Lancer

Sunny Hills High School
STUDENT HANDBOOK

2014-
2015

Handbook

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Sunny Hills High School Bell Schedule
2014-2015

Regular Bell Schedule

Period 0	6:40	-	7:36	(56 min.)
Period 1	7:41	-	8:39	(58 min.)
Period 2	8:44	-	9:46	(62 min.)
Break	9:46	-	10:01	(15 min.)
Period 3	10:06	-	11:04	(58 min.)
Period 4	11:09	-	12:07	(58 min.)
Lunch	12:07	-	12:37	(30 min.)
Period 5	12:42	-	1:40	(58 min.)
Period 6	1:45	-	2:43	(58 min.)
Period 7	2:48	-	3:46	(58 min.)

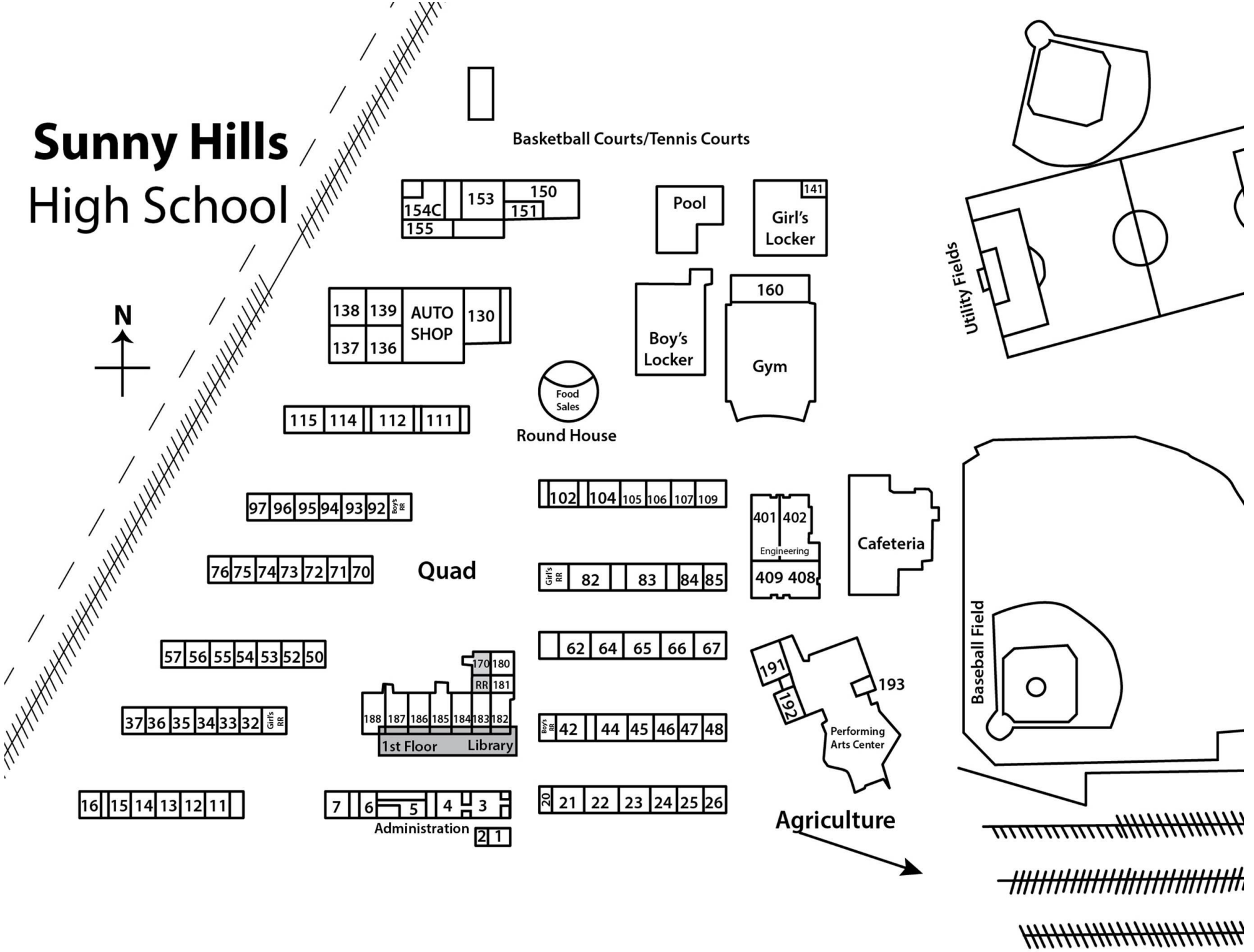
Late Start Bell Schedule

Staff Meetings	7:41	-	8:54	(73 min.)
Period 0	8:59	-	9:37	(38 min.)
Period 1	9:42	-	10:20	(38 min.)
Period 2	10:25	-	11:06	(38 min.)
Break	11:06	-	11:21	(15 min.)
Period 3	11:26	-	12:04	(38 min.)
Period 4	12:09	-	12:47	(38 min.)
Lunch	12:47	-	1:17	(30 min.)
Period 5	1:22	-	2:00	(38 min.)
Period 6	2:05	-	2:43	(38 min.)
Period 7	2:48	-	3:32	(44 min.)

Late Start Dates:

Tues., Aug. 26, 2014
Wed., Sept. 10, 2014
Wed., Oct. 8, 2014
Wed., Nov. 5, 2014
Wed., Nov. 19, 2014
Wed., Dec. 10, 2014
Wed., Jan. 21, 2015
Wed., Feb.11, 2015
Wed., Feb. 25, 2015
Wed., Mar. 11, 2015
Wed., Apr. 1, 2015
Wed., May 6, 2015

Sunny Hills High School



Sunny Hills High School

1801 Warburton Way, Fullerton, CA 92833
Phone (714) 626-4200 ❖ Fax (714) 738-3728
www.sunnyhills.net

Dear Lancers,

Welcome to Sunny Hills High School! Sunny Hills is an amazing school, boasting top rankings in Orange County and the State of California; on a grander scale, we are a National Blue Ribbon School of Excellence—an honor given only to our nation's best institutions. At Sunny Hills, we pride ourselves in having incredible students and a sense of community within our Sunny Hills family.

Sunny Hills High School offers students tremendous opportunities. There are many programs available, including honors, Advanced Placement, International Baccalaureate, Engineering Pathways to Innovation and Change (EPIC), Conservatory of Fine Arts (COFA), Agriculture/FFA, competitive athletics, student government, and more. These superb programs are taught by highly qualified, compassionate, and dynamic educators whose goal is to challenge all students at high levels in a supportive and caring environment.

We are very proud of our hard-working and remarkable students who live up to our high standards for personal integrity, work ethic, and school spirit.

High school is an opportunity for students to explore interests, discover passions and strengths, and to identify areas for personal growth and development. I encourage each of you to accept the challenge to get involved in campus life:

- Join a club or run for ASB
- Try out for a play or take an art class
- Participate in a sport
- Take an honors, AP, or IB class

Take advantage of the wide array of opportunities available at SHHS so that you will look back on your high school experience with a sense of accomplishment and joy.

Sunny Hills High School is a place for you to challenge yourself, take risks, try new things, and grow. Each of you brings unique qualities, talents, and strengths to build on the rich tradition of Lancer pride. Working together as students, along with parents, faculty, staff, and community, there are no limits to your academic and personal accomplishments.

I wish you all an amazing school year.

Allen Whitten
Principal

KEY TELEPHONE NUMBERS

Mr. Allen Whitten
Principal ..... (714) 626-4201

Ms.Shelley Morris
Assistant Principal, Instruction & Operations ..... (714) 626-4205
(Responsibilities include teacher schedule, instruction, operations, maintenance, transportation, budget, staff development, program staff evaluation, master calendar and responsibility for the school in the absence of the principal)

Mr. Chad Freeman
Assistant Principal, Instruction & Pupil Services ..... (714) 626-4203
(Responsibilities include instruction, guidance, pupil services, data processing, special education, attendance, and program staff evaluation)

Mrs. Kimberly Corbin
Assistant Principal, Instruction & Student Affairs ..... (714) 626-4207
(Responsibilities include instruction, campus supervision, discipline, student activities, activities calendar, athletics, and program staff evaluation)

Dean of Academic Services ..... (714) 626-4229
(Responsibilities include attendance, EL, 504 plans, Special Projects, and SIT Coordinator)

Attendance ..... (714) 626-4211 or 4212
A.S.B. Office ..... (714) 626-4216
Athletic Director ..... (714) 626-4234
Textbooks ..... (714) 626-4226
Counseling Office ..... (714) 626-4208
Beth Thomson, Head Counselor (A-Ge) ..... (714) 626-4278
Jennifer Beglin, Counselor (Gh-I. Kim (ROP and Nur). ..... (714) 626-4202
Cindy Moreno, Counselor (J.Kim - Lee, AVID). ..... (714) 626-4233
Kathy De La Rosa, Counselor (Lef-Se). ..... (714) 626-4213
Tracey Falletta, Counselor (Sh-Z) ..... (714) 626-4210
Guidance Technician ..... (714) 626-4209
Library ..... (714) 626-4226

FACULTY AND STAFF

<u>Department Leaders & Program Directors</u>

Agriculture .....
Athletic Director ..... Jon Caffrey
AVID ..... Lori Larsen
Conservatory of the Fine Arts ..... Brian Wall
English/ELD ..... Scott Rosenkranz
EPIC ..... Doug Havard
Guidance ..... Beth Thomson
IB Coordinator ..... Brian Wall
Mathematics ..... Dawn Bova
Physical Education ..... John Wooldridge
Science ..... Andrew Gartner/Mike Schade
Social Science ..... Robert Bradburn
Special Education ..... Kristina Dominguez/Cheryl Moran
Dean of Academic Services .....
World Languages ..... Gene Bordy

2014-15 ASB CABINET

President..... Riley Spindler

Vice-President.....Erin Yu

Secretary.....Simon Kang

Treasurer .....Kurt Shin

Senior Class President .....Amanat Singh

Junior Class President .....Paola Molina

Sophomore Class President .....Chloe Torres

Activities Commissioner.....Lauren Fruto

Assemblies Commissioner.....Rachel Kang

Senior Elections Commissioner ... Nishara Gunasekara

Junior Elections Commissioner.....Irene Park

Fine Arts Commissioner.....Cara Pusavat

Pep Commissioners..... Stanley Kim, Sarah Park

PTSA Representative ..... Tiffany Lee

Publicity Commissioners..... Janice Oh,

Social Commissioners ..... Eunice Min, Rachel Kim

Sports Commissioners.Rohit Ahuja, Dominque Vitanza

Ex-Officio Members Cherry Myung, Joseph Ha, Justin J Kim, Anthony Minton

Leadership Class Members……

Audrey Kwon, Amar Joshi, Esai Serna, Sarah Keung, Reecha Rathrod, Shelsye Gomez, Juile Kim, Victoria Vo, Saemie Nam, Caitlin Yao, Jane Hwang, Jasmine Kim, Lana Fruto, Nicole Bai, Michelle Park, Emily Miramontes, Caroline Louis, Sarah Ghobrial, Malcolm Dixon, Jacob Bufford, McKinley Berger, Andrew Gudmundsen, Nicholas Gudmundsen

OVERVIEW

DAILY BULLETIN
The Daily Bulletin (announcements) is read each morning at the beginning of 2nd period, and posted on www.sunnyhills.net daily.

TEXTBOOK LOCKERS
The use of textbook lockers is optional. Textbook lockers are operated and maintained by the PTSA and are available for students to use during school hours. **Because lockers are located on school property, they are subject to search at any time.** Lockers are available with the understanding that the student assumes the responsibility for the security of items kept therein. **Students may not share lockers or leave items in the lockers after school hours.**

Again, locker use is optional and students who choose to use lockers do so at their own risk**.** Sunny Hills High School will take every reasonable action possible within its resources to protect student property and investigate reports of vandalism and theft, but neither the school nor the PTSA is responsible for property losses or damage occurring from these lockers during the school day or after/before school hours. This includes damage to property, theft of both personal and school items, or damge to belongings due to weather. Because lockers are not safe from vandalism or theft, students are strongly advised not to keep valuables in them at any time. Personal belongings, school books, equipment, and materials checked out to the student are the sole responsibility of the student and in the event that personal or school property is stolen from a school locker, the student must immediately report the incident -- Activities Office (Room 6).

Damage or defacement of lockers will result in the loss of locker privileges and disciplinary action. Students using lockers are expected to keep their lockers clean from such things such as stickers, writing, graffiti, etc. Locker vandalism must be reported to the Activities Office (Room 6) immediately upon discovery.

HEALTH SERVICE
On-site health services are limited to basic first aid procedures. Injured or ill students are to report to the Attendance Office (Room 7.) Parents will be contacted and/or emergency services called as warranted. State-mandated hearing and vision tests will be arranged for those in grade nine. Contact information must be kept current.

INSURANCE
Sunny Hills High School does not provide medical insurance coverage for school accidents. This means that parents/guardians must pay student medical bills if a student is injured during school activities. In accordance with the Education Code and District policy, all participants in athletics must provide proof of insurance or purchase (Myers, Stevens & Toohey) student accident and health insurance (minimum coverage of $1,500 accidental death benefits.) Myers, Stevens & Toohey applications are located in the Activity Office (Room 6.) All students are to report accidents to a SHHS staff member at the time of injury.

