

# **SUTTER UNION HIGH SCHOOL DISTRICT**



## **2024-2025 Parent/Student Handbook**

*Rick Giovannoni, Principal*

## TELEPHONE EXTENSIONS

|  |          |                    |
|--|----------|--------------------|
| <b>TELEPHONE</b>                                     | <b>:</b> | <b>822-5161</b>    |
| <b>FAX</b>   | <b>:</b> | <b>822-5168</b>    |
| <b>DEPARTMENT</b>                                    | <b>:</b> | <b>EXT.</b>        |
| <b>Attendance</b>                                    | <b>:</b> | <b>215</b>         |
| <b>Blue Slip</b>                                     | <b>:</b> | <b>207</b>         |
| <b>Counseling</b>                                    | <b>:</b> | <b>208</b>         |
| <b>Transportation</b>                                | <b>:</b> | <b>220</b>         |
|  |          |                    |
| <b><u>ADMINISTRATION</u></b>                         | <b>:</b> | <b><u>EXT.</u></b> |
| <b>Superintendent</b>                                | <b>:</b> | <b>704</b>         |
| <b>Principal</b>                                     | <b>:</b> | <b>204</b>         |
| <b>Assistant Principal</b>                           | <b>:</b> | <b>207</b>         |
| <b>Athletic Administrator/Attendance Coordinator</b> | <b>:</b> | <b>203</b>         |
| <b>Director of Guidance</b>                          | <b>:</b> | <b>217</b>         |



Dear Students and Parents:

The staff of Sutter Union High School is excited for the 2024-2025 year. The school year begins on **August 14, 2024**. In a continuing effort to improve the educational experience for our students, we have organized information that is essential for a successful school experience. We encourage all parents to read the following information and go over it with their student.

As society changes, schools are constantly being challenged to provide a safe learning environment. We feel it is necessary to build a safe learning environment without being so restrictive that learning is limited. A balanced educational approach offers students a greater chance for success.

The Sutter High School staff builds upon the traditional values of high moral and academic standards, consistently adhered to by the administration, staff, and students alike to produce a school that is a learning organization.

We believe that good citizenship, good attendance and honest effort by students in their academic and vocational classes will result in success. Also, we encourage all students to participate in a variety of extracurricular school activities so that their school experience will be both beneficial and rewarding.

We look forward to working with parents and students attending our district in maintaining high educational and personal standards. If you have any questions, please call Sutter Union High School, (530) 822-5161. Also, check our website at [www.sutterhuskies.com](http://www.sutterhuskies.com).

Best wishes to each parent and student for a successful school year.

Sincerely,  
Rick Giovannoni  
Principal

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**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 skill; 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.

# **SECTION I**

# **PARENT/STUDENT NOTIFICATION**

# PROHIBITION OF HARASSMENT AND VIOLENCE

## 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 orientation.
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 orientation:
  - 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 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 based upon race, national origin, disability, religion, or sexual preference, and will take the 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 engaged in such conduct.
8. This is a summary of the District's policy against sexual harassment, and harassment because of race, national origin, disability, religion, or sexual orientation. A complete copy of the policy is available in the District's Office upon request.

## EMERGENCY PREPAREDNESS

Sutter Union High School has an Emergency Preparedness Plan to cover emergency situations including fire, severe local storm, flood, campus disturbances and dangerous intruders.

A complete copy of the plan is available in the District Office upon request.

## CAMPUS VISITORS

No outsiders shall enter or remain on school grounds during school hours without having first registered in the office. Outside visitors shall report immediately to the office. In order to register, an outsider shall upon request provide the principal or designee with the following:

1. Name, address and occupation
2. Age, if less than 21
3. Purpose for entering school grounds
4. Proof of Identity

Outside visitors shall obtain a GUEST PASS that will be displayed at all times while on campus. Outside visitors shall return their pass to the office and sign out before leaving the campus. Failure to comply with procedure will result in loss of visiting privileges.

**LIVE SCAN** In 1998, the California Department of Justice implemented Phase 1 of Applicant Live Scan, which is a system for the electronic submission of fingerprints and the subsequent automated background check and response. The Sutter Union High School District utilizes the **Live Scan** process in compliance with California law regulating Criminal Offender Record Information.

**MEGAN'S LAW** (Section 290.4 of the Penal Code), requires the Department of Justice to provide to local law enforcement agencies in each country information regarding specified registered sex offenders. Local law enforcement agencies, in turn, are required to make the information available for public viewing via CD-ROM or other electronic media.

We strongly recommended that parents and guardians:

1. Exercise extreme caution in allowing their children to travel between home and school without adult supervision
2. Familiarize themselves with individuals in the neighborhood who may pose a threat to children.
3. Utilize the information available at local law enforcement agencies to protect themselves and their children from registered sex offenders in their neighborhoods.



# DRUG FREE SCHOOLS & WORKPLACE

## BOARD POLICY 1932: Drug Free Schools & Workplace Policy

- A. Prohibitions: No employee or student shall unlawfully possess, use, distribute, dispense, manufacture or be under the influence of alcohol or any drug as defined in this policy, under any of the following circumstances:
1. While on school or district premises
  2. During, or while going to or coming from a school or district sponsored activity
  3. In any district vehicle.
  4. In addition, as to students, this policy applies to prohibited acts which occur within a district school or within any other school which occur at any time, including, but not limited to, any of the following: While on school grounds; while going to or coming from school; during the lunch period whether on or off campus; or during, or going to or coming from a school's sponsored activity.
  5. In addition, as to employees, this policy applies to prohibited acts which occur whenever an employee is acting in the course and scope of his or her District employment.
- B. Definitions:
1. Drug: The term "drug" any illicit drug controlled substance, intoxicating substance, inhalant counterfeit substance, look-alike substance, marijuana, cannabis, opiate, hallucinogen, narcotic, or other unlawful drug for purposes of federal or state law, including but not necessarily limited to the *Federal Drug-Free Schools and Communities Act Amendments*, and the *California Uniform Controlled Substances Act, Health and Safety Code Sections 11,000 et. seq.*
  2. Employee. The term "employee" means a certificated or classified employee of the district.
- C. Exceptions: This policy does not prohibit the possession or use, for medical purposes, of a controlled substance pursuant to a valid prescription from a duly licensed medical or dental practitioner, provided that such as possession and use for duly authorized instructional purposes, of substances such as glues and adhesives in industrial arts classes and chemicals in science classes, provided that such possession and use is permitted under federal and state law.
- D. Other Standards. Where other standards of conduct regarding drugs or alcohol are applicable to employees or students, in addition to those prescribed in this policy, the most restrictive standards shall apply.
- E. Duties of Employees. As a condition of employment, each employee shall comply with the provisions of this policy.

1. Penalties for Noncompliance. Violation of the provisions of this policy by an employee shall constitute cause for dismissal or other disciplinary action, in accordance with applicable law.
  2. Drug Abuse Programs. In addition, an employee who violates the provisions of this policy may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.
- F. Notice to Employees, Students and Parents. Employees, students and parents shall be given written notice of the provisions of this policy as follows:
1. Notice shall be given to employees, students and parents annually.
  2. Notice shall be given to new employees at the time of employment.
  3. Notice shall be given to new students and their parents at the time of enrollment.
- G. Drug-Free Program. The District shall provide a positive action drug-free program including education, counseling, parental involvement, disciplinary action as appropriate and police referral as appropriate, with respect to drug and alcohol abuse.
- H. Inspections and Searches. School properties, including but not limited to desks, lockers and cabinets, may be inspected and searched by school authorities in the interest of maintenance and repair, health and safety, and good order and discipline. Searches of employees, students, vehicles and other persons and property may be made in accordance with laws applicable to such searches in public schools.

Education Code sections relating to pupils and the instructional program: Sections 44049, 48900(c), 48900(d), 48900.5, 48902, 48908, 49423, 49480, 51202, 51203, 51260-51269.  
Education Code sections relating to employees: Sections 44011, 44345, 44932(a) (12), 44940, 45123.

Federal Statutes: Drug-free Workplace Act of 1988 (Pub L. 100-690), 1023 Stat. 4306 (1988).

Drug-free Schools and Communities Act Amendments of 1989 (publ. L. 101-226). 103 Stat. 1938, 1940 (1989).

Approved: December 8, 1992

# CALIFORNIA GUN FREE SCHOOL ZONE LAWS

Dear Parents/Guardians:

## **Subject: Possession of Guns at School or at School Activities**

**Introduction.** In a continuing effort to provide a safe school environment for your child I am writing to call your attention to the laws and District policy that strictly prohibit students from having guns at school or at school activities.

This letter summarizes the laws and Board policies on suspension and expulsion of students for firearms offenses, and the *Gun-Free School Zone Laws* which makes it a criminal offense to have a firearm on or within 1,000 feet of the grounds of a school.

The District makes every effort to notify all students of the rules against firearms at school, through instruction in each classroom and through the Parent-Student handbook which is posted on the website at [www.sutterhuskies.com](http://www.sutterhuskies.com). I strongly urge parents and guardians to make sure their students know the rules against firearms at school and the severe penalties that will be imposed on students who violate the rules.

**Possession of Firearm-Suspension and Expulsion** The principal shall immediately suspend any pupil found to be in possession, selling or otherwise furnishing a firearm at a school or a school activity off school grounds and shall recommend expulsion for one calendar year of that pupil to the Board. The occurrence shall be reported to the appropriate local law enforcement authorities. The Board shall expel the pupil and request the County Board of Education to enroll the pupil in a community school.

**Time and Place of Offense.** A student may be suspended or expelled for acts related to school activity or attendance that occur at any time, including but not limited to (1) while on school grounds, (2) while going to or coming from school, (3) during lunch period on or off campus, (4) during or while going to or coming from a school sponsored activity.

**Subsequent Enrollment in Another School.** A pupil who is expelled for a firearms offense cannot enroll in another school district without informing that district of the expulsion, and the new district may deny enrollment if it determines that the student “possesses a potential danger” to its pupils or employees.

Criminal Offenses. School officials must notify law enforcement authorities of any acts of a student that may violate the *California Gun-Free School Zone Act*. Under this Act **any person** who possesses a firearm in a place that he or she knows or reasonably should know is a school zone (within 1,000 feet of a school), shall be punished by imprisonment in the state prison for two, three or five years.

