

WELCOME

Welcome to Tulare Western High School! This folder is designed to be a source of information for both you and your parents/guardians. Please become familiar with this folder, as it contains information that is designed to answer questions that arise about school procedures, programs and policies. If you have any questions about the procedures or programs, you can ask any assistant principal, counselor, or teacher. I hope that you have an enjoyable and regarding year. Tulare Western is a great school with great people. Make the most of your four years. Go Mustangs!

Lucy Van Scyoc, Principal

ADVANCED PLACEMENT PROGRAM

The Advanced Placement Program at Tulare Western provides qualified students with the opportunity to pursue college-level courses while still in high school. Our expectations are that students who enroll program in May. These tests enable secondary school-level students to demonstrate college-level achievement. Most of the nation's colleges and universities award credit and/or placement for grades of three or higher, and more than 1300 institutions in Advanced Placement classes will participate in the AP testing award a year of credit (sophomore standing) to students with a sufficient number of qualifying grades. The following Advanced Placement Courses are offered at Tulare Western:

- Government AP
- Calculus I (A/B)
- English IV
- Spanish Literature
- Spanish Language
- Statistics
- Economics
- Biology
- English III
- United States History
- Environmental Biology
- Calculus II (B/C)
- Art History

Tulare Western also offers Honors classes. These are excellent preparation opportunities for those who want to take Advanced Placement.

ALMA MATER

Western High, our alma mater, stands among the waving palms.

Mighty Mustangs, we are proud to wear
the glorious colors of red, white, and blue!

Victory is what we strive for; win or lose, we'll always try.

Honor we will always bring to you.

We praise thee, Western High.

We'll stand by you!

ATHLETIC CLEARANCE

In order to participate in athletics at Tulare Western High School you must have an athletic clearance. The following steps must be completed in order to receive your clearance.

1. Complete and sign each page of the athletic clearance packet
2. Complete emergency medical information sheet including insurance company name and group/policy number.
3. Your doctor must sign your medical history for proof of physical
4. Give the completed athletic clearance packet to the head coach of the program.
5. Your coach will give a team roster to the athletic director to check academic eligibility. You must meet the following requirements for academic eligibility.

- a. You must have passed a minimum of **20 units** for the latest grading period. If you did not, you are **ineligible**. In addition, beginning the fall semester of each school year a student must have completed the following number of units:

Sophomore	40 units
Junior	80 units
Senior	140 units

- b. You must have received at least a **2.0** for the latest grading period. Your parents may request a 6 week probationary period if you did not have a 2.0 this grading period: but you did have a 2.0 the **preceding** grading period.

- c. If you receive **less** than a 2.0 for **two consecutive** grading periods you are **ineligible**.

6. If at any time you are no longer a member of a team, you must turn in all equipment immediately. You are financially responsible for all lost or stolen equipment. You may not try out for another sport until all equipment from a previous sport has been returned.

Athletic Attendance Policy

Students shall attend all periods of the day of an athletic event or in attendance the day prior to a weekend athletic competition.

Any absence from school will prohibit a student from participating in an athletic event on the day that the student was absent from school, or on the following day, if it is a weekend athletic competition.

The only exceptions to this attendance requirement will be:

1. a doctor or dentist appointment with an off campus pass, if required;
2. a funeral
3. a family emergency verified by the principal and the athletic director (illness of the student is not considered an emergency).
4. or a school sponsored activity

If a student participates in an athletic competition, for which he or she was not cleared, he or she shall be ineligible for the next full day of athletic competition.

ATTENDANCE AND TARDY POLICIES

Excused

1. SERIOUS ILLNESS (e.g., contagious diseases, fever, vomiting or diarrhea).
2. DOCTOR APPOINTMENTS, ETC: Serious injury or extended illness verified by a doctor's note, which should be given to the school nurse. Home teachers and/or homework is arranged in the nurse's office.
3. SCHOOL SPONSORED ACTIVITIES: Authorized within the school day are verified absences from class time.
4. DEATH IN THE IMMEDIATE FAMILY: One day, unless out-of-state travel is necessary, at which time students should obtain assignments from their teachers prior to leaving and turn in work upon their return.
5. Absences cleared by parents.
6. Absences must be verified within 2 weeks of the date of the absence.

Unexcused

1. Students who are out of class without permission. Period cuts will be assigned detention.
2. SUSPENSION: Students removed from school due to discipline action. Teachers may choose to accept or refuse makeup work.

