



**STUDENT AND
PARENT HANDBOOK
2015–2016**

Castilleja School Contact Information

The Castilleja School Receptionist is on duty Monday through Friday, 7:30 a.m. to 4:30 p.m., when school is in session. When school is not in session (except holidays), administrative offices are open from 9:00 a.m. to 4:00 p.m.

If you reach the recorded announcement during regular hours, it means that all lines are busy or the school is participating in an emergency drill. From the recording you may enter the extension number of the person you wish to reach, access the directory of extensions, leave a message in the General Mailbox, or hang up and call again in a few minutes to reach the Receptionist.

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Student and Parent Handbook

2015-2016

This publication contains information about policies and guidelines that are used to direct the educational experience of students at Castilleja.

The Castilleja School administration expects all parents, guardians, and students to read this handbook carefully, as they will be responsible for knowing and adhering to its contents.

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Castilleja School

Women Learning, Women Leading

Mission Statement

Castilleja School educates motivated young women to become confident thinkers and compassionate leaders with a sense of purpose to effect change in the world.

Diversity and Inclusion Mission Statement

Each member of the Castilleja community is responsible for fostering an equitable, respectful, and just community. Together, we commit to learning from diverse voices and experiences, and we aspire to engage our differences with courage, honesty, intellectual curiosity, and respect. We believe this commitment to diversity and inclusion is essential to developing compassionate leaders.

Statement of Philosophy

Castilleja School, established in 1907, is dedicated to providing a rigorous college preparatory education for young women in grades six through twelve. It is the only non-sectarian all-girls middle and upper school in Northern California. Located in Palo Alto, the school benefits from the proximity of Stanford University and Silicon Valley, and its student body reflects the region's ethnic and economic diversity.

Castilleja's philosophy is shaped by both tradition and current research that affirm the academic and personal advantages of girls' schools. We demonstrate this conviction in the conscious attention we pay to the needs, issues, pedagogies, and opportunities particular to girls. While our emphasis is on the development of the intellect, Castilleja is committed to the education of the whole person: heart, body, and spirit, as well as mind.

Castilleja is devoted to excellence. We believe in small classes led by dedicated teachers who exhibit strong academic preparation, enthusiasm for teaching and learning, and concern for each student. We value a curriculum that blends traditional teaching with thoughtful innovation, and we applaud both individual achievement and successful collaboration. We expect students to master information, use technology effectively, and develop the critical-thinking skills that support life-long learning. Castilleja recognizes the importance of parents/guardians who are involved with their daughters' education and encourages them to work in partnership with the school.

Castilleja fosters leadership in the classroom and through a wide assortment of cocurricular offerings, including team sports, clubs, community action projects, student government, dramatic and musical performances, peer advising and tutoring, art and science exhibits, teaching assistantships, and exchange programs. We recognize each student's individuality and help her excel in her unique interests.

Castilleja expects its students to participate as citizens of a small school and a larger world. We promote, through experience and example, the development of self-confidence and concern for others, and the capacity for responsible risk-taking and ethical decision-making. Conscience, courtesy, character, courage, and charity – Castilleja's 5Cs which date back to the school's founding headmistress – still resonate, reminding students that personal values must accompany academic achievement.

Castilleja prepares its graduates to succeed at the most rigorously challenging colleges in the nation and to pursue lives committed to personal fulfillment, social responsibility, and leadership.

Non-Discrimination Clause

In pursuing its mission of educating young women, Castilleja School does not discriminate in its policies, activities, academic and cocurricular programs, tuition assistance programs, or employment practices on the basis of race, color, ancestry, national or ethnic origin, age, religion, gender, sexual orientation, gender identity, physical or mental disability, genetic information or characteristics, autoimmune disorder, marital status, veteran status, political beliefs, or any basis protected by law.

Academic Program and Policies

Middle School Promotion Requirements

- Three years of English
- Three years of Fitness and Wellness
- Three years of History-Social Science
- Three years of Mathematics
- Three years of Science
- Three years of Visual and Performing Arts
- Three years of a World Language (French, Mandarin Chinese, or Spanish)
- 8th Grade Speech

Upper School Graduation Requirements

- Four years of English
- Two years of Fitness and Wellness
- Three years of History-Social Science
- Three years of Mathematics
- Three years of laboratory Science, one each in Physics, Chemistry, and Biology
- Two years of Visual and Performing Arts
- Successful completion of a World Language through Level III (French, Mandarin Chinese, or Spanish)
- Participation in Community Action
- Senior Talk

The Course Selection Process

Each spring, Castilleja students refer to the Course Catalog (<http://www.castilleja.org/uploaded/Administration/CourseCatalog/CourseCatalog.pdf>), containing descriptions of all courses offered, to help them select courses for the upcoming academic year. In addition to the Course Catalog, students receive instructions for online registration and a list of special requirements for meeting prerequisites and obtaining course approvals.

Students begin by filling out course plans and discussing them with their parents/guardians and their advisor. In setting their long-range academic goals, as well as their specific selections for the upcoming year, students are encouraged to talk with their teachers, their advisor, the Department Heads, the Castilleja college counselors, their Class Dean, and their Division Head, as applicable. After students have drafted their plans and course requests, they first obtain a parent/guardian signature, and then submit them to their advisor for consultation and approval. Once the advisor and Class Dean have approved the student's request form, it is submitted to the Division Head, who checks to be sure that the requests meet the school's promotion or graduation requirements and the student's academic goals and abilities. Rising juniors and seniors should seek approval from their Castilleja college counselor as well. NOTE: Students must take a minimum of four courses per semester to be considered a student in good standing.

Dropping and Adding Courses

An Upper School student wishing to add or change a class may do so during the first two weeks of a course. Permission to add a course is contingent on available space and ease of scheduling. The Registrar will not add a student to a class who has not gone through the process described on the Add/Drop Form.

An Upper School student wishing to drop a course may do so any time before the first mid-semester marking period. Permission to drop a course after the deadline will generally not be granted. Any course dropped after the deadline will appear on the student's transcript with a grade of WP (withdrawal passing) or WF (withdrawal failing).

The process of adding, dropping, and changing courses is outlined on the Add/Drop Form available in the Registrar's Office. Most course changes will involve discussion with the Division Head, the Class Dean, the student's advisor, the course instructor(s), the Registrar, the college counselors, and the parents/guardians of the student.

Homework and No-Homework Breaks

Castilleja believes that a student's classroom learning is only a part of her education and must be reinforced with study, inquiry, and reflection outside the classroom. Toward that end, students are expected to do homework on a regular basis. In the Middle School, students can expect one-and-a-half to two-and-a-half hours of homework each day outside of class. Upper School students should be prepared to devote two-and-a-half to three-and-a-half hours to homework each day outside of class. Students and parents/guardians should factor in these expectations when considering cocurricular activities. Homework-free breaks are intended to provide students with a respite or, if needed, a time to catch up on already-assigned work. No new homework, tests, quizzes, or presentations may be assigned over or due within one day after a No-Homework Break except in Advanced Placement and Advanced Topics courses.

Assessments

Many forms of student assessment are used by faculty, including performance assessments, quizzes, tests, projects, and essays. The following definitions and guidelines have been developed in an effort to ensure balance and fairness in each student's academic life:

1. A quiz shall consist of problems or questions which students are given less than 25 minutes to complete and require no more than the time allotted for a normal night's homework; anything more is a test. No additional homework may be due the same date as a quiz or test.
2. A test is any such exercise which students are given 25 minutes or more to complete.
3. All major assessments at all grade levels should be posted at least two weeks in advance on the Schoology Calendar. Quizzes and other minor assessments should be posted with reasonable notice. Departments and/or divisions will have policies that indicate the definition of major assessments, in addition to tests, papers, and projects.
4. Teachers will follow the division-specific assessment collision process to avoid collisions of major assignments for their students. Students should also be given leeway to reschedule assessments when the number of assessments exceeds division-level expectations. Each teacher is expected to be flexible and to allow students to move a test or due date.
 - o A student shall have no more than two major assessments (anything except a quiz) on or due on any given day. If a student has more than two major assessments scheduled for a given day (an "overload"), then she has the option of conferring with her teachers to reschedule one or more assessments on a different day so that she does not have an overload. This may include a situation in which a make-up test that is not on the Assessment Calendar contributes to the overload on a particular day. It is the student's responsibility to initiate rescheduling discussions with her teachers more than a day in advance, and the teachers will work with the student and with each other to address the overload. The order in which the assessments were entered on the Assessment Calendar is not relevant in determining which assessment(s) will be rescheduled to address the overload.
5. Class Deans will conduct regular grade-level calendar meetings to achieve a balance between highs and lows and to spread assessments over a number of weeks as much as possible.

Academic Deadlines and Make-Up Work

Castilleja considers daily attendance to be central to the educational process. Whenever possible, medical appointments, family trips, and other non-illness-related absences should be planned outside of the school day. Should a student miss school, it is her responsibility to obtain assignments from a classmate and to complete all work missed. Any student who misses several days of school is expected to work with her advisor and teachers to create a plan to catch up on her work. If she is absent for an extended period of time, a note from a physician will be required, and a more detailed plan of work completion will be devised in collaboration with the teacher, Class Dean, or Division Head.

Castilleja feels strongly that students should learn to respect and meet assignment deadlines and be prepared to accept consequences for late work. All academic departments at Castilleja have clear and specific policies that are communicated by instructors during the first week of classes. Teachers are expected to follow departmental policy regarding late assignments. Any missed work, regardless of the department, must be made up within two weeks after the work was missed unless there are extenuating circumstances that have been discussed with the Class Dean and approved by the appropriate Division Head. Make-up tests and quizzes will be given during make-up test periods, unless other arrangements are made with the teacher.

Any student who misses more than ten days of a class during a semester will be denied credit for that class. Under extenuating circumstances, the Division Head may extend the number of days allowed.

Incomplete Work

An Incomplete is given as a grade at the end of a semester any time a student is missing a major portion of the marking period's work. An Incomplete is not a grade that a student may elect to take because she has not completed the work of the marking period. It is a grade that the teacher, in collaboration with the Class Dean or Division Head, assigns in recognition of extenuating circumstances. A student with an Incomplete will have two weeks beyond the end of the semester to make up the missed work. Responsibility for making up the work on schedule rests with the student and may be deemed a priority over participation in cocurricular activities.

If a student's work is incomplete because of special circumstances such as serious or extended illness, the two-week make-up period may be extended with permission from the instructor and the Division Head. If a student still fails to make up the missing work within the time scheduled, she will receive no credit for that work (and that will be reflected in her final grade for the course).

Semester Assessments

Exams in Upper School courses will last 90 minutes (with a 15-minute grace period). Advanced Placement and Advanced Topics course exams will last 120 minutes (with a 15-minute grace period).

Exams in Middle School courses will last 75 minutes (with a 15-minute grace period).

In both the Middle and Upper Schools, a teacher may substitute a semester project, essay, or other assessment for a semester examination with the approval of the Department Head and the Division Head.

Final Assessment Exemptions

Most courses offer a culminating assessment (final exam, project, or performance task). In the case of final exams only (not any other culminating assessments), the guidelines for exemptions from second-semester final examinations are as follows:

1. A student at any grade level who took an Advanced Placement (AP) course and took the AP examination for that subject will be exempt from sitting for a final exam. She is not exempt from any other culminating assessments in that AP course.
2. A student taking an Advanced Topics (AT) course will have a final exam, regardless of whether she has taken an AP test in that subject. NOTE: Castilleja does not give AP exams for AP courses it does not offer.
3. All students enrolled in one-semester courses must take the final examination in that course.
4. A senior enrolled in a two-semester course who has maintained a B average for both semesters will be exempt from a final exam, except for AT courses as stated above.
5. Seniors who elect to take the AP English Language or Literature exam are not exempt from the final exam requirement unless they have a cumulative average of B or better in their English seminars.

Advanced Placement Exams

Advanced Placement (AP) exams will be given in May, according to the College Board's schedule. Castilleja School does not determine this exam schedule.

For AP courses offered at Castilleja, students taking morning AP exams are excused from classes the previous afternoon (beginning at Upper School lunch). Students taking afternoon AP exams offered at Castilleja are excused from classes the morning of the exam. Students who have both a morning and afternoon AP exam at Castilleja on the same day are excused from classes the afternoon prior to the exams as well as all classes on the day of the exams. Students taking a Monday AP exam at Castilleja are not excused from classes the preceding Friday. NOTE: Students electing to take an AP exam at a different location in a subject not taught at Castilleja are not granted these excused absences.

Grading System

Grade	Score	Grade Point Value	Grade	Score	Grade Point Value
A	93-100	4.0	C	73-76	2.0
A-	90-92	3.67	C-	70-72	1.67
B+	87-89	3.33	D+	67-69	1.33
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.67	D-	60-62	0.67
C+	77-79	2.33			

In computing GPAs, Advanced Placement and Advanced Topics courses are given an additional weight of one point. Honors courses are not weighted. Upper School GPAs include all courses in grades 9-12.

Rounding of Grades

Grades will not be rounded at mid-term; end-of-term grades may be rounded up (0.5 and above to the next whole number).

Academic Reports

Interim Reports inform students and parents/guardians of any notable shift, whether positive or negative, in a student's academic performance. A student is likely to receive an Interim Report if she gets behind in her work; does poorly on a test, quiz, or major assignment; exhibits a negative turn in attitude or commitment; or falls below the B- level in her cumulative grade average. She may also receive a report for especially good work on particular assignments or on a concrete body of work. Interim Reports may also be used for non-academic reasons to note exemplary or uncharacteristic behavior, whether in class or out.

Report Cards, posted online at the end of each semester, record the student's mid-semester, exam, and semester grades in each course taken.

Comment Cards, which include mid-semester grades and written comments for most courses, are posted twice a year for the Upper School and in the spring for the Middle School.

While parents/guardians will receive information about student progress through parent/teacher conferences and/or semester reports, sixth-grade students do not receive grade reports until mid-second semester.

Middle School Parent/Teacher Conferences and First Semester Reports

Middle School parent/teacher conferences are held in the fall. While most questions should be addressed with teachers as they arise, these conferences are an opportunity to ask questions and discuss concerns and goals for the students in the Middle School.

At the end of first semester, sixth grade students receive a rubric in lieu of grades, reporting progress in skills and course expectations. Seventh grade students receive semester grades and also write a letter home reflecting on their goals and progress. Eighth grade students receive semester grades and also lead their own conference with their parents or guardians.

Tutoring

Castilleja's faculty prides itself on individual attention and availability to its students. If a student needs extra help, faculty are available to spend one-on-one time with that student during scheduled conference times and mutual free periods. Teachers are also often available after the academic day. Outside tutoring should be used only if a student needs significant out-of-class help to fill in gaps in specific skill areas or after she has exhausted all extra-help opportunities provided by her teachers. It is strongly recommended that outside tutors make direct contact with relevant faculty members on an ongoing basis. NOTE: Any outside tutor who comes to the school to meet with Castilleja students must be registered in the office of the Head of Upper School or Head of Middle School, and with Human Resources; tutors must follow all established visitor and on-campus tutor protocols. On-campus tutors must be fingerprinted, pass a Tuberculosis test, and meet briefly with the Director of Human Resources. Parents or guardians must inform on-campus tutors of these procedures as they will not be allowed to tutor on campus until all conditions are met.

It is the policy of the school that, under normal circumstances, a classroom teacher will not serve as the tutor for her or his own students during the academic year. Any tutoring for pay involving a Castilleja teacher must occur before or after the school day. Outside tutors may meet with students during the student's free periods. Any and all tutoring fees are the sole responsibility of the student's family and should be paid directly to the tutor. NOTE: Test-prep tutors are not included in this policy and may not, therefore, meet with students during the school day.

In addition to the above, Castilleja has a student-led Peer Tutoring Program providing peer tutors for students who express a need for the service.

Summer School

The school encourages work that enriches, broadens, and deepens the educational experiences of our students. Castilleja is particularly supportive of summer programs that offer courses, projects, or adventures that students could not normally find through our curriculum or on our campus.

Students will not receive credit in summer school for academic courses that merely mirror our own. Only in exceptional circumstances and with the prior permission of both the Department Head and the Head of Upper School may a student be given permission to complete a graduation requirement in summer school. The school, too, reserves the right to recommend summer school in cases where a student has failed a required course or needs to raise her GPA to continue at the school.

