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**Sutter  
Union  
High  
School  
District**



**2018-2019**  
**Student Handbook**  
*Ryan Robison, District Superintendent/Principal*

## **Sutter Union High School District**

### **Mission Statement**

**Sutter Union High School District's primary mission is to academically and vocationally educate the youth of our community while promoting high social and moral standards in preparing our students to meet the challenges of their future.**

**The administration, board of trustees, and staff are dedicated to providing all students with the opportunity of gaining a vigorous and meaningful education that will include specific academic and vocational core curriculum. Sutter Union High School District maintains high academic standards for all students.**

**We believe that high standards of student behavior and good attendance enhance student achievement. We value high quality student activity programs that compliment and support our academic standards.**

**Our mission will be realized through cooperative efforts of the board of trustees, administration, staff, community and students.**

#### **ALMA MATER**

**All hail ALMA MATER  
All hail to SUTTER HIGH  
We'll always remember  
As time goes fleeting by**

**The gold of the sunrise  
The white clouds high above  
The gold and white of SUTTER HIGH  
The school we love.**

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# ATTENDANCE

With the passage of SB727 effective July 1, 1998, the State of California will no longer recognize excused absences for the purpose of determining ADA funding. All absences are considered unexcused. The goal of this bill is to increase actual attendance. The most important factor for success in school is regular attendance. However, we realize that there will be times when you will be absent. Therefore, the following rules have been established. If you have been absent from school, you must obtain an Admit Slip before you are allowed to return to class. Admit Slips are issued in the office before school and your note must contain the following information:

1. Date note was written and student's name
2. Number of days and exact dates the student was absent
3. Exact reason for absence (Appropriate verification to make up homework).
4. Signature of parent or guardian (Signed appointment card verifying time and date)
5. Phone number where parent or guardian can be called that day

Waiting in line for an Admit Slip is not an excusable reason to be tardy. Admit Slips are issued beginning at 7:30 a.m. Get them EARLY. Losing an Admit Slip and getting an extra copy in the office is not an excusable tardy. Detention will be assigned to those who fail to follow this procedure!

## LEAVE OF GROUNDS—BLUE SLIP

If you need to leave school before the end of the school day for any reason, you must first report to the attendance office and get a BLUE SLIP. **If you fail to check out properly, you will be given a cut.** A BLUE SLIP is issued only by members of the administration staff in the front office. If you are away from school on a leave of grounds permit you must have your copy of the Blue Slip signed by your parents, a doctor, dentist, or other responsible adult and return the copy to the attendance office as soon as you return to school. At this time an ADMIT SLIP will be issued to you explaining the reason for your absence. If you fail to have your copy of the leave of grounds signed, a cut note pending will be issued until the signed copy is presented to the attendance office.

**If you leave at lunch time and do not return for afternoon classes, you will receive an AUTOMATIC CUT unless your parent/guardian calls prior to 1:15 p.m. to excuse you.**

*“STUDENTS ABSENT FOR ANY PORTION OF THE DAY MUST REPORT TO THE ATTENDANCE OFFICE UPON THEIR RETURN PRIOR TO ATTENDING CLASS OR PARTICIPATING IN SCHOOL ACTIVITIES”*

*NO ABSENCE MAY BE CLEARED AFTER 1:15 ON THE DAY OF THE ABSENCE. (12:50 ON RALLY BELL SCHEDULE)*

To report an absence call: 822-5161 ext. 215

## **SPECIAL PERMISSION**

There may be times when you parents or guardian may feel that it would be desirable for you to miss school for other than valid reasons. If this situation arises, your parent or guardian may, (at the discretion of the Administration), receive special permission for you to be absent.

If special permission is granted, you may make up your homework as if it were a valid absence. Special permission must be granted in advance.

## **ABSENCES REGARDING EXTRACURRICULAR ACTIVITIES**

Special Permission to participate must be obtained BEFORE 8:30 a.m. on the day of the absence.

If you are absent any portion of the school day for any reason without having been granted Special Permission, you are not allowed to participate in any extracurricular activity that day. This includes athletics, cheerleading, drama, and any class or club activity.

## **SATURDAY SCHOOL**

Saturday School may be assigned to students who 1.) are truant, 2.) have excessive absences, 3.) have excessive tardies and/or 4.) fail to serve detentions, 5.) Fail to make adequate academic progress.

## **CORRIDOR PASSES**

Teachers may issue a corridor pass for various justifiable reasons. This privilege will be revoked if abused. Members of the staff will, from time to time, check on students who are out of class on passes to see if their excuses warrant the time missed from class. Students out of class without a pass may be assigned after school detention.

## **VISITOR'S PASS**

All visitors, during school hours, must obtain a visitor's pass from the main office and are expected to adhere to the same rules of conduct as set forth for students. Students who want to bring visitors to school during the regular school day must receive permission from the Administration at least one day in advance. Please see the Vice-Principal for criteria.

