

**SANTA SUSANA HIGH SCHOOL**  
3570 Cochran Street  
Simi Valley, California 93063  
Phone: 805.520.6800 Fax: 805.579.6385  
<http://www.santasusana.org>



**This agenda book belongs to:**

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **TAP Teacher:** \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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### **Student Learner Outcomes:**

**Santa Susana High School strives to produce Scholarly, Skilled, and Humane Students**

#### **Scholarly**

- demonstrate academic excellence
- exceed expected educational standards for the 21st century
- use reliable resources and technologies to access, interpret and utilize information
- develop innovative and creative problem
- solving skills through critical thinking
- write and speak logically, analytically and reflectively
- choose and follow the path of a school and academy, including a four year educational plan and senior project
- establish personal and professional goals

#### **Skilled**

- effective communicators
- demonstrate life and career preparedness
- incorporate the skills and concepts of academics, the arts, and information technology
  - distinguish fact from opinion
- critically evaluate the validity and reliability of information
  - read and listen comprehensively and effectively
- express themselves via the creation or performance of existing or original works through music and movements, poetic and dramatic forms, and visual imagery

#### **Humane**

- ethically use technologies to obtain, process and convey information
- become informed, thoughtful and responsible global citizens who work both independently and collaboratively
  - demonstrate compassion and mutual respect for differences among people
  - be academically honest
    - be honorable

**WELCOME TO  
SANTA SUSANA HIGH SCHOOL  
*A California Gold Ribbon School*  
Schools of Academics, Technical Arts, & Visual & Performing Arts**

***A message from the Principal...***

Welcome to the 2015-2016 school year! You now join the legacy of a prestigious and select group of students and parents who attends Santa Susana High School. At Santa Susana we strive to produce students who excel in scholarship, skills, and humanity with academic programs focused in Core Academic Content, Visual and Performing Arts, and Technical Arts. To best meet the challenges required of you in the 21<sup>st</sup> century, teachers are implementing an exciting technology-infused curriculum based on Common Core Standards in English Language Arts, Literacy, and Mathematics, the Next Generation Science Standards, Career Education, and C3 Standards.

Please thoroughly read this handbook as it was compiled collaboratively and updated to best reflect the common rules and procedures most important to students and parents. Ultimately, this handbook guides you through school processes to ease you through the school year.

The standards of conduct were formed to ensure a safe and positive learning environment for all students. For that reason, rules are strictly and consistently enforced. Students, who follow the rules and standards of Santa Susana High School, will have an enjoyable and rewarding experience. If you have any questions about any of our policies, please contact an assistant principal, counselor, or me. I look forward to working with you through a fun, rigorous, and successful school year.

***Ms. Wendy Mayea***

Principal

**SSHS Administration**

Principal.....	Wendy Mayea
Assistant Principal.....	Shayna Ledesma
Assistant Principal.....	Brad Torti
Counselor (A-GI).....	Jillian Bischoff
Counselor (Gm-N).....	Jody Melanson
Counselor (O-Z).....	Kelsey McMahon

**Main Office Telephone Hours**

6:45 A.M. – 4:30 P.M. School Days

Office Drop-offs: no cash, cell phones, electronics, or other valuables accepted.

## Bell Schedules

### **REG. STACK DAY**

#### **Mondays & Tuesdays**

Period 1	6:55 - 7:55
<i>Passing</i>	7:55 - 8:00
Period 2	8:00 - 9:00
<i>Passing</i>	9:00 - 9:05
Period 3	9:05 - 10:05
<i>Passing</i>	10:05 - 10:10
Period 4	10:10 - 11:10
<i>Passing</i>	11:10 - 11:15
Per. 5	11:15 - 12:15
Lunch	12:15 - 12:50
<i>Passing</i>	12:50 - 12:55
Period 6	12:55 - 1:55
<i>Passing</i>	1:55 - 2:00
Period 7	2:00 - 3:00
<i>Passing</i>	3:00 - 3:05
Period 8	3:05 - 4:05
Period 9	4:05 - 5:05

### **REG. LATE START DAY**

#### **Fridays**

Period 1	6:55 - 7:55
<i>FMM</i>	7:50 - 8:50
<i>Passing</i>	8:50 - 9:00
<i>Period 2</i>	9:00 - 9:50
<i>Passing</i>	9:50 - 9:55
<i>Period 3</i>	9:55 - 10:45
<i>Passing</i>	10:45 - 10:50
<i>Period 4</i>	10:50 - 11:40
<i>Passing</i>	11:40 - 11:45
<i>Period 5</i>	11:45 - 12:35
Lunch	12:35 - 1:10
<i>Passing</i>	1:10 - 1:15
Period 6	1:15 - 2:05
<i>Passing</i>	2:05 - 2:10
Period 7	2:10 - 3:00
<i>Passing</i>	3:00 - 3:05
Period 8	3:05 - 4:05
Period 9	4:05 - 5:05

### **REG. BLOCK DAY**

#### **Wednesdays/Thursdays**

Per. 1	6:55 - 755
<i>Passing</i>	7:55 - 8:00
Per. 2/3	8:00 - 9:51
<i>Passing</i>	9:51 - 10:01
Per. 4/5	10:01 - 11:52
<i>Passing</i>	11:52 - 11:57
TAP	11:57 - 12:17
Lunch	12:17 - 12:52
<i>Passing</i>	12:52 - 12:57
Per. 6/7	12:57 - 2:48
<i>Passing</i>	2:48 - 2:55
Period 8	2:55 - 3:55
Period 9	3:55 - 4:55

### **Alma Mater**

Students wrote the Troubadour Alma Mater during the 1997-1998 school year. It was set to original music in the winter of 1998-1999:

Nestled in the hills of green  
'Neath the teal and silver sky,  
Voices of Troubadours do ring,  
Music soars to mountains high.

Memories of those who guide us  
Will follow through the years,  
Of plays we've done, of honors won,  
Of laughter and of tears.

We've found the keys to our success  
With open minds and hearts,  
Soaring toward the future,  
Of technology and the arts.

