

The Husky Handbook



2023 - 2024

Fortuna Union High School
379 12th Street
Fortuna, Ca 95540

www.fortunahigh.org

VISION STATEMENT

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

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.

SCHOOLWIDE LEARNING OUTCOMES

Fortuna Union High School Will Prepare Its Graduates to Be:

A. COLLABORATIVE WORKERS who:

1. understand the value of teamwork.
2. apply meaningful negotiations to resolve conflicts.
3. appreciate and understand the value of individual differences.
4. contribute and function in various group roles.
5. establish and use quality standards.
6. convey significant messages.
7. receive, interpret, and use the messages of others.

B. SELF-DIRECTED LEARNERS who:

1. effectively identify, organize, plan, and allocate resources.
2. understand and utilize appropriate technology.
3. develop lifelong strategies for learning and self-improvement.
4. develop solutions to problems and formulate recommendations based on justifiable rationale.
5. are aware of career options and opportunities.
6. read, write, speak, listen and compute reflectively and critically.

C. COMMUNITY PARTICIPANTS who:

1. possess awareness of global issues.
2. contribute and volunteer services to the community.
3. accept responsibility for their community.

D. RESPONSIBLE INDIVIDUALS who:

1. appreciate and participate in diverse arts, culture, and language.
2. establish and use quality standards.
3. exhibit self-discipline, integrity, and self-knowledge.

DISCLAIMER: Fortuna High School reserves the right to update/change/revise policies and procedures in this Student Handbook at any time. Parents/Guardians and Students will be notified of any major changes. For any questions or concerns please contact FHS Administration.

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

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.

BOARD OF TRUSTEE

Seth McGrath - Gabe Charlton - Anita Gage - Jeana McClendon - Kendra Dwelley Guimaraes

FORTUNA UNION HIGH SCHOOL DISTRICT

735 13th Street, Fortuna, CA 95540 707-725-4462, <https://www.fuhsdistrict.org>

Superintendent Clint Duey
Chief Business Official Sarah Poust
Superintendent Executive Assistant Chelsey Oliveria
Coordinator, Purchasing/Accounts Payable Kristie Ray
Coordinator, Payroll/Benefits Valerie Holmes
NCAP Director Sandy Dale

FORTUNA UNION HIGH SCHOOL DISTRICT

Fortuna High School 707-725-4461 - 379 12th Street, Fortuna, 95540
East High School 707-725-4463 - 392 16th Street, Fortuna 95540
Academy of the Redwoods 707-476-4203 - 7351 Tompkins Hill Rd, Eureka 95501

EMERGENCY SITUATIONS

The Fortuna Union High School District has plans and preparations for major emergency situations. Our school staff has been trained and drills are held regularly to make certain that the students understand emergency procedures.

1. Your students are safe at school in a serious emergency. School buildings have been designed with safety in mind and inspections are made regularly to remove possible hazards. There are personnel who are trained in first aid. Our primary concern in the event of an emergency is the safety and welfare of the students.
2. Students should follow the directions of their teachers and follow the directions of the bus driver if they are on a bus. If walking or riding bicycles, they should be told to continue toward their destination when an emergency situation develops.

Your cooperation is asked in any emergency. In the event an emergency arises: Please avoid calling the school. Telephone lines will be needed for emergency communications.

- Please avoid calling your students on their cell phones.
- Please avoid driving to school. Streets should be as open as possible for emergency vehicles.
- Information and instructions for picking up students during or after an emergency will be given via the school's All Call/Text system.

In the event our school must be evacuated, your student will be transported to another school. The school of choice will be determined by the nature of the emergency. Specific information will be broadcast on the local radio stations.

FIRE/EARTHQUAKE/LOCKDOWN 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.

FORTUNA HIGH SCHOOL

707-725-4461

<u>Position</u>	<u>Name</u>	<u>Extension</u>
Principal.....	Dusty Rossman.....	3094
Principal Secretary.....	Tanna Aguilar	3014
Assistant Principal	Leigh Choate.....	3120
Assistant Principal.....	Kristie Christiansen	3027
Asst. Principal Secretary.....	Naomi Aubuchon.....	3016
SPED/Ind. Study	Tanna Aguilar	3116
Attendance Clerk.....	Tammy Young.....	3013
RecordsClerk.....	AlyssaMacleod	3114
CALPADS/Data Technician.....	Michele Brannan.....	3024
Counselor.....	Norm Sotomayor (A-G).....	3130
Counselor.....	Stephanie Nabors (H-P).....	3019
Counselor.....	Hannah Gomez (Q-Z).....	3023
School Resource Officer.....	Dylan Burley	3150
Campus Supervisor.....	Noe Vazquez.....	3018
School Psychologist.....	Marissa Ambrosini.....	3081
Student Support Counselor.....	Felicia Stansbury.....	3030
Athletic Director.....	Mike Benbow.....	3045
Activities Director.....	Hannah Lovfald.....	3112
Library/Media Coordinator.....	Lynn Owsley.....	3070
Student Finance.....	Shawn Carter.....	3082

ATTENDANCE GUIDELINES

The best thing to do to ensure success in school is to show up everyday, be on time, and be prepared to learn. Fortuna Huskies are expected to follow through with this commitment. Good attendance patterns in school will also carry over to occupational roles and generally produce 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.

California Education Code requires students to be at school. Fortuna High School's Attendance Office is regulated and audited by the State of California. All absences (including early dismissal & late arrivals) MUST go through the Attendance Office.

