



## **STUDENT HANDBOOK**

**Westside Academy**

**5606 West Ave. L-8  
Lancaster, CA 93536  
661-206-3711**

**WESTSIDE ACADEMY DOES  
NOT PARTICIPATE IN  
MINIMUM DAYS**

**BELL SCHEDULE**

**AM CLASS**

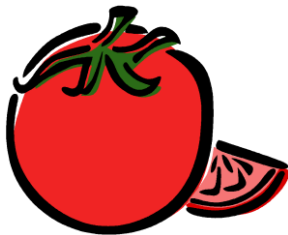
**7:45-10:45- Class**

**10:45- Dismissal**

**PM CLASS**

**10:45-1:45- Class**

**1:45- Dismissal**



**HEALTH AND WELLNESS POLICY**

The Westside Union School District is encouraging and reinforcing the wellness of the students in the district. One of the goals of the district is to align the types of foods or treats provided to students with the wellness policy developed by the State of California.

The Westside Academy staff has implemented changes at the site regarding birthday treats and classroom parties. Please do not provide sweets such as cakes, cookies, cupcakes, candy, etc. Consider more healthy choices such as vegetable and fruit trays, popcorn, crackers and cheese, pretzels and granola bars.

Birthdays are a special time for each student. If you would like to provide something special for your child, we suggest considering items such as pencils, erasers, stickers, or other favors instead of food. Such items could be sent to school with your student for the teacher to distribute at the appropriate time. This will enable our classrooms to receive fewer interruptions and maximize instructional time. The purpose of this policy is to instill healthy habits for all of our students. We appreciate your continued support in working towards the growth of healthy minds and hearts.

Thank you

**LOGGING ONTO THE VIRTUAL PROGRAM AT HOME**

In order for your child to work at home, they will need to log on at <http://peak.getfueled.com> . Students should be completing an hour or more of this curriculum at home on school days.

## **SECURITY**

Students who display inappropriate digital citizenship, share their password, or log on as another student will be subject to disciplinary action including suspension or expulsion. **Students are responsible for all online activity that is logged to their account.** Students are also responsible for any damage they cause to computer equipment.

## **PARENT ACCOUNTS**

After the student is enrolled in the virtual program, PEAK will email the parents a parent log on letter. This will allow parents to log on to check online grades, time spent on task, and percentage of the curriculum that's been completed. Parents can check grades and citizenship through PowerSchool.

## **CONTACT INFORMATION**

Westside Academy can be reached directly at 661-206-3711. The easiest way to contact Westside Academy is via email at t.morreale@westside.k12.ca.us.

## **ATTENDANCE**

Even though your child is on an independent study contract, students are expected to attend school daily unless other arrangements have been made. Satisfactory progress is dependent upon regular attendance. The only legally recognized excuses for absences/tardies are illness, medical or dental appointments, religious observances, court appearances or death of an immediate family member. All other tardies and absences are legally unexcused.

1. If student work is verified, students will receive attendance credit when they work from home.
2. Students are required to physically attend school for all state and district testing. All absences during testing are considered unexcused unless proper verification is provided.

If you need to leave school during the day, you should:

1. Please call 206-3711 to let us know that you are at the gate. We will let you in to sign out your student.
2. Students will only be released to persons identified on the emergency card that is signed by the parent/guardian.

## **TRUANCY**

The following absences are classified as truancies:

1. Absences from school without the knowledge and consent of your parent or guardian.
2. Leaving the campus during the school day without permission.
3. Staying out of class without permission.
4. Excessive tardies.

## **CAFETERIA BEHAVIOR & INFO**

Standards of behavior in the cafeteria will be the same as in the classroom. Students are expected to:

- Use polite manners and common courtesy.
- Use quiet inside voices.
- The area needs to be clean before being excused.
- Food is to be eaten in the cafeteria only.
- Throw away trash before leaving the cafeteria.

## **CELL PHONES**

**Please be aware that Westside Academy has very strict cell phone guidelines. Board Policy is listed, but here are the specific Westside Academy policy for phones.**

- Keep cell phone **off AND away** and in your backpack.

- Students who have a cellphone on their person will lose their phone for the rest of the day and may be subject to discipline.
- If you do not have a backpack, you must check your phone in with the principal.
- Having a cell phone on your person is a 5 merit loss.