Santa Susana, you're our home  
With cherished friends so true.  
We'll dream the dream of years to come,  
We raise our song to you!

### **Community and Advisory Groups**

- The Santa Susana High School Parent-Teacher-Student Association (PTSA) serves as the parent advisory body to the school. The PTSA plays a crucial role in supporting our educational program.
- The **SSHS Site Council** is composed of staff, parents, and students. The Council makes decisions regarding the School Improvement budget and other needs of the school site. Members of the site council are elected by their constituencies.
- The **Santa Susana Performing Arts Boosters (SSPAB)** is comprised of parents, staff, and community members who work to support students and teachers the Performing Arts Program. SSPAB provides leadership and volunteers for the **Volunteer Docent Program**.
- The **Performing Arts Center Foundation** supports contents for the PAC.
- The **SSHS WASC Focus on Learning Leadership Team** provides guidance and direction in all matters relating to the school. The Leadership Team is composed of teachers, parents, students, administrators, and representatives of the district office. The Team meets quarterly.

### **General Information**

Santa Susana High School offers a variety of publications that students, parents, and community members will find both informative and interesting. To find information about SSHS programs and staff, visit our website, santasusana.org. School brochures and other general information publications can be obtained in the main office. In addition, the bi-monthly electronic newsletter, **The Troubadour Express**, is mailed out via e-mail and posted on our school website. Hardcopies are available in the Front Office.

### **Financial Aid**

Financial Aid applications (such as the Federal form, "FAFSA") are available in the Career and Counseling Center. College and Evening workshops are held each year in the fall to explain the different types of grants and aid available. Every senior who expects to receive financial aid from any college or trade school or expects to apply for a student loan MUST complete and submit a FAFSA application. Information on colleges, scholarships, and financial aid is promoted through the CCC and sponsored events.

### **Troubadour Advisory Program**

All Santa Susana High School students are enrolled in a Troubadour Advisory Program (or TAP) class. Advisory is organized by grade level and meets twice weekly. The intent is to provide students with a small class environment which give students information about their schooling and their future. This year we will focus on academic success, college and career, navigating school, character, ed. Tech safety, and senior specific topics.

### **Courses and Curricular Academies**

Please thoroughly review the "Student Course Catalog" (online in the counseling section) of Santa Susana High School that describes the academic program in detail, including the Curricular Academies. The Course Catalog also explains college admission requirements and other post-secondary educational opportunities. ***Be sure to review your graduation requirements. Meeting graduation requirements is the responsibility of the student and his/her parent(s).***

### **Student Messages**

Sometimes a parent must contact their student during the day to give him/her an assignment, book, lunch, etc. If it is absolutely necessary to reach the student, contact the main office and the information or article will be given to the student during passing period. Flowers, balloons, and gifts will not be delivered to students during class time. ***NOTE: Delivery will NOT be accepted for food items ordered by students from off-campus restaurants.***

### **Counseling Information**

The Counselors' offices are located in the Counseling Center, which is open to students who need assistance with:

- |                             |                                      |
|-----------------------------|--------------------------------------|
| * Class scheduling          | * Special education                  |
| * Academic problems         | * English Language Development       |
| * Personal problems         | * Reviewing academic progress        |
| * Interpreting test data    | * Post high school & career planning |
| * College & honors programs |                                      |

### **Class Change Policy**

It is imperative that students make course requests thoughtfully and that all options are considered ahead of time. As a student pre-registers in the spring, elective courses should be carefully chosen as these choices will determine the number of the number or teachers needed to teach the requested courses. Similarly, alternatives should be carefully selected as they will be used when course conflicts arise, courses are canceled, or programs change.

### **Program Changes**

Schedule changes may be made during the **FIRST TWO WEEKS** of the semester for the following reasons:

- Student is lacking a graduation requirement
- Prior approval, as required, was not obtained
- Student previously received a failing grade from the instructor
- Error in schedule - wrong class assigned, no class assigned or duplicate class assigned
- Balance class sizes (A counselor or an administrator may change a student's program to balance class size for maximum learning environment.)
- **SCHEDULE CHANGES REQUESTED BY PARENTS OR STUDENTS FOR SPECIFIC TEACHERS WILL NOT BE HONORED.**

### **College Night**

Each year, the School District sponsors a district-wide College Night. In the fall, representatives from colleges and universities attend to speak with students and parents concerning their schools. Students at all grades are strongly encouraged to attend.

### **Expectations for Academic Success**

Students are expected to do their assigned work with dedication, vigor and diligence. They also expected to be organized, use their time wisely, and have good attendance in each class every day. Students are expected to complete all class-work and homework assigned by their teachers. Class-work and homework assignments must be turned in at the time they are due.

As a parent, if a question about class-work arises, please contact the student's teacher first, then if unresolved, the counselor. We care about our students and consider your involvement a positive move toward helping your student succeed.

### **Make-Up of Missed Work**

Students with justified absences (see "Attendance" section of this Handbook) are permitted to make up any missed work or tests. Teachers may, but are not required to provide homework; they may instead require students to make up work upon return to school. **It is the responsibility of the student to obtain the assignments, complete the work and turn it in promptly.** Parents may request homework for students who have been or will be absent three (3) days or more by calling the school office. The homework will then be available after school on the day following the request.

A student must make up all work within a period of time equal to the number of days absent unless other definite arrangements have been made with the teacher. If a student is absent on the day her/his make-up is due, it must be turned in the day the student returns to school. **STUDENTS WHO MISS CLASS BY PARTICIPATING IN SCHOOL ACTIVITIES ARE EXPECTED TO GET ASSIGNMENTS BEFORE MISSING THE CLASS.**

### **Grades**

Assessments of student progress for grading purposes vary by teacher but usually include tests, papers, homework, projects and class participation/ performance. Teachers grading practices are included in the course syllabus or classroom management plan that goes home the 1<sup>st</sup> week of the course. Positive attendance is essential to student success.

