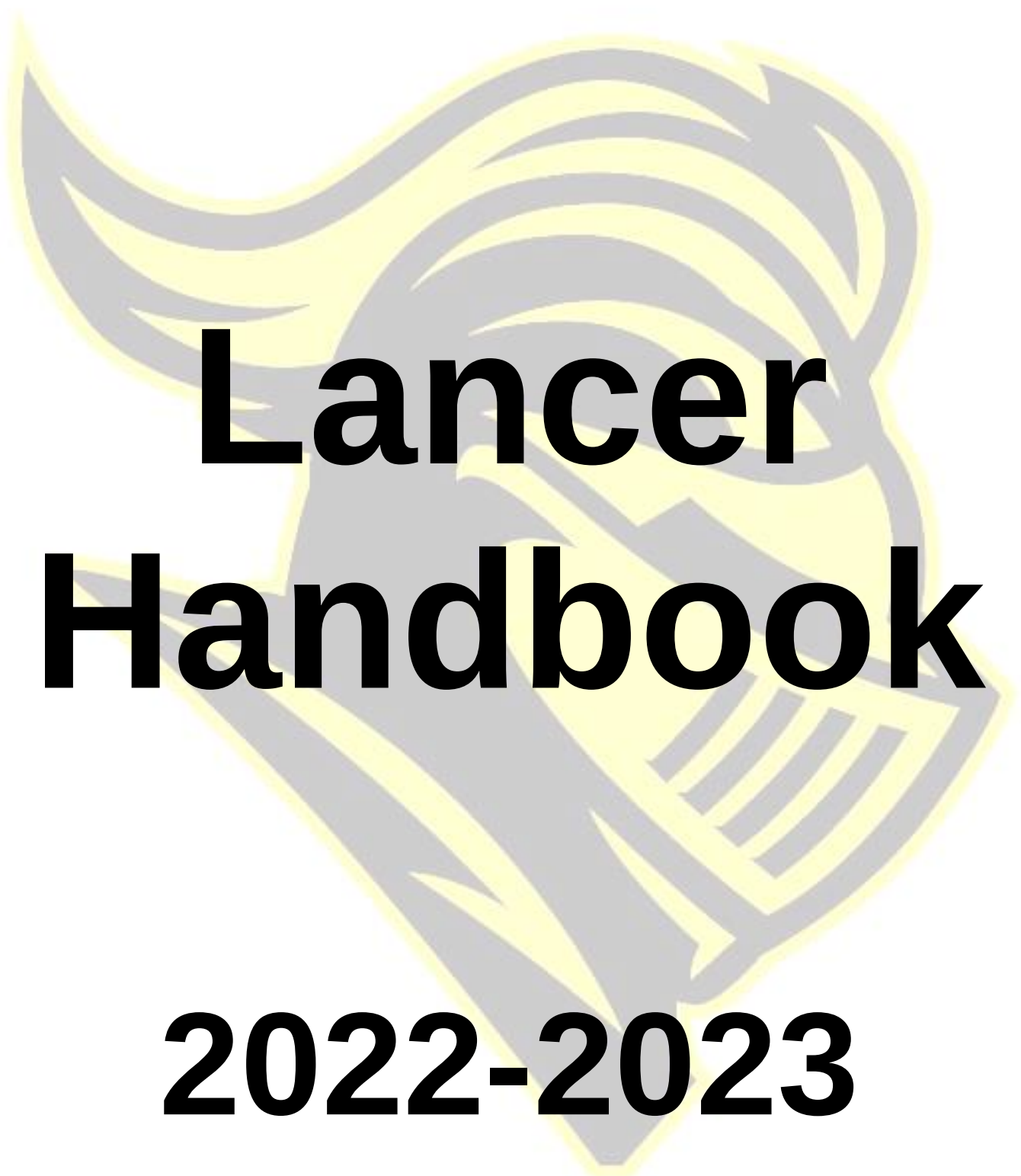


Sunny Hills High School

The logo is a shield-shaped emblem. The top half features a stylized, flowing mane or hair in shades of yellow and grey. The bottom half depicts a lance with a yellow shaft and a grey spearhead. The shield itself is yellow with grey horizontal stripes. The text "Lancer Handbook" is superimposed over the center of the logo.

Lancer Handbook

2022-2023

Dear Lancers,

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

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

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

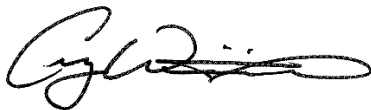
High school is an opportunity for students to explore interests, discover passions and strengths, and to identify areas for personal growth and development. I encourage each of you to accept the challenge to get involved in campus life:

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

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

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

I wish you all an amazing school year.



Craig Weinreich
Principal

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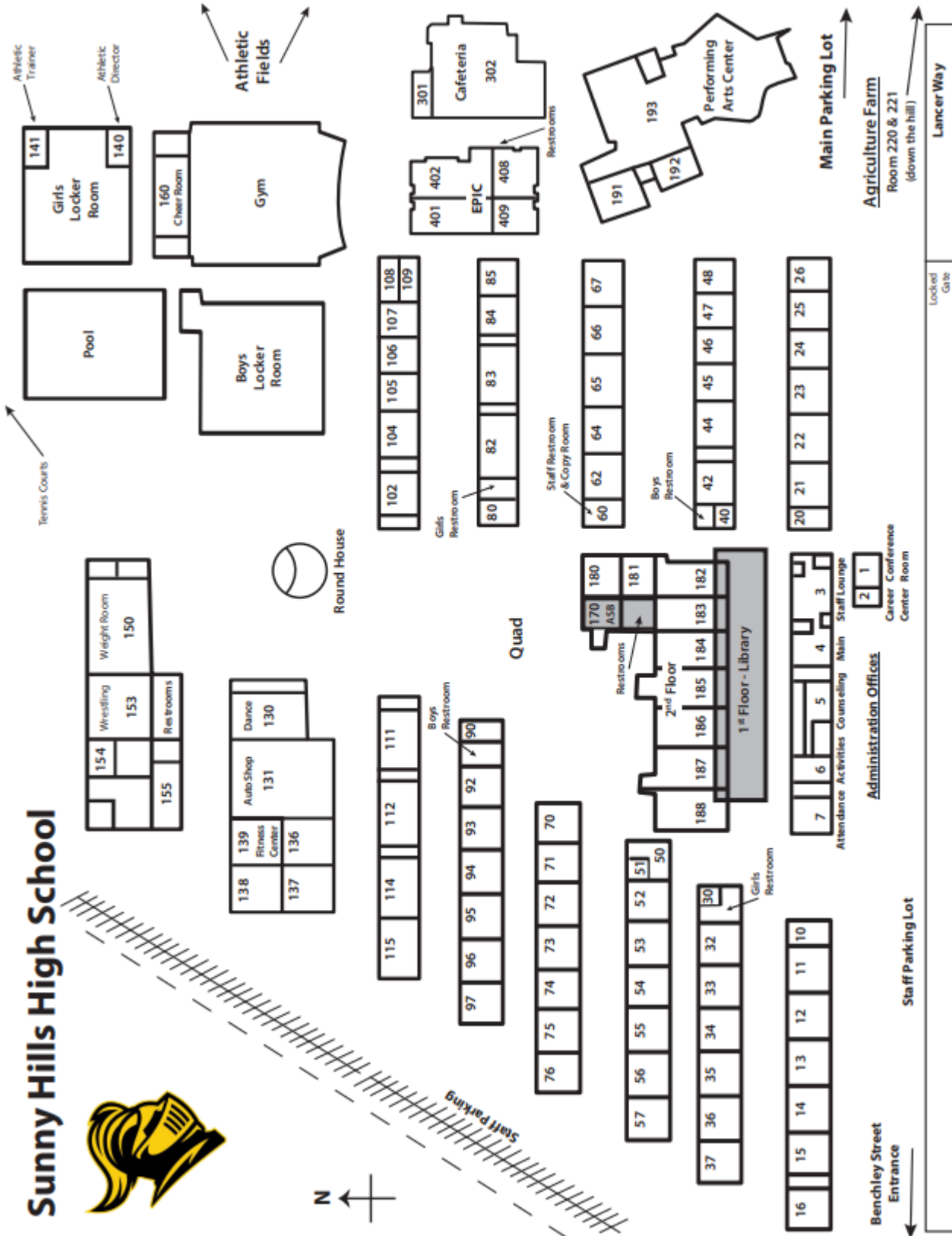
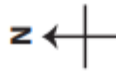
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Sunny Hills High School 2022-2023 Bell Schedules

	Regular Schedule				Double Assembly		
Zero period	7:27 AM	-	8:25 AM	Zero period	7:37 AM	-	8:25 AM
Period 1	8:30 AM	-	9:28 AM	Period 1	8:30 AM	-	9:18 AM
Period 2	9:33 AM	-	10:33 AM	Period 2	9:23 AM	-	10:11 AM
Period 3	10:38 AM	-	11:36 AM	Period 3A	10:16 AM	-	11:08 AM
LUNCH	11:36 AM	-	12:06 PM	Period 3B	11:14 AM	-	12:06 PM
Period 4	12:11 PM	-	1:09 PM	LUNCH	12:06 PM	-	12:36 PM
Period 5	1:14 PM	-	2:12 PM	Period 4	12:41 PM	-	1:29 PM
BREAK	2:12 PM	-	2:27 PM	Period 5	1:34 PM	-	2:22 PM
Period 6	2:32 PM	-	3:30 PM	BREAK	2:27 PM	-	2:37 PM
Period 7	3:35 PM	-	4:33 PM	Period 6	2:42 PM	-	3:30 PM
				Period 7	3:35 PM	-	4:23 PM
	Late Start Day			Date(s): 8/19, 9/30, 12/16, 3/10, 5/24			
PLC Time	7:30 AM	-	8:30 AM				
Zero period	8:36 AM	-	9:25 AM		Emergency Drill		
Period 1	9:30 AM	-	10:19 AM	Zero period	7:32 AM	-	8:25 AM
Period 2	10:24 AM	-	11:14 AM	Period 1	8:30 AM	-	9:23 AM
Period 3	11:19 AM	-	12:08 PM	Period 2	9:28 AM	-	10:23 AM
LUNCH	12:08 PM	-	12:38 PM	Drill	10:23 AM	-	10:58 AM
Period 4	12:43 PM	-	1:32 PM	Period 3	11:03 AM	-	11:56 AM
Period 5	1:37 PM	-	2:26 PM	Lunch	11:56 AM	-	12:26 PM
BREAK	2:26 PM	-	2:36 PM	Period 4	12:31 PM	-	1:24 PM
Period 6	2:41 PM	-	3:30 PM	Period 5	1:29 PM	-	2:22 PM
Period 7	3:35 PM	-	4:24 PM	Break	2:22 PM	-	2:32 PM
Date(s): 8/24, 8/31, 9/14, 9/28, 10/12, 10/26, 11/9, 11/16, 12/7, 12/14, 1/11, 1/25, 2/8, 2/22, 3/8, 3/29, 4/19, 4/26, 5/3, 5/17				Period 6	2:37 PM	-	3:30 PM
				Period 7	3:35 PM	-	4:28 PM
	International Food Fair			Date(s): 8/25, 10/20, 2/2			
Zero period	7:41 AM	-	8:25 AM				
Period 1	8:30 AM	-	9:14 AM		CAASPP Block 1		
Period 2A	9:19 AM	-	10:11 AM	Zero period	7:27 AM	-	8:25 AM
Period 2B	10:16 AM	-	11:08 AM	Period 1/2	8:30 AM	-	10:30 AM
BREAK	11:08 AM	-	11:18 AM	Break	10:30 AM	-	10:50 AM
Period 3	11:23 AM	-	12:07 PM	Period 3/4	10:55 AM	-	12:55 PM
Period 4	12:12 PM	-	12:56 PM	Lunch	12:55 PM	-	1:25 PM
Lunch	12:56 PM	-	1:51 PM	Period 5/6	1:30 PM	-	3:30 PM
Period 5	1:56 PM	-	2:41 PM	Period 7	3:30 PM	-	4:28 PM
Period 6	2:46 PM	-	3:30 PM	Date(s): 4/10 - 4/14/2023			
Period 7	3:35 PM	-	4:19 PM				
Date(s): 2/10					Finals		
				Zero period	7:27 AM	-	8:25 AM
				Period 1/3/5	8:30 AM	-	10:30 AM
				Break	10:30 AM	-	10:45 AM
				Period 2/4/6	10:50 AM	-	12:50 PM
				Period 7	12:55 PM	-	1:53 PM
				Date(s): 12/20 - 12/22/2022 & 5/30 - 6/1/2023			

Sunny Hills High School



PUPIL ATTENDANCE CALENDAR FOR 2022/23

Staff Development Day (<i>students do not attend</i>).....	Thursday, August 11, 2022
Staff Development Day (<i>students do not attend</i>).....	Friday, August 12, 2022
First Day of Student Attendance	Monday, August 15, 2022
Staff Development Day (<i>students do not attend</i>).....	Tuesday, November 1, 2022
Semester Records Day (<i>students do not attend</i>).....	Friday, December 23, 2022
Staff Development Day (<i>students do not attend</i>).....	Friday, April 7, 2023
Last Day of Student Attendance	Thursday, June 1, 2023
Summer School Commences	Monday, June 5, 2023