Academic Standards and Commitment

Castilleja is committed to the intellectual development of its students and assumes their mutual commitment to that process. The school assumes that students who come to Castilleja care about learning and are eager to participate actively in their education. As the school assesses each student's academic achievement, it expects her to meet the following minimum standards:

1. **Academic Achievement.** Castilleja expects each student to maintain an overall GPA of at least 2.5 (Upper School) and 2.67 (Middle School) and to achieve a passing grade in all her courses.
2. **Academic Commitment.** Upper School students must take a minimum of four courses per semester to be considered a student in good standing (a typical course load is considered seven classes per semester for ninth and tenth graders and five classes per semester for eleventh and twelfth graders). The school expects every student to demonstrate conscientious and consistent effort, evidenced by follow-through on homework assignments, faithful attendance and attentiveness in class, and academic honesty. Any student in academic difficulty is also expected to take advantage of opportunities offered to improve her performance.
3. **Academic Accountability.** Any student who has not maintained the stated GPA or who has not demonstrated a conscientious and consistent commitment to her work will be subject to academic review and academic probation. Her enrollment contract for the following year may be withheld or suspended until her academic achievement and/or commitment has improved.
4. **Withdrawal.** The decision to require withdrawal is made by the Head of School, who may consult with the Division Head and the student's Class Dean, teachers, and advisor. If the Division Head deems that a student has not achieved the school's minimum academic standards, that she has not made an adequate academic commitment, that her attitude is counterproductive to the learning process, or that her educational development will be better served in a different academic environment, then the Division Head will recommend to the Head of School that the student withdraw. Leaving the Upper School prior to graduation is noted on the student's transcript.

Student Semester Off Campus

Castilleja supports students who desire the enrichment of a semester or year of schooling in a setting other than Castilleja. The school recognizes the opportunity for growth inherent in educational exchanges and other programs. Castilleja also realizes the value of having exchange students come to Castilleja to enrich our community with another level of diversity.

Planning

Planning for a student semester off campus needs to take into consideration a timeline that allows the school to possibly find a replacement student to fill the vacated place, and to support the Castilleja student by carefully planning course selection to ensure that re-entry is as smooth as possible. This will require exploration of each course syllabus from the

accepting school by respective Department Heads and the Division Head in cooperation with the student and her family.

Timeline for Application

November 1: Contact the Division Head directly to discuss an intended student semester absence in the subsequent school year.

January 15: Provide relevant syllabus documents from the intended school or program.

February 15: Meet with the Division Head to compare the outside program with Castilleja's, consider additional resources or programs for the sabbatical year (e.g. tutoring, online courses, summer programs, etc.), and plan the program for the re-entry semester.

March 15: Submit the final written plan, signed by the student and parents/guardians and approved by the Division Head.

Financial

The family will be responsible for 100% of Castilleja's annual tuition.

Independent Study at Castilleja

Occasionally, a junior or senior may wish to pursue studies in an area beyond the most advanced class offered at Castilleja, or she may wish to explore an area of interest outside the range of our normal course offerings. This student could consider a semester of independent study.

The process for proposing independent study begins in the preceding semester. The student must seek a faculty member who is willing and qualified to supervise the independent study project. She writes a formal, detailed proposal outlining the full scope of the independent study (the form is available from the Registrar). The faculty advisor and the student determine the meeting times and agree upon the assessment instruments. The student then submits the proposal to the Department Head and Head of Upper School for possible approval. If the independent study is approved, the Head of Upper School will consult the Department Head and determine the amount of credit to be given, if any, and will notify the Registrar. When the independent study is completed, the faculty advisor will inform the Head of Upper School and the Registrar.

Students may take no more than one independent study course in any given semester. Typically, an independent study would not count as part of a student's minimum course load of four core courses per semester. Juniors and seniors may have a maximum of six classes.

Laptop Computers

Students are required to bring a laptop to school with them every day. Middle School students are required to have a Mac laptop. Upper School students may bring their laptop of choice, but having a Mac is encouraged. For specific configuration suggestions and education discounts, please visit <http://www.castilleja.org/maclaptops> (you will be required to log in to see this link). The Tech Department provides minor tech support as time allows; students should take computers to the Apple Store for most issues.

Center for Awareness, Compassion, and Engagement

Castilleja's Center for Awareness, Compassion, and Engagement, known as the ACE Center (<http://www.castilleja.org/ace>), fosters the development of women leaders through experiential learning. These experiences are created both within the Circle and beyond the Circle, and inform students' sense of responsibility and connection to the community at large. The ACE Center supports student initiatives, classroom experiences, and teachers with a dedicated team, a library of educational resources, and professional development opportunities. It also frames and shares summer opportunities, both local and abroad. Through ACE-related activities, students gain confidence in their ability to solve problems and effect change.

Community Action

All students, with guidance from faculty and staff advisors, community mentors, and the ACE Center, are expected to engage in community action activities. Through curricular events, workshops, and student-initiated opportunities, students participate in community action that develops skills and leadership competencies; challenges and/or complements their talents and interests; and meets developmentally appropriate curriculum goals. Community action at Castilleja affords local, national, and global learning and engagement opportunities.

Global Programs

Global education is pervasive at Castilleja; cultural competency is a hallmark of our leadership program, and our formal global program is a key component of graduating global citizens. Marquee events highlight the global experience. Throughout the year classes explore issues around a specific global theme, highlighted during an annual all-school immersion into Global Week. All juniors participate in a school-sponsored Global Investigator Trip. Current destinations include China, India, France, and Guatemala.

Internships

Castilleja's internship program creates authentic opportunities for students to explore their passions in a real-world setting. Partnerships with science labs offer students hands-on experience in a research lab, working in a nurturing and supportive environment that cultivates their interest in science. Other internship opportunities exist in the arts, social sciences, technology, and local non-profit organizations. The ACE Center works closely with students to imagine internship opportunities specific to their identified interests and desired areas of growth.

Entrepreneurship

Students are formally introduced to entrepreneurship as sophomores through the Social Enterprise Innovation Program. During an intensive week-long learning experience they work through the arc of imagining, designing, and pitching a social enterprise. Interested students have the opportunity to apply for grants to implement a pilot version of their enterprise during the following year.

Leadership

Castilleja students formally learn leadership skills through a variety of ACE-sponsored workshops and through conscious skill building across the curriculum. They have a variety of formal opportunities to exercise their leadership skills. Examples of these are student-initiated Global Week workshops, peer tutoring, Bridge tutors, peer advisors, the Senior Executive Leadership Team, Gallery Leadership, ACE Fellows, ACE.Org leaders, elected leadership positions, and the mentors in Castilleja's Halford Young Women Leaders Program.

The ACE Center manages the process through which students engage in many Castilleja-sponsored cocurricular opportunities. These opportunities are identified in a "Journey Application." The purpose of this application process is to ensure that every Castilleja student successfully explores ideas and opportunities that interest her deeply and learns from her experiences. These opportunities are now intentionally tied to dedicated time slots such as the Extended Opportunity Period.

Athletics

Castilleja School provides a comprehensive and competitive athletic program that complements and enhances the educational experience of academically engaged, intellectually curious, and athletic young women.

(<http://www.castilleja.org/athletics>)

Athletics are an important part of the overall educational experience at Castilleja. Grounded in our Athletic Core Values, the program fosters the overall well-being of students by developing athleticism, sportsmanship, and teamwork. Through participation in sports at Castilleja, students learn life skills and develop positive character traits while striving for excellence in competition. Athletics provide the community with a source of pride, unity, and school spirit.

At the Middle School level, the athletic program is designed to give access to all interested students through a no-cut policy. A broad offering of sports is provided for various levels of abilities and competition. The program is designed to develop skills, encourage personal responsibility, and increase confidence in physical abilities while fostering social and emotional development through teamwork, commitment, and fun. Castilleja offers nine sports during the school year:

Fall	Cross Country Softball Swimming	Spring	Tennis Volleyball Water Polo Track
Winter 1	Soccer		
Winter 2	Basketball		

Athletics in the Upper School are competitive, and the level of commitment required increases accordingly. At the varsity level in particular, the most capable and committed athletes constitute teams that strive to excel in competitions. Because Castilleja is a college preparatory school with significant academic demands, student athletes must have self-discipline and organizational skills to manage their individual schedules. Eleven Varsity and Junior Varsity interscholastic sports are offered during the school year. Sports offered include:

Fall	Cross Country Tennis Volleyball Water Polo Golf	Spring	Softball Swimming Track and Field Lacrosse
Winter	Basketball Soccer		

Cocurriculars

Middle School Electives

Electives in the Middle School allow students to explore a new topic or to delve more deeply into an area of interest. Electives range from offerings such as Rock Climbing, *Flame*, or Cooking in the Castilleja Kitchen, to STEM-related selections, to special interests. Middle School students select from a slate of elective choices three times per year.

Student Government

Castilleja values and supports the strong voices of its student leaders. Each semester students participate in leadership. During the year they are given many opportunities to contribute to all facets of school life, including leading weekly school meetings, participating on faculty/student committees, and planning and implementing school-wide events.

The Middle School Student Government (MSSG) represents the Middle School in student leadership at Castilleja. The MSSG Executive Board consists of the President, Secretary/Treasurer, Social Representative, Athletic Representative, Arts Representative, and two Class Senators per grade. This group plans activities for the Middle School each semester and leads Middle School meetings. New officers are elected each semester.

The ASB Government represents the Upper School in student leadership at Castilleja. The ASB consists of four Presidents of grades 9-12, and the seven officers elected by the Upper School: the All Student Body President, the President of the Judicial Committee, the Activities Coordinator, the Athletic Coordinator, the Arts Coordinator, the Community Action Coordinator, and the Secretary/Treasurer. ASB meets weekly with the Head of Upper School to discuss issues relevant to the school body and to plan the agenda for the weekly Student Government Meetings. In addition to the President, each grade level is represented in the class government by its Vice-President, three Senators, and various committee members. These class officers meet weekly with the Class Dean to direct the business of their class. ASB officers serve for the full year. Class officers are elected each semester.

Upper School Clubs

There are many active Upper School-sponsored clubs to address the various academic, service, and social interests of the girls. The academic clubs include all publications as well as those that participate in external competitions such as Speech and Debate, Robotics, or Model United Nations. ACE Orgs are community action clubs such as the Diversity Club, Free the Children, the Community Alliance for Identity and Expression, the Green Team, Roshni, and Music for the Community. Social clubs, such as the New Shakespeare Club, Book Club, or Card Club, tend to change from year to year depending on student interest.

These clubs are open for membership in early September. Proposals for academic and social clubs should be made no later than late August to the Head of Upper School and the Dean of Student Life. Proposals for ACE Orgs should be made to the ACE Center Director. To keep the club program vital and to prevent student overload, Castilleja encourages each girl to limit her participation in school clubs with the intention that she make a full commitment to any club she does join. Some club meeting times will conflict, necessitating that a choice be made.

Visual and Performing Arts

Many arts opportunities are available through the Clubs Program, including MUSE (orchestra), The Sound Sisters, and others.

The Middle School Drama Department produces one after-school musical per year. All students are welcome, and all who audition are guaranteed a role in the production. Past shows include *Oliver*, *Schoolhouse Rock Live!*, *Guys and Dolls*, *Annie*, and *Honk*. Upper School students are also involved as assistant directors, designers, and tech crew.

The Performing Arts Department produces two full-scale Upper School theatrical productions each year: a play and a musical. Recent plays have included *A Midsummer Night's Dream*, *The 25th Annual Putnam County Spelling Bee*, *Scapin*, *Top Girls*, *As You Like It*, and *Twelfth Night*. Recent musicals have included *Anything Goes*, *Jesus Christ Superstar*, *Little Shop of Horrors*, *Urinetown*, and *Dames at Sea*. Open to all Upper School students, these productions are cocurricular. Students have opportunities not only to act, sing, and dance, but also to learn all aspects of backstage work: stage managing, props, costumes, sets, lights, and sound.

In addition, Castilleja's Arts Department produces an all-school show, *Arts with a Heart*, with an emphasis on dance and music, featuring more than 100 motivated Castilleja students in all aspects of the production.

Castilleja Honor Codes and Acceptable Use Policies

Castilleja School Honor Code

At Castilleja, we honor our core values – conscience, courtesy, character, courage, and charity – and we encourage our students to incorporate the 5Cs into their daily lives, both inside and outside of school. This honor code serves to uphold these values, which are at the heart of our community.

As a member of the Castilleja community, and recognizing that this community is one based on the promotion of trust and respect amongst all employees and students:

I will act with a sense of integrity and honesty in all of my endeavors at Castilleja.

I will be respectful of the property of others, both academic and personal.

I will neither give nor receive unauthorized aid, as defined by my teachers both explicitly and implicitly, on any of my academic work.

I will not violate others verbally, sexually, physically, or otherwise.

I will assume that others will act with the same honorable intentions I would like them to ascribe to me.

As a member of the Castilleja community, I am pledging to uphold all the above statements in order to create an environment of respect, trust, and mutual academic and emotional growth.

On all my work, my name affirms my honor.

Upper School Technology Honor Code

We, the students of Castilleja, understand that our use of technology is a privilege. The school does not actively monitor students' online activity; we must reciprocate this trust by using technology responsibly and thoughtfully. We understand that our online actions represent us as people and as members of the Castilleja community.

We must emulate the 5Cs and act with integrity and respect on the Internet. Our actions on the Internet can be permanent, so we should think before we post. The Internet fosters a false sense of anonymity and safety that allows for bullying. We must consciously be kind online.

As Upper Schoolers, we recognize that our online activity sets the standard for how younger Castilleja students use the Internet. We are role models for the Middle School both at school and online; we must remember the audience of our online activity.

Castilleja is first and foremost a community of learning. Being fully present in the classroom fosters the best learning environment for our classmates, our teachers, and ourselves. Therefore, our use of technology during class should be purely academic.

Our use of technology should represent both the ethical and academic values of Castilleja's Honor Code. We will use technology with integrity, thoughtfulness, and responsibility.

Prepared by the 2011 and 2012 Judicial Committees

Upper School Technology Acceptable Use Policy

Castilleja School values technology as a rich source of tools for learning. Castilleja is pleased to provide students with technology equipment to support their academic and cocurricular experiences. In return, Castilleja asks all students to take good care of school-issued technology equipment.

The following guidelines apply equally to the use of all devices, including laptops, tablets, mobile phones, and other electronic equipment, whether being used on or off campus in order to honor the Castilleja learning environment. Any time from arrival until school dismissal, computers are to be used for educational purposes only.

Care and Handling

Students are expected to take good care of their Castilleja-issued devices, which includes:

- Protecting the device in a case at all times.
- Using cushioned or protective bags during transport when off school grounds.
- Locking and securing the device whenever it is unattended.
- Keeping the device out of extreme temperatures.
- Keeping the device away from liquids, dust, and other harmful elements.
- Leaving on any asset tags and identifying labels.
- Leaving on all administrative and management profiles that are installed on the device.
- Maintaining sole possession of the device and not lending it to friends or family.
- Immediately reporting any damage to a teacher or Technology Department employee.
- Returning the device to the Technology Department when requested.

Technology Honor Code

Students are expected to apply Castilleja's Honor Code to all school activities, including those involving the use of the school's computers, computer peripherals, and network, whether accessing them while on campus or off campus.

Examples of the types of technology-related activities that affirm our Honor Code are listed below. Any questions about the application of the Honor Code to technology should be directed to the Class Dean or Division Head.

Honorable Uses

- Using computers, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technologies and their applications.
- Using technology to collaborate with students and faculty in academic and cocurricular school functions.
- Using file servers to store school-related and limited personal files.
- Using the Internet to perform research related to academic and cocurricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and to advance academic work.
- Respecting the privacy of other computer accounts.
- Respecting the registration policies of age-restricted online services (e.g. Facebook, Tumblr, and Twitter).
- Representing your own views, and not those of others, in any form of electronic communication.
- Owning your mistakes.
- Protecting loaned equipment from damage or theft.
- Providing appropriate scholarly attribution to any materials gathered using information technology.
- Adhering to all federal copyright laws.
- Respecting that network bandwidth, server disk space, and printer paper and toner are shared and limited resources.
- Supporting the school's computer security systems.
- Seeking permission to record or photograph classroom presentations.
- Respecting your personal contact information and that of others.
- Speaking with an adult should you receive a message that is inappropriate or makes you feel uncomfortable.

Middle School Technology Acceptable Use Policy

Castilleja's school day is designed for learning, positive activity, and social interaction. The following guidelines apply equally to the use of all personal devices, including laptops, iPads, mobile phones, and other electronic devices, whether being used on or off campus, in order to honor the Castilleja learning environment. At any time from arrival until school dismissal, devices are to be used for educational purposes only.