Teachers make use of Aeries online grade books by posting grades weekly. Students and parents need to be viewing these grade books through the Aeries portal. Course grade reports are posted approximately every five weeks and are available for viewing exclusively through the Aeries portal. These grade reports include letter grades and teacher comments. Grades reports are no longer mailed home to parents.

### **Senior Project**

All Santa Susana High School Seniors are required to complete a Senior Project. The Senior Project is designed to allow students to explore, pursue, grow, and communicate their personal interests as well as to show case their abilities and their efforts that are considered attributes in the adult workforce. As part of the Senior Project, seniors complete a research paper, a project, a portfolio, and presentation before a community panel in the spring of each year. More information is made available in the Senior English, Economics, Government, and TAP Classes. (Refer to the school website for information about each step of the Senior Project.) A senior project advisor is available one period per day.

### **Valedictorian / Salutatorian & Accelerated Academics**

The highest cumulative grade-point average (GPA), (calculated to the nearest hundredth) and the highest class rank is used to determine the Valedictorian for the graduating class. In those instances where two or more students have the highest identical GPA's in the class, they shall be designated Co-Valedictorians. In this case, no student shall be designated as Salutatorian. The student with the second highest cumulative GPA (calculated to the nearest hundredth) shall be designated Salutatorian. In those instances where only one student is designated as Valedictorian and two or more students have the second-highest GPA, Co-Salutatorians will be named. Both the Valedictorian and Salutatorian shall be invited to address the graduating seniors and attendees at the Graduation Ceremony.

The following factors are used in making the selections:

- Must have completed at least 210 credits by the end of the first semester of his/her senior year
- Must have pursued a four-year college preparatory program
- All grades will be counted
- Classes taken outside of Santa Susana High School will not be counted in the computation of the GPA (transfer students are excluded from this rule)
- All computations will include weighted grades for those courses approved by the Board of Education (Advanced Placement and some designated 11th- and 12th-grade Honors classes).
- Satisfactory Citizenship must be demonstrated. No U's in Effort or Citizenship in grades nine through twelve and no suspensions.
- Must have Academic Honesty and Integrity in all classes. Students caught cheating are automatically disqualified.
- Must have enrolled in six (6) classes each semester of her/his high-school career.

### **Advanced Placement (AP)**

AP classes are part of a program in which college-level courses and exams are offered to high school students who meet qualifying criteria. AP exams are given during the first two weeks of May. Over 90% of the nation's colleges give credit to students whose AP examination scores are considered acceptable. Students who wish to be considered for HONORS or ADVANCED PLACEMENT courses should notify the counselor at registration.

### **College Courses**

College Courses are available to 9<sup>th</sup>-12<sup>th</sup> grades with a counselor's permission. Students may take courses at community colleges, private and state universities and colleges while still in attendance at the regular high school. After completion of tenth grade, students may attend community colleges for summer classes.

### **Work Permits**

A student must have a job before enrolling in this program. Students must earn a minimum GPA of 2.0 and have satisfactory attendance to be eligible. By law, a work permit must be issued prior to employment for each student while under the age of 18. Forms requesting a work permit are available in the Counseling Center and CCC.

### **California Scholarship Federation**

CSF is Santa Susana High School's Academic Honor Society. Membership is based on academic achievement and the previous semester's grades in certain required courses (list available in the Counseling Center). Qualifying students are encouraged to join CSF—and students are eligible each semester. Note: students are not automatically a part of CSF due to a high GPA. Six semesters of membership, including one in the senior year, earn students a gold cord at graduation and a gold seal on the diploma from Santa Susana High School.

## **Civil Rights**

All classes are offered to all qualified students without regard to race, color, national origin, sex, or handicap. Translations of school materials are available on request.

## **Immunizations**

As required by the state, the school reviews immunization records. All students must have written documentation of required immunizations on file at school prior to attendance. A written immunization record, verified by your physician, is required. All immunization entries must include month, date and year. **According to state law, we cannot allow your child to attend school unless we receive evidence that the immunization requirements have been met.**

## **Medication**

Any medications, prescription or over the counter, that the student is required to take during the school day must be kept in the health office and needs to be accompanied by a note from a doctor and the parent/guardian written on the required medication form. Prescription medications must be in a prescription container with the name of the student, the doctor, the date, the type of medication contained therein, and how often the medicine is to be given. **No medication, prescription or over the counter, including aspirin, will be administered without written doctor's orders and written parent consent. NO MEDICATION OF ANY KIND (INCLUDING ASPIRIN OR OTHER NON-PRESCRIPTION DRUGS) MAY BE CARRIED BY STUDENTS ON CAMPUS! (Inhalers and Diabetic Pens can be carried by students ONLY if a doctor's note is submitted to the health office.)**

## **Readmission After Accident**

If a student needs to return to school on crutches or other apparatus, special arrangements need to be made. A Readmission After Accident/Injury Form must be completed that requires a doctor's recommendation and parent signature. All students should use a backpack so they can go from class to class independently. All students on crutches or in bandages with an exposed foot must have a foot covering (such as an old slipper) to prevent further injury to the foot from scrapes, bumps or sharp objects.

## **Accidents**

Any student injured at school should report promptly to a teacher, the health office, or to an administrator in the main office.

## **Physical Education Excuses**

A student may be excused from regular physical education participation only with a doctor's note. All physical education excuses from a doctor must be taken to the Health Office.

## **Attendance**

The Simi Valley Unified School District attendance policy (BP 5110) is very specific regarding attendance for all students under the age of 18 and recognizes the joint responsibility of the school district and the parents/guardians to work together to ensure good attendance patterns for all students. Further, the Board of Education recognizes the relationship between student attendance in class and academic success.

## **Justified & Excused Absences**

Only the following reasons are considered justified absences:

1. Illness
2. Medical and dental appointments
3. Death in the immediate family
4. Quarantine or immunization
5. Verified parent explanation of the following circumstances:
  - a. Appearance at School Attendance Review Board (SARB)
  - b. Attendance at events sponsored by the school, or organizations/groups approved in advance by the principal or principal's designee
  - c. Appearance in court (verification required)
  - d. Observation of a religious holiday or ceremony, or religious retreat (not to exceed 4 hours during a semester)
  - e. Caring for an ill child if the student is the custodial parent
  - f. Attendance at a funeral service for a person other than a member of the immediate family
  - g. Other exceptional circumstances approved by the principal or principal's designee.