## **TRANSFERRING OUT OF SCHOOL**

If you leave school permanently due to moving away, entering the service, or enrolling in another school, go to Mrs. Ehrk's office and obtain a "check-out" slip. This will be issued only after written notification has been made to the school by your parents requesting the transfer, stating destination and time of departure. The withdrawal must be signed and returned to the attendance office. Falsification of a note or any other school form is grounds for immediate suspension.

## **VALID ABSENCE (Allowed to make up any missed assignments.)**

Absences due to your personal illness, doctor appointments, dental appointments, court or funeral of a member of your immediate family will be classified as valid IF, and only if, the following criteria are met:

- Illness 1 or 2 days Verified by parents.
- Illness 3 or more days may require verification in writing by doctor office.
- Medical Appointment may require verification in writing by doctor office.
- Funeral -Verified by parents.

If you fail to verify your absence, you will not be allowed to make up missed assignments.

## **INVALID ABSENCE (Not allowed to make up any missed assignments.)**

If you are absent for other than valid reasons, you will not be able to make up school work missed during the absence.

## **TRUANCY ABSENCES**

If you are absent without the knowledge and consent of your parents, you will receive a TRUANCY ABSENCE (CUT) and will be subject to the following penalties:

1. Current quarter attendance points earned in class are lowered 50% for each cut.
2. One hour of detention for each class period cut will be assigned.
3. Failure to serve detention will result in in-house suspension.
4. Homework missed because of truancy absences cannot be made up.

## **CUT NOTE PENDING**

If you do not bring a note stating the reason for your absence which is signed by your parent or guardian, you will receive a cut-note-pending. If you do not clear the cut-note-pending the next time you return to school, you will be assigned one hour of detention. If you do not clear the cut-note-pending within three (3) days, the absence will become a cut, your quarter attendance points will be lowered 50% and you will be assigned one hour of detention for each class period missed.

## **TARDINESS**

You have the responsibility of getting to the classroom with all of your required study material and being prepared to study when the final passing bell rings. You have five minutes to accomplish these tasks and if you fail to do this, then you are tardy. If you are tardy, you are subject to the following:

1. First tardy: Detention with the teacher during the independent study period.
2. For all succeeding tardies during the current semester, you will be assigned one hour of detention in the main detention room.
3. For each accumulation of three (3) tardies, you will automatically receive a 50% reduction in your quarter attendance points. You can redeem the 50% grade reduction by serving an additional three (3) hours of after school detention. It is your responsibility to serve and report to the Vice Principal after the third hour to obtain a TARDY REDEMPTION FORM.

4. Parents or guardian are notified by mail EACH time you are tardy.
5. More than 5 minutes late to class will result in an absence for periods 2-7
6. Students arriving to school after 8:00 but before 8:30 will be considered TARDY
7. THERE WILL BE NO NON-SCHOOL INITIATED EXCUSED TARDIES
8. At the beginning of each new semester, you start with no tardies.

# DISCIPLINE

**DISCIPLINE** Students of all ages have one thing in common: A few of them break the rules of the school that they attend. The vast majority of incidents requiring the disciplining of students are settled within the school system. However, instances of students soliciting the assistance of the courts in their efforts to have adverse decisions by school authorities reversed are not uncommon. The perplexity of this type of problem is a familiar one. Schools must have the authority to establish and enforce both academic and disciplinary rules to further their efficient operation, while the student charged with a violation of these rules has the opposing interest of protecting himself or herself from being unreasonably deprived of his or her civil liberties and educational opportunities. In California, the Legislature has given school authorities the power to maintain discipline in order that the public school system may function in accordance with its intended purpose. In like manner, the Education Code provides that all students in public schools must comply with the regulations, pursue the required courses of study, and submit to the authority of the teachers (Education Code Section 38921). The code further provides that teachers must enforce the course of study, the use of legally authorized textbooks and the prescribed rules and regulations (Education Code Section 44805) and that they must hold students to a strict account for their conduct on the way to and from school, on playgrounds, and during recess (Education Code Section 44807). A teacher stands *in loco parentis* to pupils under his/her charge and may exercise such powers of control, restraint and correction as may be reasonably necessary to enable the teacher properly to perform the duties of a teacher and to accomplish the purposes of education. If the teacher is unable to gain the cooperation of certain individuals, the offenders will be sent to the Vice-Principal's office. Students sent to the office will be dealt with according to the seriousness of the situation.