LIBRARY/LYCEUM
The library provides students with access to materials needed to complete classroom assignments. Often, students visit the library with their class to work on a group project, complete school assignments, and conduct research using the computers and books. The library provides resources with research, project materials, and study space for 150 people.

The library is divided into three large rooms, called the Aspen, Oak, and Sycamore Rooms. The Aspen Room provides a reading and writing room with a supporting literature library. The central room, the Oak Room, contains the Reference Library supported with computers. The Sycamore Room is set up to host study groups and provides the Humanities Library.

The library operates an electronic library providing access to over 100,000 full text books, magazines, newspapers, and study tools and can be accessed from either school or at home at http://library.sunnyhills.net. The library's hours are 8:00 AM-4:00 PM, Monday through Friday. The library holds 30,000 volumes that are divided into three (3) libraries: a Literature Library that includes novels, short stories and works on literary criticism, a Reference Library for science and technology, and a Humanities Library providing works in the arts, philosophy, languages, geography, history, etc.

Students may checkout books from the *Literature and Humanities Libraries* for 2 weeks at a time and renew the books as needed. When books are returned late or not renewed, a **late fee** of .25 cents/day will be levied. Lost or damaged books must be reported to the librarian to determine the replacement cost. All fines must be paid by the end of the school year.

IMPORTANT: You must have a valid school ID card to checkout materials

TEXTBOOK PROCEDURE
The school provides textbook to all students. Students are responsible for the care and condition of their textbooks until returned to the school library. Students are NOT to leave their textbooks in their lockers overnight and especially during weekends or holidays. Neither Sunny Hills High School nor the PTSA is responsible for damage (including by weather) or theft of any textbook while in a locker. Students are fined for damaged, lost, or stolen textbooks.

Unpaid fines for textbook(s) and/or overdue library books will result in the withholding of grades, final transcripts, caps and gowns, diplomas, dance tickets, senior activities and/or the school yearbook.

Students are expected to handle books with care and to protect them from damage. Please do not use tape or self-sticking book covers on any book and the use of a textbook cover is highly recommended.

WORK PERMITS
Work permits are a legal requirement for minors who are employed. Applications are processed through the Guidance Office (Room 5.) Permits may be revoked for unsatisfactory school progress.

WAIVERS FOR SCHOOL TRIPS
Students making any type of trip sponsored by the school are required to obtain waivers signed by a parent or guardian. The necessary waiver forms are supplied by the particular advisor or teacher involved.

VISITORS TO CAMPUS
ALL VISITORS, including parents, must report to Administration (Room 4) to obtain a visitor's pass and sign in. Under no circumstances are students from other schools or younger brothers or sisters permitted to accompany Sunny Hill's students on the campus or in the classroom. Please schedule conferences with counselors, teachers, and/or administrators at least 24 hours in advance to ensure staff availability.

LOST AND FOUND
The lost and found depository is located in the Attendance Office (Room 7.) If property is lost or stolen, an incident report may be completed and filed in the Student Activities Office (Room 6.) SHHS is not responsible for items left in this cabinet.

STUDENT PARKING/DRIVING REGULATIONS
Parking in the student lot is by permit only. Permits are issued by the Assistant Principal of Instruction & Student Activities to all eligible junior and senior students for a fee. Students who want to park on campus need to complete a parking permit application (Room 6.) To apply for a permit the following information is required: a valid driver's license number, proof of insurance, student name and ID number, vehicle license number, student signature and parent/guardian signature.

Purchase of a parking permit is optional. The student parking lot is open to all students with parking permits on a first-come, first-served basis. If the lot becomes full, students are to park (legally) on the local surface streets near campus.

All student-driven vehicles must, without exception, be parked in the student lot in a proper manner in marked spaces only. The Fullerton Police Department enforces all parking regulations on campus. Vehicles parked illegally may be cited or towed from the campus at the owner's expense.

The parking lot is off limits to students during school hours and lunch. Students are not allowed to sit in parked vehicles at any time or use their car as a locker.

Student vehicles parked in a red zone, fire lanes, reserved parking areas (such as staff or visitor parking spaces) or in areas which block emergency road access are subject to school and legal consequences and may be towed away at the owner's expense.

Students must drive in a **safe and appropriate** manner. Any driving behavior which calls attention to itself will be considered inappropriate and the student involved will be subject to disciplinary action. DRIVING PRIVILEGES MAY BE SUSPENDED ON THE FIRST OFFENSE WITHOUT WARNING!

1. Do not exceed the posted speed limit of 10 mph.
2. Driving on access roads is prohibited.
3. Drive on the right side of the road at all times.
4. Obey all traffic direction arrows and flow patterns, including in the parking lots.
5. **Do not load or unload passengers in the red zone or stop in the middle of the road**. Use the yellow zone, "loading only," to avoid traffic congestion and observe pedestrian safety.
6. Be a courteous driver, especially during the morning and afternoon rush hours. Do not "cut in" the traffic lines that sometimes form.
7. Driving on the district service road near the baseball field, behind the weight room and pool, or any other location on campus is prohibited.
8. Do not cut through the parking lot.

USE OF SCHOOL TELEPHONES

School telephones are not to be used by students unless special permission is given. To ensure as few interruptions to the instruction as possible, **telephone messages are not delivered to students, and students are not paged over the public address system.**

PERSONAL PROPERTY

The district assumes no liability and is not responsible for loss, damage or theft of personal property brought onto campus. If a student is observed using an electronic signaling device during school hours or if the use of an electronic signaling device results in a disruption of the instructional process, the device may be confiscated (including but not limited to cell phones, IPOD's, MP3's, cameras, radios, CD/DVD and video game players.) The school does not assume liability for the safekeeping of any personal property. The district is not responsible for any device that is lost, stolen or damaged, even after it is confiscated.

CLOSED CAMPUS POLICY AND LUNCH PERMITS

Sunny Hills High School is a closed campus during the hours of 6:00 am to 2:43 pm. However, an 11th or 12th grade student is allowed to leave campus during lunch (12:07 pm – 12:37 pm) **if** a parent or legal guardian of the student has completed a "*Request for Permit to Leave Campus During Lunch*." To leave during lunch, students must present their student ID to show proof of their lunch permit. **Lunch permits are a privilege and not a right and therefore may be revoked**.

A closed campus means that all students are required to:

- Leave campus after their last scheduled class, for lunch, unless a lunch pass has been obtained.
- Remain on campus during free periods, for break, and between classes.
- Properly check in and/or out at the attendance office, before leaving campus during the school day. Parent permission is necessary before a student is released from school during school hours

When a student leaves campus during the lunch period, neither the district nor any of its employees can be liable for the conduct or safety of the student during that period. Students are to comply and observe school rules while on or off campus during lunch.

- The residential and field areas adjoining the campus are off-limits and out-of-bounds to students.
- All rights of property ownership are to be observed at all times; littering, loitering, and trespassing IS NOT permitted.
- Loitering in vehicles parked either on or off campus during the school day and lunch period IS NOT permitted.
- Students are not permitted to enter neighboring elementary, intermediate or high school campuses at lunch or during school hours.
- Students who fail to comply with the above regulations will lose their lunch pass privileges, and possibly face additional disciplinary action.
- Guests are not permitted to visit students either during break or lunch.

Stay Informed! Log on to AERIES BROWSER INTERFACE (ABI) ACCESS

Aeries ABI allows both parents and students the ability to access information such as attendance, grades, and transcripts via the Internet

Directions:

To set up an Aeries ABI (Aeries Browser Interface) account, the following information is needed:

1. A valid email address for each person accessing the account: _____
2. The student's home phone number as listed in school records: _____
   (Use all nine digits - including area code and no dashes)
3. The student's permanent ID number: _____
4. A Verification Pass Code (VPC) – this code can be used multiple times if connected to a new email address each time: _____
5. Log on to http://mystudentfjuhsd.net, click on ***Create New Account***, and follow the procedures on the screen to set up your account

Click
Create New Account

For questions or other ABI related problems, please email abiadmin@fjuhsd.net or visit the Guidance Office (Room 5) for personal assistance

Provide student's name, school, and ID number in the subject bar of your email in order to receive a response.

Academic Requirements Rubric

		FJUHSD Requirements	University of California (UC) and California State University (CSU)	
A	**Social Science**	World History US History Gov't/Econ	World History US History	
B	**English**	English 1 English 2 English 3 English 4 or Int/Adv ELD	English 1 English 2 English 3 English 4 or one year of Adv ELD	
C	**Math**	Three years of a different Math level including Algebra 1 or its equivalent	Algebra 1 Geometry Algebra 2 4th year recommended for UC	
D	**Science**	One year of a Life Science and one year of a Physical Science	Two years of a Lab Science	
			CSU - One Life Science and one Physical Science	UC - Three years recommended (Biology, Chemistry, Physics)
E	**World Language**	One year of Foreign Language	Two years of the same Foreign Language; three or more years recommended for UC	
		OR		
F	**Visual or Performing Art (VPA)**	One year of a VPA	One year of a VPA	
G	**Advanced Courses**		One year of an approved college preparatory elective from the A - G list	
1	**Physical Ed**	Two years of PE		
2	**Health**	2.5 units		
4	**Electives**	65 units		
5	**Minimum GPA**	High Honors = 3.5 GPA Honors = 3.0-3.49 GPA	CSU – 2.0 in above classes only**	UC – 3.0 in above classes only**
6	**Other**	217.5 credits Meet District Proficiencies Pass CA Exit Exam	CSU - SAT Reasoning or ACT***	UC - SAT Reasoning or ACT Writing and SAT II***

** Eligible GPA varies based on Qualifier Index

GRADUATION REQUIREMENTS

General Requirements for Graduation

A. The student shall attend eight semesters, grades 9-12
B. The student shall enroll in and satisfactorily attend a minimum of at least five classes in each of the final two semesters
C. The student shall satisfactorily complete at least 40 units in the student's final two semesters
D. The student shall meet District competency standards in English/language arts and mathematics as evidenced by passing both sections of the California High School Exit Exam (CAHSEE)
E. The student shall demonstrate competency in the use of computers by passing the District's computer proficiency examination or by earning a grade "C" or better in the District's computer applications and technology courses
F. The student shall complete a minimum of 217.5 units

Specific Requirements

A. English
The student shall satisfactorily complete a minimum of 40 units of English. The sequence of courses shall be English I, II, and III, and 10 additional units of Senior English electives (ELD 2 and ELD 3 will satisfy up to two years of the English requirement.)

B. Social Science
The student shall satisfactorily complete a minimum of 30 units of social science. (The sequence of courses is 10 units of world history, 9th or 10th grade; 10 units of United States history, 11th grade; 5 units of United States government and 5 units of economics, 12th grade.)

C. Science
The student shall satisfactorily complete a minimum of 20 units of science, including ten units each of a life and a physical science.

D. Mathematics
The student shall satisfactorily complete a minimum of 30 units of mathematics. At least 10 units must be earned in Algebra I or a higher mathematics course.

E. Visual/Performing Arts or Foreign Language
The student shall satisfactorily complete a minimum of 10 units in either visual/performing arts or foreign language.

F. Health Education
The student shall satisfactorily complete 2.5 units of health education.

G. Physical Education
The student shall satisfactorily complete a minimum of 20 units of physical education. The sequence of enrollment is grades 9 and 10

COURSE AREAS	**GRADUATION REQUIREMENTS - Class of 2011 and thereafter**	**TOTAL UNITS**
English	English 1, English 2, English 3, 2 Senior English Electives Or Int / Adv ELD	40
Social Science	World History, US History, Gov't / Econ	30
Mathematics	3 years (1 year must be earned in Algebra 1 or higher course)	30
Science	2years (including 10 units of a life science and 10 units of a physical science)	20
Foreign Language	1 year foreign language or visual/performing arts	10
Visual/Performing Arts		
Health Education	1/4 year	2.5
Physical Education	2 years	20
Elective Courses		65
Total Units Required		**217.5**

ATTENDANCE INFORMATION

Attendance and tardies are recorded and reported for each class period daily. California State Law requires all persons age 18 and under to attend school until graduation. The State approves absences due to illness, traffic court (with court documentation), school-approved functions, performance competitions, pre-approved college interviews, subpoena to court (with court documentation), or a family emergency. Both Unapproved and Approved absences result in a loss of money to the school for programs it provides for its students. There is no school approved "Ditch Day" at any time during the year. **Unapproved** absences include (but not limited to) vacations, baby-sitting, errands, oversleeping, DMV appointments, and no ride to school. Any school official has the right to request a Doctor's note if a student has missed more than five (5) days of school in a semester and/or three or more consecutive days of school. Parents must sign doctor's note in order to be accepted for clearance of an absence. For further concerns regarding attendance, please schedule an appointment to speak with the Dean of Academic Services.