HOLIDAYS

Labor Day	Monday, September 5, 2022
Veterans' Day	Friday, November 11, 2022
Thanksgiving Holiday.....	Monday, November 21 through Friday, November 25, 2022
Winter Recess	Monday, December 26, 2022 through Friday, January 6, 2023
Martin Luther King Day	Monday, January 16, 2023
Lincoln Day	Monday, February 13, 2023
Washington Day.....	Monday, February 20, 2023
Spring Recess (Easter, April 9)	Monday, March 20 through Friday, March 24, 2023
Memorial Day	Monday May 29, 2023

DAYS SCHOOL WILL BE IN SESSION

<u>Calendar Months</u>	<u>Student Days Attended</u>	<u>School Months</u>	<u>Student Days Attended</u>	<u>Holidays Legal</u>	<u>Local</u>
August	13	August 15 - September 9	19	1	0
September	21	September 12 - October 7	20	0	0
October	21	October 10 - November 4	19	0	1
November	15	November 7 - December 2	14	2	4
December	16	December 5 - January 13	19	3	8
January	16	January 16 - February 10	19	1	0
February	18	February 13 - March 10	18	2	0
March	18	March 13 - April 7	14	0	6
April	19	April 10 - May 5	20	0	0
May	22	May 8 - June 1	18	1	0
June	<u>1</u>		180	10	19
	180				

QUARTERS

		<u>Weeks Taught</u>	<u>Days Taught</u>
First Quarter:	August 15, 2022 - October 21, 2022	10	49
Second Quarter:	October 24, 2022 - December 23, 2022	8	37
Third Quarter:	January 9, 2023 - March 17, 2023	10	47
Fourth Quarter:	March 27, 2023 - June 1, 2023	<u>10</u>	<u>47</u>
		38	180

Reference: Education Code Sections 37201, 37220-37223
 Adopted: November 10, 2020

*Beginning 2021/22, The Fall Staff Development Day will be held on the first weekday following Halloween

ADMINISTRATORS

Craig Weinreich

Principal..... (714) 626-4201

Sarah Murrietta

Assistant Principal, Instruction & Operations (714) 626-4205

Responsibilities include teacher schedules, instruction, operations, maintenance, transportation, budget, master calendar, staff development, program staff evaluation, graduation, and responsibility for the school in the absence of the principal

Katelyn Wright

Assistant Principal, Instruction & Pupil Services (714) 626-4203

Responsibilities include instruction, guidance, pupil services, data processing, special education, and program staff evaluation

Heather Bradley

Assistant Principal, Instruction & Student Affairs (714) 626-4229

Responsibilities include instruction, campus supervision, discipline, student activities, athletics, attendance, and program staff evaluation

John Oldenburg

Assistant Principal, Instruction & Student Services (714) 626-4207

Responsibilities include attendance, EL students, 504 plans, special projects, and SIT Coordinator

KEY TELEPHONE NUMBERS

Attendance Office..... (714) 626-4211 or 4212
ASB Office..... (714) 626-4216
Athletic Director (714) 626-4234
Textbooks..... (714) 626-4226
Counseling Office..... (714) 626-4208
Beth Thomson, Lead Counselor (A-F)..... (714) 626-4278
Jennifer Beglin, Counselor (G-D.Kim)..... (714) 626-4202
Cindy Moreno, Counselor (E. Kim, Lee, AVID)..... (714) 626-4233
Kathy De La Rosa, Counselor (Lef-R)..... (714) 626-4213
Tracey Falletta, Counselor (S-Z)..... (714) 626-4210
Guidance Technician (714) 626-4209
Library (714) 626-4226

DEPARTMENT & PROGRAM LEADERS

Agriculture Brian Kim
ASB Director David Fenstermaker
Athletic Director Paul Jones
AVID Jennifer Papageorge
Computer Science/Business Myra Deister & Rich Bailey
Conservatory of the Fine Arts (COFA)..... Brian Wall
English..... Scott Rosenkranz
EPIC TBD
Guidance Beth Thomson
IB Coordinator Brian Wall
Link Crew Christian Bueno-Ramirez & Lindsey Safe
Mathematics..... Mariam Tan
Physical Education John Wooldridge & Jimmy Valenzuela
Science..... Andrew Gartner & Mike Schade
Social Science..... Greg Abbott
Special Education Joanna Emerson & Kellie Ma
World Languages Maria Torres

2022-2023 ASB CABINET

President.....	Jacqueline Woo
Vice-President.....	Lindsey Kang
Secretary.....	Rebecca Tualla
Treasurer.....	Ariana Choi
Senior Class President.....	Sierra Chavez
Junior Class President.....	Denise Bravo
Sophomore Class President.....	Scarlett Chang
Freshman Class President.....	TBD
Activities Commissioners.....	Ashley Kim, Chloe Lee
Assemblies Commissioners	Isabella Jacobs, Katie Sweeney
Athletics Commissioners	Camila Perez
Community Affairs Commissioners.....	Jaden Michel, Claire Chen
Elections Commissioners.....	Ashley Suh, Francine Vudoti
Pep Commissioners.....	Katey Tran, Isabella Miramontes, Prysilla Ahn
PTSA Commissioners.....	Lyla Agarwala, Tiffany Kim
Publicity Commissioners.....	Nicholas Kim, Janudi Jayasuriya
Social Commissioners.....	Joya Blaho, Sue Oh
Tech Commissioners.....	Crystal Louis, Hannah Garcia

Leadership Class Members:

Sofia Arguello, Kastuv Aryal, Nakul Bhatt, Oliviah Chavez, Brayden Chen, Elaine Chung, Vaani Desai, Natalie Do, Owen Dominguez, Natalia Garibay, Arum Han, Garv Jain, Jennie Jeong, Ashley C Kim, Frances Kim, Noah Kim, Brandon Koh, Sean Lee, Cameron Loh, Dylan Loh, Madison Moreno, Taylor Parra, Matias Perez, Mikayla Sooter, Liam Weinreich, Hannah Won, Lauren Yamane, Clarie Yoo

The Associated Student Body supports and/or organizes the following events throughout the school year:

Registration ~ Back to School Night ~ 8th Grade Orientation ~ Student Senate ~ Welcome Back Assembly ~ Homecoming Assembly ~ End of Year Assembly ~ Sports Rallies ~ Stag Dances ~ Spirit Weeks ~ Elections ~ Homecoming ~ Prom ~ Mr. Sunny Hills ~ Talent Show ~ Senior Sunrise ~ Lancer Night ~ Community Service ~ Student Sections at Athletic Events ~ Staff Appreciation ~ Student Appreciation ~

IMPORTANT INFORMATION

ATTENDANCE INFORMATION

Attendance and tardies are recorded and reported for each class period daily. Students are expected to attend all classes on time. California State Law requires all persons age 18 and under to attend school until graduation.

Parents/Guardians are required to verify a student's absence within three (3) school days. Parents/Guardians may send a note or call the Attendance Office (714) 626-4212 stating the student's name, ID number, and date of absence and reason for the absence. **According to District policy, absences not cleared within three days are considered (U) unexcused and may result in Saturday School assignment and affect the student's grades.**

The following reasons for absences are EXCUSED:

1. Illness* (any student absence of more than 5 days may require a doctor's note upon a student's return.)
2. Medical or dental appointment
3. Funeral service for immediate family (1 day in state, 3 days out of state)
4. Jury duty
5. Illness or Medical appointment of a child to whom the student is a custodial parent
6. Upon advance written request by the parent/guardian and the approval of the Principal or designee:
 - a. Appearance in court, funeral service, observation of a religious holiday or ceremony, religious retreats, employment conference or legislative/judicial process.

*When a student has had 14 absences in the school year for illness, any further absences for illness shall be verified by a physician.

The following examples are **NOT EXCUSED** as prescribed by the attendance laws: DMV Appointments, Vacations, Studying for Exams, Oversleeping, Babysitting, Birthday or other celebrations. There is no school approved "Ditch Day" at any time during the year.

Each day, an automatic phone message will be generated for each absence marked by the teacher. Parents and student are encouraged to monitor attendance through the Aeries portal. Absence letters will be generated when the student accumulates three, six and nine unexcused absences in a semester. Saturday school will be assigned to students with unexcused absences.

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

OFF-CAMPUS TRANSFERS

Students who leave campus during the school day are required to sign out through the attendance office and obtain an off-campus pass before leaving campus. Upon return to campus, students are to check in with the attendance office. To avoid misreported unexcused absences, **students are required to check in and out at the attendance office when arriving late or leaving early. Failure to adhere to this procedure will result in an unexcused absence.**

TARDINESS

Punctuality is necessary to the educational process because it reduces class interruptions, increases time on task and minimizes duplication of instruction.

Third Unexcused Tardy: One-hour detention, conference with the student, advising him/her of the potential citizenship grade reduction and a reasonable effort will be made to contact the parent regarding the tardiness problem.

Sixth Unexcused Tardy: Two-hour Saturday School assignment

Ninth Unexcused Tardy: Four-hour Saturday School assignment

Twelfth Unexcused Tardy: One-day Suspension or decide on an alternate progressive discipline measure such as a parent conference and/or a Behavior Contract

MAKE-UP WORK

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

CLOSED CAMPUS POLICY AND LUNCH PERMITS

Sunny Hills High School is a closed campus during the hours of 7:00 a.m. to 3:30 p.m. ***A closed campus means that all students are required to:***

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

However, an 11th or 12th grade student is allowed to leave campus during lunch (11:36 p.m.–12:06 p.m.) ***if*** a parent or legal guardian of the student has completed a "Request for Permit to Leave Campus During Lunch" form. To leave during lunch, students must present their student ID to show proof of their lunch permit. **Lunch permits are a privilege and not a right and therefore may be revoked.** Student-athletes who are leaving campus during break until their practice later in the day or students with no Period 6 class need to complete a "Request for Permit to Leave Campus During Break For Students with Athletics or a Free Period 6" in order to leave campus during break. **These forms may be obtained from the Attendance Office.**

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

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

VISITORS TO CAMPUS

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

WAIVERS FOR SCHOOL TRIPS

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

LOST AND FOUND

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

DELIVERY OF ITEMS

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

STUDENT PARKING REGULATIONS

Parking in the student lot is by permit only. Permits are issued by the Assistant Principal of Student Activities to all eligible junior and senior students for a fee. Students who want to park on campus need to complete a parking permit application (Room 6). To apply for a permit the following information is required: a valid driver's license number, proof of insurance, student name and ID number, vehicle license number, student signature and parent/guardian signature. Purchase of a parking permit is optional. The student parking lot is open to all students with parking permits on a first-come, first-served basis. If the lot becomes full, students are to park (legally) on the local surface streets near campus.

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

The parking lot is off limits to students during school hours and lunch. Students are not allowed to sit in parked vehicles at any time or use their car as a locker. Student vehicles parked in a red zone, fire lanes, reserved parking areas (such as staff or visitor parking spaces) or in areas which block emergency road access are subject to school and legal consequences and may be towed away at the owner's expense.

STUDENT DRIVING REGULATIONS

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

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

HEALTH SERVICES

Students are responsible for immediately reporting all injuries which occur on school grounds to their teacher. When medical attention is needed, the school personnel will contact parents so that they may take the student to the family physician. If the injury requires immediate medical attention, Paramedics will be called. It is imperative that the school have current phone numbers—home, work, and/or cell—so emergency contact can be made. Students who become ill at school should report to the Attendance Office where parents will be contacted for permission to be picked up.

Mental Health Services (EC 49428)

Sunny Hills High School professionals support positive student connections with peers, family, school, and community by facilitating student development and the ability to successfully deal with problems, crises, or traumatic experiences. Students in need of mental health related services may reach out to their school counselor, school administrator or school psychologist.

To access mental health services within the community, please contact Orange County Behavioral Health at (855) 886-5400 or you may use the following [mental health community resources](#).

INSURANCE

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

PERSONAL ELECTRONIC DEVICES AND OTHER PROPERTY

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

WORK PERMITS

Work permits are a legal requirement for minors who are employed. Applications are processed through the Guidance Office (Room 2). Permits may be revoked for unsatisfactory school progress.

TEXTBOOK PROCEDURES

The school provides textbooks to all students. Students are responsible for the care and condition of their textbooks until they are returned to the school library. Students are NOT to leave their textbooks in their lockers overnight and especially during weekends or holidays. Sunny Hills High School is not responsible for damage (including by weather) or theft of any textbook while in a locker. Students are fined for damaged, lost, or stolen textbooks.

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

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

TEXTBOOK LOCKERS

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

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

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

LIBRARY (THE LYCEUM)

The SHHS library provides students with access to materials needed to complete classroom assignments. Often, students visit the library with their class to work on a group project, complete school assignments, and conduct research using the computers and books. The library provides resources with research, project materials, and study space for 150 people. The library is divided into three large rooms, called the Aspen, Oak, and Sycamore Rooms. The Aspen Room provides a reading and writing room with a supporting literature library. The central room, the Oak Room, contains the Reference Library supported with computers. The Sycamore Room is set up to host study groups and provides the Humanities Library.

The library operates an electronic library providing access to over 100,000 full text books, magazines, newspapers, and study tools and can be accessed from either school or at home. The library's hours are 7:30 AM-4:00 PM, Monday through Friday. The library holds 30,000 volumes that are divided into three (3) libraries: a Literature Library that includes novels, short stories and works on literary criticism, a Reference Library for science and technology, and a Humanities Library providing works in the arts, philosophy, languages, geography, history, etc.