Students absent from school for any length of time (one period, one day, or multiple days) must verify the absence by an email via ParentSquare, phone call or a note from a parent/ guardian *within 3 school days*. Absences left unverified after 3 school days will be considered truant and will result in minutes added to a student "No Go" list total. Students with unserved detentions due to unverified absences, cuts, excessive tardies, etc. will not be able to participate in extracurricular events. In addition, athletes and/or spirit team members must be in school to compete in practices and games.

PARENT SQUARE (TEXT, EMAIL, & VOICEMAIL REMINDERS)

- Parents will be notified of any tardies or absences via Parent Square (text, email and voicemail) on the day of any tardy or absence.

CLEARING ABSENCES

- Please clear absences within 3 school days of the student's absence. (i.e. illness, medical/appointments, personal or other reasons). ***Absences left unverified after 3 school days will be considered truant.***
- OPTIONS FOR CLEARING ABSENCES:
 - #1 - The **preferred** method for clearing absences will be to contact the attendance office via an email by using ParentSquare, a phone call (707)725-4461 ext 3013 or a note from a parent/ guardian.
 - #2 - When clearing a student's absent please include the following:
 - Student's first and last name (spelling of student's name)
 - Your name and phone number
 - Date(s) of absence/release
 - Reason for absence/release

CHECKING IN LATE / LEAVING SCHOOL EARLY

- Students must report to the attendance office when arriving late and leaving early from campus during school hours.
- Students with a request for early dismissal must have a legal guardian do one of the below options ***in advance***.
- OPTIONS FOR REPORTING LATE IN / EARLY DISMISSALS
 - #1 - *Clear your student's absence via Parent Square*
 - #2 - *Bring a signed note to the attendance office before school. The note must be typed or written in ink.*
 - #2 - *** Call the attendance office (leave a detailed message, messages are checked often and regularly throughout the day)*
 - *In the event your student contacts you from their phone while they are at school and indicates they are not feeling well, please direct them to go to the office so that we may monitor them while they wait for you to arrive.*
- ***Failure to follow proper procedures before leaving campus may result in disciplinary consequences.*** Parents are not able to absolve a student's absence after a student leaves school and may result in disciplinary consequences.
- ***It is the student's responsibility to pick up their off campus pass before school or at break.***
- If you elect to use a note or call please include the following:
 - Student's first and last name (spelling of student's name)

- Your name and phone number
- Date(s) of absence/release
- Reason for absence/release
- **** Please note that it may take up to 15 minutes for students to report to the main office for early-out appointments. Please plan accordingly.**

Fortuna High School Attendance Policy: *Every Minute Matters!*

Absenteeism and Tardiness are 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.

The attendance 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 or do not attend class and; 3) Involving students, parents, and staff as partners in finding solutions to student attendance concerns. This policy re-enforces the propositions that regular attendance and punctuality to class are important factors that will improve student achievement.

Expectations	<ul style="list-style-type: none"> • Students will be in their seats prepared for instruction when the tardy bell rings. • Students arriving tardy to class will accrue 10 minutes. • Students receiving a late tardy (11 or more minutes) will receive 15 minutes • Students with a cut (an absence that remains unexcused) or a "Missing" Code (left class without permission or did not return) will accrue 20 minutes.
Communication	<ul style="list-style-type: none"> • It is the <u>student's</u> responsibility to track his/her minutes • "Fees." Minutes are updated every Wednesday and Friday and sent to teachers and coaches. • Minutes will not be zeroed out at the end of grading periods. • Students may NOT bank Minutes.
Warning Stage 40-70 minutes	<ul style="list-style-type: none"> • Students on this list should attend an after-school detention to stay out of the NO-GO list.
NO-GO List 80+ Minutes	<ul style="list-style-type: none"> • Students with 80 or more minutes will be placed on the NO-GO List. <u>Students on the NO-GO list will not be allowed to participate in any extra activity or attend school sponsored activities.</u> Students on this list MUST attend detention(s) in order to get off the NO-GO list.
Saturday School	<ul style="list-style-type: none"> • Students who accrue 160 minutes will be given a Saturday School and a message home will be made. Accumulation of more than 160 minutes constitutes an act of defiance and may be treated as a discipline issue.
Saturday School Stage 2	<ul style="list-style-type: none"> • If students are assigned a second Saturday School the parent/guardian will be required to attend a discipline/attendance contract meeting. Ongoing unwillingness to meet the attendance expectations for Fortuna High School will be treated as a discipline issue on a case by case basis.
Reducing Minutes	<ul style="list-style-type: none"> • Lunch Detention: Held Monday - Thursday from 12:40-1:00 in a classroom posted in the daily bulletin. Students will receive up to 20 minutes if all rules have been followed, if not they will receive 0. • After-School Detention: Held- Monday from 3:40 to 4:40 in a classroom posted in the daily bulletin. Students will receive up to 60 minutes <u>if all rules have been followed</u>, if not they will receive 0. • Tutoring Sessions: If teachers provide tutoring during the times of detention, <u>and</u> advanced permission has been given by an administrator, they may award the attending students up to 60 minutes.