3. **LEAVING CAMPUS:** At no time should a student leave campus without obtaining an off campus pass from the assistant principal's office, the school nurse, or the attendance office.

Please call the attendance office in advance for off campus passes, this will expedite the process.

TARDIES

Students are expected to be in the classroom before the last bell rings. Students are to report to their classes on time. Tardies put a hardship on the teacher and other members of the class because of the time it takes to help students catch up. All teachers will make students aware of the tardy policy during the first week of school.

CAREER/VOCATIONAL INFORMATION

Tulare Western offers a range of vocational classes that can help prepare students who are interested in business, electronics, computers, merchandising, drafting and woodworking. Our students also have access to training programs in health occupations, computer publishing, auto mechanics, landscaping, and childcare. Counselors are available to answer questions about these programs.

DISCIPLINE POLICIES AND CONSEQUENCES

The following violations disrupt the safe learning environment that school officials feel is necessary for academic learning and positive extracurricular activities. Violations that endanger students or are repetitive will be reported to the local police department in addition to action taken by the school.

1. **CLASSROOM DISCIPLINE PROBLEMS** - Progressive consequences involving lunch detention, in-house detention, suspension, referral to an alternative education program, or expulsion. (A parent's attendance with his/her student to each class for an entire day may be utilized in lieu of suspension as stated in Education Code).
2. **LOITERING ON OTHER SCHOOL CAMPUSES DURING SCHOOL DAY**
3. **ABUSIVE LANGUAGE TOWARD A TEACHER**
4. **FORGERY, OBSCENITY, VULGARITY, AND PROFANITY**
5. **HARRASSMENT/HATE/VIOLENCE INFRACTIONS**
6. **FIGHTING OR INSTIGATING A FIGHT ON CAMPUS OR AT SCHOOL EVENT**
7. **RECORDING AND/OR ARRANGING A FIGHT OR ANY OTHER INAPPROPRIATE ACTIVITY.**
8. **SMOKING, USE OF SNUFF, OR CHEWING TOBACCO ON CAMPUS**
9. **VANDALISM** - (i.e. graffiti or destruction of property).
10. **FAILURE TO ATTEND ASSIGNED CONSEQUENCE**
11. **INVOLVEMENT WITH DRUGS AND/OR ALCOHOL** - A 5-day suspension, 20- day suspension from extra-curricular activities, and notification to the school board. Possible option: 2-day suspension plus six (6) counseling sessions instead of the 5-day suspension. However, the 20-day suspension from extra-curricular activities is still enforced. In addition, the student will be placed on board probation for 1 year. Students involved in sports or cheerleading will be removed from the team/squad if involved with alcohol or drugs.
12. **SALE OF DRUGS** - A 5-day suspension pending investigation for possible expulsion, and a police report.
13. **PHYSICAL THREAT AND/OR ASSAULT TO A TEACHER** Up to a 5-day suspension and pending investigation for possible expulsion, a police report, and notification to the school board.
14. **POSSESSED, SOLD, OR OTHERWISE FURNISHED ANY FIREARM, KNIFE, EXPLOSIVE OR DANGEROUS OBJECT** A 5-day suspension and pending investigation for possible expulsion, a police report, and notification to the school board.
14. For a full list of suspendable offenses, please refer to the summer newsletter or website, <http://www.tulare.k12.ca.us/TWHS/>

DRESS CODE

The Tulare Joint Union High School District encourages students to dress appropriately for school. Research has shown that student dress and appearance affect student attitude and conduct. The following guidelines are intended to define appropriate student attire:

1. Student dress and appearance shall not be hazardous to the safety of anyone in school. Any clothes or styles of dress that may cause a threat to, have a negative effect on, or disrupt the educational process, will not be permitted.
2. No student may wear clothing, which contains words that are suggestive or have suggestive double meanings of lewdness, obscenity, or vulgarity.
3. Clothing advertising alcohol, drug, or tobacco products is prohibited.
4. Any apparel, jewelry, accessory, notebook, backpack, or manner of grooming, which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs, or advocates drug use, violence or disruptive behavior is prohibited.
5. See-through, midriff, fishnet blouses, spaghetti strap tops (straps must be 1 and 1/2" or wider), low cut, revealing tops, and muscle shirts that are cut low under the arm are prohibited. Shirts must be worn at all school activity including sporting events. Bare midriffs will not be allowed.
6. All shorts must be an appropriate length, mid thigh or longer.
7. Biker shorts shall not be worn as outer garments.
8. Bandannas are not allowed at school or at school sponsored events. Towels, T-shirts, folded shirts or any other clothing article cannot be worn around the neck, draped over the shoulder, or hanging from the pocket. No lanyards hanging from pocket.
9. Wearing of hats is not permitted on campus. Only sun protective headgear is allowed. See separate section regarding this.