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

DAILY BULLETIN

The Daily Bulletin (morning announcements) is read each morning at the beginning of 2nd period. All announcements need approval before being read on the loud speaker. Therefore, all school-related announcements must be submitted via email to the ASB Clerk from the **faculty advisor's email** by 1:00 PM one day prior to making the announcement. The Daily Bulletin is also posted on the SHHS website.

ACADEMIC INFORMATION

HOMEWORK

Homework assignments are an important supplement to classroom instruction and contribute significantly to the achievement of the goals and objectives of every class. Time set aside for homework allows for critical review of concepts, for reflection about new ideas generated by classroom discussions, for practice and review of skills introduced during the class period, and for the development of independent-learning skills. In addition, homework helps students develop self-discipline, self-reliance, and effective time management skills. Homework assignments need not always be written; they may take many forms depending upon the type of class and the teacher's objectives. If students are expected by teachers and by parents to complete assigned homework, then higher levels of learning can take place. Parents are urged to take an active part in the education of their students by periodically asking about school homework. Generally, students have homework at least four nights a week in most courses.

GRADES

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

Grade designations are:

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

Citizenship grades are:

O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Five units of credit are awarded for a semester class satisfactorily completed. Fewer than five units of credit will be awarded in some classes when students have excessive truanancies. In order to avoid a grade of "F", an "I" mark which indicates incomplete coursework, must be removed within the following quarter. It is the responsibility of the student to contact the teacher regarding the completion of the coursework.

PHYSICAL EDUCATION DRESS CODE AND GRADES

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

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

STUDENT CLASSIFICATION BY UNITS OF CREDIT

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

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

CREDIT/NO CREDIT COURSEWORK

Students may take courses for Credit or No Credit, instead of a traditional "A, B, C, D, F" grade, with a counselor's approval and the principal's approval. Request forms for CR/NC courses are available in the Guidance Office (Room 5). The deadline for filing this request for a semester class is the last day of the first and third quarter. IT IS NOT RECOMMENDED THAT STUDENTS TAKE UC REQUIREMENTS FOR CR/NC.

ACADEMIC HONORS

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

VALEDICTORIAN SELECTION AT SHHS

- Un-weighted 4.0 GPA
- 32 minimum honors semester classes
- 8 minimum honors semester classes senior year
- 10 minimum academic classes in senior year
- All As and Bs at 3rd quarter grade report senior year
- No Academic Honesty violations

SCHEDULE CHANGE PROCEDURES

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

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

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

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

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

DEADLINE FOR DROPPING A CLASS

The deadline for dropping a class without earning a grade "F" is the end of the first quarter. Changing a level within a course does not constitute dropping a course.

CONFERENCES WITH TEACHERS

Parents/guardians are encouraged to confer with their student's teachers regarding student academic progress. ABI

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

TESTING DATES

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

STUDENT & PARENT RESOURCE CENTERS

Student & Parent Resource Centers are located in the both the Guidance Office (Room 5) and the Attendance Office (Room 7). These resource centers are available for parents to access ABI and to communicate with teachers via email. Staff assistance is also available.

TRANSCRIPTS

Transcript requests are made online. **To Request Transcripts: Go to www.sunnyhills.net under Guidance/Counseling tab, then Order Transcripts.** After registering online, a request can be made for transcripts for colleges and universities, and other organizations requiring an official transcript. Transcripts are sent securely to the colleges, universities, or scholarship funds selected. Please see the Registrar in the Guidance Office (Room 5) for further assistance.

WITHDRAWAL PROCEDURES

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

SUMMER SCHOOL

The Fullerton Joint Union High School District offers two three-week summer sessions. Each three-week session is the equivalent of one semester. The courses, which are offered, are determined by a basic course list developed by the district. Student sign-up determines the courses, which actually are taught on a campus. Students may attend summer session at any high school within the FJUHS. Most courses run for five hours per day, Monday through Thursday. Consult the Guidance Office for current summer information. Summer school offers students a valuable opportunity to make-up coursework and all Sunny Hills High School students are encouraged to take advantage of this opportunity. There is no cost for summer school. Pre-registration for Summer School begins in March in conjunction with course registrations for the following year.

NORTH ORANGE COUNTY REGIONAL OCCUPATIONAL PROGRAM (NOCROP)

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

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

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

A portion of each class includes job-seeking techniques, procedures for filling out a job application, resume writing and the establishment of a permanent job reference file. ROP instructors are an excellent source of job information and may be able to assist in finding employment. Placement opportunities are available in the Career Guidance Center at NOCROP's Anaheim facility located at 385 N. Muller Street, Anaheim.

GENERAL GRADUATION REQUIREMENTS

- A. The student shall attend eight semesters, grades 9-12
- B. The student shall enroll in and satisfactorily attend a minimum of at least five classes in each of the final two semesters
- C. The student shall satisfactorily complete at least 40 units in the student's final two semesters
- D. The student shall complete a minimum of 217.5 units

SPECIFIC GRADUATION REQUIREMENTS

- A. English
The student shall satisfactorily complete a minimum of 40 units of English. The sequence of courses shall be English I, II, and III, and 10 additional units of Senior English electives (ELD 2 and ELD 3 will satisfy up to two years of the English requirement.)
- B. Social Science
The student shall satisfactorily complete a minimum of 30 units of social science. (The sequence of courses is 10 units of world history, 9th or 10th grade; 10 units of United States history, 11th grade; 5 units of United States government and 5 units of economics, 12th grade.)
- C. Science
The student shall satisfactorily complete a minimum of 20 units of science, including ten units each of a life and a physical science.
- D. Mathematics
The student shall satisfactorily complete a minimum of 30 units of mathematics. At least 10 units must be earned in Algebra I or a higher mathematics course.
- E. Visual/Performing Arts or Foreign Language
The student shall satisfactorily complete a minimum of 10 units in either visual/performing arts or foreign language.
- F. Health Education
The student shall satisfactorily complete 2.5 units of health education.
- G. Physical Education
The student shall satisfactorily complete a minimum of 20 units of physical education. The sequence of enrollment is grades 9 and 10

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

Sunny Hills High School Academic Rubric

Sunny Hills High School Academic Requirements

FJUHSD Requirements (for high school diploma)			California State University CSU Eligibility	University of California UC Eligibility
a	Social Science	World History OR AP Human Geography US History Gov't/Econ	World History OR AP Human Geography AND US History	World History OR AP Human Geography AND US History
b	English	English 1 English 2 English 3 English 4 or Int/Adv. ELD	English 1 English 2 English 3 English 4 or Adv. ELD	English 1 English 2 English 3 English 4 or Adv. ELD
c	Math	Three years of Math, including Algebra 1 or the equivalent	Algebra 1 Geometry Algebra 2	Algebra 1 Geometry Algebra 2 Recommend Pre-Calculus or higher
d	Science	One year of a Life Science and one year of a Physical Science (Biology & Geophysical Science or Chemistry)	Two years of a Lab Science - One Life Science & One Physical Science (Biology & Chemistry+)	Two years of Lab Science - Three years recommended: (Biology & Chemistry & 3 rd year science)
e	Language Other Than English	One year of World Language (Or) One year of a VPA (Or) One year of Career Technical Education (CTE)	Two years of the same World Language	Two years of the same World Language Three or more years recommended
f	Visual or Performing Art (VPA)		One year of a Visual/Performing Art	One year of a Visual/Performing Art
g	Advanced Courses		One year of an approved college preparatory elective from the a-g List	One year of an approved college preparatory elective from the a-g List
1	Physical Education	Two years of P.E.		
2	Health	One quarter (2.5 credits)		
3	Electives	65 credits		
			2.0 GPA or higher in above classes only **	3.0 GPA or higher in the above classes only **
4	Other	217.5 credits	SAT or ACT **	SAT w/ writing or ACT w/writing **

Each year is equivalent to 10 credits

+ Chemistry is preferred

** Eligible GPA varies based on Qualifier Index / Minimum eligibility to does not guarantee campus choice

Students must earn a grade of C or better for courses to meet 4 yr. college/university eligibility

All information is provided as a courtesy; however, students should always verify that requirements have not changed.



HOW TO SUPPORT YOUR STUDENT'S ACADEMIC SUCCESS

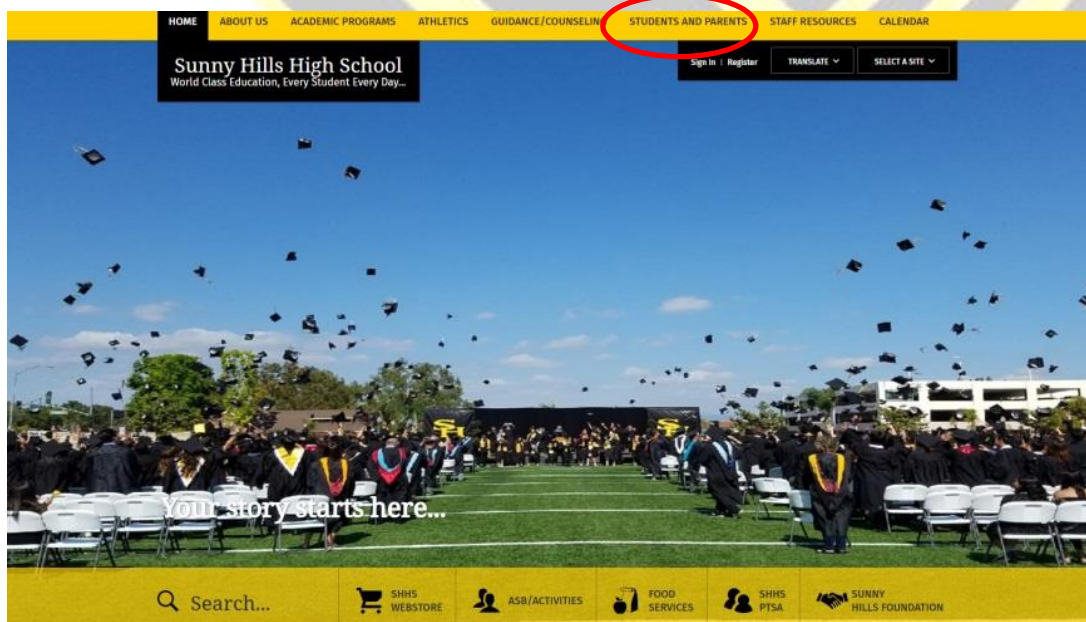
Via AERIES BROWSER INTERFACE (ABI) Parental Portal

Sunny Hills High School, along with all schools in the Fullerton Joint Union High School District, use AERIES ABI to enable parents and student online access to information such as **ATTENDANCE, GRADES, TRANSCRIPTS** and more.

Logon to <http://mystudent.fjuhsd.net> and enter the **EMAIL ADDRESS** you provided to the school. If you forgot your password, please click on Forgot Password.

CLICK
Forgot Password?

You may visit www.sunnyhills.net under “STUDENTS AND PARENTS” and then click on “Aeries” to access your students information.



FJUHSD Insurance for Chromebooks Information

Sunny Hills High School is pleased to announce that the Fullerton Joint Union High School District School Board of Trustees and Cabinet have approved the distribution of Chromebooks for each student. This Chromebook will be issued to your child for their use at school and home. We are excited to make this powerful tool available to our students. We also understand that both students and parents are naturally concerned about keeping these tools secure and in good working order.

Like textbooks, team uniforms and other school property issued to your child, there is a responsibility to take appropriate care of these valuable resources. The Chromebook is no different, but it does represent a cost to the district and consequent liability to students and parents. We have a warranty in place to cover the Chromebooks covered for manufacturing defects, but we know loss and accidents may also happen, even when students take good care of the device. In these instances, district policies, state regulations and practices require a fine be levied to cover the repair or replacement cost of district property. With Chromebooks, the cost of loss or damage is lower than many other technology tools, but it can still be significant.

In response, the district has developed a voluntary FJUHSD Insurance Program for Chromebooks as follows:

- Prior to Chromebook distribution, parents make a payment of \$25 to enroll in the FJUHSD Insurance Program for the current school year. This payment is reduced to \$10 if a student qualifies for free lunch.
- In the event a student's Chromebook is accidentally damaged, the fine for repair costs (typically between \$30 and the full \$350 value of the Chromebook) will be waived, and the Chromebook will be repaired at no cost to the family (the number of covered repairs per year is capped at two). Willful damage will still result in a fine. Damage assessment will be at the sole discretion of the District.
- In the event a Chromebook is lost or stolen, the fine for full replacement valued at \$350 will be reduced to a \$40 deductible. Upon payment of this fine (or creation of an approved payment plan), the student will be issued a replacement Chromebook. However, the parent will not be eligible to enroll in the FJUHSD Insurance Program for a second time in the same school year, and will be financially responsible for replacement or repair costs associated with the second Chromebook. If the Chromebook is stolen off-campus, file a police report within 24 hours and bring a copy to school.
- If the lost or stolen Chromebook is recovered in good working condition, the fine will be refunded.
- Families who choose to enroll, and have more than two children receiving Chromebooks will only be required to pay for a maximum of two FJUHSD Insurance payments to cover all devices per school year.
- Exclusions - The charger, and any other peripherals issued with the Chromebook are NOT covered by the FJUHSD Insurance Program. If these items are lost or damaged, a fine will be issued for replacement cost. An equivalent replacement item may be accepted in lieu of the fine at the sole discretion of Fullerton Joint Union High School District representatives.
- If a family leaves the District, but does not return the Chromebook, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts will apply. Law enforcement may be involved for the purpose of recovering district property.

If you choose not to enroll in the FJUHSD Insurance Program, you will be financially responsible for the full cost for repair or replacement of the Chromebook.