Students are expected to attend all classes on time. Parents/Guardians are required to verify a student's absence within three (3) school days. Parents/Guardians may send a note or call the Attendance Office (714) 626-4212 stating the student's name, ID number, and date of absence and reason for the absence. **According to District policy, absences not cleared within three days are considered (U) unexcused and may result in Saturday School assignment.** The Board of Trustees' regulations indicate that **AN ACCUMULATION OF THREE DAYS OF UNEXCUSED ABSENCES WITHIN A SEMESTER WILL RESULT IN THE LOSS OF ONE (1) UNIT OF CLASS CREDIT.** Students who earn partial credit in a required course must regain the unit of credit and should coordinate unit makeup with their counselor. Seniors who lose required units of credit of credit during the second semester will not graduate until summer school makeup is completed. Teachers may also assign detentions for period "cuts" or refer a student to an administrator for a Saturday School assignment. Students with approved absences are entitled to do makeup work. For completion of the makeup work, a student has only as many school days as the reported excused absence. IT IS THE STUDENT'S RESPONSIBILTY TO ASK THE TEACHER ABOUT THE MAKEUP WORK. In some instances, the letter grade of a frequently absent student may be adversely affected; however, units of credit may still be earned. To avoid misreported unexcused absences, **students are required to check in and out at the attendance office when arriving late or leaving early. Failure to adhere to this procedure will result in an unexcused absence.**

The school will attempt to notify parents of un-cleared absences, however, students and parents are urged to take the initiative and monitor student attendance via ABI.

Parent conferences are required for presistant attendance problems. **State Law states that any student who misses three (3) periods or has three (3) tardies, which are unexcused in one school year, is identified as a habitual truant.**

OFF-CAMPUS TRANSFERS

Students who leave campus during the school day are required to sign out through the attendance office and obtain an off-campus transfer before leaving campus. Upon return to campus, students are to check in with the attendance office. **FAILURE TO CHECK OUT OF SCHOOL WILL RESULT IN A "CUT" OR "U" UNEXCUSED ABSENCE IN THOSE CLASSES MISSED.**

TARDINESS

Promptness to class is considered an important factor in the student's development. In addition, punctuality is necessary to the educational process because it reduces class interruptions, increases time on task and minimizes duplication of instruction. The Tardy Policy summary below reflects this philosophy:

Third Unexcused Tardy

The teacher may assign a one-hour detention, conference with the student, advising him/her of the potential citizenship grade reduction and a reasonable effort will be made to contact the parent regarding the tardiness problem.

Sixth Unexcused Tardy

The Dean/Admin or school designee may issue a two-hour Saturday School assignment.

Ninth Unexcused Tardy

The Dean/Admin or school designee may issue a four-hour Saturday School assignment.

Twelfth Unexcused Tardy

The Assistant Principal may issue a one-day Suspension or decide on an alternate progressive discipline measure such as a parent conference and/or a Behavior Contract.

MAKE-UP WORK
Absence from class is one of the greatest contributing factors to unsatisfactory school work and should be avoided except in emergencies or illness. School work missed because of excused absence must be made up within a period of time equal to that of the time lost. In cases involving serious illness or injury, this time may be extended. IT IS THE STUDENT'S RESPONSIBILITY TO ARRANGE FOR MAKING UP WORK MISSED. Students will not be allowed to make up work unless the absence has been cleared by a parent or guardian. Other teachers or staff members are not permitted to excuse period or daily absences.

DELIVERY OF ITEMS
The Attendance office cannot accept flowers, balloons, and similar items on students' behalf. Please do not have items of any kind delivered to school. Students will not be summoned from classes to retrieve items. Sunny Hills High School is not responsible for any items left for student pickup.

STUDENT CLASSIFICATION BY UNITS OF CREDIT
According to the Board of Trustees, students in the FJUHSD are classified by grade level according to the number of units completed. Cumulative units of credit are reported on semester report cards. The classification system follows:

Grade 09: Completion of 0-54 cumulative units of course work
Grade 10: Completion of 55-109 cumulative units of course work
Grade 11: Completion of 110-159 cumulative units of course work
Grade 12: Completion of 160 cumulative units of course work

GRADES
In general, the following criteria are used in determining grades for academic classes: attendance and punctuality, classroom participation and effort, tests and quizzes (announced and unannounced), notebooks, homework, laboratory work and projects. Report cards are sent home quarterly, with the first and third quarters as progress reports, and the semester grades as the permanent records for the transcript.

Grade designations are:
A Excellent
B Above Average
C Average
D Below Average
F Not Passing
I Incomplete
CR Credit
NC No Credit

Citizenship grades are:
O Outstanding
S Satisfactory
N Needs Improvement
U Unsatisfactory

Five units of credit are awarded for a semester class satisfactorily completed. Fewer than five units for credit will be awarded in some classes operating on a variable unit basis or when students have excessive truancies.

In order to avoid a grade of "F", an "I" mark which indicates incomplete coursework, must be removed within the following quarter. It is the responsibility of the student to contact the teacher regarding the completion of the coursework.

CREDIT/NO CREDIT Coursework
Students may take courses for Credit or No Credit, instead of a traditional "A, B, C, D, F" grade. However, it is not recommended for students to request to take a course as CR/NC without a counselor's guidance. Request forms for CR/NC courses are available in the Guidance Office (Room 5.) The deadline for filing this request for a semester class is the last day of the first and third quarter. IT IS NOT RECOMMENDED THAT STUDENTS TAKE UC REQUIREMENTS FOR CR/NC.

Deadline for Dropping a Class
The deadline for dropping a class without earning a grade "F" is the end of the third week of each semester. Changing a level within a course does not constitute dropping a course.

Testing Dates
Testing dates and information associated with exams such as PSAT, SAT, ACT, AP, and IB tests are available in the Guidance Office, (Room 5) or can be found online at www.sunnyhills.net.

Student Publications
Sunny Hills High School students produce two award-winning publications: HELIOS, the yearbook and ACCOLADE, the student newspaper. HELIOS offers hundreds of pages of memories--photos of students and their friends, school activities, sports, academics, teachers. This is an optional purchase and is a record of memories created during the year. ACCOLADE provides the latest news, sports, features, and student opinions. It's a timely news analysis which keeps students informed about school events, understand the major issues, learn about fellow classmates and tributes optional to senior students. ACCOLADE, an 8 to 12 page publication, is published every three to five weeks and is delivered to every classroom. Please consult the student registration flyers and/or the school website for pricing or contact the Publications Department at (714) 626-4225.

Academic Honors
Sunny Hills High School encourages academic excellence in a variety of ways. Every month one or more outstanding students are selected from each department and honored as "Students of the Month." High ranking students of all grade levels are eligible to join the California Scholarship Federation (CSF). Selected students may apply for admission to the National Honor Society. Graduating seniors with a cumulative grade point average of 3.5 or higher will wear a gold/black/white tassel at commencement. In addition to these honors, Sunny Hills High School celebrates academic excellence by honoring students of all grade levels at the Lancer Knight Awards Programs and Honor Roll recognition held each spring.

Schedule Change Procedures
Since teaching assignments are based on student registration, students are expected to register thoughtfully with two alternate choices indicated as a precaution for class conflicts. After registration, schedules will be changed for the following reasons only:

- Graduation requirement missing in schedule
- Computer error
- Incomplete schedule--periods missing
- Course completed in summer school
- Student failure in a class

An application must be completed to request a change and can be obtained from the Guidance Office (Room 5.)

For sports changes, coaches will submit lists of teams; students may not initiate these directly.

Requests for teacher preferences are not considered a reason for a schedule change due to contractual obligations concerning class size and balance. Consideration to teacher changes requires a parent conference with an administrator and must meet the following criteria: 1) previous failure with an instructor; or 2) persistent difficulty in a course in which a student had experienced prior academic success.

Transcripts
Transcripts requests are made online at www.parchment.com. After registering online, a request can be made for transcripts for colleges and universities, and other organizations requiring an official transcript. Transcripts are sent securely to the colleges, universities, or scholarship funds selected. Please see the Registrar in the Guidance Office (Room 5) for further assistance. **To Request Transcripts: Go to www.sunnyhills.net, Site Shortcuts (left hand side), "Request Transcripts"**

Withdrawal Procedure
There is a withdrawal procedure for students needing to withdraw from Sunny Hills High School. A parent must accompany the student needing to withdraw to meet with the Registrar in the Guidance Office (Room 5.) After verification of the withdrawal request, the student is given a "Check-Out" form and is required to obtain a teacher's signature from each of the classes in which he or she is currently enrolled, along with a final grade. Also, all textbooks and other school materials must be returned and a signature is required from the librarian indicating that all materials have been returned. Finally, all school fines must be paid in cash prior to withdrawal. Please plan enough time to complete this process.

Homework
Homework assignments are an important supplement to classroom instruction and contribute significantly to the achievement of the goals and objectives of every class. Time set aside for homework allows for critical review of concepts, for reflection about new ideas generated by classroom discussions, for practice and review of skills introduced during the class period, and for the development of independent-learning skills. In addition, homework helps students develop self-discipline, self-reliance,

and effective time management skills. Homework assignments need not always be written; they may take many forms depending upon the type of class and the teacher's objectives. If students are expected by teachers and by parents to complete assigned homework, then higher levels of learning can take place. Parents are urged to take an active part in the education of their students by periodically asking about school homework. Generally, students have homework at least four nights a week in most courses.

Conferences with Teachers
Parents/guardians are encouraged to confer with their student's teachers regarding student academic progress. ABI provides pertinent information however if a parent/guardian desires to conference with a teacher, he or she may do so by either by phone, email or by appointment. Contact information for staff members is available online (www.sunnyhills.net .) Although most concerns can be handled successfully by telephone and/or email, parent/teacher/student conferences are welcome. Please schedule an appointment with the teacher directly.

Academic Honesty Policy
Sunny Hills High School students are expected to attend school ready to learn. It is also expected, at all times, that student behavior reflects the ability to discern right from wrong. The well being of the school community depends on each student accepting responsibility for personal conduct in both social and academic endeavors.

Academic honesty requires that students take responsibility for producing work that is reflective of the student's best effort. Academic dishonesty is evidenced by cheating or plagiarism and involves any attempt by a student to show possession of knowledge and skills he/she does not possess. For purposes of this policy, the following definitions are in effect:

CHEATING IS:
- Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work.
- Using notes, aides, or the help of another student on tests in ways other than those expressly permitted by the teacher;
- Looking at another student's test or answers.
- Talking to another student during a test or quiz.
- Copying or allowing another student to copy from one's own test and other course work.
- Tampering with an instructor's record of student grades/scores.
- Un-authorized accessing, deleting, modifying, transferring or using any analog or digital files/software/programs locally or by remote access.
- Possessing and/or using a cell phone, camera, or recording device during a quiz or test.

PLAGIARISM IS:
- Taking the specific substance of another person's work and creating or offering it as one's own work without giving credit to that source.
- Not using quotation marks, indentation and/or footnotes to denote material that has been directly quoted from another source.
- Paraphrasing an author without giving credit.
- Use of a "ghost-writer"

Student, Parent and Teachers Responsibility

STUDENT:
The student is expected to adhere to the tenets of this policy in completing all school related tests, quizzes, reports, homework, assignments and other academic work both in class and out of class.

PARENT
The parent is expected to support the spirit and intent of this policy by reviewing the policy with their student and encouraging the student to practice academic honesty.

TEACHER
The teacher is expected to promote the academic honesty policy through ongoing reference to and application of the District Moral and Civic Values.
- The teacher is expected to make clear to students the fact that the tenets of the academic honesty policy will be strictly enforced.
- The teacher is expected to act on and enforce appropriate consequences when any student is found to have violated the academic policy.

CONSEQUENCES OF ACADEMIC DISHONESTY:

1st OFFENSE

Level 1: Homework or Classwork Violation

- Student/teacher conference
- Referral to administration
- 1- hour detention assignment
- "0" on the assignment
- Parent/guardian contact by the referring teacher

Level 2: Quiz, Test, Essay, or Project Violation; Plagiarism

- Student/teacher conference
- Referral to administration
- 4 hour Saturday School assignment
- "0" on the assignment
- Parent/guardian contact by the referring teacher
- Students in 11th and 12th --offenses reported to colleges when requested

Level 3: Forgery, Tampering with Grades, Records, School/Staff Property, Theft/Sales

- Referral to administration
- Joint investigation by school administration and law enforcement
- 5 day suspension, including student/parent conference
- Dropped from class possibly with a mark of "F"
- Possible transfer to another school/referral for expulsion
- Academic Honesty contract signed by student and parent, if applicable
- Reported to colleges when requested

2nd OFFENSE

Level 1: Homework or Classwork Violation

- Student/teacher conference
- Referral to administration
- 4 hour Saturday School assignment
- "0" on the assignment
- Parent/guardian contact by the referring teacher
- Students in 11th and 12th-- offenses reported to colleges when requested

Level 2: Quiz, Test, Essay, or Project Violation; Plagiarism

- Student/teacher conference
- Referral to administration
- 2 day suspension
- "0" on the assignment
- Parent/guardian contact by the referring teacher
- Reporting to Colleges: Students in 11th and 12th-- offenses only when requested
- Academic Honesty Contract signed by student and parent/guardian
- Reported to colleges when requested

Level 3: Forgery, Tampering with Grades, Records, School/Staff Property, Theft/Sales

- Referral to administration
- Joint investigation by school administration and law enforcement
- 5 day suspension, including student/parent conference
- Dropped from class -possibly with a mark of ”F”
- Possible transfer to another school/referral for expulsion
- Academic Honesty contract signed by student and parent, if applicable
- Reported to colleges when requested

3rd OFFENSE

Level 1: Homework or Classwork Violation

- Student/teacher conference
- Referral to administration
- “0” on the assignment
- Phone call to parent/guardian
- IF an Academic Honesty contract exists
    - Carry out the consequential terms as outlined in the contract
- IF an Academic Honesty contract DOES NOT exist
    - 2 day suspension
    - Academic Honesty contract signed by student and parent/guardian
- Reported to colleges when requested

Level 2: Quiz, Test, Essay, or Project Violation; Plagiarism

- Student/teacher conference
- Referral to administration
- “0” on the assignment
- Phone call to parent/guardian
- IF an Academic Honesty contract exists
    - Carry out the consequential terms as outlined in the contract
- IF an Academic Honesty contract DOES NOT exist
    - 2 day suspension
    - Academic Honesty contract signed by student and parent/guardian
- Reported to colleges when requested

Level 3: Forgery, Tampering with Grades, Records, School/Staff Property, Theft/Sales

- Referral to administration
- Joint investigation by school administration and law enforcement
- 5 day suspension, including student/parent conference
- Dropped from class possibly with a mark of “F”
- Possible transfer to another school/referral for expulsion
- Academic Honesty contract signed by student and parent, if applicable
- Reported to colleges when requested

RIGHT TO APPEAL: Pursuant to Section 48904 of the California Education Code, the student and/or parent have a right to appeal the implementation of Academic Honesty Code consequences if it is felt that due process has not been followed.

