

## **Student Handbook**

### **Student Discipline Policy**

Simi Institute is committed to providing a safe and positive learning environment. Students are expected to adhere to all campus and their classroom policies to remain safe and make positive progress in their educational plan. Should a student be found to be in violation of one or more of the policies from the school or their program, they may be subject to appropriate consequences.

- 1st Violation - Teacher meets with student to review expectations.
- 2nd Violation - Teacher puts student on contract which is shared with their AP and counseling.
- 3rd Violation - Teacher refers student to the assistant principal in charge of student discipline for additional consequences which may include suspension or drop from their program.

In certain situations where an unsafe condition is created by a student, or a student engages in disruptive or unlawful acts on school premises, administration may contact local law enforcement as well as immediately suspend the student.

#### **Academic Dishonesty (BP 5131.9)**

Students, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty, which may include cheating, plagiarism, copyright violations, or forgery, may not be allowed continued participation in the program.

#### **Attendance Requirements (BP 5110)**

Teachers shall establish attendance requirements for their classes. Students are expected to come to every class session, be on time, stay the entire time, participate, and engage fully in the lesson. Students may be dropped from class for the following attendance reasons:

- Failing to attend the first class meeting at the time class is scheduled to begin
- Being absent consecutive class sessions without contacting the instructor
- Chronic absenteeism that prevents the student from achieving the required number of hours of the course
- Making unsatisfactory progress in a course
- Attending class irregularly
- Continually arriving late to class or leaving early
- Violating school policies

#### **Behavior (EC 48900(i), 48900(k), 48900(o), 48900(r), 48900.2, 48900.3 48900.4)**

Students are expected to act in a professional manner at all times towards their classmates and staff. Engaging in intimidating conduct, harassment, sexual harassment, or bullying against students or staff through words or actions, including direct physical contact, verbal assaults, name calling, teasing, social isolation or manipulation, and cyber bullying is expressly prohibited. Additionally, disruptive behavior, willful disobedience, profanity, vulgarity, lewd or other offensive conduct, hate speech or actions, or the persistent defiance of authority or school personnel may result in suspension or being dropped from the program.

### **Dress Code (BP 5132)**

Appropriate attire standards shall be established by each program based on professional and industry standards. Adherence to these standards establish a safe and appropriate classroom environment and is a requirement for continued participation in the program.

### **Items or Equipment (EC 48900(b), 48900(m))**

Teachers shall establish equipment that may be used in conjunction with their program. Students who engage in misuse of equipment in a way that may damage the equipment or cause injury to themselves or others may be subject to consequences that result in their inability to complete the program. Additionally, students who bring items to school or class that are not permitted, including actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm, will be dropped from the program and law enforcement will be contacted.

### **Professional Ethics**

Violation of professional ethical codes of conduct in classroom or clinical settings as identified by state or national licensing agencies or other certification or licensing bodies may result in immediate suspension and dropping from the program.

### **Safety**

- Drive safely and follow all traffic signs on campus
- Remember, the campus speed limit is 8 mph
- **Riding** skateboards, roller-skates, bicycles, etc., on campus **are prohibited**
- Make safety the number one priority while you are on campus. Please report any suspicious behavior to the Counseling Office
- Keep minor children with an adult on campus at all times
- Don't leave children or animals unattended in a car
- Children are not permitted in classrooms except Parent Education and Project Help
- For information about service animals, see the **Counseling Office**. No pets are allowed on campus at any time.
- Be on campus for official reasons only
- All visitors must report to the **Counseling Office** for assistance
- Use only parking spaces or parking lots designated for students
- Be a good neighbor. Don't block driveways or leave trash if parking on the street.

### **See Something Say Something**

Students, staff and administrators shall be responsible for creating and maintaining a safe campus. Anyone who identifies an unsafe condition or dangerous situation is strongly encouraged to report it immediately to any employee. Any student identified as causing or creating an unsafe condition or dangerous situation is subject to legal penalties for violation of laws at the local, county, state, and federal level, as well as removal from their program.

**Smoke Free / Drug Free Campus (EC 48900(c), 48900(d), 48900(h), 48900(j), 48900(p))**

Possession, being under the influence, and / or distribution of alcohol, tobacco, vaping products and tools, marijuana and marijuana products and paraphernalia, illegal drugs, or prescription drugs that impair judgement or safety are expressly prohibited on campus at all times. Students suspected or found under the influence must meet with an administrator who will determine if the student may continue with their program or be dropped. Additionally, law enforcement may be contacted.

