

WESTMONT HIGH SCHOOL

PARENT HANDBOOK

2018-2019

WESTMONT HIGH SCHOOL



HOME OF THE WARRIORS

WESTMONT HIGH SCHOOL

Westmont High School, named a California Distinguished School and a National Blue Ribbon School, is one of six high schools in the Campbell Union High School District. The curriculum is broad and comprehensive offering a rigorous program for all students. Parents and members of the community are always welcome to visit.

CONTACT INFORMATION

Principal	Jason Miller	jmiller@cuhsd.org
Assistant Principal (A-L)	Jennifer Herlihy Halas	jhalas@cuhsd.org
Assistant Principal (M-Z)	Greg Kapaku	gkapaku@chusd.org
Assistant Principal	Matt de Cesare	mdecesare@cuhsd.org
School Counselor (A-G)	Diane Lindsay	dlindsay@cuhsd.org
School Counselor (H-O)	Erika Flores	eflores@cushd.org
School Counselor (P-Z)	Rani Kang	rkang@cuhsd.org
Activities Director	Laura Saldana	lsaldana@cuhsd.org
Athletic Director	Michael Scialabba	mscialabba@cuhsd.org
School Psychologist	TBD	TBD
Westmont Website	www.westmont.cuhsd.org	
District Website	www.cushd.org	

Phone: 408-626-3406

Fax: 408-626-3626

24 hour absence line: 408-558-3066

Voicemail message center for teachers: 408-558-3099

Main office hours: 7:30 to 4:00

Student Services Center hours: 7:00 to 4:00

MISSION STATEMENT

Westmont High School, in partnership with its community, seeks to support all students in achieving academic excellence; to ensure students are college and career ready; to foster each student's creative and intellectual development, leadership skills and responsible citizenship; and promote an equitable environment for all students.

SCHOOLWIDE LEARNER OUTCOMES

Personal Development: Demonstrated through personal responsibility, ethical behavior and respect for others.

Critical Thinking and Communication Skills: Demonstrated through active research and analysis, collaboration and creative problem solving.

College Preparation and Career Readiness: Demonstrated through participation and successful performance in A-G coursework and/or Career Technical Education programs.

Basic Rights and Responsibilities

All members of the school Student Body and Staff share the right to:

- Learn and be in a safe and orderly school environment
- Be treated with dignity and respect

All members of the school Student Body and Staff, working together to ensure a safe and orderly school environment, will:

- Take responsibility for their own actions
- Act with respect for others
 - Use language that is appropriate and reflects respect for one another
 - Resolve conflicts calmly and with reason, avoiding the use of violence, threats and intimidation
 - Respect the diversity of our campus and avoid acts of discrimination, harassment, bullying, intimidation, and bigotry based on actual or perceived ethnicity, color, disability, race, religion, gender, gender identity, gender expression, sexual orientation, and/or national origin and/or any other protected characteristic.

These are the rules specific to this school. General rules and expectations are covered throughout this handbook, so please read all provisions carefully and ensure you fully comply. The Rules/Discipline Policy section has a summary of serious infractions that will result in a suspension and possibly a recommendation for expulsion and which may result in expulsion.

Off-Limit Areas During School Day

There are a number of areas on campus where students are not allowed without a staff member. These areas include football stadium, baseball field, behind the softball field, bus loop, all parking lots, inside the PE locker rooms and the Performing Arts Center.

STUDY HALL NORMS

- Students should sign-in to one of their regularly scheduled classrooms.
- Students have the ability to use a room-to-room or bathroom pass (at teacher discretion)
- School and classroom rules apply during this instructional time period
- Students should always be working academically: homework, classwork, or quiet reading
- Technology can only be used in an open, honest, and academic manner

CONSEQUENCES FOR NOT ATTENDING STUDY HALL:

- Level 1: Afterschool 45 minute detention
- Level 2: Saturday school 3 hour detention

ATTENDANCE/PARTICIPATION POLICY

Attendance

An important segment of education is the participation of all students in classroom activities on a daily basis. Many factors, such as interacting with class members, developing communication skills, listening to guest speakers, viewing films, being involved in group activities, taking notes, learning study skills, and acquiring incidental information cannot be measured by testing instruments and written assignments. A student missing these activities is missing a vital part of the educational process. In addition, a major part of the educational process is preparation for employment after high school. Good attendance is critical in the job market, and the development of a good attendance pattern in high school will set a solid groundwork for the future.

All-day absences and off-grounds requests are to be called in directly by a parent/guardian to the 24 hour attendance line (see Welcome page) before 10:30 a.m. on the day of the absence. **All absences must be cleared within three days to avoid being designated as “truant.”** Students are required by State law and

District policy to attend school on a regular basis. Any student missing an excessive number of days will be subject to a review by the Assistant Principal. Excessive truants may need to involve truancy proceedings.

Make-Up Work

Upon returning to school after being absent, a student is required to meet with each teacher within two days of his/her return. Each teacher will provide the student with the work missed and will set a reasonable schedule for the work to be completed. Generally students will have the number of days they missed to make up assignments, tests, etc. This is not true in the case of long-term written projects; long-term projects are due on the assigned due date even if the student is absent the day before. If absent the day a long-term project is due, the student must turn in the project the first day the student returns to school. Students not meeting the deadlines for make-up work will not be allowed to make up the work at a later time. **Students lose the privilege of making up work when they are truant.**

Leaving Campus for an Appointment, Illness, or Injury (Off Grounds Pass)

If a student needs to be released from school for an appointment, the parent **MUST** contact the Attendance Office **BEFORE** the time the student is to be released. Absences for students who leave without checking out will **NOT BE EXCUSED**. In the event of sudden illness, injury, or physical problem, students are to report directly to the Health Office for permission to leave campus. Students leaving campus without checking out with the Health Office or Attendance Office **WILL BE MARKED "TRUANT."** The school reserves the right to request a doctor's written verification of an illness before excusing the absence. **PLEASE DO NOT CALL OR TEXT YOUR STUDENT DURING CLASS REGARDING THESE MATTERS.**

Excused Absences

An absence will be excused for the reasons in Education Code 48205, which include, but are not limited to:

1. Illness – a doctor's note may be required for extended illness.
2. Quarantine – directed by a doctor.
3. Medical or dental appointments or treatments.
4. Bereavement – attending funeral services of an immediate family member for one day if California services and up to three days if the service is conducted out of state.
5. Jury duty as required by law.
6. School activity – approved participation in a school co-curricular activity in which the student represents the school or district, including athletic events, fine arts and vocational exhibits or performances, and academic competitions.

Missed assignments can be made up when the absence is excused, and if satisfactorily completed within a reasonable time, shall be given full credit. (Ed Code 48205(b).) Unexcused absences include those that occur because a student oversleeps or because of suspensions and expulsions.

Tardy Policy/Unexcused Tardies

Arriving on time is a trait respected by all people, including employers and teachers. The school believes that we must foster a positive work ethic in attendance and academic studies. Students arriving late to class create a disruption and take time away from the instruction of their fellow students. Students are expected to be in class prior to the late bell unless they have an approved pass from a school official. Students who are tardy to class miss valuable information that **may** have a negative effect on their course grade. Students who are habitually tardy will face the consequences listed below.

- 3 tardies = 1 detention (after school detention)
- 6 tardies = 1 detention (after school detention)
- 9 tardies = Saturday school

ATTENDANCE POLICY VIOLATIONS AND CONSEQUENCES

Parent Responsibility

Parents are to call the 24-hour attendance line (listed on welcome page) or the Attendance Office explaining the student's absence the day the student is out. Parents will have **3 days to clear an absence**, after which it will be designated a truancy and will not be changed. Parents may not approve tardies. Parents should monitor student attendance and tardies using our school loop program.

STUDENT ACTIVITIES

Academics + Activities = Excellence

Every student is encouraged to participate in school activities, not only for pleasure, but also for self-development. Being a member of an activity develops teamwork, time management, and self-awareness.

Warrior Way

All students are challenged to earn the Warrior Way status while at Westmont. This includes:

- 3.0+ GPA
- 3+ honors/AP Classes
- 3+ activities/clubs/sports, with 1+ for 3+ years

Students that achieve this goal will receive special recognition as a senior.

Clubs

Westmont typically offers 30+ clubs each year. Each semester, a club fair is held to recruit new members. Please visit our website to view a list of clubs for the current school year. You can also see the Activities Director for a complete list of available clubs.

Activities

A student must have and maintain a 2.0 GPA to participate in on-campus activities.