If you would like to enroll in the FJUHSD Insurance Program, complete the form located on the SHHS website.

CHROMEBOOK TECHNOLOGY RESPONSIBLE USE AND SAFETY AGREEMENT AR 6164.1 (c)

PURPOSE: Fullerton Joint Union School District (FJUHSD) may provide and assign students a Chromebook for use at school and at home as a means to promote achievement and provide flexible learning opportunities. This agreement provides guidelines and information about expectations for students and families who are being issued these one-to-one (1:1) devices. In addition to this agreement, the use of district-provided technology also requires students to abide by the Student Code of Conduct and all policies related to technology acceptable use.

Our expectation is students will responsibly use District technology and network resources. We also expect students will keep their District-issued devices safe, secure and in good working order. This agreement includes the following specific responsibilities and restrictions.

RESPONSIBILITIES - The student will:

1. Bring their Chromebook to school each day with a full charge.
2. Communicate responsibly and ethically using school appropriate language, speech and images.
3. Report any instance of cyberbullying, personal attacks or threats toward anyone made to school personnel.
4. Follow copyright laws and fair use, and proper care guidelines.
5. Upon request, make the Chromebook available for inspection by any administrator or teacher.
6. Understand all electronic communication, activities and files accessed on District technology or networks are not private and may be viewed, monitored or archived by the District at any time.
7. Students will use their Chromebook during class time for academic purposes only.
8. Students will only use FJUHSD wireless network connections at school and will not connect to any cellular network or non-district wireless access point while at school.

RESTRICTIONS - The student will not:

1. Mark, deface, or place stickers on the Chromebook.
2. Reveal/post identifying personal information, files or communications to unknown persons through email or other
3. Bypass or otherwise change the Internet filtering software, device settings, or network configurations.
4. Tamper with hardware or software, attempt unauthorized entry into and/or vandalize or destroy the computer or computer files.
5. Attempt to locate, view, share, or store any materials that are unacceptable in the school setting. This includes but is not limited to pornographic, obscene, graphically violent, racist, or vulgar images, sounds, music, language, video or other material that violates District policies, procedures, guidelines or student codes of conduct. The criteria for acceptability is demonstrated in the types of material made available to students by staff and the school media center.

I also understand that it is impossible for the Fullerton Joint Union High School District to restrict access to all controversial or inappropriate materials, and I will not hold the District responsible for materials acquired at school or at home. I understand that I am responsible for any fees/fines for inappropriate use of District provided Wi-Fi. Student 1:1 devices, in compliance with Federal Law, are configured so Internet content is filtered at all schools within FJUHSD. When students are using the device off school grounds, FJUHSD will not be able to monitor student use.

By signing this agreement, you agree to abide by the conditions listed above and assume responsibility for the care and proper use of FJUHSD technology. You understand should you fail to honor all the terms of this agreement, access to 1:1 technology, the Internet, and other electronic media may be denied in the future. Student misuse will be subject to disciplinary action outlined in the FJUHSD Student Code of Conduct

STUDENT ACTIVITIES INFORMATION

ASSOCIATED STUDENT BODY (ASB)

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

IDENTIFICATION CARDS (STUDENT ID)

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

ASB "GOLD CARD"

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

ORGANIZATIONAL FINANCES

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

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

STUDENT CLUBS

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

STUDENT PUBLICATIONS

Sunny Hills High School students produce two award-winning publications: HELIOS, the yearbook, and ACCOLADE, the student newspaper. HELIOS offers hundreds of pages of memories--photos of students and their friends, school activities, sports, academics, teachers. ACCOLADE provides the latest news, sports, features, and student opinions. It's a timely news analysis which keeps students informed about school events, understand the major issues, learn about fellow classmates and tributes optional to senior students. ACCOLADE, an 8 to 12-page publication, is published every three to five weeks and is delivered to every classroom

ATHLETICS

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

We also have a strong tradition of winning the Boys' and/or Girls' Freeway League All-Sports trophy, several Lancer teams have won Freeway League Championships and several programs have participated in the CIF Playoffs. Students interested in participating in one or more sports should call (714) 626-4229 or contact the coach of the individual sport.

ATHLETIC ELIGIBILITY

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

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

General Summary of Requirements:

1. Student athletes and student pep/cheer members must have a minimum 2.0 grade point average (GPA) in order to participate. This is not a cumulative GPA--it is the GPA from the preceding quarter grading period.
2. In addition to the requirements established by our District, student athletes and student pep/cheer members must meet CIF eligibility requirements.
3. Student athletes and student pep/cheer members must have satisfactory citizenship. The citizenship requirement states that student athletes and student pep unit members may not receive more than two U (Unsatisfactory) marks on a report card.
4. There is **only one** probationary period. The length of the probationary period is one quarter and student athletes and/or student pep unit members may participate during probation. If the student athlete and/or student pep unit member does not achieve a reported GPA of at least 2.0 **at the quarter immediately following the probationary period**, he/she is then considered **ineligible** and will not become re-eligible until he/she achieves the required GPA in the succeeding quarter.
5. Student athletes and student pep/cheer members must pass and earn full credit in at least five classes during the previous quarter or a total of **25 credits**.
6. **Student athletes and student pep/cheer members who wish to participate in a school activity must attend all of their classes on the day of the activity unless the absence received prior written administrative approval.**
7. Summer school grades shall be added to the fourth quarter grades to determine eligibility for the first quarter of the upcoming school year only, upon the **submittal of written request**, (signed by both the student athletes or student pep unit members **and parent/guardian**) to the Assistant Principal, Instruction/Student Activities **no later than the first day of instruction** at the start of the new school year.
8. There is an appeals process if a student is placed on probation or declared ineligible
9. It is the responsibility of the student to be aware of the eligibility requirements. It is the responsibility of the principal or designee to notify the student/parent when the student has failed to meet the requirements.

Copies of Board Policy #5353 and Administrative Regulation #53531, which provide complete information, are available in Room 4. For questions regarding eligibility, please contact the Assistant Principal, Instruction & Student Activities or the Athletic Director.

CHEER SQUAD MEMBERS:

Requirements

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

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

CONDUCT AT PEP RALLIES, SPORTING EVENTS & SCHOOL ASSEMBLIES

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

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

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

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

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

DANCES

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

- Only SHHS students and pre-authorized guests are admitted
- All pre-authorized guests must have a valid guest pass and be under the age of 21 (w/ approval)
- SHHS students must have a valid student ID to enter any dance
- The law forbids any use of tobacco, alcohol, narcotics or dangerous drugs. Any students suspected of participating in such activity will forfeit their admissions. Parents/guardians will be contacted to arrange for pick up, and violators will face disciplinary consequences
- Tickets are NOT sold at the door at ASB dances (i.e. Homecoming and Prom)
- Students and guests must comply with all school rules including dress code
- No Entries after the advertised "Door Closed" on Dance Permission slip (varies)
- Students are not to leave during the first 2½ hours of the dance
- The SHHS dress code applies to all school dances
- No sexually suggestive movements are permitted at school dances
- No bending over, hands on knees, hands on the floor or intertwined legs
- No refunds
- Students need to arrange for prompt pick-up from school dances

*Students in violation of dance rules may be removed from a dance, parent/guardian contacted and/or subject to disciplinary action.

STUDENT BEHAVIOR EXPECTATIONS

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

- Be courteous and respectful to all staff and students
- Attend all classes, on time and prepared to learn
- Bring completed assignments and necessary materials to class
- Adhere to school/classroom regulations and policies
- Protect school property and personal property of others
- Carry a Sunny Hills High School ID card at all times and present it to school personnel upon request
- Remain on campus during regular school hours or during the hours of school activities and under the supervision of school personnel.
- Students are not allowed to be on campus before 7:00AM or after the school day ends (Monday through Friday) or at any time on a weekend or holiday unless properly supervised by staff.

The following behaviors are prohibited:

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

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

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

ACADEMIC HONESTY POLICY

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

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

CHEATING IS:

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

PLAGIARISM IS:

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

STUDENT, PARENT, AND TEACHER RESPONSIBILITIES:

STUDENT:

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

PARENT

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

TEACHER

The teacher is expected to promote the academic honesty policy through ongoing reference to and application of the District Moral and Civic Values.

- The teacher is expected to make clear to students the fact that the tenets of the academic honesty policy will be strictly enforced.
- The teacher is expected to act on and enforce appropriate consequences when any student is found to have violated the academic policy.

CONSEQUENCES OF ACADEMIC DISHONESTY:

1st OFFENSE

Level 1: Homework or Classwork Violation

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

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

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

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

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

2nd OFFENSE

Level 1: Homework or Classwork Violation

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

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

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

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

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

3rd OFFENSE

Level 1: Homework or Classwork Violation

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

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

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

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

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

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

USE OF TECHNOLOGY POLICY

Please review the following information closely:

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

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

Acceptable use of technology and electronic information resources includes:

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

Unacceptable use of technology and electronic information resources includes:

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

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

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

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

SAFE SCHOOLS POLICY

DISTRICT POLICY ON DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying. The District's policies on discrimination, harassment, intimidation, and bullying can be accessed on the District's Web site. Copies are available in the school office. The policies include:

BP/AR 0415 – Nondiscrimination

BP/AR 5500 – Conduct

BP/AR 5645 – Sexual Harassment

BP/AR 1312 – Complaints Regarding Discrimination

BP/AR 5642 – Antibullying

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

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

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

- A. Visitors - Except for currently registered students and staff, all others at school are considered visitors. All visitors, including parents, are to report to the Administration Office (Room 4) to obtain a visitor's pass before entering any part of the campus. Visitors are to park in the designated visitors parking areas located in the west parking lot or south lot. Parents interested in the welfare of students are always welcome. However, under no circumstances will students from other schools, brothers or sisters of current students, or non-students be permitted to accompany or visit students anywhere on campus or in the classrooms. Sunny Hills is a "closed campus" and therefore does not permit anyone to enter campus until the visitor has properly checked in. Students are not to invite visitors to come to Sunny Hills. Students who violate this policy may be subject to disciplinary action.
- B. Threats, Intimidation, Fighting - Intimidation involves threats of mental or physical harm or pressure. Examples of this behavior include, but are not limited to, include bullying, cyber-bullying, domineering, extorting, or otherwise attempting to influence someone with the use of frightening action and/or words. Students who engage in threats, intimidation, or fighting may be subject to school and law enforcement consequences.
- C. Weapons - Possession of weapons, anywhere on the school campus (including in a car), or at school-sponsored activities is prohibited. Any item classified as a weapon by law enforcement agencies is considered such by the school. Weapons include, but are not limited to, knives, pocket knives, clubs, guns (loaded or unloaded), nunchuck

sticks, metal knuckles, stars, large finger rings with sharp edges, or any object that is used as a weapon. "Look alike" weapons are also illegal and possession of them is a punishable offense. Students who are in possession of and/or brandishing a weapon will be subject to school and law enforcement consequences.

- D. Areas Off-Limits to Students - The following areas are assessable to students only when coming to or leaving school, before and after school: areas adjacent to campus, athletic fields, area in front of the PAC, west side of campus. Students may be in the parking lots only when coming to or leaving school at the start or end of the school day, after checking out through the attendance office to leave school, or during the lunch period to leave or return to school. Students may not loiter in the parking lot or use cars as lockers. Violation of this policy may result in discipline.
- E. The Fullerton Joint Union High School District has banned all of the following:
- Any kind of gun (real or fake)
 - Any kind of knife (real or fake)
 - Any kind of explosive (real or fake)
 - Any kind of drug
 - Any kind of tagging
- F. A "HOT LINE" - Fullerton Joint Union School District uses STOPit, an online and app-based system, to empower students to anonymously report anything of concern to school officials - from cyber-bullying to threats of violence. STOPit can be accessed through a web browser or mobile app. Use the hyperlinks below to submit a tip. *If you do not have access to the Internet or a mobile device you can still submit a tip through the District toll free number, 1 (800) 924-7233. <https://appweb.stopitsolutions.com/login>*

STUDENT DISCIPLINE GUIDELINES

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

Violations and Disciplinary Actions

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

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

Violations Against Persons

A. Gambling:

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

First Offense: Warning/reprimand, one to three-day suspension and/or Saturday School

Second Offense: Three to five-day suspension, parent conference - possible transfer to another district school or another educational program

B. Hazing:

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

The term includes:

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

Personal Hazing Offense:

A person commits an offense if the person:

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

First Offense: One to five-day suspension depending on severity of the action - parent conference, possible police involvement, transfer to another school district, school or program, expulsion referral

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

C. Bullying

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

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

First Offense: Warning/reprimand, one to five-day suspension depending on severity of the action, parent conference, possible police involvement, transfer to another school district, school or program, expulsion referral

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

D. Harassment, Threats or Intimidation

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

First Offense: Warning/reprimand, Saturday school and/or one to five-day suspension, parent conference, possible transfer to another district school or another educational program, or recommendation for expulsion, possible police involvement.

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

E. Cyber Bullying

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

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Students may also report bullying through the District's **StopIt App** or the **We-Tip Hotline** at (800) 924-7233. Complaints of bullying are investigated and resolved in accordance with the District's Uniform Complaint Procedure. Students are encouraged to save and print any messages sent to them that they feel constitute cyber bullying and to notify a teacher, Assistant Principal, SRO, Principal, or other employee so that the matter may be investigated.

