

**2018/2019
SCHOOL HANDBOOK**

**West Campus High School
A College Preparatory School**

**5022 58th Street
Sacramento, CA 95820
(916) 277-6400
westcampus.scusd.edu**



School Mission

The West Campus community provides college bound students with a small, diverse, and supportive environment focused on the development of academic skills.

West Campus High School
 2018-2019 BELL SCHEDULE
 Effective August 30, 2018

REGULAR DAY		
Monday, Tuesday, Wednesday, and Friday		
Period 0	7:00 am -	7:55 am
Period 1	8:10 am -	9:07 am
Period 2	9:14 am -	10:11 am
Period 3	10:18 am -	11:15 am
Period 4	11:22 am -	12:23 pm
LUNCH	12:23 pm -	12:59 pm
Period 5	1:06 pm -	2:03 pm
Period 6	2:10 pm -	3:07 pm
Tutoring (M, Tu, W, F)	3:15 pm -	4:15 pm

REGULAR DAY		
Thursday		
Period 0	7:00 am -	7:55 am
Period 1	8:10 am -	8:57 am
Period 2	9:04 am -	9:51 am
Period 3	9:58 am -	10:45 am
Period 4	10:52 am -	11:43 am
LUNCH	11:43 am -	12:19 pm
Period 5	12:26 pm -	1:13 pm
Period 6	1:20 pm -	2:07 pm
No Tutoring: Collaborative Teacher Time		

MINIMUM DAY

Period 0	7:20 am - 7:55 am
Period 1	8:10 am - 8:45 am
Period 2	8:52 am - 9:27 am
Period 3	9:34 am - 10:09 am
Period 4	10:16 am - 10:51 am
Period 5	10:58 am - 11:33 am
Period 6	11:40 am - 12:16 pm

RALLY DAY

Period 0	7:00 am - 7:55 am
Period 1	8:10 am - 8:57 am
Period 2	9:04 am - 9:51 am
Period 3	9:58 am - 10:45 am
Period 4	10:52 am - 11:39 am
Rally	11:39 am - 12:43 pm
<i>LUNCH</i>	<i>12:43 pm - 1:19 pm</i>
Period 5	1:26 pm - 2:13 pm
Period 6	2:20 pm - 3:07 pm
Tutoring (F)	3:15 pm - 4:15 pm

WEST CAMPUS HIGH SCHOOL

As a non-comprehensive, college prep high school, the West Campus Community welcomes all students and parents or guardians who are committed to a quality educational program. A student who is willing to make a sincere and sustained academic effort and who, with the parent and guardian, is willing to pledge full

cooperation with conditions of enrollment will experience an exciting, educationally viable program. We ask that both the student and the parent or guardian take the time to review carefully the conditions of enrollment which were agreed upon when they signed the parent/student/school contract, as follows:

1. All students are required to maintain a cumulative 2.5 grade point average. Each semester grade point average must exceed 2.0 with satisfactory citizenship marks in all classes. See details in Academic Policy below.
2. Students shall not be excessively absent or tardy to classes. Students with truancy problems will be assigned Saturday School or referred to the district SART/SARB process. The school reserves the right to return students, with less than 95% attendance, to their school of attendance.
3. Strict adherence to the closed campus policy, dress code, and defined code of conduct while on campus or at any school related activities, both on and off campus.
4. Completion of homework and having the necessary materials in class daily to achieve academic success.
5. Demonstrate pride and care of all school property and grounds, most importantly, the student lockers.
6. Annual participation for all student families of parent participation, or community service fundraising.
7. Meeting the school community service requirements.

Students accepting the privilege to attend West Campus have made a commitment to their academic progress and future. All students attending West Campus, will work diligently and uncompromisingly to prepare themselves to attend a quality university.

NOTE: Parents are encouraged to not drop students off before 7:00 A.M. due to a lack of supervision. Students frequently leave campus when dropped off too early, causing a supervision issue. Students are not allowed to be on campus without supervision. School ends at 3:07 pm and students that remain on campus are either in after-school tutoring or at practice with a coach.