Athletics	ASB
Journalism/School Paper	Drama Productions
Music/Marching Band/Color Guard	Spirit/Cheerleaders
Yearbook	Choir

MAJOR STUDENT ACTIVITIES

There are numerous activities and events throughout the school year for students to attend and to get involved in. Some of those activities and events may include:

Fall	Winter	Spring
Tour de Westmont - Freshmen	Winter Music Concert	Spring Fest (Spirit Week)
Back to School Dance	Renaissance Academic Assembly	ASB (Student Elections)
Fall Drama Production	Winter Dance	Senior Recognition Night
Friday Night Football	Wally's Winter Wonderland	Spring Drama Musical
Back to School Night	Winter Wishes	Senior Beach Day
Homecoming Week and Dance		
Renaissance Academic Assembly		

GENERAL INFORMATION

Main Office

This area is the location of the Principal, Assistant Principal, school secretary, and receptionist.

Student Service Center

The Student Service Center has the offices of the Assistant Principals, School Counselors, Guidance Clerk/Registrar, Attendance Clerk and Health Clerk.

Attendance Clerk

The Attendance Clerk assist students and parents in clearing absences and securing tardy passes, off-grounds passes for appointments, parking permits, and locker assignments.

Health Clerk

The Health Clerk is available for assistance with the maintenance of immunization records, minor medical emergencies, students who have become ill and need to go home, and issuing PE medical excuses. Every attempt is made to contact parents or the Emergency Contact person listed on the Emergency Card and Registration form. Our ability to contact a responsible adult directly depends on the accuracy of the provided phone numbers. PLEASE UPDATE YOUR PHONE NUMBERS IF A CHANGE OCCURS. The Health Clerk is not a nurse and is, therefore, prohibited by law from giving out any type of medication to students **without written approval from the student's doctor.**

Guidance Clerk/Registrar

The Guidance Clerk assists parents and students with information regarding transcripts, transcript interpretation, academic credits, course descriptions, and testing programs.

Library

Students may use the library before school, after school, and during lunch. Library books may be checked out for three weeks; reference books may not be checked out but may have pages photocopied. There are eleven internet stations available for student research. Students and their parents must have on file a signed "internet/e-mail use" contract prior to using any school computer. Students may use the library printer to print a copy of their work. Eating and drinking are not allowed in the library. Students who disturb others or violate library rules may be denied the privilege of using the library. Students with late or overdue books will receive a library fine.

Activities Director

All matters related to student extra-curricular activities are coordinated by the Activities Director. The Activities Director's office is located at the end of building K. The student store is located in the library building facing the quad. The student store is available at lunch. All student purchases must go through the student store (PE Clothes, dance tickets, AP Tests, club shirts, Athletic donations, Classroom donations)

Athletic Director

The Athletic Director (AD) is the point of contact for all questions related to athletics, including concerns about officials, coaches, practice schedules, and athletic facilities. The Athletic Director's office is located at the end of building J.

Work Permits

Students under the age of 18 who are employed during the school year are required by state law to have a work permit. Work permit applications are available in the Main Office during tutorial, before, and after school. Work permits are valid only for the current school year.

Fire, Earthquake, and Security Drills

Fire, earthquake, and security drills are conducted regularly as a legally required safety precaution. Students are expected to conduct themselves in a quiet and orderly fashion and fully cooperate with staff members.

STUDENT SERVICES

<u>To Find Out About:</u>	<u>Contact:</u>	<u>Location:</u>
Advanced Placement	Assistant Principal	Student Service Center
Alternative School	Assistant Principal	Student Service Center
ASB/ID Cards	Activities Director	Activities Office
Athletic Team Tryouts	Athletic Director	AD Office
Attendance	Attendance Clerk/Assistant Principal	Student Service Center
California Proficiency Exam	Assistant Principal	Student Service Center
Change of Address	Registrar/ Assistant Principal	Student Service Center
Checking out of school	Attendance Clerk	Student Service Center
College Admissions	School Counselor or College/Career Center (library)	Student Service Center
Dance Tickets/ Guest Passes	Activities Director	Student Store
Diploma Requirements	School Counselor	Student Service Center
Discipline	Assistant Principal	Student Service Center
Grade Dispute	Assistant Principal	Main Office
Health Services	Health Clerk	Student Service Center
Home & Hospital Instruction	Assistant Principal	Main Office
New Student registration	Assistant Principal	Student Service Center
Reduced/free lunch program	Cafeteria Manager	District Office
Request for homework	Principal's Secretary	Main Office
Schedule adjustments	School Counselor	Student Service Center
Special Education Services	School Psychologist	Library
Teen Counselor	Assistant Principal	Student Service Center
Transcripts	Registrar	Student Service Center
Vocational School (SVCTE)	School Counselor	Student Service Center
Work Permit	Receptionist	Main Office

ASB Leadership

Westmont's Student Council is composed of the ASB (Associated Student Body) officers, class officers, and commissioners. The ASB elects officers who serve for one year. The classes elect officers and representatives. ASB meets regularly with the Activities Director to approve fundraisers and expenditures, to plan special events and to discuss issues of concern to the students.

ASB Card/I.D. Card

All students will receive a free picture identification card (ID) at registration. Students should carry this card with them on campus and to all school events. If you lose your ID card, please see the registrar in student services to have a new one made. There is a \$5 charge for replacement ID cards.

Students must use their ID card when they purchase lunch in the school cafeteria. A "Point of Sale" debit system allows parents to place money on a student's "account." Students can access the money in their account by swiping their ID card at the snack bar window or hot lunch line. The amount purchased will be

deducted from the student's account, eliminating the need for cash. Parents can set up an online account for student meal purchases through the district website at www.cuhsd.org.

The ID card becomes a Student Body Card when the student purchases an ASB (Associated Student Body) designation for the card. The Student Body Card (or ASB card) entitles a student to a yearbook, free admission to regularly scheduled league home sports games and reduced prices to most drama productions and other school events. ASB cards are on sale from registration through the end of the first semester. No ASB cards are sold after winter break. A limited number of yearbooks may be available for sale at the end of the school year for approximately \$100.00, but only students who have purchased an ASB card will be assured of getting a yearbook.

Health Services

The health office is located in the Student Services Center. A health clerk and a part-time school nurse are available to assist students. At the beginning of each school year, parents should inform us of any medical issue affecting the student and any medication that is given to the pupil during the school day. Medications require that a form be completed by the parent and the doctor. Students who become too ill to continue classroom activities should report to the office with a pass from the teacher. The student's parent or guardian will be notified and will be expected to make arrangements for the student to leave campus. Students must never leave campus without first notifying the office. **PLEASE DO NOT CALL OR TEXT YOUR STUDENT DURING CLASS.** All communication between students and parents regarding health services should occur in the health office.

P.E. Excuses

A student may be excused from P.E. participation for up to three days with a signed note from the parent indicating the student cannot participate because of a medical reason. The parent is not required to reveal the medical reason, unless the condition requires assistance from school staff and the assistance requires that medical information be shared. Parent notes should be given to the health clerk before school starts. Medical excuses for longer than three days require a doctor's note.

Injuries

Students should report to the health office when injured on campus. Incident/injury reports must be completed with the help of the staff member who was present at the time of the injury.

Lockers

Lockers are assigned for student use during the school day. Books and personal belongings are not to be left in lockers overnight or over the weekend. The school does not have insurance to cover lost or damaged items left in lockers. Skateboards brought to school should be placed in a locker during the school day. Larger lockers are available for students needing to store skateboards or in-season athletic equipment. Please do not bring longboards to school as they do not fit in the larger lockers (see an Assistant Principal with concerns regarding longboards). There are a limited amount of the larger lockers each year. Please see the Attendance Clerk in the Student Services Center for availability of a larger locker. Items left in the lockers at the end of the school year are thrown out.

Textbooks

Textbooks are furnished to students free of charge. Students are responsible to care for these materials and to return them at the end of the school year or before checking out. Students are accountable for the cost of replacing/repairing textbooks which are lost or damaged.

Lost and found

Lost books will be returned to the main office and lost clothing and other items will be taken to the Student Service Center. Unclaimed clothing is donated at the end of the year. If you lose something, please check and reclaim it before the end of the school year. Lockers are cleaned out over the summer and items left there are thrown out.

Communication

Newsletter: A newsletter containing school information and activity news is mailed periodically (also posted on Schoolloop). Paper copies are available in the main office.

SchoolLoop: An online communication system that allows parents to access online school news and information, student courses, attendance, homework and grades. Parents and students can register online at www.cuhsd.org or at www.schoolloop.com. This is also an excellent way to communicate directly with teachers through the Schoolloop email feature.

Personal Messages/Deliveries

Items for students (such as textbooks, homework, school supplies) may be left in the student services office for students to pick up before school, at break/lunch or after school. You must have made prior arrangements with your student to pick up these items. We do not send passes or call the classroom to alert your student they have an item to be picked up as this is an interruption of instructional class time. We **do not** accept food, cash/checks, drinks, flowers or balloons for students.

