall be advised of the nature of the complaint and be given every opportunity to explain, comment and present the facts as they see them.

If it appears necessary, the administration, the person making the complaint and/or the employee involved, may request an Executive Session of the Board of Directors to ask for further study or a decision. Generally, all parties involved are asked to attend such a meeting. Hearsay, rumor and emotional feelings are discounted except those relevant to the situation. The Board will conduct the meeting as fairly as possible and may request a third party to act as moderator to help them reach a satisfactory solution.

Computer Use

All students wishing to use Internet must have a contract signed by themselves and their parent/guardian. All students have access to most computer applications on campus. If there is any misuse by students, their account is revoked and their teachers notified of the fact.

Counseling Services

Fortuna High has two full-time academic counselors: Karla Austin (x3019) and Julie Slater (x3072) one part time counseling technician: Walter Comm (x3023). In addition to academic counseling, we

have Gabe Bennett (x3018), MFT on staff to provide personal, drug, alcohol and anger management counseling services.

Dances

All students must show their ID card to get into dances. Fortuna Union High School dances are closed to the public. The following are exceptions: ●Parents of students, ●**Guests - if you invite someone who is not a student at Fortuna Union High School to a school dance, you must obtain a guest pass from the Vice Principal's office before 3:30 PM the day before the dance (unless a different time is announced in the bulletin.)** ●Guest pass rules - students will be admitted to Fortuna Union High School dances on the condition that s/he is a high school student or recent graduate (**elementary school students are not allowed**), observe the school regulations which prohibits smoking and possession of alcohol or drugs on the premises. ●Is not under the influence of alcohol or any illegal substance will be subject to California Education Code §48900 regarding suspension/expulsion and state Penal Code, which may result in their arrest. Anyone who leaves a dance may not re-enter. **No one will be allowed to enter a dance after 10:30 PM.** The student host will be responsible for his/her guest and must enter with the guest. If a guest violates the above rules, the host will not be allowed a guest for one calendar year.

Discipline

As authorized and required by the state law, the District's Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When a student violates these policies and standards, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Forms of discipline include those described below and elsewhere in this Handbook and may be administered as otherwise authorized or required by state law and District policy and regulations. Board Policy 5144.1 and Administrative Regulation 5144.1 which relate specifically to suspension and expulsion will be available on-line at www.fuhsdistrict.org.

Detention

Days/Times: Monday, Tuesday, and Thursday @ 3:25 to 4:15 PM

Place: Café 1

Some of the behaviors that may result in detention are:

- Teacher classroom violations
- Tardy # 7 and above
- Not dressing for PE (first offense)
- Not checking out before leaving campus
- Failure to serve teacher assigned detention
- Being out of class without a pass
- Parking violations
- Excessive display of affection

In School Suspension

Day/Times: Wednesday 8:25 AM to 2:20 PM

Place: The PIT

Some of the behaviors that may result in ISS are:

- Defiance of school personnel

- Repeated teacher/classroom violations
- Repeated non-dress for PE
- Missed Saturday school
- Sent out of class to the office

Saturday Detention

Time: 8:00 to 11:45 AM

Place: Café 1

Some of the behaviors that may result in Saturday Detention are:

- All absences not cleared by the following school day of the absence
- All cuts/unexcused absences
- Repeated parking violations
- Missed detentions

*****NOTE:** Not attending Saturday detention will result in a three (3) day suspension starting the following Monday.

Suspension

The following offenses may result in suspension and certain offenses may result in prosecution and arrest by law enforcement officials:

- Fighting
- Theft or unlawful possession of school or private property
- Insulting school personnel
- Under the influence of alcohol or any illegal substance (will also result in an arrest)
- Possession of an illegal substance or alcohol
- Threatening or harassing another student or school personnel
- Tampering with school records or teacher grade book
- Robbery or extortion
- Damage to school or private property
- Obscene act or vulgarity
- Disrupted school activities and/or defied authority
- 4 accumulated Saturday Detentions (3 day suspension clears all outstanding detentions and Saturday School's)

*****NOTE:** Some of these offenses may also result in arrest by law enforcement officials.

A suspended student is required to stay home during the hours that school is in session. He/she is not to be up town, around campus or school activities during suspension time. If a suspended student is seen and/or identified by school personnel on or near campus, that student's suspension time will be increased. Suspended students may not participate in any athletic event or practice with an athletic team on the day that they are suspended. A parent/guardian is contacted when a student is suspended. If a parent/guardian cannot be contacted, the student will remain at the Vice Principal's office. Students must check in daily with the attendance clerk to receive class work. Students may not ride school buses during their suspension.