## **MAJOR RULE VIOLATIONS**

- **Students found possessing, using, selling, or otherwise furnishing or being under the influence of a restrictive drug or paraphernalia shall be recommended for expulsion.**
- **Students in possession of a firearm at school or at any school function shall be recommended for expulsion. Parents or other individuals will be prosecuted as per California State *Gun Free School Zone* laws.**

Pursuant to Education Section 48900, a student may be suspended and expelled on the first occasion for any of the following actions:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person (fighting)
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object
- (c) Unlawfully possessed, used, sold, or otherwise, or been under the influence of, any controlled substance
- (d) Selling or delivering material represented to be a controlled substance
- (e) Committed or attempted to commit robbery or extortion
- (f) Caused, or attempted to cause damage to school property or private property
- (g) Stolen or attempted to steal school property or private property
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia
- (k) Disrupted school activities or willfully defied the valid authority of supervisors, teachers, administrators or school officials
- (l) Knowingly received stolen property or private property



- (m) Possessed an imitation firearm similar in property to an existing firearm
- (n) Committed or attempted to commit sexual assault or battery
- (o) Harassed, Threatened or Intimidated a pupil witness
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engaged in, hazing
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- (s) A pupil who aids or abets the infliction or attempted infliction of physical injury to another person
  - (48900.2) Sexual harassment
  - (48900.3) Committed an act of hate crime
  - (48900.4) Harassing, threatening, intimidating, bullying behavior.
  - (48900.7) terrorist threat against school officials, school property, or both

Students may be suspended on the first offense for violations of foregoing actions and in some cases such as: Possession of restricted drugs, firearms, explosives of any type or setting of fires on campus, **they will be recommended to the Board of Trustees for expulsion.** Any student who assaults another person with a weapon shall be reported to the appropriate local law enforcement authorities.

### **MINOR RULE VIOLATIONS**

For a minor violation of school rules in the classroom, you will serve detention during independent study period under the supervision of the teacher in whose class the rule was violated. Students who refuse to serve detention are subject to suspension. In cases where individual teachers feel that they need further assistance in dealing with your behavior, they will refer you to the Vice-Principal. The first referral will result in a conference with the Vice-Principal and an appropriate level of disciplinary action. All succeeding referrals will be evaluated on their merits and will result in an increasing level of disciplinary action.

**ELECTRONICS : California Education Code 48901.5, states, “Cellular phones can be a disruption to the learning process and potential security issues...are not permitted use during school hours.” The following rules regarding electronics shall apply during regular school hours:**

1. The student use of electronics is prohibited within the classroom unless authorized by school personnel. Electronics include, but are not limited to Kindles, I-Pods, and cell phones.
  - \*Cell phone may not be used during class time, the discipline policy below will be enforced if a student is caught using a phone during class as well as if he or she is caught using a cell phone when using a hall pass (bathroom, library, etc).
  - \*Cell phone use during break, passing periods and lunch **will be permitted** unless the privilege has been violated.
2. The recording of a teacher, staff member, or student, without their consent, is a violation of the California Education Code. Any student participating in such action will be subject to an appropriate consequence.
3. No laser lights of any kind are permitted on campus at any time. Penal Code Section 414.27 prohibits the possession of laser pointers on elementary and secondary campuses.

## **ELECTRONICS VIOLATION POLICY**

First Violation = device will be brought to the office and the student may retrieve it at the end of the school day

Second Violation= device will be brought to the office, parent required to retrieve it and 1 hour detention

Third Violation=device will be brought to the office, parent required to retrieve it and student will receive a 1 day In-House Suspension at Butte View High School

## **HARASSMENT POLICY**

1. Everyone in the Sutter Union High School District has a right to feel respected and safe. Consequently, we want you to know about our policy to prohibit and prevent sexual harassment, and harassment because of race, national origin, disability, religion or sexual preference.
2. A harasser may be a student or an adult. Verbal, written or physical harassment may include, but is not limited to, the following when related to sex, race, national origin, disability, religion or sexual preference:
  - a. name calling
  - b. pulling on clothing
  - c. graffiti
  - d. notes or cartoons
  - e. unwelcome touching of a person or clothing
  - f. offensive or graphic posters or book covers
  - g. violent acts
3. If any words or actions make you feel uncomfortable or fearful, tell a teacher, counselor, vice principal or the superintendent/principal **IMMEDIATELY**.
4. You may also make a written report. It should be given to a teacher, counselor, vice principal or the superintendent/principal.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of sexual harassment and harassment based upon race, national origin, disability, religion, or sexual preference; and we will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.
7. Sutter Union High School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.
8. This is a summary of the District's policy against sexual harassment, and harassment because of race, national origin, disability, religion, or sexual preference. A complete copy of the policy was included in the Parent/Student Information Packet and is available in the District office upon request.

## **APPEARANCE AND DRESS**

Sutter Union High School encourages students to dress to maintain a respectable appearance. Students are to attend school dressed in a respectful manner so as not to offend or disrupt student learning. Please look at the following dress code parameters and make sure your son or daughter has read and understands all of the restrictions. If in doubt about the appropriateness of clothing, contact an administrator for clarification.