Absences for reasons other than those listed above are **NOT** considered excused by the California Administrative Code, Title V, Section 420, and therefore are **NOT** justified absences.

Teachers are not required to provide make-up work or tests where absences are "not justified", un-cleared, or are due to truancy or suspension. Vacations, extended trips, or personal reasons are not justified absences. After 12 days of medically excused absences, doctor's notes are required to excuse the absence. Parents of students with three or more full or partial day unjustified absences will receive Truancy notifications. The Board of Education authorizes teachers of secondary students to issue a failing grade to any student who accrues a total of seven (7) unexcused or unjustified absences during a semester.

**Students are responsible for reviewing each teacher's course outline for specific procedures for making up work missed while absent. A student must be present on campus for four periods of the day to participate in any co-curricular activity on that day. If there are no co-curricular activities on that day and the absence occurs, for example on Friday, the student may not participate in the co-curricular activity scheduled for Saturday. Excuses, whether justified or not, will not allow the student to participate in a co-curricular activity.**

#### **Absences for School Business**

Ideally, every student should be in every class every day. However, it is understood that occasionally extracurricular activities overlap the regular school program. When that occurs, students may be excused from their regular classes to participate in such events. Prior to such an event, students are required to complete a grade notification form. The grade notification form provides information to both the parent and the event organizer as to how detrimental an absence will be for each student. Any student who will miss class for a school business-related reason must give teachers written notification prior to the absence. Written permission is the responsibility of the student who will miss class. This procedure allows a student to discuss with the teacher the assignments that will be missed, and for arrangements to make up the work.

#### **Absence Verification**

All absences must be verified by a note or call from a parent or guardian, or they will be recorded as truancies. The most effective, efficient way to verify an absence is to call the attendance office directly at 527-8983 or 520-6800. If a written note is used please include the following information:

- Name of student
- date
- exact number of days and dates absent
- specific reason for the absence
- signature of parent or guardian

Students who fail to bring a note or have a parent call will be marked "truant." Students only have 5 days to verify an absence. After that time, the absence will remain as a truancy on student's permanent records and will not be electronically updated.

Habitual tardiness or absence may require additional verification at the discretion of school administrators. Students who repeatedly do not have their absences verified by the day of their return will be subject to the School Attendance Review Board (SARB).

State law requires that in order to first be readmitted to school following an illness or injury which requires the use of a cast, crutches, wheelchair, appliance or immobilizer, it is mandatory to have on file a physician's statement and signature as well as a parent's signature. A form for this purpose is available in the health office.

**EXCESSIVE ABSENCES (JUSTIFIED OR NOT JUSTIFIED) MAY RESULT IN STUDENTS AND THEIR PARENTS HAVING TO MEET WITH THE DISTRICT SCHOOL ATTENDANCE REVIEW BOARD (SARB).**

#### **Release from Campus**

Parents who wish to have their son or daughter leave campus must come to sign him/her out at the attendance office. If it is not possible for the parent to do this, a note will be accepted provided the note contains a phone number where the parent can be reached before the

student leaves campus. The note must be brought to the attendance office before school. Release from campus is only for medical or dental appointments (which should be scheduled after school as much as possible), or other important business that can't be handled after school hours. We must emphasize that it should be a **very rare occurrence** for a student to be released from school during the school day. Students may not transport one another in private vehicles—or at any time on school business.

**Parents MAY NOT call to have their student released from school unless an emergency exists and the attendance office receives administrative approval. Only parents, guardians or individuals designated as an “emergency contact” on the student’s record may pick up a student at any time.**

If anyone other than a parent/guardian is to sign out a student, that information must be conveyed to the school by the parent/guardian's written authorization and a confirming phone call. Students who must leave campus during the school day must check out through the Attendance Office. Students leaving campus without permission or failing to check out with the Attendance Office before leaving will be marked truant from school.

SSHS students are expected to be on time to school each day. The **ONLY** justified excused tardies are those for illness, doctor or dental appointments, court appointments or funerals. Tardiness for any other reason is considered unexcused.

#### **Tardiness to Class**

Punctuality is a personal trait necessary to be successful in today's society. In order to provide a firm foundation for our students to become college and career ready, the staff of Santa Susana High School will continue to employ the tardy policy below for the school year. We seek to develop a partnership with our parents and community to instill positive work habits for our students that will support their future aspirations and careers. We realize that the traffic is hectic in the mornings and we request that all students arrive early enough that they are seated in the classroom when the bell sounds. The tardy policy will be tracked per class/per semester as follows:

1. Teacher documents. Student warning.
2. Teacher documents. Student warning.
3. Teacher assigns 1<sup>st</sup> detention with teacher (5-10 minutes). Notifies parent.
4. Teacher assigns 2<sup>nd</sup> detention with teacher (5-10 minutes). Phone conference with parent.
5. Referral to administration. Parent phone conference with Admin. Student assigned (1) hour after school detention.
6. Referral. Parent notified by Admin. Student assigned (2) hour after school detentions.
7. Referral. Saturday School OR parent agrees to attend class with the student. Parent notified by Admin. Possible suspension for defiance if no show.
8. Referral. Parent in for conference with Admin. Encourage parent to attend a class with student. Warning of Administrative “U”. Contract signed.

#### **Library**

The Library Media Center is open daily for students to conduct research, work on homework, or to checkout library materials or textbooks. The library is opened Monday – Thursday, from 7:30 am to 4:30 pm. Books may be checked out for two weeks and may be renewed unless there is a reserve request. An ID card with an AUP sticker is required for library computer use. Appropriate behavior is expected at all times; no food, gum, or beverages are allowed in the library.

SSHS yearbooks, graduation privileges and transcripts may be held if students have outstanding library/textbook materials or outstanding fines at the time that “stop-clearance” lists are produced at the end of the school year.

