

# FARMERSVILLE HIGH SCHOOL

STUDENT HANDBOOK 2023-2024



*"Home of the Aztecs"*

Farmersville High School  
631 E. Walnut Ave.  
Farmersville, CA 93223

(559) 594-4567  
Fax: (559)-594-5287

## Aztec EMPIRE

## AZTEC Staff



**Principal:** Emily Koop

**Assistant Principal:** Russell Billings

Counseling	Office	Special Services	Campus Supervisors
<b>Vianna Gomes</b> Last names: A - L	<b>Teresa Bombela</b> Secretary II/Guidance	<b>Richard Dybas</b> Athletic Director	<b>Marco Gutierrez</b>  <b>Olga Morales</b>
<b>Selene Medina</b> Last names: M – Z	<b>Teresa Gonzalez</b> Secretary	<b>Andrea Lopez</b> Special Education	
<b>Emilia Wade</b> CTE Coordinator	<b>Norma Guerra</b> Attendance/Registrar	<b>Melissa Lewis</b> Special Education	
<b>Beatriz Sanchez</b> Behavioral Counselor	<b>Charlotte Jones</b> Finance	<b>Jenna Wyatt</b> Activities Director	
<b>Veronica Gonzalez</b> UC Merced Talent Search	<b>Ludivina Huerta-Torre</b> Community Liaison	<b>Lisa Preheim</b> AVID Coordinator	
	<b>Mayra Cepeda</b> Health Aide	<b>Heather Green</b> Academic Coach	
	<b>Marisela Flores</b> LVN	<b>Marco Aguiniga</b> Intervention Teacher	
	<b>Samantha Iniguez</b> Outreach Consultant	<b>Tiffanie McReynolds</b> Intervention Teacher	

### **Mission:**

Farmersville High School pledges to Empower students to be Motivated, maintain Professionalism, have Integrity, be Respectful, and demonstrate Empathy (**EMPIRE**) as students, community members, and lifelong Aztec Ambassadors.

### **Vision:**

Farmersville High School will be an exemplary learning community that fosters academic and social development for all students. We are dedicated to creating platforms for all learners to be productive members of society and leaders of tomorrow.

## **Farmersville High School Home-School Compact**

### **FHS staff will be EMPOWERED for:**

- Providing a safe, clean, healthy, well-equipped facility where parents/guardians/students are welcome.
- Ensuring that all teachers and paraprofessionals are highly qualified.
- Holding high expectations for all students, believing that each student can learn and helping each student reach their fullest potential.
- Showing respect for each student and their family.
- Maintaining open communication with the student and their parents/guardians.
- Coming to class prepared to teach the state curriculum using district-approved materials.
- Enforcing school and classroom rules fairly and consistently.
- Providing meaningful and appropriate class and homework activities.
- Providing instruction that is engaging and relevant for students.

### **FHS students will be EMPOWERED for:**

- Attending school regularly and being on time.
- Completing and returning homework assignments.
- Working to the best of their ability.
- Demonstrating a positive attitude toward opportunities and experiences provided by the school and teachers.
- Helping create a positive environment by practicing respect, accepting responsibility, working together, and following the rules for safety.
- Being an engaged and prepared learner
- Communicating my needs to staff

### **FHS parents/guardians will be EMPOWERED for by:**

- Ensuring my student's regular attendance and prompt arrival.
- Checking my student's backpack, folders, school/district mailings, Parent Square & websites for important information.
- Establishing an expectation and a time for homework and review it regularly.
- Following and supporting school policies, including dress code and behavior guidelines.
- Communicating regularly with my student and with the school.
- Following procedures for student drop off and pick up.
- Respecting the school staff, students, and other families.
- Signing in at the office prior to any visit on campus.





# FARMERSVILLE AZTEC

**Empowered for**

**Campus Life**

**Motivation**

**Professionalism**

**Integrity**

**Respect**

**Empathy**

**The Classroom**

**Events**

**Community**

**Being Aztec Ambassadors**

Be on time

Be where you are expected to be

Maintain professional physical contact & language

Adhere to dress code

Be engaged in classroom activities

Participate in your own learning

Be on time

Have required materials

Use academic language

Follow school rules and expectations, especially when no one is watching

Follow staff directions

Maintain common spaces

Keep campus clean

Show kindness and compassion to others

Include new people and perspectives

Consider others' voices and experiences

Be positive

Be where you're supposed to be

Support fellow Aztecs

Advocate for fairness

Act in accordance with our school values

Maintain professional physical contact & language

Show good character at events

Be respectful to all visitors

Listen courteously to presenters & speakers

Maintain sportsmanship

Be mindful of other values and cultures

Make a difference by volunteering

Make an impact

Demonstrate expected behavior for other community members

Be a positive role model

Demonstrate positive morals

Respect elders and leaders

Keep community clean

Be inclusive of all members of our community

Display citizenship in your actions

Be understanding of other norms, desires, and expectations

Represent your school positively wherever you go

Present yourself with confidence

Be open to improving yourself

Be honest and fair everywhere

Be well-mannered in all areas

Respect the rules of other locations

## Current Graduation Requirements – Class of 2016 and beyond

Courses required to receive a diploma from Farmersville High School

English	40 credits
Math	30 credits
Freshmen Studies	10 credits
World History	10 credits
Us History	10 credits
Government Economics	10 credits
Life Science	10 credits
Physical Science	10 credits
Physical Education	20 credits
Fine Art/Foreign Language/ CTE	10 credits
Electives	90 credits
<b>Total</b>	<b>250 credits</b>





**On-going opportunities for meaningful communications are provided through:**

- Technology
  - ViewSonic
  - Google classroom
  - Zoom
  - Parent Square
- E-mail
- Phone calls
- Conferences and Meetings
- Website
- Fliers
- Aeries: Student/Parent Portal
- School Learner Outcomes
- Social Media: Facebook & Instagram

**Foggy Day Plans:**

The transportation department will notify the media when there is sufficient cause to call a foggy day schedule, indicating one of the plans listed below. Please become familiar with these plans:

**Plan A**

When this announcement is made, it will indicate that ground fog exists in certain areas of the Farmersville Unified School District.