10. Pants must be fitted and worn at the waist.

11. Belts must be tucked into the pant loops.

12. Wallet chains are prohibited.

13. Shoes must be worn at all times.

This dress code shall apply at school and at all school-sponsored activities. Students who may be in violation of this dress code will be referred to the Assistant Principal's office for appropriate action.

DRUG AND ALCOHOL POLICY

The Board of Education believes that participation in extracurricular activities is a valuable educational experience for our students. The board also believes that students who represent the school on such teams or groups are held to a higher standard, because they represent not only themselves, but also their school. With that in mind, the board has enacted the following regulations pertaining to the use, possession, sale, or otherwise furnishing of alcohol and drugs by members of extracurricular teams or groups that represent their school.

These rules pertain to athletics and other activities listed below that are purely extracurricular in nature, meaning they are supported by the school district and are not part of a course where a grade is assigned.

Athletics

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

Cheerleaders, Academic Decathlon, Mock Trial, Odyssey of the Mind, and Science Olympiad

1. Any student involved in the above activities will be removed from that group if he/she chooses to use, possess, sell, or otherwise furnish alcohol or drugs during school hours while under the jurisdiction of the school, or at school-sponsored events.
2. This policy applies to the use, possession, sale, or otherwise furnishing of alcohol or drugs on or after the first day of scheduled practice for that particular group.
3. Any student who is removed from a group for the use, possession, sale, or otherwise furnishing of alcohol or drugs will not receive any form of school recognition for that activity.
4. In addition, any student violating the above provision will be suspended for up to 5 days, removed from all school activities for 20 consecutive school days, and placed on a 1-year probation.

ELECTRONIC COMMUNICATION DEVICES

High school students may possess and use electronic communication devices on school district property and at school-sponsored activities under the conditions listed below. Electronic signaling devices may include, but are not limited to, pagers, beepers and cellular/digital telephones.

- a. Electronic communication devices may be used on school grounds before and after the official instructional day and during the students' lunch period and health break. Electronic communication devices must be turned off during class time and during passing periods.
- b. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health related purposes. (Ed. Code 48901.5)
- c. It is the students' responsibility to ensure that their devices are turned off and secured at all times.
- d. Any student who violates the above is subject to discipline action: the first offense the phone will be taken and a parent must pick it up; the second offense the phone will be taken and held for 2 wks, 3rd time for 4wks and 4th time will result in additional discipline consequences.
- e. **The Tulare Joint Union High School District is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result.**

Radios, cassette players, CD players, MP3 players, and any other listening/viewing device **will not** be allowed on the school campus.

EXPECTED SCHOOL-WIDE LEARNING RESULTS

All students at Tulare Western High school will demonstrate:

Academic Skills

- By being able to effectively speak and listen
- By being able to read, write, and comprehend at grade level
- By being organized and prepared for learning
- By passing district and state graduation requirements
- By understanding and performing math computation

Higher Order Thinking Skills

- By analyzing information and making evaluations supported by well-reasoned arguments
- By compiling and organizing information from a variety of sources

- By creating and presenting original works through writing, graphics and performance
- By making decisions based on organization and interpretation of data

Social Responsibility

- By being aware of social, economic and environmental issues
- By having awareness and appreciation of various cultures
- By participating in community and co-curricular activities
- By showing an awareness of global concerns
- By understanding the democratic process and being a productive citizen
- By working with others in a productive, cooperative, and respectful manner

Personal Responsibility

- By becoming lifelong learners
- By evaluating personal values and ethics
- By performing necessary tasks for daily living
- By setting post-secondary goals
- By understanding how to maintain personal health and fitness
- By understanding the requirements of the work world

Technology Skills

- By applying technology to a variety of situations and problems
- By using a computer as a tool to do research and produce written material

FIGHT SONG

All Hail Tulare Western
 All Hail the school we honor
 Fight on, Ye Mighty Mustang
 Victory is near!
 Carry to fame and glory
 Red, white and blue our colors
 Our school will live forever,
 Tulare Western High!
 Fight, Fight, Fight, Fight, Fight!