#### **Library Fines**

Students are responsible for returning library materials in good condition. Students are fined 10 cents per day for late materials. If a student is absent when the material is due, there will be no overdue charge if the student returns the material on her/his first day back to school.

## **Textbooks**

The California Education Code states that parents assume responsibility for all books issued to their students and must pay for loss or damage to books for which they are responsible. Lost books must be paid for at the replacement cost. If the book is found, a refund will be initiated.

## **Online Library Resources**

The SSHS Library offers a myriad of digital resources for students, including:

- A library website that includes homework and research links, AP study guides, the school style manual (including MLA format instructions), and various SRC resources
- Access to our Destiny Library Catalog – This program allows students to view our library catalog and their individual library records. Students are able to write book recommendations and place holds on books remotely.
- Access to Follett Shelf – This program allows students to read eBooks on their computer or reading device.
- Online access to our “Library Without Walls” Gale database program – This program provides students with in-depth, quality research
- Mobile apps for our library catalog, our eBook program and our database program
- A QR code to quickly access our library website



Students may obtain bookmarks and brochures in the SSHS Library that provide information about these various library programs and the corresponding passwords that they will need to access them.

## **College and Career Center**

The Santa Susana High School CCC is located in the Counseling Center adjacent to the front parking lot. The CCC is a specialized library, featuring information regarding post-secondary education, financial aids for college, and careers. The CCC is open during lunch and after school and students are highly encouraged to visit during those times. In addition, the CCC arranges for various speakers to explain various college and career programs. The speaker program takes place during lunchtime so students are allowed to bring their lunches. Announcements are made when college and career representatives will be in the CCC. These presentations are valuable tools to help you discover what is available and to help you think about possibilities and choices. Don't be a stranger—visit the CCC often!

## **Student Activities**

Your Associated Student Body (A.S.B.) works for you! From dances to lunch-time activities and programs about issues which concern us all, the A.S.B. works to make high school a better place for everyone. Let Leadership Class members know what you like and what you would like to have changed. Leadership Class members always welcome your ideas to help make Santa Susana a great place to attend school.

## **ASB Cards**

Each student enrolled at SSHS is issued a photo I.D. Card. If lost, the student must buy a replacement card for \$5.00 each. An ASB sticker entitles the holder to reduced fees and discounts on school activities and dances—including dances, yearbook, and the prom. Students must be an ASB cardholder to be an ASB, Class, or Club Officer and in order to qualify for other activities designated by the Student Cabinet. **Buy an ASB Card and Save!!**

## **Campus Store**

The Campus Store serves snacks and sells school supplies and spirit items for sale. The Campus Store is the place to go to order SSHS gear, buy Santa Susana High School “Letters,” and to purchase tickets to shows and events. Stop by and see what’s offered! Purchases can also be made on line. Go to [www.santasusana.org](http://www.santasusana.org) and then click on student store.

## **Clubs and Student Involvement**

Extra-curricular student organizations play an important role in the social and educational life of students at Santa Susana High School. SSHS offers a variety of clubs for students. School clubs are restricted in membership to SSHS students. A school staff member must serve as a sponsor and the club must be approved and authorized by the Student Government and our school administration. A list of clubs is available online.

### **Extra-Curricular Activities**

All students who wish to participate in performing arts, activities, or any other extra-curricular activities are required to meet the standard of eligibility for extracurricular activities, which has been determined by the Simi Valley Unified School District Board of Education. In addition, members of all "Courts" must be eligible at the time of their election. **A minimum Grade Point Average (GPA) of 2.0 must be maintained at each quarter, with only one failing grade (F) allowed, and only one Unsatisfactory (U) in citizenship allowed.** Students who are enrolled in a performing arts class and do not meet the eligibility criteria may only take part in the co-curricular activities of the class.

### **Dance & Activity Policy**

All students must present a current student ID when entering any school sponsored dance or activity. Students and guests, when permitted, may not be readmitted to any dance or activity once they have chosen to leave. Students and guests leaving dances or activities are asked to leave the campus promptly. Students will be required to dance and dress appropriately.

### **Academic Honesty**

Simi Valley Unified School District Board Policy #5131.9 states the following with regard to academic honesty: The Governing Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and others. The Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts.

The Board expects that students will not cheat, lie or plagiarize. The Board recognizes that students are more inclined to cheat when there is little likelihood of getting caught. Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating would be penalized. The purpose of this policy is to promote academic honesty and responsibility among students. A student who is caught cheating will be held accountable for his/her actions. Students are expected to do ALL of their own work. Assignments, which may be handled in a "cooperative" manner, are so designated by the teacher; only those assignments are to be shared. Cheating is defined as: stealing, providing, or receiving information, knowledge, or work from another without teacher permission. This includes cheat notes on paper, books, desks, hands, or anywhere else in the vicinity of the student's desk. It also includes unauthorized access to copies of tests or answers to tests. Plagiarism (the practice of copying verbatim written material from other sources) without providing appropriate documentation is regarded as cheating.

**Teaching/Office Assistants** who work in positions of trust are expected to maintain the highest standards of integrity. Changing grades, handing out information about tests or copying material for other students is dishonest and will be dealt with severely. Consequences for cheating at SSHS include receiving a failing grade, not being allowed to make up the work and/or points, and other disciplinary actions including suspension.

**The first time a student is caught cheating a warning will be issued and a zero will be the grade earned on the test/assignment. The second time (in any class) will result in a drop/fail from the class. The rule of thumb is -- if you are not sure...don't!**

### **SSHS Computer Network**

Santa Susana High School offers students experiences using computers, chromebooks, electronic mail and the Internet. With these resources come additional responsibilities. The equipment is very expensive and each student is expected to use equipment carefully and to do his/her part in maintaining the equipment in good working order. It is the responsibility of each and every user of district equipment to ensure at all times that the Internet is used only for educational purposes. All students and parents are required to sign an Appropriate Use Policy (AUP) Contract. In the event that a student violates any of the expectations regarding appropriate use of equipment and/or the Internet, disciplinary actions will be taken which will include loss of any or all such privileges.