The Middle School Technology Acceptable Use Policy is aligned with the school's commitment to the 5Cs:

Conscience

The school does not actively monitor students' online activity; each student must reciprocate this trust by using technology responsibly and thoughtfully by:

- Consciously being kind online. Actions on the Internet can be permanent; students should slow down and think critically before they post.
- Respecting the privacy of other people's accounts.
- Protecting loaned equipment from damage or theft.
- Speaking with an adult should she receive a message that is inappropriate or makes her feel uncomfortable.
- Owning her mistakes, because mistakes will inherently exist in any learning environment.

Courtesy

Teachers will be clear about their expectations in their own classrooms, and students are expected to follow those rules.

In general, students:

- Should not be on social media, checking email, chatting, etc. while in class.
- Will respect the network bandwidth and server disk space.
- Will think twice before printing.
- Must understand that no photograph, video, or recording is to be taken, posted, or shared without consent.

Character

Students must be extremely mindful of the representation of their views in any form of electronic communication, using technology with integrity, thoughtfulness, and responsibility. Students are:

- Prohibited from processing or accessing information on school property related to "hacking," altering, or bypassing network security policies.
- Strongly encouraged to critically analyze the validity and bias of all digital resources, knowing they must be able to justify all online resources, with proper citations, used in their classwork.

Courage

Online actions represent technology users as people and as members of the Castilleja community. Each student is expected to demonstrate a high standard of integrity online by:

- Adhering to age restrictions (e.g. Facebook, Instagram, and Twitter).
- Representing herself and the school appropriately.
- Citing sources and avoiding plagiarism.
- Considering the impact of online actions on herself and on other members of the community.

In particular, this means that students should not:

- Bully another person, publicly or anonymously, by creating, sending, accessing, or downloading material that is abusive, hateful, hurtful, harassing, or sexually explicit.
- Participate in any other behavior that would negatively impact the Castilleja name and community.

Charity

Students must be able to work collaboratively using technology, troubleshoot in groups, and actively assist each other when issues with digital tools arise. Technology can be used as a communication tool with students and with those outside of campus; students are encouraged to take advantage of these digital tools in order to improve knowledge and advance academic work, as well as to serve the development of awareness, compassion, and engagement.

General Technology Use Guidelines

- Morning break and lunch are "tech in the locker" times. Students who need to complete schoolwork or print at these times should do so from the classroom (supervised) or go to the library.
- Devices should be stored when not in use. Unattended devices will be turned in to the Tech Department or to the Head of Middle School. Any damages incurred during lunch or break (when devices should not be used) will be the sole responsibility of the student.
- Students are encouraged to back up all work to more than one location (e.g. iCloud, Google Drive, box.net, etc.).
- School-issued devices bear an asset tag or ID name sticker label. Students are not to tamper with this asset tag

or this sticker label.

- Students must come to school with fully-charged devices.
- Students should not share passwords with anyone except parents/guardians.
- Students must use the school-issued Apple ID (rather than a family or personal ID) on any school-issued iPad until otherwise notified.

Guidelines for Behavior

Maintaining a community in which learning and teaching flourish is central to Castilleja's purpose. Acting with courtesy and charity toward others, and showing courage, good conscience, and character in our daily lives, supports our community. Being aware of and respecting guidelines allows all of us to learn and grow.

The Head of School shall have final authority in all disciplinary matters. While it is the school's desire and intent to administer its disciplinary system in an instructive and fair manner, public education standards of due process and fair hearing are not applicable. *The Head of School, in her sole discretion, has full authority to administer discipline, including the authority to determine the appropriate disciplinary procedure to be utilized in each specific instance and to make a final decision independent of the judicial procedure described below.*

Serious Infractions

Certain infractions, although relatively few in number, are considered serious. They include, but are not limited to:

1. Dishonesty of any kind, which may include lying to faculty or any other employees, and any form of academic dishonesty. The Castilleja community firmly believes in the importance of honesty and integrity and expects students to be honorable in all aspects of school life, including their academic work. It is the student's responsibility to know exactly what is expected for her academic work in each of her classes. Instructors will ensure that students clearly understand academic honesty as it relates to homework, collaborative work, quizzes, tests, reports, papers, and exams in their classes. In addition, it is each student's responsibility to be familiar with Castilleja's Middle School Technology Acceptable Use Policy and Upper School Technology Honor Code.

Examples of academic dishonesty include, but are not limited to, the following:

- Copying any portion of a student's work or answers from a key.
 - Receiving help from another person, such as a parent/guardian, tutor, or another student, on work that clearly should be the product of the student's own effort.
 - Failing to acknowledge the work or ideas of others, including Internet sources, when incorporated into the writing of papers.
 - Submitting work done in one course to more than one instructor without prior approval.
 - Asking for or giving unauthorized information about the content or format of an assessment.
 - Using unauthorized texts, notes, or technology resources during an assessment.
2. Involvement with or being in the presence of the use, distribution, or possession of narcotics, illegal drugs, marijuana, tobacco products, alcohol, or weapons of any kind on the school campus, prior to or at school functions, prior to or on school field trips, or prior to or at functions held at or sponsored by other schools.

NOTE: If a student is concerned about her own drug or alcohol use or the drug or alcohol use of a peer, she may seek help from either the school's counselors or the Division Heads.

3. Theft, defacement, or vandalism of school property or personal property on the school grounds or at school functions. For example: a student deliberately destroys another student's class project.
4. Behavior that causes significant physical or emotional harm to others in the school community. For example: a student repeatedly harasses a member of the school community.
5. Behavior at or away from school that seriously violates the school's philosophy and negatively reflects upon the character of the school. For example: a student attends an off-campus convention of a student organization (such as Model United Nations) and is involved in a destructive prank.

Consequences of Infractions

Disciplinary consequences for serious infractions vary depending upon the nature, severity, and frequency of the infraction. Students involved with any of the serious infractions listed above risk severe consequences, including, but not limited to, the following: writing letters of apology to affected parties, receiving no credit for an assignment, attending mandatory counseling, having restricted attendance at school events, making payments for repairs of damaged

items, probation, suspension, and/or expulsion. A suspended student will not attend classes and school functions held during the time of her suspension. At a minimum, any student who commits a serious infraction will be put on probation; should she commit another serious infraction, she risks expulsion. All such infractions are reported to colleges, as described below.

Reporting of Disciplinary Incidents to Colleges

Applicants to college and the Castilleja college counselors are asked on application documents to report disciplinary violations involving the applicant. Castilleja School will report any incidents, whether academic or social, in grades 9 through 12 that result in probation, suspension, or expulsion.

Colleges generally seek additional information from the school to determine whether the violation was an isolated incident or part of a pattern of behavior. Castilleja School will provide colleges with information about school disciplinary actions involving an applicant, including expulsions and voluntary withdrawals. Leaving the school prior to graduation (for any reason) is noted on a student's transcript as a "withdraw date." Students should address questions relating to disciplinary incidents in an honest and straightforward way on their applications and in their communications with colleges after applying; the student is expected to write directly to the college's admission office to explain the incident.

Castilleja School informs a student's prospective college of any significant change in behavior through the end of the senior year and up to matriculation at college that requires investigation and/or disciplinary action and/or reflects a serious lack of judgment or integrity.

Upper School Student-Faculty Judicial Committee

The Head of School and the Head of Upper School shall determine on an individual basis whether a particular infraction shall be submitted to the Student-Faculty Judicial Committee. A serious infraction or matter involving issues of confidentiality may be referred to a select administrative committee for investigation and recommendation to the Head, or the Head may handle the matter directly. Disciplinary offenses usually come under the jurisdiction of the Student-Faculty Judicial Committee. This Judicial Committee consists of eight voting members and up to six non-voting members (a quorum of the committee is six members). The permanent voting members include the Student President of the Judicial Committee who is elected by grades 9-12, the Vice-Presidents of each grade level, and three faculty members. The Head of Upper School is a permanent but non-voting member of the committee. Other non-voting members may include the Class Dean, the student's individual advisor, and the school staff involved in the case.

Procedures of the Upper School Student-Faculty Judicial Committee

Whenever a serious infraction occurs in the Upper School, the Head of Upper School calls a meeting of the Student-Faculty Judicial Committee. Prior to appearing before the committee, the student meets with the Head of Upper School or a Class Dean, who explains the charges against her and asks her to prepare a written statement. Normally with the student present, the Head of Upper School or Class Dean informs the student's parents/guardians of the alleged infraction and the proceedings.

Each student involved in the case comes before the committee individually, and may be accompanied by her advisor or a faculty or staff member of her choosing. She is asked to describe the events leading to her appearance before the committee, and committee members may ask appropriate questions to gain greater clarity. When questioning is finished, the student is asked to leave the committee room.

Following these interviews, the committee reviews the facts of the case. Past cases of a similar nature may be presented as the committee works to arrive at a just recommendation of consequences. When the recommended consequence is decided upon, the voting members of the committee cast a vote. The committee's recommendation is then given to the Head of School, who either accepts or amends the recommendation. After the proceedings, the consequences will be discussed with the student, her parents/guardians, and her advisor. Throughout this procedure, appropriate privacy is observed.

Middle School Judicial Procedure

Minor infractions will be handled as they occur by the student's individual teacher, the Class Dean, or the Head of Middle School. Serious infractions will be reviewed by the Head of Middle School, who will recommend an

appropriate consequence to the Head of School. In turn, the Head of School will accept or amend the recommendation. The Head of Middle School informs the student's parents/guardians of the proceedings as soon as the infraction is discovered and discusses the consequence with both the student and her parents/guardians.

Other Infractions

There are numerous other infractions that make the smooth running of a school difficult, such as unauthorized absences, tardiness, technology violations, and uniform violations. Castilleja asks that students take responsibility for understanding school expectations and minimize these minor violations. Repeated minor infractions become serious when they unjustly involve an inordinate amount of faculty or administration time. The consequence of these other infractions will be determined by the Division Head.

Work Crew

One consequence for minor or repeated infractions may include a supervised Work Crew on the Castilleja campus. An accumulation of five violations, including tardies, sign-in/sign-out violations, uniform violations, or other minor infractions in a semester, will result in a Work Crew.

Work Crew supersedes any prior personal or school commitments except for make-up tests. Work Crews may be scheduled before, during, or after the school day based on the needs of the school.

Failure to attend a Work Crew will result in two Work Crews. Students receiving three or more Work Crews will be referred to the Student-Faculty Judicial Committee (Upper School) or the Head of Middle School.

Tardiness

If a student is late at the beginning of the school day, she must report to the Attendance Office, where the tardiness will be recorded and a pass to class issued. The tardiness shall be excused if a parent/guardian indicates that extenuating circumstances were responsible for the tardiness; these circumstances are subject to approval from the Attendance Officer and the Division Head. During the school day, if a student comes late to class without a pass, her tardy will be unexcused. If a student does not appear in class after ten minutes, this will be considered an absence. No credit will be given for schoolwork missed because of unexcused tardiness.

Uniform Violations

If an employee sees a student out of uniform, that person will write up the violation. When possible, the student must also change into a correct uniform.

Technology Violations

Students are expected to use technology wisely and respectfully, and to care for their devices throughout the school day. Any disregard of the rules and guidelines above may result in a technology violation.

An action involving use of technology that is hurtful or damaging to others, shows disrespect for the school community or equipment, or demonstrates disregard for school policies is considered more serious than a technology violation and may result in disciplinary consequences, including suspension or expulsion.

Cell Phones

As a general rule, cell phones should be silenced and put away during the school day.

- In the Chapel Theater: Cell phones are strictly prohibited in the Chapel Theater during assemblies and meetings, unless an adult announces permission for photos to be taken of speakers, performances, etc.
- During class time: Students may not use cell phones during class time, except when explicitly assigned or allowed for a specific classroom use. When in doubt, ask.
- During special school events: With the permission of the Class Dean or Division Head, photos may be taken at special school events such as dress-up days, spirit events, Rivalry, etc.
- For illnesses during the day: To call a parent/guardian, students must use the phone in the Attendance Office or at the Reception Desk (students may not leave school without permission from the Attendance Officer).

- For urgent issues: For time-sensitive matters, such as a change in pick-up time or location:
 - Middle School students must check with an adult before using a cell phone.
 - Upper School students may use a cell phone as long as such use is not disrupting school activities (e.g. break, lunch, group conversations, or events of any kind).
 - Students must obtain permission from an adult to use a Castilleja School phone (landline) in the Attendance Office, at the Reception Desk, or in another school office.
- Other use: Cell phone use (voice, text, photo) of a casual social nature, except as noted above, is prohibited during the school day. If in doubt, ask.

Students using cell phones inappropriately during the academic day may have their phones taken away and either returned after class or after meeting with the Class Dean or Division Head as appropriate.

Assembly and School Meeting Behavior

Students are expected to behave courteously during assemblies and school meetings. This includes quiet, focused attention and appropriate clapping. Hair grooming (including combing and braiding) and bathroom trips should happen before assemblies and meetings. Students who behave inappropriately will be given a warning. Should the behavior continue, the student will meet with the Division Head. Absolutely no texting or other use of technology is allowed at these meetings.

Guidelines for Behavior in the Library

- Come to the library to read, study, or conduct research.
- Speaking softly to another student in the course of working together is fine; speaking loudly or disturbing the work of other students and/or library staff is not.
- All books or other library materials must be checked out by a member of the library staff before being taken from the library.
- Food and drinks (with the exception of water in a closed container) are not allowed.
- Students are asked to treat furniture and equipment with respect and to take personal belongings with them or to store them on the white shelves outside of the library. EXCEPTION: Laptops and iPads should be stored in locked lockers when not in use.

If a student disregards the guidelines, she will be given a warning. If such behavior persists, she will be asked to leave the library. Students who bring food or drink other than water (in a closed container) into the library will be assigned a Work Crew. Continued unruly conduct or disrespect toward librarians will result in suspension from the library and/or assignment to Work Crew.

Checkout Policy for Library Materials

No library card is needed. Books are checked out for a two-week period and may be renewed (if no one else is waiting) by asking or emailing a librarian. Yearbooks will not be issued to students on Class Day who have outstanding library materials. Students will be charged a replacement fee for lost materials.

Vehicle Registration and Parking Infractions

Please see the section titled “Transportation” for information about vehicle registration and parking policies and consequences for infractions.

Email

Email is the primary means of communication at Castilleja. Each student has a Castilleja email account and is expected to check it every day for messages from teachers, administrators, staff, Class Deans, and other students.

Uniform Guidelines

The uniform acts as an essential symbol of unity and equality, and cultivates a sense of community and pride in and around the school grounds. Appropriate daily uniform attire demonstrates a commitment to the ideals and values that members of the Castilleja community have pledged to uphold. Students are expected to adhere to the daily uniform as a means of showing respect for both their school and their peers.

Daily Uniform and Non-Uniform Days

Uniforms need to be neat, clean, and in good repair. Printing, non-Castilleja logos, or inappropriate decorations are not allowed on garments. Students are expected to be in proper uniform during the entire school day.

Halters, spaghetti straps, strapless tops, bare midriffs, and overly short skirts or shorts are not considered school attire and may not be worn either as part of the uniform or on non-uniform days. Skirts must be zipped up and buttoned and not rolled at the waist. Denim in any form is not part of the uniform.

Tops

Middle School

- Solid red, white, or navy blue polos with the 5Cs logo may be worn, as can plain white or navy blue polos (logo free).
- No collared blouses or shirts that are not polo material may be worn.
- Only plain white t-shirts may be worn under polos.

Upper School

- Plain white or navy blue polos or opaque blouses with collars may be worn.
- A solid red, white, or navy blue polo with the 5Cs logo is acceptable.
- Plain white or navy blue turtlenecks may be worn as a uniform top.
- Only plain white t-shirts may be worn under any of the accepted uniform tops.

Skirts, Pants, and Shorts (Middle School and Upper School)

- Uniform skirts are box-pleated, light-blue pinfeather (available for purchase from DENNIS Uniform or CUBUS). They must be at least as long as fully extended fingertips.
- Boxers or spandex shorts must be worn under skirts.
- Pants must be navy blue, cotton twill, or corduroy material, and ankle length.
- Shorts are navy blue cotton twill walking shorts from DENNIS Uniform or CUBUS.

Sweatshirts and Sweaters (Second Layer)

Middle School

A Castilleja sweatshirt in navy, red, white, black, or grey, or a Castilleja sweater, may be worn directly over the uniform shirt.

- A Castilleja sweatshirt must have a Castilleja logo or say “Castilleja” somewhere on it.
- Only seniors may wear college sweatshirts, even on non-uniform days.

Upper School

Please note that, for uniform purposes, a sweatshirt or sweater is worn directly over the uniform shirt. It must be solid navy blue, white, gray, or black (logo-free) or a Castilleja sweatshirt or sweater. Only seniors may wear college sweatshirts, even on non-uniform days.