Foggy Day Schedules

What To Watch For

Information regarding status of buses on Foggy Days can be obtained by:

1. watching Channel 18 for continuous updates
2. watching Channels 24 & 30 for periodic updates
3. listening to KMJ at AM 580, KMPH at FM 107.5 or KJUG at AM 1270 or FM 106.7 for periodic updates
4. Call 688-2021 Ext. 57 for fog delay hotline

When buses are running on regular schedule, there will be

NO ANNOUNCEMENT. If you do not see or hear information telling you that there is a delay, you should assume that buses are running according to normal schedule. The only exception is when the fog drops after the buses have already begun their normal routes. In this event, if your bus is more than 20 minutes late, you can assume it is not coming.

PLAN A – All buses will run 2 hours later than their normal time **outside the main populated area of the city of Tulare.** No matter where you are on the route, just add two hours to your normal pick up time. If you are normally picked up at 8:12 a.m., you will be picked up at 10:12 a.m. If you live **inside the main populated area of the city of Tulare,** special foggy day shuttles known as **Plan A Shuttles** will run. Students can be picked up at or near their regular stop about the same time they would normally catch the bus on a regular day (see next column for PLAN A Shuttle information).

The Laspina Shuttle will run according to its normal day schedule, no change.

PLAN B – All buses **outside the main populated area of the city of Tulare are canceled;** with the exception that two buses designated the **Plan B Shuttles,** will be dispatched; one to Pixley and on to Tipton.

The designated stops will be:

1. Pixley Sheriff Substation at approximately 9:30 a.m.
2. Tipton Library at approximately 9:45 a.m.

Times will be one hour earlier on “REGULAR” Schedule

Once on the road, the driver will assess conditions on the highway. If at any point, in the driver’s judgment, conditions are not safe enough to continue, the driver will radio that information to the transportation director and foggy day information will be upgraded to **PLAN C.**

PLAN C – the PLAN B Shuttle to Pixley & Tipton is canceled.

ID CARDS

If you lose or misplace your ID Card, replacement Id Cards will cost \$20 .

IN CASE OF EMERGENCIES

Lockdown - If there is an intruder on campus or some similar situation that would put students in harm.

1. You will hear 5 quick bells, break, 5 quick bells, break, repeat sequence.
2. All students stay in classrooms. The teacher will lock the door. Remain in class until the all-clear bell rings.
3. During lunch or at breaks, proceed to your next class immediately and remain until the all-clear bell.

Disaster - Drop and cover situations like earthquake, tornado, severe storm, etc.

1. You will hear 3 bells, break, 3 bells, break, repeat sequence.
2. Drop and cover.
3. Remain in this position until the fire bell rings then exit your classroom. Teachers will escort students out of the room.
4. Students will await the all-clear bell or may be sent home by their normal mode of transportation. The decision to send students home is made by the district office and is directly related to the severity of the emergency.

Fire Drill

1. When the alarm sounds, all students are to evacuate the room.
2. Proceed to the safe area as directed by your teacher.

3. Remain in the safe area with your teacher until the all-clear bell rings.

4. Return to class when your teacher gives the go-ahead to do so.

Lunch Time or Break Time Fire Drill

1. If you hear a fire alarm during break or lunch time, please remain outside until the all-clear bell sounds or further instructions are provided by a staff member.

LIBRARY MEDIA CENTER

The Library Media Center at the Tulare Western High School has a central role in the educational process.

Remodeled in 2002 with 80 Internet accessible workstations and almost 28,000 books, the LMC is the heart of the school and is open from 7:30 a.m. to 4:30 p.m. each day. New books and resources under the direction of a trained librarian are added continually.

NONDISCRIMINATION POLICY

The Tulare Joint Union High School District, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education of the Rehabilitation Act of 1973 (pertaining to handicap) and the Age Discrimination Act or 1975 (pertaining to age), does not discriminate on the basis of race, color, national origin, sex, handicap, sexual orientation or gender identity or age in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in, the district’s programs and activities, including vocational education. Additionally, lack of English language skills will not be a barrier to the admission and participation in the district’s programs. (42 U.S.C. 2004; 6707) (20 U.S.C. 16814) Inquiries regarding the equal opportunity policies, the filing of complaints, or requests for copies of the complaint procedure covering discrimination concerns, may be directed to the affirmative action officer, the Title IX coordinator, or the Section 504 coordinator.

In addition, district programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender (sex), color, race, ancestry, national origin, and physical or mental disability, age or sexual orientation. Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion.