After school tutoring:

- Monday, Tuesday, Wednesday, and Friday from 3:15 pm to 4:15 pm
- Thursday from 2:15 pm to 3:15 pm (Library only on Thursday).

GENERAL INFORMATION

CLOSED CAMPUS

West Campus is a closed campus. Students are not permitted to leave campus at any time during the school day except with administrative permission granted through the attendance office. Students may not leave campus to retrieve items from cars parked off campus. Early dismissals must be obtained before the student can leave.

LOCKERS

West Campus has lockers which should be treated with pride and care. The school office manager will assign lockers to all interested students. Students will not share lockers. You are required to sign a Locker Agreement, use a school assigned lock and maintain your locker at all times. It is important to note, lockers are school property and if deemed necessary, may be searched or opened without student or parent consent.

STUDENT PARKING LOTS

Parking on campus is a privilege. It may be revoked at administrative discretion. Student parking is located on the north and south side of the campus. Students may not park in any staff designated parking spaces. Students are not permitted to be in the parking lots at any time of the day except for arrival and departure times. All students must register their vehicles with the school office, which requires proof of license and insurance. Students in violation of the parking policy will be warned three times during each school year. If they have continued parking problems, they will no longer be allowed to park on campus. Students who lose their parking privilege but persist in parking on campus will have their vehicles towed.

Students driving recklessly may have their parking privileges immediately revoked.

We request students be considerate of the school's neighbors in their driving and parking habits, with the volume of their music and by not littering.

LUNCH

West Campus has a full cafeteria and snack bar facilities. Students may bring their own lunches. Additional lunch items are frequently sold by clubs throughout the year. Students are responsible for cleaning up after themselves and their lunch area.

Parents bringing food to school are to leave it in the office.

PROTECTION OF PERSONAL PROPERTY

Because of theft and damage to personal property, valuable personal items should not be brought to school. The school will not accept responsibility for any personal items brought onto campus by students. This includes large amounts of money, electronic devices, and/or expensive clothes or shoes. Students should keep their personal items secured.

TEXTBOOKS

West Campus provides all textbooks for student use. Students are charged for lost, stolen or damaged text and library books. Students are required to pay for a textbook before a second book will be issued.

SCHOOL PROPERTY

Students will be required to pay for any damages to school property, including lockers and textbooks. All debts incurred by the student must be cleared before the end of the school year. Students will not be allowed to participate in extracurricular activities with outstanding debts from previous school year.

SKATEBOARDS/ROLLERBLADES/BICYCLES

Skateboards, rollerblades and bikes may not be ridden on the campus at any time. Students using these items for transportation to school must secure them in the front office, hall locker or bike rack.

REGIONAL TRANSIT/BUS SERVICE

The Sacramento City Unified School District does not provide transportation to West Campus. It is the responsibility of each student to find their own means of transportation to and from school. Regional Transit provides general bus service from all surrounding areas. Call 321-BUSS for further information.

CLUBS

West Campus has many active clubs on campus. Information regarding beginning or joining a club may be obtained from Ms. Moore, Student Activities Director, Room #62.

INTERSCHOLASTIC ACTIVITIES

West Campus participates in the CIF- Sac-Joaquin Section, Greater Sacramento League (GSL). The following sports are offered:

(FALL) – Cross Country, Girls' Tennis, Girls' Volleyball, and Girl's Golf

(WINTER) – Boy's/Girls' Basketball, Wrestling, Boys' Soccer, and Girls' Soccer

(SPRING) Boys Tennis, Track & Field, Baseball, Softball, and Boys Volleyball

Cheerleading is offered and is a year-long program beginning in August. West Campus also participates in a variety of musical competitions via the Marching Band.

STUDENT BODY CARDS

West Campus provides students with their student body identification card. Purchasing an additional student body sticker from the Controller, Ms. Debra Durazo, allows students reduced admission to athletics events, dances, and many other school events.