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

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

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

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

G. Fighting

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

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

Second Offense: Five-day suspension, parent conference, possible transfer to another district school, another educational program, recommendation for expulsion, police department may be notified

H. Willful Use of Force or Violence Upon Another Person

First Offense: Saturday school and/or one to five-day suspension, parent conference, possible recommendation for expulsion, police department may be notified

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

I. Threatening or Harming an Employee of the School District

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

J. Assault or Battery Upon a School Employee

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

K. Hate Violence

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

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

L. Sexual Assault or Battery

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

M. Sexual Harassment

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

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

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

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

Violations Against Property

A. Robbery/Extortion

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

First Offense and Other Offenses

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

B. Inappropriate Use of School Computers

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

Each Offense: One to five-day suspension and/or Saturday school, parent conference, possible expulsion, police department may be notified

C. Theft/Knowingly Receiving Stolen Property

Taking property of the school, of another student or of a staff member without permission or knowingly receiving stolen property is a violation of school rules and state laws.

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

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

D. Damaging or Defacing School/Private Property

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

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

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

Violations Against Public Health and Safety

A. Prohibited Parking

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

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

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

B. Bus Misconduct

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

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

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

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

C. **Wheeled Vehicles**

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

- First Offense: Wheeled vehicle will be taken and may only be picked up after school. - Possible loss of privilege to bring vehicle to school and detention
- Second Offense: Wheeled vehicle will be taken and parent/guardian of student will be required to pick it up. Possible Saturday school, possible loss of privilege to bring vehicle to school
- Third Offense: One to five-day suspension and/or Saturday school for willful defiance - Repeated offenses may result in a possible transfer to another district school or another educational program.

D. **Unlawful/Dangerous Driving**

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

- First Offense: Warning and parent contact with possible loss of privilege to bring vehicle onto the campus, possible assignment to Saturday school, police department may be notified
- Second Offense: Loss of privilege to bring vehicle onto the campus, parent contact, possible suspension or transfer to another district school, police department may be notified.

E. **Tobacco**

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

First Offense:

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

Second Offense:

- Parent conference
- Two-day suspension and/or citation issued by the SRO

Third Offense:

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

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

Use, Possession, and Under the Influence

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

First Offense:

- Five-day suspension, parent contact
- One to five-week suspension from all activities (i.e. dances plays, sports, competitions, and/or practices etc.)

- Notification of extracurricular advisors/coaches per codes of conduct
- Completion of an appropriate rehabilitation program
- Police contact when applicable
- Possible transfer to another district school or another educational program
- Possible expulsion
- Completion of a Drug Education Program

Second Offense:

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

G. Offering, Furnishing, and/or Sales of a Controlled Substance

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

First Offense:

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

H. Weapons

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

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

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

I. Explosive Devices

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

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

J. Fires

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

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

Violations that Disrupt School Activities

A. Recording, Audio and Video Devices, and Electronic Signaling Devices

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

B. Electronic Device Policy (Cell Phone)

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

<u>First Offense:</u>	Warning by staff
<u>Second Offense:</u>	Detention is given
<u>Third Offense:</u>	Two (2) hours of Saturday School
<u>Fourth Offense:</u>	Four (4) hours of Saturday School
<u>Fifth Offense:</u>	Parent must pick up and either multiple Saturday Schools or a one (1) Day Suspension

C. Student Dress Standards and Guidelines ([BP 5650](#) and [AR 5650](#); updated April 2022)

The Board of Trustees believes that appropriate student dress contributes to a productive and safe learning environment. Thus, while on campus, or at any school-sponsored event, students shall be dressed in a manner that does not adversely affect the instructional program nor violate reasonably acceptable standards for decency as determined by AR 5650. Students' clothing should not present a health or safety hazard that would interfere with the educational process, and students should wear clothes that are suitable for the school activities in which they participate.

The principles of the student dress standards and guidelines for student dress can be found in Administrative Regulation 5650 (AR 5650).

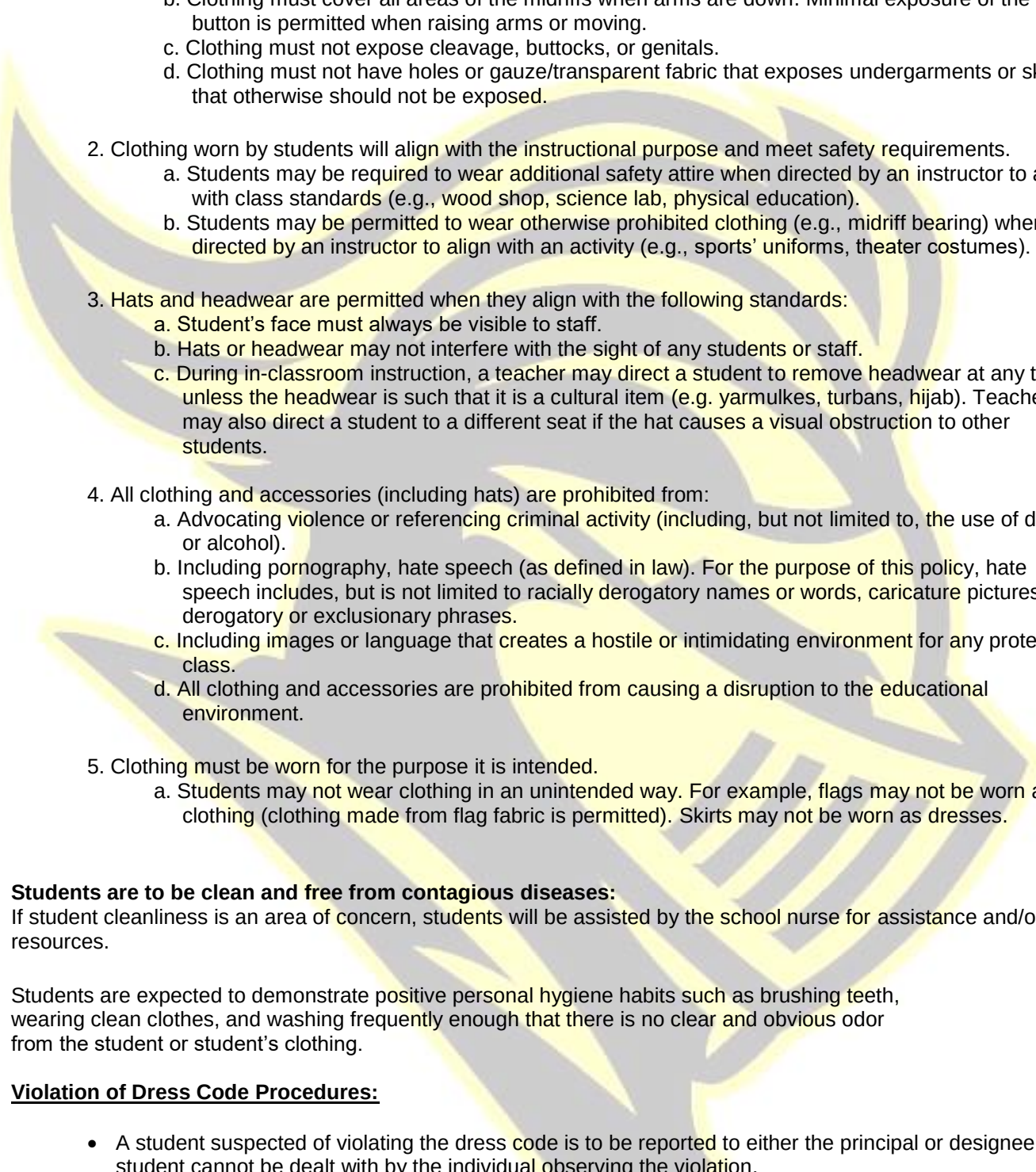
The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students and parents/guardians shall be informed about dress code at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

The purpose of "Student Dress Standards and Guidelines" includes:

- Ensure that all students are treated equitably without regard to gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Permit students to wear attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.

The Student Dress Standards and Guidelines are as follows:

1. Clothing worn by students will be opaque and appropriately cover the student's body.

- 
- a. Student clothing must cover undergarments, or where undergarments typically would be, at all times.
 - b. Clothing must cover all areas of the midriffs when arms are down. Minimal exposure of the belly button is permitted when raising arms or moving.
 - c. Clothing must not expose cleavage, buttocks, or genitals.
 - d. Clothing must not have holes or gauze/transparent fabric that exposes undergarments or skin that otherwise should not be exposed.
 2. Clothing worn by students will align with the instructional purpose and meet safety requirements.
 - a. Students may be required to wear additional safety attire when directed by an instructor to align with class standards (e.g., wood shop, science lab, physical education).
 - b. Students may be permitted to wear otherwise prohibited clothing (e.g., midriff bearing) when directed by an instructor to align with an activity (e.g., sports' uniforms, theater costumes).
 3. Hats and headwear are permitted when they align with the following standards:
 - a. Student's face must always be visible to staff.
 - b. Hats or headwear may not interfere with the sight of any students or staff.
 - c. During in-classroom instruction, a teacher may direct a student to remove headwear at any time unless the headwear is such that it is a cultural item (e.g. yarmulkes, turbans, hijab). Teachers may also direct a student to a different seat if the hat causes a visual obstruction to other students.
 4. All clothing and accessories (including hats) are prohibited from:
 - a. Advocating violence or referencing criminal activity (including, but not limited to, the use of drugs or alcohol).
 - b. Including pornography, hate speech (as defined in law). For the purpose of this policy, hate speech includes, but is not limited to racially derogatory names or words, caricature pictures, derogatory or exclusionary phrases.
 - c. Including images or language that creates a hostile or intimidating environment for any protected class.
 - d. All clothing and accessories are prohibited from causing a disruption to the educational environment.
 5. Clothing must be worn for the purpose it is intended.
 - a. Students may not wear clothing in an unintended way. For example, flags may not be worn as clothing (clothing made from flag fabric is permitted). Skirts may not be worn as dresses.

Students are to be clean and free from contagious diseases:

If student cleanliness is an area of concern, students will be assisted by the school nurse for assistance and/or resources.

Students are expected to demonstrate positive personal hygiene habits such as brushing teeth, wearing clean clothes, and washing frequently enough that there is no clear and obvious odor from the student or student's clothing.

Violation of Dress Code Procedures:

- A student suspected of violating the dress code is to be reported to either the principal or designee if the student cannot be dealt with by the individual observing the violation.
- If a dress code violation is observed, the principal or designee shall hold a conference with the student. The student shall have the opportunity to be heard concerning the alleged dress code violation IF the principal or designee determines a violation of dress code, the student shall be asked to take whatever steps are necessary to meet the guidelines. The student may be given clean PE clothes or may return home to change the clothing. If the student must return home, his/her parents/guardians will be notified.

- Any student violating the dress code more than once may be subject to additional disciplinary action
- Parents of students violating the policy will be notified either in writing or by phone

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

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

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

N. Defiance and Verbal Abuse:

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

First Offense and Subsequent Offenses:

Parent contact, detention, Saturday School, suspension, recommendation for a change in educational placement, transfer to another District school.

Obscene or Vulgar Language and Gestures

Obscene, vulgar, crude, or lewd language or gestures at school or school activities is prohibited.

First Offense and Subsequent Offenses:

Warning/reprimand, parent contact, detention, Saturday, School, suspension, and/or recommendation for transfer to another District school or another educational program.

Serious defiance/verbal abuse may result in a recommendation for transfer to another district school or another educational program, recommendation for expulsion, and/or police notification.

SEXUAL HARRASSMENT

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

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

NON-DISCRIMINATION STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973, Ed Code § 220):

The District does not discriminate on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs.

Complaints alleging noncompliance with the District's policy of nondiscrimination should be directed to Assistant Superintendent Education and Assessment Services Dr. Sylvia Kaufman, at (714) 870-2840. A copy of the District's nondiscrimination policy (AR 0415.1 and AR 0415.11) is available from the District office or on the District Website at <http://www.fjuhsd.org>.

DETENTIONS

Detentions may be assigned by teachers or administrators for various disciplinary problems or infractions of school rules. **Detentions are held for 1 hour after school on Wednesdays in Room 23.** Attendees are expected to arrive on time with school work. Students who arrive late will not be allowed to serve their detention that day.

Attendees may not bring cell phones, radios, iPods, gaming devices, or other electronics devices. Food and/or drinks are not allowed in the room during Detention. Visitors are not permitted. Students considered disruptive by the Detention supervisor will be removed and referred to the administration.

Failure to attend or removal from a detention will result in further disciplinary consequences such as Saturday School and/or suspension from school.

Please contact Assistant Principal of Student Affairs with any questions regarding Detention assignments.

SATURDAY SCHOOL ASSIGNMENTS

Students may be assigned Saturday School by administrators for various disciplinary problems and infractions of school rules such as but not limited to a missed detention, excessive truancy, excessive tardiness, academic dishonesty or in lieu of one day suspension. The Saturday School is a supervised and structured program of study. Attendees are expected to arrive on time with school work. **Classes are held between 8:00AM and 12:00PM.** Students who arrive late to their assigned time will be sent home.

Attendees may not bring radios, iPods, gaming devices, cell phones or other electronics devices. Food and/or drinks are not allowed in the room during Saturday School. Visitors are not permitted. Students considered disruptive by the Saturday School teacher will be removed and referred to the administration.

Failure to attend or removal from Saturday School will result in further disciplinary consequences such as the doubling of an assignment and/or suspension from school.

Please contact Assistant Principal of Student Services with any questions regarding Saturday School assignments.