If you have any questions regarding this letter, please contact me at 822-5161 ext. 205

Sincerely,

Jed Nunes  
District Superintendent

## PARENT/STUDENT RIGHTS RELATING TO STUDENT RECORDS

The Education Code Sections 49063 through 49076 requires our district to provide you the following information in regard to your child's school records.

1. That the district maintains the following information on each child enrolled (Education Code 49063):
  - Census data
  - Attendance data
  - Health data
  - Academic data
  - Test data
  - Activities data
  - Anecdote data
  - Assessment data

**Mrs. Mariana Collazo in the Counseling Department is in charge of your child's records. Her number is 822.5161 ext. 214**

2. Your child's records are located at Sutter Union High School and are available upon request for your inspection and review. Copies of records will be furnished to you upon your request at the actual cost to the district of the necessary reproduction (Education Code 49069).
3. That certain items in your child's records are classified as directory data:
  - Name
  - Address
  - Birthdate
  - Sex
  - Major field of study
  - Activities participation
  - Degrees and awards received
  - School of last know attendance

The directory data will be released by the district upon request, (unless you file a written notice forbidding release) to colleges and universities, agencies awarding honors and scholarships, news media, potential employers- public and private, and other parties when judges by the district to be in the best interest of your child (Education Code 49073. 49061).

4. All other items in your child's records are by law classified are confidential. The will only be re-released: to representatives of appropriate governmental agencies, by order of a court of competent jurisdiction, or by a written statement of release signed by you. You will be notified of any court order relating to your child's records within three days receipt of the order by the district (Education Code 49076 and 49075).
5. You may challenge at any time any material placed in your child's record by addressing a written request to the district superintendent. He or a hearing panel will hear your complaint and render a decision as to whether the material should be removed. His or the panel's decisions subject to appeal to the district board of education whose decisions final and binding. (Education Code 49070 and 49071).
6. If you disagree with the decision of the superintendent, panel or board, you may file a written protest of the decision which will become part of your student's permanent record (Education Code 49070).

7. A copy of your child's permanent record containing the following items will remain on permanent file in the district:
  - a. Name
  - b. Date of Birth
  - c. Method of verification of birthdate
  - d. Sec
  - e. Place of birth
  - f. Names and address of parents
  - g. Entering and leaving date each school year
  - h. Subject and teacher
  - i. Grade or credits given
  - j. Immunization record
  - k. Date of high school graduation, if any. (Title 5, Chapter 2, Section 437 Education Code 49062)
8. All other records of your child will be destroyed at the end of the third year following your child's separation from district attendance. (Title 5, Chapter 2, Section 437)
9. You have the right to file any alleged violation of these procedures with the California State Department of Education and with the United States Department of Health, Education and Welfare (Education Code 49063).

## **PARENT/STUDENT RIGHTS-GENERAL**

Education Code Sections 48990 through 48984 requires any district to notify annually all parents of minor pupils of the following rights:

1. The right to a copy, upon request, of the district's policies relating to the government and disciplining of students under the jurisdiction of the district (Education Code 35191).
2. The right to request that their child be excused from portion of the school day to participate in religious exercises or to receive moral and religious instruction. Permission must be granted by the district board of education (Education Code 46014).
3. Corporal punishment shall not be administered to your child. (Education Code 59001).
4. The right to refuse consent to an immunization of their child on the basis of health or religious reasons. (Education Code 49403).
5. The right to authorize a school nurse to assist in administering medicine by a physician (Education Code 49432).
6. The right to annually file a refusal to have his/her child physically examined including sight and hearing testing. (Education Code 49451, 49452, 49455).
7. The right to refuse to have his/her child enrolled in a district medical or hospital service plan. (Education Code 49472).
8. The right to grant the school nurse permission to counsel other personnel in regard to the physical, intellectual, and social effects of a continuous medical regimen prescribed for their child. The parent shall inform the school nurse or designated official of such continuous medical prescription. Education Code 49480).
9. The right to request, in writing, that he/her child be excused from health, family life, or sex education when it is deemed by the parent to conflict with family religious training and beliefs.
10. The right to be notified, in writing, if their child is to receive sex education or venereal disease education involving discussion or illustration of human reproduction functions and organs. All such materials shall be subject to parent inspection. A parent may request, in writing, that her/her child be excused from such instruction. These sections do not apply to courses other than sex or venereal disease education (Education Code 51550-51820).
11. The right to have the special needs of handicapped children provided for at district and state expense. (Education Code 56030 and 56031).
12. The right to be notified, in writing, or to have a conference held when it becomes evident to a teacher than a parent's child is failing a course. (Education Code 49067).

# SCHOOL RECORDS AND PRIVACY

## AGE OF MAJORITY OR EMANCIPATED STUDENT

Sutter Union High School recognizes that students who reach the age of majority acquire new rights as citizens of the United States of America, Sutter Union High School also recognizes the fact that students who reach the age of majority also acquire new responsibilities. Responsibilities can sometimes outweigh the rights.

Whenever a pupil has attained the age of the majority, the permission or consent required of, and the rights accorded to the parents or guardian of the pupil, shall thereafter only be required of and accorded to the pupil.

- A. A student who is 18 years of age or over may sign his/her own report cards, excuse slips, and permission slips and shall be entitled to have access to all of her/her records.
- B. A student who is 18 years of age or older, and the student's parents, shall be notified regarding the student's rights and responsibilities.
- C. A person under the age of 18 years is an emancipated minor if any of the following conditions is satisfied:
  - 1. The person has entered into a valid marriage, whether or not the marriage has been dissolved.
  - 2. The person is on active duty with the armed forces of the United States.
  - 3. The person has received a declaration of emancipation pursuant to Section 7122. (Stats. 1992, c 162 (A.B.2650, Sec. 10, operative January 2, 1994)
- D. Students 18 or older may, at the discretion of the Superintendent/Principal, be excluded from the regular high school or continuation program for non-compliance with the District policies or school rules, or for failure to meet District graduation requirements. Students so excluded shall be referred to an appropriate educational program.
- E. Students 18 or older who have attended the secondary level for eight semesters and who have failed to meet the Sutter Union High School District requirements for graduation shall be enrolled and referred to an appropriate educational program.

California Education Code: 46012 and 49061

Sutter Union High School owes a duty of care to all students and to their families. As students reach the age of majority, we recognize that their legal rights and responsibilities have changed. Reaching the age of majority in a high school environment means you are responsible for your own conduct. **Students who reach the age of majority are governed by the same rules and regulations as other students.** We do not want these changes to have an adverse impact on your education or personal life. It is the District's intention to continue operating procedures as established unless notified by the student or his/her family.

## **UNIFORM COMPLAINT PROCEDURE**

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 200 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs and special education programs. Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and mis-assignments shall be investigated pursuant to the district's Williams Uniform Complaint Procedure.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings as determined by the Superintendent or designee, on a case-by-case basis.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.



The Governing Board designates the following compliance officers(s) to receive and investigate complaints and to ensure district compliance with law:

**Superintendent – Jed Nunes**

**Mail: P.O. Box 498**

**Physical: 2665 Acacia Avenue, Sutter, CA 95982**

**Phone (530) 822-5161 Fax (530) 822-5168**

**Further information and forms for filing a complaint are available in the Sutter Union High School District Office free of charge.**

# UNIFORM COMPLAINT PROCEDURE

## **Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district. Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. The complaint shall be presented to the compliance officer who shall maintain a log of complaints received. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file a complaint.

## **Step 2: Complaint Resolution**

The district encourages the early, informal resolution of complaints when appropriate and whenever possible. The compliance officer may informally discuss with the complainant the possibility of using mediation.

## **Step 3: Investigation of Complaint**

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. The complainant and/or his/her representative and the district's representative may interview individuals who may possess information pertinent to the complaint.

## **Step 4: Official Response**

Within 30 days of formally receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board. Such a filing shall include the specific facts that comprise all of the facts that cause the complainant to feel the response is not satisfactory, and all of the main reasons that cause the complainant to feel that administrative response is unsatisfactory. The filing shall also factually identify what specific district actions would provide an appropriate remedy to the complaint. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide to not hear the complaint, in which case the compliance officer's decision is final.

## **Step 5: Final Written Decision and Conclusions**

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant. This report shall include:

1. The findings of facts, and disposition of the complaint, including corrective actions, if any.
2. The rationale for the above disposition
3. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal
4. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed for the filing of an appeal with the California Department of Education before pursuing civil law remedies (5 CCR 4631; Education Code 262.3)
5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that corrective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

**Appeals to the California Department of Education**

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 calendar days of receiving the district's decision.

**Civil Law Remedies**

Civil law remedies may be pursued through local, state or federal aid agencies, offices, or private/public interest attorneys. These avenues may result in civil remedies or agreements rather than the administrative remedies resulting from the district or the California Department of Education process.

## **MEDICATION AT SCHOOL**

### **MEDICATION AT SCHOOL**

California Education Code, Section 49423 provides that any pupil required to take medication during regular school days may be assisted by the school nurse or designated school personnel. ALL MEDICATIONS WHETHER PRESCRIPTION OR NON-PRESCRIPTION REQUIRE DOCOTR AND PATIENT AUTHORIZATION, AND MUST BE IN THEIR ORIGINAL CONTAINERS AND CURRENT PRESCRIPTION BOTTLES.

A medication authorization form is available from the Sutter Union High School office. This form must be completed before medication can be administered.

## **OPEN CAMPUS**

### **OPEN CAMPUS**

Pursuant to Section 44808.5 of California Education Code, the Governing Board of Sutter Union School recognizes that students enrolled at Sutter Union High School and Butte View Continuation School may leave school grounds during lunch period.

Parents are liable for the actions of their children while their children are off campus during lunch period. Students are responsible for their behavior and conduct while they are off campus during lunch period. Sutter Union High School District will hold students and parents accountable for all rules and regulations governing students during lunch period. Choosing the leave campus for lunch period does not absolve students of their responsibilities as a member of our student body.

Section 44808.5 of the Education Code further states: *Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.* (Stats. 1996, c 1010, Sec. 2, operative April 30, 1977). Education Code 44808.5

# **ASBESTOS REPORT**

## **SUTTER UNION HIGH SCHOOL DISTRICT**

### **School Asbestos Inspections and Management Plans**

Our district has hired Asbestos Scientific Technologies, a consulting company, to complete the EPA requirements:

1. To inspect the school for asbestos.
2. Product and complete a Management Plan.
3. Conduct further re-inspections.

A copy of the district's entire plan is available in the District Office.