ASSOCIATED STUDENT BODY

Student government consists of elected and staff appointed representatives from each grade level who participate in organizing all student activities and in the government of the school. If interested, see Ms. Moore, Student Activities Director, Room #62.

TECHNOLOGY

West Campus makes use of a variety of software programs and internet services that require student email. All students are required to provide a school appropriate email address. Students are issued a district email address that may be used.

West Campus also has an established Acceptable Use policy. This policy will be sent home the first day of school and outlines procedures for use of technology. If you do not want your student to have access to the internet, please sign and return the document included with the acceptable use policy.

West Campus does loan equipment (computers, iPads) to students for use at home when circumstances arise. Parents are responsible for the care and maintenance of this equipment as if they were checking-out a textbook. Parents are responsible for repairing or replacing lost, damaged, or stolen equipment.

All students will complete three years of mathematics and sciences and a fourth year in either or both.

Typical Class Offerings by Grade Level:

Grade 9	Grade 10	Grade 11	Grade 12
English; Adv. English	English, Adv. English	English, AP English Lang	English, AP English Lit
Math 1	Math 2, Math 2 Honors	Math 3, Math 3 Honors	Precalculus, AP Calculus AB or BC, AP Statistics
Geography / Computer App; Band; Engineering	World History, World History AP	US History AP US History	Gov't/Econ AP Gov
Biology	Chemistry or Physics	AP Biology, Physics, AP Physics 1, Human Anatomy	AP Biology, Physics, AP Physics 1, AP Physics 2, Human Anatomy
Spanish I & French I	Spanish II & French II	Spanish III & French III	AP Spanish IV , AP French IV
PE	PE; Engineering; Band	PE; Engineering; Band; Peer Tutoring; Art; Music Appreciation	PE / Elective

ELECTIVES

College Prep (meets one of the A-G UC requirements)

College Prep (meets the “g” UC requirement)	Non College Prep
Science – Chemistry, Physics, Anatomy, AP Physics, AP Chemistry, AP Biology World Lang. – Spanish and French Courses (3 rd /4 th year courses) Math – 3 rd >4 th year advanced math (Pre-Cal, AP Calculus, AP Statistics) Visual and Performing Arts – Band & Art (2 nd year and beyond) Social Science – AP US History, AP American Government , Engineering Yearbook Music Appreciation	Psychology Student Govt Science Lab Assistant PE Peer tutoring

Counselors are always available to explain, plan, and review student progress towards the completion of graduation and college requirements. West Campus has a proud tradition of students going on to either a four year university or two year college. It's your responsibility to carry on this tradition and become the next college bound West Campus student.

WEST CAMPUS STUDENT EXPECTATIONS AND POLICIES

(Summary of policy facts)

Students are empowered to use their best judgment in choosing effective behaviors. West Campus students are required to know all attendance, academic, and behavior policies so that they may promote educational success for themselves and other students. The more students are productively involved in school life and learning, the more they will optimize their abilities and character. Students, who genuinely share this common purpose and value, choose behaviors that guide them to the accomplishments of the goals and best interests.

ACADEMIC POLICY

Any student who has a grade point average below 2.0 in any semester, or a cumulative grade point average below 2.5 will be immediately placed on academic probation.

While on probation, if a student has a semester grade point average below 2.5, that student may be involuntarily disenrolled from West Campus High School.

All students on academic probation will be offered specific support services.

BEHAVIOR POLICY

- All students are required to make behavioral choices that promote educational success and the safety of themselves, other students, staff members and visitors.
- Possession, selling, or being under the influence of drugs or alcohol / harassment of any kind (bullying, sexual, etc.) / theft or vandalism / possession of weapons or dangerous objects or threats and acts of violence will result in one or more of the following actions:
 - 3-5 day suspension
 - Ineligibility for any school sponsored activities for the remainder of semester or at least 90 days.
 - Referred to District Office for Behavior Hearing or Expulsion
 - Disenrollment from West Campus
 - Any student who engages in any behavior that violates E.C. 48900 (besides the above mentioned) will be placed on behavioral probation for 1 to 3 months, which means no participation in any school sponsored extracurricular activities.
 - Please refer to the District Standards for Behavior sent home on the first day of school for additional information.