Notification Letter for Contraband Detection Dogs

Dear Parents, Students, and Staff Members of the Fullerton Joint Union High School District,

This letter is sent to all parents, students, and staff members to notify everyone that the District has made the decision to utilize the services of “Contraband Detection Dogs or Drug-sniffing Dogs” at the campuses of all schools within the District, beginning February 1, 2019. The Board of Trustees is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities.

California Education Code 49050, District [Board Policy \(BP\)](#) and [Administrative Regulation \(AR\) 5805.1](#) provide for the authorization of searches to protect the health and welfare of students and staff; such that, school officials may search students, their property (backpacks), and/or District property under their control and may seize illegal, unsafe, or otherwise prohibited items.

In an effort to keep the schools free of dangerous contraband, the District will begin to use specially trained, non-aggressive dogs to sniff out and alert staff members to the presence of substances prohibited by law or BP/AR. A school administrator will accompany the handler and dog during all searches. Students will be instructed to leave their backpacks and personal belongings in the classroom and the classroom teacher will escort students outside of the classroom. The administrator, handler, and dog will enter the empty classroom to conduct the search. The dogs may sniff the air around lockers, desks, and backpacks, or vehicles on District property or at District-sponsored events. Dogs will not sniff within close proximity of students or other persons. The District and site administration has sought out this service as a deterrent to the unfortunate increase in vapes and marijuana products on school campuses.

The Principal or designee will conduct a general inspection of school properties that are within the control of students, such as lockers, desks, and backpacks, on a regular, **unannounced basis**, with students standing outside the classroom. Any items contained in a locker, desk, or backpack shall be considered to be the property of the student to whom the locker or desk was assigned. Student cars may also be inspected by the contraband detection dogs. The dogs can sniff marijuana, hashish, cocaine, crack, heroin, commonly abused medications (Xanax), alcoholic beverages, and any gunpowder items or firearms.

Whether trace amounts of contraband or significant amounts of contraband items are detected, appropriate consequences will be determined by site administration in accordance within District disciplinary policies.

Parents are welcome to contact the site principals should there be questions about how the contraband detection dogs will be utilized on their child’s campus.

STUDENT DANCE AGREEMENT

BY PURCHASING A DANCE TICKET, YOU AGREE TO THE FOLLOWING:

In order to promote a healthy, safe, enjoyable evening for all students, the following rules have been established. Parents/guardians and students must read, understand, and sign this agreement. Families are encouraged to discuss these rules with their students and to copy this document for future reference.

I agree to remain tobacco, drug and alcohol free from all events. I acknowledge that my failure to comply with these rules may result in my ineligibility to participate in all co-curricular and extra-curricular activities (i.e. athletic competitions, dance/band/music competitions, Senior activities, and commencement exercises), as well as suspension and possible expulsion. Students suspected of being under the influence of drugs and/or alcohol will be subject to evaluation and/or a field sobriety test, which may include a Breathalyzer test.

I understand that dances are school-related events, and all school rules apply to both my date and me. I agree to abide by the dance behavior rules set forth in this contract including the school dress code and dance rules.

I agree to the following:

1. **All students will be checked** for illegal, unauthorized or controlled substances prior to entry to the dance area. Security will conduct "pat downs" and purse searches. Any student who refuses to comply with searching will be denied entry.
2. **ANY vehicle in the parking and attendee drop-off area can be searched** at any time. DANCE ATTENDEES WILL BE HELD RESPONSIBLE AND GIVEN CONSEQUENCES FOR ANY UNAUTHORIZED OBJECT OR FOR ANY ILLEGAL SUBSTANCE IN THE VEHICLE.
3. **Dancing Guidelines** (applies on and off the dance floor): Lewd and lustful dancing such as "freaking and twerking" will result in a student being asked to leave the event and will make him or her ineligible to attend all future dances for the remainder of the school year. *School officials reserve the right to make decisions on suitable dance movements.* Parents will be notified. The **dancing guidelines** also include

No straddling legs	No overt and/or prolonged public displays of affection - No "making out"
No bending over	Both feet on the floor
No front to back touching / grinding	Hands on waists or shoulders only
No touching of "private" body parts	
4. **Dress Code:** SHHS Dress Code applies at all school related events. Once students are admitted into the dance, **they may NOT alter their attire** in such a way that it violates the dress code standards. Students found **altering or changing their attire** will be removed from the dance and may not be permitted to attend all of the remaining dances for the school year. **Students arriving in attire not meeting dress code standards will not be admitted into the event.**
 - a. **IMPORTANT: STUDENTS MAY NOT WEAR CLOTHES THAT EXPOSE UNDERGARMENTS.** Dress code standards are available on the school website (www.sunnyhills.net).
5. Trading or selling of tickets is NOT allowed. Tickets are **non-transferable and non-refundable** prior to last day of ticket sales. Discounts are only for students with an ASB gold card. Students cannot purchase tickets for NON-SHHS students or purchase tickets to enable a NON-SHHS couple to attend. Tickets are NOT sold at the door.\
6. **All students and their guest must present a current school student ID card** prior to entry.
7. Students or guests denied entry will not be given refunds and there are no refunds for those removed from the dance. A parent or guardian will be required to pick up the students from the event if removed.

8. Students needing rides must be picked up within 15 minutes of the end of the dance. All students must clear the premise within 15 minutes. NO LOITERING IN THE PARKING LOTS.

9. **ALL SCHOOL RULES APPLY INCLUDING:**

No outside food or drink

No glow paraphernalia

No lighters or matches

No gum or candy

No liquids, eye drops, mouthwash

No sharp objects

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(*If a student has a medical condition where they may need to self-administer medication or carry necessary medical supplies he/she will be allowed to carry those items with them during the dance with prior arrangements. Please contact school administration if you have any questions.)

10. Students **MUST** arrive within the first hour of the start of the dance (**i.e. late arrivals may be denied entry.**) **Students desiring to leave earlier than 1/2 hour prior to the end of the dance must** have parent permission.

11. Students who violate the terms of this contract are subject to consequences which may include suspension from school and loss of privileges to participate in any co-curricular and extracurricular activities (i.e. athletics, cheer, ASB, band/music/drama performances, senior activities, and commencement exercises.)



A P P E N D I X

SUNNY HILLS HIGH SCHOOL CLUBS AND ORGANIZATIONS

2021-2022 CLUB LIST (SUBJECT TO CHANGE FOR 2022-2023)

Go to www.sunnyhills.net for a list of current clubs

CLUB NAME	ADVISOR (RM #)	DESCRIPTION
American Red Cross	Bradburn (181)	We help the Red Cross fulfill its humanitarian mission of preparing for, presenting and responding to emergencies.
Amnesty International	Fenstermaker (70)	Amnesty International is a global movement of more than 7 million people who take injustice personally. We are campaigning for a world where human rights are enjoyed by all.
Anime Club	Oh, Vivian	To appreciate modern Japanese visual culture; offering students a place to appreciate a different culture with a focus on modern Japanese culture.
Art Club	Wall, Brian (137)	Host an environment for students who work with, want to learn, or appreciate art.
Bayanihan Club	Paris, Mike (53)	To celebrate the Filipino culture and share our knowledge of it with our peers. To provide a social connection to club members and their families. To present a cultural show each Spring.
Best Buddies	Emerson, Joanna (108)	To enhance the lives of people with intellectual disabilities by providing the opportunities for one-to-one friendships and integrated employment.
Black Student Union	Byun, Jae (72)	To advocate the problems and raise awareness about being an African American/Black in today's society. Additionally, we aim to empower, teach, and embrace the culture.
Book Club	Wiegman, Tom (14)	Our club's purpose is to motivate and encourage people to read and raise awareness about the significance of reading. This will be a perfect opportunity to improve literacy skills along with gaining new friends.
Breast Cancer Awareness Club	Welker, Lauren (24)	Raise awareness about breast cancer through fundraisers, volunteering at breast cancer awareness events, going to marches, having guest speakers, and participating in Breast Cancer Awareness month in October.
Calif. Scholarship Federation	Kwon, Hera (52)	To foster high standards of scholarship, service, and citizenship on part of students at Sunny Hills High School and to promote appropriate activities among its members.
Chess Club	Kwon, Hera (52)	To learn, play, and promote the game of chess
Chinese Club	Gordon, Soon-Ya (36)	To promote a better understanding of Chinese culture through a variety of activities and experiences both within and outside of school boundaries. These activities will strengthen the bonds between fellow Chinese students and also between this and other cultural groups at SHHS.
CO.ACT (Cooperation-Act)	Tong, Cameron	We are a non-profit organization founded by high school students that is approved by the California State Legislature and the U.S. Government; we aim to provide both monetary and emotional relief to students around the world who are struggling through difficult times.
Coding Club	Deister, Myra (42)	Coding Club is dedicated to promoting a passion for programming and assisting other students in their coding endeavors.
COFA	Wall, Brian (137)	To promote COFA
Comic Book Club	Hua (111)	To promote graphic novels, which increase literacy and promote creativity. We provide a place for students to discuss the prevalence of comic book characters in pop culture and also a chance to create their own comic books. The club grants students access to graphic novels and provides opportunities to participate in a variety of contests.
Cyberpatriots	Han (16)	Students learn how to defend computer operating systems. This is a gateway into the field of cyber security.

DECA (Distributive Education Clubs of America)		DECA is an international student-run business organization that strives in teaching students in areas of business management, finances, administration, and hospitality
Deviation Hip Hop Club	Volen, Leiana (130)	To harness and cultivate the art of dance, specifically hip-hop, to create a family and community dance provides through the passion or interest in hip-hop as we share styles, learn choreography to create a fun and safe space.
DJ&Beats	Jones, Paul	To introduce students to DJING software that they can create beats and music. Learn the basics of DJing, remixing, smooth transitions, beat matching, and more. We teach students how to learn the basics of creating and remixing beats and songs together. We bring students together through music and to learn a hobby or even a professional career!
Donate Life	Kim, Jennifer (188)	Raising awareness for organ donation and doing other acts of local community service.
Dungeons & Dragons Club	Kwon, Hera (52)	Dungeons & Dragons is a table-top fantasy role-playing activity. The purpose of the club is to teach new-comers how to play, have fun exploring imaginative worlds, and work together to overcome problems.
Eco (Ecology) Club	DeBacker (180)	To preserve, conserve, and restore the Earth to a healthy and sustainable state by empowering members with information to change current habits to more environmentally friendly ones.
Economics Club		Educate students on the principles of microeconomics, macroeconomics, and international economics through student led discussion and lectures.
eSports Club	Deister, Myra (42)	To promote competitive game culture at Sunny Hills and create a community of gamers, both serious and casual.
Exchange		Exchange focuses on helping international students be a part of Sunny Hills' multicultural community by supporting their transition into campus life and adjustment to American culture. We aim to bring Sunny Hills' diverse international community together through info sessions about school resources, social activities with English-fluent and English-learning speakers, and social excursions in Fullerton to increase familiarity with American culture.
Fashion Styling Club		To gather people with interest in the fashion styling industry. We learn about shapes of the human body and garments. We research celebrities and an outfit that will fit their body style and their aesthetic. We learn the basics of sewing to sew outfits we drew on dolls. We study the components of layering and different season garments.
FCA - Fellowship of Christian Athletes	Karavedas, Peter (71)	To create a fellowship of athletes at the school. FCA should be a place for any athlete to come and have Christian fellowship with other athletes in school.
FFA		Our primary aim is the development of agricultural leadership, knowledge, cooperation, and citizenship.
FIDM Fashion Club	Deister (42)	Sponsored by FIDM/Fashion Institute of Design & Merchandising, Fashion Club mentors creative high school students who want to pursue careers in the fashion, beauty, and entertainment industries.
Friday Night Live		To promote healthy lifestyles by providing FUN alcohol free, tobacco free, and other drug free activities and as a result change attitudes and behaviors regarding alcohol and other drug use.
Future Business Leaders of Amer. (FBLA)	Bailey, Richard (66)	We are a professional organization that prepares students for careers in business. Our goals are to develop competent, aggressive business leadership, promote understanding of the American business enterprise system.
Future Medical Professionals	Bailey, Richard (66)	"Future Medical Professionals" is not limited to those who are interested in medicine itself. We encourage students of all interests to join and explore the many healthcare pathways. Our club is designed to encourage appreciation of those who are interested in pursuing a career in the field of medicine.