Expulsion

Some of the offenses that may result in expulsion are:

- Possession or sale of an illegal substance
- Possess, sold or other wise furnished any firearm, knife, explosive or dangerous objects (this includes firecrackers)
- Threatening school personnel
- Robbery or extortion
- Tampering with data equipment
- Destruction of school property
- Bomb threat

- Arson or attempt to commit arson
- Assault and/or battery
- Participating in, attempting to cause or threatening to cause an act of violence/hate
- Intentionally engaging in harassment, threats or intimidation.

*****NOTE:** Some of these offenses may also result in arrest by law enforcement officials.

In addition, those offenses identified under “SUSPENSION” above, elsewhere in this Handbook, or in state law or district policies and regulations may result in expulsion, for example, when there is a history of misconduct, when other forms of discipline including suspension have failed to bring about proper conduct, or when the student’s presence causes a continuing danger to him/herself or others.

Dress Standards

Students are expected to be well groomed and neatly dressed at all times. Shorts are acceptable on campus **ONLY** if they are mid thigh length. The administration reserves the right to determine clothing which detracts from the educational environment. All students, for safety reasons, must wear shoes or sandals. The following list defines clothing items or apparel **not** allowed to be worn on campus:

- Clothing or hats that symbolize gang affiliation or representation as determined by administration
- Pants that will not stay up without a belt, pants worn below the hips are not allowed
- Belts must be appropriate to waist size and no letters or numbers on either the belt or buckle
- Clothing that advertises alcohol or tobacco products
- Clothing that is sexually explicit, suggestive or revealing
- Clothing which represents illegal substances or paraphernalia
- Bandannas, hair nets or du rags may not be worn. Bandannas are not allowed to be worn hanging out of pants or pants pockets;
- Pocket chains are also not allowed.

1st Offense: Chains and belts will be confiscated. All other clothing items, which are not appropriate, will be dealt with accordingly.

2nd Offense: Parent notification and disciplinary action as necessary.

Educational Alternatives

East Continuation High School: High school districts are mandated by law to set up continuation high schools to benefit 16 to 18 year old students who are not able to attend and/or succeed in comprehensive high schools. If this alternative is of interest, please contact the counselor for more details.

Strongs Creek Community Day School: For high school students under age 16 with attendance, discipline and/or credit issues, this program is by referral of the student’s counselor and administration. Contact the counselor or vice-principal.

Independent Study: For students who are unable to accommodate a regular high school program or a continuation high school program. Enrollment is limited. Contact Academy of the Redwoods

Expenses

The cost of school, like everything else, continues to increase and parents are continually burdened by unexpected costs. You will find some of the costs approximated below:

- **Lost or damaged equipment and books:** Students are expected to pay for lost or damaged books and equipment they have been issued. It is our district policy that students are not allowed to participate in the graduation ceremony on stage unless all fines have been cleared. Transcripts and records of students who have moved or graduated are not forwarded until all fines have been cleared.
- **Student Insurance:** Student insurance can be purchased at a very reasonable price. Insurance forms are located in the main office. Students involved in sports must show proof of insurance in order to participate.
- **Shop / Art Cards** (These are mandatory if enrolled in these classes): Expenses vary depending on the size of the project. Art cards generally run \$10 to \$20, while shop cards usually run \$30 and up per semester. These can be purchased at the Student Finance Office (SFO)
- **Student Pictures and Identification Cards:** A school picture is required for the student body ID card, and the annual yearbook and are free of charge. Photo packages may be purchased at the back to school registration days.

Fire and Earthquake Drills

Drills are held throughout the school year. Remember these basic rules: ●exit in an orderly manner, ●stay in holding area until drill is over, ●windows are to be used only in emergency, ●move under a desk or table, ●turn away from windows or glass, and ●hold the desk or table in position.