ATTENDANCE POLICY

- Excused absences are: illness, communicable disease, medical/dental appointments, death of a relative or close friend, religious observance, or subpoena. All other absences, per California Education Code, are not excused.
- Students with 8 excused absences, 4 unexcused absences, 5 tardies, or 10 total tardies in one class or generally excessive attendance issues will be placed on probation for one semester. Students on attendance probation cannot participate in any school sponsored extracurricular activity (sports/dances/plays/club activities). The school will monitor absences and parents can track student attendance through Infinite Campus.
- All absences must be cleared within 3 school days of the absence. No attendance changes will take place after 3 days.
- A student will be assigned 1 Saturday School for every 10 total tardies, or every five from one class.
- Students must never leave campus without permission (including lunch). Students must obtain an off campus pass from the attendance office before leaving.
- 1st offense – community service or alternative
- 2nd offense – 1 Saturday School
- 3rd offense – 1-3 day school suspension
- Truancy – Saturday School is assigned at the rate of one Saturday School for every six hours of unexcused absence.
- Students receiving a 3rd Attendance letter will receive a **SART** contract and will be dis-enrolled at the end of the school year.

APPEALS for extenuating circumstances will be decided by school administration. An example of such a circumstance would be a severe illness or other traumatic event requiring time away from school

Students placed on **SART** contract the last Quarter of the year are restricted from attending extracurricular activities.

TARDY POLICY

- Any student found tardy during the school day may be assigned a 15 minute lunch detention the same day or the following day. After the 10th Tardy the student will be assigned a 1 hour after school detention for each offense.
- Failure to attend lunch detention will result in 2 lunch detentions or a 1 hour after school detention
- Repeated violations; see attendance policy.

**West Campus High School
DRESS CODE POLICY**

Violation of the Dress Code Policy will result in the following:

1st Offense – lunch detention

2nd Offense – 2 lunch detentions

3rd Offense – Parent Conference & 1 week of community service or lunch detention

4th Offense – Suspension (student is placed on school probation)

No article of clothing (or other belonging) may promote drugs, violence, alcohol, racism, discrimination or hate crimes.

The administration reserves the right to make a determination that an item of clothing, a logo, or other style and fashion statements is disruptive or inappropriate and take action to resolve the situation.

Clothing must be appropriate and not have any inappropriate pictures or language.

No 'Sports Team' Bomber Jackets (ie., 49er or Raider jackets)

Belts/ buckles

Must be of an appropriate length and may not have initials or logos on them. Belts may not dangle and chains are not to be worn

Hair

Must not be a distraction to the learning environment

Shoes

No flip flops

No ragged or extremely worn shoes

Students in a science class must have closed toed shoes during labs.

Sandals are allowed, but must they have a strap around the heel.

Shirts

No strap tops, tank tops or tubes tops are allowed. They are allowed to be worn under an approved shirt that meets the dress code.

No see-through shirts are allowed if not accompanied by an appropriate under garment.

No shirts are allowed that exposes a student's cleavage.

Pants

No spandex or leotards are to be worn separately as pants

Pants are not to be shredded, ripped or excessively torn

Pants are not to be see-through

No sagging

Shorts & Skirts

Must be beyond the mid-point of the back of the thigh and closer to the knee than the midpoint

Accessories

No excessive amounts of jewelry, piercing or tattooing that is a distraction to the learning environment

No baseball caps, except West Campus baseball caps. Fashion hats and Traditional/Cultural head-wraps are permissible.