Coats and Jackets (Third Layer; Middle School and Upper School)

A coat or jacket is considered outerwear, worn for additional warmth in colder weather. It is worn OVER the uniform shirt AND a sweater or sweatshirt. Outerwear can be from any vendor and any color. Third layers should be removed in classrooms and in the Chapel Theater.

Shoes and Socks, Tights and Leggings (Middle School and Upper School)

- Closed-toe, closed-heel shoes must be worn at all times.
- Socks must be solid black, navy blue, or white. They may have a small discreet logo (e.g. Nike swoosh), but otherwise no patterns.
- Solid black, navy blue, or white leggings or tights may be worn. Leggings must come to mid-calf or longer.
- Sweatpants are not leggings and are not considered uniform attire.

Dress White Uniform

- A middie top must be worn as a shirt.
- A plain white pleated skirt (or white Bermuda-length shorts or white pants as approved by Division Heads and/or Deans) must be worn on the bottom.
- Each girl must wear the appropriate class tie.
- A cardigan or pullover navy blue sweater from DENNIS Uniform or CUBUS may be added; sweaters may be worn with the daily uniform as well. This is the only sweater that may be worn with Dress Whites. (No sweatshirts.)
- Plain white socks or footed tights are required.
- Solid, clean, single-colored, flat, closed-toe, closed-heel shoes in blue, black, white, or brown are permissible footwear. (Boots are not allowed.)

All students must purchase the Dress White skirt and top from DENNIS Uniform or CUBUS. One class tie per year is provided by the school.

Fitness Uniform and Dance Class Attire

- Short and long-sleeve dri-fit fitness shirts are available for purchase from the [Casti Gear](#) site OR a Castilleja fitness t-shirt from DENNIS Uniform or CUBUS may be worn.
- Any black fitness shorts (running shorts, mesh shorts, or yoga pants) or shorts from the Casti Gear site can be worn OR fitness shorts from DENNIS Uniform. If not purchased from the Casti Gear site (or DENNIS or CUBUS), the bottoms must be all black with no colors or designs.
- Athletic shoes (non-marking soles) and socks (solid black, navy blue, or white; they may have a small discreet logo, e.g. Nike swoosh, but otherwise have no patterns) are also required.
- For students taking dance or choreography, dance attire consists of:
 - Any Casti dri-fit fitness shirt (from the Casti Gear site). If not purchased from Casti Gear, then the top should be form-fitting, and solid color with no designs.
 - Black yoga pants (from the Casti Gear site or DENNIS). If not purchased from Casti Gear, the bottoms must be all black with no colors or designs, and jazz pants, capris, or footless leggings. No shorts or sweatpants are allowed.

Class Tie Colors

Class ties will be provided at the start of school each year (one per student). If parents/guardians desire a spare tie, they can be purchased new at DENNIS Uniform, or used, if available, through CUBUS. Class ties differentiate the grade levels according to the following color scheme:

MS Grade	Class Tie	US Grade	Class Tie
6th	Yellow	9th	Green
7th	Light Blue	10th	Orange
8th	Navy Blue	11th	Purple
		12th	Red

Uniform Supplier

DENNIS Uniform (<http://www.dennisuniform.com/>) is the official supplier for Castilleja uniforms.

Class, Club, or Athletic T-Shirts or Sweatshirts

On occasion, a club or team may wish to order a special piece of attire. All Castilleja attire must be ordered through our Business Office. Only school colors may be used on clothing intended to be worn as part of the uniform. The faculty advisor of the class, club, or team first approves the design and colors for the item. Then a form should be obtained

from the Division Head, followed by approval and a signature. The completed form should be returned to the Business Office for a cost estimate. The order will be placed by the Business Office in a quantity based on the specific number of students who have requested the item. All billing will be coordinated through the Business Office for club or team items.

CUBUS

Castilleja Used Book and Uniform Service (CUBUS) is located in the lower level of the Middle School Building. CUBUS recycles and resells used textbooks, uniforms, Fitness & Wellness clothes, and dresses for the Fabulous Daughter Dinner Dance. Along with providing an inexpensive source of textbooks and uniforms, CUBUS reduces our carbon footprint and funds all CSA programs. CUBUS is open all year and holds a book sale in the summer and a dress sale in the fall. CUBUS is staffed by parent volunteers.

Attendance

Castilleja considers daily attendance to be central to the educational process. Whenever possible, medical appointments, family trips, and other non-illness-related absences should be planned outside of the school day. Should a student miss school, it is her responsibility to obtain assignments from a classmate and to complete all work missed. Any student who misses several days of school is expected to work with her advisor and teachers to create a plan to catch up on her work. If she is absent for an extended period of time (5 days or more), a note from a physician may be required, and a more detailed plan of work completion will be devised in collaboration with the teacher and Class Dean.

Any student who misses more than ten days of a class during a semester will be denied credit for that class. Under extenuating circumstances, the Division Head may extend the number of days allowed.

The Attendance Office, which is also the Upper School Administrative Assistant's office, is located in the Administration Building on the first floor and is accessible through the back door near Room 14. Hours are: 7:30 a.m. - 9:30 a.m. After 9:30 a.m., please report to the Receptionist in the Administration Building for assistance.

Absences Due to Illness

- In the event of a student's illness, her parent/guardian must phone the Attendance Office at (650) 470-7717 by 8:00 a.m.
- Students should be free of fever for 24 hours before returning to school.

If a student is absent from school due to illness, she should not attend a school-sponsored social or athletic event that day.

If a Student Becomes Ill during School Hours

- If a student becomes ill during school hours, she should report directly to the Attendance Officer or the Receptionist in the Administration Building, who will assist her and/or alert an appropriate employee, who will attempt to notify the student's parents/guardians. If the parents/guardians are unavailable, one of the emergency contacts listed on the Student Information Form will be called in their place.
- Students may not contact parents/guardians independently to make arrangements to be picked up. Any student who is ill and would like to go home must have either the Receptionist, Attendance Officer, or Director of Sports Performance call home, even if the student drives and is 18 years of age.
- Until the student is picked up, she will be accommodated in a limited way for a short duration. When leaving, she must sign out in the presence of the Attendance Officer or Receptionist.

Medical Appointment Absences

- If a student must be absent for a medical appointment, her parent/guardian must call the Attendance Office at 650-470-7717 or email attendance@castilleja.org *prior* to the day of the appointment to report when the student (including the student's first and last name) will arrive or depart and the reason for the absence.
- Students are responsible for meeting parents in the Administration Building reception area when being picked up for an appointment.
- Students must always sign in or out whenever arriving late or leaving early during school hours, at the Attendance Office before 9:30 a.m. and at the Reception Desk after 9:30 a.m.

Anticipated Absences

The school calendar provides a generous vacation schedule. Castilleja *strongly discourages family trips that result in a student missing school*, as these absences undermine our ethos of commitment, penalize the student whose work is interrupted, and impact the progress of group endeavors. Absences of a half day or longer require completion of an Absence Notice Form in advance of the absence. This form is available at the Attendance Office, or on our website. If a student knows she will be absent, she must:

1. Have her parent/guardian sign the form;
2. Take it to her Class Dean or Division Head for signature as appropriate;
3. Secure the signature of her college counselor if the absence includes visiting colleges;

4. Have her teachers and advisor sign the form (this provides an opportunity to discuss work that will be missed); and
5. Turn in the completed form to the Attendance Office a minimum of two days prior to the date of the absence.

Failure to follow this procedure may result in a Work Crew.

In general, work missed during a planned absence is due upon the student's return. Exceptions to this should be agreed upon between the teacher and the student prior to the absence. Instructors are not expected to re-teach classes missed due to planned absences.

Summary of Attendance Responsibilities

School begins at 8:00 a.m. except on Thursdays. A student arriving late (after 8:00 a.m., or after 8:55 a.m. on Thursdays) for any reason must:

- Sign in at the Attendance Office, and
- Obtain an Admit Slip from the Attendance Officer prior to reporting to class.

Late arrivals due to traffic will not be excused absences.

All Upper School students with a free period the first period of the day may use that time to sleep in. Most freshmen and sophomores do not have a free period in their schedule, but those who do may, on most occasions, sleep in when the period falls during the first period of the day. All students must sign in at the Attendance Office promptly upon arrival.

Seniors and juniors with privileges must sign in on arrival at campus prior to their first class and sign out and sign in as they leave and return for free periods.

Signing In and Signing Out at the Attendance Office

A student may leave campus during the school day only with parental/guardian permission, with the exception of a senior or junior with school-approved sign-out privileges. When a student leaves campus for any reason, she must:

- Sign out with the Attendance Officer/Receptionist when departing from campus, and
- Sign back in immediately when she returns.

Students leaving campus for medical appointments, illness, or other reasons authorized by a parent/guardian must have timely parental/guardian permission. If a student signs out and leaves campus without a parent/guardian present or without a parent/guardian having notified the Attendance Office, that student faces additional consequences.

Also, if a student fails to sign in or out as required, that student will be given a violation. An accumulation of five violations, including tardies, sign-in/sign-out violations, uniform violations, or other minor infractions, in a semester will result in a Work Crew.

NOTE: Any time the Attendance Office is closed, students must report to the Reception Desk in the Gunn Family Administration Center for assistance.

Unexpected Absences During the Day

If there is an unexpected absence during the school day (example: a last-minute doctor's appointment), parents/guardians should call or go to the Attendance Office; the Attendance Officer will locate the student and have her sign out to leave campus. Please limit these unexpected departures as much as possible.

Off-Campus Privileges

Seniors are allowed to leave campus during any unscheduled period. At the start of the school year, the responsibilities of this privilege will be explained to the senior class; to take advantage of this privilege, each senior must submit a Senior Privilege Permission Form. In the second semester of junior year, the junior class may apply for the privilege of leaving campus.

Absences without Parent/Guardian Approval

These include absences from any class, assembly, assigned study lab, class meeting, advisory, or required school function or event without school and/or parental/guardian approval, or leaving campus without authorization during the day. The Division Head will determine appropriate disciplinary consequences for these absences, and the student will not be allowed to make up academic work.

Parent/Guardian Responsibilities

It is the responsibility of the parent/guardian to notify the school by 8:00 a.m. on the day of the absence when a student is absent for any reason by calling (650) 470-7717 or emailing attendance@castilleja.org.

If the parent/guardian is out of town but the student is remaining in school, the following must be provided in writing to the Division Head and the Attendance Officer:

- The dates of the parent/guardian's departure and return;
- Emergency contact information for the parent/guardian, if available; and
- Contact information for the adult guardian responsible for the student while the parent/guardian is away.

College Visits

Seniors may miss a total of five (5) school days during their senior year for the purpose of visiting colleges. These days are included in the ten (10) maximum allowable days per semester.

Using the regular Absence Notice Form, and in full accordance with the attendance policy of the school, seniors must request written approval for such visits from the Class Dean and their teachers. They must also secure the signature of their college counselor. When the form is completed, it must be turned in to the Attendance Officer at least two days in advance of the trip. Failure to follow this procedure will result in a Work Crew. Students are responsible for all missed work.

Seniors and their families are advised to use regularly scheduled breaks and holidays for making college visits in the fall of senior year, and to use absence days carefully in general throughout the year, in order to reserve some days to visit colleges in the spring after being offered admission. Absences in excess of the allowable number may result in a grade drop in courses or loss of course credit, both of which can adversely affect a student's offer of admission to college.

Juniors should plan their college visits for the summer, holidays, school breaks, and other days when school is closed, as they are not granted any absence days for college visits.

College Information Sessions during School

Throughout the fall, and occasionally in the spring, Castilleja hosts college admission representatives who meet with students to describe their colleges and answer questions about the admission process. Seniors may attend these sessions during class periods as long as they inform their teachers in advance, turn in any work due that class period by the start of class, and make up any missed work in a timely fashion. Students should not attend a college session if they are scheduled to present in class that day or have a test or exam that cannot be rescheduled. Teachers will notify the College Counseling Office if seniors abuse this privilege. Note that missing a class to attend a college session counts toward the maximum allowed absences in any given course. Juniors may attend these sessions only if held during a free period. Attendance will be taken at these sessions.

Medical Leave/Medical Withdrawal

A *medical leave* is reserved for the student who, for reasons of physical or emotional illness, cannot meet the attendance and work requirements of the school for a defined period of time, typically not exceeding eight weeks. A *medical withdrawal* may be requested or recommended when a student is unable to meet the attendance requirements of the school for the foreseeable future. In certain situations when it is determined that a student is in serious difficulty and requires intervention, the school may require a student to take a medical leave. Conversations with parents/guardians, Division Heads, Deans, counselors, and others will inform the options available.

Advising Services

One goal of the school is to provide a place for young women to learn about themselves and each other while developing resiliency in mind and spirit. To this end, Castilleja has the following support structures:

Title	Administrator	Function	Grades
Head of Upper School	Jim Pickett	Academic Program/Student Life	9-12
Head of Middle School	Anne Cameron	Academic Program/Student Life	6-8
Class Deans	Employees	Student Life	6-12
Individual Advisors	Employees	Individual Student Needs	6-12

Class Deans

The Class Deans oversee the well-being of each class. They work closely with the Division Heads, grade-level advisors, and students to plan weekly meetings, retreats, special events, and class-sponsored activities, and also lead grade-level and advisory teams. Each grade has one Class Dean. The Upper School also has a Dean of Student Life.

12th Grade	Mr. Rockman
11th Grade	Ms. McConnell
10th Grade	Mr. Mitchell
9th Grade	Ms. Bagnola
Upper School Dean of Student Life	Ms. Bagnola
8th Grade	Ms. Crist-Studley
7th Grade	Ms. Paick
6th Grade	Ms. Gwin

Communication

Academic

If parents/guardians or students have questions or concerns about a particular class (academic placement or progress), they are urged to contact the teacher of that class directly. Should further conversation be needed, they should contact the appropriate Department Head or Division Head.

Social Development or Conduct

If there are questions or concerns about a student's social development or conduct, the student's individual advisor is the first line of communication, followed by the Class Dean and, in the Upper School, the Dean of Student Life. Should further conversation be needed, contact the Division Head.

Advising Program

Each student has an individual employee advisor who is responsible for a small group of advisees. Advisors meet weekly with their student groups during an Advisory Period. In addition to monitoring the academic and social progress of their advisees, advisors are called upon to explain school policies, discuss community issues, review advisees' grades and teacher comment cards, assist in course selection, attend school events of which advisees are a part, and serve as a resource and support for their advisees. Advising groups are arranged by grade level.

Each 9th grade advisory has a 12th grade peer advisor who co-facilitates the group with the faculty or staff advisor.

College Counseling

Director: Ms. McColgan

Associate Director: Ms. Tom

The College Counseling Office (<http://www.castilleja.org/collegecounseling>) seeks to empower students to direct their own college searches and to reach their college decisions by providing information, advice, reflection, and resources throughout the process to students and parents/guardians alike. The program is a natural extension of Castilleja's educational philosophy, emphasizing independent thinking, reflection, personal responsibility, leadership, and informed

decision-making. The school believes that the college search process should be student-centered, supportive, and even fun, and that it is a time for students to further develop their interests and decision-making skills, define their talents, and deepen their individual ideas and values. The foundation of the college counseling process at Castilleja is one-on-one counseling tailored to each individual student.

Students who are fully involved in the academic, social, and cocurricular life of Castilleja during their four years in the Upper School will develop interests for which they have a passion and emerge well-prepared academically and socially for success in challenging undergraduate programs. Through this immersion in all that Castilleja has to offer, the college search process can become a natural part of a student's life and development.

Most Castilleja students will begin preliminary investigation of their college options early in their junior year, with formal guidance from the college counseling staff beginning in the second semester of their junior year. Castilleja utilizes Naviance®, a web-based college-process management system, in its college counseling program. Some components of the Castilleja college process include:

- College search workshops and presentations for students as well as parents/guardians;
- Individual meetings with students, as well as family meetings to discuss concerns and questions about the college process;
- Small-group college counseling sessions;
- College application and essay review;
- Information sessions with college admission representatives visiting Castilleja (the schedule is available on the Castilleja website, Naviance®, and on the bulletin board outside the College Counseling Office);
- A wealth of information and resources in the college counseling suite, Room 310, available to all Castilleja students and parents/guardians year round;
- Information about registration and preparation for standardized tests (sophomores taking upper-level courses should consult with the College Counseling Office regarding the appropriate time to take SAT Subject Tests);
- Advice on visiting colleges and admission interviews;
- Information about the college financial aid process and scholarship applications; and
- Regular communication with the Castilleja community to share important information on applying to college.