Grades and Report Cards

Grades are based on a number of factors, including test scores, homework assignments, and class participation. At the beginning of the year, teachers will give students a Student Expectation Guide for each class your child is taking. This should help explain each teacher's policies on homework, tests, and other projects that effect grades. Students may also keep track of their own grades between progress reports or grading periods with a "weekly progress sheet" available in the main office.

There are two six week progress report periods before the semester grades are final in January and June. These progress reports allow students and parents to track academic progress and athletic eligibility, and to work on improving grades.

Guidance Services

Guidance services are available for every student. They include assistance with educational planning, interpretation of test scores, career planning and information, scholarships, or questions the student would like to discuss with a counselor. Students must make counseling appointments before school, morning break, lunchtime, or after school. Attempting to make an appointment between classes may result in an unexcused tardy.

Harassment

Definition: To disturb or annoy constantly, to torment persistently. If harassment is reported, there will be a conference with the Vice Principal. Subsequent harassment will result in suspension.

Hazing

Hazing is any act, intended or otherwise, that injures or intends to injure, degrades or disgraces any fellow student. Hazing is prohibited at Fortuna Union High School District.

Health and Welfare

PROBLEMS?

If students are having problems in a class or with a teacher, parents should call the teacher, vice principal or the student's counselor for assistance. If there is an ongoing conflict with another student, it can often be resolved by using Peer Counseling (student trained to assist other students). Your student should see the vice principal or their counselor.

CHILD ABUSE

Fortuna High School reports all suspected abuse to authorities; it is regarded as a crime. As parents, you should also be aware that if you suspect a teacher or school official of abusing your child, you may file a complaint with the school or with Child Welfare Services.

SEXUAL HARASSMENT

How students treat each other has always been our concern. Now the law states that students who sexually harass other students must be disciplined, up to and including expulsion from school. Sexual harassment is any unwelcome touching, groping, grabbing or inappropriate or sexually crude behavior, language or suggestions.

PRESCRIBED MEDICATIONS

Students may NOT carry prescribed medications on campus. Please contact the Vice Principal's Secretary at x-3016 – she will keep and dispense your student's medicine.

****The school does not keep and is not allowed to provide aspirin or any other over-the-counter medicines to students.**

COMMUNICABLE DISEASES AND IMMUNIZATIONS

The District will cooperate with local health office/department in the taking of necessary actions for the prevention and control of communicable disease in school age children. A parent/guardian may annually file a written statement with the Principal exempting his/her student from physical examinations. When that student is suffering from a recognized contagious or infectious disease, however, he/she will be sent home and not permitted to return to school until this disease no longer poses a threat to the rest of the student body.

CALIFORNIA LOCAL EDUCATIONAL AGENCY PROGRAM

Fortuna Union High School, in cooperation with the California Departments of Health Services and Education, has a program to allow the District to be reimbursed with federal Medicaid dollars for selected health services (such as hearing and vision screenings, health assessments) provided to eligible students at school. In accordance with Local Education Agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the District's billing agency. These records will be forwarded in a confidential manner. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, our vendor is HIPAA compliant (Federal Health Insurance Portability and Accountability Act). School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents will never be billed for services by the school district.

Insurance

Parents are encouraged to purchase additional accident insurance for their students (forms are available in the main high school office). Students - make sure that you report all school related injuries (no matter how minor they may seem) to a staff person immediately.

There are three accident/medical plans to choose from, with Preferred Option providing the most comprehensive benefits, then the Economy or Budget Options. You may select School Time, 24-Hour Coverage or Football Coverage. Note that dental accident insurance is also available.

Important Information: While enrollment in these programs is voluntary, you should know that any student participating in interscholastic sports is required by state law to have adequate medical insurance. Enrolling your child in this low-cost program now will ease your concerns later should a covered injury occur. To obtain coverage, simply obtain an insurance form in the Fortuna High School office and mail it with payment DIRECTLY to the company. Any further information may be obtained by calling the company at 1-800-767-0700.

Library

Library hours are 8:00 AM to 4:00 PM. Students are encouraged to use the library as much as possible. On occasion, it may be desirable to a student to visit the library during class time in order to do research. Students must obtain permission from their teacher and upon entering the library during class time, inform the librarian about his/her particular needs. No eating or drinking is allowed in the library.