Future Teachers Club	Haberaecker, Walter (105)	Easy way to help out students and earn community service hours; earn scholarships through teaching.
Girls Who Code	Deister, Myra (42)	We strive to promote the involvement of young women in the coding field and make coding a more approachable and exciting topic. We aim to establish a sisterhood support network that promotes diversity, equity, and inclusion.
G.I.V.E. (Give, Inspire, Volunteer, and Educate)	Oudega, Randy (35)	Devoted to establishing support, empowerment, and progress within our community under the Cal G.I.V.E. Foundation, who is partnered with the Boys and Girls Club. We aim to create an engaging environment for underprivileged elementary and middle school students through music, English, and S.T.E.M. tutoring as well as community involvement and service projects.
German Club		Celebrate German culture
Girls Empowerment Club	Morita, Kari (408)	Unfortunately, women are more likely to face dangerous situations before leaving for college. We want to educate girls about ways they can physically and mentally protect themselves if ever in danger.
GSA: Color Me Equal	Gieser (26)	To provide a safe zone for fellow students to share their beliefs, to inspire change in our community, and to ensure equality for all, do ordain and establish this constitution.
Hallelujah Club	Colomac (115)	The goal of this club is to strengthen and encourage our Christian brothers and sisters at Sunny Hills. In addition, as one body of Christ, we aim to reflect the true meaning of the gospel in our campus so that our peers can experience the same unconditional love given to us.
Hands to Heart	Brown (12)	We aim to enhance the lives of healthcare workers, patients, and senior citizens through art and crafts, and promote opportunities for the youth to contribute and provide support for our community.
HOSA (Health Occupations Students of America)	Welker, Lauren (24)	HOSA is a national organization where students will be representing SHHS at many competitions to gain experience and knowledge on future health-related occupations. HOSA will require students to show their understanding of specific knowledge by taking part in a highly competitive competition. Our primary objective is to unite in a common bond without regard to race, creed, or national origin students enrolled in the Health Science Education class or classes.
IB Council	Wall, Brian (137)	We are the student control center for the International Baccalaureate program at SHHS. Members are responsible for fundraising events for the IB program, recruiting future IB students, and providing community service opportunities. IB student council students manage a full student workload and then meet after school or at lunch to support events and to hold meetings. It is open to everyone.
Indian Student Association	Mathen, Preetha (21)	To develop initiative and leadership, to promote the involvement in Indian culture. To prove the understanding of Indian heritage, to promote the exchange of ideas and information among fellow students.
Interact	McCarty, Teresa (32)	We dedicate our time and effort to provide community service. We help develop leadership skills through volunteer events.
Judges of Orange County		The purpose of our club is to provide opportunities for students interested in judging junior high debaters and are in need of community service hours.
Jump Rope Club	Wellen (11)	Our goal is to improve our jump rope skills and stay healthy. We do jump rope workouts, learn tricks that look visually appealing, and host competitions and compete with other members.
Junior Statesman of America (JSA)	Fenstermaker (70)	To achieve high standards of citizenship, improve our understanding of democratic processes, develop responsibility in the individual, broaden our political and education horizons and promote involvement in community affairs, do ordain and establish this organization.
Key Club	Kim, David (82)	We perform acts of service in our community, such as cleaning up parks, collecting clothing and organizing food drives. We also learn leadership

		skills by running meetings, planning projects and holding elected leadership positions at the club, district and international levels.
Korean Culture Club	Lee, Esther (15)	Spreading awareness of the Korean culture throughout our school and community via events such as Korean Culture Night, International Food Fair, visitations to convalescent homes, and performances at other schools/community festivities. Our club consists of several teams including Tae Kwon Do, Samulnori/Nanta, KPop, Dynamic Korean, Choir, & Orchestra to maximize opportunities to participate.
Lancer Investment Group	Bailey (44)	We aim to educate students about the stock market, investments, and financial responsibility, as well as provide students firsthand experience with managing money.
Latinx		To teach our members about the Latino culture and all of its aspects. This will include dances, foods, history, traditions, and how the culture has contributed to society.
Life Companions Foundation	Knutson (409)	Life Companions is a non-profit organization that aims to help spread awareness to animal shelters and also help animals in need. Our mission is to allow more students to volunteer at shelters and share their love for animals overall.
Life Hacks	Ting (191/Caf)	We give club members leadership opportunities through teaching them life skills similar to what we would learn in a home ec class. After training throughout the semester, we will teach the skills at different stations at a big event to reach other students as well.
Mana Club	Papageorge (66)	To provide social and learning opportunities for Sunny Hills students to celebrate and experience Samoan, Tahitian and other island culture through dance and service. Additionally, coordinate a performance for the annual international food fair and other potential audiences.
Math Club	Tan, Mariam (96)	Will help members to be prepared and organized into groups for various mathematics competitions, including Harvard MIT Mathematics Tournament and Math Day at the Beach. The club will also help them to improve their AMC 10/12 scores so that more students qualify for the AIME and beyond.
Model United Nations (MUN)	Torres, Maria (73)	Our club participates in events with other schools involving debates and seeking resolutions to political issues and worldly matters.
MUSE (Musicians United for Service and Entertainment)	Ting (191)	MUSE encourages people to share their passion for music with the community and their peers, and offers both community service and performance opportunities. Aspiring music students, or even students with merely a little curiosity, who have little to no musical knowledge are welcomed to learn from other members in the club and assist in matters such as finding performance venues.
National Honor Society	Oudega, Randy (35)	To create enthusiasm for scholarship, to stimulate a desire to give service, to promote leadership, and develop character in the students of Sunny Hills High School.
NBA Talks	Ok, Joe (186)	A club where fans of the NBA can come together and have debates, analyze basketball games, create a podcast to share our opinions, and participate in tournaments and games that will test our knowledge of the NBA.
Neonatal Animal Fund	Torres, Maria (73)	To increase the survival expectancy of neonatal (or under aged) animals in shelters/rescue groups through fundraising and spreading awareness.
Operation Smile	Bevill (102)	Our purpose is to create service projects and raise funds to provide safe and high-quality cleft lip surgeries for children worldwide.
Orange County Academic Decathlon (OCAD)	Johnson, Lauren	To compete in the Orange County Academic Decathlon, perform well, raise awareness of additional competitive opportunities, to try to place high enough to qualify for California Academic Decathlon and possibly the United States Academic Decathlon.
PERIOD	Torres, Maria (73)	PERIOD's mission to life in local communities - serving menstruators in need by distributing tampons, pads and menstrual cups; running educational workshops to change the way people think, talk, and learn about periods; and fighting for systemic change towards menstrual equity.

Polaroid Memories	Cheng (45)	To learn casual photography without having to have professional equipment. To create a platform for members to share appropriate photos and have students comment and get advice from other members. We'll learn to utilize free applications to improve their photos. Our club consists of people who want to learn photography as a side so it wouldn't hinder the pursuit of their main career.
Psychology Club	Abbott, Gregory (54)	Our purpose is to create a space where students who are interested in working in the field of psychology, or just intrigued about the topics, can explore the field. We will have debates, discussions, conduct experiments, and play games involving psychology.
Recognize, Accept, Dance (RAD)	Volen, Leiana (130)	To raise awareness and create a safe community for the disabled through the art of dance.
Robotics Club	Zanone (402)	To teach students STEM concepts that are applicable to the workplace and related to Robotics such as: design analysis, working with shop tools, scouting, and strategy planning
SBC (Student Business Club)	Tan, Mariam (96)	The Student Business Club allows for students to explore growing interests in entrepreneurship by participating in hands-on activities such as learning to pitch an idea, playing games, and role playing.
Science Olympiad	Ghareebo, Christopher (104) & Hua, Alexander	Science Olympiad studies for and competes at competitions that can go as far as nationals.
SH Bigs Club		We seek to change the lives of children facing adversity for the better, forever. We create and support one-to-one mentoring relationships for the elementary students at Orangethorpe Elementary, and this ignites the power and promise of the youth. These strong one-to-one mentoring relationships have a direct and lasting positive effect on the children in our local elementary school and community.
SHHS DoSomething Club	Papageorge (66)	Our club's goal is to make our generation the most socially active generation ever and to get the most amount of young people involved in creating the greatest amount of social change through campaigns. Joining the SHHS DoSomething Club means plenty of chances for community service hours and scholarship opportunities.
Skills USA	Zanone, Dan (402)	Skills USA is a program centered on career and technical training for students. It allows students to gain experience in technical, skilled, health, and service occupations. It is structured around citizenship, leadership, and professional skills training.
Smile Train	Torres, Maria (73)	To raise money for the smile train organization which provides free cleft lip and palate surgeries to children in 85 different countries.
Society of Women Engineers (SWE)	Morita, Kari (408)	To promote women in engineering and allow the girls in our school and community to understand what engineering really is. We want to encourage a pathway for girls to make them feel more supported in that field. We will try to make an outreach branch to jr high schools so that they can start their involvement before high school.
Speech and Debate	Abbott, Gregory (54)	To promote critical thinking, oral presentation, and leadership through public speaking in various Speech and Debate tournaments throughout southern California.
Stress Less Club	Morris (94)	To inform students on how to manage their stress and to give them a place where they can de-stress with friends in a comfortable environment with various fun activities.
Surf Rider Foundation Sunny Hills Club	Johnson, Lauren (93)	To promote non-profit organization called Surf Rider Foundation to help give back to our community by helping local beaches and to spread awareness of our cause.
TED Sunny Hills	DeBacker (180)	Allow students to discover and explore great ideas with their peers. We run Sunny Hills' annual TEDx event, where both live student presenters and student-made TED Talk videos will showcase a theme that will encourage deep conversation throughout campus.

Tetris Club	Mathen, Preetha (21)	Learn how to play Tetris as well as socialize and spend time with club members. Tetris will not only provide people with a new hobby but will help improve focus and coordination. This club aims to bring people together during this socially distanced time, and we want to create a friendly environment where people can learn and grow alongside each other regardless of skill level.
Thespian Society	Geiser (26)	Thespians Society is an international organization which brings light to some aspects of the business side of theatre, and honors the work that goes into it.
UNICEF	Knutson (409)	Every year, more than 6.9 million kids, mainly in developing countries, die from preventable diseases before their fifth birthday. We can reduce this number to ZERO. Meetings are held every other Thursday in room 76, during lunch.
Vietnamese Student Association	Hua, Alexander (111)	To share and preserve Vietnamese culture on campus
Warmth of Sewing		To create a sustainable environment by reworking older, clean clothes to make beanies, scarves, bracelets, socks, and many more to keep the children in hospitals warm. This will allow us to help children in need while being ethical to the environment at the same time! We believe that every kid in the hospital deserves to be loved with these handmade items.
World Wildlife Fund (WWF)	Morris, Amanda (94)	Our mission is to conserve nature and reduce the most pressing threats to the diversity of life on Earth.
Youthful Code	Deister, Myra (42)	Our organization provide free computer science lessons (taught by high-school student mentors) and inspire young children, especially those who are offered few educational opportunities in Computer Science or cannot afford to pay for coding classes/tutors, to find their passion for programming regardless of their age, gender, or socioeconomic background.

SUNNY HILLS HIGH SCHOOL

ASSOCIATED STUDENT BODY CONSTITUTION

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

ARTICLE I*EXECUTIVE CABINET**

SECTION I – MEMBERSHIP OF THE EXECUTIVE CABINET

- A. The Executive Cabinet shall consist of the following voting members:
- | | |
|-------------------------------|--------------------------------|
| 1. President | 9. Assemblies Commissioner |
| 2. Vice-President | 10. Activities Commissioner |
| 3. Secretary | 11. Fine Arts Commissioner |
| 4. Treasurer | 12. Elections Commissioners(2) |
| 5. Pep Commissioners (2) | a. 1 senior representative |
| 6. Social Commissioners (2) | b. 1 junior representative |
| 7. Sports Commissioners (2) | 13. PTSA Representative |
| a. 1 boys' representative | 14. Class Representatives (4) |
| b. 1 girls' representative | a. each class president |
| 8. Publicity Commissioners(2) | 15. Ex-Officio Members (4) |
- B. Qualifications of Executive Cabinet members shall be the following:
1. Cabinet members shall have a grade point average of 2.25 at the end of the semester preceding their election and during their term of office
 2. No member of the Executive Cabinet shall hold any other student office while serving on the Executive Cabinet
 3. Each student shall also maintain a satisfactory record of citizenship. Satisfactory citizenship will be determined by the campus administration. Satisfactory citizenship may include, but is not limited to, consideration of citizenship marks as shown on the most recent report card which includes no more than two N's without any U's or one U without any N's, the school's code of conduct, truancies, and any disciplinary actions. Teachers will be polled prior to the election to determine the citizenship grades and eligibility of the candidate.
- C. Individual Qualifications
1. The President and Vice-President shall be seniors while in office and shall be elected by the Associated Student Body.
 2. The ASB Secretary, ASB Treasurer, PTSA Representative and all Commissioners must be sophomores, juniors, and seniors while in office.
 3. The Junior Elections Commissioner position is a mandatory two year term. The Junior Elections Commissioner will serve as the next year's Senior Elections Commissioner upon satisfactory review by the current Executive Cabinet.
- D. Elections Procedure
1. The President, Vice-President, Secretary and Treasurer shall be elected by the Associated Student Body
 2. There shall be an election committee, appointed and headed by the ASB Vice-President and Senior Elections Commissioner, consisting of at least one representative from each class, and the Publicity Commissioners
The duties of this committee shall be:
 - a. To pass on the legality of petitions and qualifications of each candidate
 - b. To regulate all campaigning
 - c. To decide upon and advertise the time and place for elections
 - d. To conduct the elections
 3. All Candidates for the elected Associated Student Body officers shall be nominated by petition containing at least fifty student signatures
 4. There shall be an annual double-second period assembly to introduce all of the candidates running for ASB President, Vice-President, Secretary, and Treasurer - All students shall attend the assembly

5. A primary election shall be held if necessary in order to narrow down all of the candidates for each office to two candidates per office
 - a. Only a candidate with an approved petition may be an eligible candidate for office. Therefore, write-in candidates will not be allowed to run for office. Write-in candidates and votes will not be recognized or counted
6. All Associated Student Body elections shall be held by secret ballot
 - a. Candidates receiving a simple majority of votes cast on the first ballot will be considered elected
 - b. If no candidate receives a majority of votes cast, a run-off election shall be held between the two candidates receiving the highest number of votes
 - c. The run-off election shall be held within a period of five days
 - d. Numerical results of all elections shall be available to candidates upon their request
7. All other members of the Executive Cabinet listed in Article I, Section 1-A, will be selected by a selection board consisting of the outgoing President, Vice-President, Secretary, and Treasurer and the same incoming group of officers. The chair of each board will be the present office holder in each field. After the ASB elections and before the school year is over, the selection board shall convene to interview each candidate. Final decisions shall be made in secret sessions

