



STUDENT AND PARENT/GUARDIAN HANDBOOK 2023-2024

Castilleja School Contact Information

The Castilleja School Administrative Specialist at the Front Desk is on duty Monday through Friday, 7:45 a.m. to 4:30 p.m., when school is in session. When school is not in session, the Front Desk is open from 8:30am to 3:30pm.

The contact phone number and hours for our 6th Grade JCC Campus will be posted on our website and communicated directly with our 6th Grade families.

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 Front Desk.

Front Desk	(650) 470-7700
Analog Landline for Power Outage	(650) 326-8036
Fax	(650) 326-8036
Attendance Office	(650) 470-7717
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Email for Employees	firstinitiallastname@castilleja.org
Email for Students	XXfirstinitiallastname@castilleja.org (XX=last two digits of year of graduation)
Website	www.castilleja.org

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Student and Parent/Guardian Handbook 2023–2024

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 ("Castilleja") 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 committed 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, to use technology effectively, and to develop the awareness, compassion, and engagement that support lifelong learning. Castilleja recognizes the importance of parents and guardians who are involved with their students' education and encourages them to work in partnership with the school.

Castilleja fosters leadership in the classroom and through a wide assortment of co-curricular offerings, including team sports, clubs, community action, internships, student government, dramatic and musical performances, peer tutoring and counseling, art and science exhibits, teaching assistantships, and exchange programs. We recognize each student's individuality and help her excel in her unique interests and lifelong local and global citizenship.

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 Five Cs which date back to the school's founding headmistress, Mary Lockey - still resonate, reminding students that personal values must accompany academic achievement.

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

Non-Discrimination Statement

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

Reasonable Accommodations

Castilleja adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits discrimination against qualified individuals with disabilities in public accommodations. This law prohibits discrimination against individuals with disabilities in public accommodations, as well as the exclusion of qualified individuals with disabilities from participation and/or the benefits of any school program or activity solely by reason of the individual's disability. As part of this policy, students with qualified disabilities, or their parents, may request reasonable accommodations that would permit the student full and equal access to the goods, services, and operations of Castilleja, which include both physical and programmatic (academic services) access and school-sponsored activities, such as field trips.

Request for Accommodation

A student with a disability who desires a reasonable accommodation in order to access the goods, services, or operations of the Castilleja, or the student's parents, should make a request in writing to the Head of School. The request must identify: (1) the goods, services, or operations to which the student requests full and equal access; and (2) the desired accommodation(s).

Reasonable Documentation of Disability

Following receipt of a request, the Head of School may require additional information, such as reasonable documentation of the existence of a disability.

Possible Discussion with Student and/or Parents

After receipt of reasonable documentation of a qualified disability, Castilleja may arrange for a discussion with the student and/or the student's parents. The discussion may include other individuals who may be helpful for Castilleja to better understand the student's disability or limitations or the need for accommodations. The purpose of the discussion is to work in good faith to fully discuss feasible potential reasonable accommodations.

Case-by-Case Determination

Castilleja will determine, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. Castilleja will not provide accommodation(s) that would: pose an undue burden upon the school's finances or operations; endanger the health or safety of the student or others; or fundamentally alter the nature of the school or its goods, services, or operations. Castilleja will inform the student and/or parents of its decision as to reasonable accommodation(s) in writing.

Hate Speech Statement

Hate speech is considered a form of violence at Castilleja. Language that inappropriately discusses individuals' protected statuses, whether spoken aloud or written, reinforces systems of oppression. As members of an antiracist community and a community of inclusivity, everyone at Castilleja must understand the power of their words and take responsibility for protecting each other. Additionally, displaying hateful symbols can also express discriminatory views and convey hate as powerfully as words, and with regard to both types of harm, our impacts always outweigh our intentions.

Gender Policy at Castilleja

The following policy, approved by the Castilleja Board of Trustees, reflects the practice of Castilleja both past and present. Gender policies at Castilleja will continue to reflect both the Mission of the school and the Diversity and Inclusion Mission Statement.

School Identity

Castilleja is a school for girls in grades 6-12. The pursuit of the motto "Women Learning, Women Leading" has led Castilleja to infuse its curriculum with a scaffold of relevant, hands-on, and real-world educational experiences, in order to educate young women to become the innovators and change agents who will tackle the complex challenges of tomorrow. The design of programs at the school is based upon research that addresses the educational needs of girls. These programs are therefore described using gendered language. For example:

- Castilleja's Math program, based upon research on how girls learn, ensures students have the confidence to solve complex Math problems, persist in the face of challenges, and resist the fear of failure.
- Castilleja's English classes and much of the literature analyzed examine the lives of women and teach a breadth of writing types with an emphasis on encouraging students to develop their own voices.

- In partnership with teachers, the ACE center offers students opportunities to extend their learning beyond the classroom, to ensure they grow in the competencies necessary to close the leadership gap for women.

The language used by the school to describe the school's mission and programs is gendered. However, members of the school community are expected to honor the name and pronouns of each student and to use gender-expansive and inclusive language when speaking to groups of students. Every student has the right to be addressed by a name and pronouns that correspond to the student's gender identity. Regardless of whether a transgender or gender nonconforming student has legally changed their name or gender, Castilleja will allow students to use a chosen name and gender pronouns that reflect their identity and will do so in partnership with the students' families in a way that supports the well-being of the students.

Admission

Castilleja seeks to enroll students who are intellectually curious, actively engaged, strong members of their school community, and who embody and appreciate our core values and appreciate these values in their classmates. In partnership with students and parents/guardians, Castilleja prepares young women to be self-directed learners and compassionate leaders. Experienced Castilleja teachers, coaches and advisors tailor classroom instruction and co-curricular programming to the unique needs of girls, creating an incomparable environment for girls to thrive. As a school for girls, Castilleja will consider any applicant who aligns with the mission of the school and identifies as a girl, whether or not that identity is different from the gender identity traditionally associated with the person's physiology, assigned sex at birth, or school records.

Inclusion

Castilleja is a school committed to inclusion, where every student is given the opportunity to thrive, to learn, and to grow. If, during her attendance, a student transitions away from identifying as a girl and wishes to remain enrolled at Castilleja, they have an opportunity to do so and will be supported within our community. We are committed to ensuring a safe place for every student as they explore their evolving identities.

Language Translation Statement

Parents and guardians without English-language fluency are encouraged to contact the Director of Equity, Inclusion, and Justice to set up a meeting in their preferred language so that a determination can be made as to how best the school can serve their translation needs and ensure that they can fully engage with the Castilleja community.

Academic Program and Policies

Middle School Promotion Requirements

3 years each:

English
Fitness and Wellness
History-Social Science
Mathematics
Science
Visual and Performing Arts
World Languages
Participation in Global Education Program
Participation in Social Impact Program
Participation in Identity Development Program

and **8th grade speech**

Electives - Offerings vary from year to year and vary throughout the year.

Making & Design
Computer Coding

Upper School Graduation Requirements

1 sem **Computer Science and Engineering**

- Introduction to Computer Science in Java (one semester)

4 years **English**

- English I
- English II
- AT English: American Voices
- AT English: Senior Seminars (two semesters)

2 years **Fitness and Wellness**

3 years **History-Social Science**

Introduction to the Social Sciences: Connecting History to Community (for the Class of 2026 and beyond)

- Global Identities and Institutions: Early Modern World History to the Present
- The Individual and Society: An Introduction to Social Science and Philosophy (one semester. Grad years 2024 & 2025 only)
- US Government: The Constitution, Policy, and Civil Rights (one semester. Grad

year 2024 & 2025 only)

- AT HSS: United States History

4 years **Mathematics**

- Algebra I (may be completed in middle school)
- Algebra II
- Geometry
- one additional year

- 3 years **Science**
 - Physics
 - Chemistry
 - Biology
- 2 years **Visual and Performing Arts**
 - Exploration in the Arts (one semester)
 - Level I & II in a single arts discipline
 - one additional semester
- 3 years **World Languages**
 - through level III of Chinese, French, or Spanish
- 4 yrs **Global Education Program**
 - participation in Global Weeks and Global Investigator Program
- 4 yrs **Social Impact Program**
 - participation in an ACE Org and grade-level project
- 4 yrs **DEIJ & Antiracism Program**

and **Presentation of Senior Talk**

In exceptional circumstances, graduation requirements may be modified by the Head of School in consultation with the Head of Upper School, Head of Middle School, and other program leaders. No course taken outside of Castilleja can be used to fulfill a graduation requirement unless it is taken as part of an approved semester-away or similar program.

The Course Selection Process

Each spring, Castilleja students in 8th–11th grade are expected to select courses for the upcoming academic year. Deans are the primary guide for Upper School students during course selection. Upper School students will be expected to complete 4-year course planners and discuss them with their parents and their Advisor; students are also encouraged to consult with their advisors, Castilleja College Counselors, their Class Dean, and/or the Head of Upper School or Middle School, as applicable. Please see the [Castilleja Course Catalog](#) for specific timeline, expectations, and deadlines.

Note: Students in 7th grade are given the opportunity to make changes to their World Language selection and rank their preferences for 8th grade Visual & Performing Arts enrollment. Students in 6th grade do not participate in course selection.

Online Courses

Castilleja partners with [One Schoolhouse](#) (OS), a consortium of outstanding schools that have joined together to offer exemplary online courses. OS offers small classes that allow their students an opportunity to connect and collaborate in order to solve problems creatively. The

partnership with OS allows Castilleja juniors and seniors to have access to an expansive curriculum, enjoy exposure to blended learning, and have the chance to connect with students from around the country.

Before registering for an OS course, students should be aware of the following

- OS courses have 20 or fewer students in them, and thus have space limitations.
- Students must have a period in their Castilleja schedule for their OS course, and it is the student’s responsibility to independently manage their coursework and use their time effectively and responsibly.
- OS courses and grades are included on the student’s Castilleja transcript and calculated into the Castilleja GPA.
- OS courses follow a slightly different calendar than Castilleja courses:
 - The fall term begins after Labor Day and ends before Winter Break.
 - The spring term begins mid-January and is completed in early May.
 - OS does not have Thanksgiving, February, or Spring Breaks, and students will have OS assignments during these Castilleja holidays.
- OS courses are best suited for students who are good self-motivators, self-advocates, and work well independently.
- Castilleja students are not eligible to enroll in Advanced Placement (AP) courses through OS.
- Admittance to OS courses will be determined by the Head of Upper School based upon the student’s [application](#), work habits, and feedback from current faculty. (Completed [applications](#) are due by the end of the Add/Drop period in the first semester.)

Castilleja’s requirements and tuition policy for OS course enrollment:

Junior or seniors who apply to take an OS class as part of their course schedule and are accepted will be responsible for the OS tuition. Castilleja tuition assistance is available for OS course enrollment; students will receive the same percentage of tuition assistance for OS tuition that they receive for Castilleja tuition.