# EMERGENCY INFORMATION

## It is imperative that we have current information in case of emergencies

Our only link with you is the Parent/Student Emergency Information in our Student Information System. Parents are to review/update information during our re-registration process through Parent Portal in August **BEFORE** school starts.

If any of the following information changes during the school year, please call us at 822-5161 ext. 214 or send a note to school so that we can make corrections.

- Your place of residence or work
- Your telephone number
- Cell phone number
- Your Emergency Contact person(s) information
- Your child's physical condition or medication

# **SECTION II**

# **REGULATIONS & PROCEDURES**

# 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 provide either a parent/doctor's note before you are allowed to return to class. 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

Clearing absences must be done before school, at break or after school. Detention will be assigned to those who fail to follow this procedure!

## **LEAVE OF GROUNDS**

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 **LEAVE OF GROUNDS**. **If you fail to check out properly, you will be given a cut.** A **LEAVE OF GROUNDS** can be obtained in the front office. If you are away from school on a leave of grounds permit you must have your copy of the **LEAVE OF GROUNDS** 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.

**When leaving campus:** *All students must check out through the office before leaving campus. Failure to check out through the office will result in a truancy (Cut) and cannot be excused by a parent.*

**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 P.M. ON THE DAY OF THE ABSENCE (12:50 P.M. ON RALLY BELL SCHEDULE AND 12:20 PM ON COLLABORATION SCHEDULE**

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



### **SPECIAL PERMISSION**

There may be times when your 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 advanced.***

### **ABSENCES REGARDING EXTRA CURRICULAR ACTIVITIES**

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

If you are absent for 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 (1) are truant, (2) have excessive absences, (3) have excessive tardies and/or (4) fail to serve detentions,/unacceptable school behavior, (5) Fail to make adequate academic progress.

### **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.

### **VALID ABSENCE**

**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 the following criteria are met:**

1. Illness 1 or 2 days may be verified by parents.
2. Illness 3 or more days require verification in writing by the doctor's office.
3. Medical appointments may require verification in writing by the doctor's office
4. Funerals may be verified by parents.

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

### **INVALID ABSENCE**

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:**

### **A Truancy Absence will be subject to the following penalties:**

1. Current quarter attendance points earned in class are lowered 50% for each cut.
2. Two detentions, in-house suspension or Saturday school for each class period cut will be assigned.

### **UNVERIFIED ABSENCE**

If you do not bring a note stating the reason for your absence signed by your parent or guardian, you will receive an *unverified absence*. If you do not clear the *unverified absence* the next time you return to school, you will be assigned one hour of detention. If you do not clear the unverified absence within three days, the absence will become a CUT, your 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 materials 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 so, then you are tardy.

When a student receives their 1<sup>st</sup> tardy they will be assigned a detention with their classroom teacher. After a student's first tardy then the following tardy policy will be followed. When a student receives 3 tardies for a class period, then the student will be assigned detention by a school administrator. If a student does not show up for detention then they will not be allowed to participate or come to any extracurricular activities or school sponsored trips until time is served. If you are tardy, you are subject to the following:

1. **3 Tardies** = Parent Contact, 1 detention and 50% reduction in quarter attendance. To redeem your 50% attendance grade reduction, you may serve two additional detentions. The additional detention for redemption must be coordinated with the attendance office.
2. **6 Tardies** = Parent Contact, 3 detentions or Saturday school and 50% reduction in quarter attendance. To redeem your 50% attendance grade reduction, you may serve an additional two detentions. The additional detentions for redemption must be coordinated with the attendance office.
3. **9 Tardies and Up**= Saturday school will be assigned and attendance points may not be redeemed. Parent/Student Conference with Vice-Principal.
4. Parents or guardians will be notified for every three accumulated tardies
5. Parents or guardians can check student attendance through AERIES.
6. More than 5 minutes late to class will result in an absence for periods 2-7.
7. Students arriving at school after 8:00 a.m. but before 8:15 a.m. will be considered Tardy.
8. There will be no non-school initiated tardies
9. At the beginning of each new quarter, you start with no tardies

## SENIOR ATTENDANCE

- Seniors must maintain an attendance record of 95% during senior year.
- Senior students may be absent a maximum of 10 periods in any class the entire school year.
- School related activities do not count against your senior attendance.
- Students who are over the allowed 10 periods can make up their absences by serving Saturday school or pre-arranging community service hours with our attendance coordinator.
- Students who miss more than the allowed number of periods will still receive their high school diploma and graduate, however, they may not participate in the graduation ceremony.

## COUNSELING DEPARTMENT

### **TRANSFERING OUT OF SCHOOL**

If you leave school permanently due to moving away, entering the service, or enrolling in another school, please see Mrs. Ehrk 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 destinations 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.

### **GRADING POLICY**

Sutter Union High School recognizes the importance of a student achievement grading system which is meaningful to students, parents, and school personnel. The following uniformed grading policy will be used in all classrooms at Sutter Union High School.

|    |            |    |            |    |            |    |            |
|----|------------|----|------------|----|------------|----|------------|
| A+ | 97.5-100   | B+ | 87.5-89.49 | C+ | 77.5-79.49 | D+ | 67.5-69.49 |
| A  | 92.5-97.49 | B  | 82.5-87.49 | C  | 72.5-77.49 | D  | 62.5-67.49 |
| A- | 89.5-92.49 | B- | 79.5-82.49 | C- | 69.5-72.49 | D- | 59.5-62.49 |
| F  | 0-59.49    |    |            |    |            |    |            |

Attendance will account for 10% of the student’s overall quarterly grades

Grades shall be available and kept current for parent and student monitoring on a weekly basis. Parents and students will be able to access student grades through the district approved electronic grading system AERIES. Please note that major assignments and projects may take longer to be graded and entered.

### **FINALS WEEK POLICY**

Students will receive a zero on their final if they are unable to take their final or have failed to make prior arrangements through the counseling department.

# DISCIPLINE

## CALIFORNIA EDUCATION CODE FOR STUDENT DISCIPLINE

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

### EDUCATION CODE

- **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, 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
- (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 engage 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 of 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.

### **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 sect, 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. Suter 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.

### **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, iPods, cell phones, ear buds/headphones and smart watches.
  - a. Cell phones, smart watches and ear buds may not be used during class time, unless authorized by school personnel.
  - b. The discipline policy below will be enforced if a student is caught using their phone, ear buds, or smart watch during class
  - c. Cell phones, ear buds, and smart watches are permitted during passing periods, break and lunch, 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**

1. **First Violation-**The device will be brought to the office and the student may retrieve it at the end of the school day
2. **Second Violation-** The device will be brought to the office and the student will also receive one detention.
3. **Third Violation-** The device will be brought to the office, a parent is required to retrieve the device and the student is subject to Saturday school or In-house suspension.

### **APPEARANCE AND DRESS**

Sutter Union High School encourages students to maintain a respectable appearance that contributes to a productive learning environment. Students are responsible for attending 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.

#### **Guidelines**

**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 is prohibited. Clothing with alcohol, tobacco, or drug symbols, terms, etc.** – Any article of clothing which mentions, directly or indirectly, drugs, alcohol or tobacco; shows drugs, alcohol, or tobacco; or has brand names of companies which produce alcohol or tobacco products is not allowed.

**Clothing with sexual messages-** Any article of clothing with sexual statements or sexual drawings, or which can be interpreted to be sexually offensive is not allowed.

**Clothing which degrades any race or other group of individuals-** Any article of clothing which can be interpreted as degrading another group of individuals is not allowed.

**Clothing which is perceived to be vulgar, obscene, or profane is not allowed.**

### **TOPS/SHIRTS/JACKETS/COATS/SWEATERS**

1. All garments must fit properly.
2. No half-shirts or fishnet shirts are allowed. All shirts must cover the students' belly button and midsection.
3. Students are not permitted to wear tank tops, dresses, shirts or blouses with low necklines which expose the upper torso, chest or back.
4. Tank tops, dresses, shirts, or blouses with less than 1" straps not allowed, this includes strapless shirts.

### **HATS/HOODS**

1. Hats with any type of bill or visor must be worn with visor/bill facing forward and are not to be worn in the classroom or other buildings (excluding the gym, locker room or weight room)
2. Hoods must be worn down while in class.

## **PANTS**

1. Pants must not drag on the ground and may not be excessively baggy.
2. Pants must be worn above the hips and be able to stay at hip level while walking, even if covered.
3. Undergarments must not show due to pants that are too large.

## **SHORTS/PANTS/ETC.**

1. Shorts and other clothing for the lower portion of the body must be of reasonable length.
2. They must exceed fingertip length when arms are extended.
3. Spandex shorts are not to be worn at any time during the school day.
4. Yoga pants are acceptable if an appropriate top is worn.

## **SAFETY ITEMS**

1. Pajama slippers are not to be worn at school.
2. Closed toed shoes must be worn in PE and shop classes.
3. Students must wear shoes during all instructional times including extra-curricular events, evening events, weekend events and graduation events.
4. Appropriate and nonflammable clothing must be worn to participate in shop and science classrooms.

## **Dress Code Violations**

1. **First Offense-** The 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 up attire after school.
2. **Second Offense-** Change clothing and detention is assigned.
3. **Third Offense-** Saturday School or In-house suspension
4. **Fourth Offense-** A parent will pick the student up and the student will be assigned 1 day of in-house suspension or Saturday school.

A general rule of thumb is to maintain a clean and neat appearance. If you have any questions or are seeking additional clarification on this policy, please contact our Vice- Principal, Mr. Bennette.

## **OVER AMOROUS AFFECTION**

Any display of affection that goes beyond holding hands or hugging 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. No “degree” of cheating will be recognized; cheating is cheating regardless of the importance of weight of the assignment. Consequences will include loss of credit on the assignment, referral to the Vice-Principal, and parent notification or conference. A subsequent infraction may result in further disciplinary action.