### **Board Policy**

The Board of Education at Westside Union School District has the obligation to ensure a safe, secure, and orderly campus that provides the opportunity for all students to learn. At each school, students have the right to learn and teachers have the right to teach. To insure that these obligations are met, WUSD Board Policy states:

- Cell phones, including those with any image capturing capabilities, are to be **off and put away**, while on school grounds. These devices may only be used with the permission and in the presence of an administrator or designee.
- If the device is not “**off and put away**”, the school employee shall confiscate it and turn it over to an administrator or designee who will release the device to a parent or guardian only.
- Possession of cell phones at after school activities or extracurricular activities will follow the same policy of “**off and put away**” and will only be allowed with permission and in the presence of an administrator or designee or parent/guardian present at the activity, as long as it is not a disruption to the activity.
- A student who continues to violate this policy may be prohibited from possessing a cell phone at school or school-related events and may be subject to disciplinary action.
- All other electronic devices, such as **CD players, iPods, other digital music devices, and cameras are prohibited at all times** except with specific permission from an administrator or designee. If any student is found in possession of any such device, except with specific permission from an administrator or designee, it shall be confiscated and the student will be subject to the school disciplinary policy.

In keeping with this policy, the Westside Academy Administration will be issuing the following consequences for student violations at school, on school grounds, and within the gates:

#### **1<sup>st</sup> Offense**

**Cell Phones and other electronic devices on campus that are confiscated will be returned at the end of the day. Students may suffer a 5 merit loss depending on the circumstances.**

#### **2<sup>nd</sup> Offense**

**Students who have their cell phones confiscated for a second time, will have an automatic 5 merit loss and the cell phone will be confiscated until the end of the day**

#### **3<sup>rd</sup> Offense**

**Students who have their cell phone taken away for a third time will have an automatic 5 merit loss, the cell phone will be confiscated, and a parent will need to pick up the phone or conference with the principal via phone.**

**\*Students who are taking pictures with their cell phone while on campus may be subject to a 5 day suspension and the possibility of expulsion.**

### **CONSEQUENCES**

**Students are responsible to know our rules and to follow them during all school activities, while on campus, and while on their way to or from school.** Disciplinary actions will be taken with students who abuse school rules. Actions include, but are not limited to, referring the student to the principal, detaining the student during lunch or after school, counseling, notifying parent, temporarily removing student from the classroom, or removing the student from Westside Academy to an alternate educational placement.

### **DISMISSAL PROCEDURES:**

#### **VEHICLE PICK-UP:**

- **Parking Lot** – Students will be released through the walking gate by the Westside Academy classrooms on Ave. L-8. Please pick your student up promptly at dismissal along the curb by our gate.

#### **WALKING HOME:**

- **Students need to leave campus immediately and may not linger in the park or at Joe Walker Middle School.**

**Please remember these general rules:**

Observe safety and vigilance at all times in the parking lot. Students should not be running through the parking lot to meet a parked car.

## **DRESS CODE**

**Westside Academy is a uniform school!** Students will not be allowed into class if they are out of dress code. An attempt will be made to email or call home to get a change of clothes. Students will do their work in an alternate location until they are in proper dress code.

**Shoes:** Shoes must be worn at all times. **No flip-flops, slippers, or backless sandals are allowed.** Footwear must be safe and not distracting.

**Tops: COLOR: WHITE OR LIGHT GREY.** Tops should be a short-sleeved collared shirt with no logos. Button-up long sleeve shirts with a collar (dress shirt) is also acceptable. Students may wear thermals under their short-sleeved shirt during cold months.

**Bottoms: COLOR: NAVY BLUE OR BLACK.** Bottoms shall conceal undergarments at all times. Pants should be dark blue and belted (if needed). There should be no logos or other markings on pants. Students may wear uniform shorts or uniform “skorts (combination shorts and skirt)”. Long cargo shorts are also acceptable. Pants must fit appropriately in length and waist (and may not be rolled down). Oversized pants are not allowed on campus. No sagging (especially at the crotch) is allowed. Pants should not be excessively tight.

**Sweaters and Sweatshirts: COLOR: WHITE, BLACK, GREY, OR NAVY BLUE.** Sweatshirts should be plain. They cannot contain logos or writing. It is suggested that the student’s name be written on the tag.

**Heavy Coats:** There are no restrictions on heavy coats, but they CANNOT BE WORN INDOORS. Students should have a dress code sweatshirt with them that they can wear indoors if they are cold.

**Belts:** Belts can be no longer than 5 inches beyond the buckle. Buckles larger than 3 inches are prohibited.

**Hats:** Baseball caps/visors must be worn with the bill facing forward. Hats, head wraps (other than those worn for religious reasons), bandanas, hoods and beanies are prohibited indoors and should be removed upon entering the building. Head coverings with any objectionable logos or statements (as determined by the principal) are not allowed.

**Sunglasses:** Sunglasses are prohibited indoors unless they are required by a doctor.

**Accessories:** Accessories such as heavy chains and jewelry with dangerous points or spikes are prohibited. Earring piercing is permissible provided that the students wear studs only. Long dangling or hoop earrings are prohibited.