One Schoolhouse Withdrawal Policy

1. Any student may withdraw from an OS course before the course begins without approval from the Upper School Division Head.
2. After the course begins, students wishing to withdraw from the course must have approval from the Upper School Division Head. Students who withdraw from an OS course after the OS-published add/drop date will have the course listed with a “Withdraw - Pass” or “Withdraw

- Fail” on their transcript, dependent on how the student is performing at the time of withdrawal.

3. If a student chooses to withdraw after the course start date, the family—regardless of tuition-assistance eligibility—will be charged the tuition according to OS’s [tuition refund policy](#).

One Schoolhouse Course Offerings

OS course descriptions can be found at www.oneschoolhouse.org.

Dropping and Adding Courses (Upper School only)

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 (Withdraw Pass) or WF (Withdraw Fail), based on current performance in the class.

The process of adding, dropping, and changing courses is outlined on the **Add/Drop Form** available in the Registrar’s Office (third floor of the Arrillaga Campus Center). Most course changes will involve discussion with the Division Head, the Class Dean, the student’s Advisor, the course instructor(s), the Registrar, the student’s College Counselor, and the parents/guardian(s) 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. Homework completion is an expectation of every student; therefore, students and parents/guardians should factor this in when considering co-curricular activities. In the Middle School, students can expect one to one-and-a-half hours of homework each day outside of class. Homework-free weekends and 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 weekend/break.

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** consists of problems or questions which students are given less than 25 minutes to complete and requires no more preparation 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. 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. 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 the student has the option of conferring with her teacher(s) to reschedule one or more assessments on a different day. This may include a situation in which a make-up test that is not on the designated Assessment Calendar contributes to the overload on a particular day. **It is the student's responsibility to initiate rescheduling discussions with the appropriate 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 designated Assessment Calendar is not relevant in determining which assessment(s) will be rescheduled to address the overload.

Academic Deadlines and Make-Up Work

Castilleja believes 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 assessments will be given in the Library between 8:00am and 5:00pm unless other arrangements are made with the teacher.

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 they have not completed the work of the marking period. It is a grade that the teacher, in collaboration with the 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 co-curricular 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). **All work for preceding semesters must be completed before moving to the next grade level or school year.**

Semester Assessments

Each class in the Upper School will have its own culminating assessment. If a final exam is given, exams in Upper School courses may last up to 90 minutes (with a 15-minute grace period). Advanced Topics course exams may last up to 120 minutes (with a 15-minute grace period). Exams in Middle School 8th grade world language courses may last up to 75 minutes (with a 15-minute grace period) and are only given in the second semester. 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 Division Head.

Final Assessment Exemptions

All students are expected to complete culminating assessments for their courses, with one exception: a senior enrolled in a two-semester non-AT course who has maintained at least a B average for both semesters will be exempt from the second-semester final exam—not any other culminating assessments—if one is given.

Advanced Topics Courses and AP Exams

When an AP exam is well-aligned with the curriculum in a specific Castilleja Advanced Topics ("AT") course as determined by Castilleja in its sole discretion, any student enrolled in that AT course will have the option to sit for that AP exam at Castilleja in May. AP exams that generally align well with Castilleja AT courses are listed in the [Course Catalog](#). Students are not automatically registered for AP exams; students will be given instructions and then expected to complete AP exam registration in the fall. Note: Only students enrolled in the corresponding Castilleja AT course (as listed in the Course Catalog) will be eligible to register for the optional AP exam; we do not offer AP exams at Castilleja that do not align with our curriculum.

Grading Policy and System

Grading Policy

It is our expectation that every student should take responsibility for their learning. Our grading policy allows students to have a clear sense of their performance at any given time while focusing on their learning rather than on the grade itself.

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	F	59 or lower	0

In computing GPAs, 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 that receive a letter grade (A-F). The minimum passing grade for any course is D-.

Rounding of Grades

Grades will not be rounded at mid-term; end-of-term grades will 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. These are formally sent out twice a semester if a student's grade is a C+ or below. A student 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.

At the 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.

US Transcripts, which are shared externally, list course names, semester grades, course credit, and the cumulative unweighted and weighted GPAs. **MS Transcripts** list course names, semester grades, and course credit. Mid-semester and exam grades are never included on transcripts.

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. Following fall Parent/Teacher Conferences, 7th and 8th grade students will also receive a mid-semester grade report. 6th grade students do not receive grades in the first semester and will not receive a written report.

At the end of first semester, 6th grade students receive rubric reports in lieu of grades, communicating progress in skills and course expectations. In the second semester, 7th grade students also write a letter home reflecting on their goals and progress, and 8th grade students 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 members are available to spend one-on-one time with that student during scheduled conference times, study halls, 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 they have exhausted all extra help opportunities provided by their teachers. Parents and guardians consent to staff sharing information about their child's educational matters with the tutors unless the parents instruct the school otherwise in writing. Outside tutors are not vetted by Castilleja and parents are responsible for doing their own research on the outside tutors they hire. **Outside tutors are not allowed to work with students on campus without the permission of the division heads. When allowed on campus,** outside tutors must be fingerprinted, pass a Tuberculosis assessment, or if warranted, a 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 their own students during the academic year. Any tutoring for pay involving a Castilleja teacher must occur before 8:45am or after the school day ends (3:15pm). 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 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. Only in exceptional circumstances and with the prior permission of 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 their 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 the student to meet the following minimum standards:

1. **Academic Achievement:** Castilleja expects each student to maintain an overall unweighted GPA of at least 2.5 (Upper School) and 2.67 (Middle School) and to achieve a passing grade in all her courses (D- or higher). In addition, if any semester unweighted GPA falls below 2.5 (US) or 2.67 (MS), that student will be placed on academic probation.
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 their performance.
3. **Academic Accountability:** Any student who has not maintained the stated GPA or who has not demonstrated a conscientious and consistent commitment to their work will be subject to academic review and academic probation. Their enrollment contract for the following year may be withheld or suspended until their 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 they have not made an adequate academic commitment, that their attitude is counterproductive to the learning process, or that their educational development will be better served in a different academic environment, then the

Division Head may 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 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 for a student semester off campus needs to take into consideration a timeline that allows the school 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 or program by the Middle School Division Head or Upper School Division Head in cooperation with the student and her family.

Timeline for Application

November 1: Contact the Middle School Division Head or Upper School Dean of Students 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 Middle School Division Head or Upper School Dean of Students 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 for approval by the Middle School Division Head or Upper School Dean of Students.

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 beyond the most advanced class offered by a department at Castilleja. This student could consider a semester of independent study, when approved by the Head of Upper School, and Director of College Counseling & Upper School Academic Policy.

The process for proposing and approving an independent study must be completed in the preceding semester. The student must first meet with the Head of Upper School to review the process for proposing the independent study. Then, the student must seek a faculty member who is willing and qualified to supervise and assess the independent study. In consultation

with this faculty member, the student must write a formal, detailed proposal outlining the full scope of the independent study using the [Independent Study Proposal Template](#). The student then submits the proposal to the sponsoring teacher, Director of College Counseling & Upper School Academic Policy, and Head of Upper School for their signatures. If the proposal is approved, the Head of Upper School will consult the Director of College Counseling and Upper School Academic Policy and determine the amount of credit to be given, if any, and will notify the Registrar. When the independent study is completed, the faculty supervisor will inform the Head of Upper School and Registrar.

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

Laptop Computers

Students are required to bring a charged 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 view the [recommended laptops document](#). 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 (ACE) fosters the development of student leaders through experiential learning and a commitment to equity, diversity, social justice, and inclusion programming. 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 local and global student initiatives, classroom experiences, and teachers with a dedicated team, a library of educational resources, and professional development opportunities throughout the school year and during the summer. Through ACE-related opportunities, students gain confidence in their ability to solve problems and effect change.

ACE Center Team Members include: the Director of Global Education (Director of the ACE Center); the Director of Community Partnerships and Leadership; and the Director of Equity, Inclusion, and Justice.

All students, with guidance from teachers, advisors, and the ACE Center team, are expected to engage with the community beyond Castilleja through curricular and co-curricular activities.

Throughout the year students choose activities that complement their talents and interests and reflect developmentally appropriate curriculum goals. The range and breadth of community engagement opportunities represent student ownership of local, national, and global problems. Upper School students document their progress through a personal student learning and leading portfolio.

Local Community Engagement

Students use the designated community time blocks to develop leadership competencies focused on effecting sustainable change on a local level. Grade-level themes 6–12 inform how these competencies are taught through relevant experiences, such as grade-level programs. All Upper School students also join or lead ACE Orgs, which are student-led organizations with employee advisors. Student leaders imagine and implement community engagement programming, often with Castilleja’s local partners, to teach their peers.

Global Education

Throughout the year classes explore issues around a chosen global theme, highlighted by the annual Global Week. Castilleja School hosts Global Week to provide students with a unique opportunity to examine a globally relevant topic through workshops, projects, and in-depth engagement with speakers.

In addition, Castilleja School’s signature Global Investigator Program designs unique experiential learning opportunities for Juniors to explore first-hand the socio-political and economic complexities of globalization. The Global Investigator Program, an endowed travel opportunity, gives students the opportunity to collaborate with social change agents, educators, and students on the ground in a variety of countries.

Internships

Castilleja’s internship program creates authentic opportunities for students to explore current interests or cultivate new ones in a real-world setting. The ACE Center works closely with students to imagine internship opportunities specific to their identified interests and desired areas of growth. Middle School and Upper School students learn about these opportunities through the Changing pACE newsletter and our website <https://changingpace.squarespace.com>. 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.

Affinity Groups

The purpose of affinity groups is to provide an opportunity for students to be in a space where they share an aspect of identity that often is in the minority in our community and experience it from the perspective of being in the majority. This allows them to grow personally and

empowers them to be more fully themselves as members of the full community. Affinity Groups highlight our belief that a diverse spectrum of social, cultural, and economic capital is essential to fostering the optimal learning environment and preparing our students to be effective leaders.

Leadership

Castilleja students formally learn leadership skills through an array of ACE-sponsored workshops and through conscious skill building across the curriculum. They have a variety of formal opportunities to exercise their leadership skills.

Interest Clubs

In addition to ACE Orgs, Upper School students are encouraged to create Interest Clubs, informal groups focused around a shared interest. These clubs are approved by the Director of Leadership, in coordination with the Head of Upper School. They publicize their meetings through online and in-person community spaces and may meet on campus when school is in session. Unlike ACE Orgs, Interest Clubs may not fundraise on the Castilleja campus or represent themselves as a Castilleja organization off campus.

Fundraising Guidelines for Student Groups (US & MS)

Castilleja is proud of our students' deep commitment to understanding issues and supporting causes that are important to their personal, local, and global communities. Student activism is an essential component of a Castilleja education, and fundraising is one way that students engage. Castilleja's diversity and inclusion mission statement and ongoing equity and inclusion discussions inform our student-initiated fundraising philosophy and our policies around contacting community members for direct fundraising.