# LIBRARY

## SUTTER UNION HIGH SCHOOL LIBRARY

The mission of the Sutter High School Library is the creation of successful, enthusiastic, readers and learners with college career readiness. 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 collections. These are available to every student in grades 9-12 unless parent 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 student uses as well as parents, and teachers. All magazines, books, etc., may be checked out for two weeks and renewed if needed. The fines for overdue books and other materials will be \$.05 each night. You are responsible for lost or damaged materials and will be charged for them. You must have an identification card, at all times, to be used to check out textbooks and library materials. 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. Check out materials in plenty of time before the bell rings.
4. All books and other materials must be checked out before leaving the library.
5. 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.**
6. 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 references 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.
7. 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 30<sup>th</sup>** 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 30<sup>th</sup>** 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.**

# TRANSPORTATION

## TRANSPORTATION

Sutter Union High School provides transportation to and from school. We have four routes that service the outlying areas of Sutter Union High School District. Our staff has an outstanding safety record. If students choose to not participate in school provided transportation, it is their responsibility to travel to and from school in a safe matter. Students must drive in a safe matter. It is the parent/guardian's responsibility to know who is providing transportation for their child.

## 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 bases 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 arranges 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 his/her 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 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 is 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 or 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 p.m. 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.

**1<sup>st</sup> Offense-** Loss of leaving school at lunch.

**2<sup>nd</sup> Offense-** Driving privilege revoked.

**3<sup>rd</sup> Offense –** Driving privilege revoked and/or Saturday school

**4<sup>th</sup> Offense-** Suspension from school and driving privileges revoked for a minimum of 15 days.

# 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 not 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.

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 web page. **The guidelines include:**

- Use of the internet is a privilege.
- Those under 18 may not reveal their last names, addresses, or phone numbers.
- Parents must notify the Administrative Office if they do not want their children's pictures placed on the network.
- The user acknowledges the 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.
- User technology responsibly.

# TECHNOLOGY POLICY

## BOARD POLICY 6163- - STUDENT USE OF TECHNOLOGY

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem solving abilities. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

### Online/Internet Services/Internet Access

The Board intends that the internet and other online resources provided by the district be used to support the instructional program and further student learning. The Superintendent or designee shall initiate regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the internet which may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact the users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate. Because the internet contains an unregulated collection of resources, the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. The parent/guardian shall agree to not hold the district responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by users. Staff shall supervise students while using online services and may ask teacher aides and student aides to assist in this supervision.

At the beginning of each school year, parents/guardians shall receive a copy of the district's policy and Technology Contract regarding access by students to the internet and online sites. (Education Code 48980) The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He shall ensure that all students using these resources receive training in their proper use.

### Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use the district's online services in accordance with user obligations and responsibilities specified below and in accordance with Board policy and the district's Technology Contract.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. The district's system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
3. The district reserves the right to monitor any online communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials.
4. The use of the district's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.
5. Students are prohibited from accessing, posting, submitting, publishing, or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, and appeals to the prurient interest and is matter which

depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal code 313)

6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or district policy.
7. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
8. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
9. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
10. Users shall report any security problem or misuse of the services to the teacher or principal.
11. It shall be the responsibility of the parent/guardian to contact the school to disallow their student's picture from appearing on the website. The principal/designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke or suspend a user's access at any time. The decision of the principal or designee shall be final.

# **SCHOOL ACTIVITIES**

## **SCHOOL ORGANIZATIONS**

Sutter High School offers a wide variety of clubs and organizations for students interested in extracurricular activities. School life is much more enjoyable if students become active and participate in your area of interest.

## **SCHOOL ORGANIZATIONS GRADE ELIGIBILITY REQUIREMENTS**

Students are allowed only one probationary period during his/her high school career. While on probation the student must:

- 1) Maintain a minimum of a 2.00 grade point average and may not have more than one "F" to be eligible for participation in school clubs and organizations.
- 2) If a student shall fall below a 2.0 or receive more than one F the student-athlete may use a one-time academic probation in their 4 year high school career. In order to use an academic probation, the student must have at least 1.5 or better. All academic probations must be approved by the school administration and are not guaranteed for approval.
- 3) Grade eligibility is reviewed at the end of the 1<sup>st</sup> quarter, 2<sup>nd</sup> semester, 3<sup>rd</sup> quarter and 2<sup>nd</sup> semester. The grade point average from the 2<sup>nd</sup> semester of the preceding year shall be used for fall athletes. Courses taken and grades earned in summer school may be included.
- 4) If the student violates any policy which causes him/her to be dropped from a club or organization, he/she will be ineligible for any awards or attendance at banquet, etc. **THIS POLICY INCLUDES ANY STUDENT WHO FAILS THE GRADE ELIGIBILITY REQUIREMENT.**

Students interested in joining a club or organization should contact the Advisor or the Vice-Principal. The following are duly constituted clubs and organizations:

|  |                          |
|--|--------------------------|
| <b>Student Recreation Association (SRA)</b>    | <b>Cheer Squad</b>       |
| <b>Future Farmers of America (FFA)</b>         | <b>Drama Club</b>        |
| <b>California Scholarship Federation (CSF)</b> | <b>Block S Society</b>   |
| <b>FBLA</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>          |
| <b>JSA</b>                                     | <b>Literature Club</b>   |
| <b>Live Stream</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.



**SUTTER UNION HIGH SCHOOL**  
**Jed Nunes, Superintendent**  
**Rick Giovannoni, Principal**  
**Robert Bennette, Assistant Principal**  
**Stefanie Danna, Athletic Administrator/Attendance Coordinator**  
**Francesca Ehrk, Director of Guidance & Counseling**  
**Marissa Giovannoni, Counselor**  
**Michael Landa, Academic Intervention**

|                    |   |
|--------------------|---|
| Aubree Akins       | English   |
| Arvind Bajwa       | English   |
| Aaron Benton       | Social Science/Wrestling/Cross Country  |
| Taylor Bisby       | CTE Agriculture   |
| Sabina Correa      | Spanish/ELD/ELD Coordinator   |
| Tim Danna          | Computer Applications, Social Media-Sports<br>Entertainment/Yearbook/FBLA   |
| Amanda Dowden      | Agriculture/Ag. Chair/FFA Advisor   |
| Jonelle Eggers     | English/Freshman Class Advisor  |
| Justin Elford      | Mathematics   |
| Taylor Ernst       | Biology/Junior Class Co-Advisor/Science Department Chair/CSF Advisor  |
| Janet Finitzer     | Independent Study   |
| Dustin Ford        | Butte View/US History/World Studies/Health/Junior Class Advisor   |
| Lori Franco        | Honors US History, Honors US Government/Economics/ASB Advisor,<br>Senior Class Co-Advisor/Track                                   |
| Bryce Fryan        | Butte View/Study Skills/Health/Weight Training/Varsity<br>Football/Freshman Class Co-Advisor                                      |
| William Gamble     | Art/Digital Marketing/Work Experience   |
| Marc Giampaoli     | Sports Medicine   |
| Keisha Henry       | Spanish/Youth Alive   |
| Charm Hopkins      | CTE Advisor   |
| Anne-Marie Jones   | Mathematics/Freshman Class Co-Advisor   |
| Sana Khan          | RSP   |
| Eric Mackensen     | Mathematics/Math Department Chair   |
| Gary Mason         | Butte View/Earth Science/Life Science   |
| Michael McPeters   | Spanish/Fine Arts Department Chair  |
| Kersina Nickel     | English   |
| Jackson O'Neal     | Technology Education  |
| Frank Pasquale     | Farm Equipment/Ag. Mechanics  |
| Stewart Peterson   | Mathematics/Varsity Baseball Coach/Freshman Football Coach  |
| Ryan Reynolds      | World Studies/Weight Training/Varsity Football Coach/Track/Senior Class<br>Co-Advisor   |
| Starla Reynolds    | Special Education/Friday Night Live Advisor   |
| Brandon Supernaw   | Chemistry/Physics/JV Football Coach/Co-Head Wrestling Coach   |
| Sadie Supernaw     | P.E./Freshman Girls Volleyball Coach/Freshman Girls Basketball Coach,<br>Freshman Girls Softball Coach/Sophomore Class Co-Advisor |
| Mitchell Tiraterra | Drafting/Construction & Manufacturing Tech/BITA   |
| Rick Tuttle        | English/Drama/English Department Chair/JSA/Debate Advisor   |
| Cole White         | Study Skills/Health/Weight Training/P.E./JV Football/ Sophomore Class<br>Co-Advisor   |
| Kate Wilson        | Agriculture/FFA Advisor   |
| Katie Zwissig      | Computer Applications/Accounting/FBLA Advisor   |

**CLASS ADVISORS**

**Senior Class:** Mrs. Franco  
Mr. Reynolds

**Junior Class:** Mrs. Ernst  
Mr. Ford

**Sophomore Class:** Mrs. Supernaw  
Mr. White

**Freshman Class:** Mrs. Eggers  
Mr. Fryan  
Mrs. Jones

# EXTRA CURRICULAR ACTIVITIES

## ATTENDANCE/EXTRACURRICULAR ACTIVITIES

Students absent any portion of the school day for any reason without having been granted Special Permission **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 8:15 a.m. on the day of the absence.**

## EXTRA-CURRICULAR GRADE ELIGIBILITY REQUIREMENTS

- 1) All student-athletes will be required to maintain a 2.00 grade point average and may not have more than one F.
- 2) If a student shall fall below a 2.0 or receive more than one F the student-athlete may use a one-time academic probation in their 4 year high school career. In order to use an academic probation the student must have at least 1.5 or better. All academic probations must be approved by the school administration and are not guaranteed for approval.
- 3) Grade eligibility is reviewed at the end of the 1<sup>st</sup> quarter, 2<sup>nd</sup> semester, 3<sup>rd</sup> quarter and 2<sup>nd</sup> semester. The grade point average from the 2<sup>nd</sup> semester of the preceding year shall be used for fall athletes. Courses taken and grades earned in summer school may be included.

## ASSEMBLIES

From time to time throughout the school year **STUDENT AND FACULTY** go to the gymnasium for an assembly. 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 by Advisors. The Freshman Class sits in the south section of the east bleachers, the Sophomore Class sits in the north section of the east bleachers, the Junior Class sits in the south section of the west bleachers and the Senior Class sits in the north section of the west bleachers. An assembly is not a rally and there should be applause to express approval. Stomping of feet, booing, whistling, talking and other improper behavior will not be tolerated at Sutter High School. Students will remain seated until dismissed. We realized that visitors, performers, and parents judge our school by student conduct at assemblies. We expect students 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 RALLIES UNLESS EXCUSED BY THE ADMINISTRATION.** Proper conduct and good sportsmanship are an important part of the rally and of good school spirit. Students will 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 directions of advisors and 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 9:00 p.m. or 30 minutes after the conclusion of an athletic contest.
3. All school dances are over no later than 11:30 p.m. (8:00 p.m.–11:00 p.m. or 9:00 p.m. – 11:30 p.m.)
4. Two advisors will be in attendance at all times. In addition, security is on duty.

