

2011 / 2012  
West Campus High School  
A College Preparatory School

5022 58<sup>th</sup> Street  
Sacramento, CA 95820  
(916) 277-6400  
[www.westcampushigh.org](http://www.westcampushigh.org)



#### **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  
2011-2012 BELL SCHEDULE

Effective September 6, 2011

**REGULAR DAY**

<b>Period 1</b>	<b>8:10 am</b>	-	<b>9:05 am</b>
Period 2	9:12 am	-	10:07 am
Period 3	10:14 am	-	11:09 am
Period 4	11:16 am	-	12:15 pm
<b>LUNCH</b>	<b>12:15 pm</b>	-	<b>12:51 pm</b>
Period 5	12:58 pm	-	1:53 pm
Period 6	2:00 pm	-	2:55 pm
Period 7	3:05 pm	-	4:20 pm

**Minimum Day Schedule**

Period 1	8:10 am	-	8:46 am
Period 2	8:53 am	-	9:29 am
Period 3	9:36 am	-	10:12 am
Period 4	10:19 am	-	10:55 am
Period 5	11:02 am	-	11:38 am
Period 6	11:45 am	-	12:21 pm
Period 7	12:30 pm	-	1:45 pm

**Rally Day Schedule**

Period 1	8:10 am	-	8:55 am
Period 2	9:02 am	-	9:47 am
Period 3	9:54 am	-	10:39 am
Period 4	10:46 am	-	11:31 am
Rally	11:31 am	-	12:35 pm
<b>LUNCH</b>	<b>12:35 pm</b>	-	<b>1:11 pm</b>
Period 5	1:18 pm	-	2:03 pm
Period 6	2:10 pm	-	2:55 pm
Period 7	3:05 pm	-	4:20 pm

**West Campus High School  
A College Preparatory 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. Achievement of a minimum cumulative 2.5 grade point average. Each semester grade point average must exceed a 2.0 minimum with satisfactory citizenship marks in all classes. If unable to maintain the scholarship and/or citizenship requirements in a semester, the student will be placed on probationary status for the following semester. Failure to meet the 2.5 minimum during the probationary period may result in involuntary disenrollment from West Campus High School.
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 a minimum of 10 hours of parent participation, community service fundraising, or a monetary donation of \$100 in lieu of participation or service, with Administrative approval.
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 7:30 A.M. due to a lack of supervision. Students frequently leave campus when dropped off too early, causing a supervision issue.**

## **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 anytime 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, or if they check in, may take it to the quad or cafeteria.

### **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 anytime. 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 Mr. McCord, Student Activities Director, Room 26.

### **INTERSCHOLASTIC ACTIVITIES**

West Campus participates in the CIF- Sac-Joaquin Section, Golden Empire League (GEL). The following sports are offered: (FALL) – Cross Country, Football, Boy's Soccer, Girl's Volleyball, (WINTER) – Boy's/Girl's Basketball, Wrestling

(SPRING) Co-ed Tennis, Track & Field, Baseball, Softball, Girl's Soccer and Co-ed Swimming. 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, Mrs. Linda Jones, allows students free and 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 Mr. McCord, Student Activities Director, Room 26.

### TECHNOLOGY

West Campus makes use of a variety of software programs and internet services that require student e-mail. All students are required to provide a school appropriate e-mail address. If a student has no e-mail account they should have their parents contact the Assistant Principal.

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.

## All students will complete mathematics through Algebra II

Grade 9	Grade 10	Grade 11	Grade 12
English, Adv. English	English, Adv. English	English, AP English Lit	English, AP English Lit
Alg I, Geometry, Alg II	Adv Alg I, Geometry, Alg II, Alg II/Trig, Pre Cal	Alg II, Alg II/Trig, Pre-Cal, AP Calculus	Alg II/Trig, Pre Cal, AP Calculus
Geography / Computer App	World History, World History AP	US History AP US History	Gov't/Econ AP Gov
Biology, Physical Science	Chemistry	AP Biology, AP Chemistry, Physics, AP Physics Anatomy	AP Biology, AP Chemistry, Physics, AP Physics Anatomy
		EAST LAB	EAST LAB
Spanish I & French I	Spanish II & French II	Spanish III & French III	-AP Spanish IV -Spanish for Spanish Speakers -AP French IV
PE	PE / Elective	PE / Elective	PE / Elective

### Program Requirements

Develop skills in communication, critical thinking, personal & social responsibility in a rigorous college prep program

ALL STUDENTS	9th & 10th	
Maintain a cumulative 2.5gpa and repeat all core courses earning a D or F.	Project Based Learning 9 <sup>th</sup> – People / Culture 10 <sup>th</sup> - Environment	Students will utilize technology in every class or project.