	<ul style="list-style-type: none"> ● Saturday School: Held twice a month, or as needed, from 8:00 am- 11:45 am for sign ups, for students with 160 minutes or more. Students must attend the entire detention and follow all the rules to earn up to 240 minutes. Students must have a Saturday school contract turned in prior to attending to reduce minutes. ● Seniors are not allowed to use 5th period to reduce minutes
Minute Correction Form	A minute correction form may be used to clear attendance issues <u>only during the current grading period.</u>

LUNCH DETENTION

- Lunch Detention is from **12:40 to 1:00 on Monday - Thursdays in an assigned teacher's room.** You will receive 20 minutes credit as long as you follow all of the rules, if not, you will receive 0.
- You must arrive by 12:40 and you may not leave until 1:00
- You must have work to do. No work, no lunch detention
- You may use electronic devices **for academic purposes only** during the study periods
- You must obey all the directions of the detention supervisor
- By being here, you agree to the above terms of Lunch Detention and understand that if you violate any of these terms you will be dismissed from After School

AFTER SCHOOL DETENTION

- After School is from **3:40 to 4:40 on Mondays - Thursdays in an assigned teacher's room.** You will receive 60 minutes credit as long as you follow all of the rules, if not, you will receive 0.
- You must arrive by 3:40 and you may not leave until 4:40
- You must have work to do. No work, no After School Detention
- You may use electronic devices **for academic purposes only** during the study periods
- You must obey all the directions of the After School supervisor
- By being here, you agree to the above terms of After School and understand that if you violate any of these terms your parent/guardian will be called and you will be dismissed from After School

SATURDAY SCHOOL RULES

- You must pick up a Saturday School contract from the secretary by Wednesday, then take it home and have your parents sign it. You must return this form to the office by Thursday, or you will not be allowed to attend Saturday School.
- Saturday School is offered two times a month, or as needed, and is from **8:00 am-11:45 am** for a total of 240 minutes. **You will not be allowed to attend if you arrive late or leave early.** If you do, you will forfeit all of the 240 minutes.
- You **must have work** to do as you are making up class work missed from being late to or cutting classes. No work, no Saturday School.
- You may use the computers only **for academic purposes** during the study periods. Students may only use their personal devices during their breaks.
- During breaks students are not allowed to hang out in undesignated areas or vehicles.
- You must follow all school rules and follow the directions of all school personnel, or you will get 0 minutes credit and may face disciplinary action.
- If you violate any of these terms your parent/guardian will be called and you will be dismissed from Saturday School.

DETENTION POLICIES

A student who is assigned a detention by the principal/assistant principal must serve the detention on the day that it is assigned. Detention days are generally Mondays - Thursdays. If any detention days are changed, there will be a notice in the bulletin. If a student does not serve their detention on the day that it was assigned, they will be given a Saturday School for each detention day missed. Four missed Saturday Schools 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 they 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.

EXCUSED AND UNEXCUSED ABSENCES

- The Fortuna Union High School District authorizes certain absences to be classified as “**excused**” if they are for the following reasons:
 - Illness or injury or having medical or dental services rendered.
 - Quarantine under the direction of a County or City Health Officer.
 - Funeral/memorial service and/or bereavement.
 - Court Appearance or Religious holidays.
 - Students are expected to make-up all work missed during the absence. Students with excused absences have the number of days they were absent to complete any work assigned during the absence.
- **Unexcused** Absences include:
 - “Personal Reasons” (i.e. vacations, college trips without documentation, family reunions, work).
 - Cuts / Ditching School

TRUANCY & ATTENDANCE LETTERS

- Fortuna High School’s Attendance Office is regulated and audited by the State of California. We follow California Ed Code for reporting unexcused absences.
- California Ed Code Section 48260 (a) “A pupil subject to compulsory full-time education or to compulsory continuing education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.”
- **First truancy notification** will go out after the 3rd day (or after 12 cumulative class periods) of Unexcused Absences Via Parent Square notification.
- The **First Truancy letter** will be mailed home after the 6th day (or after 24 cumulative class periods) of Unexcused Absences and an additional notice will be delivered Via Parent Square notification.
- The **Second Truancy letter** will be mailed home after the 9th day (or after 36 cumulative class periods) of Unexcused Absences and an additional notice will be delivered Via Parent Square notification. 9th Unexcused Absence.
- Upon receipt of a 6th absence a parent / student *meeting* will take place and students will be placed on an *attendance contract and/or referred to Humboldt County Teen Court Attendance Council*.

- Violation of the attendance contract will result in truancy and a possible referral to SARB and/or Juvenile Probation.

Truancy (Unexcused/Cut/Tardy) Guide * Absences are based on a 4 period day

Letter	Absence Threshold	Intervention
Truancy Notification 1	<u>3 days</u> Unexcused or Unverified Absences <ul style="list-style-type: none"> • or 12 period absences 	<ul style="list-style-type: none"> • Parent Square notification
Truancy Notification 2	<u>6 days</u> Unexcused or Unverified Absences <ul style="list-style-type: none"> • or 24 period absences 	<ul style="list-style-type: none"> • Parent Square notification • Truancy Letter mailed home • Administrator/Counselor/Admin Designee calls home
Truancy Notification 3	<u>9 days</u> Unexcused or Unverified Absences <ul style="list-style-type: none"> • or 36 period absences 	<ul style="list-style-type: none"> • Parent Square notification • Truancy Letter mailed home • Administrator/Counselor/Admin Designee conferences with family • Meeting may include counselor, nurse, SPED team, student • Possible referral to <ul style="list-style-type: none"> ○ Attendance Council ○ Student Support Counselor ○ SARB (Student Attendance Review Board) ○ Juvenile Probation

Excessive Excused Absence (EEA) Guide * Absences are based on a 4 period day

Letter	Absence Threshold	Intervention/Goal
Excused Absence Notification 1	<u>10 days</u> of Excused Absences	<ul style="list-style-type: none"> • Parent Square notification
Excused Absence Notification 2	<u>15 days</u> of Excused Absences	<ul style="list-style-type: none"> • Parent Square notification • Excessive Excused Absence Letter mailed home • Administrator/Counselor/Admin Designee calls home • Medical documentation requested to verify absences

OTHER INFORMATION

- A student who attempts to clear an absence through a forged note/text/email or an impersonated phone call will have the absence declared a truancy and will receive disciplinary action for the forgery.
- A student must be in attendance the full regular school day of a contest or extra-curricular activity to be eligible to participate. There are possible exceptions, subject to interpretations by the principal or his/her designee.