All community members (students, parents, employees, Alumnae/HAs, and CAPAs) must seek permission from the Director of Leadership in the ACE Center **and** the Director of Advancement prior to sending fundraising appeals from your Castilleja email and/or using Castilleja's name and/or Castilleja resources, including email distribution lists, the Castilleja directory, and social media accounts.

See specifics regarding student fundraising [here](#).

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. Additionally, lacrosse is offered during the month of September, and golf is offered during the month of April.

Fall	Cross Country Softball Swimming	Spring	Tennis Volleyball Water Polo Track
Winter 1	Soccer	April	Golf
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 interscholastic sports are offered during the school year. Sports offered include:

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

For additional information regarding Upper School Athletics, please view the [Athletic US Parent-Student Handbook](#).

Co-curriculars

Middle School Exploratory

Exploratory classes in the Middle School allow students to explore a new topic or to delve more deeply into an area of interest. All students take an integrated Making and Design/Computer Science course in Exploratory, and they have an opportunity to select from a slate of exploratory choices at a designated time during the year.

Student Government

Castilleja values and supports the strong voices of its students as leaders. Each semester all students participate in leadership in a variety of ways. 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, Community Action Representative, Wellness Representative, DEIJ Representative, and Class Senators . This group plans activities for the Middle School each semester and leads Middle School meetings. New officers are elected each semester.

The All Student Body (ASB) Government represents the Upper School in student leadership at Castilleja, and its membership includes the nine officers elected by the Upper School: the President, the Vice President, the Secretary/Treasurer, the Social Activities Coordinator, the Athletics Coordinator, the Arts Coordinator, the Community Engagement Coordinator, the Community Wellness Coordinator, and the DEIJ Coordinator. ASB meets weekly with the Upper School Dean of Students to discuss issues relevant to the school body and to plan the agenda for the weekly Upper School 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 their respective Class Dean to direct the business of their class. ASB officers serve for the full year. Class officers are elected each semester.

Upper School Activities

There are many Upper School activities that meet the various interests of our students. To keep the club program vital and to prevent student overload, Castilleja encourages students to limit their participation in school clubs to maximize their commitment. Some club meeting times will conflict, necessitating that a choice be made.

Visual and Performing Arts

Many arts opportunities are available at Castilleja, including MUSE (orchestra), Glee, 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. Upper School students are 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. Open to all Upper School students, these productions are co-curricular. 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. We also offer a program for motivated students to create a collaborative student-directed show in the Spring semester. Students have the opportunity to participate in the selection of US productions.

Castilleja Honor Codes, Acceptable Use, and AI 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 Five Cs 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.

Middle & Upper School Technology Acceptable Use Policy

Castilleja is first and foremost a **community of learning**. We know that 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 and only at the direction of the teacher.

Our use of technology should represent both the **ethical and academic values** of the Castilleja School Honor Code. We will use technology with integrity, thoughtfulness, and responsibility. We understand that our online actions represent us as individuals and as members of the Castilleja community. Our community values conversation, collaboration, and interaction amongst students, teachers, and other employees throughout the school day. We acknowledge that technology can both enable and distract from these goals. Our Acceptable Use Policy reflects these understandings, as well as the current research on the effects of technology use on students, learning, and community.

Artificial Intelligence “AI”

Artificial intelligence models can contribute to classroom learning. Castilleja School acknowledges the potential of AI and other emerging technologies with responsible and appropriate use.

AI tools are to be utilized appropriately and responsibly in the classroom as stated in class syllabus/course information sheets. Students may only use AI technology tools for school assignments and work that generate text or creative works when approved and/or guided by their classroom teacher. Any other submission of work that uses or is aided by unauthorized or uncited AI technology as one’s own work is considered a violation of academic integrity.

NOTE: Policies specific to Middle School or Upper School only are clearly designated below the all-student guidelines.

Safety

Castilleja's network is available to students daily and passes electronic traffic freely, though the School also employs firewall technology to block egregious and inappropriate content.

The following terms and conditions are meant to provide students and school families with examples of prohibited conduct, but are not intended to serve as an exclusive list. Students may be disciplined for engaging in other conduct through Castilleja's electronic communications that violates Castilleja's conduct and discipline policies, or is detrimental to Castilleja and its mission, and/or harmful to other students. Students must promptly disclose to their teacher or other administrator any message they receive that is inappropriate or makes them feel uncomfortable. Students must also report any misuse of the system to an appropriate staff member.

Unauthorized Recordings by Students

Students (and their family members) are prohibited from recording audio, video, or still images of class sessions, including virtual classes conducted via video conferencing or other means, or of school assemblies and US activities, unless the Student obtains express authorization to do so from their teacher(s) or another school official. Students who record or capture video, audio, or still images of class sessions without prior approval, shall be in violation of this policy and may be subject to discipline.

Students who have been authorized to record classes may not distribute, publish, post, or share class recordings unless written authorization is obtained from Castilleja for the distribution of the recording.

As always, mobile phones and other technology should remain in the students' bags or backpacks during class time unless a faculty member asks them to use these devices during class. In addition, students should also extend this same respect to all members of our Castilleja community (friends, parents, etc.) and beyond: avoid the use of photos or recordings of others without their knowledge.

All Student Technology Use Guidelines:

- Students should bring computers to school fully charged every day.
- Students will only bring out the technology requested/required for the class by the teacher.
- Students will not be on social media, chat, texting, or emailing on any device while in class or in an on-site school workshop, meeting, or activity.
- Students must adhere to all copyright laws, cite sources, and avoid plagiarism.
- Students will thoughtfully consider limited and shared resources like network bandwidth and printing.
- Students must seek permission to record or photograph school presentations of any kind.
- Students should speak to an adult on campus should they receive a message or notification that is inappropriate or makes them uncomfortable.
- Students should not share passwords with anyone except parents/guardians.
- Students must not bully another person, publicly or anonymously, by creating, sending, accessing, or downloading material that is abusive, hateful, hurtful, harassing, or sexually explicit.
- Students should practice good digital citizenship when researching or producing schoolwork, meaning students should not plagiarize works found on the Internet.
- Students should not knowingly or recklessly post false or defamatory information about another person or organization.

Middle School Student Specific Technology Use Guidelines:

- Students will respect the registration policies of age-restricted online services.

- Morning break and lunch are “tech in locker” times. Students needing to complete work may do so in a classroom with a teacher or in the library.
- Mobile phones, Apple watches, and other texting devices are not to be used at all during school hours. For time-sensitive matters, such as a change in pick-up time or location, MS students must check with an adult before using a mobile phone.

Upper School Student Specific Technology Use Guidelines:

- Students will stow all technology (computers, tablets, mobile phones) prior to entering the classroom and should only bring out the technology requested/required for the class by the teacher.
- Mobile phones should be silenced and remain in bags/backpacks and should never be used in class unless directed by a teacher.
- Mobile phones may be used outside during free time but should not distract or disrupt others.
- Mobile phones are not to be used inside any Castilleja buildings.
- Mobile phones are not to be used while walking, as this is a safety issue.

Use of Castilleja-Issued Technology

Castilleja is pleased to provide students with technology equipment to support their academic and co-curricular experiences, either as student issued iPads or as loaner equipment such as laptops, chargers, video or camera equipment. In return, Castilleja asks all students to take good care of school-issued technology equipment.

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

Care and Handling of Castilleja Issued Technology

- Protect the device in a case at all times.
- Use cushioned or protective bags during transport when off school grounds.
- Lock and secure the device whenever it is unattended.
- Keep the device out of extreme temperatures and away from liquids, dust, and other harmful elements.
- Leave on any asset tags and identifying labels.
- Leave on all administrative and management profiles that are installed on the device.
- Maintain sole possession of the device and do not lend it to friends or family.
- Immediately report any damage to a teacher or Technology Department employee.
- Return the device to the Technology Department when requested.

Communication is Not Private

Each student’s online communication is a reflection of our school. Email to and from our School is not private and may be monitored by Castilleja as needed. Castilleja has a right to

monitor and review use of all of its electronic communications resources of any kind. Students have no right to privacy in their use of electronic communications resources in any way, including computer, mobile devices, internet connections, email system, or other resources.

Parental Use and Conduct

If parents have occasion to use Castilleja's electronic communications resources, they are considered bound by this policy as well.

Parents are expected to:

- Carefully review and understand this policy.
- Support Castilleja's policy that student access to the Internet and other electronic communications resources is intended for educational purposes only and that any violation of this policy is considered a serious offense.

Network Security

Security on Castilleja's network is a high priority. Notify Castilleja administration immediately if you identify a security problem on any component of Castilleja's network.

Guidelines for Behavior

Our goal at Castilleja is to establish a physically and emotionally safe learning environment. The Honor Code, the Diversity and Inclusion Statement, and the Five C's - Courage, Conscience, Courtesy, Charity and Character - guide students to conduct themselves in such a manner that will optimize their own personal growth and will support the well-being of the community. The community participates in this effort, as friends help one another make good moral and ethical decisions, and faculty and staff provoke intentional reflection and dialogue in classes, advisories, class meetings and conferences to maintain a respectful and supportive environment. The commitment to develop and sustain positive relationships with all members of the school community among students and adults contributes to flourishing teaching and learning. If a student struggles with behavior issues, faculty and administration will generally support them to correct the behavior, help the student learn from their mistakes, restore relationships, and reinforce Castilleja's standards within the school community.

Being aware of and respecting guidelines allows all of us to learn and grow.

Code of Conduct

Students are expected to abide by Castilleja's code of conduct. The following is a non-exhaustive list of behaviors that may result in disciplinary action, subject to the discretion of Castilleja. They include, but are not limited to:

1. **Dishonesty**: 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 each student's responsibility to know exactly what is expected for their academic work in each of their 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.

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. **Drug and Alcohol Use:** Possession and/or use of controlled substances, illegal drugs, or alcohol, is absolutely forbidden.

Illegal drugs include prescription drugs without a valid prescription and the use of prescription drugs not in compliance with a valid prescription. Illegal drugs also include marijuana and any other cannabis product, which may not be possessed, used or cultivated in or near schools.

If the school has reasonable suspicion to believe that a student is under the influence of drugs or alcohol, it may require that student to submit to a drug and/or alcohol screening test. "Reasonable Suspicion" shall mean a belief based upon facts gathered from the totality of the circumstances that would cause a reasonable faculty member, administrator, or other employee to suspect that the student is under the influence of drugs or alcohol.

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 any of the school's counselors or the Division Heads.