1. Parents are urged to use caution in determining how those conditions affect their student's method of getting to and from school.
2. Bus transportation and classes will run on a regular schedule.

**Plan B**

When this announcement is made, it will indicate:

1. Bus transportation will be delayed by one and one-half (1 1/2) hours
2. Classes will begin one and one half (1 1/2) hours later than normal.

**Plan C**

When this announcement is made, it will indicate:

1. All morning bus routes will be cancelled.
2. Classes will begin one and one half (1 1/2) hours later than normal.

**Plan D**

School is cancelled. A make-up day will be added later in the year.

The following radio and television stations are used to announce the plan:

**KVPT Channel 18 KSEE Channel 24, KFSN Channel 30 KJUG-AM/FM-1270, KOJJ-FM-100.5 KUFW- FM 90.5**

# **Section 1: General Policies**

**ASB Discount Student Stickers:** The student body card consists of a sticker that may be purchased and placed on the student I.D. card. The price is determined by the Student Council and entitles the holder to discounts for school activities.

**Assemblies, Rallies, and Assembly Conduct:** Students are not permitted to leave campus during an assembly or rally. During pep/rally assemblies, students are to sit in the area with their class (freshman, sophomore, junior, and senior seats). During an assigned seat assembly, students sit with their teachers in the designated area.

**Dance Attendance:** Attendance at all dances is limited to FHS students and their guests (formal dances only). Students wishing to bring guests to a dance must request permission from the office by registering their guest on the guest list prior to the dance. Deadlines for registering guests will be announced for each dance. In general, the deadline will be Wednesday at noon of the week in which the dance occurs. Junior High Students are NOT allowed at Farmersville High School dances. DCA students may attend certain FHS dances with the administration of DCA making the final decision. Student body cards must be shown at all dances.

**Associated Student Body Organization:** This is the governing body of all student organizations on campus. It consists of ASB elected officers, all class officers, and a representative from each club. The responsibilities of this organization are:

- a. To consider carefully and take action on behalf of the student body regarding all business brought before the council.
- b. To adopt a working ASB budget for each school year.
- c. To calendar school fund raising and student body activities

**Contacting Students During School Hours:** Parents and legal guardians may only contact students during the school day. Emergency messages will be taken and delivered to students as quickly as possible.

**Cafeteria and Food Services:** Food services are provided in the cafeteria, Aztec Café/Lunchbox, and food carts located on campus. Students are expected to take responsibility for their trash and dispose of it properly.

**Food Services:** Farmersville High School qualifies as a Federally Funded 100% Free-Reduced Meal Program. The cafeteria provides breakfast and lunch program to all students and operated on a non-profit basis. Snacks and bottled juices are not considered part of the breakfast and lunch program, and students will be charged for these items.

**Food on Campus:** In order to have a healthy/safe environment on campus, there is NO food allowed in the classroom and there is NO outside food allowed. This means NO passing of food through gates, as it violates Ed Code. There is also NO selling of food as it violates Ed code. Water is allowed in the classroom at the teacher's discretion as well as assigned food for classroom gatherings.

**Electronic Agreement:** This policy is in accordance with the cell phone policy. Students are encouraged to use technology while following classroom expectations. If those expectations are violated a formal agreement will be made with teacher, student, and parent/guardian.

**Cell Phone Policy:**

- Students may possess cell phones or use electronic devices while on campus or at school-sponsored activities provided that such devices do not disrupt the educational program or school activities. Electronic devices shall be turned off during class time and at any other time as directed by a district employee. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device. Such devices are considered personal property. Students possess these items at school entirely at their own risk. The school or district is not responsible for lost, stolen, or damaged devices. The student and parent/guardian take full responsibility if a cell phone or other electronic device is brought to school and is lost, stolen, or damaged. Any investigation will take low priority of the administration, teachers, and staff and their required responsibilities. Farmersville High School and Farmersville Unified School District will not be held responsible for any lost, stolen or damaged electronic device.

**Consequences for violating cell phone policy:**

- 1st Offense – Warning and/or Device confiscated. Student picks up after school.
- 2nd offense – Device confiscated. Student conference with administrator after school and device returned.
- 3rd Offense – Device confiscated. Parent requested to come to the office to retrieve device.
- 4th Offense- Device confiscated. Parent requested to come to the office to retrieve device and a contract is signed, student may be banned from bringing a cell phone for a designated period of time.

**Counseling and Guidance:** Upon entering high school, each student will have a counselor to help with all aspects of educational, vocational, and personal planning. To let your counselor know that you wish to them, fill out a "Request to See Counselor" slip in the Office or make an appointment online via email which can be found at this website

<https://www.farmersville.k12.ca.us/Page/2048> a counselor will call you in as soon as possible.

School counselors are trained to help you with educational planning, career decisions, interpretation of test scores, and personal concerns. Certain information of a personal nature that you share with the counselor is confidential (private) and told to no one else without your permission. Some exceptions to this are that a counselor must report (1) child abuse; (2) child neglect; (3) sexual molestation; (4) planned, attempted, or perpetrated criminal activity; or (5) situations involving a clear and present danger to you or someone else. Be assured that California law generally requires the counselor to keep certain information confidential, unless one of the legal exceptions applies or you give written permission for the counselor to reveal such information.