**First Offense-** Student will be required to change out of the inappropriate clothing. If the student has no change of clothing, a parent will be called to bring a change of clothing or loaner clothing will be given to the student. The inappropriate attire will be left in the office and the student can pick the attire up after school.

**Second Offense-** Change clothing and detention is assigned. (If second offense is the same day as first offense= In-House suspension will be assigned.

**Third Offense-** One Week detention

**Fourth Offense-** Parent pick student up and student assigned 1 day of suspension

**Guidelines-**

1. Clothing, jewelry, and body markings must be free of writing, pictures or any other insignia which is crude, vulgar, profane, sexually suggestive or which advocates racial, ethnic, sexual preference, or religious prejudice, or the use of alcohol or drugs.
2. Clothes shall be sufficient to conceal all undergarments at all times.

**The following are prohibited:**

- Any apparel, accessory, notebook, personal belongings or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute, denotes membership in gangs or other groups which advocate drug or alcohol use, violence or disruptive behavior, is prohibited.
  - Tears and holes in clothing: Tears or holes in shorts are not allowed. If a student wears pants that has tears or holes, then any tear or hole above the knee must be covered showing no skin.
  - Bare midriffs
  - Skirts or shorts shorter than mid thigh. (including skirt slits)
  - Tank tops, dresses, shirts or blouses with low neck lines which expose the upper torso (chest or back)
  - Tank tops, blouses or dresses with less than 1” straps
  - Pajamas or sleepwear
  - Spikes or chains attached to clothing
  - Saggy pants or pants worn below the waist line. Underwear may not be exposed. This includes boxers, sports bras, bras and tank top style under shirts
3. Hats, caps, must be worn with the bill facing forward and are not to be worn in the classroom or other buildings (excluding the gym, locker room, or weight room.)
  4. Students whose appearance is so unusual as to cause obvious distraction of other students from the educational process.
  5. For purposes of health and safety, shoes must be worn at all times.
  6. Students with long hair shall be required, for reasons of safety, to provide and wear a hair net in those classes where long hair might be a hazard or detrimental to the required performance of the class.

7. Reasonable rules for appearance for those who participate in extra-curricular activities may be established and enforced
8. **Rule of Thumb:** Maintain a clean, neat appearance.

If you have any questions or are seeking additional clarification on this policy, please contact our Vice-Principal, Mr. Giovannoni.

### **OVERAMOROUS AFFECTION**

Kissing and hugging are not allowed on campus. Any display of affection that goes beyond holding hands will result in disciplinary action.

### **CHEATING**

Sutter Union High School wishes to promote honesty and ethical behavior among its students, and cheating is therefore unacceptable. Cheating is defined as any attempt by a student to present the work of others as his/hers when it is not. There is no defense for cheating and there will thus be no initial leniency for cheaters, not will “degrees” of cheating be recognized; cheating is cheating regardless of the importance or weight of the assignment. Consequences will include loss of credit on the assignment/exam, referral to the Vice-Principal, and parent notification and/or conference. A subsequent infraction may result in suspension from school.

# TRANSPORTATION

## TRANSPORTATION

Sutter Union High School provides transportation to and from school. We have four routes that service the outlying areas of our district. Our staff has an outstanding safety record. If you choose not to participate in school provided transportation, it is your responsibility to travel to and from school in a safe manner. If you drive, you must drive in a safe and courteous manner. It is your parent's responsibility to know who is providing your transportation.

## BUS REGULATIONS

Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road.

The following rules are based on the "Regulations of Pupil Transportation" as set forth by the State Department of Education and the California Highway Patrol, which governs the operation of our buses:

1. No part of the body, head or arms, may be extended out of the windows.
2. Pupils must sit up in their seats and face the front of the bus, keeping their feet out of the aisle.
3. No pupil is permitted to interfere with another pupil or molest the property of another pupil.
4. Pupils who ride a school bus to any event, athletic or social, or educational, must return on the same bus unless other arrangements have been approved by the administration or a designee.
5. Playing musical instruments, whistling, yelling, loud talking, profane language, throwing articles, shooting rubber bands, scuffling, or any other unnecessary commotion is prohibited. (These are the most common disturbances that cause the driver to divert their attention from the road).
6. Any damage to the bus by a pupil which cannot be considered wear and tear must be paid for by the student.
7. The bus driver shall have absolute jurisdiction over the conduct of all pupils while riding the bus.