3. **Smoking/Tobacco Use:** Per California state law, smoking (including vaping/juuling) is prohibited for all persons under the age of 21, except those between the ages of 18 and 21 who are in active duty service in the military. Consistent with the provisions of California state law and also in compliance with the School's own prohibitions against smoking on campus and by all enrolled students, the following provisions apply:

- Students may not smoke/vape at or near the campus, or during school sponsored activities, even if such use takes place off campus. They also may not bring nicotine products to school and to school sponsored activities including school sponsored events off campus. This includes e-cigarettes/vaping equipment.

4. **Prohibited Items:** Students must not bring any weapons or dangerous items, including but not limited to, firearms, knives, explosives, and/or imitation weapons, or toy weapons, to the school or any school sponsored or school related events, whether on or off campus.

5. **Vandalism:** Theft, defacement, or vandalism of school property or personal property on the school grounds or at school functions.

6. **Harassment/Discrimination/Bullying:** Behavior that causes physical or emotional harm to others in the school community, including, but not limited to, bullying, harassment, hate speech, and intentional and/or repeated behaviors that violate the spirit of the Diversity and Inclusion Mission Statement.

7. **Off Campus Conduct:** Castilleja reserves the right to discipline for infractions of rules or for conduct that is detrimental to the order and welfare of Castilleja. Serious misconduct off campus, especially conduct that interferes with the rights of other students or community members, could foreseeably result in significant disruption to the school's operations or that threatens the reputation of the school, may result in discipline.

8. **Public Displays of Affection:** Prolonged kissing or embracing, inappropriate touching, and other intimate behaviors is not appropriate at school. Students engaging in such behavior will meet with the appropriate grade-level administrator, and parents/guardians will be contacted if necessary; further disciplinary action may be taken if such behavior persists. This policy is effective for all school-sponsored activities, including school trips, socials, and other events. Students are expected to adhere to state laws with regard to the age of consent.

9. **Other Detrimental Behavior:** Behavior that violates the school's policies, philosophy or that negatively or is likely to negatively reflect upon the character of the school. This includes, but is not limited to:

- Leaving the school grounds without permission
- Misuse of the school's electronic communication resources, including unauthorized use of cell phones and personal electronic devices on campus or during school hours, or any violation of the school's electronic communications use or social media policy
- Fighting, physical violence, or threatening physical violence or emotional harm towards another student, employee, or parent whether on or off campus
- Disrespectful behavior or language, including insubordination

- Violating Castilleja's uniform requirements
- Possession of pornographic or sexually explicit material
- Classroom disruption
- Violating any School conduct policy or rule or any other conduct or behavior that the school, in its sole discretion, believes in good faith is not in the school's best interests

Consequences of Violating Code of Conduct

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 any procedure described below. Discipline for violating the code of conduct may include, but is not limited to, probation, suspension, or expulsion.

Reporting of Disciplinary Incidents to Colleges

Colleges often ask applicants and college counselors on application documents to report disciplinary violations involving the applicant. It is Castilleja School's policy to be forthcoming when asked by a college about major disciplinary action. When requested, Castilleja will report any incidents in grades 9 through 12 that result in probation, suspension, or expulsion, as well as any incidents for which a student has been adjudicated guilty or convicted of a misdemeanor or felony. This policy includes incidents that occur during the senior year after applications have been submitted. If a college does not ask for such information, the school will not report the infraction.

Colleges generally seek additional information from the school to determine whether the violation was an isolated incident or part of a pattern of behavior. When asked specifically to report on a disciplinary action, such as probation, suspension, or expulsion, Castilleja will respond truthfully.

To avoid integrity issues during the college admission process, students must be truthful and self-disclose disciplinary records when asked by colleges. It is important for students to address questions relating to disciplinary incidents in an honest and straightforward way on their applications and in their communications with colleges after applying. If a student's disciplinary status changes after the filing of college applications, the student has the obligation to inform all colleges to which an application has previously been submitted or the college at which the student has submitted an enrollment deposit. Students must consult with their Castilleja College Counselor in such eventuality.

This policy reflects best practices as recommended by the National Association for College Admission Counseling's Guide to Ethical Practice in College Admission.

Upper School Disciplinary Procedure

Disciplinary procedures will generally be handled as they occur by the student's individual teacher, the Class Dean, or Upper School Dean of Students. Violations of the code of conduct will generally be reviewed by the Head of Upper School, in consultation with all persons involved.

Depending on the circumstances of the disciplinary issue, the Head of Upper School may make a recommendation of an appropriate consequence to the Head of School.

Upper School: Academic Dishonesty

Violations of the School's academic dishonesty policy are directed to the Head of Upper School, the Upper School Dean of Students, and the corresponding Grade Dean.

The Head of Upper School or Upper School Dean of Students meets with the student in question, determines the context of the situation, and asks the student to prepare a written statement outlining the specific details of what occurred. The Head of Upper School or the Upper School Dean of Students informs the student's parents/guardians of the infraction and the next steps.

Throughout this procedure, appropriate privacy is observed.

Middle School Disciplinary Procedure

Violations of the code of conduct will generally be handled as they occur by the student's individual teacher, Class Dean, or the Head of Middle School. The Head of Middle School may in certain situations 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 will generally inform the student's parents/guardians of the alleged infraction as soon as reasonably practicable, and will discuss the consequence with both the student and the student's parents/guardians.

Personal Social Media and Electronic Communications Policy

This policy applies to all students of Castilleja in their use of the internet, social media, and electronic communications, regardless of whether that use is through devices and resources of Castilleja or any other devices or resources. Castilleja acknowledges that social media - including posts, comments, and reactions on social media platforms, texts, and other forms of internet-based communication - is an accepted and integral form of communication among students, staff, and families.

In general, students are expected to use good and ethical judgment in their use of the internet and social media, and in their electronic communications generally. In addition, the following rules apply:

1. Adhere to Castilleja Policies and Regulations:

If a student engages in any use of the internet, social media, or electronic communications that creates a substantial disruption at the school or materially interferes with school activities, that reasonably leads the school to foresee such disruption or interference, or which interferes with the rights of students, employees, or school families, the school may take disciplinary action against the student.

2. Do Not Engage in Prohibited Harassment, Discrimination, Retaliation or Threats

Students cannot post statements, photographs, video, or audio that reasonably could be viewed as harassment, discrimination, retaliation, or violating the law, such as unlawful threatening conduct. Please refer to the Harassment/Discrimination/Retaliation Policy.

3. Do Not Engage in Bullying of Fellow Students

Students are prohibited from engaging in conduct that violates Castilleja's Policy against Bullying and Hazing.

4. Do Not Make Inaccurate or Defamatory Statements

Students should never communicate any information or rumors that the student knows to be false about their fellow students, employees of Castilleja, or anyone within the Castilleja community. If a student makes a mistake, correct the information, or retract it promptly.

5. Do Not Infringe On Others' Rights or Privacy

Do not disclose information that may violate student, Castilleja family, or employee rights. For example, do not disclose another individual's social security number, medical information or financial information in a manner that violates that person's privacy rights.

Castilleja recommends that, if a student would like to keep their personal life separate from school life, use privacy settings to restrict personal information on public sites. Also, students should consider whom they invite or accept to join their social networks and understand that even if a student has private settings, those whom that student invites into their network can easily print, save, cut, paste, modify or publish anything the student posts. Also, as a general matter, consider that a student's online reputation may follow them into their future academic, personal, and professional life. For all these reasons, it is best to use discretion and judgment in online posting and activity.

If Castilleja believes that a student's social media activity may or does violate School behavior guidelines, as noted above, the School may request that such activity cease immediately and the student may be subject to discipline.

School-Affiliated/Student-Run Social Media Accounts

This policy applies to all Upper School students of Castilleja in their creation, management, or use of school-related social media accounts, regardless of whether that use is through devices and resources of Castilleja or any other devices or resources. Middle School students may not create or manage any Castilleja-affiliated social media accounts. Castilleja acknowledges that social media platforms, in addition to email, are increasingly used as a communication and outreach tool for ACE Orgs, athletic teams, and interest clubs. Instagram is the only social media platform that students may employ for Castilleja-Affiliated Student-run accounts. All other accounts on other platforms (ie: TikTok) are not permitted.

Students are expected to use good and ethical judgment in their use of the internet and social media, and in their electronic communications generally. The following rules apply to any student who is currently managing (posting, creating content, etc) a school-affiliated account or who would like to create a new Instagram account:

1. Request Permission to Manage or Create an Account

Email the Communications team expressing interest in starting an Instagram account and share the intended purpose of the account (promote school activities, raise awareness for organization, etc.).

If the student's request is approved: 1) provide log-in credentials to the Communications team; 2) Note who the student contact will be for the school year; 3) Indicate who the employee advisor/contact is for the account.

2. Follow Privacy and Security Guidelines

The account privacy settings must be set to "private." Do not allow strangers to follow the account. Only current members of the Castilleja community should be allowed to interact with the account.

Location tagging is not permitted. If choosing to identify people in posts or stories, only use the person's first name (with their permission).

When a student who runs the social media account graduates, the leader for the following year must change the password for the account and re-distribute the password to current students. Graduates/former employees may not have access to the account upon leaving the school. When the password is changed, please inform the Communications team.

3. Follow Content Creation/Posting Guidelines

When creating content, abide by Castilleja’s values and mission, including with respect to equity and inclusion. Always interact with the platforms in a way that is consistent with our school policies.

Use of the school’s logo or branding is not permitted without prior approval from the Communications Department.

A social media account is Castilleja School-Affiliated if it is run by a Castilleja employee or Upper School student and approved by the School, and certain conditions are met. For student-run Castilleja School-Affiliated social media accounts, the following conditions must be met:

1. “Castilleja” or “Casti” is written in the handle/username/description
2. The school’s logo or branding is used in the profile, including the profile picture
3. The intended or actual content is directly related to a school-sponsored event/activity/program, whether that is on-campus or off-campus.

Tardiness

If a student is late at the beginning of the school day, they must report to the Front Desk, where a pass to class will be issued. During the school day, if a student comes late to class without a pass, they will be marked as tardy. If a student does not appear in class after twenty minutes, this will be considered an absence. Excessive tardiness will be brought to the attention of the Upper School Dean of Students or Middle School Division Head, who will formulate a course of action with the student to ensure on time arrival to class.

Uniform Violations

If a student is out of uniform, it will be tracked on their file. Excessive violations will be brought to the attention of the Upper School Dean of Students or Middle School Division Head, who will formulate a course of action with the student to make sure they are in maintaining their commitment to our Uniform Guidelines policy.

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 outlined in the Technology Acceptable Use Policy may trigger a disciplinary response. .

Mobile Phones/Devices

Students using mobile phones or other devices inappropriately during the academic day may have them taken away to be returned either after class or after meeting with the Class Dean or Division Head as appropriate.