**Academic Letters:** Students who achieve a 3.75 grade point average during a single term will be awarded an academic letter. These letters are awarded at the academic awards ceremony held in May each year.

**Scholar Athletes:** Students who achieve a 3.75 grade point average in a single term and have completed two sports within an academic year will receive a scholar athlete patch for their letterman's jacket and a torch of knowledge plaque to be awarded each year at the academic awards ceremony.

**Eligibility:** In order to participate in extracurricular activities such as school sponsored dances, Winter Formal, PROM, Grad Nite, athletic contests, etc., students must maintain academic, attendance and behavioral eligibility in each grading period. CIF guidelines are strictly followed.

**Academic Eligibility:** In each grading period, students must achieve at least a 2.0 grade point average and shall not fail more than one class. Students who do not meet the academic eligibility requirements during a 6-week grading period may use a probationary period for the subsequent 6-week grading period. If the student fails to meet academic eligibility once again for the current grading period, that student now becomes academically ineligible to participate in any extra-curricular activities, including athletics for the upcoming 6-week grading period.

*The student will become eligible and will exit the "academic ineligible" status, only after they meet the minimum academic grading average of 2.0 G.P.A. and not more than one "F".*

If a student who is serving academic probation status meets the minimum academic grading average of 2.0 and less than one "F" during the subsequent 6-week grading period, they also will become academically eligible to participate in all extra-curricular activities, including athletics in the new grading period.

- Protocol Ineligible Players
  - An Ineligible Player is defined as: Receiving 3 or more Fs during a grading period OR Receiving below a 2.0 or 2 Fs in 2 straight grading periods
    - Ineligible Players MAY practice and attend Home Matches ONLY
    - Ineligible Players MAY NOT attend Away Matches, or Compete until they are Eligible

**Grades:** Grades to be used by your teachers are as follows: "A" for superior work; "B" for above average work; "C" for average work; "D" for barely passing; "F" for failure, and "I" for incomplete work. A grade of "I" must be replaced by a final grade. If not made up two weeks from the end of the term, the incomplete becomes an "F", unless prior arrangements have been made in unusual circumstances. Grades for Student Assistant are recorded as Pass "P" or Fail "F" only.

**Grade Point Average:** All courses except those designated as Pass/Fail classes will be counted in computing the grade point average. Grade point averages for individual grading periods will be used to determine extracurricular activity eligibility. Final term grade point averages are used to determine academic awards.

**Honor Roll:** Students who achieve a 3.5 grade point average during a single term will be awarded an honor roll certificate to be awarded at the academic awards ceremony.

**Valedictorian and Salutatorian:** Valedictorian and Salutatorian awards will be determined based on a cumulative total weighted grade point average over the student's entire 4 years of high school. The valedictorian award will be presented to the student(s) earning the highest-grade point average. The salutatorian award will be presented to the student(s) with the next highest grade point average. In the case of a tie, duplicate awards will be presented.

**Make-up Work:** Homework may be requested by the student or the parent/guardian when a student is absent from school for three or more days. Homework can be found on the teachers Google Classroom. Please call 594-4567 to request homework and/or email teachers directly. Students may also request make-up work after returning from an excused absence. **THIS MUST BE DONE WITHOUT DELAY TO AVOID PENALTY.** Teachers will allow students limited time to complete assignments after an excused absence in order for the grade will not be lowered as a result of incomplete work.

**Report Cards/Progress Reports:** Report cards are mailed 6 times each year. The first two report cards in each term are progress reports and no credits are awarded for those grades. The third report card in each term represents the final term grade for which transcript credits are awarded. Eligibility to participate in extracurricular activities is determined at each reporting period. Parents/Guardians may request more frequent progress reports and/or view grades on the Aeries Parent/Guardian Portal.

**Classroom Passes:** Students may not leave classrooms or activity areas without permission of the supervising teacher and/or without a valid hall pass. For supervision and sanitary purposes with student must complete a QR code via phone or Chromebook and/or take the classroom physical pass. They must leave their phone inside the classroom. Any student found on campus without completing this process will be sent back to class. Here are the FHS Hall rules in order to promote a safe and supervised environment.

1. "10-minute rule", which states that hall passes will not be issued to any student during the first 10 minutes of class and the last 10 minutes of class.
2. Filled out form of destination.
3. No backpacks.
4. No cellphones.

**Leaving School:** Once arriving at school, students are to remain on campus until the end of their school day. Students leaving school during the day must have a parent/guardian sign them out in the office as they depart and must sign back in if they return prior to the close of the school day. Students who leave campus without signing out will be considered truant and appropriate disciplinary action will be taken. Students who participate in early release programs during the day **MUST** get a permit to leave campus. Leaving campus without signing out is a serious matter. All students must have parental/guardian consent in order to leave campus. Parents/Guardians must call the attendance office or send written authorization prior to the appointment to authorize the student to leave campus. The leaving permit can be picked up before school or between classes. Students must check back in through the attendance office when returning from an appointment.

Students will not be released to leave school with any person who is not listed in the school's student information system (Aeries) or listed as an emergency contact person authorized in writing by the parent or guardian. Students are to leave campus through the main office and must sign out as they leave. Individuals picking up students may be required to show valid identification. Signed emergency cards that authorize persons other than parents/guardians to pick up students from school will be maintained in the Health Aide's office.