**Any violation may result in up to five days of suspension of transportation privileges and/or of permanent loss of transportation privileges or other disciplinary action as decided by the Vice Principal. The cooperation of all students and parents is requested to the end that the pupils being transported under school authority shall be guaranteed the greatest possible safety.**

**\*Students who ride the bus in the afternoon shall remain on campus until the bus leaves. Students observed leaving campus and returning to ride the bus will lose the privilege of riding the bus that day.**

## TRANSPORTATION TO ACTIVITIES

Sutter Union High School provides transportation to and from all of its activities. All participants must ride to the event on school approved transportation. All Participants are under the immediate and direct supervision of the school employee in charge of the activity. All participants will ride back to Sutter Union High School on school approved transportation unless they are released to their parent/legal guardian by the school employee in charge. Permission to ride home with a responsible adult other than parent/legal guardian may be arranged prior to student's leaving Sutter Union High School for the event. A parent/legal guardian must request permission in writing. The name of the responsible adult, date, and location of travel must be listed. A phone number to confirm the note must be included. Written and verbal confirmation are required for the request to be considered.

## **STUDENT VEHICLE REGULATIONS**

Students are permitted to drive their cars to school providing they adhere to the following regulations:

1. Possession of valid driver's license.
2. The auto is covered by adequate insurance.
3. Students may be required to obtain parking stickers if problems with student driving behavior arise.
4. **Students who drive recklessly on or near the school grounds, or in the community, immediately before, during and after school will have their driving privileges revoked. Students are also accountable for unsafe driving observed at any school function.**
5. Vehicles may be subject to search by school authorities and law enforcement personnel based on reasonable cause or reasonable suspicion relating to school safety issues or illegal activities.
6. Students parking improperly will receive detention for the first offense. Second offense will result in loss of driving privileges for a period of five days.
7. Students may not drive their vehicles between classes. Students caught driving their vehicles between classes will be subject to the penalties below:
8. Students may not park in the South Gym parking lot until after the 3:05 bell has rung.

## **PARKING LOT**

Students are not permitted to loiter in the parking lot at ANY TIME. Students may not be in the parking lot between classes, at break, after school or during class time. Students who violate these rules will be referred to the Vice-Principal. The speed limit in the parking lot and on the school grounds is 10 miles per hour. Violations which involve speeding, reckless driving, loud pipes, loud stereos, or unauthorized driving of vehicles including 16 year olds transporting other students will result in loss of driving and parking privileges at Sutter High School.

**1st Offense** — Loss of leaving school at lunch for 5 school days or 5 hours work detail

**2nd Offense** — Driving privilege revoked five (5) school days.

**3rd Offense** — Driving privilege revoked ten (10) school days and parent conference.

**4th Offense**— Suspension from school and driving privileges revoked for a minimum of 15 days.

# LIBRARY

## SUTTER HIGH SCHOOL LIBRARY

The mission of the Sutter High School Library is the creation of successful, enthusiastic, lifelong readers and learners. Music and movies already contain labels about content; books do not. The majority of books we purchase are from the Junior Library Guild, which reviews the titles. Others are selected from "What's New in Young Adult Literature," and include many titles that become medal winners or are made into movies. Young adult literature titles are, by definition, intended for ages 12-18. Although most middle schools, as well as high schools, have young adult titles on their shelves, some may contain more mature themes or content. Please get to know the library and the library and the library collections. These are available to every student in grades 9-12 unless parental restriction has been given in writing. You can access the library catalog by going to the Sutter High School website.

The library will be open from 7:00 A.M. to 3:30 P.M. for your use as well as parents, and teachers. All magazines, career information, books, etc., may be checked out for two weeks and re-renewed if needed. The fines for overdue books and other materials will be \$.05 each night. You are responsible for lost materials and will be charged for them. You must have an identification card, at all times, to be used to check out all textbooks, library, career center material, etc. It is your responsibility to verify material checked in/out at the time of transaction.

## LIBRARY RULES

1. Students entering the library on a pass must give the pass to the librarian or assistant upon arrival.
2. No food or drink in the library or library lab. No running or excessively loud noises
3. Books and other materials that are not checked out should be left on the tables for the library assistants to reshelve.
4. Check out materials in plenty of time before the bell rings.
5. All books and other materials must be checked out before leaving the library.
6. Students may use the computers in the library for educational purposes. **No personal software is allowed. Games and/or programs may NOT be placed on the server.**
7. The library has an electronic card catalog that can be accessed from the desktop on library computers or from home via the Sutter Union High School web page. Several online database programs and electronic encyclopedias are incorporated into the catalog including Electric Library, a comprehensive and easy-to-use on-line reference tool. Electric Library aggregates hundreds of maps, magazines, journals and newspapers, two thousand classic books, thousands of photographs, as well as major works of art and literature.
8. There is a \$5.00 cost for replacing lost Student Identification Cards

**LOST TEXTBOOKS/EQUIPMENT** Students are responsible for textbooks and any equipment that is lost or damaged while in their possession. Any damage beyond the normal use to textbooks including barcode damage will be charged to the student. All fines and bills for lost or damaged books and equipment must be paid prior to taking finals. Students must pay for lost/damaged books before new books will be issued. If a textbook, which had been lost and paid for, is found, the student has until **June 30th** of the **current school year** to return the textbook for a refund less a processing fee. There will be no refunds for lost textbooks returned to inventory after **June 30th** of the current year.