USE OF TECHNOLOGY POLICY

Please review the following information closely:

Access to email and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain harmful matter, be inaccurate, obscene, profane, illegal, or otherwise inappropriate for educational purposes. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using electronic information sources.

TECHNOLOGY IS A PRIVILEGE, NOT A RIGHT. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Cyber-bullying may result in consequences including expulsion.

Acceptable use of technology and electronic information resources includes:

- Communication in support of research and learning
- Access and exploration of appropriate information and resources
- Work on District-related responsibilities and projects, class assignments, or unit/lesson plans
- Publishing World Wide Web/Internet sites and pages in accordance with District guidelines provided by the classroom teacher

Unacceptable use of technology and electronic information resources includes:

- Use for any illegal purpose
- Use for financial gain or for commercial, political, and/or personal use unrelated to an educational purpose
- Use involving impolite, inappropriate, abusive, dangerous, or obscene language
- Use involving accessing and/or changing computer files that do not belong to the user
- Use involving sending, receiving, or copying copyrighted material without permission
- Use involving cheating or plagiarizing
- Use involving a device or software that captures or monitors others' computer use
- Use that violates the rights of privacy of others
- Use that violates the rules of common sense or etiquette
- Use that accesses restricted information, harmful matter, obscene, profane, or otherwise inappropriate material
- Use that results in vandalism of property
- Use that results in harassment or bullying of others, including but not limited to defamatory statements aimed at a person(s) gender, age, disability, sexual orientation, ethnicity, religion, or political beliefs
- Use that compromises the security of the operating equipment and/or software
- Use of file-sharing programs without administrative approval

Because the use of technology and electronic information resources is a privilege, not a right, the student is expected to respect the importance of acceptable use As determined by the site administrator, students found to have engaged in unacceptable use may be subject to any or all of the following:

- Parent conference
- Suspension and/or termination of computer-use privileges and/or e-mail and Internet access
- A zero grade on related assignments and/or removal from the course
- **Suspension and/or expulsion from school**
- Referral to law enforcement authorities
- Legal action to recover damages and penalties
- Other appropriate consequences

Files and communications may be reviewed to maintain system integrity and insure that users are using the system responsibly. The District reserves the right to conduct individualized searches of network user actions on the network if there is reasonable suspicion that a law or rule has been violated. By law, all email messages originating from all users in the Fullerton Joint Union High School District are saved for three years.

SUMMER SCHOOL
The Fullerton Joint Union High School District offers two four-week summer sessions. Each four-week session is the equivalent of one semester. The courses, which are offered, are determined by a basic course list developed by the district. Student sign-up determines the courses, which actually are taught on a campus. Students may attend summer session at any high school within the FJUHSD. Most courses run for four hours per day, Monday through Thursday. Consult the Guidance Office for current summer information as all offerings are subject to change.

Pre-registration for Summer School begins in March in conjunction with course registrations for the following year.

Summer school offers students a valuable opportunity to further coursework and all Sunny Hills High School students are encouraged to see their counselor to decide if a summer course is beneficial to the completion of required coursework. There is no cost for summer school.

STUDENT/PARENT RESOURCE CENTER
The Student/Parent Resource Center is located in the Attendance Office (Room 7.) This resource center is available for parents to access ABI and to communicate with teachers via email. Staff assistance is also available.

NORTH ORANGE COUNTY REGIONAL OCCUPATIONAL PROGRAM (NOCROP)
NOCROP is a cooperative occupational training effort of Anaheim, Brea-Olinda, Fullerton, Los Alamitos and Placentia High School Districts. Classes are designed to give students "hands on" experiences in classrooms and community sites and to equip students with the satisfactory job skills and work habits they need to obtain employment.

All students may enroll in ROP courses if they live within the boundaries of the high school districts serviced by NOCROP. Students under the age of sixteen may enroll in an ROP course with a completed waiver form. To enroll, students should see the Career Guidance Specialist in Room 5 or phone (714) 626-4208.

High school students attending NOCROP classes may earn credit, which will satisfy requirements for credits for high school graduation. Units of credits earned in NOCROP classes are reported to the high school at the end of each semester for hours of active participation in class.

A portion of each class includes job-seeking techniques, procedures for filling out a job application, resume writing and the establishment of a permanent job reference file. ROP instructors are an excellent source of job information and may be able to assist in finding employment.

Placement opportunities are available in the Career Guidance Center at NOCROP's Anaheim facility located at 385 N. Muller Street, Anaheim.

SAFE SCHOOLS
DISTRICT POLICY ON DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING
Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying. The District's policies on discrimination, harassment, intimidation, and bullying can be accessed on the District's Web site. Copies are available in the school office. The policies include:

BP/AR 0415 – Nondiscrimination
BP/AR 5500 – Conduct
BP/AR 5645 – Sexual Harassment
BP/AR 1312 – Complaints Regarding Discrimination
BP/AR 5642 – Antibullying

1. The District prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Penal Code Section 422.55 and Education Code Section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code Section 48900(r).
2. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation, or bullying, provided it is safe to do so.
3. Acts of discrimination, harassment, intimidation, or bullying should be brought to the attention of the Principal.
4. You may make an anonymous complaint by contacting the principal or the District's Nondiscrimination/Anti-Bullying Coordinator or call anonymously 1-800-924-7233. If there is sufficient corroborating information, the District will commence an investigation. Students and parents also may contact the District's Nondiscrimination/Anti-Bullying Coordinator: Director of Administrative Services Dr. Jennifer Williams at (714) 870-2803 or jwilliams@fjuhsd.net.
5. Complaints will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.
6. Students who violate the District's policies on discrimination, harassment, intimidation, and bullying may be subject to discipline, including suspension and expulsion.
7. The District prohibits retaliation against individuals who make complaints or provide information related to such complaints.

Sunny Hills High School strives to maintain a safe, orderly environment which is conducive to student learning and academic success. Within the atmosphere of a safe school, students, teachers and staff feel secure to focus their energies on learning and personal growth. A positive, safe, and orderly school environment will continue to be our top priority and responsibility.

All teachers, staff and students share a mutual responsibility to support established rules and regulations, which are designed to maintain such a positive and purposeful atmosphere. The most important established campus policies, which work effectively to support a safe and secure school, are as follows:

A. Visitors - Except for currently registered students and staff, all others at school are considered visitors. All visitors, including parents, are to report to the Administration Office (Room 4) to obtain a visitor's pass before entering any part of the campus. Visitors are to park in the designated visitors parking areas located in the west parking lot or south lot. Parents interested in the welfare of students are always welcome. However, under no circumstances will students from other schools, brothers or sisters of current students, or non-students be permitted to accompany or visit students anywhere on campus or in the classrooms. Sunny Hills is a “closed campus" and therefore does not permit anyone to enter campus until the visitor has properly checked in. Students are not to invite visitors to come to Sunny Hills. Students who violate this policy may be subject to disciplinary action.

B. Threats, Intimidation, Fighting - Intimidation involves threats of mental or physical harm or pressure. Examples of this behavior include, but are not limited to, include bullying, cyber-bullying, domineering, extorting, or otherwise attempting to influence someone with the use of frightening action and/or words. Students who engage in threats, intimidation, or fighting maybe subject to school and law enforcement consequences.

C. Weapons - Possession of weapons, anywhere on the school campus (including in a car), or at school-sponsored activities is prohibited. Any item classified as a weapon by law enforcement agencies is considered such by the school. Weapons include, but are not limited to, knives, pocket knives, clubs, guns (loaded or unloaded), nunchuck sticks, metal knuckles, stars, large finger rings with sharp edges, or any object that is used as a weapon. "Look alike" weapons are also illegal and possession of them is a punishable offense. Students who are in possession of and/or brandishing a weapon will be subject to school and law enforcement consequences.

D. Areas Off-Limits to Students - The following areas are assessable to students only when coming to or leaving school, before and after school: areas adjacent to campus, athletic fields, area in front of the PAC, west side of campus. Students may be in the parking lots only when coming to or leaving school at the start or end of the school day, after checking out through the attendance office to leave school, or during the lunch period to leave or return to school. Students may not loiter in the parking lot or use cars as lockers. Violation of this policy may result in discipline.

E. The Fullerton Joint Union High School District has banned all of the following:

- Any kind of gun (real or fake)
- Any kind of knife (real or fake)
- Any kind of explosive (real or fake)
- Any kind of drug
- Any kind of tagging

F. A "HOT LINE" - 1-800-924-SAFE has been implemented in an effort to prevent unlawful activities on District campuses. Students and others are urged to call this number to **anonymously** report weapons, explosives, drugs, tagging, or other dangerous or destructive items or activities on district campuses. The 1-800-924-SAFE number accesses a pre-recorded message and is retrieved at the District Education Center. Callers are asked to report any information that is pertinent and/or unsafe without identifying themselves. It is important to be specific about the campus, location on the campus; people involved and an investigation will immediately follow.

STUDENT BEHAVIOR EXPECTATIONS

Students are responsible for their own behavior and are expected to follow all campus rules and regulations. These behavior expectations apply on campus and at all school activities, on the way to and from school or school activities, and at lunch and break, whether on or off the campus.

Students will abide by the following expectations:

- Be courteous and respectful to all staff and students
- Attend all classes, on time and prepared to learn
- Bring completed assignments and necessary materials to class
- Adhere to school/classroom regulations and policies
- Protect school property and personal property of others
- Carry a Sunny Hills High School ID card at all times and present it to school personnel upon request
- Remain on campus during regular school hours or during the hours of school activities and under the supervision ofschool personnel.
- Students are not allowed to be on campus before 6:30AM or after the school day ends (Monday through Friday) or at any time on a weekend or holiday unless properly supervised by staff.

The following behaviors are prohibited:

- Disruption of school activities or willful defiance
- Climbing on the roofs of buildings or on covered walkways
- Use of the pool facility except during class time and under the supervision of a school employee
- Throwing any object, including water, food, or beverages
- Use of skateboards, other wheeled vehicles on campus – (bicycles and mopeds are to be secured in appropriate designated areas)
  Use of water balloons, water pistols, or other liquid-propelling devices
- Gambling
- Actions which threaten to disrupt the instructional process and/or disturb the safe, orderly environment
- Libel, obscene, lewd, vulgar and/or profane language is prohibited in all student materials and publications
- All materials or publications which incite students to create a clear and present danger or the commission of unlawful acts on school premises, a violation of lawful school regulations, a violation of federal, state, or local law, or the substantial disruption of the orderly operation of the school
- All materials and publications, which demean any race, religion, sex, or ethnic group
- Use of electronic devices in the classroom without teacher permission
- Excessive Public Displays of Affection (PDA) -students are to refrain from actions that may be offensive to other students or staff members
- Sell of any item for personal gain
- Academic Dishonesty
- Possession or use of controlled substances including tobacco
- Possession or use of tobacco or drug paraphanalia
- Weapons of any kind- including look alikes
- Fighting
- Bullying

Violators of these standards of behavior are subject to one or more of the following sanctions:

- Conference with student and/or parent
- Denial of school privileges, such as dances and athletic events
- Detention
- Removal from class
- Saturday School
- Transfer to another school
- Suspension
- Recommendation for expulsion

DISCIPLINE GUIDELINES

These procedures outlined below are established to enhance the behavior of students in an effort to be fair, firm, and consistent while providing a safe environment for property and persons. These rules are intended to supplement discipline rules established by Education Code Section 48900 and Board policies. Students and staff are to be provided with an environment, which provides the greatest opportunity for learning experiences. The discipline imposed may depend on the severity of the violation regardless of any prior occurrences. The recommended penalties are intended to reflect a degree of flexibility so as to allow the exercise of discretion by the administration.

Violations and Disciplinary Actions
There are four major categories of violations for which pupils will receive appropriate disciplinary actions. They include:

- Violations against persons
- Violations against property
- Violations against public health and safety
- Violations that disrupt school activities and defy the valid authority of school personnel

Violations Against Persons

A. **Gambling**:
Gambling refers to any action(s) by a student involving a bet, a wager, a lottery, or taking a risk on an uncertain outcome for money or property.