5. Dance Guest Bids shall be turned in to the Vice-Principal's office by **3:30 p.m. on the Wednesday prior to the dance.** The dance bid is not valid unless approved and signed by both the vice-principal of both Sutter High School and the school where the guest attends. The dance bid must be completed in its entirety to be valid. Please attach the guest's vice-principal's business card to the dance bid. If the guest has graduated from high school, please speak to an administrator prior to submittal of the dance bid.
6. Guests **will only** be allowed to attend ***Prom or Winter Ball.***
7. Students 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 Union 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 each of their classes**
- Meet behavior and dress requirements specific to the graduation ceremony
- **SENIORS:** Will have the option to redeem absences in excess of 15 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.

## SUBJECT REQUIREMENTS

|                           |   |
|---------------------------|---|
| <b>English</b>            | <b>40 Credits (4 Years)</b>   |
| <b>Math</b>               | <b>40 Credits (4 Years)</b><br><i>Class of 2021 onward</i>  |
| <b>Science</b>            | <b>20 Credits (2 Years)</b><br>One year of physical science/earth science<br>One year of life science |
| <b>Social Studies</b>     | <b>40 Credits (4 Years)</b>   |
| <b>Physical Education</b> | <b>20 Credits (2 Years)</b>   |

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

Most courses in the Agriculture Department, Business Department, Industrial Technology Department, Psychology, and all on and off campus Career and Technical Education Courses (CTE) would meet this requirement.

**Fine Arts or World Language****10 Credits (1 Year)**

(\*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.

Art\*

Any World Language

AP Studio Art (Drawing)\* and AP Studio Art (2D Design)\*

Applied Photography\*

Ceramics\*

Concert Band

Chorus\*

Drama Productions\*

Graphic Communications

3-D Animation

Theatre Arts\*

The Art and History of Floral Design 1 and 2\*

# **SECTION III**

## **DATES & SCHEDULES**

# BELL SCHEDULES

## 2024-2025

### BELL SCHEDULE Sutter Union High School District

|          | DAILY              | COLLABORATION           | MINIMUM DAY            | RALLY/ASSEMBLY               |
|----------|--------------------|-------------------------|------------------------|------------------------------|
| Period 1 | 8:00 – 8:55        | Period 1 8:00 – 8:45    | Period 1 8:00 – 8:38   | Period 1 8:00 – 8:45         |
| Period 2 | 9:00 – 9:50        | Period 2 8:50- 9:30     | Period 2 8:43- 9:16    | Period 2 8:50- 9:30          |
| Period 3 | 9:55 – 10:45       | Period 3 9:35 – 10:15   | Period 3 9:21 – 9:54   | Period 3 9:35 – 10:15        |
| Break    | 10:45 – 10:55      | Break 10:15 – 10:25     | Period 4 9:59 – 10:32  | Break 10:15-10:25            |
| Period 4 | 10:55 – 11:45      | Period 4 10:25 – 11:05  | Break 10:32 – 10:42    | Period 4 10:25-11:05         |
| Period 5 | 11:50 – 12:40      | Period 5 11:10 – 11:50  | Period 5 10:42 – 11:15 | Period 5 11:10 – 11:50       |
| Lunch    | 12:40 – 1:15       | Lunch 11:50 – 12:20     | Period 6 11:20 – 11:53 | Rally/Assembly 11:55 – 12:40 |
| Period 6 | 1:20 – 2:10        | Period 6 12:25 – 1:05   | Period 7 11:58 – 12:35 | LUNCH 12:40 -1:15            |
| Period 7 | 2:15 – 3:05        | Period 7 1:10 – 1:50    |                        | Period 6 1:20 – 2:10         |
|          |                    | Tutorial 1:50 – 2:05    |                        | Period 7 2:15 – 3:05         |
|          |                    | Collaboration 2:10-3:30 |                        |                              |
|          | Bus leaves at 3:15 | Bus leaves at 2:05      | Bus leaves at 12:45    | Bus leaves at 3:15           |

Revised 8/11/2021



# CALENDAR DATES

## SUTTER HIGH SCHOOL 2024-2025 SCHOOL CALENDAR

|                      |   |                               |
|----------------------|---|-------------------------------|
| August 8, 2024       | : | Freshman Orientation          |
| August 14, 2023      | : | School Starts                 |
| September 2, 2024    | : | Labor Day                     |
| November 11, 2024    | : | Veteran's Day                 |
| November 25-29, 2024 | : | Thanksgiving Vacation         |
| December 23-31, 2024 | : | Winter Break                  |
| January 2-3, 2025    | : | Winter Break                  |
| January 20, 2025     | : | Martin Luther King Day        |
| February 17, 2025    | : | President's Day               |
| February 18-21, 2025 | : | President's Week              |
| April 14 - 21, 2025  | : | Spring Break                  |
| May 26, 2025         | : | Memorial Day                  |
| June 6, 2025         | : | Last Day of School/Graduation |

### **PROGRESS NOTICES will be mailed after the following dates:**

|                                 |                   |
|---------------------------------|-------------------|
| 1 <sup>st</sup> Progress Notice | September 6, 2024 |
| 2 <sup>nd</sup> Progress Notice | November 8, 2024  |
| 3 <sup>rd</sup> Progress Notice | February 7, 2025  |
| 4 <sup>th</sup> Progress Notice | April 25, 2025    |

### **COLLABORATION DAYS: (1:50 p.m. Release)**

August 21, 28, 2024  
September 4, 11, 18, 25, 2024  
October 2, 9, 16, 23, 30, 2024  
November 6, 13, 20, 2024  
December 4, 11, 2024  
January 8, 15, 22, 29, 2025  
February 5, 12, 26, 2025  
March 5, 12, 19, 26, 2025  
April 2, 9, 23, 30, 2025  
May 7, 14, 21, 28, 2025

### **REPORT CARDS will be mailed shortly after the following dates:**

|                              |                   |
|------------------------------|-------------------|
| 1 <sup>st</sup> Quarter ends | October 11, 2024  |
| 2 <sup>nd</sup> Quarter ends | December 20, 2024 |
| 3 <sup>rd</sup> Quarter ends | March 14, 2025    |
| 4 <sup>th</sup> Quarter ends | June 6, 2025      |

**SECTION IV**

**COUNSELING  
INFORMATION**

# COUNSELING SERVICES

## SERVICES INCLUDE

- College Applications
- College Board Admissions Testing Program
- College Information Night
- Financial Aid
- PSAT/NMSQT Testing
- Parent-Teacher Conferences
- Progress Reports
- Report Cards
- Scholarships
- Transcripts

## Counseling Office

|   |   |          |
|---|---|----------|
| Mrs. Francesca Ehrk, Director of Guidance                   | : | Ext. 217 |
| Ms. Marissa Giovannoni, Counselor                           | : | Ext. 218 |
| Mr. Mike Landa, Academic Intervention & Testing Coordinator | : | Ext. 101 |
| Mrs. Mariana Adame Collazo, Registrar                       | : | Ext. 214 |

## Sutter High School Online Counseling Office

[www.sutterhuskies.com](http://www.sutterhuskies.com)

# NOTES FROM THE COUNSELING OFFICE

## COLLEGE INFORMATION NIGHT

Each year, Sutter High School has a *College Information Night*. All students and parents are encouraged to attend. It is an evening where representatives come from different colleges to speak about their schools and share information about college, scholarships, entrance requirements, housing and required entrance tests. Time will be set aside for a question and answer period. All students and parents will receive invitations to attend this important and informative evening.

## PSAT/NMSQT TESTING

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a practice test, administered at Sutter High School, will help a student prepare for the SAT I. Although only Juniors compete for scholarships, both college bound Sophomores and Juniors are encouraged to take the test. The test is co-sponsored by the College Board and the National Merit Scholarship Corporation. Information from the PSAT can be used to estimate a student's performance on the College Board's Scholastic Aptitude Test (SAT I), which is required for admission to many colleges. The PSAT is also the qualifying test students must take to enter the nationwide scholarship competitions conducted by the National Merit Scholarship Corporation. Students who wish to take the PSAT test should sign up and pay the rest fee at the ASB Office.

## SENIORS: COLLEGE APPLICATIONS

College applications to State Universities and University of California system are accepted **only after October 1<sup>st</sup>**. The applications received between October 1<sup>st</sup> and November 30<sup>th</sup> are treated equally. Those received after November 30<sup>th</sup> are considered in order of receipt. Students planning to attend a Community College need not apply until April, except when applying to impacted programs.

## FINANCIAL AID AND SCHOLARSHIPS INFORMATION

### Financial Aid/Work Study Programs:

In December, a Financial Aid Packet will be available in the Counseling Department. It will include the Free Application for Federal Student Aid (FAFSA). This single application is used to apply for State, Federal and College Based financial aid. The deadline for filing this application is March 1<sup>st</sup>. **Parents are encouraged to file the FAFSA via the internet.**

### General Scholarships:

At the beginning of each year, the Counseling Office provides handouts which list many of the scholarships and possible scholarship sources. This information is also available at the online Counseling Office ([www.sutterhuskies.com](http://www.sutterhuskies.com)). As scholarship applications become available at the Counseling Office, the information and deadline is placed in the bulletin and posted in the senior social studies room. Parents are encouraged to help student with the financial aid/scholarship process.

### Local Scholarships

Local Scholarships are available only to Sutter High School seniors. Students must fill out the local scholarship application, available at the Counseling Office after the semester break. The application, with three letters of recommendation, must be returned to the Counseling Office by the designated deadline.

### **College Board Admissions Testing Program**

Application forms for both the SAT I/II and ACT tests are available in the counseling office. All colleges (not community colleges) and universities require all applicants to take either the SAT I or the ACT. The UC system also requires students to take the SAT II (achievement tests). All college bound students are encouraged to take either or both of these tests at the end of their junior year and/or the beginning of their senior year. Because the tests are very different, you are likely to score better on one of them. Colleges only use the student's best scores.