Payments are to be made at the ASB window before school, at break, lunch or after school. The receipt (including online receipts) must be brought to the library to be cleared from the overdue/fines list.

**Keeping books in classrooms is not advised. Missing books are still the responsibility of the student.**



# TECHNOLOGY POLICY

## COMPUTER POLICY

All students who use computers shall be subject to the following Procedures and Rules governing the use of technology. The following are designed to ensure that technology and equipment is maintained in a manner consistent with Sutter's Educational Mission. Please note that there is a Zero Tolerance Policy with respect to the use of computers and the implementation of these policies. Failure to abide by these procedures or with the Supervising Teacher's instructions may result in an "F" grade for the quarter in the class where the violation occurs and loss of computer privileges for the remainder of the academic year. Prior to any student utilizing a computer, he/she

must review this agreement with their parent/guardian and both must sign and return the **Parent/Student Emergency Information Card** to the school.

- 1) Students shall be assigned a specific computer station to work at and shall work only at that assigned station. Students are to leave their stations as they found them—in working condition, neat and orderly. Any problems with their stations shall be reported immediately to the Supervising Teacher. Students shall be held responsible for any damage they cause to the computer station.
- 2) No programs, applications, files, outside disks, etc., may be loaded into the computers or on the hard disk drive by students.
- 3) No food or drink of any kind is allowed when using a computer.
- 4) Accessing any files, documents, applications, etc., other than your own without the express permission of your teacher is prohibited. This includes all system settings, including but not limited to screen savers, background, and appearance.
- 5) Students must get permission from a teacher each time they use a computer. Check with the Supervising Teacher for the availability of a computer during, before and after school hours.
- 6) In addition to the above policies, students shall obey all instructions from the Supervising Teacher regarding the use of a computer.

## INTERNET POLICY

All students who use the Internet at Sutter Union High School must complete a Technology Contract each year. The policy details what is expected of anyone using the Internet, e-mail, or designing a webpage.

### **The guidelines include:**

- ◆ Use of the Internet is a privilege.
- ◆ Those under 18 may not reveal their last names, addresses, or phone numbers.
- ◆ Parent's must notify the Administrative Office if they do not want their children's picture on the network.
- ◆ The user acknowledges that e-mail has no guarantee of privacy. Messages related to or supporting illegal activities will be reported to authorities, and messages are subject to the same restrictions as a school newspaper.
- ◆ Transmission or reception of copyrighted material; material protected by trade secret; product advertisement or political lobbying; material that is obscene, libelous, slanderous, incites students and/or staff to create a clear and present danger by promoting unlawful acts on school grounds, violation of school regulations, or disrupts orderly operation of school are prohibited and will result in termination of the user's Internet privileges and referred to the Vice Principal for disciplinary action.
- ◆ Acts of vandalism, such as uploading or downloading computer viruses, will cause the user's Internet privileges to be canceled.
- ◆ Use technology responsibly.

# SCHOOL ACTIVITIES

## SCHOOL ORGANIZATIONS

Sutter High School offers a wide variety of clubs and organizations for students interested in extra-curricular activities. You will find that school life is much more enjoyable if you become active and participate in your area of interest. All students must maintain a minimum of a 2.0 grade point average with no "F" grades to be eligible for participation in school clubs and organizations. Eligibility is based on the following grading periods: (1) 1st quarter, (2) 1st semester, (3) 3rd quarter, (4) 2nd semester. At progress report time, grades of ineligible students are checked. If the GPA has been brought up to a 2.0 with no "F's" the student may apply for academic probation.

You are allowed only one probationary period during your high school career. While on probation you must:

1. Present a grade check to your advisor at the end of the school day each Thursday and be academically eligible for the subsequent week (a) Receive no class cuts. If you are on probation and receive a class cut, you will again be ineligible for the remainder of the current quarter. (b) Receive no disciplinary referral for a Major Rule Violation nor be subject to a three day suspension for Minor Rule Violations. If you violate this stipulation, you will again be ineligible for the remainder of the quarter.
2. Your eligibility status for the current grading period will be established by the first Thursday following the Tuesday that grades are submitted to the Counseling Office.
3. An incomplete grade does not disqualify you unless your percentage grade is 59% or below. You have one day for each day of excused absence to make up an incomplete grade at the end of the grading period. Your new eligibility status becomes effective immediately upon receiving a grade in place of the incomplete.
4. If you violate any policy which causes you to be dropped from a club or organization, you shall be ineligible for any awards or attendance at banquets, etc. THIS POLICY INCLUDES ANY STUDENT WHO FAILS THE GRADE ELIGIBILITY REQUIREMENT.