First Offense:	Warning/reprimand, one to three-day suspension and/or Saturday School
Second Offense:	Three to five-day suspension, parent conference - possible transfer to another district school or another educational program

B. **Hazing**:
"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization
The term includes:

(a) Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
(b) Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity;
(c) Any coerced activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance;
(d) Any activity that intimidates or threatens the student with ostracism, that subjects the student to mental stress, shame, or humiliation, which may adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision;
(e) Any activity that induces, causes, or requires the student to perform a duty or task that Involves a violation of the Penal Code

Personal Hazing Offense:

A person commits an offense if the person:

- Engages in hazing;
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- Recklessly permits hazing to occur;
- Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge to the Assistant Principal of Student Activities or other appropriate official of the institution

First Offense: May result in a 1-5 day suspension depending on severity of the action - parent conference, possible police involvement, transfer to another school district, school or program, expulsion referral

Second Offense: Five-day suspension, parent conference, possible transfer to another district school or another educational program, possible police involvement, transfer to another school district, school or program, expulsion referral

C. **Bullying**

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(a) Placing a reasonable pupil (s) in fear of harm to any person or property
(b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health
(c) Causing a reasonable pupil to experience substantial interference with his or her academic performance
(d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school

First Offense: May include a warning/reprimand, a Saturday School assignment(s) or a 1-5 day suspension depending on severity of the action, parent conference, possible police involvement, transfer to another school district, school or program, expulsion referral

Second Offense: Five-day suspension, parent conference, possible transfer to another district school or another educational program, possible police involvement, transfer to another school district, school or program, expulsion referral

D. **Harassment, Threats or Intimidation**

Intimidation involves threats of mental or physical harm or pressure. Examples of this behavior include, but are not limited to, bullying, domineering, extorting, or otherwise attempting to influence someone with the use of frightening action and/or words.

First Offense: May include a warning/reprimand, Saturday Schoolassignement(s) and/or 1-5 day suspension, parent conference, possible transfer to another district school or another educational program, or recommendation for expulsion, possible police involvement.

Second Offense: Five-day suspension, parent conference, possible transfer to another district school or another educational program, or recommendation for expulsion, possible police involvement.

E. **Cyber Bullying**

Cyber bullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Students may also report bullying through the District's ***We-TipHotline*** at (800) 924-7233. Complaints of bullying are investigated and resolved in accordance with the District's Uniform Complaint Procedure.

Students are encouraged to save and print any messages sent to them that they feel constitute cyber bullying and to notify a teacher, Assistant Principal, SRO, Principal, or other employee so that the matter may be investigated.

Any student who engages in cyber bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, is subject to disciplinary action.

F. **Terrorist Threats against School Officials or School Property or Both**

A terrorist threat includes any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000.) The threat is to be considered a real threat, even if there is no actual intent to carry out the threat, if it causes the person overhearing the threat to fear for his/her safety, his/her immediate family's safety, or for the protection of school district property or personal property.

First Offense and Subsequent Offences: Five-day suspension and parent/guardian conference, possible recommendation for expulsion - police department notified

G. **Fighting**

Fighting is defined as the use of physical force against another person.

First Offense:	One to five-day suspension and/or Saturday school, parent conference, possible transfer to another district school, transfer to another educational program, recommendation for expulsion, police department may be notified
Second Offense:	Five-day suspension, parent conference, possible transfer to another district school, another educational program, recommendation for expulsion, police department may be notified

H. **Willful Use of Force or Violence Upon Another Person**

First Offense: Saturday school assignment(s) and/or 1-5 day suspension, parent conference, possible recommendation for expulsion, police department may be notified

Second Offense: Five day suspension and parent conference, possible recommendation for expulsion, police department may be notified

I. **Threatening or Harming an Employee of the School District**

First Offense and Subsequent Offenses: Five-day suspension and parent conference, possible recommendation to the Board of Trustees for expulsion, possible police report filed.

J. **Assault or Battery Upon a School Employee**

First Offense and Subsequent Offenses: Immediate suspension and recommendation for expulsion, parent/guardian conference, and police department will be notified - The student may be arrested by law enforcement agency.

K. **Hate Violence**

Hate violence includes behavior in which a student has caused, attempted to cause, threatened to cause, or participated in an act of hate violence against another person based on the person's actual or perceived race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.

First Offense and Subsequent Offenses: Five day suspension and parent/guardian conference, possible recommendation for expulsion, police department will be notified.

L. **Sexual Assault or Battery**

First Offense and Subsequent Offenses: Immediate suspension and recommendation for expulsion, parent/guardian conference, and police department will be notified - The student may be arrested by law enforcement agency.

M. **Sexual Harassment**

The Board of Trustees is committed to maintaining an employment, educational, and business environment free from harassment, embarrassment, intimidation, or insult on the basis of an individual's gender. Positive action will be taken when necessary to eliminate such practices or remedy the effects. Sexual harassment, as defined and prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination.

The Board will not tolerate the sexual harassment of any employee or student by any other student or any district employee. Any student or employee found guilty of sexual harassment will be subject to disciplinary action up to and including expulsion as a student or termination as an employee

The Board of Trustees encourages students and staff to immediately report complaints of sexual harassment to the principal/designee or the accused employee's immediate supervisor. Any kind of retaliation for reporting sexual harassment is prohibited.

*If you believe you are a victim of sexual harassment contact a Sunny Hills Administrator/Police immediately

Violations Against Property

A. Robbery/Extortion
Taking property of the school, of another student or of a staff member without permission or extorting money or property from another person is a violation of school rules and State laws.

First Offense and Other Offenses
Immediate suspension and recommendation for expulsion unless the principal/designee or Superintendent finds that expulsion is inappropriate due to the circumstances. In all cases, including those where the circumstances do not warrant expulsion, the student may be suspended for one to five days. Other actions may include parent/guardian conference, payment for loss or damages incurred notification to the police department and possible transfer to another district school or another educational program.

B. Inappropriate Use of School Computers
Computers and student accounts are provided for academic use. Personal use of school computers is prohibited. Students may not play games, instant message, or use blogs for personal use. Personal use of school computers may result in termination of a student's account. Students are prohibited from installing software, working around filters and security, and visiting inappropriate websites.

Each Offense: One to five day suspension and/or Saturday School assignement(s), parent conference, possible expulsion, police department may be notified

C. Theft/Knowingly Receiving Stolen Property
Taking property of the school, of another student or of a staff member without permission or knowingly receiving stolen property is a violation of school rules and state laws.

First Offense: One to five-day suspension and/or Saturday School assignment(s), parent conference, payment for loss or damages incurred, possible police notification, possible transfer to another district school or another educational program, possible expulsion, police department may be notified

Second Offense: Five day suspension, parent conference, payment for loss or damages incurred, possible police notification, possible transfer to another district school or another educational program, possible expulsion, police department may be notified

D. Damaging or Defacing School/Private Property
Damaging or defacing any school/private property or bringing stolen items on the campus is prohibited. This includes unauthorized activities such as papering the campus, defacing the walls, etc.

First Offense: One to five-day suspension and/or Saturday School Assignment(s) - Each student will be responsible to pay for damages and personnel clean-up costs. Other actions may include parent conference, possible police notification, possible transfer to another district school or another educational program, and recommendation for expulsion.

Second Offense: Five-day suspension, payment for damages and personnel clean-up costs, parent conference, possible police notification, possible transfer to another district school, another educational program, or recommendation for expulsion

Violations Against Public Health and Safety

A. Prohibited Parking
Prohibited parking is the leaving of any vehicle in an area not designated for the purpose of student parking.

First Offense: From official warning/reprimand to ticket and possible tow of vehicle from an unauthorized area, detention or Saturday school

Second Offense: Ticket and possible tow of vehicle from an unauthorized area, student may lose the privilege of bringing his/her vehicle onto the campus, Saturday school or suspension.

B. Bus Misconduct
Bus misconduct involves unsafe conduct on the bus, not following the directions of the driver and not obeying any school rules concerning bus conduct

First Offense: Warning and parent contact, possible detention or Saturday school

Second Offense: Loss of bus privilege for 1-30 days, parent contact, possible Saturday school

Third Offense: Loss of bus privilege from 1-45 days or balance of the semester, whichever is longer, parent contact

C. **Wheeled Vehicles**

Because of safety considerations and the danger of accidents, bicycles and motor driven cycles are not permitted to be used or ridden on campus. Skateboards, skates, and scooters are not to be used on campus and should not be brought to school. Bicycles and mopeds must be secured with a heavy-duty lock and chain in specified areas. The district is not responsible for personal property such as any wheeled vehicles brought onto school premises.

First Offense: Wheeled vehicle will be taken and may only be picked up after school. - Possible loss of privilege to bring vehicle to school and detention

Second Offense: Wheeled vehicle will be taken and parent/guardian of student will be required to pick it up. Possible Saturday School assignment(s), possible loss of privilege to bring vehicle to school

Third Offense: One to five-day suspension and/or Saturday School assignement(s) for willful defiance - Repeated offenses may result in a possible transfer to another district school or another educational program.

D. **Unlawful/Dangerous Driving**

Unlawful/dangerous driving refers to driving in a reckless or unsafe manner at school or at a school activity and any other violation of the law with a vehicle.

First Offense: Warning and parent contact with possible loss of privilege to bring vehicle onto the campus, possible assignment(s) to Saturday School, police department may be notified

Second Offense: Loss of privilege to bring vehicle onto the campus, parent contact, possible suspension or transfer to another district school, police department may be notified.

E. **Tobacco and Electronic Delivery Systems (vapes)**

Any use or possession of tobacco or tobacco products on campus or at a school activity is prohibited.

First Offense:

- Parent contact
- Possible citation given by SRO
- Assignment of a four hour Saturday School
- Possible Completion of a Tobacco Education Program

Second Offense:

- Parent conference
- At least a 2 day suspension
- Possible citation issued by the SRO

Third Offense:

- Parent conference
- Five-day suspension (3 days for the tobacco violation and 2 days for willful defiance)
- Possible transfer to another district school or another educational program
- Citation given by SRO

F. **Controlled Substances, Alcohol, Look-Alike Drugs and Drug Paraphernalia**

Use, Possession, and Under the Influence

The use, possession and/or being under the influence of alcohol or other controlled substances during school during school hours or while attending a school activity is prohibited. The possession or use of drug "look-alikes" or drug paraphernalia at school or at a school activity is prohibited.

First Offense:

- Five-day suspension, parent contact
- 1-5 week suspension **from all activities** (i.e. dances plays, sports, competitions, and/or practices etc.)
- Notification of extracurricular advisors/coaches per codes of conduct
- Completion of an appropriate rehabilitation program
- Police contact when applicable
- Possible transfer to another district school or another educational program
- Possible expulsion

Second Offense:

- Five-day suspension Parent conference
- Possible removal to alternative placement for a minimum of one semester
- Notification of extracurricular conduct One to five-week suspension from all activities (e.g., dances, play, sports competitions and/or practices)
- Police contact when applicable
- Recommendation of continued rehabilitation
- Possible expulsion

G. **Offering, Furnishing, and Sale**

The offering, furnishing, or sale of alcohol or a controlled substance at school or at a school activity is prohibited. The offering, furnishing, or sale of drug look-alikes or drug paraphernalia at school or at a school activity is prohibited:

First Offense:

- Five-day suspension (or longer while awaiting expulsion hearing)
- Police contact
- Recommendation for expulsion

H. **Weapons**

Possession of weapons, real or fake, on a school campus or at a school-sponsored activity is prohibited. Any item classified as a weapon by law enforcement agencies is also considered such by the school This includes, but is not limited to, knives, clubs, guns (loaded or unloaded), nunchuck sticks, metal knuckles or stars and/or anything that could be used as a weapon

First-Offense and Subsequent Offenses: Any weapon or look-alike weapon will be confiscated by the school. One or more of the following actions may be taken:

- Police Department notified
- Parents notified
- Suspension
- Possible arrested by a law enforcement agency
- Possible recommendation to the district for student expulsion

I. **Explosive Devices**

No use or possession of any type of explosive is permitted on the school grounds or at any school activity. Explosives may include, but are not limited to, bomb materials of any kind, M-80s (military detonating devices), and fireworks:

First Offense: Five-day suspension with recommendation for a transfer to another district school or another educational program, or recommendation for expulsion- Fire Department contact - Police Department may be notified - Payment for loss or damage

J. **Fires**

Setting fires or tampering with fire equipment is prohibited. One or all of the following will occur:

First Offense and Subsequent Offenses: Parent contact♦Referral to Fire Department♦Five-day suspension with possible recommendation for a transfer to another district school or another educational program♦ possible recommendation for expulsion may result.

K. **Violations that Disrupt School Activities**

Recording, Audio and Video Devices, Electronic Signaling Devices and Beepers

In order to ensure that the educational process is not disrupted, recorders, players and other audio and video devices, including beepers are prohibited on campus without written permission of a teacher or administrator for special authorized purposes. No student shall use an electronic device with a video or voice recording function or camera in a manner which infringes on the privacy rights of other students or individuals. Confiscated devices shall be stored by school district employees in a secure manner. Students are responsible for their personal electronic devices. The District shall not be responsible for the loss, theft, or destruction of any device brought on to school property.