# **SECTION V**

# **CALIFORNIA SCHOLARSHIP FEDERATION**

# CALIFORNIA SCHOLARSHIP FEDERATION, INC.

The California Scholarship Federation is a state organization which provides scholarships to high achieving students. It must be *applied* for at the *beginning of every semester* during the student's high school years. **Dues are \$11.** The deadline for application and dues will be announced in the Daily Bulletin.

Mrs. Ernst is the CSF advisor at Sutter High School. Please contact her at (530) 822-5161 ext. 232 for the application and any questions you may have.

## **To qualify for CSF membership, follow these guidelines:**

1. You must earn a *minimum of 10 points* from last semester's grades.
  - a. The first *4 points* must be from LIST I (unless you are a senior applying for membership in February or June).
  - b. The first *7 points* (including the 4 described in "a") must be from LISTS I & II.
  - c. The remaining points may from any LISTS (I, II, OR III)
2. You must use no more than 5 courses to qualify.
3. *No CSF* points are given for physical education, courses taken in lieu of physical education, subjects repeated to improve a grade, courses involving clerking and office/teaching assisting, and courses taken on a pass/fail basis.
4. CSF points are granted as follows:
  - a. A grade of A= 3 CSF points
  - b. A grade of B=1 CSF point

(Note: One additional point shall be granted for a grade of A or B in an AP, IB or Honors course, up to a maximum of two such points per semester.

- c. A grade of C = 0 CSF points
- d. A grade of D or F in any course, even in one you cannot use to qualify, disqualifies you from membership at this time.

NOTE: More points are given for courses taken under the auspices of a college. Check with your advisor for the exact numbers.

## **Also remember:**

1. Semester membership is based on work done in the previous semester. (Under very limited circumstances summer school may also be used; check with you advisor before listing any summer school work.)
2. Monthly meetings are held on the **3<sup>rd</sup> Thursday** of each month unless otherwise announced.
3. You must re-apply during the first three weeks of each semester.
4. Courses you may use are divided into LISTS I, II, and III (see next page)
5. Total points form LIST I must be at least 4.  
Total points from LISTS I and II must be at least 7.  
Grand total of points from all LISTS must be at least 10.

| <b>LIST 1</b>            | <b>LIST II</b>               | <b>LIST III</b>  |
|--------------------------|------------------------------|--|
| Integrated Math 1, 2, 3  | Accounting I                 | AP Studio Art  |
| Integrated Math 2 Honors | Accounting II                | Art 1-4  |
| Integrated Math 3 Honors | Agriculture Earth Science    | Art & History of Floral Design                                       |
| American Government      | Life Science                 | <b>BITA ONE</b> -Foundation of Residential & Commercial Construction |
| Honors Government        | Earth Science                | <b>BITA TWO</b> -Study of Modern Craftsmanship & Infrastructure      |
| Biology                  | Integrated Animal Science    | <b>BITA THREE</b> -Energy Efficiency & Infrastructure                |
| College Math Statistics  | Psychology                   | <b>BITA FOUR</b> - Pursuing Your Career                              |
| AP Chemistry             | ROP Advanced Sports Medicine | Drafting Technology 1-4  |
| Economics                | Agriculture Science 1        | Drama Productions  |
| Honors Economics         | Agriculture Science 2        | Early College Readiness  |
| English 9                | Husky Pack 101               | Farm Equipment & Metal Fabrication                                   |
| English 10               | Marketing                    | Integrated Math 1A   |
| English 11               | Entrepreneurship             | Integrated Math 2A   |
| English 12               | Small Business Management    | FBLA Leadership  |
| Honors English 9         | Digital Marketing            | Agricultural Leadership  |
| Honors English 10        | Art of Fashion               | Personal Financial Literacy  |
| AP English 11            | ELD 1-2                      | Pre-Ag Shop  |
| AP English 12            |                              | Professional Communication and Technology                            |
| AP Calculus              |                              | Sports Medicine 1  |
| Pre-Calculus             |                              | Stage Technology   |
| Physics                  |                              | Health   |
| AP Physics               |                              | Honors US History  |
| Spanish 1-2              |                              | Theatre Arts   |
| Sustainable Agriculture  |                              | Construction and Manufacturing Technology 1-4                        |
| Honors Spanish 3         |                              | Work Experience  |
| Honors Spanish 4         |                              | <b>CTE OFFERINGS</b>   |
| U.S. History             |                              | ROP Public Safety  |
| World Studies            |                              | AG Mechanics 1-2   |
| Honors World Studies     |                              | ROP Dental Assisting   |
|                          |                              | ROP Hospitality Management   |



# **SECTION VI**

## **FOOD SERVICES**

## BREAKFAST & LUNCH FROM THE SCHOOL CAFETERIA

Beginning with the 2022-23 school year (August 10, 2022 for SUHSD), *Education Code (EC) 49501.5* requires public school districts to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility.

Although a student's reduced-price meal eligibility is not a factor for a student's lunch or breakfast, there are several reasons we:

1. The information collected on Free/Reduced lunch applications is used to determine additional funding for our district, and
2. You may be eligible for:
  - a. Reductions to your internet and PG&E bills
  - b. College application fee waivers
  - c. Reduced cost of AP/SAT/ACT tests
  - d. Benefits on future P-EBT

If you haven't done so, please visit the Food Services page at [SutterHuskies.com](https://www.sutterhuskies.com) to complete our online Free/Reduced lunch application. Thank you for your support!



**SECTION VII**

**INSURANCE**  
**INFORMATION**

## INSURANCE NOTIFICATION

Your child's schools DOES NOT provide medical insurance coverage for school accidents. This means that **YOU ARE RESPONSIBLE** for the medical bills if your child gets hurt during school activities. A student accident/health insurance plan application will be distributed to students the first day of school. If you are interested in purchasing this insurance, please follow the instructions on the application.

Many coverage options are available. The Student Health Care and High Option 24-Hour Accident plans are especially recommended for those students with no other insurance because they provide the most help when injuries occur. Student Health Care covers illness as well as injury, 24 hours a day.

If your child does not have other health coverage, student insurance may also be used to help pay those charges not covered by other insurance.

**If you need an application before the start of school for sports activities, they are available on our website at [www.sutterhuskies.com](http://www.sutterhuskies.com)**

### QUESTIONS?????

- Review your brochure carefully
- If you still have questions, call the plan administrator:

**Myers-Stevens: (800) 827-4695 or (714) 348-0656**

*Bilingual representatives are available for parents who need assistance in Spanish.*

***Note: Sutter Union High School will no longer process insurance orders. To order insurance you must deal directly with the company who will notify Sutter Union High School of your coverage.***

**SECTION VIII**

**YEARBOOK**

## SUTTER HIGH SCHOOL YEARBOOK

Dear Parent/Guardian:

The Sutter High School Yearbook staff announces the sale of the **2024/2025 Sutter High School Yearbook**. All regular activities and sports will be included in the book. **ORDER EARLY! Yearbooks are \$81.**

If your student wants an engraved nameplate, there is a **\$9** additional fee. **You must place your order by **January 10, 2025** to receive this item.**

Help us get better coverage of the **2024/2025** school year by sharing your photos with us. Sutter Union High School Yearbook uses HJeShare, a simple app and website where students, parents, teachers, coaches, and others in the school community can upload pictures from their mobile devices or computers for possible use in the yearbook. Just download the HJ eShare app in the Apple App Store or on Google Play, or visit [www. HJeShare.com](http://www.HJeShare.com). Simply enter the code "Sutter" (case sensitive) and upload your images. Be sure to provide us with information regarding who is in the photos, where the photos were taken, etc., and to whom we can give credit for taking the pictures. We want photos from your summer vacation, special trips, important moments, sporting events, awards ceremonies, dances, rallies and anything else that will help us capture this school year. Thank you for your help!

Follow the Gold and White Yearbook Staff on social media for yearbook and school related announcements:

- Facebook: [www.facebook.com/suhsyearbook](http://www.facebook.com/suhsyearbook)
- Instagram: @SUHSyearbook
- Email: [suhs@gmail.com](mailto:suhs@gmail.com)

Senior Baby Dedications and Business Advertisement space are on sale now for the 2024/2025 yearbook. The deadline for ad placement is **October 27, 2024.**

Ads are available in:

- 1/8 page (\$50)
- 1/4 page (\$90)
- 1/2 page \$160
- 1 full page (\$275)

Information regarding advertising in the yearbook will be available on the school's website and in the front office. Yearbooks and baby dedications as well as Business Advertisement space can be purchased at the ASB office, or online at [www.yearbookordercenter.com](http://www.yearbookordercenter.com). (Order #7076)

Sincerely,

Jed Nunes  
District Superintendent

**SUTTER HIGH SCHOOL  
YEARBOOK ORDER FORM**

Student Name \_\_\_\_\_ Yearbook @ \$ 81 \_\_\_\_\_

Address \_\_\_\_\_ Nameplate @ \$9 \_\_\_\_\_  
**(Name Due by January 10, 2025)**

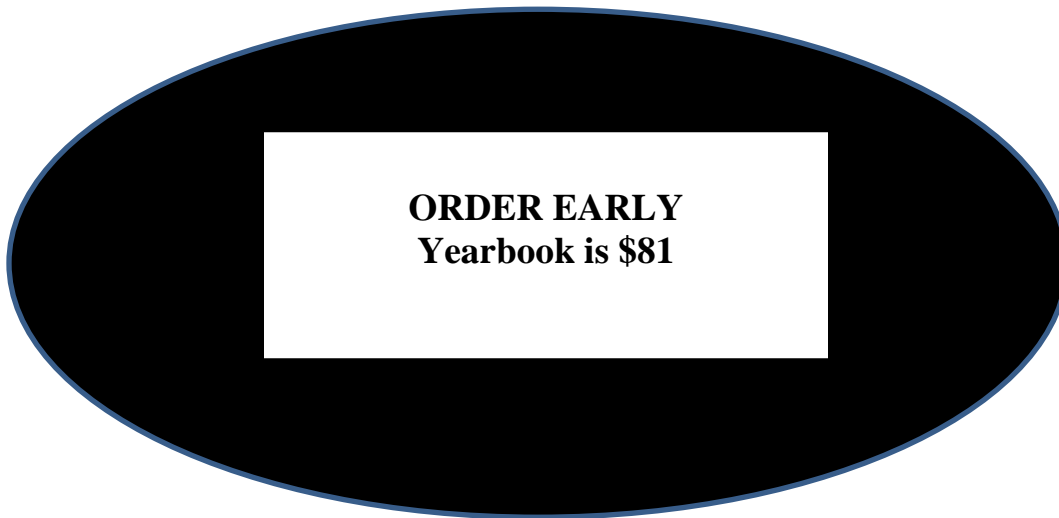
City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Total Enclosed \_\_\_\_\_

*IF PURCHASED:* SHOW NAME EXACTLY HOW IT IS TO APPEAR ON COVER  
NAME PLATE MUST BY PURCHASED BY **January 10, 2025**

**NAME: (FIRST, SPACE, LAST)**

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*To place an order you may return the form along with payment to the ASB office or online at [www.yearbookordercenter.com](http://www.yearbookordercenter.com) (Order #7076)*



**SECTION IX**

**SUTTER HIGH  
WEBSTORE**



# ***SUTTER UNION HIGH SCHOOL DISTRICT***

**CITIZENSHIP - ACADEMICS - ACTIVITIES - ATHLETICS**

Dear Student and Parent/Guardian:

This year we are continuing to utilize our Husky Webstore. Here you will be able to use your credit card to pay class fees, prepay lunch money, purchase ASB cards, P.E. clothes, yearbooks, sports apparel and family season tickets online!