PREARRANGED ABSENCES

- Students who foresee being absent for a minimum of 5 days or a maximum of 15 days should communicate with their teachers and counselor in advance to prevent loss of learning time.
- The Attendance Office needs to be notified as well to verify absence.

HOME HOSPITAL INSTRUCTION

- For excused absences due to long term emergency / medical needs families can apply for Home Hospital Instruction. Please inquire through your students counselor if you foresee an extended absence due to a medical need for a period of 3 weeks to 6 weeks.
- Absence period requires medical note.
- Students on IEPs will need to go through the IEP process to approve such an extended absence.

ATTENDANCE OFFICE STAFF

CLERK	ASST. PRINCIPAL	ASST. PRINCIPAL
Tammy Young tyoung@fuhsdistrict.net 707-725-4461 ext 3013	Kristie Christiansen kchristianen@fuhsdistrict.net 707-725-4461 ext 3027	Leigh Choate lchoate@fuhsdistrict.net 707-725-4461 ext 3120

ACADEMIC GUIDELINES

GRADUATION OVERVIEW AND REQUIREMENTS

Education at FHS is driven by performance-based standards as mandated by the State of California and the Fortuna Unified High School District. Standards are not new to education; educators have always had goals and expected levels of achievement for students.

Students will demonstrate mastery of the content standards through assessments and course work aligned with California and district standards. The grade reporting system is used to communicate a student's progress toward mastery. By requiring students to meet academic standards, a graduate will have the skills and knowledge needed for success in whatever post-high school avenues are chosen.

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	30 units (10 units in Algebra 1 - state requirement)
Flex Credits	70 units
15 hours of community service	

NOTE All Community Service hours must be completed by May 15th**

GRADING POLICY AND SYSTEM

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 affect grades. Students may also keep track of their own grades regularly on Aeries.

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.

TECH/INTERNET INFO

FHS Students are expected to use campus technology in the manner designed for the instructional use when deemed necessary by staff. This includes all hardware, software programs, and internet use. All campus hardware, including but not limited to chromebooks, televisions, DVDs, LCD projectors, cameras, and recording equipment are covered under this policy.

The District may not be able to technologically limit access to services through the District's online services connection to only those that have been authorized for the purpose of instruction, study, and gain access to services on the Internet which the District has not authorized for educational purposes. By participating in the use of the on-line services students may gain access to information and communications which they or their parents/guardians may find inappropriate, offensive, or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of the on-line services.

Although the District blocks many websites, students can find ways around district fire walls; therefore, **users who disregard the District's authorized network/online services use policy and regulations may have their use privileges suspended or revoked and may be subject to other disciplinary actions.** Users granted access to the Internet through the Fortuna Unified High School District assume personal responsibility and liability, both civil and criminally for uses of the Internet not authorized by District policy. **Any students caught using social networking sites for non-educational purposes will have internet access privileges removed.**

ACADEMIC INTEGRITY AND THE USE OF ARTIFICIAL INTELLIGENCE (AI)

Artificial Intelligence (AI) has emerged as a key tool in the realm of education, supporting students in various ways, such as homework assistance, problem-solving, language learning, and so forth. However, with its growing role in education, we must address how AI interacts with our school's policies on academic integrity.

ROLE OF AI IN LEARNING: AI can be a potent tool in your learning journey. It can offer personalized learning materials, help you understand complex topics, and give you access to a wealth of knowledge. It can facilitate

studying and make learning more interactive and engaging. However, while using AI, it's essential to ensure that your actions remain within the framework of academic integrity.

GUIDELINES FOR AI USE AND ACADEMIC INTEGRITY: Understand the Difference Between Assistance and Cheating: AI can assist in finding information and explaining concepts, which is very much like a tutor assisting you. However, you should never use AI to complete your assignments, tests, or any form of graded work entirely on your behalf. This would be equivalent to cheating.

Cite AI-Sourced Information: When using AI for research or gathering information, ensure that you properly cite the sources provided. Not doing so could result in plagiarism. AI is a tool to find information, but that does not exempt you from acknowledging the original creators of that information.

Do not Use AI to Circumvent Learning: AI is here to complement your learning, not replace it. Using AI to bypass understanding concepts or doing the work yourself defeats the purpose of education, which is to develop your knowledge, skills, and competencies.

Understand the Limitations of AI: While AI can be very helpful, it's not infallible and shouldn't be wholly relied upon for accuracy. Always cross-verify information from multiple sources and don't hesitate to ask your teachers if you're unsure about something.

CONSEQUENCES FOR MISUSE OF AI: The misuse of AI, such as using it to cheat on tests, plagiarize work, or misrepresent one's understanding, will be treated as a serious violation of our school's academic integrity policy. Consequences can range from grade penalties, failing the course, or even suspension or expulsion.

We encourage you to use AI as a learning tool, but to do so responsibly and ethically. Remember, the goal of your education is not just about earning grades; more importantly, it's about learning, growing, and preparing yourself for the future. The responsible use of AI aligns with these goals and helps you become a better learner and future leader.