Affirmative Action Office, Title IX and Section 504 Coordinator:

Assistant Superintendent for Human Resources
 426 North Blackstone,
 Tulare, CA 93274
 (559) 688-2021

Passports

In an effort to encourage students being on time to class, we use a “Passport Program” to monitor their arrival to class as well as the amount of time being spent out of class. Each student is given a “passport” at the beginning of the school year. The passport is a tri-fold piece of cover stock paper that students are required to carry with them at all times when on campus. The “passport” is used to monitor their tardies to class. Any time a student is late, the teacher will mark the tardy on his or her passport. After five tardies, a student is sent to the Assistant Principal’s office with a referral and will be assigned detention. After ten tardies, the student is again sent to the Assistant Principal’s office and will be assigned one day of in-house detention. At this point, the student is also placed on modified lockout so that any time thereafter that the student is late to a class, the teacher has the option of sending him/her to in-house detention for that period. Continuous tardy problems while a student is placed on lockout may result in out of school suspension.

In addition to monitoring their tardies, the “passport” also serves as a pass for students who must leave class. Anytime they need to leave the class, they use the inside of the “passport” to record the date, time, and destination, and then the teacher signs that they have given them permission to be out of class. Students are expected to carry their “passport” with them at all times. Any student who loses his/her “passport” will automatically be advanced to the next consequence on the passport (detention, or in-house).

PLAGIARISM POLICY

Plagiarism occurs when you do not give credit for the following:

- another person’s ideas, opinion or theory
- any facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge
- quotations of another person’s actual spoken or written words
- paraphrase of another person’s spoken or written word
- cheating or copying another student’s work

Disciplinary action will result in the following consequences:

- **First Offense** – Zero on assignment, parent contact, notify AP for documentation
- **Second Offense** – Zero on assignment, parent conference, in-house detention, refer to the assistant principal’s office

- **Third Offense** – Zero on assignment, refer to the assistant principal’s office, suspend from school

All of the offenses must be recorded on a referral and will be placed in the student’s discipline file.

REQUIREMENTS FOR GRADUATION

Graduates will be required to earn 220 units of credit including the following unit requirements:

1. 3 years of social science
2. 4 years of English
3. 2 years of math (algebra required)
4. 2 years of science (physical and biological)
5. 1 year of a foreign language or 1 year of fine arts class
6. 2 years of physical education

CALIFORNIA STATE UNIVERSITY REQUIREMENTS

Requires freshman applicants to complete, with grades of “C” or better, a comprehensive college preparatory study totaling 15 courses.

1. 4 years of English
2. 3 years of math: algebra, geometry and intermediate algebra (4 years recommended)
3. 2 years of Social Science including US History and 1 yr of Social Science
4. 2 years of science (physical and biological)
5. 2 years of foreign language (same language)
6. 1 year of visual and performing arts
7. 1 year of college preparatory elective

UNIVERSITY OF CALIFORNIA A-G REQUIREMENTS

- a. 1 year of U.S. history, 1 world history/geography
- b. 4 years of English
- c. 3 years of math: algebra, geometry and advanced algebra (4 recommended)
- d. 2 years of laboratory science (1 physical, 1 biological) (4 recommended)
- e. 2 years of foreign language (same language, 3 yrs. recommended)
- f. 1 year of visual and performing arts
- g. 2 years of college preparatory electives

ADDITIONAL GRADUATION REQUIREMENTS

Minimum Skills

Freshman, sophomores, and juniors must pass and California Standards tests each year with a specified minimum score in each subject area tested in order to earn a high school diploma from our district. Students who do not meet this minimum requirement must take an additional reading or math class during the regular school year. This means that they may not be able to take an elective they want. It may also mean that they will be assigned tutoring during the winter or spring vacations or after school. Failure to meet the minimum skills requirement or successfully complete the interventions means that students will not qualify for a diploma or participation in the graduation ceremony.

High School Exit Exam

The exam covers algebra, English language arts, and composition. Students in the class of 2006 and beyond must pass the exam in order to receive a high school diploma.

SEXUAL HARASSMENT POLICY

The board of education shall not tolerate sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. Any case of sexual harassment shall be reported to the principal or superintendent who shall immediately conduct a thorough investigation of the facts surrounding the complaint and take steps necessary to correct the action.

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

STUDENT SERVICES

Tulare Western is concerned that all students learn and succeed to their greatest potential. We know that from time to time this does not always happen; therefore, we provide services to help students. Contact TWHS for help! School business hours are from **7:30 am - 4:30 pm**.