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

- Middle School students should not use mobile phones during the day except with adult permission.
- Upper School students may not use their phones in the chapel or in the classroom without permission from their teacher.
- For urgent, time-sensitive matters, such as a change in pick-up time or location
 - Middle School students must check with an adult before using a mobile phone.
 - Upper School students may use a mobile phone as long as such use is not disrupting school activities (e.g. break, lunch, group conversations, or events of any kind).
- Other use: mobile phone use (voice, text, photo) of a casual social nature, except as noted above, is prohibited during the school day. If in doubt, ask.
- For illnesses during the day: To call a parent/guardian about being ill, students must use the phone at the Front Desk (students may not leave school without permission from the Attendance Officer; See “Attendance”).
- Parents/guardians should not text or call their student during school hours. If parents/guardians have an urgent message for their student, they should contact the Front Desk.
- Smart watches and other similar devices may not be used as a mobile phone during the school day.

Assembly and School Meeting Behavior

Students are expected to behave courteously during assemblies and school meetings. This includes quiet, focused attention and appropriate clapping. Bathroom trips or personal maintenance should happen before assemblies and meetings. Students who behave inappropriately may be subject to discipline.

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 team is not.
- All books or other library materials must be checked out by a member of the library team before being taken from the library.
- Food is not allowed in the library. Beverages must be covered with lids.
- 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, a warning will be given. If such behavior persists, the student will be asked to leave the library and the actions will be reported to the Class Dean and Division Head for further consequences.

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.

Lost/Damaged Property

Throughout the year, students borrow or are issued school property. It is the student's responsibility to take good care of all school property. Students are expected to return all school property in good condition on the due date, which could differ based on the items, or upon termination of enrollment. Families will be charged a replacement or repair fee for all lost or damaged items.

The replacement cost billed reflects the price paid for replacing an identical or similar item as determined by the school, plus shipping and tax. It is not meant to reflect the lowest possible price for which those items may be available for sale online or in stores.

Property Damage, Loss and Theft Procedures

- Report loss or damage to the department responsible for the item as soon as possible.
- If an item is stolen or vandalized, file a police report with the local police department and submit the report to the Business Office.
- All repairs to damaged items will be handled by the school only.
- All replacement items will be purchased by the school through its approved vendors.

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.

Parameters around when emails can be sent and will be responded to have been instituted in order to help our community achieve a better balance. In the Middle School, email hours are between 7:30 am and 5:30 pm. In the Upper School, emails can be sent and will be responded to between 7:30 am and 8:00 pm. On the weekends and over breaks, students and teachers are discouraged from emailing unless there is a pressing need to communicate. It is the school's expectation that all emails will be responded to by the end of the next working day.

Students may receive permission from Class Deans to use school email lists to send personal messages about lost items. Students must ask permission of the ACE Center and the Director of Advancement prior to sending school emails connected to fundraising or general awareness campaigns.

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.

Tops

- Solid white or navy blue collared t-shirt/shirt with or without the Five Cs logo.
- Castilleja T-shirts.
- Solid white or navy blue turtlenecks.

Skirts, Pants, and Shorts

- Uniform skirts are box-pleated, light-blue pinfeather (available for purchase from DENNIS Uniform or CUBUS). Leggings, boxers, or spandex shorts must be worn under skirts. No Sweatpants may be worn under the skirt.
- Pants (including sweatpants/Jeans) must be solid navy blue, black, or grey without tears and holes. Small logos accepted.
- Shorts are navy blue, black, gray, or Athletics shorts. Length should be mid-thigh.

Sweatshirts and Sweaters

- Sweaters and sweatshirts must be solid primary red, white, navy blue, or grey with or without the Five Cs logo. Small logos excepted.
- A Castilleja sweatshirt or sweater. A Castilleja sweatshirt/sweater must have a Castilleja logo or say “Castilleja” somewhere on it.
- Only seniors may wear other non-Castilleja sweatshirts.

Coats and Jackets

- May be any color and removed while indoors.

Shoes and Socks

- Closed-toe, closed-heel shoes must be worn at all times.
- Socks should not have any offensive content.

Dress White Uniform

- A white button-down shirt with a collar should be worn.

- A plain white skirt, bermuda-length shorts, or white pants must be worn on the bottom.
- Each student must wear the appropriate class tie. The school provides one class tie per year.
- A Castilleja cardigan or pullover navy blue sweater from DENNIS Uniform or CUBUS may be added. This is the only sweater that may be worn with Dress Whites. (No sweatshirts.)
- Plain white socks or white, 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.)

Fitness Uniform and Dance Class Attire

- Short and long-sleeve dri-fit fitness shirts purchased from [CastiGear](#) may be worn.
- Any black fitness shorts or pants (running shorts, mesh shorts, or yoga pants) or shorts that are all black with no colors or designs. School-approved sweatpants are also okay.
- Athletic shoes (non-marking soles).
- Socks.
- For students taking dance or choreography, dance attire consists of:
 - Any Casti dri-fit fitness shirt. If not purchased from [CastiGear](#), then the top should be a form-fitting and solid color with no designs.
 - Solid black yoga pants, jazz pants, capris, or footless leggings with no designs. Black form-fitting lycra/spandex dance shorts 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.

Grade Level, Club, or Athletic T-Shirts or Sweatshirts

On occasion, a grade level, 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 club or team, or Dean for the grade level, first approves the design and colors for the item. Then a form

should be obtained from the appropriate Dean of Students, 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, and dresses for the Fabulous 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

Daily attendance is 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 their 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 their advisor and teachers to create a plan to catch up on their work. Any student unable to attend Global Week or the Global Investigator Trip is expected to meet the make-up requirements for those specific learning opportunities. If a student is absent for an extended period of time (five days or more), 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, and/or Division Head.

Any student who misses more than eight (8) days of a class (excluding religious observance) during a semester may be denied credit for that class. Under extenuating circumstances, the Division Head may extend the number of days allowed. *Absences accumulated from representing the school are not accrued.*

Attendance is located in the Administration Building at the Front Desk.

Absences Due to Illness or Emotional Wellness

- If a student will be missing school, their parent/guardian must phone Attendance at (650) 470-7717 or email attendance@castilleja.org 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 or for an emotional wellness day, they should not attend a school-sponsored social/athletic/rehearsal event that day.

If a Student Becomes Ill during School Hours

- If a student becomes ill during school hours, they should report directly to the Administrative Specialist at the Front Desk in the Administration Building, who will offer assistance 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.
- Any student who is ill and would like to go home must have either the Administrative Specialist at the Front Desk or Director of Sports Performance call home, even if the student drives and is 18 years of age.
- Until the student is picked up, they will be accommodated in a limited way for a short duration. When leaving, they must sign out in the presence of the Administrative Specialist at the Front Desk.

Medical Appointment Absences

- If a student must be absent for a medical appointment, their parent/guardian must call Attendance 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 at the Front Desk whenever arriving late or leaving early during school hours.

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 full day require completion of an Absence Notice Form ([MS/US](#)) in advance of the absence. This form is available at Attendance, or on our website, via the Portals. If a student knows they will be absent, they must:

1. Have their parent/guardian sign the form;
2. Take it to their Class Dean or Division Head for signature as appropriate;
3. Secure the signature of their college counselor if the absence includes visiting colleges;
4. Have their teachers and advisor sign the form (this provides an opportunity to discuss work that will be missed);
5. Turn in the completed form to Attendance prior to the date of the absence.

Failure to follow this procedure may result in consequences guided by the dean and/or division head.

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.

Religious Holiday Observance

At Castilleja, we are proud of the diversity of our community. We believe in the importance of a learning community that incorporates the varied beliefs, traditions, heritages, and identifiers like race, ethnicity, socioeconomic status, gender, ability, age, and sexual orientation into the fabric of our everyday life on campus. Our students and families represent a wide range of belief systems and religions, as well as members who identify as agnostic or atheist. Our non-sectarian school community supports students when they observe religious events and commits to the equitable, transparent, and consistent application of our diversity and inclusion mission statement. Our religious observance policy is designed to allow us to do both.

Policy and Application in Daily Life:

Attendance: Students are limited to 8 absences per class per semester (see absence policy). Days missed for religious observance will not be counted into this total. However, since we do record daily attendance to know who is absent from a class, they will still appear in the end-of-semester totals published on report cards.

Celebrating our Diversity: At Castilleja we celebrate religious and cultural events that are connected to our student and family community under the leadership of our ACE Center. Our affinity group program and on-going practices are designed to honor the diverse identities at Castilleja. The ACE Center also facilitates on-campus events proposed by student groups and Castilleja-sponsored, community-wide events that highlight and celebrate the diversity in our community.

Understanding Who Is In Our Community: Trusting relationships, good communication, and accurate information are critical to creating an inclusive community. Our commitment to supporting students' religious observances is facilitated by an annual summer survey for new families (with an opt-out option) that helps faculty, staff, and coaches understand on which days students might be absent for religious observance so that they can plan accordingly. This information will be used by the administration and faculty for planning purposes.

Note: Due to the diverse nature of religious practices in our community, along with the myriad events we schedule each year, some conflicts will be unavoidable. Our aim is to plan judiciously and create as few conflicts as possible for students and families and to think proactively when we anticipate that a conflict is imminent. The survey does not preclude the importance of students alerting their teachers to any days they plan to be off campus.

Students and faculty are encouraged to work together on the best way to support ongoing learning when classes are missed. Support options will be designed in coordination with faculty. Options to discuss may include, check-ins with faculty upon return during daily office hours, and coordinating with peer note-takers.

Students are not expected to study or do homework during times of religious observance; they should coordinate with teachers the best way to support their learning during these times. Students who miss a test or important assignment due date will be offered an extension of at least one additional day beyond their return date to school to support this commitment. (For example, if an assignment is due on Tuesday, the day of religious observance, and the student returns to school on Wednesday, the earliest due date assigned will be on Thursday.) Teachers and students are encouraged to discuss how best to make up missed assignments on an individual basis.

Students are not permitted to attend athletics practices or rehearsals on days they do not attend school for religious observance. They will not be penalized for that decision (i.e. not starting in an athletics match or being assigned a different role with fewer rehearsals in an arts performance).

Summary of Attendance Responsibilities

School begins at 8:30am at the JCC and 8:45am on the main Bryant Street campus daily. A student arriving late to class for any reason must:

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

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 who arrive on campus after 8:30am at the JCC and 8:45am on the main campus must sign in at Attendance promptly upon arrival.

Seniors and 2nd semester 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 Attendance

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, they must:

- Sign out with the Administrative Specialist at the Front Desk when departing from campus, and
- Sign back in immediately upon return.

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 Attendance, that student faces additional consequences.

Also, if a student fails to sign in or out as required, the student will be given a violation. An accumulation of violations, including tardies, sign-in/sign-out incidents, uniform violations, or other minor infractions, in a semester will result in a cumulative discipline response led by the Upper School Dean of Students or the Middle School Division Head.

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 the Administrative Specialist at the Front Desk who will locate the student and have them 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, Community Time block, 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 any appropriate disciplinary consequences for these absences, and the student may not be allowed to make up academic work.