If you are interested in joining a club or organization, contact the Advisor or the Vice Principal. The following are the duly constituted clubs and organizations at this time:

<b>Student Recreation Association</b>	<b>Cheer Squad</b>
<b>FFA (Future Farmers of America)</b>	<b>Drama Club</b>
<b>California Scholarship Federation</b>	<b>Block S Society</b>
<b>DECA</b>	<b>Student Council</b>
<b>Youth Alive</b>	<b>Interact Club</b>
<b>CREATE</b>	<b>Friday Night Live</b>
<b>HAM Radio Club</b>	<b>Key Club</b>

## ACTIVITY & CLASS MEETING SCHEDULE:

Activity and Club meetings take place during lunch, after school and occasionally in the evenings. Schedules will be established each school year.

## EXTRA CURRICULAR ACTIVITIES

*It is mandatory that all students participating in extra-curricular activities purchase an Associated Student Body (ASB) card.*

### ATTENDANCE/EXTRACURRICULAR ACTIVITIES

If you are absent any portion of the school day for any reason without having been granted Special Permission, you MAY NOT participate in any extracurricular activity that day. This includes athletics, cheerleading, and any class or club activities. *Special permission to participate must be obtained before 8:30 A.M. on the day of absence.*

### ASSEMBLIES

From time to time throughout the school year **STUDENTS AND FACULTY** attend assemblies in the gymnasium. Student assemblies are conducted as part of the total educational experience at Sutter Union High School, and all students are required to attend. Seating at assemblies will be by classes with Advisors. The Freshman Class will sit in the south section of the east bleachers, the Sophomore Class will sit in the north section of the east bleachers, the Junior Class will sit in the south section of the west bleachers and the Senior Class will sit in the north section of the west bleachers. An assembly is not a rally and there should be applause to express your approval. Stomping of feet, booing, whistling, talking and other improper behavior has no place during assemblies and will not be tolerated at Sutter High School. Students are to remain seated until dismissed. Your conduct at assemblies is the way visitors, performers, and parents judge your school. It is up to you to leave a good impression.

### RALLIES

Prior to many home games during football and basketball seasons, the student body adjourns to the gymnasium for a Pep Rally. **ALL STUDENTS MUST ATTEND THE RALLIES UNLESS EXCUSED BY THE ADMINISTRATION.**

Proper conduct is an important part of the rally and of good school spirit. Students should participate by following the direction of the Cheerleaders, and others charged with conducting the events.

### SCHOOL DANCES

Dances at Sutter Union High School are sponsored by various organizations under the direction of advisors and the administration. These guidelines will be observed:

1. All students attending the dance must have a school ID in order to be admitted.
2. Doors close at 9:00p.m. or 30 minutes after the conclusion of an athletic contest.
3. All school dances are over no later than 12:00 midnight (8:00p.m.-11:00p.m. or 9p.m.-12:00a.m.)
4. Two advisors will be in attendance at all times. In addition, security is on duty.
5. Guests bids shall be turned in to the Vice-Principal's office by 3:30 p.m. on the Wednesday prior to the dance. This bid is not valid unless approved and signed by both the vice principal of both SUHS and the school where the guest attends. Bid must be completed in its entirety to be valid. Please attach guest's vice-principal's business card to this bid. If guest has graduated from high school, speak to an administrator prior to submittal of this bid.
6. Guests who are out of high school will only be allowed to attend Prom or Winterball
7. Students are not permitted to leave the dance and return for any reason. Once a student leaves the dance, they are not permitted to loiter on school grounds.
8. School appropriate attire must be worn by students.
9. All school rules of conduct apply at dances.

# GRADUATION

## GRADUATION

Sutter Union High School grants diplomas to students who have completed all graduation requirements set forth by the State of California and Sutter Union High School District. Graduation exercises are held the last day of school at 7:30 P.M. on Wayne Gadberry Field at Sutter High School.

## GRADUATION CEREMONY

The graduation ceremony is an opportunity for Sutter Union High School, the community, family, and friends to recognize and celebrate our graduating class. We are proud of our traditional graduation ceremony. To participate in the graduation ceremony, students must meet the following criteria:

Complete all graduation requirements

Pass all available classes during the spring semester of their Senior year

Maintain an attendance record of 95% in all their classes

Meet behavior and dress requirements specific to the graduation ceremony

\* **SENIORS:** Will have the option to redeem absences in excess of 10 days in Saturday school.

The graduation ceremony is an optional activity. Any student who chooses not to participate in the ceremony may make arrangements to pick up his/her diploma from the Superintendent/Principal.

## SUTTER UNION HIGH SCHOOL GRADUATION REQUIREMENTS

### 1. TOTAL CREDITS REQUIRED- 250 CREDITS

5 Credits per semester are given for each course passed with a pass (P) or D- or better. There are two semesters in the school year. Students can earn 70 credits for each year. In 4 years it is possible to accumulate 280 credits.