SIDE NOTES

Students may be prohibited from wearing certain attire not listed in the West Campus Policy that is in violation of the district's gang dress policy, causes a disruption or creates a safety concern.

As a general rule, students should follow the guidelines of the five "**B**'s": (**B**ottom, **B**elly, **B**reasts, **B**oxers, and **B**ras should not be visible at any time).

Dress code may be modified for theme or rally days

If necessary, PE clothes may be worn as a change of clothes when a violation occurs.

OUTSTANDING DEBTS

Students must pay all outstanding debts at the end of the school year or they will not be eligible to participate in extracurricular activities the following school year. Seniors will not be allowed to participate in the graduation ceremony until all outstanding debts are paid.

ACADEMIC DISHONESTY

Cheating: the use of notes, documents or answers during tests, the copying of one student's completed assignments or answers by another or allowing another to do the same. Having access to information such as formulas or calculation, notes etc., except where expressly allowed, and/or providing aforementioned to another student.

Plagiarism: the use another's words, ideas or creative productions without assigning credit to the original source.

- **1st Offense:** Consequences for infractions may include a failing mark on the assignment, forwarding the information to colleges if requested, and/or denial of request to write college recommendations. Students may be assigned a Saturday School (or comparable alternative). Students will be placed on academic probation. During the period of this probation, any further violations may result in involuntary disenrollment.
- **2nd Offense:** The same as above and the student may be involuntarily disenrolled from West Campus at the end of the school year.

COURSE SCHEDULE ISSUES

A student who drops a class after the first six weeks of the course shall receive an F grade on their permanent record unless otherwise decided by the principal based on extenuating circumstances (School Board Policy).

Students will receive transcript grades for any course they are enrolled in in the last four weeks of the semester (School Board Policy).

All students must be enrolled in six classes each semester until the second semester of their senior year, when they must be enrolled in at least five classes (Education Code).

Seniors can take community college classes and replace classes in their regular day schedule to meet the six class minimum in the first semester of the senior as well as the five class minimum in the second semester of their senior year.

UNIFORM COMPLAINT PROCEDURE

Sacramento City Unified School District

Goal: The Governing Board recognizes that the District is responsible for ensuring that it complies with State and Federal laws and regulations governing educational programs. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, actual or perceived sexual orientation, or for any other reason in any program or activity that receives or benefits from State financial assistance. The District shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with State or Federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational educational education, childcare and development programs, child nutrition programs and special education programs. (Board Policy #1312.3(a)). The Board encourages the early, informal resolution of complaints at the site level. The program or site administrator should serve as the intermediary to resolve concerns whenever possible.

Responsibility for Uniform Complaint Procedures: The Administrative Assistant to the Superintendent will receive and investigate complaints and ensure District compliance with law. The Administrative Assistant to the Superintendent will also assist complainants in understanding that they may pursue other remedies including actions before civil court or other public agencies.

Dissemination: 1. Who: This document will be disseminated annually to students, employees, parents/guardians, staff, and volunteers, all District Advisory Committees and other interested parties. 2. How: This document will be distributed to all offices, included in the Parents Rights Packets, at General Staff meetings, Advisory Council meetings (School Site Council, District Advisory Committee, English Learner Advisory Committee), volunteers, etc.

Who May File a Complaint: A complaint may be filed by an individual, including a person's duly authorized representative or any interested third party, public agency, or organization. Individuals who may file complaints include District students, employees, and parents or guardians. The District provides assurances regarding protection against retaliation and provisions of confidentiality.

Filing a Complaint and Timeline: Step 1: Filing a Complaint: Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District. Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4600). Step 2: Mediation-Seeking Informal Resolution: Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of the law, the compliance officer shall proceed with his/her investigation of the complaint. Step 3: Investigation of Complaint: The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the District's representative shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (Title 5, Section 4631) Step 4: Response: Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision, as described in Step #5. (Title 5, Section 4631) Step 5: Final Written Decision: The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant

GENERAL INFORMATION REGARDING STUDENT EXPECTATIONS AND POLICY

STUDENT PROBATION

Any student who is placed on academic, attendance, or behavior probation may not be allowed to participate in any school sponsored extracurricular activities, which includes athletics, student performances, dances, etc. They are also ineligible for work permits.