Parent/Guardian Responsibilities

It is the responsibility of the parent/guardian to notify the school by 8:30am 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 Attendance:

- 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.

Off-Campus College Visits

College-related absences for seniors are treated as Anticipated Absences (see procedure above); any college-related absence is included in the 8 (8) maximum allowable days per semester.

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 should not be missing school for college-related visits.

College Representative Visits During School

In late summer and early fall, Castilleja invites college admission representatives to meet with students both virtually and on campus 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 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 physical or emotional reasons of , 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 by the parents and the student's treating medical team or recommended by the school when a student is unable to meet the attendance/academic requirements of the school for the foreseeable future. During a medical leave or withdrawal a student cannot participate in any student activities on campus, including classes, except events open to the public.

For school work completed while away from Castilleja on medical leave or withdrawal:

For periods of leave (or withdrawal within eight weeks of the end of a semester), students and families may have access to Castilleja teachers (via email or telephone), curriculum, and learning management systems to complete their Castilleja school work. Assessments will be evaluated by Castilleja faculty and grades will be recorded on the Castilleja transcript.

For any period of time longer than eight weeks, students and families would use an outside provider (who could follow a Castilleja curriculum) with that organization evaluating the work and producing a transcript. Transcripts from outside organizations would be attached to the Castilleja transcript.

Prior to returning to school from a medical leave, the student must present a release (a letter will suffice) to the Division Head from their medical provider. For a medical leave for a physical illness, the release should indicate that the student is well enough to return to school. For a medical leave due to emotional or mental reasons, the release should indicate that the student is safe to return to school, specifically to a setting in which the student can be expected to function safely in an independent manner.

Additionally, as described in the Academic Standards and Commitment section of the Handbook, 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.

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	Ms. Rubin	Academic Program/Student Life	9-12
Head of Middle School	Ms. Zappas	Academic Program/Student Life	6-8
US Dean of Students	Ms. Kulbieda	Student Life	9-12
Class Deans	See below	Student Life	6-12
Individual Advisors	Employees	Individual Student Needs	6-12
Director of Diversity, Equity, Inclusion and Justice	Ms. Nguyen	Student Life	6-12
Learning Specialist	Mr. Lichtblau	Learning Support	6-12

Class Deans

The Class Deans oversee the well-being of each class. They work closely with the Division Heads and Student Support Team to oversee student support and wellbeing, and, with the 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 Students.

6th Grade	Ms. Ramirez
7th Grade	Mr. Van Wert
8th Grade	Dr. Pang
9th Grade	Dr. Story
10th Grade	Ms. Ortega
11th Grade	Ms. Kulbieda
12th Grade	Mr. Mayfield

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 Grade Level Dean.

Social Development or Conduct

If there are questions or concerns about a student's social development or conduct, in the Middle School, the student's individual advisor is the first line of communication, followed by the Class Dean and the Division Head.

In the Upper School, the Class Dean is the first line of communication followed by the Dean of Students. Should further conversation be needed, contact the Division Head.

Equity, Diversity, and Inclusion

If there are questions or concerns about the culture or inclusivity of a learning environment or social dynamic, students and/or parents/guardians are encouraged to complete the Student Concern Form, which can be found in the Student Portal under "Forms". Submissions are received by the Head of School.

Advising Program

Each student has an individual 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' academic progress, 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 employee advisor.

College Counseling

The Castilleja College Counseling Office seeks to empower students to direct their own college searches and 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, introspection, 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, explore and define their talents, and deepen their individual ideas and values.

Students who engage fully in the academic, social, and co-curricular life of Castilleja during their time in the Upper School will develop interests that they love 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.

Our mission is not about placing students in prestigious colleges, but about educating students to seek excellence and balance in all that they do, to engage the world around them, and to lead rich, full lives. The school hopes that the lessons they learn at Castilleja will serve them well as they venture out into the world as students and adults.

The foundation of the college counseling process at Castilleja is one-on-one counseling tailored to each individual student. Most Castilleja students will begin preliminary investigation of their college options in their junior year, with the formal College Counseling curriculum beginning in January. Castilleja utilizes Cialfo[®], a web-based college-process management system, in its college counseling program.

Components of the Castilleja College Counseling program include:

- College workshops and presentations for students and parents/guardians;
- Individual meetings with students in grades 9-11 to discuss course selection;
- Individual student and family meetings to discuss the college process;
- Individual college application and essay review;
- Small-group college counseling sessions;
- Information sessions with college admission representatives visiting Castilleja (the schedule is available in Cialfo);

- A wealth of information and resources online on Schoology, [Castilleja's College Counseling Portal](#), and in the College Counseling Resource Room, Room 310, available to all Castilleja students and parents/guardians year round;
- Information about registration and preparation for standardized tests;
- Advice on visiting colleges and admission interviews;
- Information and support with the college financial aid process and scholarship applications;
- Regular communication with the Castilleja community to share important information on applying to college; and
- Supplementary programming and/or support with college application-related costs for students who will be first generation to attend a 4-year college and/or who receive significant tuition assistance at Castilleja.

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 therapists. 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. Students may drop in or make an appointment with a counselor by emailing them directly at their Castilleja email address or sending an email to counselingdepartment@castilleja.org. Outside each counseling office there is also a lockbox that allows students to write a message on an index card requesting an appointment with the counselor. The lockbox is checked frequently throughout the school day.

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, Dean of Students, and/or Class Deans) as needed to support the student. This approach allows for greater integration of care and support by addressing 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, 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. For more information regarding informed consent, please refer to the Counseling Services Information letter on the Portal.

Learning Specialist

The Learning Specialist works in partnership with the Division Heads, Dean of Students, Class Deans, teachers, counselors, students and parents to identify learning needs, interpret and understand psychoeducational testing, develop specific learning strategies, and develop accommodation plans for students as needed. The learning specialist serves as liaison for the school with parents and outside learning services providers and with the Registrar regarding testing accommodations with ACT/SAT.

Health and Safety

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, or other uses. 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. 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 the student may be subject to discipline.

Bullying and Hazing

The school believes that all students should have a safe and inclusive school environment. Bullying is inconsistent with the values and principles of Castilleja.

- **Scope**

This policy covers conduct that occurs both on and off of the school campus, and includes use of technology that is not owned by the school. This policy applies to all students and prohibits other students, and any other member of the school community, including teachers, staff, parents, and volunteers from engaging in conduct towards students that is prohibited under this policy.

- **Prohibited Conduct**

Bullying is defined by this policy as:

Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student's person or property;
- Causing a reasonable student to experience a substantially detrimental effect on her physical or mental health;
- Causing a reasonable student to experience substantial interference with her academic performance; or
- Causing a reasonable student to experience substantial interference with her ability to participate in or benefit from the services, activities, or privileges provided by the school.

While the Education Code defines bullying as conduct meeting the above requirements that is severe or pervasive, conduct need not be severe or pervasive in order for the school to determine that there has been a violation of this policy.

Examples of bullying may include, but are not limited to:

- Social exclusion;
- Threats and intimidation;
- Stalking;
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
- Theft;

- Public humiliation;
- Destruction of property
- Verbal or written insults, teasing, or name-calling;
- Creating a false profile on a social networking website, for the purpose of having one or more of the effects listed above.
- **Student Reporting**

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that is directed towards the student or others, to the Head of School, or to any teacher or administrator.

- **Investigation**

After the school receives an oral report or written complaint, or otherwise learns of an alleged potential violation of this Policy, and also receives any clarification requested, the Head of School or designee, will determine the appropriate course of action, which may include initiation of an investigation. If the school initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

The school will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with school personnel directly involved in an investigation or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

- **Interim Measures**

The school will provide appropriate interim support and reasonable protective measures, if and as needed, based on the individual applicable circumstance during the pendency of any investigation. The school will determine the necessity and scope of any interim support or protective measures.

- **Remedial and Disciplinary Action**

Any student determined by the school, in its sole discretion, to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of the school's parent behavior expectations, and may be grounds for expulsion of the offending parent's child(ren).

As a separate policy, harassment is also prohibited by the school's policy against Harassment, Discrimination, and Retaliation.

Inspection of School and Personal Property

Lockers, cubbies, and desks are the property of Castilleja and subject to search at any time. Students should not have any expectation of privacy in the use or storage of belongings in these locations. Castilleja reserves the right to inspect any lockers or other school property at any time.

Castilleja may also search students' property, including backpacks or outer clothing, such as pockets, if the school has reasonable cause to believe that a student has violated any school rules. In the case of reports that a student has engaged in conduct which threatens the safety of the school and its students, the school may confiscate the student's personal property and turn it over to law enforcement.

Sexually Explicit Communications

The consequences of pre-teens and teenagers sending or exchanging sexually explicit messages or photos electronically on mobile phones, email, or other devices can be very serious. Commonly referred to as "sexting," these communications can result in criminal prosecution of the students and/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, violates school policy and also can be prosecuted as a felony under federal law. If a student feels pressured to engage in this type of activity, she may reach out to a counselor or another adult on campus.

Campus Security Cameras

Castilleja has surveillance cameras at entry points around the campus, including the receptionist area in the Administration building. 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.

Access to School Campus, Property, and Events

Castilleja reserves the right to ban individuals, including parents/guardians, from entering Castilleja's campus or other school property, or to prohibit individuals from attending or participating in school-sponsored events/activities that occur off campus, when the presence or actions of such individual(s) poses a threat to the health, safety, well-being or security of Castilleja, its employees, students, other community members, or property, interferes with the teaching, work or learning of Castilleja's faculty, staff or students, or is otherwise necessary as determined by Castilleja. All decisions to ban an individual, whether on a temporary or permanent basis, will be made by the Head of School in her sole discretion.

Harassment/Discrimination/Retaliation Prevention Policy

Castilleja is committed to maintaining a working and educational environment that is free of harassment, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs off-campus or via social media, or other electronic communications, that impacts or affects the school community.

A. Harassment

This Policy prohibits harassment based on actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age (40 and over), military and veteran status, or any other basis protected by federal, state or local law (“Protected Classifications”), as applicable, or association with an individual who has an actual or perceived protected classification. This Policy prohibits both harassment by students and parents towards students and employees, and harassment by others in the community towards students and employees. Harassing conduct by students and/or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from School. Harassment of students by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate Policy in the Employee Handbook.

Examples include, but are not limited to:

Examples of Harassment

Harassment can take many forms, and may include verbal, physical or visual conduct.

- Verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual’s Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings or gestures. This may include comments on appearance including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion or other Protected Classifications identified below in this Policy.
- Physical harassment includes: intimidating conduct, such as touching of a person or a person’s property, hazing, assault, grabbing, stalking or blocking or impeding a person’s movement.