**Lost and Found:** A lost and found department is maintained in the office for the convenience of those who lose or find any article about the campus. Any articles found on or about the school must be turned in to the office.

**Nurse's Office:** The office of the school health aide is located in the main office. Each student is expected to have on file in the nurse's office a current Emergency Procedure Card signed by their parent/guardian, as well as a current immunization record. Medical excuses from PE, signed by a physician, must be presented to the health aide who will in turn make out a PE excuse that you may present to your teacher. Students may not go to the nurse without a pass from class or the absence will be counted as unexcused.

**Prescription Medication:** No student is allowed to keep medication, either prescription or over the counter, on their person at school. Most medication can be taken before or after school. However, if the student must take prescription medication during the school day, it must be stored in the nurse/health tech's office. It is the student's responsibility to come to the office at the appropriate time to be given the medication.

**Privileged/Confidential Information:** The law prohibits giving out information concerning students except to parents/guardians, officers of a receiving school and officers of a court or governmental agency.

**Work Permits:** Students under the age of 18, working part-time (full-time during vacation periods) are required by law to obtain a "Work Permit." Students desiring permits may apply in the office to obtain a work permit application.

**Physical Education Requirements:** Ten (10) units of PE must be earned in the 9th grade year. The remaining PE requirements may be waived through athletic participation or an additional year of P.E. Marching band, cheerleading and color guard may NOT be used to waive any of the PE requirements.

The student is expected to be dressed out in P.E. clothing every day. Students are encouraged to bring their own P.E. clothes from home that follow dress codes. As part of Farmersville High School's Safe School Plan, students are encouraged to wear grey t-shirts and navy-blue gym shorts, so as to distinguish between FHS students and Non-Students on campus during instructional hours. Physical education clothing which includes gym shorts and t-shirt with the school logo and name are available for purchase at the Finance Office.

**Physical Education Waiver:** Students who participate in athletics may apply for a physical education waiver to partially fulfill the state requirement in this subject area. Students must complete 10 credits of PE 9, but may waive the remaining 10-credit requirement through participation in the athletic program. Five credits of waiver will be granted for each sport season completed. A maximum of 10 credits may be waived through this program. This waiver is not automatic. Students must complete the approved form available in the counseling office. Obtaining and completing the form is the responsibility of the student. All completed forms should be returned to the counseling office.

**Public Display of Affection:** Expression of affection must be limited to holding hands only. Any kiss, regardless of the degree of passion, is not appropriate on the high school campus, adjacent areas, or any high school event. Students who violate this rule will face disciplinary action and a conference with parents will take place.

- 1st Offense –Warning issued.
- 2nd Offense –Warning issued; students are assigned to specific areas away from each other (separated).
- 3rd Offense –Warning issued, parent contacted, and student placed on EMPIRE Contract.

**Student I.D. Cards:** All students will be issued a student I.D. card with their picture, grade level, and identifying bar code on it. Students must carry their school I.D. card at all times and present it to any school staff member upon request. This is the card the cafeteria uses to scan for lunches and snacks. At special events including dances, students will be required to show their I.D. card for entry. Cards that are mutilated, damaged, contain evidence of erasure, or have numbers missing, may be determined invalid. Replacement I.D. Cards can be purchased at the Finance Office.

**Point of Entry:** In order to have a safe and supervised environment. Students can enter the front gates off of Walnut & South gates along Citrus and Freedom St. Gates will open at 6:30AM. Class begins at 7:55AM.



**Parking on Campus:** Student parking is available in the designated school parking lot. All students must secure a PARKING PERMIT during the first week of school. In order to do so, they must have proof of a valid driver's license, proof of insurance and vehicle registration. Violators of the above provisions are subject to having their driving rights temporarily suspended and/or having their vehicle towed from school campus. Should a student drive their car during the school day without written permission, the school does not assume any responsibility or liability. Cars are not to be operated between classes or used as "lockers" for the storage of books or other materials. Students are not permitted to loiter around or in their vehicles during school hours, including break & lunch.

**Visitors on Campus:** All visitors are required to enter the school grounds through the main office and must identify themselves to office personnel. Visitors are required to register in the main office before entering any school building or the school grounds when school is in session and must sign out in the main office upon leaving. All information on the visitor sign-in sheet must be completed before any visitor will be issued a visitor's badge. Visitor badges must be worn at all times and must be returned in the main office as the visitor leaves. To ensure minimum interruption of the instructional program, visits to the campus during school hours should be arranged with school personnel in advance. If a conference with a teacher is desired, an appointment should be set with the teacher during non-instructional time. As a general rule, only parents/guardians are invited to visit the campus. Younger brothers, sisters, or friends from other schools are NOT allowed on campus during instructional time. Items being brought to school during normal school hours by a visitor must be checked in the front office. Handing items through or over school fences may lead to that item being confiscated.

**Late Arrival:** Students arriving at school after 7:55AM. must sign in at the office. **Daily Attendance Requirement for Extra-Curricular Activity Participation:** Any student, who is absent one or more periods during the day, or any part of a period without valid reason, may not participate in any extracurricular activities (games, dances, field trips, band trips, etc.) that day. Students who are absent because of school activities or who have obtained prior approval from a school official are exempt from this rule. Students absent on Friday would be ineligible to participate in any school event scheduled for the weekend.

**Saturday School:** Saturday School is offered throughout the year. The purpose of Saturday School is to assist students who have been absent for various reasons and need to make up attendance hours to meet the district's 95% mandate, as well as a disciplinary measure for inappropriate behavior in class or on campus.