L. **Electronic Device Policy (Cell Phone)**

Electronic devices may only be used during non-class hours (e.g., nutrition and lunch). Cell phones are to remain turned off during instruction unless otherwise permitted by the teacher. Students are to follow the rules regarding electronic devices as setforth by their teacher. In case of emergency, all parents have immediate access to their student via the attendance office. Students may not use mobile communications devices, even in hands-free mode, while driving on school grounds or to and from a school-related activity. A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline.

First Offense:	Formal reprimand/warning
Second Offense:	Detention assigned by teacher
Third Offense:	2 hour Saturday School
Fourth Offense:	4 hours Saturday School
Fifth Offense:	May result in a (1) Day Suspension or other discipline

M. **School Dress and Grooming**

In recognition of the instructional responsibilities and goals of the Fullerton Joint Union High School District, the District has developed the following rules relative to the dress and appearance of students

Dress Code Guidelines: THE FOLLOWING ARE NOT ALLOWED

- Pants worn below the waist line (undergarments are not to be exposed at any time)
- Un-hemmed, over-sized, and/or baggy garments
- Extreme neckline (scoop-neck, or other low-cut open tops that may result undue exposure)
- Sheer/tight fitting garments
- Bare midriffs (tops must at least touch the waist of the pants)
- Bare shoulders, muscle/tank tops (tank undershirts, halters, tube tops, off-the-shoulder tops, strapless garments, camisoles/spaghetti straps, etc)
- Exceptionally short skirts or shorts (mid-thigh)
- Graffiti inscribed on clothing or accessories
- Any clothing or articles of clothing (including but not limited to hats, gloves, bandannas, “dew rags”, shoestrings, wristbands, jewelry) related to a group or gang and/or which, in the judgment of the school principal/designee, may provoke others to acts of violence
- Clothing, jewelry, and cosmetics involving sexually related or obscene symbols, pictures, and/or wording
- Wording, symbols, pictures, or anything, that promotes the use/abuse of drugs, alcohol, smoking materials, or other dangerous substances
- Articles of clothing, jewelry, cosmetics, or accessories which, in the opinion of the school principal/designee, pose a threat to the physical well-being and safety of the student or others (e.g., spiked collars or wristbands shall not be worn)
- Footwear is required at all times at Sunny Hills High School and at all SHHS events

Violation of Dress Code Procedures:

- A student suspected of violating the dress code is to be reported to either the principal or designee if the student cannot be dealt with by the individual observing the violation.

- If a dress code violation is observed, the principal or designee shall hold a conference with the student. The student shall have the opportunity to be heard concerning the alleged dress code violation IF the principal or designee determines a violation of dress code, the student shall be asked to take whatever steps are necessary to meet the guidelines. The student may be given clean PE clothes or may return home to change the clothing. If the student must return home, his/her parents/guardians will be notified.

- Any student violating the dress code more than once may be subject to additional disciplinary action

- Parents of students violating the policy will be notified either in writing or by phone

First Offense: Student changes inappropriate clothing and/or receives a detention

Second Offense: Student could be sent home to change inappropriate attire, Parent contact, Possible Saturday school assignment

Third Offense: Cited as disruption of school activities and/or willful defiance (EC 48900k) One- to two-day suspension

N. Inappropriate Verbal Abuse:

Defiance/Verbal Abuse
Defiance refers to the refusal by a student to follow the directions of a school employee This includes, but is not limited to, refusal to give legal name, to accompany the employee to the office, or give accurate, truthful information. Verbal abuse refers to the use of language, which is demeaning, humiliating or threatening when used toward another person.

First Offense and Subsequent Offenses
Consequences may include one or more of the following: parent contact♦detention♦Saturday School♦suspension♦ recommendation for a change in educational placement ♦transfer to another district.

➢Serious defiance/verbal abuse may result in a recommendation for expulsion and/or police notification.

Obscene or Vulgar Language and Gestures
Obscene, vulgar, crude, or lewd language or gestures at school or school activities is prohibited. The penalty may include warning/reprimand, parent contact, detention, Saturday, School, suspension, and/or recommendation for transfer to another district school or another educational program. Defiance/verbal abuse may result in a recommendation for transfer to another district school or another educational program.

Sexual Harassment:

The Fullerton Joint Union High School Board of Trustees and Sunny Hills High School are committed to maintaining an educational environment free from harassment, embarrassment, intimidation, or insult on the basis of an individual's gender. Positive action will be taken when necessary to eliminate such practices or remedy the effects. Sexual harassment, as defined and prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination.

The Board will not tolerate the sexual harassment of any student by any other student. Any student found guilty of sexual harassment shall be subject to disciplinary action up to and including expulsion. The Board of Trustees encourages students and staff to immediately report complaints of sexual harassment to the principal/designee. Any kind of retaliation for reporting sexual harassment is prohibited.

Saturday School Assignments

Students may be assigned Saturday School by administrators for various disciplinary problems and infractions of school rules such as but not limited to a missed detention, excessive truancy, excessive tardiness, academic dishonesty or in lieu of one day suspension. The Saturday School is a supervised and structured program of study. Attendees are expected to arrive on time with school work. Classes are held between 8:00AM and 12:00PM. Students who arrive late to their assigned time will be sent home. Attendees may not bring radios, IPods, gaming devices, MP3 players, CD players, cell phones, cassette players or other electronics devices. Food and/or drinks are not allowed in the room during Saturday School. Visitors are not permitted. Students considered disruptive by the Saturday School teacher will be removed and referred to the administration. Failure to attend or removal from Saturday School will result in further disciplinary consequences such as the doubling of an assignment and/or suspension from school.

Conduct at Pep Rallies/Sporting/School Assemblies

Students are expected to follow these guidelines at pep rallies and athletic events:

- Students are encouraged to participate in loud, enthusiastic, and spirited cheers with the direction of the cheerleaders only. Spontaneous cheers and/or unauthorized content are prohibited
- All cheers should be in proper taste, with no obscene words, vulgar noises or phrases, or disrespectful chants
- Possession of or throwing objects such as beach balls, balloons, Frisbees, or food is prohibited
- Physical activities of any kind, which have the potential for causing physical injury, are not acceptable

Students identified as participating in such activities will be dealt with on an individual basis for appropriate disciplinary action. Such actions may include:

- Removal from the game or pep rally
- Exclusion from athletic contests or pep rallies for a set period of time
- Parent contact and/or conference
- Detention, Saturday School, or Suspension
- Other disciplinary action as appropriate

All students have the opportunity to participate in pep rallies and as spectators at athletic contests. School spirit is important. However, this participation must take place in such a way so as to reflect positively on Sunny Hills High School.

Physical Education Dress Code and Grades

Students in the Fullerton Joint Union High School District must pass 20 units of Physical Education. This requirement is to be met in the freshman and sophomore years. Appropriate dress for PE includes: gym-type shorts, athletic-type shoes, and tee shirts. Excused non-suits and absences may be made up at time convenient to both student and teacher. Three tardies may constitute one non-suit. One “non-suit” is given for every three uniform violations. The letter grade earned is based on participation and attitude. A student is allowed ten (10) absences or non-suits per semester before loss of units of credits. This includes excused and unexcused absences or non-suits.

Work habits, attentiveness, and cooperation is constitutes a citizenship grade. Two unexcused non-participation days in a six-week block may result in an automatic "N". Four unexcused non-participation days in a block may result in an automatic "U" in citizenship.

Identification Cards (ID)

Each student will receive an identification card with his or her picture on it and is the property of SHHS. Students are to carry these with them on campus and **at all school activities** for identification purposes. Students are to render their ID card to any faculty member upon request. Students who are not in possession of their school ID card while on school grounds or attending a school activity are subject to a (2 or 4 hour) Saturday school. There is a charge for a replacement card.

Associated Student Body (ASB)

Each school in the district has an active student government responsible for operating Associated Student Body (ASB) affairs, budgeting and spending ASB funds, and providing leadership for student activities. The ASB of Sunny Hills High School is composed of an elected president, vice-president, treasurer, and secretary. Additionally, approximately twenty other appointed officers serve on the ASB Cabinet. The Cabinet meets daily during fourth period to carry out student body functions. In addition to the ASB Executive Cabinet, students in each fourth period class elect one student senator to serve in the Student Senate. The Student Senate meets periodically to provide students with an opportunity for their input into student-related matters at Sunny Hills High School.

ASB Card Imprint—THE GOLD CARD

Each student is encouraged to purchase an optional ASB card imprint. Upon purchase, “ASB” is imprinted on the student ID card and is not an actual separate card. The ASB card helps to support the many activities of the student body and entitles the student to purchase tickets for school athletic events, dances, plays, yearbook and concerts at reduced prices. The income from the sale of ASB cards supports a school-wide program such as sports, band, drama, vocal music, school newspaper, and special student assemblies. All students are encouraged to purchase the optional ASB card at the beginning of the school year to support SHHS activities as well as receive additional benefits such as discounted prices on other optional items for sell.

Organizational Finances

The student activities program at Sunny Hills High School operates much like a business. The ASB budget annually tops $150,000 and is governed by ASB. The student body spends most of its money on items such as athletic equipment, insurance, dances, concessions, the school newspaper, and the Helios. In addition, ASB money supports music, speech, and drama activities as well as the necessary supplies for dance decorations and other campus needs. In addition, ASB money contributes to the costs of the entrance fee for those students representing SHHS at activities such as the Academic Decathlon. A large portion of student body revenue comes from the purchase of ASB cards and tickets to sporting events and dances.

The Assistant Principal, Instruction/Student Activities supervises all financial accounts. The APSA must approve all expenditures of all organizations after a purchase request form has been signed by the organization's treasurer and advisor. Complete and accurate financial records of the ASB and all school organizations are kept. All funds collected by clubs and organizations and prepared for deposit must be given to the APSA Secretary on the same day in which they were collected or the first school day following the event. *A Faculty Advisor Handbook* is issued to each club and the officers and advisors are responsible for following its guidelines.

Dances- ASB, PTSA

Sunny Hills High School has an active schedule of dances throughout the year. Stag dances are sponsored by the PTSA and ASB sponsors Homecoming, Girl Date, and Prom. Both PTSA and ASB dances are intended for Sunny Hills High School students and not for the general public. The following regulations govern all dances:

- Only SHHS students and pre-authorized guests are admitted
- All pre-authorized guests must have a valid guest pass and be under the age of 21 (w/ approval)
- SHHS students must have a valid student ID to enter any dance
- The law forbids any use of tobacco, alcohol, narcotics, ENDS or dangerous drugs. Any students suspected of participating in such activity will forfeit their admissions. Parents/guardians will be contacted to arrange for pick up, and violators will face disciplinary consequences
- Tickets are NOT sold at the door at ASB dances (i.e. Homecoming, Girl-Date, and Prom)
- Students and guests must comply with all school rules including dress code
- No Entries after the advertised “Door Closed” on Dance Permission slip (varies)
- Students are not leave without parent consent during the first 2 hours
- The SHHS dress code applies to all school dances
- No sexually suggestive movements are permitted at school dances
- No bending over, hands on knees, or hands on the floor
- No intertwined legs
- No Refunds
- Students need to arrange for prompt pick-up from school dances

*Students in violation of dance regulations or rules may be removed from a dance (parent/guardian contact) and/or isolated during the dance and subject to disciplinary action.

Non-Discrimination

The Fullerton Union High School District shall not discriminate on the basis of race, color, religious preference, national origin or ancestry, marital status, sex, age, or economic status in the educational programs or activities, which it operates for its students.

Inquiries concerning the application of Title IX and the implementations to the District may be referred to the Assistant Superintendent, Educational Services, who has been designated by the District as the official responsible for Title IX student educational programs and activities.

Inquiries concerning the application of Title IX and the implementing regulations may also be referred to the US Department of Health, Education and Welfare, Office of Civil Rights, either in Washington, DC 20201 or the Region IX Office, 760 Market Street, San Francisco, California 94102.

Student Clubs

A wide variety of clubs and organizations meet on the Sunny Hills High School campus. Clubs are open to anyone who wishes to become a member. A student can become member of any club by being present at its meetings and taking an active role in its proceedings. There are a variety of the clubs on the SHHS campus. Please see the ASB Director in Room 170 for further information regarding active clubs and CLUB RUSH week.

Athletics

Sunny Hills High School is very proud of its outstanding athletic record and tradition. Over the years, we have won numerous Freeway League and California Interscholastic Federation championships in a variety of boys' and girls' sports.

We also have a strong tradition of winning the Boys' and/or Girls' Freeway League All-Sports trophy, several Lancer teams have won Freeway League Championships and several programs have participated in the CIF Playoffs. Students interested in participating in one or more sports should contact our Athletic Director Jon Caffrey at (714) 626-4234 or contact the coach of the individual sport.

Athletic Eligibility

As required by California law, our Board of Trustees has adopted academic eligibility standards for participation in extracurricular activities. Student athletes and student pep unit members must review the information below carefully to understand the necessary guidelines for participation in extracurricular activities at Sunny Hills High School. These academic requirements do not apply to summer activities but the ***athletic clearance*** for eligibility remains a requirement and must be completed by June of the previous school year. Go to www.sunnyhills.net for further information regarding the clearance process for athletes.

This policy affects the following groups of students: student athletes and student pep unit members, i.e., mascots, short flags, song leaders, and yell leaders.

General Summary of Requirements:

1. Student athletes and student pep/cheer members must have a minimum 2.0 grade point average (GPA) in order to participate. This is not a cumulative GPA--it is the GPA from the preceding quarter grading period.