Counseling Department

To support the social and emotional well-being of students, Castilleja offers counseling services to students. Counseling services are provided by licensed clinical staff. Counseling services are offered for a limited number of sessions and include crisis intervention, individual counseling, group counseling, parent/guardian consultation, and parent/guardian education. In addition, the counseling department also participates in broader school activities, such as facilitating leadership, prevention, and education activities with students; participating in retreats and classroom lessons; and providing consultation and education for faculty regarding social and emotional issues. While students most often self-refer for counseling services, they are also referred by employees, parents/guardians, and friends. Students may drop in at the counseling office located on the third floor of the Arrillaga Family Campus Center to talk with the counselors, or can make an appointment by emailing meet@castilleja.org with their preferred date and time and the initials of the counselor they prefer to see. They may also make an appointment by calling one of the counselors directly.

The counseling department works in collaboration with the school to facilitate the well-being of the Castilleja community. Castilleja strongly believes that to provide effective counseling services, the counseling department must work in full collaboration with parents/guardians and faculty to support the student. Information discussed in counseling services is primarily confidential between the student and the counselor; however, there are times when, for the benefit of the student seeking services, some information may be shared (primarily with Division Heads and/or Class Deans) as needed to support the student. This approach allows for greater integration of care and support and addresses the needs of the whole child, and will help ensure greater success for students socially, emotionally, and academically.

In addition, there are certain issues that the counselor is required by law to report. If a situation involves physical/emotional/sexual abuse, or the individual is perceived to be a serious danger to herself or to others, the proper adult and/or government agency will be notified. All school personnel are legally required to be mandated reporters and school policy requires that mandated reporters, including the counselors, inform the Head of School of any reportable incident. At the school's discretion and on an as-needed basis, other school personnel may be notified.

All students are eligible to receive counseling services unless their parents/guardians sign a form that specifically requests an “opt out” of counseling services.

Health and Safety

State-Mandated Reporting Requirements

While students may wish to share certain concerns with teachers and advisors that may remain within the bounds of privacy, it is important to note that communication between school personnel and a student is NOT private in certain circumstances. Therefore, for example, if a report or observation of known or suspected abuse or neglect is made to or by a member of the school staff, that individual must report it to the Santa Clara County Child Abuse and Neglect Reporting Center or other child protective or law enforcement agencies. Such a report will be made primarily out of concern for the welfare of the child. According to Section 11166 of the California Penal Code, childcare custodians are legally mandated to report such instances.

As mandated by state, county, or other government health laws or regulations, the school, as required, will report cases affecting the general health of the school population such as infectious or highly contagious diseases, widespread head lice, etc.

Use of Medications

For the health and safety of every student, it is against school policy for students to share prescription or over-the-counter medications with one another at any time. This includes all medications prescribed by a physician, as well as all over-the-counter medications, including those for colds, headaches, menstrual cramps, etc. If a student brings either prescribed or over-the-counter medications to school for her own use, the medications should be kept in the student's backpack or locker and taken only as directed by the parent/guardian or physician. A student may not share any prescription or over-the-counter medication with any other student at any time for any reason.

Students who take any medication on a regular basis should have the medication listed on the "Health Information Form" provided during the summer online forms update period prior to the start of each school year. In case of emergency, a student should have a three-day supply of the medication on campus in her locker, in her backpack, or with the Director of Sports Performance. All prescription medicine brought onto campus must be in the name of the student for whom it was prescribed and should indicate the instructions as to how it should be taken. If a student, while she is at school, is taking a prescribed medication that is categorized by the government as a controlled substance, it must be kept in the care of the Director of Health Services. Sharing any medications with another student is considered an infraction of school rules, and may be considered very serious.

Bullying and Hazing

Bullying is a form of repeated physical, verbal, and/or emotional harassment, intimidation, or demeaning behavior toward another student by an individual or group of students. Cyber-bullying is bullying behavior conducted through electronic text or images. Any form of bullying or cyber-bullying by a student or a group of students is strictly forbidden, whether on or off campus. Hazing involves mental and physical action taken against a student as a form of initiation for entry into a social group and is a serious criminal offense under California law. Hazing is also strictly prohibited by the school. Bullying or hazing can and should be reported to a faculty member, school administrator or any other employee immediately. Also, a student may treat bullying or hazing in the same manner as prohibited harassment and may report it to any member of the school's Harassment/Discrimination Prevention Committee, whose names are listed in the school's Sexual Harassment and Other Prohibited Harassment Prevention Policy. Anyone engaging in bullying or hazing is subject to being severely disciplined under the school's disciplinary action policy, up to and including expulsion.

Inspection of School and Personal Property

For security and safety reasons, it is the school's policy that there is no reasonable expectation of privacy in the use of school property, including, but not limited to, lockers, iPads, and computers, or personal property brought onto the campus or in vehicles parked on or around campus, including, but not limited to, personal bags and packs, computers, iPads, and mobile/smart phones. The school reserves the right to access property, including, but not limited to, a student's locker, tote bag or pack, computers, iPads, and mobile/smart phones at any time at the sole discretion of the Head of School or their designee.

Sexually Explicit Communications

The consequences of pre-teens and teenagers sending or exchanging sexually explicit messages or photos electronically on cell phones, email, or other devices can be very serious. Commonly referred to as “sexting,” these communications can result in criminal prosecution of the students or others involved. There is also the danger that the messages and photos may be widely distributed across the Internet with little or no control.

Sending, forwarding, or even possessing sexually explicit photos of minors by anyone, including young students, can be prosecuted as a felony under federal law. If a student feels pressured to engage in this type of activity, the school urges her to immediately speak with one of the school’s Harassment/Discrimination Prevention Committee members or another adult on campus.

Campus Security Cameras

Castilleja has surveillance cameras at entry points around the campus. Security experts maintain that surveillance cameras are not usually a deterrent to crime, but often help in reviewing the scene after a crime has been committed. The security cameras are not monitored live at any time, and Castilleja does not consider cameras as a safeguard to guarantee the safety of students or employees. Students and employees should not expect that they are being monitored for physical safety at any time at any of the camera locations.

Sexual Harassment and Other Prohibited Harassment Prevention

Prohibited Harassment

Castilleja prohibits sexual harassment and any other prohibited harassment of any student or employee at school by anyone. Off-campus sexual harassment or any other prohibited harassment of any student or employee by anyone connected with the school is also prohibited. While teachers will discuss this policy with their students in age-appropriate ways, it is the responsibility of each student, where the child is capable of doing so, and each employee to read and abide by this policy. Under no circumstance is a student or employee expected to endure any form of sexual harassment or any other kind of prohibited harassment as described below.

No teacher, administrator, other employee, or student is allowed to engage in any form of sexual harassment or any other prohibited harassment of a student or employee of the school on or off the campus at any time. Sexual harassment or any other prohibited harassment by a non-employee at the school is likewise prohibited. No teacher, administrator, other employee, or visitor of the school shall make sexual advances to a student, whether welcomed or not.

Similarly, any harassment based on race, color, ancestry, national or ethnic origin, age, religion, sex, sexual orientation, gender identity, pregnancy, physical or mental disability, cancer, genetic information or characteristics, autoimmune disorder, marital status, veteran status, political beliefs, or any other basis protected by law is strictly prohibited.

As defined by the State of California, prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature engaged in or made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Prohibited sexual harassment also includes, but is not limited to, the following types of behavior:

- Verbal conduct such as epithets, derogatory jokes, innuendoes, comments or slurs of sexual nature, or unwanted sexual advances, invitations, or comments.
- Visual conduct such as sexually-oriented posters, cartoons, photography, drawings, or electronically-generated material.
- Non-verbal conduct such as leering, staring at sexual body parts, or making sexually suggestive gestures.

- Physical conduct such as unwanted touching, blocking normal movement, or assault.
- Threats or demands to submit to sexual requests as a condition of employment or academic status, or to avoid some other loss, and offers of employment or academic benefits in return for sexual favors.
- Retaliation for reporting or threatening to report sexual harassment, or for participating in a sexual harassment investigation.

The determination of what constitutes sexual harassment or other prohibited harassment will depend on specific facts and the context in which the conduct occurs. Sexual harassment or any other prohibited harassment may take many forms. It can be subtle and indirect, or blatant and overt. It can occur between people of either gender, between peers, or between individuals in a hierarchical relationship. A single incident of prohibited harassment could be grounds for discharge or expulsion, depending upon its severity.

Reporting and Investigation

If you believe that you have been or are being harassed sexually or because of any other protected characteristic listed above (race, color, ancestry, etc.), you should immediately speak with one of the Harassment/Discrimination Prevention Committee members listed below, so that the matter can be investigated promptly and appropriate corrective action can be taken. Also, if you have a question or concern about harassment or retaliation, please speak with one of the committee members.

Do not tolerate any form of harassment. Tell the harasser to stop if you feel comfortable doing so. Regardless of whether you tell the harasser to stop, you should promptly speak with one of the committee members. If you have previously tolerated or permitted the conduct and now you would like it to stop, usually it is best to speak up and tell the harasser to stop if you are comfortable doing so. Again, regardless of whether you tell the harasser to stop, immediately speak with a committee member. Your communications pursuant to this policy will be handled in a manner that respects the privacy of the parties concerned to the extent permitted by the situation. The school prohibits retaliatory behavior or reprisals against anyone who complains or participates in the harassment investigation process in good faith.

If harassment is established, remedial action will be taken based on the circumstances involved. If the harasser is an employee, the individual will be disciplined up to and including discharge. If the harasser is a student, the individual will be disciplined up to and including expulsion. If the harasser is a visitor or someone not directly connected to the school, the individual will be dealt with appropriately, such as permanent prohibition from visiting the school and possible prosecution.

Castilleja's Harassment/Discrimination Prevention Committee members are:

- Jim Pickett, Head of Upper School
- Anne Cameron, Head of Middle School
- Josée Band, Dean of Teaching and Learning
- Kathy Layendecker, Chief Financial and Operating Officer
- Kari Baker, Director of Human Resources

If a student or employee is not comfortable speaking with one of the above-named committee members, they are welcome to speak directly with the Head of School or the Chair of the Board of Trustees at any time. If you do not feel that your concerns have been heard, or you are not satisfied with the action taken by the committee, please promptly speak directly with the Head of School or the Chair of the Board of Trustees. The school encourages all employees and students to immediately report any incident of harassment, retaliation, or discrimination forbidden by law so that complaints can be promptly addressed and fairly resolved.

Violence in the School/Workplace Environment

Violence in schools and work environments has become an increasing concern throughout the country. It is extremely important that all students and employees cooperate with the school to minimize this potential threat to our community.

Immediately report to an administrator, supervisor, or the Head of School any concerns or information which could lead to violence within our community. This includes potential or actual threats by anyone, including fellow students or employees, former students or employees, their relatives, as well as former friends. Reports of threats may be made

anonymously. No employee or student will be subject to retaliation, intimidation, or discipline as a result of reporting a threat under this policy in good faith.

Weapons of any kind are absolutely prohibited on campus or at school events. The possession of a weapon by anyone at school or at a school event should be reported immediately. Likewise, the discussion of any plan or intent to bring a weapon on campus or to a school event should be reported immediately. If a student, a student's parent/guardian, or an employee of the school becomes aware of any actual violence, imminent violence, or threat of imminent violence, the information should immediately be reported to the school and, where appropriate, to the police. The school will endeavor to maintain the privacy of any confidential information shared with us.

Students and employees should be aware of any unknown persons loitering at the school for no apparent reason (including in parking areas, walkways, entrances/exits, and service areas). Report any suspicious person or activities to an administrator or to the Head of School without delay.

School Immunization Requirements for California

All students must present physician-documented immunization records. Under the *California School Immunization Law*, students who do not have records documenting that they have received these immunizations or that they have valid exemptions must be excluded from school until they can produce them.

All new students:

<i>Vaccine</i>	<i>Requirements</i>
Polio	Polio regimen
Diphtheria, Tetanus	Td, DT, DTP, DtaP, or any combination
Measles, Mumps, Rubella	MMR

All new students entering from any school outside of California:

<i>Vaccine</i>	<i>Requirements</i>
Chickenpox (Varicella)	Physician-documented evidence of chickenpox history/immunity or the Varicella vaccine regimen

All new students entering from any school outside of Santa Clara County:

<i>Disease</i>	<i>Requirements</i>
Tuberculosis (TB)	Negative reading of PPD skin test

All new and returning students entering the 7th grade:

<i>Vaccine</i>	<i>Requirements</i>
Hepatitis B	Hepatitis B regimen
Measles, Mumps, Rubella	2nd MMR
Tetanus, Diphtheria, Acellular Pertussis	Tdap booster

Emergency-use epiPens

Castilleja will stock epinephrine auto-injectors ("epiPens") and provide those epiPens to trained personnel who have volunteered to administer them to a student who is suffering, or reasonably believed to be suffering from, an anaphylactic reaction. Students with a need for prescribed epiPens should continue to carry them at all times.

Student Athlete Policy Requirements from CIF

As a member of the California Interscholastic Foundation (CIF), Castilleja abides by all guidelines, policies, and protocols that the CIF implements. All Castilleja student athletes and their parents/guardians must agree to and abide by the California Interscholastic Federation (CIF) protocols, prohibitions, and bylaws as outlined below, under the direction of our Director of Health Services, Sports Performance, and Athletic Training.

Concussion Protocol

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider [medical doctor (MD) or doctor of

osteopathy (DO)] trained in education and management of concussion, and receives written clearance to return to play from that health care provider. If a licensed health care provider, trained in education and management of concussion, determines that the athlete sustained a concussion or a head injury, the athlete is required to complete a graduated return-to-play protocol of no less than seven (7) full days from the time of diagnosis, under the supervision of a licensed health care provider.

Steroid Prohibition

As a condition of membership in the California Interscholastic Federation (CIF), all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. Both the participating student-athlete and the parents and/or legal guardian/caregiver hereby agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. Castilleja also enforces this policy regarding the use of illegal drugs and will enforce its policies for any violations of these rules.

Sudden Cardiac Arrest Protocol

A student-athlete who passes out or faints while participating in, or immediately following, an athletic activity or who is known to have passed out or fainted while participating in or immediately following an athletic activity, must be removed immediately from participating in a practice or game for the remainder of the day. A student athlete who has been removed from play after displaying signs and symptoms associated with sudden cardiac arrest may not return to play until the athlete is evaluated by a licensed health care provider [medical doctor (MD) or doctor of osteopathy (DO)] and receives written clearance to return to play from that health care provider.

Updating Your Information

It is very important to keep your contact information up to date, especially your email address and phone number.

If you should have a change in your contact information, including email address, phone number, or mailing address, please log in to the Parent Portal (<http://www.castilleja.org/parents>) and use the “edit profile” feature by clicking on your account name in the lower left corner and selecting “Profile.” After making your changes, click “Update Profile” at the bottom right. You can also email changes to changeofaddress@castilleja.org.

Privacy and Media Policies

Privacy

Your email address and other contact information is made available to current families via the printed directory and the electronic directory accessed via the password-protected Parent Portal only if you have given Castilleja permission to publish that information.

Emails sent via the school’s secure email system (eNotify) will not expose your email address; however, third-party applications (like Evite) that may expose your email address are occasionally used by class reps. Please be aware of this when providing an email address for school use.

Media

In recognition of the importance of security and privacy within the school community, Castilleja follows this general policy:

1. The media is normally welcome at Castilleja events to which the public is invited, including athletic competitions, Gallery shows, performances, and Commencement. Routine press inquiries will be handled by the Director of Communications and Marketing.
2. All requests for media coverage of private school events shall be handled by the Director of Communications and Marketing or, in her/his absence, the Director of Advancement or Head of School. Requests will be considered against needs for security and privacy of the school community and the efficacy of school programs.
3. If the media is granted access to a private school event they will be accompanied by a Castilleja staff person, where appropriate, and will be able to interview or photograph individual students only with permission.
4. All parents/guardians are asked to inform us in writing if their daughters should not be included in media coverage, including press releases and news stories about the school, as well as in print and electronic school communications (*full circle*, *Around the Circle*, website).
5. On occasion, a class may be videotaped for a teacher’s professional development, a student project, or other educational purposes. Any showing or viewing of these videos is subject to the school’s honor code.

Transportation

Traffic reduction is a priority for the school. Castilleja asks families to consider other transportation options in order to help us reduce our parking and traffic impact on the neighborhood. Ideas and comments are welcome, and may be addressed to transportation@castilleja.org.