Lockers

Lockers are issued at the beginning of the freshman year. Students are responsible to keep their lockers clean and to report any damage/break-ins to the Vice-Principal's secretary. **Do not bring valuables to school.** Keep locker locked and do not share the combination with anyone to insure the safety of your property. **The school is not responsible for lost or stolen books or personal property from student lockers.** If you would like to "trade" lockers, both students involved must report that to the Assistant-Principal's secretary together. Students are responsible for their locker. Random locker searches will be conducted during the school year, and students will be held accountable for all contents in their locker. I students are not going to use a school assigned locker, please inform the Assistant-Principal's secretary and the locker will be unassigned.

Loitering and Visiting School Grounds

Visitors who enter the school grounds between the hours of 7:30 AM and 4:30 PM are required to register with the attendance clerk in the main high school office. "No outsiders shall enter or remain on school grounds during school hours without having registered with the Vice-Principal for the purpose of registering." (Penal Code Section §627.2) Loitering within a 2 block radius of the high school is not acceptable. Community businesses are not restricted to use during lunchtime. **However,** congregating in the street or blocking traffic is a safety hazard and when it occurs it will be handled by both school personnel and law enforcement.

Lost and Found

All found books should be returned to the library. Personal articles should be turned in to the Attendance Clerk in the main office.

Married Students

The district urges all students to complete their high school education before planning marriage. However, married students have the same status as any other student.

Medication

Students are not allowed to have any medication (prescription drugs) on their person other than an asthma inhaler prescribed to them by a physician. All medication must be given to the Vice Principal's office and dispensed to the student as prescribed with written instructions from the student's physician.

Miscellaneous

Insubordination, lack of respect for authority, obscene language or gesture, possession of obscene literature, gambling, insolence, lying, cheating, shooting paper wads (or other articles), possession of water guns or any other disturbing acts are subject to disciplinary action.

Open Campus

Fortuna Union High School's rules are consistently and reasonably enforced. They are designed to preserve a free and open atmosphere, to insure each individual their right to learn and to be safe while on our campus.

Students needing to leave the school campus for any reason during the school day EXCEPT at lunch time must obtain an off campus pass from the attendance clerk prior to school, during break time, or at lunch. Students must present a note from a parent/guardian for leaving, or have parent/guardian call the school. Failure to obtain an off campus pass will result in detention.

NOTE: The privilege of open campus may be revoked from individual students for disciplinary reasons. (Ed. Code 44808.5)

Parking

Students are allowed to park in the 12th street parking lot only. Students may not park in the 14th street parking lot, in the area between the gyms and the Mary Hanley Theater or on the street. The 14th street parking lot is for staff only. The parking area between the gyms and the Mary Hanley Theater are for staff only. The school does not assume responsibility for loss or damage to vehicles parked in the parking lot. **All students who drive to school must have their car registered with the vice principal's office.** Vehicles that are not parked in the 12th street parking lot or are parked in staff designated parking spaces will be subject to the following consequences:

- 1st Offense - 1 hour detention,
- 2nd Offense - Saturday School.

Any additional infraction will result in increased days of suspension or Saturday School.

- All drivers must obey the 5MPH speed limit in the parking lot.
- All students who drive to school must have a parking permit
- All students with parking permits must park in the **12th street parking lot only**
- First offense parking violations on campus will result in possible detention or other disciplinary action
- Following offenses will result in further action taken by the Vice Principal
- Reckless driving will be prosecuted by law

- All vehicles must be parked with the front of the vehicle in first (no backing in) and occupy only one space
- The parking area between the gyms and the Hanley Theater is staff parking exclusively
- Parking off campus may result in a minimum of a \$75 fine by the Fortuna Police
- Vehicles unauthorized to park in handicapped or red zones will be cited
- Students must be parked in a parking slot in the 12th street parking lot

Passes

Students must have a pass anytime they are out of class. Passes will not be given to students the first and last 10 minutes of each period. Students out of class without a pass will be subject to a one hour detention.

Public Displays of Affection-Excessive

- 1st Offense:** Referral sent home and a detention will be served.
2nd Offense: Referral sent home and Saturday school will be served.