2. In addition to the requirements established by our District, student athletes and student pep/cheer members must meet CIF eligibility requirements.

3. Student athletes and student pep/cheer members must have satisfactory citizenship. The citizenship requirement states that student athletes and student pep unit members may not receive more than two U (Unsatisfactory) marks on a report card.

4. There is **only one** probationary period. The length of the probationary period is one quarter and student athletes and/or student pep unit members may participate during probation. If the student athlete and/or student pep unit member does not achieve a reported GPA of at least 2.0 **at the quarter immediately following the probationary period**, he/she is then considered **ineligible** and will not become re-eligible until he/she achieves the required GPA in the succeeding quarter.

5. Student athletes and student pep/cheer members must pass and earn full credit in at least five classes during the previous quarter or a total of **25 credits.**

6. **Student athletes and student pep/cheer members who wish to participate in a school activity must attend all of their classes on the day of the activity unless the absence received prior written administrative approval.**

7. Summer school grades shall be added to the fourth quarter grades to determine eligibility for the first quarter of the upcoming school year only, upon the **submittal of written request**, (signed by both the student athletes or student pep unit members **and** parent/guardian) to the Assistant Principal, Instruction/Student Activities **no later than the first day of instruction** at the start of the new school year.

8. There is an appeals process if a student is placed on probation or declared ineligible

9. It is the responsibility of the student to be aware of the eligibility requirements. It is the responsibility of the principal or designee to notify the student/parent when the student has failed to meet the requirements.

Copies of Board Policy #5353 and Administrative Regulation #53531, which provide complete information, are available in Room 4

For questions regarding eligibility, please contact the Assistant Principal, Instruction & Student Activities or the Athletic Director(s).

Pep/Cheer Squad Members:

Requirements

Students who want to try out for a pep/cheer squad must meet the eligibility requirements described in the ASB Constitution in Article III, Sections 1 and 2 and Fullerton Joint Union High School District Administrative Regulation #5442 which requires a minimum GPA of 2.0, and satisfactory citizenship.

- Cheer workshops and a parent informal meeting of mandatory information is held in the spring
- Students must obtain Athletic Clearance
- Unfortunately students unable to attend try-outs for any reason (including illness, travel or injury) is ineligible for the pep squad
- All students wanting to try out must attend the cheer workshop
- All students wanting to try out must participate in tryouts on the date specified
- Parent/guardian attendance at yearly meeting to receive mandatory information

A P P E N D I X

SUNNY HILLS HIGH SCHOOL 08
ASSOCIATED STUDENT BODY CONSTITUTION

We, the Associated Student Body of Sunny Hills High School, the Lancers, in order to obtain a better understanding of democratic processes, to foster better relations between students, faculty, and the administration, to promote a high standard of student conduct and scholastic achievement, and to encourage student participation and interest in activities, do ordain and establish this constitution:

ARTICLE I***EXECUTIVE CABINET

SECTION I – MEMBERSHIP OF THE EXECUTIVE CABINET

A. The Executive Cabinet shall consist of the following voting members:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Pep Commissioners (2)
6. Social Commissioners (2)
7. Sports Commissioners (2)
   a. 1 boys' representative
   b. 1 girls' representative
8. Publicity Commissioners(2)
9. Assemblies Commissioner
10. Activities Commissioner
11. Fine Arts Commissioner
12. Elections Commissioners(2)
    a. 1 senior representative
    b. 1 junior representative
13. PTSA Representative
14. Class Representatives (4)
    a. each class president
15. Ex-Officio Members (4)

B. Qualifications of Executive Cabinet members shall be the following:

1. Cabinet members shall have a grade point average of 225 at the end of the semester preceding their election and during their term of office

2. No member of the Executive Cabinet shall hold any other student office while serving on the Executive Cabinet

3. Each student shall also maintain a satisfactory record of citizenship. Satisfactory citizenship will be determined by the campus administration. Satisfactory citizenship may include, but is not limited to, consideration of citizenship marks as shown on the most recent report card which includes no more than two N's without any U's or one U without any N's, the school's code of conduct, truancies, and any disciplinary actions. Teachers will be polled prior to the election to determine the citizenship grades and eligibility of the candidate.

C. Individual Qualifications

1. The President and Vice-President shall be seniors while in office and shall be elected by the Associated Student Body.

2. The ASB Secretary, ASB Treasurer, PTSA Representative and all Commissioners must be sophomores, juniors, and seniors while in office.

3. The Junior Elections Commissioner position is a mandatory two year term. The Junior Elections Commissioner will serve as the next year's Senior Elections Commissioner upon satisfactory review by the current Executive Cabinet.

D. Elections Procedure

1. The President, Vice-President, Secretary and Treasurer shall be elected by the Associated Student Body

2. There shall be an election committee, appointed and headed by the ASB Vice-President and Senior Elections Commissioner, consisting of at least one representative from each class, and the Publicity Commissioners The duties of this committee shall be:

a. To pass on the legality of petitions and qualifications of each candidate

b. To regulate all campaigning

c. To decide upon and advertise the time and place for elections

d. To conduct the elections

3. All Candidates for the elected Associated Student Body officers shall be nominated by petition containing at least fifty student signatures

4. There shall be an annual double-second period assembly to introduce all of the candidates running for ASB President, Vice-President, Secretary, and Treasurer - All students shall attend the assembly

5. A primary election shall be held if necessary in order to narrow down all of the candidates for each office to two candidates per office

a. Only a candidate with an approved petition may be an eligible candidate for office. Therefore, write-in candidates will not be allowed to run for office Write-in candidates and votes will not be recognized or counted

6. All Associated Student Body elections shall be held by secret ballot

a. Candidates receiving a simple majority of votes cast on the first ballot will be considered elected

b. If no candidate receives a majority of votes cast, a run-off election shall be held between the two candidates receiving the highest number of votes

c. The run-off election shall be held within a period of five days

d. Numerical results of all elections shall be available to candidates upon their request

7. All other members of the Executive Cabinet listed in Article I, Section 1-A, will be selected by a selection board consisting of the outgoing President, Vice-President, Secretary, and Treasurer and the same incoming group of officers. The chair of each board will be the present office holder in each field. After the ASB elections and before the school year is over, the selection board shall convene to interview each candidate. Final decisions shall be made in secret sessions

E. Oath of Office

1. The following oath is to be administered to all incoming ASB officers:

"I do solemnly affirm that I will faithfully execute the duties of the office of (state respective office) of Sunny Hills High School, and will, to the best of my ability, support the policies and constitution of Sunny Hills High School"

F. Term of Office

1. Elected cabinet members shall serve for one year--Terms shall commence with their installation

2. No incumbent may run for re-election of or reappointment to the same office

SECTION II—DUTIES OF THE EXECUTIVE CABINET

A. Individual Duties of Cabinet Members

1. The President shall direct policies and activities of the student government body, represent the student body at outside functions, and preside over all meetings of the Executive Cabinet

2. The Vice-President shall assume the President's duties in the case of his/her absence and shall also be in charge of all elections

3. The Secretary shall keep a complete record of the Executive Cabinet meetings, print copies of agendas and minutes for each meeting, handle correspondence for the student body, and maintain a record of all student body activities

4. The Treasurer shall be in charge of all student body funds, sign all purchase orders requisitioning student body funds, pay by check all bills pertaining to the student body, and be in charge of the sale of ASB cards and the student store

5. The Pep Commissioners, with the aid of the Spirit Club, shall coordinate the spirit activities and pep units and promote sound school spirit

6. The Social Commissioners, with the aid of the Social Committee, shall organize and coordinate approved student body social activities such as ASB-sponsored dances, and chair the Social Committee

7. The Publicity Commissioners shall direct all student publicity and promote public relations for the student body and, as members of the election committee, shall approve all campaign posters

8. The Assemblies Commissioner, with the aid of the Assemblies Committee, shall organize and coordinate all student body assemblies and chair the Assemblies Committee

9. The Activities Commissioner shall assist in coordinating club activities on campus and keeping accurate files of all active clubs on campus, along with their constitutions. He/she shall also represent the clubs on the Executive Cabinet Other responsibilities include directing Homecoming Week, Spirit Weeks, lunchtime activities, and other similar approved activities

10. The Sports Commissioners shall represent all athletics programs. They will plan and organize the Olympics and other similar approved activities. They will serve as co-chairs of the Intramural Committee

11. The Fine Arts Commissioner shall represent the interest of the Performing Arts groups to the Executive Cabinet, plan and organize activities which promote and involve these groups

12. The PTSA Representative shall act as liaison for the Sunny Hills High School ASB to the PTSA-sponsored activities

13. The Elections Commissioners shall organize all student body elections. They will also organize the Student Senate and plan and chair its meetings (Student Senate representatives will be selected from each fourth period class to discuss various issues at the Student Senate meetings, and will serve only as an advisory group.) The Senior Elections Commissioner will serve as co-chair of the Elections Committee

14. Class Representative (Presidents) will preside over their class functions and represent their class on the Executive Cabinet

B. Duties of the Executive Cabinet

1. The Executive Cabinet shall enforce all laws, regulations, goals and policies designated to it by this Constitution

2. The Executive Cabinet shall uphold at all times the goals and policies of Sunny Hills High School

3. The Executive Cabinet shall be responsible for coordinating all Associated Student Body activities

SECTION III—POWERS GRANTED TO AND FORBIDDEN OF THE CABINET

A. Powers Granted to the Executive Cabinet

1. The Executive Cabinet shall have control over all Associated Student Body finances, consistent with the provisions of the California Education Code
2. The Executive Cabinet shall assume any power not granted to any other branch of student government

B. Powers Forbidden of the Executive Cabinet

1. The Executive Cabinet shall not assume any power herein set forth for any other branch of student government

SECTION IV—EXECUTIVE CABINET MEETINGS

A - At least one meeting shall be held every week

B - The ASB President shall preside over all meetings

C - Special meetings shall be called when the President deems it necessary

D - A quorum shall consist of a simple majority of all cabinet members

E -The Executive Cabinet may determine the rules of its proceedings

ARTICLE II*CLASS OFFICERS**

SECTION I—ELECTION OF CLASS OFFICERS

A. Each class shall have the following officers:
   1. President
   2. Vice President
   3. Secretary
   4. Treasurer

B. Qualifications of class officers shall be the same as Article I, Section I-B

C. Election Procedures

   1. Class elections shall be supervised by the Election Committee as designated in Article I, Section I-D

   2. Procedure for petitions shall have at least fifty student signatures:

      a. All candidates for class offices shall be nominated by petition

      b. Nominating petitions shall have at least fifty student signatures:

         1. No student shall sign the petition of more than one candidate for each office. The ASB Vice-President shall examine all petitions to insure compliance

         2. All petitions must be signed by the candidate and by the ASB Vice-President

         3. No student shall sign a petition for an office which is not within his/her class

   3. All class officer elections shall be held by secret ballot

      a. All class officers shall be elected by their respective classes

      b. Candidates receiving a simple majority of votes cast on the first ballot shall be considered elected

      c. If no candidate receives a simple majority of votes cast, a run-off election between the two candidates receiving the highest number of votes shall be held within a period of five days

D. Term of Office

   1. All class officers shall serve for one year

   2. The terms of all officers, excluding freshman class officers, shall commence with the installation of the incoming cabinet members and shall expire with the installation of the new class officers the following year

SECTION II—DUTIES OF CLASS OFFICERS

A. Individual Duties of Class Officers

1. The President shall call and preside over all meetings of his/her class and shall be the representative of his/her class on the Executive Cabinet

2. The Vice-President shall serve as President of his/her class in the absence of the President and shall assist the President in his/her respective duties

3. The Secretary shall keep an accurate account of all proceedings of his/her class and shall assume responsibility for all correspondence concerning his/her class

4. The Treasurer shall keep an accurate record of class finances and shall provide to his/her class an accounting of class finances upon request

B. Duties of Class Officers

1. Class officers shall lead their classes in a manner which will encourage high standards of behavior and school spirit

2. Class officers shall aid the students in matters which pertain to their respective classes

SECTION III—CLASS MEETINGS

A. The meetings of a class shall be called by the President of that class when he/she deems it necessary

B. The proceeding of every meeting of all classes shall be kept by the secretary of each respective class

ARTICLE III***ASSOCIATED STUDENT BODY PEP UNITS

SECTION I—MEMBERSHIP OF PEP SQUADS

A. Term of Office

1. Each pep unit member shall serve for one year

2. The terms of all pep unit members shall start with the installation of the incoming ASB Cabinet members and shall expire with the installation of the new class officers the following year

3. Each pep unit member is eligible to serve on any squad for a maximum of two terms

SECTION II—DUTIES OF PEP UNIT MEMBERS

A. To promote and encourage school spirit and morale at all times

B. To help organize and participate in rallies

C. To be responsible, reliable and dedicated to their pep unit

ARTICLE IV***ELIGIBILITY OF HOMECOMING/PROM COURTS

SECTION I—HOMECOMING/PROM COURT ELIGIBILITY REQUIREMENTS

A. A Homecoming/Prom Court candidate must have a grade point average of 225 at the end of the semester preceding their election and during their term of office

B. Each student shall also maintain a satisfactory record of citizenship Satisfactory citizenship will be determined by the campus administration Satisfactory citizenship may include, but is not limited to, consideration of citizenship marks as shown on the most recent report card which includes no more than two N's without any U's or one U without any N's,

the school's code of conduct, truancies, and any disciplinary actions Teachers will be polled prior to the election to determine the citizenship grades and eligibility of the candidate