## 95% Attendance

Farmersville Unified School District has set a student attendance goal of 95%. In keeping with this expectation, Farmersville High School requires students to maintain at least a 95% attendance each school year that a student is enrolled at FHS.

Failure to maintain a 95% attendance record may result in the loss of the following privileges:

**Eligibility for extra-curricular and/or Co-curricular activities which may include but is not limited to the following: athletics, off campus activities, field trips, dances, Winter Formal, PROM, Grad Night and Graduation Ceremony.**

To be eligible for participation in extra-curricular or co-curricular activities, 95% attendance must be maintained. An attendance rate below 95% in a grading period may result in the student being placed in Probationary Status. If 95% Attendance is not attained in the next grading period, the student will be placed in Ineligible Status. The student will remain ineligible until the 95% Attendance rate is attained.

Compulsory attendance laws require us to verify reasons for all absences. Students are required to clear all absences within 24 hours. Parents may phone the office on the day of the absence or students may present a note to the Attendance Clerk on the day they return. Failure to clear an absence within 24 hours will result in the absence being marked “unexcused” until notice is provided. Absences that are not cleared are considered cuts and are treated as a truancy issue. As a result of changes in state law, other absences may now be considered truanies, as well, if they are persistent and without valid documentation. **Please note the consequences of uncleared absences and cuts in the school discipline policy section. Additionally, with Chronic Attendance concerns the student/parent/guardian will be referred through the SART and/or SARB process.**

Absences must be cleared by a note or telephone call from a parent or guardian regardless of the age of the student. The attendance clerk is available between 7:30 a.m. and 4:00 p.m. each day. After hours, messages may be left on the answering machine. The parent should give the reason and length of absence. Eighteen-year-old students may clear their own absences only if they do not live with their parents/guardians. Absences for an illness longer than three (3) days will need a doctor's note to clear.

# Tardy Policy

**The morning bell rings at 7:55AM.** The campus is open at 6:30 am allowing students to arrive as early as needed. Students are encouraged to be on campus by 7:30 AM to ensure that they have enough time to address their needs and arrive to class before the tardy bell. We want students to establish healthy habits that will promote future success– being on time is critical. A student is tardy to school if the student is not seated and ready for instruction when the final bell rings. All students tardy to school are marked tardy in the first period. A student arriving to school after 7:55AM must check in at the office to obtain a pass. Consequences for being tardy to school include serving after school detention. If a student exhibits a continued pattern of being tardy to school the student may become ineligible for activities/athletics, be assigned Saturday School, be placed on a contract (EMPIRE/SART Contract), and/or be referred to SARB.

**Consequences for Cutting Class (Truancy):** A student is truant when they have an unexcused absence or when they are more than thirty (30) minutes late for any period without a valid excuse. When a student is truant parents are notified. Consequences will include:

1. 1<sup>st</sup> and 2<sup>nd</sup> offense: Contract, Detention after school for 30 minutes
2. 3<sup>rd</sup> and 4<sup>th</sup> offenses Lunch Detentions
3. 5<sup>th</sup> and 6<sup>th</sup> offenses: Saturday School

**Other consequences: Contracts, Ineligible status, no work permit/permit revoked; referral to School Attendance Review Team (SART-site based) and/or SARB (School Attendance Review Board-district based).**

**SARB:** Alternatives are provided for students who develop poor attendance patterns. The school will notify the parents/guardians via letter to encourage the improvement of their attendance. If the student continues to be absent, a second letter will be sent to the parents to encourage them to work with the school officials to have their students in school regularly. If the parents have been unsuccessful in improving their students' attendance, the school will notify the parents/guardians that their case has been referred to the School Attendance Review Board (SARB) for a hearing.

If a student's attendance has not improved after the above listed warnings by school officials, the students/parents/guardians are requested to appear before the SARB. SARB is specifically charged with finding solutions to address student attendance and discipline problems by bringing together representatives of Child Services, Probation, Law Enforcement, community representatives, health care, mental health agencies, FUSD support staff, and others. SARB will work with the parents in an attempt to understand why students are experiencing attendance and/or behavior problems and serve as a vehicle to find a collaborative solution to the problem. When solutions are determined, the student and parent(s)/guardian(s) will agree to an attendance contract that will be evaluated regularly. If further attendance problems continue after the SARB meeting, other alternatives may be imposed. The other alternatives may consist of a student being placed on probation or the case going to the court system (CARB/County Attendance Review Board) with alternatives determined to attempt to resolve the problem.

## Athletics and Extra Curricular Eligibility

Many athletic opportunities are offered during the year for both men and women. Before a student may participate in a sport, they must go online to [www.AthleticClearance.com](http://www.AthleticClearance.com) to register and be cleared. All the requirements below can be filled out on the [www.AthleticClearance.com](http://www.AthleticClearance.com). The following are all required prior to any participation, including practice:

1. Completion of Registration
2. Completion of All Signatures
3. Copy of Physical uploaded
4. Copy of Insurance Card uploaded
5. Signed Confirmation Form uploaded

When the clearance process is properly completed, the student, parent, coach, and Athletic Director will receive notification that the student is cleared to participate. This process must be completed at the beginning of each school year the student plans to participate in a sport. STUDENTS CANNOT PRACTICE until the coach receives notification that the student is clear.

**Athletic Transportation:** Transportation to and from all away athletic contests is the responsibility of the high school. In order to participate in an away athletic event, athletes must travel with their team to and from the event. Students may return home with their parents if they obtain prior written permission from the administration. In such cases, parents are required to meet the coach in person after the completion of the contest. Under no circumstances will athletes be released to anyone other than their parents/guardians/Aeries Emergency Contacts.