Lunchtime Food Deliveries

Students are not allowed to have food delivered to school for their own consumption by food delivery services. Food may only be dropped off by a student's parent/guardian during the lunch period at the bus loop (near the theater). For safety purposes, please do not drop off food at any other location. **PLEASE DO NOT DROP OFF FOOD FOR STUDENTS DURING CLASS TIME OR STUDY HALL.**

Chain of Communication

If you have a classroom or academic concern, please observe the following chain of communication. Always start with the teachers (please allow the teacher 48 hours to respond). This will allow your concern to be addressed quickly and resolved effectively. If the teacher does not resolve your concern, then follow this order: Assistant Principals or School Counselor, Principal. Please call ahead and make an appointment.

Parent Organizations and Booster Clubs

Parents who are involved in volunteering at the school will know the school better and will be better connected with their teens. Check the website for the most up-to-date meeting information. Booster clubs include:

PTSA (Parent Teacher Student Association): Parents, teachers and students working together to support the education program for all students.

ELAC (English Learner Advisory Committee): Parents, teachers, and students involved in supporting the needs of our multilingual learners.

MUSIC BOOSTERS: Fundraising, chaperoning, and organizing music activities.

ATHLETIC BOOSTERS: Fundraising to support the athletics program.

SPIRIT BOOSTERS: Assists the spirit advisors by providing transportation, supervision and fundraising.

FFA BOOSTERS: Assists the FFA program with various activities including plant sales, fundraising, annual Crab Feed.

Parking Lot and Motor Vehicle Registration

There are two parking lots on the school campus. The staff parking lot is clearly identified by signs and is for **staff and visitor parking only**. Students are to park in the student parking lot only, and are not allowed to park in the local neighborhoods. Students not parking in the student parking lot may be cited by SJPD. If a student has questions about which lot to park in, the student is required to ask those questions before driving a car to campus.

Students MUST PARK in the student lot. Parking in the faculty lot or off campus is strictly prohibited.

- Motor vehicles driven by a student must be registered in the Student Service Center and have a current parking sticker affixed to the back window.
- Students who fail to park in the proper space, fail to park properly within the lines, drive recklessly or park outside the student lot are subject to: citation by the police, having their car towed away at owner expense, school discipline, and/or loss of driving and parking privileges on campus.
- The parking lot is off-limits during school hours. Students may not loiter in the parking lot during the school day, including lunch and study hall. This rule provides better security for student cars and better student safety.
- **All vehicles on CUHSD property are subject to search if there is reasonable suspicion or consent.**

RULES/DISCIPLINE POLICY

Senior Consequences

Seniors are the leaders on campus and are expected to act as positive role models for the school community.

Seniors have significant events throughout the year that an individual may lose due to misconduct. To that end, seniors committing a significant suspendable offense (for example; under the influence of drugs or alcohol at school or at a school event, involved in a fight or being involved in a destructive senior prank) face the likelihood of losing all or some of their end-of-the-year privileges including such things as: walking at graduation, Senior Beach Day, the prom, the Senior/Faculty softball game, and similar events.

General Rules

The school has established a few simple rules to guide student conduct. In addition, teachers are expected to publish and inform students of classroom rules AND consequences for violations. Students have the responsibility to become informed and abide by the established rules. Students are also to comply with all legal requirements and policies.

- Students are expected to respect the authority of all adult staff/faculty members, address them in a respectful/professional manner and must respond to and comply with directions involving safety and school rules. Any student who uses language or takes action directed at a staff/faculty member that is threatening, sexually harassing, or insulting to their ethnicity, sexual orientation, gender or other protected characteristic will result in disciplinary consequences up to and including suspension and/or expulsion. Any student whose action interferes with a staff/faculty member or officer in the conduct of their duty that may endanger the safety of students or staff will face school consequences that may include expulsion.
- Students will settle conflicts calmly and peacefully, avoiding violence or intimidation as a response to disagreements. Students will immediately leave and/or avoid the scene of a conflict unless directed by a staff member to do otherwise.
- Students will not contribute to conflicts by spreading rumors, taking photos/videos of incident, hazing, bullying, cyberbullying, gossiping or threatening others with harm or any other form of harassment. If a conflict is happening, they are not to “rubber neck,” not to digitally document, get involved, instigate or otherwise interfere with school authorities dealing with the situation. Students are to immediately leave the area as directed –“mob-like” behavior will be handled with school consequences that may include suspension.
- Students will refrain from the use/or possession of tobacco or tobacco-containing products, drugs, alcohol, any intoxicant and any hallucinogenic substance on the way to or from school or a school activity, on campus or while attending any school activity whether on campus or away from the school. The school is a “TOBACCO FREE ZONE,” so neither students nor adults attending events on campus

may use tobacco or tobacco-containing products. Vapor pens/electronic cigarettes are not allowed at school or school events, and are illegal for minors to possess.

- The campus is closed to all non-students and non-staff/faculty members between 7:00 a.m. and 4:00 p.m. Parents/Guests coming to the school on official business are permitted on campus but must report first to the main office to sign in and receive a visitor's I.D. badge that must be worn while on campus.
- Students will respect all school property and will refrain from spitting on, tagging, defacing, vandalizing, breaking or damaging it.
- Cell phones and all other electronic devices may only be used during passing periods and lunch. Ringers must be put on silent. Devices cannot be out at all during a test but must be secured in a purse or backpack, unless the teacher specifically directs otherwise during the test or quiz. Teachers may choose to permit students to use an electronic device for instructional purposes, but the device must then be used only as directed by the teacher during class time. Unauthorized uses will result in school discipline.
- Signs posted on campus must be approved by the administration or ASB. Approved signs may be attached to the walls using blue masking tape ONLY. **The person/organization that put up the sign is responsible for taking the sign down when event date has passed. Please maintain the sign prior to the event.**
- All activities must be arranged with the Activity Director's office.
- Changing or altering any school document is punishable by suspension and/or expulsion.
- Athletic activities should be limited to the athletic fields only (i.e., no ball throwing in the hallways).
- NO pets allowed on campus.

Birthday Celebrations

Though we all like to help our friends celebrate their birthdays, loud and/or destructive displays cause disruption to the regular school activity. Therefore, "birthday bashing" (i.e. spraying with whipped cream, shaving cream, throwing water balloons, or physical punishment) is not allowed and carries strict consequences. Also, the posting of birthday displays (i.e. handbills, posters, etc.) is not permitted. Cards are acceptable as long as they do not create a classroom distraction. Delivery of balloons, flowers and food is not allowed, and will not be accepted in the main office or student service center.

Cell phones/electronic devices/skateboards/bikes/scooters, etc.

Students are not to use cell phones or electronic devices for calls, texts, photos, or other purposes except during lunch and breaks unless a teacher tells the student to use the phone for academic reasons. **Portable speakers are not to be used on campus before, during, or after school.** Bikes/skateboards/rollerblades, scooters (any other transportation device with wheels) are not to be out, used or ridden on campus before, during, or after school. Bikes should be walked on campus, and must be locked in the designated bike racks. Scooters and skateboards are to be carried onto campus and stored in a locker, which includes longboards (please see an Assistant Principal with any questions/concerns about longboards).

Consequences for Cell Phone Violation

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|--------------------------|--|
| 1 st offense: | Teacher will turn item over to the Student Service Center. An Assistant Principal will keep the electronic device or other item and will return the device or item after school, once most students have safely left campus. |
| 2 nd offense: | The item will not be returned until a parent conference is held at school with an Assistant Principal. |
| 3 rd offense: | Second parent conference and an Assistant Principal will issue further discipline as appropriate, which may include the loss of use of a cell phone or item on campus for the remainder of the year. |

Refusal to Provide Cell Phone or Item to a Faculty/Staff Member: A student's refusal to provide a cell phone/electronic device to a Westmont faculty/staff member upon request will result in additional disciplinary consequences.

Parent Responsibility for Cell Phones: Students are not to receive or initiate calls to anyone, including parents, except during the designated time and except for a 911 call in a situation requiring a police response. **In an emergency, parents are to contact the office and students will call home from the office.** Otherwise, please leave a message on voice mail or text your student, understanding that they are not allowed to check for a text or message until a break.

Closed Campus

The school is a CLOSED CAMPUS. Students must remain on campus for the entire school day including lunch and study hall. Students with a valid off-grounds pass issued by student services may leave campus at the time indicated on the pass. Students with no 3rd or 6th may leave after 2nd or 5th period, respectively, but they must have a sticker on their ID card issued by student services, or will need to get a same-day print out of their schedule from student services. The athletic fields, football bowl, tennis courts, and all parking lots are off limits during the school day. Non students may NOT visit the campus nor attend school with our students during the school day.

Visitors

All visitors to the campus must check in at the main office to receive a parking pass and a visitor's badge. Visits to classrooms must be prearranged with the permission of the classroom teacher.