SUSPENSION

Suspension from school occurs as a result from a violation of section 48900 of the California Education Code. Student's whose attitude or behavior warrants a suspension, will be placed on probation for the remainder of the school year and may be dis-enrolled at the end of the school year. Due Process rights will be acknowledged and explained in the case of a suspension.

PROHIBITED, ILLEGAL AND DANGEROUS ITEMS

Because of student safety and/or possible classroom disruption, the following items are prohibited from this campus

- All firearms
- All explosive devices including, but not limited to firecrackers and smoke/stink bombs
- All knives, razors, or other sharp-edged items
- Any controlled substance as defined in Section 11007 of the Health and Safety Code, alcoholic beverage or intoxicant of any kind
- All alcohol, marijuana, other drugs or related paraphernalia
- All martial arts implements or chains of any kind, including wallets or belts

Other prohibited items are: Radios, laser pointers, video cameras, shock toys/zappers, electronic games, toys, water toys, and other electronic devices deemed disruptive or unsafe to the school environment.

Any confiscated item, except illegal items or those used as evidence in criminal violations, may be returned to the parent or guardian of the student at the school administration's discretion upon the request of the parent or guardian.

ELECTRONIC DEVICES

- Electronic devices are defined as cell phones, tablets, music players, cameras, laptops, and anything else electronic in nature
- During passing period and lunch these devices are allowable for school related usage, however, they must be silenced and should not produce sounds
- During class, these devices are not allowed unless explicitly approved by the teacher for specified classroom activity
- Violation of the classroom policy will result in confiscation and two days lunch detention for the first offense; second offense will be five days of lunchtime cleanup, Saturday School, or equivalent; third offense can be three days of suspension or equivalent
- Please note that all early dismissal and readmit phone calls must go through the main office

DETENTION

Detention: The definition of detention is keeping, i.e. detaining, student(s) after school hours or during the lunch period for a violation of a school rule.

Detention can be given for reasons of attendance (tardies, truancy) and/or poor behavior choices. Teachers may hold students for one hour after school with parent notification or the following day if no parent can be contacted and the student requests it, though the administration suggests immediately informing parents of issues requiring detention.

EMANCIPATION

Only students with a valid Emancipation card on file with attendance office may write their own excuse notes if they are under 18. 18 year old students may sign their own notes.

WORK PERMITS

West Campus understands that our students will want or need to have jobs for a variety of reasons and will support them through a work permit when within reason and when it does not interfere with school. Work permits may be obtained from the Controller, Ms. Rover-Matthews, and will be signed by an administrator once completed by the prospective place of employment. Work permits must be renewed each year. Work permits will NOT be issued or WILL BE REVOKED for the following reasons:

- Academic, attendance or behavioral probation
- A grade of two "D's" or an "F" on any report card or deficiency notice
- Failure to serve assigned Saturday school (school first!)

ATHLETICS

Athletics are an important part of the overall educational program at West Campus High School. Participation in athletics is a privilege available to all eligible students. This privilege carries with it serious personal responsibilities to the school and the community that the athlete represents. Student-athletes will understand that an emphasis on academic achievement is of primary importance and that athletic achievement is secondary to this responsibility.

ELIGIBILITY

To maintain eligibility, all student-athletes must maintain a minimum 2.0 GPA and pass 5 of 6 classes with a C grade or better during all progress reporting periods.

During a quarter/semester grading period report, a student not meeting minimum eligibility requirements will not be allowed to participate in any game.

All student-athletes and their parents are required to complete the Athletic Clearance Packet, which includes a Sports Physical and concussion form annually, prior to tryouts. A Concussion Baseline Exam must be completed if they are chosen for the team (for the required contact sports).