**Effect of Student Suspension on Athletic Participation:** Each day of suspension equals 5 days of ineligibility from participation in any sporting event. Example: 2 days of suspension=10 days of ineligibility.

## After School Program

Our After School program runs Monday through Friday, every day that school is in session. The program is open 3:00 PM to 6:00 PM. FHS students are welcome, and the program is located on the FHS Campus. The program is staffed by qualified paraprofessionals and Aztec teaching staff. We offer many services including:

- Tutoring
- Homework Help
- Enrichment
- Career Exploration
- Credit Recovery
- College Exploration
- Club Participation

Our enrichment classes rotate, and students are notified of current classes through our student announcement program- the Aztec EMPIRE News, Parent Square, Aztec EMPIRE Google Classroom, and FHS Website.



# Dress Code

1. Shorts may be worn in hot weather but must cover most of the upper leg. Administration reserves the right to determine if the length of shorts detracts from the learning environment. A general rule of thumb when wearing shorts is; place your arms down to your sides, if the shorts are shorter than the tips of your fingers, then they are too short and out of dress code.
2. Dress/skirt length must be of an appropriate length and not reveal undergarments. Administration reserves the right to determine if the length detracts from the learning environment. Length follows the same rule as shorts.
3. Footwear must be worn at all times by students. Shoes which are determined to be unsafe, or which violate the dress code are also not allowed. Slippers are not an acceptable form of footwear.
4. The school prohibits any clothing, jewelry, accessory, hair color, notebook, or manner of grooming which by virtue of its color, arrangement, or other attribute denotes membership or affiliation with a gang and/or offensive.
5. Watch, chains, and hanging chains, are not allowed that are not school appropriate and/or gang affiliated. Belts with insignias, hanging straps, lanyards, etc. are also not appropriate as they may denote gang affiliation.
6. Clothing that is excessively baggy, saggy, or excessively form fitting should not be worn. Pants must fit at the waist and not have excessively large legs which may conceal dangerous items, drugs, and/or other inappropriate items. Certain colors and styles of clothing, shoes, shoelaces, etc. may not be allowed in any variation of solid red/solid blue articles of clothing. This is for safety reasons.
7. Clothing shall be free of drug, alcohol, tobacco, or offensive (crude, vulgar, profane, sexually suggestive, or which advocate racial, ethnic or religious prejudice) sayings and/or the promotion of gang affiliation.
8. Tank tops, “muscle shirts”, tube tops, sheer blouses/tops that are see-through and shirts which do not meet the waist of the pants when a student is standing upright are not allowed.
9. Underclothing, including bra straps, are not to be displayed.
10. Sleep wear or pajama bottoms are not to be worn to school.
11. Sunglasses (unless prescribed) may not be worn in the classroom.
12. “Hat Policy”: Students may wear hats to school for SUN PROTECTION ONLY. A “hat” is described as having a full brim made of canvas or cotton cloth NO solid red or blue; or anything that relates to gang affiliations which may include professional teams. These hats are to be worn as intended to provide sun protection and are to be worn outdoors only. Other headgear is NOT ALLOWED if it violates the same guidelines such as solid red or blue, offensive content, are deemed inappropriate which can be determined by administration. Baseball caps may be worn ONLY outdoors. MUST be taken off indoors. Follow other school dress codes rules such as NO solid red or blue; no offensive content, and must be school appropriate.

## **Consequences for Dress Code Violations:**

1st/2nd Offense—Warning / Student must change inappropriate clothing or accessories.

2nd/3rd Offense —Warning and/or Detention. Student must change inappropriate clothing or accessories (which may be confiscated). Parent contacted.

4th/5th Offense — Warning and/or detention and/or 1 day of Saturday School. All succeeding offenses—Student placed on contract, student giving detention and Saturday School. Other discipline actions may be implemented.

# **Discipline Policy**

Controlled Substance Policy Possession of a controlled substance is in direct violation of California Education and Penal Codes and is cause for suspension. Sale of a controlled substance is cause for mandatory expulsion recommendation. Both are cause for police notification. It is the policy of Farmersville High School to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the school involving the possession, sale, and/or use of behavior affecting substances. An example of these substances includes but not limited to marijuana, cocaine, LSD, alcohol, PCP, amphetamines, and barbiturates.

**Discipline Requirements for Participation in Graduation-Related Ceremonies:** Students must satisfy all disciplinary obligations (Saturday school, detention, suspension, etc.) in order to participate in ANY graduation-related activities. Failure to satisfy all disciplinary obligations will not preclude a student from receiving a diploma.

**Code of Behavior:** Students are expected to adhere to a code of behavior that is acceptable within the school community and supports our Student Learner Outcomes (E.M.P.I.R.E = Empowered for Motivation, Professionalism, Integrity, Respect, and Empathy).

**School Rules:** General school rules include the following:

- Come to school every day on time with the necessary required supplies and be prepared to work.
- Treat all people with respect. This includes acceptance of authority and direction and maintaining appropriate self-direction and control.
- Treat the entire facility with respect. This includes: no food or drink in classrooms, no vandalism or graffiti, no cell phones in the classrooms, returning school property: books, uniforms etc.
- Follow the dress code.
- Comply with all state and federal laws and board policies.

**Consequences for Fighting:** Fights will not be tolerated on this campus. The definition of a fight is taken by this administration to mean any incident in which one student “causes, attempts to cause, or threatens to cause physical injury to another person.” Ed. Code 48900.