**General school rules for behavior apply when using any electronic resource...**

- No unauthorized use of any equipment. Students may use only the programs and functions of those programs that the teacher assigns or the school allows. Students may not bring programs, games or unauthorized data files from home.
- Students must present their student I.D. with the (AUP) sticker whenever they use a computer and/or the network.
- Computer equipment is very expensive, and special care must be taken. Any unauthorized use of or damage to computer equipment will be considered vandalism and will be subject to disciplinary consequences.
- Students will NOT use obscene language
- Students will NOT harass, insult, threaten or intimidate others
- Students will NOT violate copyright laws
- Students will NOT use another's password for any purpose
- Students will NOT trespass in another individual's folders, work or files
- Students are NOT to tamper with the system nor alter, delete or destroy any files or data that is not theirs
- Students are NOT to use the network in any way that would disrupt use of the network by others
- Students are NOT to initiate access to material that is controversial and which parents, teachers, or administrators may consider inappropriate or offensive
- Students are NOT to reveal personal information about any user such as addresses, telephone numbers, credit card numbers, social security numbers, etc.
- Students will NOT use school equipment or the school network for commercial purposes, product advertisement or political lobbying
- Students must realize that e-mail is not guaranteed to be private
- Students may NOT access any email account on campus
- Illegal activities of any kind are strictly and expressly forbidden. E-mail messages relating to or in support of illegal activities must be and will be reported to the police.
- Users are expected to abide by the generally accepted rules of network etiquette.
- Network storage may be treated like school lockers and school personnel may review files and communications to maintain system integrity and insure that users are using the system responsibly. Students should not expect that files stored on school servers/computers are private.
- Students are expected to report any misuse of the network or equipment to a teacher or administrator. This includes accessing unauthorized materials by other students.
- Any user identified by school personnel as a security risk may be denied access to the network.
- Students and parents need to understand that violation of many of the above expectations may constitute a criminal offense and that appropriate legal action may be taken.
- Students should be aware that some information obtained from the Internet may be false or inaccurate. Santa Susana High School specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Santa Susana High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Santa Susana High School and the Simi Valley Unified School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.

**Emergency Procedures**

**NOTE: ONLY PARENTS, GUARDIANS OR INDIVIDUALS DESIGNATED AS "EMERGENCY CONTACT" ON THE STUDENT'S RECORD MAY PICK UP A STUDENT AT ANY TIME. PLEASE KEEP YOUR EMERGENCY CONTACT AND WORK/HOME PHONE NUMBERS CURRENT!!**

Santa Susana High School has an extensive disaster relief plan that supports the school district's Emergency Plan. Following are instructions for parents and students in the event of an emergency:

**Fire:** The fire alarm is a series of short bells. Students are to leave the room quickly and quietly, following the instructions of the teacher in charge. If the fire alarm sounds while students are out of class, students should go immediately to the P.E. basketball courts and report to the teacher of their last class attended. Students must follow the instructions of any adult supervisor during a fire or other emergency.

**Lock Down:** During a lockdown, students and staff will be notified over the intercom with the command, "This is a Lockdown". Students who are out of the class, should enter the nearest classroom or follow to the classroom as directed. Students remain in the classroom with the doors locked and away from covered windows, where possible. During this time, all doors remained locked. Thus, potential visitors should remain off campus as they will not be received until the conclusion of the lockdown.

**Earthquake:** At the first sign of ground movement or teacher instruction, students should seek cover under desks, chairs or tables and face away from windows. Remain under protective cover until instructed otherwise. If an evacuation is necessary, students will be taken by their teacher (or other adult supervisor) to a predetermined place on the P.E. Basketball Courts. Parents who wish to pick up their children must sign them out at the checkout station in the lower student parking lot. If an earthquake occurs during passing periods, students should stay away from buildings and other structures. When ground movement stops, evacuate to the P.E. Basketball Courts and report to the teacher of the last class attended.

**Other Emergencies:** During any emergency students must follow the instructions of their teacher or other adult supervisor. If it is necessary to evacuate students from the campus to another location, parents should listen to radio 530 AM or contact the police department for the location of the evacuation center. Parents who wish to pick up their children at the evacuation center (on or off campus) must check them out at the checkout station established at the evacuation center.

### **STANDARDS OF CONDUCT**

***Rules at Santa Susana High School are Strictly Enforced  
Please Read Carefully!***

#### **Search and Seizure**

School officials may search a student and his/her personal property including lockers and backpacks. Property may be seized which is deemed injurious or detrimental to the safety and welfare of the students and staff, or if school officials have reasonable cause to believe that an illegal act or a violation of school rules and regulations is being committed or is about to be committed.

#### **Sexual Harassment**

It is the policy of the Simi Valley Unified School District to maintain a learning and a working environment that is free from sexual harassment for students and employees. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state law. Under state law students may be suspended or expelled for sexual harassment conduct and parents may be held financially liable for the conduct of their children.

Pursuant to law, unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature may constitute sexual harassment. Examples of conduct which are prohibited in the district and which may constitute sexual harassment include:

- Unwelcome sexual flirtations or propositions
- Verbal abuse of a sexual nature
- Graphic verbal comments about an individual's body
- Sexually degrading words used to describe an individual
- Display of sexually suggestive objects or pictures in the educational environment
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint

Any person who alleges sexual harassment by an employee, student, or volunteer of the Simi Valley Unified School District may complain to teachers, principals, the Title IX Officer(s), the State Department of Education and/or the Office for Civil Rights. All complaints will be taken seriously and must be documented and processed.

#### **Personal Property**

Students who bring any personal property onto the school grounds do so at their own risk. The school district does not assume responsibility for loss or theft of any personal property that students bring to school or leave overnight. The school district staff are not custodians

for the safekeeping of clothing, electronics, jewelry, sports equipment or musical instruments of any kind.