Loitering

Loitering in the neighboring community or business areas is prohibited before, during and after the regular school day. Students coming to school are expected to come directly on to campus and not loiter in or around the neighborhood. Parents of violators may be contacted on the initial offense, and the student will face detention and/or suspension and/or expulsion for subsequent offenses. **Please note:** Students may be cited for trespassing by the police or SRO if they are loitering in the parking lots or across the street from the school. Students should not visit other campuses on minimum days, collaboration days or in-service days when those schools are in session.

Student Dress Code and Proper Conduct

Good taste and cleanliness provide the criteria for acceptable standards of student dress and appearance. Dress and grooming regulations apply to extracurricular activities as well as to the campus and classroom settings. Clothing and grooming should not attract undue attention nor disrupt school procedures. As a sign of good manners, **HATS MAY NOT BE WORN INDOORS.** Doo-rags, hairnets and bandanas are prohibited.

In addition, the following style or types of dress or grooming are NOT allowed if it:

- Creates a potential safety hazard to the student or to other students. For example: no bare feet, wallet chains or other chains, spiked collars or other accessories that could be used as weapons may not be worn on-campus or at any school sponsored activity;
- Causes embarrassment to other students or to the faculty because of insulting messages relative to gender, race, or religion;
- Represents drugs, alcohol, tobacco, firearms or advocates their use (ex. "Cookies" brand);
- Displays obscene, profane or sexually explicit words, symbols or displays drawings or statements that contain double meanings or innuendo;
- May be interpreted as symbolic of gang association or sympathy for a gang association, including sports jerseys or multiple pieces of gang-affiliated colored clothing.
- Does not meet community standards of decency and modesty. These prohibited styles include, but are not limited to: tube tops, halter tops, no-back tops (shirts should NOT reveal upper chest, stomachs,

bare back, or bare oblique), oversized undershirts, skirts or shorts revealing upper thighs, (when hands down by side, fingertips should be touching shorts/skirt), bustiers, bare midriff tops, “sagging” pants worn lower than the waist.

- Features “tagging” of clothing, personal belongings, books, notebooks and/or backpacks;
- Has visible gang or gang-like tattoos or body drawings; displays a “rag” or neckerchief that could be associated with gang affiliation.
- No athletic jerseys- only Westmont jerseys.

Dress Code Discipline Procedures

If a student is dressed inappropriately for school, their teacher will send them to an Assistant Principal’s office. The following course of action will be followed:

- First warning – Student will be asked to cover up with clothing they have in their possession or will be given a T-shirt by an administrator. Notice sent home to parents. Dress code infraction(s) noted in discipline file.
- Second Warning – Student will be sent home to change. Second notice sent home to parents. Dress code infraction(s) noted in discipline file.
- Third warning- Suspension/Suspension alternative. Meeting with student and parent(s).

Sexual Harassment

Sexual harassment is defined as making unsolicited and unwelcome written, verbal, physical and/or visual contact with sexual overtones, or continuing to express sexual interest after being informed that the interest is unwelcome if a student is comfortable stating this. If a student believes that he or she is being sexually harassed by another student, the first step is to tell the offending person that their actions are unwelcome if a student is comfortable stating this. If the action persists or if the student is not comfortable telling the harasser to stop, the student should make a formal complaint to his or her counselor or an Assistant Principal. If a student believes he or she is being sexually harassed by a staff member, the student should report the incident to the principal or an Assistant Principal. Harassment based on other protected characteristics (including race, sexual orientation, national origin, religion and disability) is also prohibited and unlawful, and should be reported.

Inappropriate Displays of Affection

Mature individuals do not display their affection for one another inappropriately in public. “Making out” and other inappropriate intimate behavior is not tolerated on campus. This behavior may result in a referral to an Assistant Principal.

Sexual Battery

Sexual battery includes touching an intimate part (female's breast or anyone's anus, groin, sexual organ, or buttocks) against that person's will (without consent) for a sexual purpose, even if the touching is through clothing. **Suspension and expulsion are mandatory.**

Conduct at Athletic Events

- Students and adults who attend the school sporting events, whether at home or away, are expected to display conduct reflecting good sportsmanship. All school guidelines, rules and regulations are in force during such events.
- State law dictates that schools are “**Tobacco Free Zones.**” Neither students nor adults may use tobacco products while on campus or at a sporting event. This includes vapor pens and electronic cigarettes.
- Everyone attending athletic events is expected to conduct themselves in a manner that will bring respect to the school. They shall refrain from any conduct that degrades, baits, bullies, or intimidates others.

- Night football and basketball games at the school have some specific rules to which all are expected to adhere. There is a **“no in and out” policy**. No loitering is allowed, and all people are expected to exit promptly at the completion of the game. Stadium/gym lights will be turned off shortly after the game is completed.
- Please respect the campus and throw away all trash. No outside food is allowed at athletic events.

Conduct at School Dances

Dances are a major activity in the social life of the school and should be a safe and fun experience for all who attend. All dances, with the exception of the Junior/Senior Prom, begin at a set time and end at a set time. To maintain the fun and safety of the school’s dances, students are required to observe the following rules:

- **Only students who meet the school’s behavioral and attendance expectations will earn the privilege of attending school dances.** A student’s eligibility to attend a dance will be based on his or her behavior between dances. Examples of **behaviors which will result in exclusion** from a dance include: unfulfilled detention, two or more classroom referrals, five or more tardies or unexcused absences between dances and/or a school suspension for more than one day. Students may only clear tardies and unexcused absences that they feel are incorrect if the tardy or absence is less than three days old.
- **Students attending a dance must sign and adhere to the dance contract issued by the activities director.**
- Students will **not** be admitted to dances after 60 minutes after the set start time, unless otherwise authorized in writing and signed by an administrator. Students must stay at the dance until 60 minutes prior to the dance ending.
- Students must attend a full day of school the day of the dance. Students who are absent for some or all of that day cannot attend the dance.
- All school students must present a current school photo identification card before being admitted to a dance. Once students leave a dance, they cannot return to the dance and must leave campus immediately. Students will observe school rules of conduct, including those that apply to the use/possession of tobacco, drugs and alcohol. Students may not be under the influence of any alcohol, intoxicant or drug at any school activity including school dances. The school reserves the right to utilize a random breathalyzer test before students enter the dance or during the dance. The school also reserves the right to utilize a breathalyzer test whenever a school administrator or other school staff has a reasonable suspicion that the student has been drinking alcohol or is under the influence of alcohol.
- Students are expected to be cooperative and follow the direction of the adult chaperones and security officers.
- School appropriate dress and behavior is expected of all attendees.
- Dance styles which are provocative or pose the potential for injury are not allowed, and students who insist on or continue doing so after a warning will be removed from the dance. Administration will determine if that individual student will be allowed to attend future dances. Specifically, any dance that is sexually suggestive (i.e. “freaking”) is strictly prohibited. Students will be given one or two warnings. If the student does not change his or her behavior, his or her parents will be called and asked to pick up their student from the dance.
- **NOTE: Students committing a suspendable offense at a school dance will lose the privilege of attending the next dance, and may lose the privilege of attending ALL future dances for the year including the Prom and may lose the privilege of attending other school activities.**
- **Guests:** Generally, only this school’s students are allowed to attend dances. The exception is for dances that are traditionally date dances. Announcements will be made prior to dances if guests are allowed, and if so, a guest pass must be secured and approved in advance.

Discipline Referrals and Procedures

A “referral” is a communication from the classroom teacher to an Assistant Principal describing a student’s misconduct that has violated classroom or school rules. The referral represents a request by the teacher for disciplinary action. When the student is directed to leave the class by the teacher, the student will:

- Leave the room quickly and quietly, and report immediately to the Student Service Center.
- Sign in with the Attendance Clerk and report the reason for being sent to the office.
- Be seated in the assigned area and wait quietly until the end of the period.
- Students who fail to report and remain in the student service office will be subject to further discipline which may include suspension.
- Report to his/her next class when the bell rings unless directed by an Assistant Principal to do otherwise.
- RETURN to the Assistant Principal's office during the same period the next day that the class meets for a conference with an Assistant Principal. Most problems can be resolved at that time and the student will be returned to class. **Students may not return to class until directed to do so by an Assistant Principal.**

Note: Students are usually not seen immediately after being sent to the office in order to allow the Assistant Principal to conduct an appropriate investigation. After discussing the situation with the teacher, the Assistant Principal will meet with the student to hear his/her side of the story and will take the necessary action. Parents will be informed of the student's behavior and the disciplinary consequences via a phone call or by mail/e-mail.

Respect for Teachers and Staff and Others

Students are expected to follow all teachers' directions and observe all classroom rules. Students must comply with school regulations. Willful defiance of the valid authority of supervisors, teachers or administrators will not be tolerated. Consequences may include but are not limited to: detention, suspension alternative, suspension, and possible recommendation for expulsion. Fighting is unacceptable for all individuals involved. Verbal, physical or sexual harassment, bullying, intimidation and threats are prohibited at all times. Profane and vulgar language is not allowed on campus.