## ELECTIVES

<u>College Prep (meets the "g" UC requirement)</u> Science – Chemistry, Physics, Anatomy, AP Physics, AP Chemistry, AP Bio World Lang. – Spanish and French Courses (3 <sup>rd</sup> /4 <sup>th</sup> year courses) Math – 3 <sup>rd</sup> , 4 <sup>th</sup> year advanced math (Alg II, Alg II/Trig, Pre-Cal, AP Calculus) Visual and Performing Arts – Band & Art (2 <sup>nd</sup> year and beyond) Social Science – AP US History Yearbook	<u>Non College Prep</u> Computer Applications E.A.S.T. Student Government Office/Teacher Assistants PE Peer tutoring
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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

- All students must maintain a cumulative 2.5 grade point average to continue their enrollment at West Campus.
  - Any student between a 2.0-2.5 cumulative GPA must attend the ASSETS tutoring Program a minimum of two days a week and participate in the School Intervention Program.
  - Any student below a 2.00 semester GPA is;
    - 1). Automatically placed on academic probation for the following semester
    - 2). Placed in the School Intervention Program
    - 3). Required to enroll in the ASSETS after school tutoring program through the end of the following semester.
  - A student may not earn a GPA below 2.00 in two or more consecutive semesters while in attendance at West Campus. This may result in involuntary disenrollment from West Campus.
  - 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.
  - Students receiving consequences or disciplinary action have due process rights explained below.

### ATTENDANCE POLICY

Excused absences are: illness, communicable disease, medical/dental appointments, death of a relative or close friend, religious observance, subpoena. All other absences, per California Education Code, are not excused.

- I. The school will monitor absences and Parents can track student attendance through Zangle Parent Connect.
- 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 tardies.
- Students must never leave campus without permission (including lunch). Student must obtain an off campus pass from the attendance office before leaving.
  - 1<sup>st</sup> offense – community service or alternative
  - 2nd offense – 1 day of Saturday school
  - 3<sup>rd</sup> 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 with or excessive attendance issues will be placed on probation for one semester. Students on attendance probation cannot participate in any school sponsored extra curricular activities.
- Students receiving a 3<sup>rd</sup> Attendance Letter will receive a SART Contract and will be disenrolled 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.*

## 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.
- 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

### Attire

All skirts and shorts must reach the mid thigh. In general, the shorts and skirts currently in fashion for girls **ARE NOT** long enough for school and should not be worn. You will have to minimize your fashion sense to be in compliance.

**Sweatshirts/ Jackets:** Clothing must be appropriate and not have any inappropriate pictures or language.

**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.

*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.*

**Sweatshirts/ Jackets:** Trench coats and stadium jackets are prohibited.

### Hair:

### Shoes

No ragged or extremely worn shoes

**Shoes:** No flip flops and students in a science class must have closed shoes. Sandals are allowed, but must have a strap around the heel. low cut

- must be beyond mid-point of the thigh and closer to the knee than the midpoint. cover the shoulder in inclement weather.

Fashion hats and Traditional/Cultural headwraps are permissible.

<b>SIDE NOTES</b>
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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.

Dress code will be modified for theme or rally days

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

- a) Students placed on a SART contract the last Quarter of the year are
- b) For other infractions, students may be denied participation in other "senior" related activities.

#### Outstanding Debts

Students who have successfully completed requirements for graduation but who have outstanding debts (such as textbook fines and uniforms not returned) may not be eligible to attend dances through the following Fall Semester until attendance has improved for 30 consecutive days. (No Tardies or Unexcused Absences) participate in the graduation ceremonies. Students will not receive their diploma until they have paid their outstanding debts.

- e for appeals of administrative actions

#### **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 of another's words, ideas or creative productions without assigning credit to the original source.

#### **CONSEQUENCES**

**1<sup>st</sup> Offence:** 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.

**2<sup>nd</sup> Offence:** The same as above and the student may be involuntarily disenrolled from West Campus at the end of the school 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 disenrolled at the end of the school year. Due Proces 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 of guardian.

### **CELL PHONES**

**STUDENTS ARE ALLOWED TO BRING CELL PHONES TO SCHOOL FOR EMERGENCY PURPOSES ONLY.** Phones must be turned off between 8:00 A.M. and 2:50 P.M. Violation of this policy will result in the following;

1<sup>st</sup> Offense – Phone confiscated, 2 days of community service, parent retrieves phone

2<sup>nd</sup> Offense – Phone confiscated and held for 5 school days, 5 days of community service, parent retrieves phone.

3<sup>rd</sup> Offense – 1-3 day suspension, phone held for 30 days, student placed on probationary status.

## **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. Jones, 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 behavior 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 2.0gpa and pass 5 of 6 classes with a C grade or better.

- 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 Student / Parent Athletic handbooks prior to working out with the team.