#### **Narcotics or Supplementary Drugs**

The Simi Valley Unified School District Administrative Regulation #5131.1 requires the following with regard to narcotics or supplementary drugs: The Board of Education directs the Superintendent or his/her designee to suspend for five (5) days any pupil that has, on school premises, at a school related activity or on the way to and from school or school activity, used, or been in the possession of narcotics, alcohol, or hallucinogenic drugs or controlled substances as defined in the Health and Safety Code, or has willfully inhaled or breathed the fumes of or ingested any poison as defined in the Health and Safety Code. In addition, a student may be transferred to another school. A second repetition of such activity shall result in mandatory participation in a drug/alcohol rehabilitation program and/or expulsion from the school district. A third repetition will result in expulsion from the school district for students in grades 7-12. This regulation also requires that students (in grades 7-12) who sell such substances (on or off campus) be immediately suspended and processed for expulsion from the school district.

#### **Sexual Discrimination**

In keeping with federal law (Education Amendment of 1972, Title IX) the Simi Valley Unified School District is committed to providing equal opportunities for both sexes in all educational programs and activities, which it conducts. No student shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity within the school district.

#### **I.D. Cards**

Student ID must be carried by all students at all times while on campus. Your ID must be shown to any school adult upon request.

#### **Visitors and Campus Security**

Santa Susana High School is a closed campus. Parents who request to visit a classroom must request a visitor's pass from the principal or assistant principal in the main office before visiting classes or other activities. Parents, please extend the courtesy of at least 24-hour prior notice before visiting a classroom.

Minors who are not students (siblings, friends, visiting relatives) **MAY NOT** visit during the school day. Exceptions may be made for authorized cultural/foreign exchange programs and school staff members' families.

Minor non-students who are providing transportation for students to and from school must remain in their vehicle while in the parking lot or on the street adjacent to the school. Minor non-students who are meeting students after school must arrange to meet them off campus.

**IT IS ILLEGAL (CALIFORNIA STATE PENAL CODE SECTION #626.8b) FOR NON-STUDENTS TO BE PRESENT ON A SCHOOL CAMPUS OR ADJACENT SIDEWALKS AND PARKING LOTS WITHOUT PERMISSION.**

#### **Motor Vehicles**

Due to limited parking availability, parking permits will be issued to **seniors only** based on GPA. Seniors who qualify may obtain a parking permit (\$12.50 processing fee) and are to park ONLY in the areas reserved for that purpose. Students are not to loiter in cars or be in the parking lot during the school day. Vehicles must be driven in a safe manner.

#### **Bicycles/Skateboards**

Bicycles may not be ridden on campus. Students may park their bicycles in the spot reserved in the 800 building parking lot and must be locked individually. Bicycles must be walked on and off campus. Students should not leave their bicycles overnight. Students are expected to comply with state law requiring protective helmets. Skateboards and roller blades may not be ridden on campus and must be locked in the skateboard racks during the school day. If these items are seen on campus while school is in session, they may be confiscated.

#### **Cafeteria Rules**

The following cafeteria rules must be observed at all times:

- Borrowing, "begging" or extorting money from others is strictly prohibited and will result in disciplinary action.

- Students must purchase their own food. Purchasing food for friends is prohibited.
- Students are not to throw food. Students violating this rule will be assigned disciplinary consequences.
- Students are not allowed to bring BACKPACKS into the cafeteria lines, which are located inside the cafeteria. Students are encouraged to leave their backpacks in their lockers.

#### **Lockers**

Lockers are an optional service offered by the school. Lockers are for daytime use only. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR DAMAGE OR THEFT OF MATERIALS STORED IN LOCKERS. Books should be taken home at night and on weekends.

Students who wish to have a locker **must** purchase a school-issued lock from the Campus Store. Only locks bought from the Campus Store are to be used on lockers. Once purchased, locks are the PROPERTY OF THE STUDENT. If lost or broken, the lock must be replaced with another lock purchased from the Campus Store if the student wishes to continue to use the locker. Unauthorized locks will be cut off. The student to whom the locker is issued is responsible for the condition of the locker both inside and outside. Any items contained in the locker shall be considered to be the property of the student to whom the locker is issued. **Students are not permitted to share lockers.** Lockers are school property and may be searched at any time. If there is cause, lockers may be searched for disciplinary, health and safety reasons.

#### **Dress Code**

The Dress Code calls for student dress to be clean, neat, and modest and contribute to a business like atmosphere. School is a place of work for students and staff alike. Apparel should not distract from the teaching/learning process. Following are specific guidelines regarding student dress on campus or at school activities:

- Shoes must be worn at all times
- Shorts, skirts & dresses must be of appropriate length (to be determined by administration)
- All tops must have two straps. In addition, see-through tops, low necklines must be appropriate (to be determined by administration)
- Men's tank-top and or sleeveless shirts are not recommended
- Undergarments of any kind may not be exposed
- Shirts must be long enough so that it does not create a midriff
- No clothing or jewelry which depicts or suggests sexually-related or obscene gestures, pictures or wording, or which promotes the use/abuse of tobacco, weapons, drugs or alcohol, or which promotes the defamation of ethnicity or gender
- No articles of clothing related to a group or gang (with specific symbols determined in coordination with law enforcement and subject to change) that may provoke others to acts of violence or to be intimidated by fear of violence, which have specific symbols
- Pants should be properly **SECURED AT THE WAIST** with or without an appropriate belt
- Students may not wear chains for wallets or for any other purpose, or sharp, pointed jewelry or spikes may not be inserted and sticking out of clothing. These items will be confiscated and returned only to a parent or guardian.
- Students may not wear dog collars – chain or leather

Whenever, in the judgment of the principal or another administrator, a violation of the basic policy has occurred, the principal or the principal's designee shall advise the student and recommend suitable corrective action. In the event of noncompliance by the student, the assistant principal will notify the parents of the nature of the problem and indicate steps to correct the problem. Continued defiance will result in suspension.