Thank you for supporting the Husky Webstore.

Sincerely,

Jed Nunes  
District Superintendent



# Sutter High School Webstore



[www.shopshutterhigh.com](http://www.shopshutterhigh.com)



## About Our Webstore

You can purchase yearbooks, ASB cards, P.E. clothes, family season tickets, Husky apparel, prepay school lunches and pay class fees and club dues online. Use your credit card to pay!

Log on to: [www.shopsutterhigh.com](http://www.shopsutterhigh.com)



Sutter Union High School  
P.O. Box 498 265 Acacia Ave. Sutter, CA 95982  
(530 822-5161)



**SECTION X**  
**BOOSTER CLUB**



MEMBERSHIP  
DRIVE

**Sutter Union High School Boosters Club**  
P. O. Box 498 Sutter, CA 95982  
**2024-2025**



MEMBERSHIP  
DRIVE

Dear Parents of Student Athletes:

The administration and faculty support a strong athletic program at Sutter Union High School. Our program and our athletes are respected throughout Northern California. The Sutter Union High School Booster Club supports and promotes our athletes by providing financial support to all athletic programs. In order to continue to promote the ongoing excellence of our student athletes, we need your support.

### **What does the Booster Club do?**

- Host BBQ Dinners at all home football games at the north-end of the field
- Promote 50/50 raffle during home football games
- Provide monies to all sports teams requiring assistance in uniforms, travel expenses, and equipment
- Volunteer at home football games
- Award (4) Student Athlete Scholarship awards to the 2025 graduates

You are encouraged to join the Booster Club for the 2024-2025 school year for only \$20.00 per family. Your membership helps provide support to all the Sutter High School sports throughout the year. As a member of the Booster Club you are entitled to have a vote at the general.

Past fundraising activities have provided monies towards uniforms, travel expenses, and equipment for the following sports: Varsity Rifle, Cheerleading, Track, Cross Country, Wrestling, Boys Basketball, Soccer Team, Swim Team, Trap Team and Football. In addition, each year the Club presents (4) Student Athlete Scholarship awards to the graduates.

The Booster Club organizes the Football Dinners during all home games. The entrée and drinks are purchased by the club, but all salads and desserts are donated but families supporting the event. Please consider contributing a dish at one of the home football games when contacted by a Booster Club representative. We are also in need of volunteers to help cook and serve food at home football games.

Lastly, in the spring the Alumni Association hosts a Golf Tournament and the Booster Club provides the table decorations for the dinner. Volunteers are needed for this large event and we look to our membership to support the evening of events.

We hope you will join and support the Booster Club by completing the enclosed/attached membership enrollment form and fee of \$20.00 payable to the SUHS Boosters Club.

Thank you for your consideration in supporting and participating in the Sutter Union High School Boosters Club. If you have any questions, please email one of our officers listed below.

Dawnell Reische,      President  
Kimbra Lee,            Vice President  
Emily Boyer,            Treasurer/Purchasing Agent  
Lyndsey Johnson,      Secretary

[dawnellr@franklin.k12.ca.us](mailto:dawnellr@franklin.k12.ca.us)

# Sutter Union High School Boosters Club

P. O. Box 498 Sutter, CA 95982

2024-2025

## MEMBERSHIP FORM

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_

City: \_\_\_\_\_ Email: \_\_\_\_\_

Student Name: \_\_\_\_\_ Sport: \_\_\_\_\_ Grade: \_\_\_\_\_

Membership Dues (per family) \_\_\_\_\_ \$20.00 \_\_\_\_\_

Donation to Scholarship Fund \_\_\_\_\_

TOTAL Enclosed \_\_\_\_\_

- |   |
|---|
| <p><input type="checkbox"/> <b>Yes, you can count on me to help with football BBQ's and/or fundraisers.</b></p> <p><input type="checkbox"/> <b>Yes, I would be willing to participate as an officer of the Boosters Club.</b></p> |
|---|

**Please make check payable to SUHS Booster Club,  
return with form to the school office or mail to the above address.**

**Thank you for supporting the Booster Club!**

**GO HUSKIES!**

**SECTION XI**

**BEHAVIOR  
CODE**

**Sutter Union High School  
BEHAVIOR CODE**

**I. RESPONSIBILITIES OF STUDENTS**

- A. It is expected that Sutter Union High School students will:  
 RESPECT THEMSELVES                      RESPECT OTHERS                      RESPECT PROPERTY
- B. Disciplinary action taken by school officials is merely a direct consequence or result of unacceptable behavior by a student. Students should be aware of the possible consequences of their behavior or conduct whenever making a decision or choice. Following is a list of the types of behavior which are not acceptable and which are subject to be dealt with in the manner suggested below. It is our goal that any disciplinary action taken be that which our school community feels is appropriate to the misbehavior.
- C. California Education Code Section 48900 et seq. and Sutter Unified School District Board Policy 5144 allow the superintendent, principal, or vice principal of a school to suspend or recommend expulsion of a student for any infraction of the following rules while on school grounds, going to or coming from school, during lunch period whether on or off campus, or during, or while going to or coming from, a school sponsored activity:

**Sutter Union High School  
Discipline Plan  
(Revised 8/2/2021)**

**Discipline Pursuant to the Education Code**

IHS-In House Suspension  
Suspension

IT-Intervention

OSS-Out of School

| ED CODE     | OFFENSE  | DISCIPLINARY ACTION:<br>1ST OFFENSE  | DISCIPLINARY ACTION:<br>2ND OFFENSE  | DISCIPLINARY ACTION:<br>3RD OFFENSE   |
|-------------|--|--|--|---|
| §48900 (c)  | <b><u>Alcohol</u></b><br>Unlawfully possessed, used, or been under the influence of an alcoholic beverage or an intoxicant of any kind.  | 1-5 day OSS; Required parent conference; police notification. Assigned Drug, Alcohol, Tobacco Intervention   | 1-5 day OSS; required parent conference; mandatory recommendation for expulsion; police/CPS notification required. Behavior Contract. Assigned Drug, Alcohol, Tobacco Intervention | 1-5 day OSS; required parent conference; mandatory recommendation for expulsion; police/CPS notification required. Behavior Contract. |
| *§48900 (d) | <b><u>Alcohol/Drug Sale</u></b><br>Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then | 5 day OSS; Mandatory recommendation for expulsion; required parent conference; police notification required. |  |   |



|   |   |   |   |  |
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|   | either sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.                                |   |   |  |
| §48900 (a)(1)(2)<br>§48900.3<br>§48900.4 §48915 (a) (1) | <b><u>Assault/Battery</u></b><br>Caused, attempted to cause, or threatened to cause physical injury to another person. Causing serious physical injury, Assault or battery  | 3-5 day OSS; required parent conference; mandatory recommendation for expulsion; mandatory police report. | 5 day OSS; required parent conference; referral to appropriate program or recommendation for expulsion; police notification required. | 5 day OSS; required parent conference; recommendation for expulsion; police notification required.   |
| *§48915 (c)(2)  | <b><u>Brandishing a Knife</u></b> Brandishing a knife at another person.  | 5 day OSS; mandatory expulsion; required parent conference; mandatory police report                       |   |  |
| §48900 (b)<br>*§48915 (c)(1)                            | <b><u>Dangerous Objects</u></b> Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object   | 5 day OSS; mandatory expulsion; required parent conference; mandatory police report.                      |   |  |
| *§48910<br>48900(k)                                     | <b><u>Disruption/Defiance</u></b> Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. | Alternative means of correction; required parent conference.  | Alternative means of correction; required parent conference.  | Alternative means of correction; required parent conference.   |
| §48901.5  | <b><u>Disruptive Devices</u></b><br>Possession of disruptive devices (cell phones, radios or unapproved communication   | The device will be brought to the office and the student may retrieve it at the end of the school day.    | The device will be brought to the office and the student may retrieve it at the end of the day. The student will receive              | The device will be brought to the office, a parent is required to retrieve the device and the student will receive one day of in-house suspension. |