This traffic reduction process requires that all members of the school community abide by our Transportation Demand Management (TDM) plan, which is posted on the Student and Parent Portals (<http://www.castilleja.org/students> and <http://www.castilleja.org/parents>). Please make yourself familiar with all guidelines with regard to parking, car registration, and traffic circulation, and make every effort to reduce your family’s transportation impact on the community.

Students are expected to use Castilleja-provided transportation for all off-campus school events (e.g., practices, games, meetings, competitions, conferences, etc.). Under exceptional circumstances, and only with prior written approval, students may be transported to and from an event by a parent/guardian or other designated adult. Under no circumstances may students be transported in a vehicle driven by another student or anyone under 21 years of age.

Bicycles

Students are encouraged to ride their bikes to school. Racks for bicycles are provided on campus adjacent to the Joan Z. Loneragan Center and the Arrillaga Family Campus Center; bikes should be locked and parked away from sidewalk areas. A map of bicycle routes to campus is available on the Transportation Portal (<http://www.castilleja.org/transportation>).

Traffic and Parking Policies

Castilleja's Conditional Use Permit to operate a school in a residential neighborhood requires us to take responsibility for traffic and parking mitigation measures on the streets surrounding the school. Castilleja must be responsible in this regard, and the school has made an agreement with the City of Palo Alto to enforce our traffic/parking policies. These traffic policies are as important to the school as all other policies; they are policies that students and parents/guardians agree to abide by as part of enrolling at Castilleja. Guidelines are posted on the transportation page of the Student and Parent Portals.

Carpooling is the best way to reduce traffic and parking around the school. All carpools (two or more students, including siblings) must use the Employee Parking Lot driveway at Emerson and Kellogg for drop-off and pick-up. The carpool lane is used for dropping off large objects such as boxes, golf bags, etc. The carpool lane is also used for changing drivers at drop-off or pick-up times. Castilleja is participating in the Carpool to School Program (<https://www.carpooltoschool.com/>).

Those who live close enough should walk, ride a bike, or use the free Palo Alto Shuttle Service (<http://www.cityofpaloalto.org/news/displaynews.asp?NewsID=212&TargetID=107>).

Arrive at school a few minutes earlier in the morning for drop-off or later in the afternoon for pickup, when there is less congestion. Always be mindful of traffic, be courteous, and never block driveways.

Castilleja parents, guardians, employees, and students are prohibited from stopping or parking in front of neighbors' houses for any reason at any time except for major events as announced in advance on the Portal.

Drop-Off and Pick-Up

Please refer to the transportation pages of the Student and Parent Portals for drop-off and pick-up protocol. To more evenly distribute traffic and minimize backups, locations are based on last name, not grade. No queuing is allowed in the street at any time. If the driveway is full, parents must circle the campus and come through again. No left turns are allowed into or out of the driveways at any time. In addition, please observe the following:

- Bryant Street is an official bike route that sees high bike traffic throughout the day.
- No left turns into or out of campus driveways are permitted.
- Do not block the street for any reason at any time. Traffic must be able to flow on Kellogg, Bryant, and Emerson at all times.
- Do not block the driveways. If your daughter is not ready to enter the car, you must pull out of the driveway and drive around the block so that others can circulate through the driveway.
- No double parking is permitted at any time.
- Do not pull into parking spaces or into the Gunn Family Administration Center Parking Lot when dropping off or picking up students.
- For your child's safety, do not let children off across the street or allow them to cross in the middle of the block.
- Stopping in front of neighbors' houses across the street to wait for your daughter is prohibited.
- Always pull in all the way to the end of the circular driveways.
- Make sure your daughter is ready to get out of the car quickly by keeping her backpack and personal belongings in the seat next to her, as opposed to the trunk or other difficult-to-access places.

- Always follow the directions of the traffic monitor.
- Students with learner’s permits may drive through the Carpool Lane. The Carpool Lane is the only location used for changing drivers at drop-off or pick-up times.

Late Pick-Up Safety

- The Bryant Street “Carved/Green Doors” at the semi-circular driveway are locked at 4:00 p.m. After 4:00 p.m., parents/guardians must pick up their daughters at the Kellogg Avenue doors to the Arrillaga Family Campus Center, where the girls can wait inside the lobby or work in the library. The Kellogg Avenue doors are also locked for entry at 4:00 p.m., but students can exit when their parents/guardians arrive in the Kellogg Avenue driveway for pick-up.
- At 6:00 p.m. the Arrillaga Family Campus Center is closed and all students should have been picked up.
- Parents/guardians must pick up their daughters by 6:00 p.m. In extraordinary circumstances, if students have not been picked up by 6:00 p.m., they must wait in the lobby of the Gunn Family Administration Center on Bryant Street, and they must contact their parents/guardians to pick them up there from the Gunn Family Administration Center Parking Lot.
- Students are instructed not to open locked doors for unknown individuals. Please wear your name badge when on or entering campus.

Vehicle Registration and Parking

All students and employees who drive to school and whose license allows are encouraged to carpool with others. Many sophomores have licenses which disallow them to drive other students in their vehicle; it is for this reason and because of limited parking space that Castilleja discourages sophomores from driving vehicles to campus.

Driving a car to school and parking at school are considered privileges. Any student who drives to school must agree to abide by all the traffic/parking policies or she will have her privilege of bringing a car to campus revoked.

All vehicles brought or driven to school by parents and students must be registered with the Business Office:

- A school-issued parking sticker must be affixed to the lower corner of the passenger-side front windshield of any car parked on or around the school campus.
- Families must register any vehicle that may be driven to campus.

School-associated vehicles, including those driven by parents/guardians and students, must abide by the following parking policies:

- Vehicles may not park in front of any neighbors’ houses on any of the streets immediately surrounding or within four blocks of the school.
- Vehicles may park ONLY on the school side of the street on the blocks of Bryant, Kellogg, and Emerson which immediately surround the school.
- Vehicles may park only in the green zones as indicated on the [parking map](#).
- Vehicles may also park on the non-residential side of Waverley, Churchill and Cowper streets next to Gamble Gardens.
- Vehicles must never block neighbors’ or school driveways.
- Vehicles should park close together, leaving minimal space between vehicles. Since all cars will be registered, if a problem arises, a vehicle can be moved.

Students must park according to the following grade-level parking zones:

Seniors: Parking lot behind the Joan Z. Lonergan Center and on the streets surrounding the school, according to parking guidelines.

Juniors: Only on the streets surrounding the school, according to parking guidelines.

Sophomores: Sophomores are discouraged from bringing a vehicle to campus and may park only on the streets at least two blocks beyond the school and in accordance with parking guidelines.

Freshmen: Freshmen are not allowed to park a vehicle on or around the campus.

Infractions

Castilleja considers infractions of traffic/parking guidelines to be serious infractions of school policy. Employees monitor the streets to ensure that people are following the rules for traffic flow, parking, and vehicle registration. Non-student violations will be brought to the violator's attention and they will be asked to correct the problem(s). Three or more infractions will be elevated to the Head of School.

In the event of such traffic/parking infractions for students, they will be given one warning. A second infraction will result in having the privilege of bringing a car to campus revoked for one week. A third infraction will result in having the privilege of bringing a car to campus revoked for the remainder of the school year, and may result in further disciplinary actions.

If a student arrives at school with an unregistered vehicle, she will be required to remove the vehicle from the school and/or the streets surrounding the school, her parent(s)/guardian(s) will be notified, and her parking privileges will be revoked.

Morning Shuttle Service

Castilleja provides morning shuttle service to school each morning. There are currently two routes. Route 1 provides service in the Woodside, Portola Valley and Menlo park regions. Route 2 provides service in the Los Altos region. For more information and registration, see [Morning Shuttle Service](#) on the transportation portal.

Shuttle Service To and From the Train Station

Students taking CalTrain to commute to school will be transported to and from the Palo Alto CalTrain Station in school vans in the mornings and after school. On Thursday mornings (late start morning) students will need to take the Palo Alto free shuttle to Castilleja from the CalTrain station. Students may also use the Palo Alto free shuttle any day after school if the school van schedule does not fit their after-school activity schedule.

In addition, at the end of the school day there will be three scheduled van runs from Castilleja to the Palo Alto CalTrain Station.

If CalTrain's scheduled departure times unexpectedly change, the Castilleja van service will try to accommodate the changes or delays. Each van can seat nine passengers besides the driver. If more than nine students sign up to ride on any day, additional vans will be put into service to accommodate all riders.

Van riders can sign up to ride the morning and afternoon CalTrain van shuttles on the Transportation Portal (<http://www.castilleja.org/shuttlerregistration>). You can also view the scheduled morning pick-up time and the afternoon departure times. For more information contact transportation@castilleja.org.

Emergency Procedures

Emergency Preparedness Plan Summary

While the Administration has done a great deal at Castilleja to make the buildings and grounds safe and to prepare students and school personnel to respond effectively to emergencies, the households of our students must be our partners in this effort. Please familiarize yourself with the school's Emergency Preparedness Plan, which is summarized briefly here.

Required Information and Medical Emergency Forms

Each year, before any student may attend classes at Castilleja, parents/guardians of the student must 1) sign and submit a number of required authorization and release forms, and 2) provide and/or update parent/guardian and student contact and health/medical information either during the online website access period or via submitted forms. All mandatory forms must be completed and information provided to participate in all Castilleja activities, events, off-campus travel, field trips, sporting events, retreats, and other activities. This information will help in providing proper medical care for any student should an emergency arise. Make sure that your family indicates the name and telephone number of a long-distance, out-of-area contact in case local communication is disrupted or not available.

Promptly report any changes in allergies to medicines, current medical conditions, etc. to the Director of Health Services, Jessie Starr, at jstarr@castilleja.org. Changes of addresses and other contact information (for example phone numbers or email addresses) should be emailed to changeofaddress@castilleja.org.

Medications and First Aid

Students who may need medication during a prolonged emergency should provide a three-day supply to the Director of Health Services. It is the responsibility of the parent/guardian to keep this medication up to date. Please see the Director of Health Services or Division Head with any questions.

In the case of a medical emergency, an adult will assess the situation and send someone for help. The nearest available staff member will call 911 if it is deemed necessary. If an ambulance is called, or a trip to the Emergency Room is necessary, the student's parent/guardian will be notified as soon as practical. If on-site first aid is sufficient, that aid will be administered by the Director of Health Services or another individual trained in first aid.

Fire Response Procedure

Castilleja cooperates with the City of Palo Alto Fire Department in regular fire drills and fire safety efforts. By law, Castilleja is required to hold fire drills four times during the school year.

When the fire alarm signal is heard, all students, school personnel, and visitors must leave the school buildings in an orderly fashion, using the nearest safe exit. Evacuation maps are located throughout the school.

Everyone should take the shortest route to the Circle, quickly and quietly. If the Circle is deemed unsafe, students, employees, and visitors will be directed to Spieker Field as an alternative assembly area. Students assemble by grade level in alphabetical order as indicated below.

Color-coded class lists and the Visitor Registration Log will be taken to the Circle by the Receptionist.

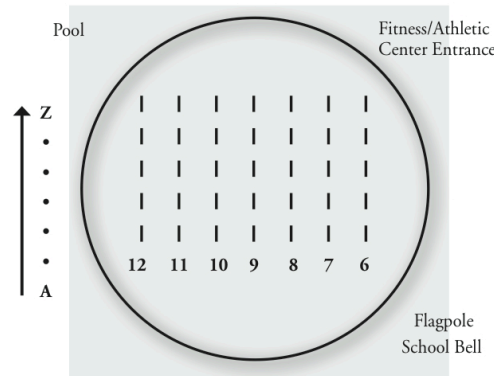
Class Deans will take class attendance and report any missing students to the Attendance Officer. Students may not re-enter buildings until buildings are declared safe and the all-clear is given.

If a student sees a fire, she should pull an alarm and immediately notify the nearest adult, who will take appropriate action. The safety of students and school personnel will not be risked in attempts to put out a fire.

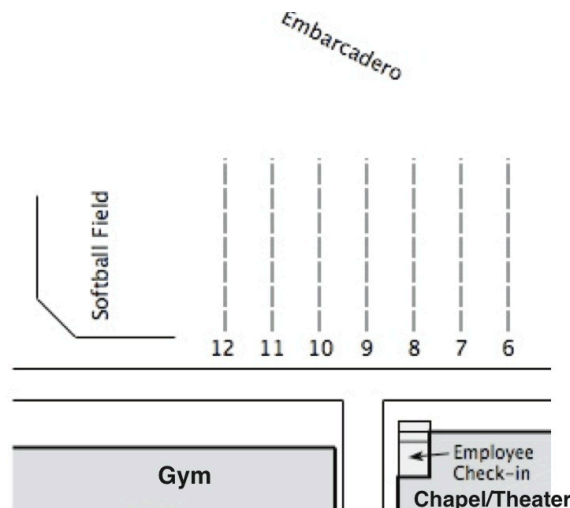
Earthquake

In the case of a major earthquake, students will be kept at school until one of the parents/guardians or emergency contacts designated on the Parent/Guardian Information Form comes to collect them. In an emergency situation, a more detailed sign-out procedure is required so Castilleja can account for the release of each child. A "Request/Reunion

Gate” will be established at the Emerson entrance to Spieker Field for parents/guardians to pick up their daughter(s). The school is prepared to provide basic shelter and care of students and employees for up to 72 hours, should that be necessary.



Assembly Plan for Alternate Spieker Field Site



Earthquake Response Procedure

The first indication of an actual earthquake may be a gentle shaking, with the swaying of light fixtures and objects wobbling on shelves, or a violent jolt, or a rumbling noise followed by shaking.

When an earthquake occurs or an earthquake drill is announced, all students and school personnel should immediately do the following:

- Drop, cover, and hold on. Take cover under the nearest sturdy table, desk, or counter and hold on to the table or desk leg. Crouch down and clasp your hands behind your neck, covering the sides of your head.
 - Avoid windows, hanging objects, mirrors, tall furniture, large appliances, and other heavy objects.
 - In halls, staircases, and other open areas where no cover is available, kneel alongside an interior wall and cover your head.
 - If you are outdoors, stay outdoors. Move to an open area away from power lines or poles.
- Stay under shelter until shaking stops. Stay in the “drop, cover, and hold on” position about one minute. Most earthquakes last between ten seconds and one minute. Use the nearest exit and assemble on the Circle.
- Be prepared for aftershocks. Other potential hazards include power failure, jammed doors, debris in pathways, fire and smoke, live electric wire, and activated sprinkler systems.

- Evacuate the building.
 - When the shaking stops or the alarm stops, post-earthquake evacuation may occur. Teachers will give specific instructions for the evacuation of buildings. Building evacuation should be orderly, quick, and calm. Use the nearest safe exit. Do not run, particularly on stairways.
 - Plan for the unexpected during evacuation. Aftershocks may occur, so be prepared to drop and cover along evacuation routes. Other unexpected occurrences include power failures, door jams, debris littering exits or stairs, smoke, injured persons, and activated sprinkler systems.
 - Assemble on the Circle, away from buildings, power lines, and other hazards. Students assemble by grade level in alphabetical order and quietly wait while Class Deans take attendance for their classes.
- Listen for an all-clear signal via bullhorn from Incident Command.
 - All persons remain on the Circle until their re-entry to school buildings has been approved, they are directed elsewhere, or they are picked up by parents/guardians or other authorized persons. Students may not leave school for any reason without permission from the Attendance Officer.
 - Unless the quake is major, the school will continue operating as much as possible as if it were a normal school day.
- Follow directions for picking up your child after an event that causes the school to close for the day. Students are to be retrieved at the “Request/Reunion Gate” at the Emerson entrance to Spieker Field, next to the Senior Parking Lot.

Lockdown Procedure

The purpose of a campus lockdown is to get all persons securely inside a building as soon as possible and to secure the buildings. A lockdown could occur under several different disastrous situations, which could include:

- Tank truck or railroad car accidents involving large quantities of toxic gasses;
- A major accident in the science laboratories;
- Police activity in the vicinity;
- Other environmental situations; and/or
- A threatening or dangerous individual on campus.

During a campus lockdown or lockdown drill, students in classrooms or other secure locations should follow the instructions of the adult in charge. Students not in classrooms or in a secure location should seek shelter as quickly as possible in the first room they come to with a Castilleja employee inside. Students and staff will remain in locked rooms until an all-clear signal is given or they are instructed to take further action.

Other Hazards

The Head of School or their designee is responsible for instituting the emergency notification system when the community needs information about any emergency situation. If an order is given to evacuate the school property, parents/guardians will be contacted to come and pick up their child(ren). If a parent/guardian is not available, the child may be released to an authorized emergency contact. If the school cannot be reached by telephone, parents/guardians should come to the school. In a serious disaster with prolonged hours on campus, parents/guardians must use the Emerson Street entrance at Spieker Field and follow instructions from the designated leader of the “Request/Reunion Gate.” No student may leave the school premises without permission and without checking out with the Attendance Officer. Careful records must be kept of when students are released, to whom, and to what destination.