#### **BEHAVIOR EXPECTATIONS & DISCIPLINE**

The staff of Santa Susana High School maintains high behavior standards. Our primary goal is to provide a safe, secure environment that is conducive to learning. Our discipline philosophy supports positive behavior and provides for prevention and correction of misbehavior. Santa Susana High School has a school-wide discipline plan which sets the tone for successful learning. Students should familiarize themselves with the following components:

- Attend school regularly
- Be on time to school and for each class

- Follow the directions given by teachers and all other staff members
- Be courteous and demonstrate respect for fellow students and staff
- Respect school property and the property of others

#### **Common classroom rules...**

- Follow directions
- Be in class, in your seat and prepared to work when the bell rings
- Demonstrate mutual respect for one another
- Be courteous. No profanity, rude gestures, or put-downs
- Follow all other rules established by the teacher

#### **Campus Rules**

- No gambling of any kind
- Students will comply with the Skateboards, roller blades, and bicycles are not to be ridden on campus at any time
- Pets may not be brought to school
- Selling of items (other than school authorized fund raisers) is prohibited
- Large felt-tip markers are prohibited
- Students are NOT to bring playing cards or dice to school for any reason. instructions of all adult supervisors at all times
- Fighting on campus, or on the way to or from school, will result in immediate suspension and possible police action
- Students are not to be out of class during class time without a pass
- **Students may not order food from a vendor and have it delivered to school by the vendor**

#### **Portable Devices**

Students are responsible for the care and good judgment when using portable devices (PD) which include, but are not limited to cell phones, iPods, I Pads, Kindle, laptops, net books, etc. SSHS encourages students to leave these PD at home. Should PD be brought to school, owners are responsible for the theft, or accidental, willful or malicious damage. Students must comply with the district's Acceptable Use Policy while using PD on campus. PD use for nonacademic purposes is permitted only during non-instructional hours. Use of PD in designated classrooms, library, computer labs, or other locations should comply with the permissions of the supervising school official. Students are not allowed to download inappropriate or non-instructional content to the portable device while on school grounds.

#### **Standards and Conduct Guidelines**

All school rules and regulations apply to students going to and from school as well as on campus. There will be disciplinary consequences for violations of both classroom and campus rules. Depending on the severity of a student's actions, s/he may be assigned a consequence by a teacher or staff member or may be suspended from school. Suspendable offenses include, but are not limited to:

- Fighting (both parties)
- Threatening other students
- Smoking or possession of tobacco & tobacco products (lighters, matches) or smoking paraphernalia
- Forgery
- Cheating
- Leaving campus or classroom without permission
- Vandalism
- Defiance of authority
- Possession of controlled substance or drug paraphernalia
- Verbal abuse of school personnel
- Theft
- Failure to report to the office when sent
- Possession of a weapon, dangerous objects, incendiary devices (such as fireworks, stink bombs or pepper spray) or any item that could be considered dangerous to students or others
- Substance abuse (use of tobacco, drugs or alcohol on or near campus)
- Sexual Harassment/Harassment or intimidation/Hate Violence
- Terrorist threats

Students with a weapon of any kind, including knives will be recommended for expulsion as required by law. Education code 48915 was amended, effective January 1, 1994, to state (in part): *Possession on their person, or in a backpack or purse, of any knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds shall be grounds for immediate suspension. This includes any type of fireworks, caps, bullets, poppers, or knives of any size or type or any sharp objects such as X-Acto knives, all-purpose openers or any look-alike weapons, including water pistols or cap guns. In addition, the principal shall immediately suspend any student in possession of a firearm, real or otherwise. Students who willfully violate campus or classroom rules will be suspended from school regardless of the nature of the violation.*

### **Disruption**

Students who are disruptive in class or on campus will be assigned consequences by administrators, teachers, or campus supervisors, which may include lunchtime/after school detention, Saturday school or home suspension. If disruptive behavior remains uncorrected, the student will be suspended from one (1) to five (5) days depending upon the nature of the continuing problem. **During any disciplinary exclusion from school, the student may not be on campus before and after school or at any school sponsored event.**

### **Detention**

The California Education Code provides that a teacher or other school official may require a student to stay after school for a period of up to one (1) hour. Any student who fails to keep a detention appointment is guilty of insubordination and subject to disciplinary action, which may include suspension from school. Detention of fifteen minutes or less is considered within the school day and parent notification is not required. For detentions of more than fifteen minutes, the student will receive 24-hour notice.

### **Detention Rules**

The office assigns detention for students who are tardy to school or for other minor infractions. Students who are assigned detention are given 24-hour notice and must bring materials to work on during the detention. Students who disrupt, leave, or fail to report for detention will be assigned additional detentions and/or Saturday School. Students who are absent from school on a day on which detention is to be served, must serve the detention on the next detention day after they return to school. Failure to attend a teacher-assigned detention or disruptive behavior during a detention assigned by a teacher will result in the assignment of additional detention time.

### **Senior Contract**

To participate in senior activities, seniors and their parents must sign a senior contract. If a senior violates this contract, s/he becomes ineligible to participate in any activities. At the principal or assistant principal's discretion a student can be placed on probation. Students will need to complete community service hours to become eligible again.

### **Causes for Serious Discipline**

Students will be suspended from school for reasons enumerated in **Education Code 48900**. Students may also be recommended for expulsion from the school district for reasons enumerated in **Education Code 48915**. In addition to the consequences outlined below, commission of any of these infractions could result in transfer to another school. In cases where a student is a member of an athletic team or holds a school office, the student may also be removed from his/her position.

### **Additional Resources:**

- **Bullying:** See district policies and guidelines at [www.simi.k12.ca.us/](http://www.simi.k12.ca.us/)
- **Cyber Bullying / Digital Citizenship Resources:** See district policies and guidelines at [www.simi.k12.ca.us/](http://www.simi.k12.ca.us/)
- **Substance Abuse and Prevention:** See district policies and guidelines at [www.simi.k12.ca.us/](http://www.simi.k12.ca.us/)
- **Directory of Social Services:** See district policies and guidelines at [www.simi.k12.ca.us/](http://www.simi.k12.ca.us/)