E. Oath of Office

1. The following oath is to be administered to all incoming ASB officers:
"I do solemnly affirm that I will faithfully execute the duties of the office of (state respective office) of Sunny Hills High School, and will, to the best of my ability, support the policies and constitution of Sunny Hills High School"

F. Term of Office

1. Elected cabinet members shall serve for one year--Terms shall commence with their installation
2. No incumbent may run for re-election of or reappointment to the same office

SECTION II—DUTIES OF THE EXECUTIVE CABINET

A. Individual Duties of Cabinet Members

1. The President shall direct policies and activities of the student government body, represent the student body at outside functions, and preside over all meetings of the Executive Cabinet
2. The Vice-President shall assume the President's duties in the case of his/her absence and shall also be in charge of all elections
3. The Secretary shall keep a complete record of the Executive Cabinet meetings, print copies of agendas and minutes for each meeting, handle correspondence for the student body, and maintain a record of all student body activities
4. The Treasurer shall be in charge of all student body funds, sign all purchase orders requisitioning student body funds, pay by check all bills pertaining to the student body, and be in charge of the sale of ASB cards and the student store
5. The Pep Commissioners, with the aid of the Spirit Club, shall coordinate the spirit activities and pep units and promote sound school spirit
6. The Social Commissioners, with the aid of the Social Committee, shall organize and coordinate approved student body social activities such as ASB-sponsored dances, and chair the Social Committee
7. The Publicity Commissioners shall direct all student publicity and promote public relations for the student body and, as members of the election committee, shall approve all campaign posters
8. The Assemblies Commissioner, with the aid of the Assemblies Committee, shall organize and coordinate all student body assemblies and chair the Assemblies Committee
9. The Activities Commissioner shall assist in coordinating club activities on campus and keeping accurate files of all active clubs on campus, along with their constitutions. He/she shall also represent the clubs on the Executive Cabinet Other responsibilities include directing Homecoming Week, Spirit Weeks, lunchtime activities, and other similar approved activities
10. The Sports Commissioners shall represent all athletics programs. They will plan and organize the Olympics and other similar approved activities. They will serve as co-chairs of the Intramural Committee
11. The Fine Arts Commissioner shall represent the interest of the Performing Arts groups to the Executive

Cabinet, plan and organize activities which promote and involve these groups

12. The PTSA Representative shall act as liaison for the Sunny Hills High School ASB to the PTSA-sponsored activities
13. The Elections Commissioners shall organize all student body elections. They will also organize the Student Senate and plan and chair its meetings (Student Senate representatives will be selected from each fourth period class to discuss various issues at the Student Senate meetings, and will serve only as an advisory group.) The Senior Elections Commissioner will serve as co-chair of the Elections Committee
14. Class Representative (Presidents) will preside over their class functions and represent their class on the Executive Cabinet

B. Duties of the Executive Cabinet

1. The Executive Cabinet shall enforce all laws, regulations, goals and policies designated to it by this Constitution
2. The Executive Cabinet shall uphold at all times the goals and policies of Sunny Hills High School
3. The Executive Cabinet shall be responsible for coordinating all Associated Student Body activities

SECTION III—POWERS GRANTED TO AND FORBIDDEN OF THE CABINET

A. Powers Granted to the Executive Cabinet

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

B. Powers Forbidden of the Executive Cabinet

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

SECTION IV—EXECUTIVE CABINET MEETINGS

- A - At least one meeting shall be held every week
- B - The ASB President shall preside over all meetings
- C - Special meetings shall be called when the President deems it necessary
- D - A quorum shall consist of a simple majority of all cabinet members
- E - The Executive Cabinet may determine the rules of its proceedings

ARTICLE II*CLASS OFFICERS**

SECTION I—ELECTION OF CLASS OFFICERS

A. Each class shall have the following officers:

- | | |
|-------------------|--------------|
| 1. President | 3. Secretary |
| 2. Vice President | 4. Treasurer |

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

C. Election Procedures

1. Class elections shall be supervised by the Election Committee as designated in Article I, Section I-D
2. Procedure for petitions shall have at least fifty student signatures:
 - a. All candidates for class offices shall be nominated by petition
 - b. Nominating petitions shall have at least fifty student signatures:
 1. No student shall sign the petition of more than one candidate for each office. The ASB Vice-President shall examine all petitions to insure compliance
 2. All petitions must be signed by the candidate and by the ASB Vice-President
 3. No student shall sign a petition for an office which is not within his/her class
3. All class officer elections shall be held by secret ballot
 - a. All class officers shall be elected by their respective classes
 - b. Candidates receiving a simple majority of votes cast on the first ballot shall be considered elected

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

D. Term of Office

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

SECTION II—DUTIES OF CLASS OFFICERS

A. Individual Duties of Class Officers

1. The President shall call and preside over all meetings of his/her class and shall be the representative of his/her class on the Executive Cabinet
2. The Vice-President shall serve as President of his/her class in the absence of the President and shall assist the President in his/her respective duties
3. The Secretary shall keep an accurate account of all proceedings of his/her class and shall assume responsibility for all correspondence concerning his/her class
4. The Treasurer shall keep an accurate record of class finances and shall provide to his/her class an accounting of class finances upon request

B. Duties of Class Officers

1. Class officers shall lead their classes in a manner which will encourage high standards of behavior and school spirit
2. Class officers shall aid the students in matters which pertain to their respective classes

SECTION III—CLASS MEETINGS

- A. The meetings of a class shall be called by the President of that class when he/she deems it necessary
- B. The proceeding of every meeting of all classes shall be kept by the secretary of each respective class

ARTICLE III***ASSOCIATED STUDENT BODY PEP UNITS

SECTION I—MEMBERSHIP OF PEP SQUADS

A. Term of Office

1. Each pep unit member shall serve for one year
2. The terms of all pep unit members shall start with the installation of the incoming ASB Cabinet members and shall expire with the installation of the new class officers the following year
3. Each pep unit member is eligible to serve on any squad for a maximum of two terms

SECTION II—DUTIES OF PEP UNIT MEMBERS

- A. To promote and encourage school spirit and morale at all times
- B. To help organize and participate in rallies
- C. To be responsible, reliable and dedicated to their pep unit

ARTICLE IV***ELIGIBILITY OF HOMECOMING/PROM COURTS

SECTION I—HOMECOMING/PROM COURT ELIGIBILITY REQUIREMENTS

- A. A Homecoming/Prom Court candidate must have a grade point average of 2.25 at the end of the semester preceding their election and during their term of office
- B. Each student shall also maintain a satisfactory record of citizenship. Satisfactory citizenship will be determined by the campus administration. Satisfactory citizenship may include, but is not limited to, consideration of citizenship marks as shown on the most recent report card which includes no more than two N's without any U's or one U without any N's, the school's code of conduct, trancies, and any disciplinary actions. Teachers will be polled prior

to the election to determine the citizenship grades and eligibility of the candidate

SECTION II—HOMECOMING COURT ELECTIONS

A. Election Procedures:

1. Homecoming Queen Elections shall be supervised by the Associated Student Body Cabinet and the Pep Committee
2. A candidate for Homecoming Queen must be a senior female- Resumes required
3. There will be a board of judges to select the court. The board of judges shall select five candidates for Homecoming Queen
4. The Homecoming Queen shall be elected by the Associated Student Body. Elections shall be held by secret ballot
5. Judges, talliers, and anyone involved in the selection process must not have dates, girlfriends, or relatives running for Homecoming Queen
6. An advisor must be present at all times throughout the selection process

SECTION III—PROM COURT ELECTIONS

A. Election Procedures:

1. Prom Court elections shall be supervised by the ASB Cabinet and the Prom committee
2. A candidate for Prom Court must be a senior male- Resumes required
3. There will be a board of judges to select the court. The board of judges shall select five candidates for Prom King
4. The Prom King shall be elected by the members of the Junior and Senior classes. Elections will be held by secret ballot
5. Judges, talliers, and anyone involved in the selection or election process must not have dates, boyfriends, or relatives running for Prom King
6. An advisor must be present at all times throughout the selection process

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

SECTION I—VACANCIES

- A. Vacancies of the office of Associated Student Body President shall be filled by the ASB Vice-President
- B. Vacancy of the office of Class President shall be filled by the Class Vice-President
- C. Vacancies for the remaining executive cabinet members, class officers, pep units, and Homecoming/Prom court members shall be filled in the following manner:
 1. If the office is vacated before the end of the first semester, a special election shall be called within two weeks to fill the vacancy
 2. Vacancy of an Executive Cabinet appointed office shall be filled by a reappointment by the Executive Cabinet within two weeks of the vacancy
 3. If the office of one of the class officers is vacated after first semester, the new officer(s) shall be appointed within two weeks by the respective class cabinet
 4. Vacancies for pep unit members will be filled as follows:
 - a. A candidate must have performed before the selection board
 - b. As only the candidates with the highest point totals are selected for each respective squad, the candidates with the next highest score will be selected to fill the existing vacancy
 - c. If the candidate with the next highest score refuses the appointment, the candidate with the next highest point total will fill the vacancy and so on
 5. Vacancy of the office of any pep unit member after the first quarter has ended will not be filled
 6. Vacancy of Homecoming/Prom court members will be filled as follows:
 - a. A candidate must have completed the second round of interviews before the Homecoming/Prom court selection board
 - b. As only candidates with highest point totals are selected for the Homecoming/Prom court, the candidate with the next highest score will be selected to fill the existing vacancy

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

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

- A. The following shall constitute grounds for impeachment:
 1. Not fulfilling the duties of his/her office
 2. Displaying serious or continual misconduct
- B. The following shall be the procedure for impeachment:
 1. A petition consisting of the signatures of 15% of the students shall be necessary to commence impeachment procedures. Such a petition shall be submitted to the Executive Cabinet by any member of the Associated Student Body
 2. All impeachment trials shall be held in the Executive Cabinet with the ASB President presiding. In case of an impeachment trial of the ASB President, the Senior Class President shall preside unless three-fourths of the Executive Cabinet desires to appoint another Cabinet member to act as the presiding officer
 3. An ASB officer shall be removed from office by a two-thirds vote of the Executive Cabinet

ARTICLE VI***AMENDMENTS

SECTION I—PROPOSALS

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

SECTION II—RATIFICATION

- A. Following Executive Cabinet approval of a proposed amendment, it shall be presented to the Associated Student Body for ratification
- B. A majority vote of all students voting shall be necessary to ratify an amendment
- C. These amendments will become effective the quarter following their ratification

ARTICLE VII***DERIVATION OF AUTHORITY

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

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

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

ARTICLE VIII***RATIFICATION AND ESTABLISHMENT OF THIS CONSTITUTION

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

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

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

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

BP 1312

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

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

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

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

Annual Review/
No Revision: November 5, 1991

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

AR 13121(a) (b)(c)(d)

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

1. COMPLAINTS CONCERNING SCHOOL PERSONNEL

A. Purpose

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

B. Procedure

1. Step One – Informal

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

2. Step Two – Principal/Assistant Superintendent

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

b. The signed written statement shall include:

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

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

- (b) Circumstances, including time, place and persons present; and
- (c) Identification of the person making the complaint, including name, address, and telephone number
- (d) The principal or assistant superintendent shall meet with the complainant and within ten (10) school days after the meeting with the complainant render a decision and the reason therefore. If, in the opinion of the supervisor, the complaint would negatively reflect upon the employee, the employee will receive a written copy of the complaint.

3. Step Three – Superintendent or Designee

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

4. Step Four – Board of Trustees

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

C. General Provisions

- 1. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them if the complaint would be in any way negative to the evaluation of the employee.
- 2. Since it is important that the complaint be processed as rapidly as possible, the number of days indicated at each step should be considered a maximum and every effort should be made expedite the process. The time specified, however, may be extended by mutual consent.

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

A. Purpose

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

- 1. Adult Basic Education established pursuant to Education Code Section 8500 through 8538 and 52500 through 526165;
- 2. Consolidated Categorical Aid Programs as listed in Education Code Section 6400(a);
- 3. Migrant Education established pursuant to Education Code Sections 52300 through 54445;
- 4. Vocational Education established pursuant to Education Code Sections 83200 through 8493;
- 5. Child Care and Development Programs established pursuant to Education Code Sections 83200 through 8493;
- 6. Child Nutrition Programs established pursuant to Education Code Sections 49490 through 49560; and
- 7. Special Education Programs established pursuant to Education Code Sections 56000 through 56885 and 59000 through 59300.

B. Procedure

- 1. Step One – Filing of Complaint

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

A complaint of unlawful discrimination must be filed no later than six months from the date the alleged discrimination occurred or not later than six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. Upon written request of the complainant and for good cause, the State Superintendent of Public Instruction may extend the time for filing for up to 90 days.

2. **Step Two – District Investigation**
Investigation of the complaint shall provide an opportunity for the complainant and/or complainant's representative and District representative(s) to present information relevant to the complaint. The investigation process will protect the confidentiality of the complainant and the complainant shall be protected from retaliation.
3. **Step Three – District Findings and Decision**
The District's investigation shall be completed and a written decision prepared within 60 days from receipt of the complaint. This time may be extended by written agreement of the complainant.

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

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

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

ASBESTOS NOTIFICATION

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

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

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

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

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

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

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