### 2. SENIOR YEAR PORTFOLIO AND JOB SHADOW

In conjunction with the American Government/Economics class, each Senior will produce a "Career Portfolio" and Job Shadow a Professional from the Community.

### 3. SUBJECT REQUIREMENTS

<b>English</b>	40 Credits (4 Years)
<b>Math</b>	40 Credits (4 Years) <i>Class of 2021 onward</i>
<b>Science</b>	20 Credits (2 Years) Ag or Science Department One year of Physical Science /Earth Science One year of Life Science
<b>Social Studies</b>	40 Credits (4 Years) Study Skills and Health-Driver Ed/Decision Making World Studies U.S. History Government/Economics

**Physical Education** 20 Credits (2 Years)

**Vocational Education** 10 Credits (1 Year)

All courses in the Agriculture Department, Business Department, Home Economics Department, Industrial Technology Department, Psychology, and all on and off campus CTE Courses.

**Fine Arts or World Language** 10 Credits (1 Year) In either Subject (\*Denotes University of California & Cal State University approved visual and performing arts courses) Students must satisfy the college fine arts requirement by completing a single year long course. Students may take the course over different academic years, but the course must be taken in a sequential order.

Art\*

Ceramics\*

Concert Band

Chorus\*

Drama Productions\*

The Art and History of Floral Design 1 & 2

Theatre Arts\*

Applied Photography\*

Graphic Communication

3-D Animation

Any World Language

## GENERAL INFORMATION

**TELEPHONE** The office telephone is reserved for EMERGENCY PURPOSES ONLY.

**LOCKERS** You are responsible for all items in your locker. **DO NOT ALLOW ANYONE ELSE TO HAVE YOUR COMBINATION.** Schools which jointly control student lockers have the right to inspect them upon reasonable cause or reasonable suspicion.

### **I.D. CARD**

**You must have your ID card in your possession at all times.** Your I.D. card is necessary to check out materials and to eat in the cafeteria.

If you lose your I.D. card, there is a **\$5** replacement charge.

### **ILL AT SCHOOL**

If you become ill at school and have to leave class, come to the office for assistance. Spending class time in the rest room due to illness will not be excused.

**Get a Blue Slip before going home.**

### **MEDICATION**

Students who require DOCTOR APPROVED medication must bring the medication to the office. The medication will be dispensed from the office. Students may not keep medication in their lockers or in their possession. Exceptions may be granted based on medical need and a doctor's written approval. Example: Asthma Inhalers.

### **WHERE TO FIND IT? ...MAIN OFFICE**

- Accident/Insurance Forms
- Blue Slips
- First Aid
- Admit Slips
- Guest Passes
- Locker Problems/Repairs
- Lost & Found
- Parking Stickers
- School Supplies
- Visitor's Pass

### **WHERE TO FIND IT? ...COUNSELING OFFICE/CAREER CENTER**

- Cal Guidance Reports
- Career/College Information
- Driver Training Information
- Driving Permits/ Licenses
- Scheduling Information
- Scholarship & ROP Information
- Student Information/Address Changes
- Testing Information
- Work Experience Information
- Work Permits

# **SUTTER UNION HIGH SCHOOL DISTRICT**

## **HUSKY EXPECTATIONS**

1. Be on time
2. Take responsibility for academic success
3. Pick up after yourself
4. Wear acceptable clothing
5. Always do your best



***EVERY DAY IS A GREAT DAY TO BE A HUSKY!***

**SUTTER UNION HIGH SCHOOL**  
Expected School-wide Learning Results  
(ESLRs)

**Sutter Union High School will prepare all students to become:**

**Socially Responsible Citizens** who:

- | Demonstrate Integrity and honesty.
- | Accept individual and group responsibility.
- | Demonstrate respect for self and respect of needs, ideas, opinions and property of others.

**Critical and Creative Thinkers** who:

- | Identify, locate, acquire and organize information or data.
- | Use information to make informed decisions and solve problems independently and as a team.
- | Apply learned skills to real life situations.

**Effective Communicators** who:

- | Use basic communication skills; reading, writing, speaking and listening to communicate ideas to others.
- | Interpret, apply and respond to verbal and written instructions
- | Express themselves in a variety of media which include art, music and theater.

**Technologically Literate Individuals** who:

- | Use technology to solve problems and achieve goals.
- | Use technology to acquire, evaluate, organize, interpret and communicate data.
- | Demonstrate a working knowledge of the computer, ability to use applications and efficiently navigate the internet.

**Productive and Self Sufficient Members of Society** who:

- | Develop life skills necessary to succeed as a contributing member of a global society.
- | Demonstrate solid work ethic, punctuality and reliability.
- | Commit themselves to become a lifelong learner through setting and obtaining personal and career goals.