Consequences for Misconduct

The school uses a progressive discipline model for minor offenses, but expulsion can occur for first-time serious or dangerous offense. Consequences increase in severity with repeated misconduct or in accordance with the seriousness of the violation. Disciplinary actions and consequences may include but are not limited to the following: a verbal/written warning, parent contact, counseling, behavior plans, sitting in the Student Service Center, doing campus clean-up projects, suspension, suspension alternative, after school detention, assignment to a Saturday School Program, removal from a class with an "F," transfer to an alternative education program, the confiscation of student property that violates school rules, expulsion, and/or other action considered reasonable and appropriate by an Assistant Principal. Parents may appeal suspensions to the Principal.

Police may also be notified of the misconduct. For some violations, police notification is required.

Assistant Principal or Other Administrator Questioning

The Assistant Principal, other school administrators, and school staff have the right to question students during the school day or while the student is on campus, even if not during the school day. School staff members do not have to contact the parent for permission before questioning a student. If a student is determined to have engaged in a suspendable offense, school staff will make a reasonable effort to contact the parent in person or by phone. When a student is suspended, the parent will be notified in writing of the suspension.

School Resource Officer (SRO) Questioning

The school administrators may involve a school resource officer (SRO) in questioning a student suspected of misconduct. The school resource officers may act as an agent of the school while on campus.

Outside Law Enforcement (non-SRO) Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent.

Student Searches

Lockers belong to the school district. Students are permitted to use them as a convenience. The lockers remain under control of the school administration and may be searched whenever reasonable suspicion exists.

School officials may search a student and their personal property (including cars, purses and backpacks) when there is reasonable suspicion to believe a student is concealing evidence of a behavior code violation. Illegal items (weapons, alcohol, unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of the student or others will be confiscated and turned over to the police.

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with law. A general search of district facilities and properties, including but not limited to lockers or desks, may occur at any time. Items belonging to the district or items which are unlawful or are in violation of district policy may be seized. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate.

Suspensions and Expulsions

Student misconduct may be serious enough to warrant a suspension and/or expulsion. The Education Code of the State of California dictates which behaviors can or must result in a suspension and/or expulsion. Listed below are those offenses:

Prohibited Conduct resulting in Suspension and/or Expulsion

***Indicates offenses for which expulsion is mandatory.**

Education Code	MANDATORY SUSPENSION AND EXPULSION OFFENSES
48915(c)(1)*	Possessing, selling or furnishing a firearm without permission
48915(c)(2)*	Brandishing a knife at another person
48915(c)(3)*	Unlawfully selling a controlled substance
48915(c)(4) or 48900(n)*	Committing or attempting to commit sexual assault or committing a sexual battery
48915(c)(5)*	Possessing an explosive
	MANDATORY RECOMMENDATION OF EXPULSION AND MAY BE EXPELLED
48915(a)(1)(A)	Caused serious physical injury to another person not in self-defense
48915(a)(1)(B)	Possession of knife or other dangerous object of no reasonable use
48915(a)(1)(C)	Unlawful possession of any controlled substance (not including alcohol) except for certain first offenses and certain medications
48915(a)(1)(D) or 48900(e)	Robbery or extortion (or attempted robbery or extortion under 48900(e))
48915(a)(1)(E)	Assault or battery upon any school employee
	MAY BE SUSPENDED AND MAY BE EXPELLED

48900(a)(1)	Caused, attempted to cause, or threatened physical injury to another person
48900(a)(2)	Willfully used force or violence on another person not in self-defense
48900(b)	Possessed, sold or furnished firearm, knife, explosive or other dangerous object without written permission
48900(c)	Unlawfully possessed, used, sold, furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant
48900(d)	Selling, arranging, negotiating or delivering materials represented to be a controlled substance (look-alikes)
48900(f)	Caused or attempted to cause damage to school or private property (including electronic files and databases)
48900(g)	Stole or attempted to steal school property or private property (including electronic files and databases)
48900(h)	Possessed or used tobacco or nicotine products
48900(i)	Committed an obscene act or engaged in habitual profanity or vulgarity
48900(j)	Unlawfully possessed, or unlawfully offered or arranged to sell, drug paraphernalia
48900(k)	Disruption of school activities or willfully defying the authority of school personnel
48900(l)	Knowingly received stolen school property or private property (including electronic files and databases)
48900(m)	Possession of an imitation firearm
48900(o)	Harassed, threatened, or intimidated a pupil who is a witness
48900(p)	Unlawfully offered, arranged or negotiated to sell, or sold Soma
48900(q)	Hazing
48900(r)	Bullying or cyberbullying
48900(s)	Aid or abet physical injury
48900.2	Engaged in sexual harassment
48900.3	Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
48900.4	Engaged in harassment, threats or intimidation against District personnel or pupils creating hostile educational environment
48900.7	Made terrorist threats against school officials or school property

SPECIAL NOTE: In addition to what is noted in the chart, expulsion proceedings will be initiated for students who possess, sell, or furnish ANY firearm, knife, explosive or other dangerous object or look-alike weapon OR sell or otherwise furnish any illegal drug, intoxicant, or alcohol, OR interfere with a school official or police officer in the conduct of their duty, OR be involved in a gang-related incident.

The behavior rules apply to students whose behavior is related to school activity or attendance, which includes but is not limited to, students on school grounds, while traveling to or from school or to or from a school-sponsored activity, during the lunch period whether on or off campus, and during a school-sponsored activity. Suspension shall be imposed whether the violation occurred on other campuses or properties of the district or

other districts regardless of the time of day or the day of the week of the violation. Some violations require the school to notify the police. If the behavior, conflict, or discussion started on campus but is continued or finished off campus, it is still related to school and the school has authority to discipline the student.

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. All make-up work will be at the discretion of the teacher.

A suspension may be appealed to the principal. If not resolved, a further appeal can be filed with the Director of Student Services at the District Office. A parent may place a written rebuttal in the Student's file.

Cyberbullying And Off-Campus Misconduct And Its Relationship To School

Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic communication device may be disciplined for engaging in unlawful harassment or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours if the behavior causes or is reasonably likely to cause a substantial disruption to school activity.

Bullying is defined in Education Code 48900(r)(1), which reads as follows when this handbook was last revised: "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 as defined in [Education Code] section 48900.2, 48900.3, or 48900.4, 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 or pupils in fear of harm to that pupil's or those pupils' 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 the school."

"Electronic act" is defined in Education Code 48900(r)(2)(A), which reads as follows when this handbook was last revised: "the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- A. A message, text, sound, or image.
- B. A post on a social network Internet Web site including, but not limited to:
 - a. Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1)[48900(r)(1).]
 - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - c. Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile."

Philosophy/Rationale

The school Learning Community expects the highest standards of honesty and integrity from all students. Allowing unethical student learning behavior to go unchecked establishes habits that are detrimental to both the individual and the society. The school is committed to students achieving our school-wide learning results while conducting themselves with the highest level of integrity. With this in mind, the school Academic Code of Conduct has been put in place as a means to ensure that all students understand our expectations and the consequences for actions which deviate from those expectations. As a student, you are responsible for your own work and you are responsible for your own actions.

Definitions

Cheating is defined broadly as turning in work that is not your own or allowing another student to copy your work. Examples of common forms of cheating are listed below, but it is not meant to be an all-encompassing list.

- Looking at someone else's paper during a test/quiz
- Talking with another student during a test/quiz
- Using cheat notes
- Allowing someone to copy off of your test/quiz
- Copying work assigned to be completed independently
- Use of any electronic device that stores or communicates information during a test/quiz (i.e. text messages, internet access, email, etc.)
- During a quiz or test, having an electronic device outside your backpack or purse even if not turned on
- Giving or receiving test/quiz information to students in another class or acquiring test/quiz information
- (Plagiarism) Turning in individual projects not wholly one's own; misrepresenting someone else's work as one's own; failing to give credit for statements and conclusions drawn from another source; submitting someone else's work as your own, including downloading papers from Internet sources.
- Failing to follow test/quiz protocols or procedures
- Hacking or otherwise altering or falsifying or removing school records or electronic records

The teacher will issue the following consequences for student cheating:

1st Offense In Any Class

- No credit on the assignment
- Teacher will contact the parent/guardian
- Referral sent to School Administration
- Administration will enter in discipline database and will notify Westmont's CSF advisor

2nd Offense In Any Class

- No credit on the assignment
- Teacher will contact the parent/guardian
- Referral sent to School Administration
- Administration will enter in discipline database
- **Parent conference held**
- **Detention assigned**

3rd Offense In Any Class

- No Credit on the assignment
- Teacher will contact the parent/guardian
- Referral sent to the Assistant Principal
- Assistant Principal will notify all of the student's teachers
- **Parent conference held with the Assistant Principal & School Counselor**
- **Student may be dropped from the class with a "Drop F"**

- Assistant Principal will enter in discipline database
- The student may be placed back in the class at the start of second semester. If the 3rd offense occurs during the spring semester, the student will be dropped and will work out a plan to repeat the class with his/her School Counselor.