Tune in to 90.1 KZSU FM for earthquake information and instructions.

Resources and Appendices

Castilleja School Association

Every parent/guardian of a Castilleja student is automatically a member of the Castilleja School Association (CSA); there are no fees or dues required to join. The mission of the CSA is threefold: to encourage parent involvement and build community; to facilitate communication among parents and between parents and the school; and to support school programs and events. The CSA accomplishes these goals in a wide variety of ways, including coordinating social gatherings for students and parents, arranging for evening speakers, running the Castilleja Used Book and Uniform Service (CUBUS), supporting athletic functions, and enriching the visual and performing arts experience through the Castilleja Arts Support Team (CAST).

All parents are encouraged to participate in CSA activities and are invited to attend the quarterly CSA meetings, which often include a guest speaker from the school, a time for conversation, as well as board business. A schedule of these meetings for the entire school year is available on the Castilleja website.

A list of the CSA Board Members is located in the “CSA” section of the Parent Portal (<http://www.castilleja.org/csa>) on the Castilleja website.

Online and Email Communication Resources

To facilitate staying in the loop for things going on at Castilleja, both by grade level and at the school generally, and to avoid inundating mailboxes/inboxes, the school has three primary resources available: the Parent Portal (<http://www.castilleja.org/parents>), CastiNews+ (<http://www.castilleja.org/castinews> – a weekly email), and Middle School and Upper School Notes (<http://www.castilleja.org/page.cfm?p=940337&selecttab=1306>).

Parent Portal and Calendars

Parent Portal

Information on the Parent Portal is updated frequently, and it is recommended that you check the Portal at least once each week. On the password-protected Parent Portal you can find:

- Calendars (see below);
- Campus news;
- Announcements from the Head of School, Head of Upper School, Head of Middle School, and Class Deans;
- Information about special events;
- Grade-level pages;
- Grades and schedules (both mid-semester and semester);
- Links to the Castilleja School Association, ACE Center, Casti Gear, online bookstore, college counseling, and more;
- Documents and links of importance; and
- Archived campus communications.

On the Portal you can also find information about transportation. Castilleja’s Conditional Use Permit requires that the school follow strict traffic and parking guidelines. Students and parents/guardians are asked to abide by all requests posted on the transportation pages of the Student and Parent Portals (<http://www.castilleja.org/students> and <http://www.castilleja.org/parents>) with regard to carpooling, shuttling, parking, and registration of cars.

Calendars

On the Parent Portal you will find a calendar that aggregates all of the different calendars maintained by the school, including the academic calendar, campus events and holidays, grade-level calendars, athletic calendars (by sport), and special calendars for college counseling, the ACE Center, performing arts, and more. You can customize the calendar on your Parent Portal homepage so that it displays only the calendars that pertain to your daughter(s). *Detailed information about managing calendars can be found on the Parent Portal.*

Most Castilleja calendars have iCal feeds that can be automatically synced with your personal electronic calendaring system, such as Google Calendar.

The school also offers subscription-based alerts for all athletic calendars so you can be notified by text or email of changes.

CastiNews+

Published by the Castilleja School Association (CSA), CastiNews+ is sent via email every Friday morning during the school year and once during the summer. In CastiNews+ you can find:

- Information about school-wide events and key upcoming dates;
- Information about CSA activities such as Parent Education, CUBUS, and the Parent Diversity Advisory;
- Information about grade-level events, key dates, and topics from Lead Parent Reps; and
- Links to Middle School Notes, Upper School Notes, and other Castilleja communications.

CastiNews+ is archived and the most recent issue can always be found via the Parent Portal or at <http://www.castilleja.org/castinews>.

Middle School Notes and Upper School Notes

Middle School Notes are sent by email every two weeks (except for school holidays) by the Head of Middle School, Anne Cameron. They contain information specific to Middle School students' programs, grades/schedules, conferences, and activities.

Upper School Notes are sent by email approximately twice each semester by the Head of Upper School, Jim Pickett. They contain information specific to Upper School students' programs, grades/schedules, and activities.

Other Communication Resources for the Castilleja Community

The school maintains a range of other communication resources for both parents/guardians and the wider community.

full circle – our semiannual alumnae magazine features articles, alumnae profiles, board and faculty news, class notes, and our annual report (fall/winter issue) and gift report (spring/summer issue). It is mailed to the entire community in May and December.

Around the Circle (ATC) – our online news site is updated daily with news about campus activities. ATC headlines appear on the landing page of the Parent Portal, and all articles are archived on the news site: <http://www.castilleja.org/news>.

Social Media – our social media sites, including Facebook, LinkedIn, Instagram, Pinterest, and Twitter, allow members of the community to follow school news/activities (Facebook), athletics (Twitter), and internships/job opportunities (LinkedIn), and to interact with Castilleja.

Communicating with Your Daughters at School

Cell Phones

As a general rule, cell phones should be silenced and put away during the school day.

- For illnesses during the day, students must use the phone in the Attendance Office or at the Reception Desk (they may not leave school without permission from the Attendance Officer).
- For urgent issues, such as a change in pick-up time or location:
 - Middle School students must check with an adult before using a cell phone.
 - Upper School students may use a cell phone as long as such use is not disrupting school activities (e.g. break, lunch, group conversations, or events of any kind).
 - Students must obtain permission from an adult to use a Castilleja School phone (landline) in the Attendance Office, at the Reception Desk, or in another school office.

Messages

Because receptionists are unable to leave the Reception Desk, messages cannot be hand-delivered to students. For urgent messages during the school day, school personnel will locate your daughter. After dismissal, parents/guardians may communicate with their daughters via cell phone. If a parent/guardian is late picking up a student, the student should go to the Reception Desk to see if a message has come in for her. All other messages should be sent via email, text, or phone.

Visitors

Campus Visitors

All visitors must register at the Reception Desk in the Gunn Family Administration Center and wear nametags while on campus. All visitors, other than members of the Castilleja community, must be accompanied on campus by a host from the school during their visit. Members of the Castilleja community include trustees; alumnae; parents, guardians, and grandparents of students; and family members of school personnel.

All visitors, including parents/guardians, must wear a nametag provided by the school at all times. Parents/guardians will be given permanent nametags, which should be kept in the car. If a parent/guardian does not have the permanent nametag, they must go to the Reception Desk in the Gunn Family Administration Center for a temporary nametag.

Student Guests

Student guests who are on campus for school business such as play rehearsals or meetings must register with the Receptionist and receive a guest badge.

Requests for student guests during the school day will be considered in advance on an individual basis by the Division Head. A completed and approved guest form is required.

Student guests who come on campus during or after school hours to visit students must be accompanied by the student whom they are visiting and may not enter any school buildings/classrooms (including the Joan Z. Lonergan Center and Chapel Theater) which are not supervised by an adult from the school community. Cost of lunch at Castilleja for student guests is \$7 and should be paid to the Director of Food Service prior to lunch.

Facilities

Arrillaga Family Campus Center

The Arrillaga Family Campus Center includes the Bourn Idea Lab on the lower level; the Espinosa Library and Dining Room on the first floor; world language classrooms, a language lab, a silent study room for Upper School students, technology offices, and the senior lounge on the second floor; and wellness classrooms, offices for faculty, the school's counselors, the college counseling office, the Dean of Teaching and Learning, the Registrar, and the ACE Center on the third floor.

The Espinosa Library is a multi-resource center for curricular and general information needs. See the library sub-heading below for more details.

Arrillaga Family Campus Center hours: The Dining Room opens at 7:00 a.m. Although there is no direct supervision, food service staff are nearby in the kitchen. The Campus Center, including the library, is open from 7:45 a.m. to 6:00 p.m., Monday through Thursday, and 7:45 a.m. to 5:30 p.m. on Friday. The Campus Center doors facing Kellogg Avenue are open only from 7:00 a.m. to 8:15 a.m. and 2:30 p.m. to 4:00 p.m. The second and third floors of the Arrillaga Family Campus Center are closed at 6:00 p.m. daily.

Gunn Family Administration Center

The Gunn Family Administration Center is the main reception area for the campus and contains administrative offices, including the Head of School, the Head of Upper School, the Alumnae Office, and the Admission Office, on the first floor; the Business Office and Advancement Office on the second floor; the CSA Office in the lower level; and meeting spaces throughout. The Elizabeth Hughes Chapel Theater is connected to the Gunn Family Administration Center.

Classrooms

Before or after the academic day, students are not allowed in classrooms or other unauthorized rooms without adult supervision. The main doors facing Bryant are open only from 7:00 a.m. to 8:15 a.m. and 2:30 p.m. to 4:00 p.m.

Food Service

A nutrition program that includes lunch and snacks is available to all students.

- Fresh fruit is available outside the library throughout the day. A milk machine is located inside the Dining Room entrance and is accessible to students throughout the day.
- Castilleja's full lunch features a choice of hot entrée (including vegetarian and grilled options); a large salad bar with a variety of salads, toppings, and fresh fruits and vegetables; a soup and sandwich bar; and dessert.
- The afternoon snack is located at the entrance to the Dining Room after school.
- Snack items are available in the vending machine outside the Dining Room for those students who find themselves on campus after the kitchen is closed. The vending machine takes cash, debit cards, and credit cards.
- Castilleja also offers the convenience of Gator Box Dinners for students staying late for rehearsals, athletic events, etc. Gator Boxes may be ordered online via the Parent Portal, and will be billed to your student's account. The boxes can be retrieved from the Dining Room refrigerator before 4:00 p.m.
- A microwave and hot water source are available inside the Dining Room entrance.

Areas for Eating

The Dining Room is the primary place for eating. Students are welcome to eat around the Circle or on the patios and are expected to clean up after themselves. Paper plates and plastic flatware should be used only when food is taken out of the Dining Room. Please conserve; do not use disposable supplies for eating inside.

If lunch meetings take place in locations other than the Dining Room, students must have permission to eat in that space and an employee must be present. Food and drinks (except for water in closed containers) are not allowed in the library or the Middle School building.

Lockers

Every new student is provided a school-issued combination padlock and a locker for storing her books and personal belongings. To ensure the safety and security of our campus and to prevent theft, students should routinely close and lock their lockers, especially overnight and over weekends and breaks. Laptops and iPads should not be left in lockers

overnight. Each student is responsible for using, keeping, and maintaining her school-issued lock while at Castilleja. Only school-provided locks may be used and non-school-issued locks will be removed.

To prevent disorder on campus, students should place all materials (such as book bags) that will not fit in their lockers directly under their lockers. Books, papers, clothing, and other materials left outside lockers after school and on weekends will be taken to the lost and found. Items not claimed will be discarded or given away at the end of each month. If a locker becomes jammed, report the problem to a member of the maintenance staff.

All lockers need to be cleaned out thoroughly, left in good condition, and inspected before a student may receive a yearbook. All items left in lockers at the end of the year will be discarded or given away. Students graduating or not returning the next year will be billed for school locks not returned at the end of the year.

Joan Z. Lonergan Center

The Joan Z. Lonergan Center contains two gymnasiums, a fitness center, a dance studio, a training room, an exercise studio, wellness classrooms, and a rock-climbing wall. It also contains the offices of the Athletic Director, the Director of Middle School Athletics, the Director of Health Services, the Fitness & Wellness Department, and the Dance Teacher. Students are not allowed in any rooms of the Lonergan Center (except the lobby) without adult supervision.

The fitness center is open for students from 7:00 a.m. to 6:00 p.m. Students must be supervised at all times by an adult who has been authorized by the Athletic Director. Students must observe the posted regulations. NO FOOD OR DRINK IS ALLOWED in the Lonergan Center. Athletic facilities are limited to use by current Castilleja students and personnel.

Planners, Uniform Materials, Textbooks, and ID Cards

A student planner and one class tie will be distributed to each student during orientation. Additional ties will be available in CUBUS or at DENNIS Uniform (<http://www.dennisuniform.com>). Uniforms and spiritwear will be available at CUBUS and DENNIS Uniform, and Casti Gear offers spiritwear items as well.

While some basic supplies will be available in central areas on campus, most student supplies will need to be purchased outside of school. Castilleja has partnered with MBS Direct to supply both new and used textbooks. Log on to their website (<http://direct.mbsbooks.com/castilleja.htm>) or use the link on Castilleja's website. (Castilleja cannot provide an active link to the MBS site since they do not charge sales tax.)

At the beginning of the school year each student is provided with a Castilleja student identification card with her photo. Students are to have their student ID card with them at school and at all school events where feasible. A fee of \$5 will be charged for each replacement of a lost or stolen student ID card.

The Espinosa Library

All Castilleja students are welcome and encouraged to use the many resources available in the Espinosa Library.

Hours

The library is open from 7:45 a.m. to 6:00 p.m. Monday through Thursday, and 7:45 a.m. to 5:30 p.m. on Friday. The library is closed on school holidays, community action days, and during certain special school events.

Resources

The library is a place to get help with research, engage in quiet study, read for pleasure, or do homework. The library houses nearly 15,000 items, including books and DVDs selected to support both curricular and recreational reading and viewing. There are four daily newspapers and over 25 current magazines in the periodical collections. A photocopier, scanner, and desktop workstations are available for student use. Over 25 digital resources, including full-text periodical archives and an art image repository, are licensed for use both on and off campus. In addition, the librarians collaborate with faculty to deliver instruction around research projects and support for professional and curricular development.

Recycling and Ecology Program

Recycling is an important and vital part of daily life at school. Students and school personnel will find recycling, compost, and garbage bins throughout the school clearly marked for their purposes. Non-recyclable waste should be deposited in trash or garbage bins. (See below for examples of acceptable recyclable material.)

Larger recycling bins are located behind the kitchen, where large volumes of paper products (paper, newspapers, magazines, cardboard, etc.), glass, metal, plastics, and film plastics can be deposited for pickup or transport to the GreenWaste recycling center.

Paper products are available in the Dining Room at lunch for take-out meals, but students eating in the Dining Room should use the reusable china and flatware provided. Castilleja has adopted a “no-plastic” policy to help reduce our environmental footprint.

The Recycling Center on campus is intended for exclusive use by Castilleja. Parents/guardians, alumnae, school personnel, and neighbors are encouraged to deposit their recyclables either at the GreenWaste recycling center at the foot of Embarcadero Road or at the Stanford Recycling Center.

Recyclables include:

Glass bottles and jars (clear and colored)
Paper products (staples and tape are OK)
Plastics (all types)
Film plastics

Items NOT recyclable include:

Paper, plastic, or foil with food residue
Metal/aluminum cans
Any polystyrene (Styrofoam®)

Electronics (anything with a computer chip) are also recyclable through GreenWaste.

For more information on recycling and the plans for waste reduction/zero waste in Palo Alto, go to <http://www.greenwaste.com>.

Honors and Awards

Upper School Philosophy of Awards

While the primary goal of Castilleja is to encourage all students to do their best, Castilleja does honor special achievements of excellence. One way of so honoring students is by giving awards, a practice which has a double meaning – it honors students for their achievements and it affirms our commitment to those qualities being honored: academic, artistic, and athletic excellence, as well as exemplary character, leadership, citizenship, and service to the community. These honors are especially, but not exclusively, announced and presented at the Class Day ceremonies at the end of the academic year. Though such occasions are not without disappointment for those not receiving awards, Castilleja places the awards in a context which values but does not overvalue them, and reminds the community that awards given to those who excel do not diminish the achievements of those who improve and achieve throughout the year.

Cum Laude Society

Cum Laude is a student honor society in selected high schools across the country. The student members of *Cum Laude* are seniors who have demonstrated academic excellence and good character, honor, and integrity in all aspects of their school life, who at graduation will have completed at least six consecutive semesters at Castilleja or five at the time of selection. Up to twenty percent of the senior class is eligible for membership according to the by-laws of the national organization. In accordance with these criteria, the new members are selected by a committee comprised of the Head of School and the faculty members of *Cum Laude*. The induction of new members occurs in a special *Cum Laude* ceremony spring semester each year.

Founder's Day Speakers

Every year three to four members of the senior class are asked to speak at the Founder's Day Luncheon. Seniors nominate potential speakers, with the final selection made by a committee of the senior class advisors, Senior Class Dean, and Head of Upper School.

Castilleja Award (Established in 1972)

This award is presented to the seniors who, by nomination of the faculty, best exemplify the qualities of the 5Cs: conscience, courtesy, character, courage, and charity.