ADVANCED PLACEMENT

Taking Honors or Advanced Placement classes is a choice parents and students make. Students and parents should plan carefully when taking Honors and AP courses. These classes are taught in an accelerated format comparable to that of a university level course; therefore, they require extensive out-of-class work (approximately two hours per course per night). Please consider this information when selecting classes. Class enrollment is year-long. **Students are given three weeks after school begins to drop an AP class if they find the class is too difficult.** A student is given the first semester to maintain AP appropriate level of work. If the student does not maintain that level, they may be moved to a similar class at a lower level at the semester only (per teacher recommendation).

Advanced Placement exams are administered in May. Students are subject to a test fee which is charged by the College Board. Reduced fee applications, due to financial hardship, are available in the Counseling Center. Many colleges award credit and/or advanced placement for demonstrated subject area proficiency (to research a specific college's policy, please consult their catalog).

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.

Independent Study: For students who are unable to accommodate a regular high school program or a continuation high school program. Enrollment is limited. Contact your school counselor.

PHYSICAL EDUCATION EXEMPTION

Students with a request for temporary or permanent exemption from physical education must have the appropriate paperwork filled out by both physician and parent. Physician's release is to be returned to the counseling department who will process the information to the Physical Education Department.

WITHDRAWAL FROM FORTUNA HIGH SCHOOL

Withdrawing from FHS is typically a one day procedure. Parent/legal guardian verification and signature are required. At this time, all books, uniforms, fines, and fees must be turned in and cleared. Students must return all school issued property to the registrar to complete the process and receive the necessary paperwork for future school enrollment. If books and accounts are not cleared, the student's official transcript will not be forwarded to the awaiting school until matters are cleared.

TRANSCRIPTS

Every senior will receive an *unofficial* transcript to assist them in filling out college applications. Transcripts should be kept in a safe place for future reference. College and scholarship applications may require *official* transcripts. To request a transcript, please fill out the form on our website, ***at least one week prior to the application deadline***. Transcripts will not be mailed if there are any outstanding fines due. There will be a fee for transcripts requested more than six months after graduation. Final official transcripts to be sent by FHS to the college of acceptance will need to be requested by the end of May. If you have any questions, please contact the Registrar, Tanna Aguilar.

CLASS POLICIES/SCHEDULE CORRECTIONS

Add/Drop Policy: Fortuna High School believes every effort should be made to encourage students to achieve and strive for success. Students who are appropriately placed are encouraged to remain in the course. Counselors individually meet with all students (excluding incoming Freshmen) to review their course requests and graduation requirements.

Scheduling Corrections will receive immediate attention by the Counseling Department. The following are considered scheduling errors:

1. Missing a course(s) needed for graduation
2. "Blank"/missing a class period (does not include "early/late" arrival for seniors)
3. Student has not met the prerequisite for a course
4. "Double up" of courses in the same period

The Counseling Department will make the necessary adjustments as quickly as possible and the student will be notified as soon as the schedule has been corrected. Each student must stay in their classes until they have been notified that the schedule has been changed.

STUDENT SERVICES

COUNSELING

Counseling appointments are made on a first-come, first-served basis. Students will be admitted to the Counseling Center with a pass or an appointment slip.

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.

Norm Sotomayor (A-G) nsotomayor@fuhsdistrict.net 707-725-4461 ext 3130	Stephanie Nabors (H-P) snabors@fuhsdistrict.net 707-725-4461 ext 3019	Hannah Gomez (Q-Z and EL) hgomez@fuhsdistrict.net 707-725-4461 ext 3023
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WELLNESS CENTER

The FUHSD Wellness Center, located on the Fortuna High School campus, provides school based mental health and supportive services to students. The Wellness Center is available to students at Fortuna High School, East High School, and Academy of the Redwoods and is open Monday through Friday 8am-5pm (on calendar school days). Services may include, but are not limited to, mental health consultation, brief intervention, peer support, individual or group counseling, club meetings, self-regulation tools, grief and loss support, substance use counseling, referrals to community-based organizations, and access to basic needs items (food, clothing, hygiene). Our goal is to reduce barriers to academic success, fostering a safe and inclusive space that promotes a holistic approach to wellness, health and education. The Wellness Center staff asks that students have a pass when accessing services, and conduct themselves in a courteous manner in order to maintain a supportive environment.

WORK PERMITS

By state and federal law, all students under age 18 must have a valid work permit to be employed (including vacations and summer break).

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 accordance with the State Education Code 49164, students are required to be in good academic standing and good citizenship. 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. *Permits may be revoked at any time if attendance, grades and graduation requirements are not being met.*

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.

LIBRARY/MEDIA CENTER

Students are encouraged to use the library as much as possible. On occasion, it may be desirable for 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.

1. **HOURS** - The FHS Library is open daily 8:00am - 4:00pm.
2. **CHECK-OUT** - FHS Student ID is required to check out library books, textbooks, novels or to borrow a Chromebook for day use.
3. **CIRCULATION** - Library materials circulate for three (3) weeks, and may be renewed either in person
RENEWING BOOKS - Courtesy reminders of upcoming library due dates are emailed to students weekly.
4. **OVERDUE MATERIAL** - Overdue notices are emailed the first week of the month.
5. **TEXTBOOKS** - Textbooks are checked out for the semester/school year and do not require renewal. All materials must be returned in good condition at year-end (but earlier if teacher recommends).
6. **DAMAGED BOOKS** - Damage/loss/vandalism to any library materials, including technology, will result in damage fees and/or disciplinary action. Fines must be cleared by the last day of school.
7. **RESEARCH TOOLS** - Online research databases do not require passwords when accessed at school. Go to the FHS library website for database information and passwords for at home use.
8. **PERSONAL DEVICES** - Please be considerate of others while in the library. Cell phones are to be used for school-related activities, eBooks, email, research, etc. Laptops, tablets, and other PDs should be used with earbuds, if sound is required. Any student who fails to follow library rules will be subject to disciplinary action, including referral and/or removal from the library.
9. **CHROMEBOOKS** - All Students are required to checkout Chromebooks through the Library for their use in all classes. A signed contract by the parents and the students must be returned to the Librarian before a Chromebook can be checked out.