In any class means the second and third cheating offenses do not have to occur in the same class as a prior cheating offense.

Note: Students will begin with a clean slate each school year so that the 1st offense in a school year is treated as a “first offense.” (Records of prior infractions are maintained though by school staff.) If a college requires or requests information on cheating, the school will notify the college of any and all cheating offenses.

GUIDANCE SERVICES

School Counselor’s are an integral part of students’ daily educational environment and mentors of student achievement. Guidance is a collaboration of parents, students, school counselors, administrators, teachers, student services personnel and support staff working together for the benefit of every student. School Counselors coordinate ongoing systematic activities designed to assist students individually in establishing personal goals and developing future plans.

Equal Opportunity

The school promotes nondiscrimination and an environment free of harassment based on an individual’s race, color, religion, sex, national origin, disability, marital status, age, sexual orientation, or other protected characteristic in any educational programs, activities or employment. Questions or concerns about equal opportunity in each school should be directed to the site Principal.

Graduation Requirements

CLASS OF 2019	CLASS OF 2020	CLASS OF 2021 & 2022
<ul style="list-style-type: none"> ○ 4 Years English ○ 2 years Math (must pass Integrated Math 1) ○ 2 years Science <ul style="list-style-type: none"> ○ 1 year Biological ○ 1 year Physical ○ 3 years Social Science ○ 2 years PE (9th grade State Requirement/Health) ○ 3 years (2 out of 3 categories) <ul style="list-style-type: none"> ○ Fine Arts ○ Applied Arts ○ Foreign Language ● Must meet minimum of 220 credits. 	<ul style="list-style-type: none"> ● 3 Yrs History/Social Science <ul style="list-style-type: none"> ○ World History ○ US History ○ Gov/Econ ● 4 Yrs English ● 3 Yrs Math ● 2 Yrs Science <ul style="list-style-type: none"> ○ Biology ○ Physical Science ● 2 Yrs World Language ● 1 Yr Visual and Performing Art ● 1 Yr College Prep Elective ● 2 Yrs Physical Education ● 1 Yr CTE(Career Technical Ed. Course) OR an additional VAPA course. ● Must meet minimum of 220 credits. 	<ul style="list-style-type: none"> ● 3 Yrs History/Social Science <ul style="list-style-type: none"> ○ World History ○ US History ○ Gov/Econ ● 4 Yrs English ● 3 Yrs Math ● 3 Yrs Science <ul style="list-style-type: none"> ○ Biology ○ Physical Science ● 2 Yrs World Language ● 1 Yr Visual and Performing Art ● 1 Yr College Prep Elective ● 2 Yrs Physical Education ● 1 Yr CTE(Career Technical Ed. Course) OR an additional VAPA course. ● Must meet minimum of 220 credits.

College and Career Planning

The College and Career Center is available to students and parents before school, during lunch and after school. The Center will provide information and materials relevant to college planning and applications,

financial aid and scholarships, graduation status review, college admissions testing, SAT Prep Information, career planning, tutoring, and summer employment. The Center will host college representatives and related speakers and workshops. Announcements regarding these presentations are made throughout the school year.

Individual guidance is available for students at authorized times. Students can meet with their School Counselor for the following services:

- Scheduling Corrections
- Academic Problems
- Graduation Status Information
- Night School Classes (CACE)
- Concurrent Enrollment in Community College
- College and Scholarship Recommendations

Group guidance settings offer support for:

- College Application Procedures
- College Entrance Examinations
- Financial Aid & Scholarships
- Career Information
- College Opportunities
- Transcripts

Educational Planning

Students and parents will be provided with advisory information regarding high school graduation requirements and evaluation of student progress toward graduation. Each student will be given an opportunity to develop a four-year plan that will be reviewed by the student each year.

Educational Programming

Students, with parental assistance, will make course selections consistent with their chosen educational/career paths and will be expected to take responsibility for enrolling in, and successfully completing, the courses necessary to meet the goals of those paths. The counselors will meet with every grade level.

Advanced Placement Class Information

Taking an AP course is a stronger predictor of success in college than test scores or grade point averages. Colleges consistently admit students who are prepared to tackle rigorous coursework.

Characteristics of a successful AP student:

- Strong desire to challenge and motivate self
- Independent Study Habits
- Strong Writing Skills
- Strong Reading Skills
- Ability to work under academic pressure
- Strong organizational skills
- Taken prerequisite courses for preparation

The AP course includes extensive work outside of class and the course work is judged by standards appropriate to an introductory college level course. Students are expected to take the College Board AP Exam proctored in the spring as a validation of the AP curriculum. Students must make a commitment to remain in the course for the entire school year, and there is no option for changing classes. Dropping a class will result in a Drop F on the student's final transcript.

Parent and Student Suggestions for Academic Success

- Parents should contact teachers directly by phone, email or Schoolloop mail if they have a question about their student's academic performance. Teachers should always be the first point of contact before you contact school administrators.
- If you have a concern about your student's academic program, contact your son or daughter's School Counselor.
- If your student is a Special Education student, contact their Case Manager.
- Students may purchase a student planner where they can record homework assignments on a daily basis.
- Parents should require their student to bring home texts or materials, daily handouts, and daily assignment sheets.
- Parents should see that their student's homework is completed. Parents should not do the work — just check to make sure it is done.
- Parents should provide a quiet place for their student to do his/her work. The kitchen table is sometimes better than the bedroom, which may contain various electronic distractions. Require your student to do his/her school work at a set time each day.
- If you have a concern about your student's attendance or behavior, contact your son or daughter's Assistant Principal.
- Parents should report any changes in phone numbers (home, work or cell) and/or addresses directly to the guidance clerk in the Student Service Center.

University of California (UC) and California State University (CSU)

Minimum "A – G" Course Requirements

- A History/Social Science – 2 years required
- B English – 4 years required
- C Mathematics – 3 years required, 4 years recommended
- D Laboratory Science – 2 years required, 3 years recommended
- E Language Other Than English – 2 years required, 3 years recommended
- F Visual and Performing Arts (VPA) 1 year required
- G College Preparatory Electives – 1 year required

NOTE: Admission to UC and CSU campuses has become extremely competitive. Students meeting only the minimum requirements may not be accepted at the campus of their choice. We recommend that the student take 3 years of math, 3 years of lab science, and 3 years of foreign language.

Semester grades in all of the above-required courses must average a minimum of 3.00 (for UC) and a 2.00 (for CSU) with no grade less than a "C." Eligibility is then determined by the student's score on the SAT Reasoning Test or ACT Exam plus Writing Test. SAT Subject Tests are no longer required for admission to a UC campus and are not used for eligibility and placement purposes; however UC highly recommends students take them.

Reports and Grades

Letter grades are issued six times each year. Semester grades become part of the student's permanent record and determine units of credit earned toward graduation. Five units per semester are earned for each class passed except student aide, which is 2.5 credits. Classes repeated to improve grades other than an "F" receive no additional units.

Grades

The school year is divided into six grading periods. Progress reports are all mailed home — six-week, 12 week and semester grades at the end of each semester. Grade definition and grade point values are listed below:

Grade	Description	GPA
A	Superior	4.0
B	Good	3.0

C	Average	2.0
D	Barely passing	1.0
F	Failing	0.0
I	Incomplete	
P	Pass	
F	Fail	

Course designations:

- (P) College prep course
- (H) Honors course
- (AP) Advanced placement course

Grade point average

The school weighted GPA includes semester grades in all courses except PE and teacher/office assistant. Advanced Placement (AP) classes earn one extra grade point for grades of A, B or C. It is the student's responsibility to send an official transcript to the Student Service Center of grades and coursework taken at an institution other than the school. All such coursework must have prior, written approval of the student's School Counselor.

Transcripts

Fall and spring semester grades are entered on the Permanent Record Card (transcript) and are the grades used to determine subject and units completed, Grade Point Average (GPA), and class rank. Each student receives an updated transcript during the year. Transcripts may also be accessed by parents and students through their Aeries parent portal.

Incomplete Marks

A grade of "I" (Incomplete) may be issued by a teacher at the end of the grading period whenever a student, due to severe illness or extreme extenuating circumstances, has not had sufficient time to complete course requirements. An "I" must be replaced by the teacher with a letter grade within six weeks; otherwise the "I" becomes an "F".