- 1st fight – Consequences include up to 1-5 day suspension (in and out of school), community service, placed on EMPIRE Contract.
- 2nd fight – up to 3- 5 day suspension. Student placed on ineligible status for extracurricular. Depending on the nature of the fight, it is possible that expulsion might be recommended. Placed on Behavior Contract which contains additional disciplinary actions & steps.

## **Progressive Discipline in the Classroom**

All staff and students at FHS are expected to adhere to our expectations identified in EMPIRE Matrix. It is our belief that, if staff teaches academics and behavior by empowering, motivating, showing professionalism, integrity, respect and empathy our students will be contributing members of the community and demonstrate being lifelong Aztec Ambassadors.

FHS staff is trained in Safe and Civil Schools procedures and have identified expectations with the EMPIRE Matrix to support instruction and citizenship. Each teacher has a classroom management plan that embodies the structure for all learners:

- Empowerment - for all learners
- Motivates – learners to participate and take ownership of their work.
- Professionalism – learners that act and speak like well-mannered citizens.
- Integrity – learners that have morals.
- Respect – learners that follow the expectations of their environments.
- Empathy – learners that respect others' opinions.

*FHS Staff understands that this structure is a process and will follow the AZTEC EMPIRE steps:*

**EMPIRE Pathway (PBIS):** Farmersville Aztec Staff believe in behavior prevention. Our staff will teach student behavior based on our EMPIRE Matrix. However, teachers and students will follow the following steps and record data.

1. Verbal Warning
2. Conference (1 to 1 discussion with student)
3. Phone call home
4. Office referral to administration. Once an office referral is made, students will be placed on a contract. A phone call will be made home and administration will explain the six-sessions of the EMPIRE Contract. The intent of this course is to prevent poor behavior, serious offenses and above all build relationships.

**Civility Agreement:** Farmersville High School emphasizes a school culture where students feel safe and protected. Farmersville High School strives to be a place where all students are treated with respect, dignity and a strong sense of common courtesy and decency, free from any type of bullying, harassment demeaning or threatening behavior. If such events occur, the following will take place.

1. Student statement/parent contact
2. Student conference – students' verbal agreement
3. Student Civility Agreement Form
4. EMPIRE pathway behavior prevention/ contract/ other resources or disciplinary actions.

**Student Searches:** School authorities in the interest of maintenance, health, and safety may inspect school properties. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, inappropriate school items, and missing properties are matters relating to health and safety, this may be regarded as reasonable purposes for inspection. A student's personal property and belongings may be searched if reasonable suspicion has been established that the student is in violation of any part of Ed Code 48900.

The District will utilize the services of non-aggressive trained detection canines to alert school administration to the presence of those substances prohibited by law or District policy. These inspections shall be unannounced and will be made at the discretion of the program coordinator assigned to the District.

**Security Cameras on School Campus:** In an effort to assure a safe and secure school environment for all students, staff and visitors, Farmersville High School utilizes security video cameras throughout the campus as a means to monitor campus behavior and to deter criminal acts. These cameras are in use 24 hours, 7 days a week. In the event that a student or students are perceived as violating Education Code during regular school hours or school related activities, portions of the video surveillance tapes captured on camera may be used to prosecute the student.

## **Bullying**

Farmersville High School believes that all students have a right to a safe and healthy school environment. The district, the high school, and community have an obligation to promote mutual respect, tolerance, and acceptance. In an effort to provide this type of environment for students, Farmersville High School commits to following AB 394-Safe Place to Learn Act and SB 777-Student Civil Rights Act.

Farmersville High School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or harassment and/or manipulation.

Teachers should discuss this policy with their students in appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

To ensure bullying does not occur on this school campus, Farmersville High School will provide staff development training in bullying prevention and cultivate acceptance and understanding for all students. Staff will continue to build the school capacity to maintain a safe and healthy learning environment.

Farmersville High School has adopted a Student Code of Conduct as it relates to “bullying”. This Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee. They may do this by reporting it directly to an FHS Staff member or by leaving a written message in the school’s designated “Safe School” mailboxes situated throughout the school campus.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent/guardian of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student and/or the parent/guardian of the student should contact the principal/assistant principal/administration designee. The school system prohibits retaliatory behavior against any complainant and/or any participant in the complaint process.

This policy applies to students on school grounds, while traveling to and from school or a school sponsored activity, during the lunch period, whether on or off campus, and during a school sponsored activity.

*These complaints will be treated with urgency and an investigation will commence upon receiving such a complaint. Farmersville High School also is participating in the Tulare County Office of Education program titled, “Sandy Hook Promise.” This program adopts the idea of “SEE SOMETHING, SAY SOMETHING,” mentality.*



# **Sexual Harassment Policy**

## **Farmersville High School:**

1. Prohibits sexual harassment of any student by any employee, student, or other person in, or from, the District.
2. Expects students or staff to immediately report incidents of sexual harassment to a site administrator or to another District administrator.
3. Each site administrator has the responsibility of maintaining an educational and work environment free of sexual harassment.
4. Each sexual harassment complaint shall be promptly investigated in a way designed to respect the privacy of all parties concerned. This responsibility includes discussing this policy with students and employees and assuring them that they **NEED NOT** endure sexually insulting, degrading, or exploitative treatment or any other form of sexual harassment.

**What is sexual harassment?** "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from, or in, the work or educational setting under any of the following conditions:

1. When submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. When submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. When the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. When submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at, or through, the educational institution.