TEXTBOOKS/LOCKERS/MATERIALS/FEES/REFUND POLICY

Required textbooks/materials are issued by the school. Students are held accountable for the care and safe keeping of books assigned to them. Students will be billed for the replacement cost of lost or damaged books. The school may withhold grades, diplomas or transcripts of any student who fails to return loaned school property. State law allows the schools to enforce the payment for lost or damaged items.

Any student, who pays for a lost textbook or other school material and later finds the item, may return it to the school for a refund as long as the item is in acceptable condition and is still being used by the school. ***These costs and any other outstanding fees must be paid before transcripts or diplomas are given. Outstanding fees may also result in the suspension from the student's eligibility to participate in extracurricular activities.***

TEXTBOOKS

Textbooks, Library books, Chromebooks, T.I. calculators, 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.

EXTRA-CURRICULAR ACTIVITIES

STUDENT SPORT PASSES

Student sport passes will go on sale at the beginning of the school year and will cost \$15. This gives free attendance to all home athletic events

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.

DANCES

All students must show their ID card to get into dances and be on the No-Go List. Fortuna Union High School dances are closed to the public with the following exceptions:

1. Parents of students
2. Guests - if you invite someone who is not a student at Fortuna 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.)
 - a. Guest pass rules - students will be admitted to Fortuna High School dances on the condition that – they are 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.
 - b. Is not under the influence of alcohol or any illegal substance and 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 their 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. Students, guests and belongings may be searched before entering.

Students must not be on the No Go list to attend school dances.

SENIOR ACTIVITIES POLICY

Fortuna High School is a supportive community of learners, encouraging excellence, practicing integrity, and preparing for the future. Participating in senior activities – Senior Ball and Banquet, Senior Picnic and Graduation – is a privilege granted to students who have demonstrated satisfactory academic performance, attendance, and behavior throughout their academic career at Fortuna High School. Violations that will result in loss of senior activity privileges include, but are not limited to, the following:

1. A failing grade in more than one class at the time of the activity.
2. Students who have accumulated 80 minutes or more at the time of the activity.
3. Students may reduce minutes in a manner consistent with Fortuna High Attendance Policy.
4. A three-day suspension during the student's final semester.
 - o If it is the first suspension of the student's academic career, the student may participate in the graduation ceremony only if the student chooses to participate and complete the recommended intervention services ie; Teen Court substance use counseling, Wellness Center counseling ect..
5. Two or more suspensions totaling six or more days during the student's senior year

STUDENT BODY ELECTIONS

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

- Take out a petition and return it with the required number of signatures before the specified date and time. An announcement will appear in the bulletin telling students 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 photo ID cards are given to all students in the fall. These cards can be used for identification purposes. An athletic sticker can be purchased and admits the student to all regular season home athletic events. *Replacement cards are available in the main office.*

STUDENT BODY PURCHASES

Fortuna High School will not be 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/ASB

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 time of day or day of the week 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.

BULLETIN ANNOUNCEMENTS

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.

ATHLETICS

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, they will not receive a block letter and will forfeit all athletic awards for that season.

In order to participate on any school sponsored athletic team, a student must be cleared by the athletic office. More information is available in the athletic handbook.

Athletic Eligibility at Fortuna Union High School

All student-Athletes must meet academic eligibility requirements, which include full-time enrollment only at Fortuna High School and a grade point average (GPA) of **2.0** or higher based on the preceding grading period.

Academic eligibility for each season will be determined by the date NCS sets as the first day of practice. Receiving two (2) **F's** or failing to maintain a minimum GPA of a **2.0** in a grading period makes the student-athlete ineligible to participate on a sports team. When on a team, a student-athlete's academic eligibility will become effective the Monday following the posting of grades. A one-time, high school career probationary period shall be assigned for a student-athlete who did not maintain a **2.0** GPA in any grading period, regardless of in a sport or not. The assigned probation period cannot supplant the two (2) **F's** rule.

LETTERING POLICY

Awards are given at the close of an activity or season. Students must be in good standing and eligible in order to receive any awards. The awards given are based on the student's level of completion during that season.

REQUIREMENTS FOR RECEIVING AN "F" PATCH:

Requirements for a Leadership F Patch:

1. 2 years of class office, or 1 year of ASB office (with ASB marking)
2. 80% attendance in meetings and events
3. Being a chair for an event or activity
4. After the first F is earned, a second earned award will add a star.

To earn ASB years: each year of service as ASB, adds an ASB pin

Requirements for an Academic F Patch:

1. 3.7 GPA or better for 4 semesters (awarded at the start of Junior year)
2. 3.7 GPA or better for 6 semesters (awarded at the start of Senior year)
3. After the first Academic F is earned, a second earned award will add a star.

Requirements for a Music F Patch:

1. Two years in music
2. GPA of 2.8 or higher
3. Must participate in 90% of all musical performances
4. Must participate in at least 5 extracurricular activities in the music department.

Requirements for a Athletics F Patch:

1. Junior Varsity Sports: receive a small F for first time including the particular sport patch (example: soccer ball, tennis racket, football etc.)
- Additional years in the same Jr. V sport are represented by a star.
2. Varsity Sports: receive a large F for first time including the particular sport patch (example: soccer ball, tennis racket, football etc.)
- Additional years in the same varsity sport are represented by a star.