**Hair:** Hair shall be clean and neatly groomed.

- Hairstyle and color must not be disruptive to the educational process and should be a naturally occurring color. Spiked hair (more than 1 ½”) and Mohawks are prohibited due to the possible distraction in an educational environment.
- No spray-in hair colors.
- No unnatural reds and colors such as green, pink, purple, blue, fluorescent, etc are allowed.
- Permanent color is limited to shades that could occur naturally (blonde, brown, and black, auburn-red). This also applies to weaves or extensions.

**Jewelry & Piercings:** No jewelry is allowed other than simple earring studs. No necklaces, chains, bracelets, etc. other than religious items may be worn. No piercings are allowed other than in the ears.

**Makeup:** Makeup should not be distracting.

**THE PRINCIPAL WILL HAVE THE LAST WORD ON WHAT CAN AND CAN’T BE WORN. IF IN DOUBT, DON’T WEAR IT.**

### **Westside Academy Dress For Success**

In addition to the above listed Westside Union School District Dress Code, Westside Academy follows a “Dress for Success” program which includes the following specifics:

- No short shirts (with hands held straight up in the air, no skin should show around the waist).
- No shirts that are too tight, too low, or too revealing.
- No undergarments/straps showing at any time.
- No inappropriate symbols, pictures, slogans on clothing.
- No sagging, baggy clothing (pants should stay up without a belt and without holding onto the pants).
- Pants should not drag along the ground.

- Pants waistband should be no lower than hip area.
- No belts or chains hanging from the waist or wallet.
- No torn, cut-off clothing. Pants should be hemmed.
- Shoelaces must be tied securely.
- Platform and high heeled shoes are not allowed.
- No flip-flops, all shoes must have backs.

## EMERGENCY CARDS

Each student is required to have an emergency card on file in the school office. Please notify the office of any changes in this information that occur during the year.

## MONITORING PROGRESS

All students are expected to maintain adequate progress. Weekly progress reports are automatically generated each Monday from PEAK. Parents are encouraged to monitor grades through PowerSchool weekly..

## PROMOTION

Students must maintain adequate progress and time on task to be promoted to the next grade level.

## ITEMS NOT ALLOWED ON CAMPUS

Cameras, video cameras, radios, MP3 players, iPods, electronic toys and devices, toy or water guns, balloons, playing cards, trading cards, aerosol containers or potentially dangerous items such as firearms, knives or imitation firearms or knives. **Eating candy or chewing gum is also prohibited.** If it is not part of your education, it shouldn't be at school. Students should **NEVER** bring items of value, including large sums of money that can be stolen or misplaced, as **the school will not be responsible for them if they are lost or stolen.** The only exception to this rule is when students earn an "electronics period" due to academic progress.

**Selling or trading:** Selling or trading any item to another student is prohibited. This includes, but not limited to candy, comic books, and trading cards.

**Intimate contact:** Intimate physical contact is **NOT ALLOWED.** This includes, but not limited to holding hands, hugging, kissing, and leaning on each other.

## LUNCH TIME

Our school cafeteria prepares and serves a hot lunch each day. Meals may be paid for on a daily basis or prepaid. **Sodas and energy drinks are not allowed on campus.** Free and reduced priced meals are available for qualified students. Applications for free/reduced meals must be completed on an annual basis and are available on the district website. Eligibility for free/reduced meals carries over for one month only into a new year.

## LUNCH APPLICATIONS

If you believe you are eligible for free or reduced lunches, please complete an online application. Visit the district website and select "child nutrition."

## GENERAL RULES

1. "Hands OFF" policy. No fighting, verbal or physical, wrestling, pretend or otherwise. Violence can result in expulsion or a change of campus. No drugs, alcohol, lighters, inhalants, weapons, or other contraband.
2. Westside Academy follows the Westside Union School District Bully Policy. Bullying will not be tolerated and is subject to progressive discipline.
3. Stay in the assigned Westside Academy area.
  - a. Students are only allowed in designated areas before and after school. Westside Academy students should not be on the Joe Walker campus unless students are going to a class in that location (such as band).
  - b. Do not talk to people through the fence. No one, including parents, is to pass any item(s) to their students through the fence. Please come to the office.
  - c. Students must have a nurse's pass and an escort to go to the health office.

3. Be safe.
  - a. No running unless in a supervised game.
  - b. No touching. **KEEP HANDS AND FEET TO YOURSELF.**
  - c. No piggyback rides.
  - d. No tackle games.
  - e. The bathrooms are kept locked for student safety reasons. Students will need permission from an aide or the principal to use the restroom, since it will need to be unlocked for them.
4. Use the restroom properly.
5. No gum or candy.
6. Be courteous to others.
7. Tell the truth.