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|  | devices) without prior approval.  |  | one hour of detention.   |  |
| §48900 (j)                                 | <b><u>Drug Paraphernalia</u></b><br>Sale Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.  | 5 OSS; required parent conference; recommendation for expulsion; police notification required. Upon return behavior contract.              | 5 day OSS; recommendation for expulsion; police notification required  | Cumulative 4 yrs.  |
| *§48915 (c) (3)                            | <b><u>Drug Sale</u></b><br>Unlawfully Selling a Controlled Substance  | 5 day OSS Mandatory expulsion; required parent conference; mandatory police report.  |  | Cumulative 4 yrs.  |
| §48900 (c)<br>§48900 (j)<br>§48915 (a) (3) | <b><u>Drugs</u></b><br>Unlawfully possessed or under the influence of any controlled substance.   | 5 day OSS; required parent conference; mandatory recommendation for expulsion; police notification required. Upon return behavior contract | 5 day OSS; required parent conference; mandatory recommendation for expulsion; police notification required.     | Cumulative 4 yrs.  |
| §48900.4                                   | <b><u>Harassment</u></b><br>_Intentional engagement in acts of harassment, threats or intimidation.   | 1-5 day OSS; required parent conference; police notification required; Expulsion recommended for severe offense.                           | 1-5 day OSS; required parent conference; police notification required; Expulsion recommended for severe offense. | 5 day OSS; required parent conference; police notification required; possible recommendation for expulsion |
| §48900.3 48900 (a) (2)                     | <b><u>Hate Violence</u></b><br>Caused or attempted to cause, threatened to cause, or participated in any act of hate violence.  | 5 day OSS; required parent conference; possible recommendation for expulsion. Police notification.   | 5 day OSS; required parent conference; recommendation for expulsion. Police notification.                        | 5 day OSS; required parent conference; recommendation for expulsion.                                       |
| §48900 (m)                                 | <b><u>Imitation Firearm</u></b><br>Possessed an imitation firearm "Imitation" means a replica of a weapon that is so substantially similar in physical properties to an existing weapon as to lead a reasonable person to conclude that the replica is a firearm. | 1-5 day OSS; required parent conference; possible recommendation for expulsion   | 5 day OSS; required parent conference; possible recommendation for expulsion.                                    | 5 day OSS; required parent conference; possible recommendation for expulsion.                              |

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| §48900 (i)                             | <b><u>Profanity</u></b><br>Committed an obscene act or engaged in habitual profanity or vulgarity  | Warning or alternative means of correction.   | 1 hour detention;<br>Parent Notification  | 2-4 days assigned detention or possible Saturday School; Parent Notification  |
| §48900 (k)                             | <b><u>Recording a Fight</u></b>  | 3 – 5 days of IHS or OSS;<br>Parent Notification  | 3 – 5 days of IHS or OSS;<br>Parent Notification  | 3 – 5 days of IHS or OSS;<br>Parent Notification  |
| §48900 (r. 1, 2 )                      | <b><u>Bullying Including Cyberbullying</u></b>   | 5 day OSS; required parent conference; possible recommendation for expulsion.   | 5 day OSS; required parent conference; possible recommendation for expulsion.   | 5 day OSS; required parent conference; possible recommendation for expulsion.   |
| §48900 (e)<br>§48900 (g)<br>§48900 (l) | <b><u>Robbery</u></b><br>Committing or attempting to commit a robbery or extortion.  | 1-5 day OSS; required parent conference; mandatory recommendation for expulsion; possible police notification required. Possible restitution                              | 1-5 day OSS; required parent conference; police notification required. Restitution.   | 5 day OSS; required parent conference; mandatory recommendation for expulsion. Referral to appropriate program. Mandatory police report. Restitution  |
| *§48900 (n)<br>*§48915 (a)(4)          | <b><u>Sexual Assault/Battery</u></b><br>Committing or attempting to commit a sexual assault or sexual battery.   | 5 day OSS; required parent conference; mandatory expulsion; mandatory police report.  | 3-5 day OSS; required parent conference; possible recommendation for expulsion.   | 3-5 day OSS; required parent conference; possible recommendation for expulsion  |
| §48900 (l)                             | <b><u>Stolen Property</u></b><br>Knowingly received stolen school property or private property.  | 1-5 day OSS and required parent conference; restitution; police notification  | 1-5 day OSS and required parent conference; police notification   | 5 day OSS. Restitution. Referral to appropriate program. Police notification required. Repeated violations or actions resulting in serious injury may lead to recommendation for expulsion, as may other violations if no other means of correction are feasible.   |
| §48900 (g)                             | <b><u>Theft</u></b><br>Stealing or attempting to steal school property or private property. (Taking another's property dishonestly or in a secret manner.) | 1-5 day ISS/OSS and required parent conference; possible recommendation for expulsion depending on circumstances and value of property; restitution; police notification. | 1-5 day ISS/OSS and required parent conference; possible recommendation for expulsion depending on circumstances and value of property; restitution; police notification. | 5 day OSS. Possible recommendation for expulsion depending on circumstances and value of property. Restitution. Referral to appropriate program. Police notification required. Repeated violations or actions resulting in serious injury may lead to recommendation for expulsion, as may other violations if no other |

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|                      |   |   |  | means of correction are feasible.  |
| §48900 (h)<br>§48901 | <b><u>Tobacco</u></b><br>Possessed or used tobacco, or any products containing tobacco or nicotine products.  | 3-5 day OSS; Required parent conference; police notification.   | 2-5 day IHS; required parent conference; mandatory recommendation for expulsion; police/CPS notification required. Behavior Contract. Assigned Drug, Alcohol, Tobacco Intervention | 3-5 day OSS; required parent conference; mandatory recommendation for expulsion; police/CPS notification required. Behavior Contract. Assigned Drug, Alcohol, Tobacco Intervention |
| §48340               | <b><u>Truancy</u></b><br>Cutting class/truancy (on campus).   | Current quarter attendance points lowered 50%. One hour of detention for each class period cut.   | One day of in-house suspension for any additional cut.   |  |
| §48900 (f)           | <b><u>Vandalism</u></b><br>Caused or attempted to cause damage to school property or private property.  | Dependent upon seriousness of offense; 1- 5 day ISS/OSS/IT and may result in a recommendation for expulsion; required parent conference possible police and/or Fire Marshall report. Restitution, cleaning. | 1-5 day OSS and may result in a recommendation for expulsion; required parent conference. Mandatory police and/or Fire Marshall report. Restitution, cleaning.                     | 5 day OSS and may result in a recommendation for expulsion; required parent conference. Mandatory police and/or Fire Marshall report. Restitution, cleaning.                       |
| §48900 (o)           | <b><u>Witness/Harassment</u></b><br>Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing the pupil from being a witness. | 1-5 day ISS/OSS or alternative means of correction. Possible recommendation for expulsion. Parent conference and police notification required.  | 1-5 day OSS. Possible recommendation for expulsion. Parent conference and police notification required.  | 5 day OSS. Possible recommendation for expulsion. Parent conference and police notification required.  |
| Penal Code §148.1    | <b><u>Bomb Threat</u></b><br>False bomb report  | 5 day OSS; recommended expulsion; required parent conference; mandatory police report.  |  |  |
| Penal Code §148.4    | <b><u>False Fire Alarm</u></b>  | 1-5 days OSS; required parent conference; mandatory Fire Marshall report.   | 1-5 days IHS or OSS; Possible recommendation for expulsion; parent conference; mandatory police/Fire Marshall report   |  |

## DISCIPLINE PURSUANT TO SCHOOL SITE RULES

|  |   |  |  |  |
|--|---|--|--|--|
|  | <b><u>Detention</u></b><br>Failure to serve detention   | Conference with Vice-Principal and 1 day IHS.  | All succeeding referrals will be evaluated on their merits and will result in an increasing level of disciplinary action.            |  |
|  | <b><u>Assisting a Peer in Cheating</u></b>  | Parent notification; Reduction of points or 0 on the Assignment/Test/Quiz/Project/Essay.   | 1 hour of detention; Parent notification; Reduction of points or 0 on the Assignment/Test/Quiz/Project/Essay.                        | 1-3 days of IHS/OSS/IT; Parent notification; Reduction of points or 0 on the Assignment/Test/Quiz/Project/Essay.   |
|  | <b><u>Plagiarism on Essay, Cheating on Assignment or Cheating on Quiz/Test</u></b>  | Parent notification; 0 points on Assignment/Test/Quiz/Project/Essay.   | 1 day IHS/IT; 0 points; Parent Notification.   | 1-3 days of IHS/OSS/IT; 0 points; Parent notification  |
|  | <b><u>Tardy</u></b><br>Failure of getting to the classroom with all of your required study material and being prepared to study when the final passing bell rings.                  | Detention with the teacher during one of the following time frames before school, after school, or at lunch.                                       | Detention with the teacher during one of the following time frames before school, after school, or at lunch.                         | For each accumulation of three tardies, you will automatically receive a 50% reduction in your quarter attendance points. You can redeem the 50% grade reduction by serving an hour 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. |
|  | <b><u>Gambling</u></b>  | 1 day of detention or alternative means of correction; parent notification.  | 2 days of IHS suspension; required parent conference.  | 3 days of IHS suspension; required parent conference.  |
|  | <b><u>Physical Contact</u></b><br>Inappropriate physical contact, pushing shoving.  | 1-5 day IHS/OSS/IT or alternative means of correction; required parent notification.   | 1-5 day IHS/OSS/IT; required parent conference;  | 1-5 day OSS; required parent conference;   |
|  | <b><u>Incendiary Device</u></b><br>Possession of firecrackers, cigarette lighter/matches, pepper spray or other materials capable of causing a fire. Use of firecrackers, cigarette | 1-5 day IHS/OSS/IT, parent and police notification; confiscate device. 1-5 days IHS/OSS/IT and required parent conference; Possible recommendation | 3-5 days IHS/OSS/IT, parent and police notification; confiscate device. 1-5 days IHS/OSS/IT and required parent conference; Possible | 5 days OSS, parent and police notification; confiscate device. 1-5 days OSS and required parent conference; Possible recommendation for expulsion; Police notification required.   |

|  |   |  |   |   |
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|  | lighter/matches, or other materials capable of causing a fire.          | for expulsion; Police notification required.   | recommendation for expulsion; Police notification required.         |   |
|  | <b><u>NETWORK POLICY</u></b> Violation of Network Acceptable Use Policy | Detention and potential loss of technology for one week.   | 1 day of IHS, parent notification, loss of technology for one week. | 3 day of IHS/OSS/IT; parent notification; loss of technology for 1 month.     |
|  | <b><u>DRESS CODE VIOLATION</u></b>                                      | The 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. | Change of clothing and 1 hour of detention will be assigned.        | One week of detention. All additional violations will result in 1 day of IHS. |
|  | <b><u>Violation of Class Rules</u></b>                                  | Disciplinary action taken based on given teacher's expectations  | 1 hour of detention; Parent Notification                            | 1-3 days of IHS; Parent notification  |
|  | <b><u>Parking Lot/Student Vehicle Regulations Violation</u></b>         | Loss of leaving school at lunch for 5 school days or 5 hours of work detail.   | Driving privilege revoked for 5 school days.                        | Driving privilege revoked for 10 school days and parent conference.           |