DISCIPLINE

CODE OF CONDUCT

The code of conduct and policies apply to students on the way to and from school and school events, on school premises, at school sponsored functions, and when a student is truant.

At Fortuna High School, we believe it is the basic right of each student to receive a quality education. School

and classroom rules, which students are expected to learn and obey, are designed to enhance quality education, prevent disruption, and protect students. Teachers will inform students of classroom rules and consequences. Students are responsible for their behavior and the consequences of good or poor judgment.

For further information regarding the consequences of this policy, please review the discipline guidelines.

CALIFORNIA EDUCATION CODE HANDBOOK FOR STUDENT DISCIPLINE

THE ABOVE LINK INDICATES THE FULL LIST OF ED CODE VIOLATIONS, EXAMPLES OF VIOLATIONS

INCLUDE, BUT ARE NOT LIMITED TO:

- Disrupting school activities or otherwise defying the valid authority of school personnel.
- Cheating, plagiarism or forgery in connection with academic endeavors or school processes or procedures.
- Leaving class, campus or assisting others to leave campus without permission.
- Fighting or provoking a fight.
- Threatening or assaulting another person.
- Harassing, teasing, hazing or verbally abusing another person or group of individuals.
- Causing or attempting to cause physical injury to another person.
- Committing an obscene act or engaging in profanity/vulgarity.
- Passionate embracing or kissing, petting and other intimate gestures not considered appropriate.
- Inappropriate use of cell phone - see **Cell Phone Policy**.
- Bringing iPods, radios, or other electronic devices to school is not advised. FHS is **not** responsible for theft of these items, and students bring them at their own risk.
- Gambling.
- Loitering in unauthorized areas: parking lot, halls, restrooms, off campus, field areas etc.
- Riding bicycles, skateboards or using roller blades anywhere on campus.
- Chewing gum, littering or creating a mess with food.
- Destroying or defacing school property or the property of others including inappropriate activity with school technology.
- Disobeying bus rules.
- False fire alarms/bomb threats or committing arson.
- Possession of a dangerous object/weapon (firearm, knife, explosive, lighters, matches, chains, etc)
- Committing or attempting to commit robbery/extortion.
- Committing theft or possession of stolen property or contraband.
- Smoking, possession, or use of cigarettes or tobacco, including chewing tobacco, tobacco like substances e-cigarettes, and vape pens and their products . **FHS is a tobacco free zone.**
- Use, possession or sale of drugs, drug paraphernalia, alcohol or any controlled substance.
- Representing any substance as a drug with respect to possession, use or sale is a violation and equivalent to the possession, use or sale of any controlled substance.
- Sexual harassment – see **Sexual Harassment Policy**.
- Committing a hate crime – an act or attempted act against the person or property of another individual or institution which in any way manifests evidence of hostility toward the victim because of his or her actual or perceived race, religion, disability, gender, nationality or sexual orientation. This includes, but is not limited to, threatening telephone calls, hate mail (including any sent by email, Internet or other form of electronic communication), physical assault, vandalism, cross burning, destruction of religious symbols, or fire bombings.
- Any offense that occurs through electronic means (Cyber bullying) will be treated the same as if it occurs on campus. Cyber bullying will not be tolerated.

CONSEQUENCES OF VIOLATING CODE OF CONDUCT

When a student is found to have violated a rule or broken a law, consequences will be determined by school officials and/or law enforcement officers. The particular consequences administered will be based on: a) the

nature of the infraction, b) the policies of the school, c) the attitude of the student, d) the disciplinary history, and e) other relevant information.

One or more of the following consequences may be applied:

1. Student and/or parent conference
2. Student Study Team/counseling referral
3. Campus restrictions of student privileges
4. Confiscation of item(s). Item(s) will be returned only to parents.
5. After school detention and/or work detail
6. Community Service
7. Referral to counseling services via Wellness Center
8. Referral to Teen Court - Substance Use Counseling, Attendance Council, Teen Court
9. Suspension (either on- or off-campus) from class and/or school
10. Suspension from school activities
11. Revoke campus driving/parking privileges
12. Payment for damages, restitution and/or secret witness reward
13. Work permit revoked or denied
14. Involuntary transfer to another class
15. Academic Integrity Notification Letter
16. Mitigated behavior contract
17. Saturday School
18. Law enforcement notification
19. Loss of senior privileges and participation in graduation ceremony
20. Transfer to alternative education program
21. Expulsion

Severity Clause: Infractions deemed to be more serious than normal may result in administrative action beyond usual consequences.

CELL PHONES

Cell Phones/Electronic Devices may not be used during class time.

1. Cell phones/Electronic Devices must be put away and turned off during instructional time unless directed by a supervising staff member.
2. Students who use their cell phone/electronic device inappropriately will be assigned school discipline.

First Referral: Phone will be confiscated and sent to the office and student may pick it up at the end of the school day.

Second Referral: Phone will be confiscated and sent to the office and student may pick it up at the end of the school day. Student will serve a Lunch Detention. Parent/Guardian phone call home.

Third Referral: Phone will be confiscated and sent to the office and PARENT may pick it up at the end of the school day. Student will serve an After School Detention.