Release of Student to Travel with Others

Whenever there is a school function and the school provides/arranges transportation to the event, the student must return with the school provided transportation or with his/her parent/guardian. The parent/guardian should notify the supervising school employee/coach if he/she is taking his/her child. If a student is to be released to someone else, the parent/guardian must authorize permission by signing a consent form in the Principal's office **at least one day prior to the event**. At the event, the adult providing the transportation must check the student out with the school employee/coach supervising the event as well as sign for the student.

Release / Drop Slip

When a student transfers out of school his/her parent/guardian must notify the counselor at least 1 day in advance. The student must report to the office for release slip and to return books. Allow about ½ hour for the procedure. Transcripts will not be mailed until fines are cleared. After a student has graduated for more than 6 months, there will be a fee for transcripts.

Requirements for Graduation from Fortuna High School

English	40 units	
Physical Education	20 units	
Social Science	40 units	
Fine Arts/Foreign Language	10 units	
Electives	70 units	
Life Science	10 units	
Physical Science	10 units	
Mathematics	20 units	(30 units total beginning with Class of 2013) (10 units must be in Algebra 1 - state Requirement)
15 hours of community service		

NOTE All Community Service hours must be completed by May 30th**

ALL students are required to pass an exit exam in order to obtain a high school diploma. If a student does not pass the exit exam, s/he will not graduate. It is the law for all students in the state of California. Beginning with the class of 2009, students will need 90 hours of computer literacy

instruction.

Every young person between the ages of 6 and 18 is subject to compulsory full time education. A small percentage of people are exempt from this law because of physical and/or mental handicaps. A few exceptions are made by the school board on the grounds of extreme hardship. There are a small percentage of students, in the 14 to 18 age group, who are allowed to attend a full-time high school program for at least 15 hours per week. By law, when they reach the age of 18, young people are not required to continue school. However, we encourage them to attend school by choice and to graduate. (Eighteen year old students who refuse to comply with school regulations may be dropped from the rolls.) Reference Education Code 48200

Scholarship Society

The Principal's Honor Roll: Students named on this honor roll have earned a 3.5 and above grade point average (GPA) while enrolled in 4 or more academic classes and did not receive any grade below a C.

The Academic Honor Roll: Students named on this honor roll have earned a 3.0 to 3.49 grade point average (GPA).

California Scholarship Federation: Lifetime membership in the California Scholarship Federation is the highest honor that a high school student can achieve. The requirements are to belong to CSF for 4 semesters, 1 of those in his/her senior year. To attain 100% membership, a student must be a member all 6 semesters during his/her 10th, 11th and 12th grades. Students will receive a gold cord for graduation.

Senior Activities Policy

Fortuna High School is a supportive community of learners, encouraging excellence, practicing integrity, and preparing for the future. Attending the end of the year events provided to seniors is a privilege granted to those individuals who have demonstrated satisfactory academic, attendance, and behavioral levels throughout their Senior year and academic career at Fortuna High School. Events covered under this policy include the following:

- Senior Ball and Banquet
- Senior Picnic
- Graduation Ceremony

Factors that will exclude seniors from one or more of the end of the year activities include but are not limited to the following:

- Having a failing grade in more than one class at the time of the event
- Having accumulated 10 or more tardies in the current tardy period
- Having 15 or more absences in any one class during the final semester
- Having any suspension during the final semester or 2 or more suspensions during the student's senior year

Sexual Harassment

How students treat each other has always been one of the school's main concerns. The law presently supports holding accountable a student who sexually harasses another student in the manner that the harassing student must be disciplined up to and including expulsion from school. Sexual harassment is any unwelcome touching, groping, grabbing, patting or otherwise inappropriate, sexually crude behavior, language or suggestion.

Shop Cards

Students working on projects in art, auto, Ag mechanics, metal or wood shop can purchase needed materials from a store or purchase shop cards for the cost of whatever their project may be (\$10 and up per semester) at the Student Finance Office (SFO).

Student Body Elections

Students wishing to run for a class or student body officer must follow the following procedure:

- Take out a petition, available in the Vice Principal's office, and return it with the required number of signatures before the specified date and time. An announcement will appear in the bulletin telling student when to pick up petitions.
- Students wanting to run for an office must maintain a 2.0 grade point average per progress report period
- If running for a class office, the student must give a speech at a class meeting
- If running for a student body office, the student must give a speech at an assembly.