Phone Numbers

Tulare Western High School 686-8751
 Assistant Principal’s Office Ext 103
 Counseling Office Ext 129/130
 Nurses Office Ext 104
 Principal’s Office Ext 102
Attendance (24 hours): 686-4193

Counseling

If parents/guardians are concerned that their son/daughter is not succeeding in class, or is not working up to potential, there are several steps they may take.

1. Contact their student’s counselor to discuss the problem.

2. Ask the counselor about arranging tutoring for their student if this is appropriate.
3. Ask the counselor to arrange a conference with the teacher or teachers involved.
4. Find out about additional counseling available at Tulare Western. Examples: Individual groups, conflict management counselors, substance abuse, and children’s mental health counseling.
5. Request weekly grade reports.
6. Request attendance control slips.
7. Request alternative education: Tech Prep, Valley High School, Sierra Vista, or Countryside High School.

Sun Protective Clothing Guidelines

- Hats may be worn outside only and solely for the purpose of sun protection.
- Hats shall be made of pliable, foldable cloth material of a solid beige or canvas color (*neutral*), with a 3-5 inch brim around the entire circumference of the hat.
- Hats must be worn in a manner that provides sun protection to the front, sides, and back of the head or neck.
- All hats must be free of any type of logo, insignia, or writing.
- Hats, by nature of the color, arrangement, trademark, or any other attributes, that denote membership in gangs or that advocate racial, ethnic, or religious prejudice, drug use, violence, intimidation, or disruptive behavior are prohibited.

SUPPORT PERSONNEL & PROCEDURES

1. **SCHOOL ATTENDANCE OFFICE:** Attendance is verified during the day by period with calls home each evening if there is an absence. *Please clear daily absences within 24 hours by calling 686-4193.*
2. **SCHOOL NURSE:** Notify the School Nurse in the event of an extended illness or injury needing special care. The **Nurse** arranges for homework and/or home teachers for extended absences. *Please do not wait until you have been absent 3 or 4 days before your parents call in. If you call on a Friday to request homework and you expect to be back on the following Monday, chances are you will not get your request filled because teachers need at least 24 hours to prepare homework requests.*
3. **COUNSELING OFFICE:** Questions relating to 4 -year planning, grades, class schedules, placement in classes, or **individual** student concerns should be shared with your student’s counselor. Information about tutoring programs, testing, vocational programs, colleges or extended education opportunities, or financial aid planning is available.
4. **SCHOOL PSYCHOLOGIST:** Many services are available on our campus as support for students with personal problems, which can affect their success in school. Such services include, conflict resolution management, peer counseling.
5. **ASSISTANT PRINCIPALS:** The Assistant Principals handle all concerns for student safety, behavior, attendance, and **failing** grades due to attendance problems. They also make recommendations for all alternative education programs and special support programs available in the district.
6. **SPECIAL EDUCATION DIRECTOR:** Students who need extra academic help due to learning disabilities are provided special support through our special education programs. Special testing is provided to place students who qualify in a specific program, which will help that student progress and be successful.
7. **CAREER TECHNICIAN:** The Career Technician provides students with assistance in career planning, extended education research and planning, a variety of assessment tests that help students plan for their future, job exploration, resume writing, and job application skills.
8. **ATHLETIC DIRECTOR:** The Athletic Director has the direct responsibility for all athletic teams and coaches at Tulare Western High School. Questions involving sports programs, tryouts, schedules, practices, coaches, physicals, travel schedules, etc. should be directed to the Athletic Director.
9. **ASB DIRECTOR:** The associated student body director oversees all co/extra-curricular activities on campus including student council, club/class activities and fundraising, pep squad, dances, rallies & special events.
10. **OTHER QUESTIONS:** The receptionist and the administrative and counseling secretaries can answer many questions if you are unsure of whom to contact with your concerns. We welcome your input and involvement with your school as a student and as a parent of a student.

UNIFORM COMPLAINT PROCEDURE

Title 5 of the California Code of Regulations requires districts to adopt and provide uniform complaint procedures to assist you with a question regarding your rights. Students can obtain a copy of the complaint procedure from the school principal. (CCR Title 5, 4622).

VIDEO SURVEILLANCE CAMERAS

24-hour video surveillance cameras are used on the campus for the purposes of safety and to maintain order and discipline in the common areas on the school grounds (e.g., library quad area, parking lot, cafeteria patio, as well as other locations). Cameras are used on school buses for your safety, too.