Repeated Courses

Course titles and grades are NEVER removed from a student's transcript even if a course is repeated and a higher grade is earned. Credit towards graduation is earned only once even if a course is repeated. Only repeated grades are calculated in the school GPA.

Course Grading Practices

Written notice of course grading requirements, practices and procedures for each course is provided to students at the beginning of the school year by the teacher.

Academic Load

No student may carry more than 35 units (7 classes) per semester. A total of six-periods is the standard course load for students, though they do have the option of taking seven classes. Students may take only one Teacher Assistant (TA) class per semester (Juniors and Seniors only).

Correcting Class Schedule

Schedule **corrections** made by the School Counselor are based on (1) grad status and (2) a "hole" in the schedule or double courses during a single period. Requests for schedule changes are not granted (i.e. want to take a harder/easier course, want to change teachers, want to finish at study hall). If a student requests to correct a class after instruction has begun, the request must be made no later than the end of the second week

of the new semester. After this date, correcting a course will result in a failing grade in that course, which will be posted on the student's transcript and become a part of the permanent record.

Student Study Team

A teacher, parent, or administrator may refer a student to a student study team (SST). This team will meet with the parents and student(s) to gain information and brainstorm strategies for helping at-risk students become more successful.

Silicon Valley Career Technical Education

SV Career Tech offers career, technical courses to high school juniors and seniors who wish to prepare for employment or post-secondary education in conjunction with high school graduation. Students are bused daily from the school to and from the SV Career Tech campus for three hours of vocational instruction. One and two year programs are available. Articulation agreements are in effect between SV Career Tech and various local community colleges so that students who earn a "B" or better in some programs may receive credit on their college transcripts. See the SV Career Tech Counselor in the Guidance Department for more information or speak with your School Counselor.

Middle College at West Valley College

Middle College offers students that have the social and academic skills to successfully function in college level classes the opportunity to complete their high school requirements on the campus of West Valley College. Students will take college level courses while completing high school graduation requirements. The program is housed entirely on the West Valley College campus, so students are no longer actively involved on their campuses. Students are enrolled in a weekly in-class six-hour high school program, which they supplement with six or more college units per semester. Students may still participate in all senior activities such as Prom, Senior Beach Day, Grad Night and participate in the graduation ceremony.

College Advantage at West Valley College

The College Advantage Program is open only to seniors of Campbell Union High School District. The program will place them on the West Valley College campus for all their classes for their senior year, obtaining an early start on transferable college credits. The students are concurrently enrolled at the home high school as well as at West Valley College. This necessitates certain registration requirements that we have included as part of the application process for the program.

College and Career Center

With the support of parent volunteers, the College and Career Center provides information and help for students to fulfill their post high school plans using Naviance web-based program. The center is located in the library. There are computers available for research, test registration, career and college searches. Events on resume-writing, job interviewing, and scholarship searches may be offered.

Guidance Services

School Counselors inform parents by mail, e-mail, SchoolLoop and evening presentations. Services include the distribution of materials and presentations to all grade levels in core classes. Bulletin notices, classroom visitations, written information and workshops are a few ways information will be made available. Also, communication will be made available on School Loop and our website.

Computer printouts of transcripts and graduation status reports will be provided to all students at least once a year. Students are encouraged to study the reports and be responsible for completing the graduation requirements. Students should make an appointment to see a School Counselor if there is an error in their records or if clarification is needed. Parents may also request an official transcript by contacting the guidance department.

Educational Planning

Students and parents will be provided with advisory information regarding high school graduation requirements and evaluation of student progress toward graduation. Each student will be given an opportunity to develop a four-year plan that will be reviewed by the student and their School Counselor each year.

Homework Center

Westmont provides a homework center staffed by a Westmont teacher Monday thru Thursday from 2:35 to 3:30 in the library for our students only. We do not allow parents or hired tutors to accompany their students at the homework center. Homework center is not open on minimum days or during finals.

Educational Programming

Students, with parental assistance, will make course selections consistent with their chosen educational/career paths and will be expected to take responsibility for enrolling in, and successfully completing, the courses necessary to meet the goals of those paths. The School Counselors will meet with every student, individually in the spring to help select classes for the next grade level.

No Fees, Charges, or Costs for Classes or Field Trips

There is no fee, charge, or cost for any class or any field trips the school offers. Voluntary donations and voluntary participation in fundraising for a class, field trip, or project are always deeply appreciated. The school will provide the books, materials, and equipment for classes, free of charge. The school will pay for the cost of field trips. Please contact the Principal if there is any concern that a fee, charge, or cost is required so that the Principal can clarify.

Add & Drop Policy

All courses are year-long including Honors and AP classes with the exception of Government and Economics. Only due to extenuating circumstance may a student drop a course. A parent/guardian's signature is required. If a class is dropped, an "F" will be given for the course grade. You may have to make up the course if it is required for graduation. Please check with your School Counselor before yo[1]u enroll in any course outside of Westmont, all concurrent enrollment requests must be pre-approved by the Principal.

Homework

Check course syllabi for specific requirements. If a student is going to be absent for three or more days, parents should check online at SchoolLoop to acquire homework from most teachers and most classes. If the information is not available or internet access is not available, you may request homework from the teacher. Assignments provided by teachers are brought to the main office for parent pick-up. Please call first to make sure the work has been given to the main office by the teacher.

Computer Use

In order to use any school computer, a student must have an "Acceptable Use Agreement" on file, signed by both student and parent. Any violations of the agreement may result in the loss of computer privileges. Students may not download personal files on to school computers and must save any work done in the lab on a thumb drive, not on the hard drives.

Final Exams

Students take final exams in all classes each semester. A special finals day bell schedule allows for a shortened school day during finals. Students may not take exams early. Any student who must leave school for health or other urgent reasons before final exams should make arrangements with the Assistant Principal to make-up the exams after the semester ends. A student who does not make up a final exam within the agreed time will receive an automatic "F" grade in the course.

Scholarships

Many scholarship opportunities are announced throughout the year. Lists of available applications are announced and distributed to seniors in their American Government or Economics class. Applications and

further information are available from the College and Career Center. The School Counselors are also available to assist the students with pursuing these opportunities.

Financial Aid

The Free Application for Federal Student Aid (FAFSA) is available in October online at www.fafsa.gov. Workshops are held throughout the year to assist students in completing the application. The FAFSA is a necessary document to qualify for Cal Grants or for additional types of financial aid to attend two year and four year colleges or vocational schools.

Guidance Services for all Students[2][3]

8 th Grade	Registration
9 th Grade	Welcome orientation, Career/Educational Goals, class visits and scheduling
10 th Grade	College/Career exploration, Introduction to campus academic and career study programs, Educational/Career Pathways, class visits and scheduling
11 th Grade	College/Career exploration presentations, Individual student/parent conferences, Future planning, class visits and scheduling
12 th Grade	Conferences with “At Risk” Students, Group presentations on colleges, individual updates for specific colleges, group discussion on post high school plans, Senior Newsletter.

Annual Testing

AP	Advanced Placement Exams Competency Tests
PSAT	Preliminary Scholastic Aptitude Test
CAASPP	CA Assessment of Student Performance and Progress (State Testing)
CELDT	CA English Language Development Test (English Learners only)

Testing Schedule (tentative dates)

- CELDT: September
- State Testing: April-May
- Advanced Placement Exams: May

Student I.D. Cards

Student I.D. cards are available to all students at no charge. All students are required to have the card in their possession at school and at school events. The purchase of an ASB Sticker allows the student free admission to all home athletic events, discounts for dances and drama presentations, and a yearbook at the end of the year. Students without the ASB sticker are required to pay full admission to all athletic competitions and co-curricular events.

Student Records/Transcripts

A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records will comply with all state and federal laws. Personally identifiable information shall be disclosed only as provided by Board policy and state law. Additional information regarding records can

be obtained from the Student Service Office. A transcript is available free of charge for the first year a student graduates from high school. A transcript after the student's first year will be \$5 and can be ordered at the district office with valid ID to establish your identity when school is closed or the Westmont registrar when school is open.

Title IX Gender Equity in Education, Athletics, Activities

Title IX of the Education Amendments of 1972 is a federal law prohibiting gender discrimination in any school receiving federal funds. The text of the law states:

“No person in the United States 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 receiving Federal financial assistance....”

If you have questions or concerns, please contact your Title IX Coordinator: Director of Student Services, Abra Evanoff at 408-371-0960, ext. 2016 [4] or aevanoff@cuhsd.org.

ATHLETICS

Sports offered at the school typically include the following, although each sport may not be offered each year:

<u>FALL SPORTS</u>	<u>WINTER SPORTS</u>	<u>SPRING SPORTS</u>
Football	Boys Soccer	Boys Volleyball
Cross Country	Girls Soccer	Swim/ Diving
Field Hockey	Boys Basketball	Track
Girls Tennis	Girls Basketball	Boys Tennis
Girls Volleyball	Wrestling	Softball
		Badminton
		Baseball
		Golf

Athletic Code

This code is developed to guide the student athlete at the school. It is expected that each student athlete recognize his/her responsibilities as a representative of our school and community and will act as a role model for others.