Student Body ID Cards

Free ID cards with pictures are handed out to all students in the fall. These cards can be used for identification purposes. An athletic sticker can be purchased and admits the student, at a reduced rate, to all home athletic events.

Student Body Purchases

Fortuna Union High School will not responsible for bills unless all purchase requests are on a "Request for Requisition" form. They must be signed by the club advisor/coach. They are then submitted to the Student Finance Office (SFO) where a purchase order will be typed and processed.

Student Council

Student Council provides for student activities, serves as a training experience for both leaders and followers. It also promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, and acts as a clearing house for student activities. Members of the Student Council are the students' representatives. All scheduled student activities, regardless of the event: evening, on the weekend, or during the day, must have the approval of the Activities Director and comply with the rules and regulations found in both the student and faculty handbooks. All student activities, after being approved, must be placed on the school calendar. Usage of any school building/facility must be cleared in advance with the District Business Office. Only school sponsored activities may place advertising on our campus. All advertising must be cleared through an administrator. All student body, Student Council, student committee and student club meetings, etc. are to be held on campus unless exempted by the vice principal.

Telephone Calls

Students will not use the office phones for personal calls except in emergencies and **ONLY** with staff permission. If a student is checking out ill, he/she must use the phone located by the attendance clerk. If a student receives a call, he/she will be called out of class only in the case of an emergency.

Textbooks

Textbooks and gym locks are loaned to the students and must be returned in good condition. There will be a charge for damaged or lost books and/or locks. Textbook replacement(s) will not be issued until the original(s) have been paid for. The school may withhold grades and diplomas or transcripts of any student who fails to return loaned school property.

Threatening or Intimidating Behavior Policy

Fortuna High School is a supportive community of learners, encouraging excellence, practicing integrity, and preparing for the future. We will not tolerate intimidating or threatening behavior of any kind on our campus. As a school we do everything possible to ensure the safety and security of our students and staff. A safe learning and working environment is an essential component to meeting our mission as a school. Intimidating and threatening behaviors include but are not limited to the following definitions:

- **Violent behavior** involves a physical assault on a person, or a physical action intended to damage property. This does not include lawful acts of self-defense or the defense of others
- **Bullying behavior** is unwanted offensive and malicious behavior which undermines an individual or group through persistently negative attacks. There is typically an element of vindictiveness and the behavior is calculated to undermine, patronize, humiliate, intimidate, or demean the recipient
- **Stalking behavior** involves harassing or pestering an individual, in person, in writing, by telephone, or by electronic format. Stalking also involves following an individual, and may involve violence or the fear of violence
- **Intimidating behavior** is engaging in actions that are intended to frighten, coerce, or induce duress
- **Threatening behavior** is the expression of intent to cause physical or mental harm whether written, verbal, or non-verbal in nature. The expression would cause a reasonable person to fear for his or her safety or the safety of others. The expression of intent constitutes a threat without regard to whether the party communicating the threat has the present ability to carry out the threat and without regard to whether the expression is contingent, conditional, or future.

Students involved in threatening or intimidating behaviors will face the following consequences:

- 1st offense – student will be suspended from school for a minimum of three days, attend a parent conference prior to returning to classes
- 2nd offense – student will be suspended from school for five days, attend a parent conference prior to returning to classes, and law enforcement will be notified
- 3rd offense – student will be suspended from school for five days, a referral for expulsion will be made, and law enforcement will be notified

Tobacco Policies

In cooperation with the community's businesses, law enforcement and private citizens, Fortuna Union High School has a tobacco policy in place aimed at a long term decrease in student tobacco usage and an increase in students' health safety.

Smoking and the possession of tobacco is against the law for people under the age of 18. Penal Code §308B makes it a misdemeanor for anyone under 18 year of age to be in possession or use

tobacco products. The Fortuna Police Department will be enforcing this law.

Fortuna Union High School is a tobacco free campus and a drug free zone. The school has disciplinary jurisdiction regarding student behavior from the time they leave home until they return home after school is out for the day. (California Education Code Section §48900 (L)). Use or possession of tobacco products by Fortuna Union High School District students anywhere within the city limits will result in disciplinary action.