**Theft (EC 48900(e), 48900(g), 48900(l))**

Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus is considered theft and will be reported to law enforcement and will result in being dropped from the program.

**Vandalism (EC 48900(f))**

Causing or attempting to cause damage to District property or private property on campus is considered vandalism. Such an act will result in appropriate consequences and possible law enforcement involvement.

**Violence (EC 48900.a(1), 48900.a(2))**

Any act of violence on a student or staff member will result in contacting law enforcement and being dropped from the program.

**Refund Policy**

- A full refund of fees will only be made after the start of the term if a course is closed by the school or if the days and/or times of class are changed by the school and the student cannot attend.
- A prorated refund may be granted based on administrative approval and when during the course's semester this form is submitted.
- A transfer to the next semester of the same course may be offered based on the reason for the request.
  - No refunds will be given on program application fees.
  - No refunds will be given on registration fees.
  - No refunds will be given on testing fees.
  - No refunds will be given on "A" portion once picked up from the ASB Office (including textbooks, uniforms, and other course materials).
  - No refunds will be given on a course after 25% of the scheduled class meetings are completed for that semester/term.

## **Student Rights & Responsibilities**

At Simi Institute for Careers and Education, students have both rights and responsibilities.

Students have the right to:

- receive an education in a safe learning environment
- fair, consistent, and respectful treatment from staff members and other students
- present complaints or grievances **in writing** to school authorities and
- receive a reply within a reasonable period of time.

Students are expected to conduct themselves in accordance with the standards of the Simi Valley Unified School District and the Simi Institute. Students are required to respect school regulations and obey civil and criminal laws. Students are subject to legal penalties for violation of laws at the local, county, state, and federal level.

Students are responsible for working diligently on completion of coursework and making satisfactory progress according to criteria established by the administration and faculty for each course. Students who fail to meet course objectives within the time frame established for each course shall be subject to dismissal. A copy of the Student Rights & Responsibilities and Student Discipline Policy is available in the Counseling Office, Room 402.

### **Disabled Individuals**

Simi Institute accommodates individuals with disabilities. Forty-eight hour advance notice is required to meet special needs for public meetings. Please call 805-579-6200 ext. 1614.

If special accommodations are required for school attendance, an ADA (Americans with Disabilities Act) Accommodation Request Form will need to be filled out and documentation of disability provided before a student can present his/her request to the school's ADA Committee. Forms can be picked up in the Counseling Office, Room 402, and returned there as well.

### **Temporary Disability**

Simi Institute has made student safety a priority. Any student who is temporarily disabled due to injury, illness or surgery must provide the school with clearance from their licensed health care provider to return to class. If the licensed health care provider indicates a temporary condition that restricts activities that are required for coursework completion or may pose a safety or health risk to the student or others, and if required accommodations are not possible, the school may delay course completion until the restrictions are lifted, enroll the student in a future term of the course, allow for enrollment in another program, or drop the student. Adult Student Readmission to School with Temporary Disability Due to Injury, Illness or Surgery form may be picked up in the Counseling Office, Room 402, and are returned there as well.



**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g, 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Additional information is available in the Counseling Office.

**Simi Valley Unified School District NON-DISCRIMINATION POLICY**

SVUSD does not discriminate on the basis of age, gender, sexual orientation, ethnic group, race, ancestry, national origin, religion, color or disability in any program or activity.

**Sexual Harassment is Illegal**

Federal state and SVUSD Board Policies and Administrative Regulations require penalties that may include suspension or expulsion for sexual harassment. Sexual Harassment is unsolicited written, verbal, physical and/or visual contacts with sexual overtones made by an employee, volunteer or student in the school district (SVUSD PB 5144.2; AR5144.2). Complaint forms are available in the Counseling Office, Room 402.

**Complaint Procedures**

In accordance with the District's Uniform Complaint Procedures (5 CCR 4620), each school district shall follow uniform complaint procedures to address complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any protected group, complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and the non-compliance of our Local Control and Accountability Plan (LCAP). The Uniform Complaint Reporting Form may be obtained in the Counseling Office, Room 402.