Examples of Sexual Harassment

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature 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.
- Sexually harassing conduct can occur between students of the same or different gender.
- Sexual harassment may include, but is not limited to:
 - Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
 - Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
 - Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.
 - Threats and demands or pressure to submit to sexual requests in order to keep academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

B. Complaint Procedure

Students and parents who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to the school, either orally or in writing. Students and parents may report the matter to the Castilleja's Harassment/Discrimination/Retaliation Prevention Committee.

Alternatively, students and parents may choose to report harassment or retaliation to any other employee of the school with whom they are comfortable, such as a counselor or the Director of Diversity, Equity, Inclusion and Justice, all of whom must report the matter to the Head of School under this Policy. While the school does not limit the time frame for reporting, immediate reporting is important as the school may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

C. Interim Measures

The school may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The school will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

D. Investigation Process

Upon receipt of a report of alleged harassment and any related initial inquiries, the school may request clarification and/or conduct an initial inquiry, to determine whether the oral report or written complaint alleges a potential violation of this Policy. To request clarification and/or conduct an initial inquiry, the Head of School, or her designee, may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this Policy.

If the school has determined that the report pertains to behavior that may be in violation of this Policy, the school will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated school personnel or by an outside investigator, in the school's sole discretion.

Students and parents are expected to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Head of School, as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

E. Confidentiality

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

F. Discrimination

Discrimination is treating an individual differently, by taking an adverse action against or denying a benefit to that individual, because of the individual's actual or perceived membership in a Protected Classification as defined in this Policy. Students or parents who believe they have experienced, witnessed, or are otherwise aware of discrimination by the school, should immediately report the matter using the same complaint procedure provided for in this Policy under the above section on harassment. The above sections on interim measures, investigation and confidentiality for harassment reports, will also apply to reports of discrimination.

G. No Retaliation

The school prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this Policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this Policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

H. Remedial and Disciplinary Action

The school will determine if the conduct violates school policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

Violence in the School Environment

Violence in schools has become an increasing concern throughout the country. It is extremely important that all students and employees cooperate with the school to minimize any 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 student will be subject to retaliation 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 or a student's parent/guardian 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.

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

School Immunization Requirement 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. A complete vaccination record should include the following:

5 DTaP

4 Polio

3 Hep B

2 MMR

2 Varicella

1 Tdap (by 7th grade)

Any other disease deemed appropriate by the local or state Health Department.

For additional resources, please see page 4 of [this website](#) for a full list of required vaccinations and explanations.

Note: Personal belief exemptions are no longer accepted for any of the required vaccines. Medical exemptions are accepted only based on the guidelines stated [here](#).

TB Testing for those new to Santa Clara County schools

A TB assessment is required for all students who will be attending a school in Santa Clara County for the first time and, if necessary, a TB test. For many of you this does not apply, but for those of you with students who attended elementary outside of Santa Clara County, please read the requirements and find the doctor's form listed [here](#).

Additional Castilleja Physical Examination Requirement

Annual physicals are mandatory for all Castilleja students. Physicals will be valid for one full calendar year from the date of the exam, so we recommend getting a physical after the second week of June so that it remains valid through the entire school year. Only *Physical Examination Forms* signed off by a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) will be accepted. The physical exam can be located [here](#).

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 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 healthcare provider [medical doctor (MD) or doctor of osteopathy (DO)], and has received written clearance to return to play from that health care provider.

Heat Illness Protocol

A student-athlete who has been removed from practice or play after displaying signs and symptoms associated with heat illness must receive a written note from a licensed health care provider before returning to practice. Before an athlete can start the season and begin practice in a sport, a Heat Illness Information Sheet must be signed and returned to the school by the athletes and the parent or guardian.

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 information, including email address, phone number, mailing address, or child's information, please log in to Veracross and click on "Update My Family Information" to confirm any updates. If you have any changes, enter in "my family has changed". This is the information we use to make the printed directory. If you have any questions about the printed directory, please contact communication@castilleja.org.

Custody Arrangements and Rights of Non-Custodial Parents

Castilleja requires all parents/guardians to keep the school informed about changes to a student's home location, family contact information, custody arrangements, or other changes that might impact the Student's educational experience.

Noncustodial parents generally retain the same rights as custodial parents, unless a court order restricts the rights of the non-custodial parent. These rights include but are not limited to accessing their child's pupil records, participating in school activities, receiving communications from Castilleja, and visiting the child at school. Any custody-related court order binds the parties to the proceeding and not Castilleja. However, Castilleja recognizes that certain court orders impact the child's educational experience. For that reason, Castilleja requires parents to notify the school of any applicable and relevant court orders that impact the child's educational experience, and to provide copies of such court orders when requested by the school.

When custody arrangements or disputes among the parents regarding the child's educational experience impede Castilleja's ability to maintain a positive and constructive relationship with the parents, the school may terminate the student's enrollment or ban one or both parents from entering school property or participating in school-sponsored events.

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 (Messages) will not expose your email address; however, third-party applications (like Evite) that may expose your email address are occasionally used by class representatives. 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 & Community Relations.
2. All requests for media coverage of private school events shall be handled by the Director of Communications & Community Relations or, in their 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 students 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*, social media, website).
5. On occasion, a class or other school activity 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.

School Media

Throughout the year, photographs and videos of students may be taken during the school day as well as during athletic games, performances, and special events on behalf of the school. These photographs and videos may be published in promotional materials regarding Castilleja School, the school's magazine *Full Circle*, and/or on the Castilleja website, school social media, or private class photo directories without further approval from parents or guardians. Individual students are not identified in photos and videos that appear online, in social media, or promotional materials. Exceptions may be made in cases where the information has already been published by a third-party (i.e., newspaper).

Castilleja reserves the right to record video, audio, and/or still image captures of or at school activities and class sessions, including virtual classes conducted via video conferencing or other means, with or without notice. For distance learning class sessions, the recording may include any video, audio, and virtual displays (computer screens) that are visible or audible to other class participants. Recordings may include the student's name, voice, signature, image, or likeness to the extent the name, voice, signature, image, or likeness is visible/audible to others who are present in the classroom or virtual environment (e.g., Zoom meeting, Google hangout).

Students are aware that recordings of both in-person and virtual class sessions in which they appear may be transmitted to other students or school employees or to parents and others. Recordings may be transmitted in real time (i.e., "live-streamed") by an electronic recording device or camera that is placed in the classroom.

Transportation and Parking Handbook Section

Traffic reduction is a priority for the school. All members of the school community abide by our Transportation Demand Management (TDM) plan, which is posted on the [MS](#), [US](#), and [Parent](#) Portals. Please familiarize yourself with all parking, car registration, and traffic circulation guidelines, and make every effort to reduce your family's transportation impact.

Please note: 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 in CastiNews.

Ideas, questions, and comments are welcome. Please email transportation@castilleja.org.

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 the following 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. Those who live within two miles of the school are expected to make every effort to walk or ride a bike to get to campus.

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 Portal.

Morning School Bus Service

Castilleja provides morning shuttle service to school each morning and return service in the afternoon. Please refer to the transportation portal for updated information and schedules.

Shuttle Service to and from the Train Station

Students taking Caltrain to commute to school will be transported to and from the Palo Alto University Avenue Caltrain Station in school vans in the mornings and after school. In addition, at the end of the school day there will be five 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, excluding 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 on the [Transportation Portal](#) to ride the morning and afternoon CalTrain van shuttles. You can also view the scheduled morning pick-up time and the afternoon departure times. For more information contact transportation@castilleja.org

Shuttle Service to and from East Palo Alto

Castilleja provides shuttle service for students commuting from East Palo Alto each school day. There are currently 3 stops, the EPA library, the Boys and Girls Club and University Circle. Each van can seat nine passengers, excluding 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. Riders can sign up on the [Transportation Portal](#) to ride the morning and afternoon shuttles. You can also view the scheduled morning pick-up time and the afternoon departure times. For more information contact transportation@castilleja.org.

Carpools

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.

In support of our carpooling efforts, Castilleja is participating in the Casti Carpool Program found on the transportation portal.

Drop-Off and Pick-Up

General Drop-off and Pick-up

Any car driving to campus must be registered via the [Vehicle Registration Form](#) and have a parking sticker affixed to the lower right hand corner of the windshield.

- **Middle School:** Drop-off and pick-up for the Middle School will be on Bryant Street
 - For families with students across both divisions, use Kellogg Street
- **Upper School:** Drop-off and pick-up for the Upper School will be on Kellogg Street
- **Carpools:** Please use the Employee lot, entering on Kellogg Street and exiting on Emerson Street

No left turns are allowed into or out of the driveways at any time. Please pull into the driveway to allow room for cars to enter behind you. **No queuing is allowed in the street at any time.** If the driveway is full, parents must circle the campus and come through again. **Please follow all traffic monitor instructions. *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.**

Visitor Lot at the Gunn Administration Building

The visitor lot is available for mid-day drop off/pick up for medical or other appointments when parent checkout is needed. Parents are encouraged to use the visitor lot as their primary parking location when attending meetings at Castilleja during the school day.

Helpful Reminders

In addition, please observe the following:

- Bryant Street is an official bike route which sees high bike traffic throughout the day. Please drive carefully and look both ways several times before entering Bryant Street.
- Make sure your student 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.
- For your child's safety, do not let children off across the street and have them cross in the middle of the block.
- Stopping in front of neighbors' houses across the street to wait for your student is prohibited.
- **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 student 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.
- Arrive at school a few minutes earlier in the morning or arrive later in the afternoon when there is less congestion.

- Always be mindful of traffic and be courteous.

Late Pick-Up Safety

- The Bryant Street “Carved/Green Doors” at the semi-circular driveway are locked at 4:00pm. After 4:00pm, parents/guardians must pick up their students at the Kellogg Avenue doors at the Arrillaga Family Campus Center, where students can wait inside the lobby or work in the library. The Kellogg Avenue doors are also locked for entry at 4:00pm, but students may exit when their parents/guardians arrive in the Kellogg Avenue driveway for pick-up.
- At 6:00pm the Arrillaga Family Campus Center is closed and all students should have been picked up from regular school activities.
- Specific pick up information will be provided for afterschool activities that end after 6:00pm.
- 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

Driving a car to school and parking at school are considered privileges, and only seniors may drive to school. There will be limited exceptions for special circumstances as determined by the head of Upper School.

Any senior who drives to school must agree to abide by all the traffic/parking policies or **they will have their privilege of bringing a car to campus revoked.** All students and employees who drive to school and whose license allows are encouraged to carpool with others.

Parking or pickup infractions by parents or students will come to the attention of the division heads, who will manage the associated consequences outlined in the Traffic/Parking Infractions on Campus section.

All vehicles brought or driven to school by parents and students must be registered through the transportation portal.

- 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.
- A family should register any vehicle that may be driven to campus.
- Students who do not have a parking sticker attached to the windshield may not park in any parking lots or on the school side of the street.