## **PLAYGROUND EQUIPMENT RULES**

1. Share equipment and use it correctly according to the rules.
  - a. Do not bounce balls on building walls.
  - b. Return all playground equipment to the classroom. If you bring it out, you are responsible for it.
  - c. No tree climbing. No throwing dirt, rocks, pebbles, leaves or sand.
  - d. No small hard balls such as golf balls, racquetballs, or tennis balls.
  - e. No games of throwing a ball at any person, such as Dodgeball, Elimination Ball, etc.
2. Student's backpacks are not permitted outside during breaks or lunch except as specifically stated by the instructor.

## **MEDICATION**

Westside Academy uses the school nurse at Joe Walker. Any forms for medication or other health issues should be handled through Joe Walker.. The school form "Request for Medication to Taken during School Hours," must be completed by parents and the medical advisor and be on file before the school can permit medications (either prescription or over-the-counter) to be used at school. Any student who is required to take medication during the school day may be assisted by school personnel if the school has this form on file. All medications are to be kept in the health office.

## **SPECIFIC SCHOOL – WIDE RULES**

Every Westside Academy student will be expected to:

1. Dress in uniform.
2. Be out of class during class time only on legitimate business and with the approved student escort.
3. Do not bring to school any objects that are of no reasonable educational use, that are considered to be weapons or that tend to create a nuisance. Such objects include, but are not limited to: cameras, radios, recorders, electronic games, paintballs, aerosol cans, marking pens, knives, firearms, explosives, skateboards, skates, shoes with wheels, scooters, cell phones, pagers, MP3 players and iPods.
4. Do not use or possess any form of tobacco, alcohol, drugs, or related paraphernalia, such as lighters, or matches on campus.
5. Refrain from the use of chewing gum and candy.
6. Refrain from using profane or vulgar language.
7. Refrain from trading, selling or buying any goods or items with/from another student.
8. Eat only in the designated areas and avoid areas identified as off-limits for students during the lunch period and break. No drinks are permitted outside lunch except for clear water bottles.
9. Do not bring sodas or energy drinks to school. Sodas are not allowed during the school day and should not be in student backpacks.
10. Refrain from any inappropriate demonstrations of affections, including hand holding, hugging, and kissing.
11. Do not fight. Fighting will not be tolerated, and offenders will have consequences.
12. Let an adult know, immediately, if you are being threatened or harassed by another student or students.
13. Observe the "hands off" policy at all times.

## **STANDARDS OF STUDENT CONDUCT**

The faculty and administrators will maintain an environment in which there is freedom to learn. To maintain the appropriate conditions and opportunities in the classroom, on campus, on the bus and on the way home, students should practice good citizenship and exert an effort to benefit from the academic program. Student conduct is expected to conform to district and

school rules and regulations. Violations of such rules and regulations will result in disciplinary action, including but not limited to the following:

- Counseling
- Loss of Merits
- Detention (Lunch)
- Parent contact (letter or telephone)
- Behavior, attendance or other contact
- Parent conference
- Restricted lunch (time and place)
- Suspension (home)
- Modified day
- Expulsion

## **OTHER SCHOOL ACTIVITIES**

Students may attend other school activities such as field trips or activities at Joe Walker Middle School so long as the following criteria are met:

- Students must maintain a 2.0 grade point average
- Students may not have any grade of "F"
- Students must have 80 merits or more
- Students must wear their Westside Academy ID

## **VISITORS ON CAMPUS**

Parents are welcome on campus as visitors, but we ask that you visit our campus either before or after school to avoid disruption. If you would like to be a regular parent volunteer, please fill out the application to be approved first. You will find this in your opening day packets.

All visits must be pre-arranged with the teacher and principal at least three business day prior to the visit. Visits may last up to thirty (30) minutes. Our gates are locked, so you will need to call us to unlock the gate. If we are at lunch, visitors are not allowed on campus. On the day of the visitation, you must sign in. Regular visitors must have a current TB test and have fingerprints on file at the district office.

## **BICYCLES**

Bicycles are allowed only as a means of transportation to and from school. The school is not responsible for their damage or loss at school. Helmets must be worn while riding the bicycle or other wheeled transportation device.

## **GRADING SCALE**

- A: 93% +
- A-: 90%-92%
- B+: 87%-89%
- B: 83%-86%
- B-: 80%-82%
- C+: 77%-79%
- C: 73%-76%
- C-: 70%-72%
- D+: 67%-69%
- D: 63%-66%
- D-: 60%-62%
- E: 59% or below