Subsequent Offenses: Phone will be confiscated and sent to the office and PARENT may pick it up at the end of the school day. Consequences to be determined by admin

*** A student who refuses to hand over a cell phone when requested to do so by school personnel may be suspended.

DRESS CODE

Fortuna High School is a supportive community of learners encouraging excellence, practicing integrity and preparing for the future. Fortuna High believes in freedom of expression as well as professionalism. You should understand that while in an educational environment, you are expected to dress in a professional manner. We want you to prepare for your future where you must learn to dress accordingly. Your attire stands as a reflection of this institution to our community and should demonstrate the values Fortuna High School embodies. The administrative staff reserves the right to determine what is and is not professional attire.

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

PUBLIC DISPLAY OF AFFECTION - EXCESSIVE

1st Offense: Warning given

2nd Offense: Written Referral, phone call home and counseling appointment with Wellness Center Staff.

3rd Offense: Written Referral, phone call home and After School Detention will be served.

THREATENING AND/OR INTIMIDATING BEHAVIOR

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:

1. **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
2. **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
3. **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
4. **Intimidating behavior** is engaging in actions that are intended to frighten, coerce, or induce duress
5. **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 POLICY

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 years 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.

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.

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.

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.

FHS is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy. Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion.

Prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

Unwelcome sexual flirtations or propositions.

- Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Limiting a student's access to educational tools.
- Purposefully cornering or blocking another student's normal movements.
- Displaying sexually suggestive objects.

Any student who feels that they are being harassed should immediately contact the principal or assistant principal or another District administrator (indicated below) in order to obtain a copy of BP and AR 1312.3-Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures.

PRESCRIBED MEDICATIONS

Students may NOT carry prescribed medications on campus other than those necessary for immediate use as indicated on the prescription such as an asthma inhaler or epi pen. Please contact the Vice Principal's Secretary at x-3016. She will keep and dispense your student's medicine as prescribed with written instructions from the student's physician.

****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 the 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.

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 the 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.

TRANSPORTATION INFORMATION

DRIVING AND PARKING PRIVILEGES

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, 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 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 - Given a warning

2nd Offense - 1 hour detention and meeting with SRO

3rd Offense (and additional) - Cited with a parking violation from Fortuna Police Department/SRO

Further offenses will result in more days of Saturday School, suspension or further action taken by school administration.

1. All drivers must obey the 5 mph speed limit in the parking lot.
2. All students who drive to school must have a parking permit
3. All students must park in the **12th street parking lot only** and must have a parking permit.
4. Reckless driving will be prosecuted by law
5. All vehicles must be parked with the front of the vehicle in first (no backing in) and occupy only one space
6. Parking off campus may result in a minimum of a \$75 fine by the Fortuna Police
7. Vehicles unauthorized to park in handicapped or red zones will be cited
8. Students must park their cars immediately upon arrival. Once parked, students must leave the parking lot. ***Loitering in the parking lot is not permitted.***

BICYCLES/SKATEBOARDS/SCOOTERS

1. Bikes/Skateboards/Scooters must be operated in a safe manner at all times.
2. Students must enter and leave campus on an established route:
 - a. Students should use established bike lanes and travel with the flow of traffic.
 - b. Students should walk bikes in crosswalks.

- c. Upon entering campus, students must walk their bikes to the bike rack.
3. Students are not permitted to ride any of the above mentioned on campus.
4. Students must walk these modes of transportation in any area crowded with pedestrians.
5. All the above mentioned must be parked and locked in the bike rack area. The school is not responsible for damaged or stolen bikes or bike parts.
6. Students must obey established traffic rules regarding the safe operation of bicycles to and from campus
7. Skateboarding is not allowed on school grounds.

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, with his/her parent/guardian, or may be released to travel with another person. 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 completing 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.

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.

GENERAL INFORMATION

CONTACTING STAFF VIA EMAIL

Parents may contact FHS teachers or staff members via email regarding homework or other issues. E-mail addresses for FHS staff members consist of the first initial followed by last name (jsmith for example) [@fuhdsdistrict.net](mailto:jsmith@fuhdsdistrict.net)

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 the 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 Vice-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. If students are not going to use a school assigned locker, please inform the Vice-Principal's secretary and the locker will be unassigned.

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 disciplinary consequences.

VISITING SCHOOL GROUNDS

Visitors who enter the school grounds between the hours of 7:30 AM and 4:30 PM are required to register 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" (Penal Code Section §627.2). Students are permitted to patronize community businesses 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.

- **EVERYONE** must come to the school office first to sign in and receive a visitors badge before going out on the campus.
- Social visitation is **not allowed** at Fortuna High School.
- Perspective students can schedule a visit through the counseling office and must have administration approval prior to the visit.

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). *Financial assistance may be available – see a school counselor for information.*

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.

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.

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 break and 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 the 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)

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 loss of privileges and/or disciplinary action.

LOST AND FOUND

Clothing and other personal articles found during the school year are turned into the office. Items not claimed are donated to a charitable organization at the end of each month. Labeling of possessions such as coats, shoes, PE clothes, etc. is recommended. Students are responsible for claiming lost items.

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

PERSONAL PROPERTY

Students shall not bring items of value to school without the expressed consent of the parent/guardian. The school is not responsible for damaged, lost or stolen items. Students bear the sole responsibility for personal items brought to school. It is advisable not to bring large sums of money to school. Personal property having no bearing on studies should not be brought to school. This includes radios, skateboards, video games, baseball cards, athletic equipment and cameras. These items may be confiscated and returned only to parents. **IN ALL CASES, FHS IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL PROPERTY.**

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, they will be called out of class only in the case of an emergency.

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:	Clint Duey, Superintendent
Address:	Fortuna Union High School 379 12 th Street Fortuna, CA 95540
Telephone:	(707) 725-4462

UNIFORM COMPLAINT PROCEDURES FOR PARENT AND STUDENT

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.

Board approved 8/8/23