Sportsmanship Definition

A person who can take a loss or defeat without complaint, or victory without gloating, and who treats his/her opponents with fairness, courtesy, and respect has good sportsmanship.

The following are expected to be role models, demonstrating sportsmanship at all times:

- Administrative staff/teachers
- Athletic Director
- Coaches, players, and cheerleaders
- Booster Club members
- Band members, color guard, and band director

Coaches, players, and spectators will respect the integrity and judgment of the officials. The conduct of coaches, players, and cheerleaders generally sets the tone for high school contests. These individuals are expected to maintain the highest level of decorum at all school contests.

The following behavior is unacceptable at all school contests:

Berating or ridiculing your opponent's school or mascot
Berating or ridiculing opposing players
Obscene cheers or gestures
Negative signs or gestures
Artificial noisemakers
Complaining about officials' calls (verbal or gestures)

The highest degree of good sportsmanship is expected from everyone. Sportsmanship is winning graciously and losing with grace. It is positive, spirited support for one's school and treating opponents and officials with generosity, respect, fairness, and courtesy. Sportsmanship is the responsibility of everyone involved in an athletic contest: players, coaches, officials, cheerleaders, students, parents, and other spectators.

**Let the players play. Let the coaches coach.
Let the officials officiate.
Let the spectators be positive.**

General Eligibility Criteria

Athletics is a great way for students to get positively involved in the school. We encourage students who meet the eligibility requirements to participate in one or more of the athletic teams provided by the school. **There are several prerequisites for trying out for a team. The student/athlete must have:**

- a current physical exam covering the entire school year;
- proof of medical insurance (inexpensive insurance may be purchased through the school if the family does not have insurance—contact the Main Office for information);
- met all of the academic eligibility requirements listed below;
- paid all outstanding school bills;
- be residentially eligible as defined by the CCS (note: if a student has attended a previous high school, their residential eligibility **must** be checked by the Athletic Director).

No Fees, Charges or Costs for Extracurricular Activities

There is no fee, charge, or cost to participate in extracurricular teams. Voluntary donations and voluntary participation in fundraising for a team is always deeply appreciated. The school will provide the uniform, materials, and equipment for extracurricular teams, free of charge. If a student wants to purchase accessories that are not required for the uniform, such accessories are optional and are not provided by the school. If a student wants to purchase items for the uniform that the school would otherwise provide (such as a student wants to purchase a uniform cap because the student wants to keep it at the end of the season rather than returning it), the student should talk to the coach or check the online store, but such items are not required to be purchased because the school will provide them. All uniform items provided by the school must be returned promptly at the end of the season when the coach or staff requests. Please contact the Principal if there is any concern that a fee, charge, or cost is required so that the Principal can clarify.

Online Store:

Students and families can purchase school gear, dance tickets, ASB card, and yearbooks online.

1. Log-on to the school website and click on the Webstore Link on the homepage.
2. Login with your permanent student ID# and default password.
3. Username = permanent student ID#
4. Password = first initial and last name (no spaces and all lower case letters)
5. Pay for all of your school items securely online.
6. Bring your confirmation email to the activities office to pick up your items.

Academic Eligibility Criteria for Sports

Freshmen come into high school automatically eligible and are not required to meet the requirements listed below during the first grading period of their freshman year. Academic eligibility for athletic participation requires that the student meet the following criteria:

- be enrolled in a minimum of five classes
- have passed a minimum of 20 units in the previous grading period
- have earned a minimum of a 2.0 grade point average in the previous official grading period. (Progress Reports at 6 and 12 weeks and end of semester grades.)

Attendance

School coaches, teachers, and administrators believe that attendance in all classes is necessary to maintain good grades. Therefore, we expect all of our athletes to attend all their classes each and every day! We further encourage students to make every effort to schedule medical/dental appointments outside of the school day.

A student athlete **must** meet all of the following minimum attendance requirements to participate in practice and/or a game:

- **The student must be present a minimum of 2 out of 3 periods**
- The only accepted reasons for an absence to be excused for the one period are:
 - Dental or Medical Appointments (The returning athlete must present a written note from the Doctor or Dentist.)
 - Serious family illness (validation may be required.)

Students may miss 3 classes (proof of attendance required) for the following reasons only (validation may be required for any of these):

- Jury Duty
- INS Appointment
- Funeral
- Religious event

If the student athlete is absent from school for any other reason, he or she will not be allowed to practice or play. Athletes who do not attend school on Friday may not play in a game on Saturday.

School Equipment and Uniforms

Each athlete is responsible for safeguarding and not losing all equipment and uniform items checked out to him or her. Grades, awards, block letters, and clearance for eligibility will be withheld until all equipment and uniform items have been returned or bills for lost items have been paid.

Dropping Out Of A Sport

Once a student has made a team, he/she is expected to attend practices regularly, participate in practices and games to the best of his/her ability and with a respectful attitude, and remain on the team for the duration of the season unless he/she becomes academically ineligible. A player who quits a team in the middle of the season or is dropped from the team by the coach for attendance or disciplinary reasons will not be allowed to participate on another team until the present season is completed, unless approved in writing to do so by the Athletic Director.

Transportation to Games

Athletes are required to travel to and from away games on the team bus. The coach may make an exception if an athlete's parent makes a written request to drive their son/daughter home from the game and the coach has approved the request in advance. Under no circumstances will students be allowed to drive themselves or others to or from games that take place immediately after school hours.

Transferring Schools and Impact on Sports

Transferring from one school to another school may affect your athletic eligibility under Central Coast Section (CCS) and California Interscholastic Federation (CIF) rules. It is the student's responsibility to see athletic director for these rules. A transfer because of student discipline may impact eligibility, so athletes need to follow all rules.

Chain of Communication for Concerns with Sports

If you have a team concern, observe the following chain of communication, always starting with the coach. This will streamline your concern being addressed quickly and resolved effectively: Coach, athletic director, principal.

SPORTS P.E. GUIDELINES[5]

1. Sports P.E. is available to two-sport athletes in 10th grade. Students earn 5 units per semester and will substitute the regular P.E. requirement for 10th graders. It is a graded course. Eligible students must have played two sports in the previous year and received at least a C in both semesters of 9th grade PE.
2. To receive credit, students enrolled in the course must participate in their sports to the satisfaction of their coach and must remain on the team throughout the season. If injured or disabled, they must still attend practices as directed and perform other duties assigned by the coach that the student is able to perform.
3. If they quit, are removed from a roster, or fail to participate in a second sport, 10th graders will be removed and immediately referred to and enrolled in a regular P.E. class for the balance of the school year.
4. Grading of those enrolled in Sports P.E. will be the responsibility of the Athletic Director, and those enrolled in Sports P.E. will be listed on a class roster assigned to him or her. Coaches will, at grading periods and at the end of their season, report their evaluation to the Athletic Director, who will assign the grades as appropriate. The grades must be awarded by someone with a valid Physical Education credential. Credit will not be granted to a student who is removed from Sports P.E.
5. Students will be placed in Sports P.E. based on their athletic performance and their agreement to participate in two sports during the academic year as determined by the Athletic Director, whose decision shall be final. 9th grade students may not be enrolled in Sports P.E.
6. Parents and students may be asked to sign that they acknowledge and understand numbers 1 through 5 above.

COMPLAINT AND FORMAL COMPLAINT PROCEDURES

Complaints regarding the interpretation or application of any district nondiscrimination policy shall be processed in accordance with the following procedures.

1. The superintendent has appointed the Director of Student Services to assist with complaints or concerns on issues concerning the Americans with Disabilities Act, section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX, and other civil rights or discrimination issues:

Abra Evanoff, Director of Student Services, 408-371-0960 (aevanoff@cuhsd.org) Campbell Union High School District, 3235 Union Ave., San Jose, CA 95124

2. The superintendent will be informed of any complaints communicated to the district alleging noncompliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX, or other civil rights or discrimination issues.

3. If the Director of Student Services is the subject of the complaint, the individual may file a complaint with the Superintendent, Dr. Robert Bravo.

Dr. Robert Bravo, Superintendent, 408-371-0960, (rbravo@cuhsd.org)
Campbell Union High School District, 3235 Union Ave., San Jose, CA 95124

4. **Complaints (Special Education)**: Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. To file a complaint, write a description of the manner in which the parent believes special education programs for handicapped do not comply with state or federal law or regulations and file with the District official listed below at the following address and telephone:

Daron LaFranchi, Executive Director, Special Education
Campbell Union High School District
3235 Union Ave.
San Jose, CA 95124
408-371-0960

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