Valedictorian and Salutatorian

The Valedictorian is the student who possesses the highest cumulative GPA in her class at the end of mid-semester of the second semester of her senior year. This ranking is based on the weighted cumulative average of seven semesters of Upper School work plus the mid-semester of second semester of senior year. The Salutatorian is the student who ranks second in her class by this system. Both the Valedictorian and the Salutatorian are seniors who, at graduation, have completed at least eight semesters at Castilleja.

Joan Z. Lonergan Beyond the Circle Award (Established in 2010)

This honor is awarded to the student or team of students who have collaborated with community partners to initiate a local project with global impact.

Frances Cook Arrillaga Community Service Award (Named in 1987)

This award is presented to the senior who best exemplifies the qualities of volunteerism and commitment to the community which characterized the life of Frances Cook Arrillaga, a Castilleja mother and board member who started the CSA and served as a volunteer for many organizations on the Peninsula.

Spirit of '76 Award (Established in 1976)

The senior class presents this award to the junior with the most school and class spirit.

Margarita Espinosa Award (Established in 1992)

This distinction is awarded to the sophomore whose leadership is like that of Margarita Espinosa, Castilleja's principal for 30 years: efficient, dynamic, and inspiring.

Peggy Booth Award (Established in 1972)

The Peggy Booth Award is presented to the ninth grader who best exemplifies the qualities of scholarship and leadership, which characterized Peggy Booth, a Castilleja student who passed away in 1972.

Alumnae Association Leadership Award (Established in 1994)

The Alumnae Association presents this honor to a member of the senior class who has consistently demonstrated the ability to be an effective leader throughout her years at Castilleja. Leadership takes many forms. Some lead through elected office and are highly visible, while others lead from behind the scenes and maintain a low profile. Seniors and employees nominate candidates, and a committee comprising administrators and alumnae board members makes the final decision.

Senior Scholar-Athlete of the Year (Established in 1997)

The recipient of this award is an outstanding senior with an unweighted GPA of 3.75 or higher who has demonstrated leadership on the playing field, and who has received All-League Honors at least once during her Upper School career.

John H. Roberts, III Memorial Sportsmanship Award (Established in 1981)

This award is presented to one or more athletes who best demonstrate the ability to be a team player, build spirit among teammates, respect fair and honest play, and accept game outcomes gracefully. This honor was established in recognition of the untimely death of John H. Roberts, III, father of Marcia Roberts Blanchette '74, Wendy Roberts Broderick '74, Laura Roberts Kelso '77, and Kimberley Roberts '83.

Cecilia Burchfiel Krogstad '64 Upper School Athlete of the Year Award

Each year an outstanding senior athlete who has competed in at least two sport seasons during her senior year receives this award.

Women Leading

The faculty presents this award to a member of the junior class nominated by her classmates for her inspiring leadership. Students and faculty view her as a positive force for change who leads by example through her initiative, her originality, and her ability to motivate others. She exemplifies character and commitment. This student truly enriches Castilleja with her presence.

Women Learning

The faculty presents this award to a member of the junior class who consistently exhibits an intellectual curiosity and a passion for knowledge. She listens carefully and asks penetrating questions that raise the level of discourse and enhance the education of all. Her interests cross disciplines and subjects. This student truly finds joy in learning.

Upper School Departmental Awards

Each department presents awards at Class Day to those Upper School students who have distinguished themselves in their work in that department during the academic year.

Middle School Philosophy of Awards

The overriding academic emphasis in Middle School is on the learning process. Middle School students exhibit a variety of interests and talents. Students are encouraged to try new things, take risks, develop skills, and learn both independently and together. Therefore, academic awards in the individual disciplines are not given at the Middle School level on Class Day.

Middle School Community Action Award

The Middle School Community Action Award recognizes the student or student group whose sustained commitment to developing awareness, building compassion, and implementing engagement opportunities for themselves and for others has helped to foster a culture of collaboration, volunteerism, and social responsibility in the Middle School.

Middle School Citizenship Award

This award is presented to a student or students in each grade 6-8 who exemplify courtesy, conscience, charity, courage, and character. Receipt is based upon student nomination and teacher selection.

Alice Lynn Armstrong Winkel '52 Middle School Athlete of the Year Award (Established in 1998)

This honor is presented to an outstanding 8th grade athlete for her contribution to the Castilleja Middle School Athletic Program.

Named Scholarships

Named scholarships are established to honor members of the Castilleja community. Through these scholarships deserving students are assured of the opportunity to study at Castilleja and are recognized for their academic and personal contributions to the school. Some examples of these scholarships include those named for Nancy Flowers, Kathy Williams, Sara LaBoskey, Jennifer Ayres, and the Ely Family.

School Songs

Castilleja Song

Music by Josephine Large

Words by Helen Hatch

Growing wild upon the hillside,
Modest flower of woodland ways,
Castilleja, Castilleja,
Gladly now we sing thy praise.
Castilleja, Castilleja,
We sing thy praise.

Dear to us thy crimson blossom,
Emblem bright of hope and cheer,
Round thy name shall ever linger
Memories of school days dear.
Castilleja, Castilleja,
Of school days dear.

Earnest workers, happy hearted,
Loyal to the name we bear,
Glad are we to sing thy praises,
Proud thy crimson hue to wear.
Castilleja, Castilleja,
Thy hue to wear.

Our Day with Thee

Words and Music by Latham True

Written for Miss Lockey, the Founder of Castilleja School

Our day with thee is but an episode in life.
Yet in the after-years, when tamarisk and jasmine bloom in spring,
Sweet-scented memories return of work and play
and eager comradeship;
And choiring organ pipes at evensong;
And of a woman's quiet eyes and crown of silv'ry hair.

Campus Resource FAQ

Academic Program

To discuss a schedule change	Division Heads: Mrs. Cameron and Mr. Pickett
To get help in a course	Individual teachers
To arrange for a tutor	Individual teachers, Department Heads, or Division Heads: Mrs. Cameron and Mr. Pickett
To find out about summer school	Head of Upper School: Mr. Pickett
To check on standardized test scores	College Counseling Office: Ms. McColgan and Ms. Tom, Registrar: Ms. Gallegos
To look at final exams	Individual teachers
To find out about registering for the SAT, Subject Tests, and/or ACT	College Counseling Office: Ms. McColgan and Ms. Tom
To discuss colleges	College Counseling Office: Ms. McColgan and Ms. Tom
To request a transcript	Registrar: Ms. Gallegos
To find out about applying for Castilleja's tuition assistance	Director of Admission, Tuition Assistance, and Summer Programming: Ms. Lee
To find out about college financial aid	College Counseling Office: Ms. McColgan and Ms. Tom
To ask about graduation requirements or credits	See Handbook, Head of Upper School: Mr. Pickett, or Registrar: Ms. Gallegos
To request rescheduling an assessment when more than two are scheduled on the same day	Individual teachers
To request rearrangement of your exam schedule	Division Heads: Mrs. Cameron and Mr. Pickett
To investigate summer opportunities	ACE Center
To learn about internship opportunities	ACE Center
To ask about testing for learning differences	Division Heads: Mrs. Cameron and Mr. Pickett, Class Deans
To ask about accommodations for learning differences	Division Heads: Mrs. Cameron and Mr. Pickett, Class Deans, Registrar: Ms. Gallegos

Advisory Services

To see a school counselor

Email meet@castilleja.org with the preferred day, time, and counselor's initials, or call Ms. Brennan-Marquez (650-470-7762) or Ms. Dornbush (650-470-7763)

To get help for an illness

Report to the Attendance Office or the Reception Desk

To get first aid

Report to the Attendance Office, Director of Health Services: Ms. Starr, or any academic department office

To notify the school of a change in your contact information

Email changeofaddress@castilleja.org

To get a work permit application signed

Attendance Officer: Mrs. Campbell (form available from the Attendance Officer)

Equipment and Supplies

To replace a student ID

Attendance Officer: Mrs. Campbell

To buy new uniforms

DENNIS Uniform

To buy used books and uniforms

Castilleja Used Book and Uniform Service (CUBUS), (x7847)

To buy spirit attire

Casti Gear (see Portal)

To check the lost and found

Division Administrative Assistants: Mrs. Campbell and Mr. Fuller, Reception Desk, Clothing: Outside of CUBUS

Cocurricular Activities

All-School Assemblies

Division Heads: Mrs. Cameron and Mr. Pickett

Upper School Musical and Drama Production

Director: Mr. Mead

Middle School Musical

Director: Ms. Walter

Student Government (Upper School)

Head of Upper School: Mr. Pickett

Student Government (Middle School)

Head of Middle School: Mrs. Cameron

Clubs/Electives

Division Heads: Mrs. Cameron and Mr. Pickett

Upper School Athletics

Athletic Director: Ms. Pruitt

Middle School Athletics

Director of Middle School Athletics: Mr. Burrows

Service and Volunteer Opportunities

ACE Center Coordinator: Ms. Deras

School Publications

Monthly Newspaper	<i>Counterpoint</i>	Advisor: TBD
US Literary Magazine	<i>Caledonia</i>	Advisor: TBD
MS Literary Magazine	<i>Flame</i>	Advisors: Ms. Terkeltaub and Mr. Toben
Yearbook	<i>Paintbrush</i>	Advisor: TBD
MS School Newsletter	<i>Middle School Notes</i>	Head of Middle School: Mrs. Cameron
US School Newsletter	<i>Upper School Notes</i>	Head of Upper School: Mr. Pickett
Castilleja News	<i>CastiNews+</i>	CSA Volunteers
Alumnae Magazine	<i>full circle</i>	TBD

Food Service

Hot Lunch	Available in the Dining Room
Field Trip Lunch	Available in the Dining Room (make-your-own-bag-lunch buffet)
Gator Box Dinner	Dining Room refrigerator

Where to Find

Hot Water	Dining Room
Ice	Director of Health Services
Microwave Oven	Dining Room
Snacks	All day: fruit, vending machine by the library End of school day: pool patio

Where to Eat

Hot Lunch	Dining Room and all outdoor areas. Use paper plates and plastic flatware for take-out meals.
Snacks	Outdoors

Glossary

Anita Seipp Gallery

The Anita Seipp Gallery is a professional art gallery located in the Leonard W. Ely Fine Arts Center. There are several shows each year by students and by Bay Area artists. Openings and receptions are announced via the Castilleja website Parent Portal. The Gallery is open weekdays when school is in session and other times by appointment.

Around the Circle

Around the Circle is the online news site for the Castilleja School community and the general public. The site is updated daily with news about athletics, arts, classroom projects, campus events, and other activities during the school year.

Arrillaga and Morris Family Endowed Speakers

The Arrillaga Family Speaker Fund enables Castilleja to invite noted figures from different walks of life to Castilleja to share their thoughts and insights with the students. The Mervin G. Morris Family Visiting Fellow Program Fund supports the appearance of speakers or performers who offer enrichment beyond the typical curriculum.

Back-to-School Night

On Back-to-School Night, parents/guardians are invited to a reception followed by abbreviated versions of their daughter's schedules and short presentations from each of their daughter's teachers.

Caledonia

Caledonia, the Upper School "lit mag," culls the finest student creative writing, from polished English assignments to poems scribbled in notebook margins.

CAST

The Castilleja Arts Support Team is a parent organization which is part of the CSA and supports the visual and performing arts at Castilleja. Volunteers help with art classes and with drama and music productions, and also sell refreshments during the intermissions of many Castilleja performing arts events.

Class Day

During an assembly at the end of the school year, students, employees, and parents/guardians gather to honor the recipients of academic and service awards. The students wear dress white uniforms and class ties.

Counterpoint

Castilleja's student newspaper showcases reliably witty commentary on Castilleja happenings, delving into hot political and cultural issues and featuring articles on noteworthy students and teachers.

CSA

The Castilleja School Association is the parent organization to which all parents/guardians automatically belong.

CUBUS

Castilleja Used Book and Uniform Service (CUBUS) is located in the lower level of the Middle School Building. CUBUS recycles and resells used textbooks, uniforms, Fitness & Wellness clothes, and dresses for the Fabulous Daughter Dinner Dance. Along with providing an inexpensive source of textbooks and uniforms, CUBUS reduces our carbon footprint and funds all CSA programs. CUBUS is open all year and holds a book sale in the summer and dress sale in the fall. CUBUS is staffed by parent volunteers.

Division Heads

The Head of Upper School and Head of Middle School.

Drama Productions

The Upper School musical and play are open to all Castilleja Upper School students. Most rehearsals are after school. The Middle School musical is open to all Castilleja Middle School students.

Fabulous Daughter Dinner Dance

The Fabulous Daughter Dinner Dance is an annual event organized by the CSA. Invitations are mailed to all students a month before the event. Students and their fathers, or other adult guests, enjoy dinner and dancing.

Flame

Flame, the Middle School literary magazine, is published in the spring by the Middle School, distributed to all interested Middle School students, and posted on the library website.

Founder's Day

Founder's Day, which occurs each spring, honors Mary Lockey, who founded Castilleja in 1907. Honored speakers are seniors, chosen by their classmates and faculty, who talk about their experiences at Castilleja. The program includes a luncheon for students and their mothers or other special guests.

full circle

full circle is Castilleja's magazine for alumnae, parents/guardians, and friends of the school. It contains articles about students, school personnel, and issues pertinent to the education of girls and young women, as well as alumnae news.

Grandparents and Special Friends Day

Grandparents and Special Friends Day occurs the Friday before Thanksgiving break. Guests attend a brief program as well as classes with their student hosts.

Junior/Senior Rivalry and Banquet

Junior/Senior Rivalry Week occurs in the spring. Activities, campus decoration, and competitive events are part of the week's festivities. The week concludes with a banquet for the seniors hosted by the juniors.

No-Homework Breaks

These are breaks over which no homework is assigned. They are followed by a Monday on which there are no tests, quizzes, or presentations, and no homework due. Advanced Placement and Advanced Topics courses are exempt.

Paintbrush

Paintbrush, the student yearbook, is produced by appointed student editors, and every student is given a copy.

Parents/guardians may place personal ads in the yearbook. A fee schedule for these ads is sent to parents/guardians by the yearbook staff and is part of their fundraising for the book.

Parent Council

The Parent Council includes the Lead Parent Representative for each grade, the CSA President(s), and Parent Resource Chairs.

Parent Representatives

Parent reps are grade-level parent volunteers who assist in planning class social events for girls and for their parents, and who work with the class advisors and teachers in planning field trips and other cocurricular activities.

Parents Annual Fund

The Parents Annual Fund is the fundraising effort that enables Castilleja to bridge the gap between tuition and actual educational costs. The Chair of the Parents Annual Fund enlists Class Captains, who are assisted by other parents in each class. The goal of the Parents Annual Fund is to have 100% of the parents give a gift over and above tuition expenses. The Parents Annual Fund and contributions from alumnae, grandparents, and past parents make up the Castilleja Annual Fund.

The Red Key Club

The Red Key Club is a club whose members represent the school at all admission functions (open houses, receptions, etc.) and at related programs. Red Key members give tours to prospective students and parents, provide information to visitors, and serve as guides to students visiting Castilleja during the admission process.

View360

View360 is Castilleja's annual spring fundraiser to support tuition assistance. All members of the Castilleja community, including parents/guardians, alumnae, and alumnae parents, are invited. The format of the event is typically three or four speakers addressing a particular theme, followed by a festive cocktail/supper party.

Middle School Schedule

MS Schedule 15-16

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	MB1	TB1	WB1	Late Start	FB1
8:50					
8:55	MB2	TB2	WB2	ThB2	FB2
9:45					
Break					
10:05	MB3	TB3	WB3	ThB3	FB3
10:55					
11:00	MB4	TB4	WB4	ThB4	FB4
11:50					
Lunch					
12:35	MB5	TB5	WB5	ThB5	FB5
1:25					
1:30	MB6	Tuesday Workshop	Flex Block	Thursday Study Lab	FB6
2:20					
2:25	Elective	TB6	ThB6	2:25	Advisory
					2:50
				2:55	Meeting
3:15					3:15

Upper School Schedule

US Schedule 15-16

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	1	7	5	Late Start	3
8:50					
8:55	2	3	6	4	7
9:45					
Break					
10:05	3L	2	2L	3	6L
		10:55		10:55	
11:15		11:00 1L		11:00 7L	
11:20	4		1		5
12:10					
Lunch				Advisory Lunch	
12:55	5L	6	7	1	4L
		1:45	1:45	1:45	
2:05		1:50 4	Extended Opportunity Period	1:50 5	
2:10	6	2:40		2:40	2
		2:45		2:45	
3:00	Clubs/Conference	US Meeting		Class Meeting	Clubs/Conference
3:20					

Updated 5/1/14