Tobacco Diversion classes will run on Saturday morning and will be supervised by Fortuna Union High School personnel on a demand basis.

- 1st Offense: Saturday School
- 2nd Offense: Suspension

Failure to attend assigned Saturday Work Crew/Diversion may result in a 3 day suspension.

Vandalism

The degree of vandalism will determine the penalty. A student can be suspended or expelled on the first offense and referred to civil authority. The parent/guardian will be liable for the full cost of repairs for any vandalized school property.

Visitors

- **EVERYONE** must come to the school office first to sign in and receive a visitors badge before going out on the campus.
- Perspective students can schedule a visit through the counseling office.
- Social visitations and/or shadowing are **not** allowed at Fortuna High School.

Work Permits

Students between the ages of 14 and 18 who work, must complete a work permit application and return it signed by both the employer and a parent/guardian to the Principal's secretary. A work permit will be issued in 3 -5 days and must be picked up and taken to the employer , where it will be kept on file until it expires.

A new work permit application must be filled out at the beginning of each school year and each time a student changes jobs. In order to have a work permit, board policy states a student must maintain a 2.0 grade point average (GPA) per progress report period. Students may not work any day they did not attend school.

****NOTE:** Students who receive their ninth tardy may have their work permit revoked by the administration.

Fortuna Union High School

2011 - 2012

Calendar of Important Dates

Back to School Days	August 22 & 23, 2011
School Begins	August 24, 2011
Labor Day - Holiday	September 5, 2011
Back to School Night	September 14, 2011
1 st Progress Period Ends	October 7, 2011
Teacher In-service	October 17, 2011
CAHSEE Testing (11 & 12 only)	November 1 & 2, 2011
Veteran's Day - Holiday	November 11, 2011
Thanksgiving Break	November 21 - 25, 2011
2 nd Progress Period Ends	December 2, 2011
Winter Break	December 19, 2011 - January 2, 2012
Martin Luther King Holiday	January 16, 2012
1 st Semester Finals	January 25, 26, 27, 2012
1 st Semester Ends	January 27, 2012
CAHSEE Testing (10 & 12 only)	February 7 & 8, 2012
Presidents' Week Break	February 20 - 24, 2012
CAHSEE Testing (10 Make-up & 12 only)	March 13 & 14, 2012
3 rd Progress Period Ends	March 16, 2012
Teacher In-Service	March 19, 2012
Spring Break	April 9 - 13, 2012
STAR Testing	May 2 & 3, 2012
4 th Progress Period Ends	May 4, 2012
AP Testing	May 7 - 18, 2012
CAHSEE Testing (12 only)	May 8 & 9, 2012
Memorial Day Holiday	May 28, 2012
2 nd Semester Finals	June 12, 13, 14, 2012
2 nd Semester Ends	June 14, 2012
Last Day of School	June 14, 2012
GRADUATION DAY	June 15, 2012

Administrative and Support Services Staff

DISTRICT

- | | |
|-------------------------------|------------------|
| • Superintendent | Glen Senestraro |
| • Secretary to Superintendent | Sarah Reback |
| • Fiscal Account Technician | Corey Weber |
| • Account Technician | Jennifer Goodner |
| • Payroll Account Technician | Jasmin Holmgren |
| • Technology | Robert Gearhart |

FORTUNA HIGH SCHOOL

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|-------------------------------------|------------------|
| • Principal | Kevin Scheffler |
| • Secretary to Principal/Counselors | Robin Eckerfield |
| • Vice Principal | Clint Duey |
| • Secretary to Vice Principal | Shawn Carter |
| • Attendance Clerk | Tammy Young |
| • Student Info. / Sys. Analysis | |
| • Records Secretary | Michele Simmons |
| • Records Clerk | Maureen Lackey |
| • Student Finance Office | Ronda Ambrosini |
| • Media Coordinator / Librarian | Darleene Sampson |
| • Student Activities Director | Raven Coit |
| • Athletic Director | Rod Kausen |
| • Counselor (Grades 10 & 12) | Karla Austin |
| • Counselor (Grades 9 & 11) | Julie Slater |