SECTION II—HOMECOMING COURT ELECTIONS

A. Election Procedures:

1. Homecoming Queen elections shall be supervised by the Associated Student Body Cabinet and the Pep Committee

2. A candidate for Homecoming Queen must be a senior female- Resumes required

3. There will be a board of judges to select the court. The board of judges shall select five candidates for Homecoming Queen

4. The Homecoming Queen shall be elected by the Associated Student Body. Elections shall be held by secret ballot

5. Judges, talliers, and anyone involved in the selection process must not have dates, girl friends, or relatives running for Homecoming Queen

6. An advisor must be present at all times throughout the selection process

SECTION III—PROM COURT ELECTIONS

A. Election Procedures:

1. Prom Court elections shall be supervised by the ASB Cabinet and the Prom committee

2. A candidate for Prom Court must be a senior male- Resumes required

3. There will be a board of judges to select the court. The board of judges shall select five candidates for Prom King

4. The Prom King shall be elected by the members of the Junior and Senior classes. Elections will be held by secret ballot

5. Judges, talliers, and anyone involved in the selection or election process must not have dates, boy friends, or relatives running for Prom King

6. An advisor must be present at all times throughout the selection process

ARTICLE V***VACANCIES OF EXECUTIVE CABINET OFFICERS, CLASS OFFICERS, PEP UNITS, AND HOMECOMING/PROM COURT

SECTION I—VACANCIES

A. Vacancies of the office of Associated Student Body President shall be filled by the ASB Vice-President

B. Vacancy of the office of Class President shall be filled by the Class Vice-President

C. Vacancies for the remaining executive cabinet members, class officers, pep units, and Homecoming/Prom court members shall be filled in the following manner:

1. If the office is vacated before the end of the first semester, a special election shall be called within two weeks to fill the vacancy

2. Vacancy of an Executive Cabinet appointed office shall be filled by a reappointment by the Executive Cabinet within two weeks of the vacancy

3. If the office of one of the class officers is vacated after first semester, the new officer(s) shall be appointed within two weeks by the respective class cabinet

4. Vacancies for pep unit members will be filled as follows:

    a. A candidate must have performed before the selection board

    b. As only the candidates with the highest point totals are selected for each respective squad, the candidates with the next highest score will be selected to fill the existing vacancy

    c. If the candidate with the next highest score refuses the appointment, the candidate with the next highest point total will fill the vacancy and so on

5. Vacancy of the office of any pep unit member after the first quarter has ended will not be filled

6. Vacancy of Homecoming/Prom court members will be filled as follows:

    a. A candidate must have completed the second round of interviews before the Homecoming/Prom court selection board

    b. As only candidates with highest point totals are selected for the Homecoming/Prom court, the candidate with the next highest score will be selected to fill the existing vacancy

    c. If the candidate with the next highest score refuses the appointment, the candidate with the next highest point total will fill the vacancy and so on

SECTION II—IMPEACHMENT FROM OFFICE; EXECUTIVE CABINET OFFICERS, CLASS OFFICERS, AND PEP UNITS

A. The following shall constitute grounds for impeachment:

    1. Not fulfilling the duties of his/her office

    2. Displaying serious or continual misconduct

B. The following shall be the procedure for impeachment:

    1. A petition consisting of the signatures of 15% of the students shall be necessary to commence impeachment procedures. Such a petition shall be submitted to the Executive Cabinet by any member of the Associated Student Body

    2. All impeachment trials shall be held in the Executive Cabinet with the ASB President presiding. In case of an impeachment trial of the ASB President, the Senior Class President shall preside unless three-fourths of the Executive Cabinet desires to appoint another Cabinet member to act as the presiding officer

    3. An ASB officer shall be removed from office by a two-thirds vote of the Executive Cabinet

ARTICLE VI***AMENDMENTS

SECTION I—PROPOSALS

A. It shall take a majority of Executive Cabinet Members to approve a proposal for an amendment

SECTION II—RATIFICATION

A. Following Executive Cabinet approval of a proposed amendment, it shall be presented to the Associated Student Body for ratification

B. A majority vote of all students voting shall be necessary to ratify an amendment

C. These amendments will become effective the quarter following their ratification

ARTICLE VII***DERIVATION OF AUTHORITY

SECTION I— All powers herein set forth are granted by the District Board of Trustees and the Superintendent through the Principal and may be revoked at any time by the Board

SECTION II— All actions derived from the powers herein set forth shall be subject to the approval of the District Board of Trustees and the Superintendent through the Principal

SECTION III—In the event that ASB is unable to accommodate specific existing constitutional mandates, ASB may, by a simple majority vote, suspend a constitutional cause indefinitely

ARTICLE VIII***RATIFICATION AND ESTABLISHMENT OF THIS CONSTITUTION

SECTION I—This Associated Student Body Constitution of Sunny Hills High School shall be approved by the Principal or designee and ratified by the majority vote of the Associated Student Body of Sunny Hills High School

SECTION II—This Associated Student Body Constitution of Sunny Hills High School shall be established on the first day of the quarterly grading period following its ratification

SECTION III—In general, no part or provision of this Associated Student Body Constitution of Sunny Hills High School shall be effective retroactive to its establishment. This section shall not apply to instances where the Executive Cabinet, in the interest of the general student body, recognizes an unavoidable need to establish a vital means of procedure retroactive to its establishment

COMPLAINTS CONCERNING SCHOOL PERSONNEL AND COMPLAINTS ALLEGING UNLAWFUL DISCRIMMINATION OR VIOLATION OF LAWS OR REGULATIONS GOVERNING SPECIFIED DISTRICT PROGRAMS OF ACTIVITIES

The Board recognizes the need for administrative procedures to effectively manage complaints regarding District employees and/or specified District programs or activities The Superintendent shall develop and implement regulations which parents or guardians of pupils enrolled in the District may use to present complaints regarding employees of the District or which anyone believing an individual or any specific class of individuals has been subjected to discrimination in specific state and federally funded programs may use to present complaints alleging unlawful discrimination or violation of laws or regulations governing specified District programs or activities These regulations shall provide for appropriate and timely mechanisms to respond to, and where possible to resolve, the complaints

Legal Reference: Education Code Sections 35146; California Code of Regulations, Title 5, Sections 4600-4671

Policy Adopted: December 15, 1984; February 6, 1990; February 2, 1993; July 6, 1999

Annual Review/
No Revision: November 5, 1991

COMPLAINTS CONCERNING SCHOOL PERSONNEL AND COMPLAINTS ALLEGING UNLAWFUL DISCRIPMINATION OR VIOLATION OF LAWS OR REGULATIONS GOVERNING SPECIFIED DISTRICT PROGRAMS OR ACTIVITIES

1. COMPLAINTS CONCERNING SCHOOL PERSONNEL

A. Purpose

The purpose of this complaint procedure is to ensure that all complaints against employees will be handled quickly and expeditiously with fair and proper treatment to the person bringing the complaint and to the employee

B. Procedure

1. Step One – Informal

If the complaint is against an employee who is assigned to a school site, the complainant will first discuss the complaint with the principal. If the complaint is against an employee that is assigned to the District site, the complainant will first discuss the complainant with the appropriate assistant superintendent. The objective of Step One is to resolve the issue informally

2. Step Two – Principal/Assistant Superintendent

a. In the event the complainant is not satisfied with the disposition of the complaint in Step One, he or she may submit the complaint as a formal signed written complaint to the principal if the employee is assigned to a school location or the appropriate assistant superintendent if the employee is assigned to the District level

b. The signed written statement shall include:

(1) The name of each employee involved; and

(2) A brief but specific summary of the nature of the complaint and the facts surrounding same, sufficient to inform the Superintendent, or designee, and the employee as to the precise nature of the complaint. The summary shall include:

(a) A description of the event or behavior basic to the complaint;

(b) Circumstances, including time, place and persons present; and

(c) Identification of the person making the complaint, including name, address, and telephone number

(d) The principal or assistant superintendent shall meet with the complainant and within ten (10) school days after the meeting with the complainant render a decision and the reason therefore If, in the opinion of the supervisor, the complaint would negatively reflect upon the employee, the employee will receive a written copy of the complaint

3. Step Three – Superintendent or Designee
If the complainant is not satisfied with the disposition of the complain in Step Two of if no decision has been rendered within ten (10) school days after the meeting with the complainant may forward the completed written complaint to the Superintendent within five (5) school days after the decision at Step Two Within ten (10) school days after receipt of the written complaint by the Superintendent, the Superintendent, or designee, shall meet with the complainant in an effort to resolve the matter Within ten (10) school days after meeting with the complainant, the Superintendent shall render to the complainant a decision regarding the complaint and will place that decision in writing if requested by the complainant

4. Step Four – Board of Trustees

   If the complainant is not satisfied with the disposition of the complaint in Step Three of if no decision has been rendered within ten (10) school days after the meting with the Superintendent, or designee, as stipulated in Step Three, the complainant has the right to, with ten (10) school days, request a hearing in Closed Session with the Superintendent and Board of Trustees Within fifteen (15) school days after the Closed Session hearing, the Board of Trustees shall render to the complainant a written decision regarding the complaint The decision of the Board of Trustees as to the disposition of the complaint shall be final

C. General Provisions

1. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them if the complaint would be in any way negative to the evaluation of the employee

2. Since it is important that the complaint be processed as rapidly as possible, the number of days indicated at each step should be considered a maximum and every effort should be made expedite the process The time specified, however, may be extended by mutual consent

2. COMPLAINTS ALLEGING UNLAWFUL DISCRIMINATION OR VIOLATIONS OF LAWS OR REGULATIONS GOVERNING SPECIFIED DISTRICT PROGRAMS OR ACTIVITIES

A. Purpose

Notwithstanding the foregoing complain procedures, the following procedures shall be followed where a written complaint is filed with the District alleging unlawful discrimination or a violation of federal or state laws or regulations governing the following programs:

1. Adult Basic Education established pursuant to Education Code Section 8500 through 8538 and 52500 through 526165;

2. Consolidated Categorical Aid Programs as listed in Education Code Section 6400(a);

3. Migrant Education established pursuant to Education Code Sections 52300 through 54445;

4. Vocational Education established pursuant to Education Code Sections 83200 through 8493;

5. Child Care and Development Programs established pursuant to Education Code Sections 83200 through 8493:

6. Child Nutrition Programs established pursuant to Education Code Sections 49490 through 49560; and

7. Special Education Programs established pursuant to Education Code Sections 56000 through 56885 and 59000 through 59300

B. Procedure

1. Step One – Filing of Complaint

   The Assistant Superintendent, Education and Assessment Services, shall be the District's Compliance Officer The Compliance Officer is knowledgeable about the above-referenced programs and applicable laws and shall be responsible for receiving and investigating complaints alleging unlawful discrimination or violations of laws regarding the programs listed above

   A complaint of unlawful discrimination must be filed no later than six months from the date the alleged discrimination occurred or not later than six months from the date the complainant first obtained knowledge

of the facts of the alleged discrimination. Upon written request of the complainant and for good cause, the State Superintendent of Public Instruction may extend the time for filing for up to 90days

2. Step Two – District Investigation

Investigation of the complaint shall provide an opportunity for the complainant and/or complainant's representative and District representative(s) to present information relevant to the complaint. The investigation process will protect the confidentiality of the complainant and the complainant shall be protected from retaliation

3. Step Three – District Findings and Decision

The District's investigation shall be completed and a written decision prepared within 60 days from receipt of the complaint. This time may be extended by written agreement of the complainant

The District's decision shall contain the findings and disposition of the complaint, including any corrective actions, the rationale for such disposition, notice of the complainant's right to appeal the District's decision to the State Department of Education, and the procedures to be followed for initiating an appeal to the State Department of Education. In addition, the decision shall include notice of the complainant's right to pursue local civil law remedies

Reference: California Code of Regulations, Title 5, Sections 4600-4671

Regulation approved: December 15, 1984; February 6, 1990; February 3, 1993; July 6, 1999; February 10, 2000; September 12, 2000

Asbestos Notification

This notification is pursuant to the Asbestos Hazard Emergency Response Act (AHERA). During the 2007/08 school year, the following asbestos management activities have been or are currently being completed at Sunny Hills High School:

- Abatement of the Sunny Hills High School kitchen will begin summer, 2007; as repair maintenance is warranted, necessary abatement will be performed

This abatement of asbestos will occur after school hours as a measure to relieve concerns regarding removal during school hours

The Fullerton Joint Union High School District (District) contracted with certified abatement contractors for hazardous materials abatement, and Executive Environmental Services Corporation provided environmental assessments, consulting services, and oversight for the 2007/08 school year

The Asbestos Management Plan for the District was updated in 2006 and is located at the District Service Center. The management plan can be viewed, without cost or restriction, during normal working hours Copies can be obtained within ten days of written notification to the Superintendent's Office

Any questions concerning this notice or explanation of our Asbestos Management Plan can be directed to Bill Nance, Director of Maintenance, Operations, and Transportation at the District Service Center (714) 680-5603

The District is committed to continuing to provide a safe and healthy environment for all students and staff members. If you have additional questions that are not answered in this letter or by the information contained on the Web sites, please contact Carl Erickson, Administrator of Human Resources, at (714) 870-2907