**Examples of Sexual Harassment:** Sexual harassment may occur as a pattern of degrading sexual speech or action ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands. Such conduct may constitute sexual harassment. Forms of sexual harassment include, but are not limited to the following:

1. Verbal Harassment - Derogatory comments, jokes, or slurs; graphic verbal abuse of a sexual nature; comments about an individual's body/dress, sexual preferences or sexual conduct; sexually degrading words used to demean, label, or describe an individual; or spreading sexual rumors.
2. Physical Harassment - Unnecessary or offensive touching or impeding or blocking movement.

**Consequences of Sexual Harassment:** Any student who engages in sexual harassment is subject to disciplinary action according to Student Conduct Codes K-6 and 7-12 and Board Policies 5145.7 and 5131, and in accordance with Education Code. (Employees are subject to disciplinary action according to Board policies and in accordance with the Education Code.)

**Grievance (Complaint) Procedures:**

1. Any student who feels that they are being sexually harassed should immediately contact a school site or District administrator.
2. Staff members who receive complaints of sexual harassment from students should refer such complaints to the site or other District administrator.
3. If the site or District administrator is notified that an allegation of sexual harassment was not addressed to the complainant's satisfaction, that administrator should provide the student and/or the student's parent/guardian with a copy of the District's sexual harassment policy and grievance (complaint) procedures.
4. Nothing in the District's grievance (complaint) procedures shall affect the right of the complainant to pursue the matter with any state or federal enforcement agency.
5. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process.

**Location of Reporting Procedures:** Any student wishing to report sexual harassment may contact the principal, the assistant principal, counselor, teacher, or any Farmersville High School staff member for information on specific rules and regulations for reporting charges of sexual harassment and for pursuing available remedies.

## **California Education Code for Student Discipline**

A pupil may be suspended for a period not to exceed a total of twenty (20) school days each year. Whenever possible, verbal notification will be given to parents immediately and in all cases shall be followed by written notification. Students on suspension are excluded from all school activities. Suspended students are expected to be at home during the hours that school is in session. Make-up work will be issued by the teacher. Suspended students are excluded from attendance and/or participation in extra-curricular activities. For athletes, each day of suspension is equivalent to a week off activities/athletics.

In the event suspension becomes necessary, the minimum period of suspension shall be determined by the administration. The maximum suspension shall not exceed five (5) school days for any single incident; however, the District Superintendent may extend any suspension for a longer period.

**Grounds for Suspension & Expulsion:** No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

1. While on school grounds
2. While going to or coming from school
3. During the lunch period whether on or off campus
4. During, or while going to, or coming from a school-sponsored activity.

### California Education Code for Student Suspensions Ed Code 48900:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, without written permission.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Health & Safety Code 11053 et seq., an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any listed controlled substance, alcoholic beverage, or an intoxicant of any kind, and then furnished an imitation substance instead.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco or any tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined by the Education Code.
- k. Knowingly received stolen school property or private property.
- l. Possessed an imitation firearm.
- m. Committed or attempted to commit a sexual assault, as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code.
- n. Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- o. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- q. Engaged in the act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of section 32261, directed specifically toward pupil or school personnel.
- r. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

## Uniform Complaint Procedures

For Students, employees, parents/guardians, school and district advisory committee members, private school officials and other interested parties.

The Farmersville unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying and complaints alleging violation of state or federal laws governing educational programs, the charging unlawful pupil fees and the noncompliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified by Education Code section 200 and 220 and Government Code section 11135 including any actual or perceived characteristics as set for in the Penal Code section 422.55 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 conducted by LEA, which is funded directly by, or that receives or benefits from any state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After school education and safety
- Agricultural vocational education
- American Indian Education Centers and American Indian Early Childhood Education program assessments
- Career Technical Education
- Childcare and development programs including state preschool
- Consolidated Categorical programs
- Discrimination, harassment, intimidation, and bullying
- Foster and homeless youth
- Local control funding formula and local control accountability plan
- Migrant Education
- NCLB Titles I-VII
- Nutrition Services – USDA Civil Rights
- Regional Occupational centers and programs
- School Facilities
- Special Education
- Tobacco-Use prevention education program
- Unlawful pupil fees



A pupil fee and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all the following:

1. Fee charged to a pupil as a condition for registering for schools or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an education activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Complaints other than issues relation to pupil fees must be filed in writing with the following designated to receive complaints.

Name of Title: \_\_\_\_\_  
Unite or Office: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

A pupil fees complaint is filed with the Farmersville United School District and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred to the date the complaint first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying unless the time for filing is extended by the superintendent or his or her designee.



## **ANNUAL NOTIFICATION**

Anti-Discrimination and Harassment Policy. FUSD does not allow discrimination, harassment, intimidation, or bullying based on actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, ethnic background, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, marital, pregnancy, or parental or family status, genetic information, or immigration status; a perception of one or more of these characteristics; or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all students, as well as staff. (Title VI of the Civil Rights Act of 1964; Title IX of the U.S. Education Amendments of 1972; Americans with Disabilities Act; Section 504 of the Vocational Rehabilitation Act of 1973; Education Code §220 et seq).

## **LEA STAFF INFORMATION**

POSITION	NAME	LEVEL	PHONE NUMBER
504 Coordinator	Laura Barba	District	559-592-2010
Title IX Coordinator	Manuel Mendez	District	559-592-2010
Counseling Director	Chris Juarez	District	559-592-2010
CTE Director	Emilia Wade	Site/District	559-594-4567
English Learner Director	Manuel Mendez	District	559-592-2010
Facilities Director	Pat Hunt	District	559-592-2010
Human Resources Director	Sergio C. Chavez Ed. D.	District	559-592-2010
Special Education Director	Laura Barba	District	559-592-2010
Student Services Director	Sergio C. Chavez Ed. D.	District	559-592-2010