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

- Vehicles may park **ONLY in school parking lots and on the school side of the street** on the blocks of Bryant, Kellogg, and Emerson which immediately surround the school. **Parking is not allowed anywhere else in the neighborhood.**

- Vehicles must **never block neighbors' or school driveways.**
- Vehicles should park close together, leaving minimal space between vehicles.

Senior Drivers: Seniors may park in the Senior Parking lot, behind the Joan Z. Lonergan Center, and on the school side of the street along the perimeter of the school.

Traffic/Parking Infractions on Campus

Castilleja considers violations of traffic/parking guidelines to be serious infractions of school policy.

Castilleja has sole discretion in determining what conduct violates its expectations and the appropriate consequences for traffic/parking violations. Generally, the process for traffic/parking infractions for Upper School students and parents is described below, though the school may respond as it deems appropriate under the circumstances, including deciding not to follow all or any of these steps before revoking privileges in situations where Castilleja determines a serious violation occurred.

The process for traffic/parking infractions for Upper School students:

- *First Warning:* The Class Dean or Employee will ask the student to correct the traffic/parking infraction immediately.
- *Second Warning:* The Class Dean or Employee will ask the student to correct the traffic/parking infraction immediately and remind the student about the parking rules. The US Dean of Students meets with the student and informs the parent/guardian of the infractions. The US Dean of Students will work with the student to design consequences.
- *Third Warning:* US Dean of Students and/or the Head of Upper School meets with the student and the student's parents/guardians. Driving privileges will be suspended for 2 weeks.
- *Fourth Warning:* Driving privileges are revoked for the remainder of the school year.

The process for traffic/parking infractions for parents/guardians:

- *First Warning:* The parent/guardian receives an email explaining drop-off and pick-up procedures and rules.
- *Second Infraction:* The parent/guardian receives a written warning and is notified that the next infraction will come with a fine.
- *Third Infraction:* The parent/guardian meets with the division head and the parent receives a \$50 fine from the school.

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 summarized 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 Sports Performance, Jessie Surface, at jsurface@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 Sport Performance. It is the responsibility of the parent/guardian to keep this medication up to date. Please see the Director of Sports Performance 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 Sports Performance 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 holds fire drills 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.

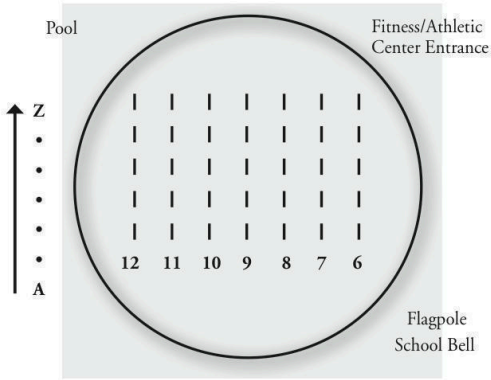
Color-coded class lists and the Visitor Registration Log will be brought to the Circle by the Front Desk employee.

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.

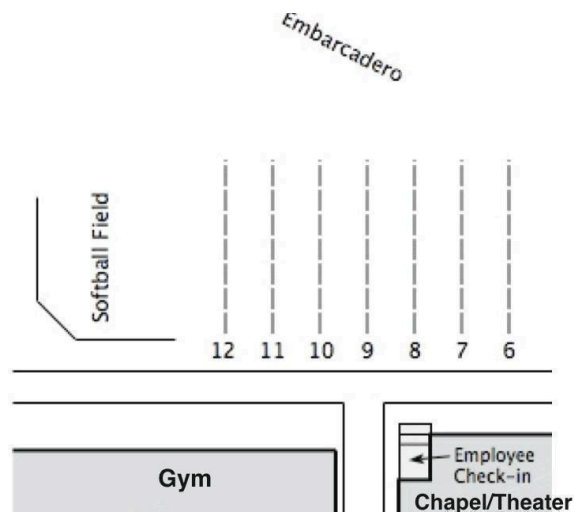
If a student sees a fire, she should pull an alarm and immediately notify the nearest adult, who will take appropriate action. The safety of students and school personnel will not be risked in attempts to put out a fire.

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 student(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.

Castilleja holds earthquake drills twice during the school year. 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 for 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.

- o 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.
- o 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.
 - o 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.
 - o 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

Castilleja conducts lockdown drills during the school year. 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.

Communicable Diseases

Castilleja will follow all local, state, and federal requirements regarding the presence of communicable diseases at the school, including any reporting and quarantine requirements.

In the event that there is an epidemic in Palo Alto or the State of California that relates to an outbreak of a communicable disease, including but not limited to measles, mumps, rubella,

polio or whooping cough, and the Department of Health requires a student to remain away from the school because either that student has contracted one of those conditions, or has not been immunized against them, or cannot provide a written record of immunization against them, then that student must adhere to the Department's requirements and stay away from the school until the Department permits the student to return.

Other Hazards

The Head of School or her 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

Parent-Related Policies

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 purpose of the CSA is to promote the mission of Castilleja School; partner with the school leadership; and support a strong and engaged parent community. In addition, the CSA promotes the welfare of Castilleja School by:

- Providing opportunities for parent participation and community building through a wide range of school activities and events that are inclusive and reflect Castilleja's values.
- Communicate information to parents; represent the parent voice; and provide parent feedback when appropriate to the school administration.
- Supporting student and school programs and events in partnership with the school administration.

All parents are encouraged to participate in CSA activities and are invited to attend the quarterly CSA meetings, which includes guest speakers and time for conversation. A schedule of these meetings for the entire school year is available on the Castilleja website.

To learn more, visit the [CSA portal](#) on the Castilleja website.

Standards for Parent Behavior

A positive and constructive working relationship between Castilleja and a student's parent(s) or guardian(s), or other individuals interacting with the school and/or the school community by virtue of their relationship with a student, is essential to the fulfillment of the school's mission, educational objectives, and operations. For these reasons the contract between Castilleja and families requires parents and other individuals interacting with Castilleja and/or the school community by virtue of their relationship with a student to support Castilleja's philosophy of education and its implementation and operation of the day-to-day school and classroom programs, as well as Castilleja's community expectations and guidelines, as expressed in this policy and other policies and procedures.

Castilleja requires all students to show respect and courtesy to others in the school community. Castilleja also expects parents/guardians to model the same standards of respectful and courteous behavior in their communications with others at the school. Castilleja reserves the right to suspend, expel, or otherwise remove a student from the school, or decline to re-enroll the student, if the Head of School concludes, in his/her sole discretion, that the actions of the student's parents, or other individuals interacting with Castilleja and/or

the community by virtue of their relationship with the student, impede Castilleja's ability to meet its educational objectives or mission, disrupt school operations, are uncooperative, unreasonable, or unsupportive of the school, its administration, its faculty or staff, philosophy, rules, regulations, policies and standards, or make it difficult to have a positive or constructive relationship with the parents.

Parent Involvement and Volunteerism

Castilleja's parent and guardian volunteers are important to many facets of its operations. Parents and guardians are encouraged to assist in the education of their child(ren) by taking an active interest in their child(ren)'s school experience and getting to know classmates, teachers, and other parents through volunteer activities, class events, and field trips throughout the school year. Castilleja recognizes that a parent's and guardian's ability to contribute time is impacted by many demands and encourages parents and guardians to contribute time at a personally meaningful level and in a way that best fits their individual schedules.

When volunteering at Castilleja, especially in functions that require interaction and/or supervision of students, the school requires parents and guardians to be fully present and engage with students and their activities. Castilleja requests that cell phones remain on silent and out of sight while parents and volunteers are volunteering and that all volunteers refrain from using their cell phones except in the case of an emergency. If transporting students, the school prohibits the use of a cell phone, except in the case of an emergency.

All parent and guardian volunteers must comply with all school policies and directives, including the requirement to undergo background checks by fingerprinting and comply with all tuberculosis and COVID testing requirements prior to providing any volunteer services.

Online and Email Communication Resources

To facilitate staying informed about things going on at Castilleja, at grade levels and at the school generally, and to avoid inundating mailboxes/inboxes, the school has three primary resources available: the [Parent Portal](#), CastiNews (a weekly email), and Middle School and Upper School Notes.

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 [MS](#), [US](#), and [Parent Portals](#) 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 student(s).** 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 Communications Team, CastiNews is sent via email every Friday afternoon during the school year, excluding week-long breaks, 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 and CUBUS
- Information about grade-level events, key dates, and topics from Lead Parent Representatives; 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.

Middle School Notes and Upper School Notes

Middle School Notes are sent by email at various points throughout the academic year by the Head of Middle School, Laura Zappas. They contain information specific to Middle School students' programs, grades/schedules, conferences, and activities.

Upper School Notes are sent by email several times each semester by the Head of Upper School, Anne Rubin. 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 annual alumnae magazine features articles, alumnae profiles, board and faculty news, and class notes. It is mailed to the entire community in April.

Annual Report - our annual report and gift report is mailed to the entire community in October.

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

SmugMug - all school photos and videos covering events, student life, academics, athletics and more, are posted on a password-protected site called [SmugMug](#). To access the site, enter the password: gators

Student Activity Fund



Guidelines for Non-tuition Related Expenses

Vision

Castilleja's goal is to ensure that all students are able to benefit from the full Castilleja experience by participating in a broad range of activities throughout the year. The Student Activity Fund provides funds for students who receive tuition assistance. Students are eligible to receive the percentage of their tuition assistance for non-tuition related expenses. For example, a student receiving a tuition assistance award equal to 50% of tuition will be eligible to receive a 50% reduction toward the non-tuition related expense.

How to access the Student Activity Fund



You will likely see this logo on printed materials related to trips or other opportunities. Simply click on the symbol and fill out the request form. You may also access the Student Activity Fund form directly through the Student Portal on the Casti website. Ms. Martinez, lmartinez@castilleja.org, will reply to the student or parent within three school days with the amount that will be available for the activity or item needed. Please do plan ahead and request assistance before committing to any purchases.

Note: Castilleja School Association (CSA) parent-sponsored events will also use the symbol above on email and electronic invitations. Click on the link, complete the fund request, and submit full payment. Parents will be reimbursed based on their tuition assistance percentage as mentioned above. This process is managed by the Admission Office and not CSA.

Books

Students with tuition assistance awards over 75% will receive a book stipend based on their tuition assistance percentage amount and will receive clear instructions prior to the release of student schedules for the upcoming year.

Fabulous Dinner Dance

Watch for the FDD invitation in early Spring with all the event details. Families receiving tuition assistance will pay a reduced amount. You will hear from Laura Martinez in advance of receiving the invitation.

iPad Protection Fee

Students who have been issued an iPad will pay \$35 each school year and the Business Office will bill those student accounts in the fall.

Athletic and Club Uniform & Gear

Students participating in clubs or sports that require specific gear should contact Ms. Martinez directly for guidance, as each situation is case specific. Items required for participation are covered at the same rate as the student's tuition assistance percentage. Optional items are case specific.

Athletic and Club Trips

Students are encouraged to participate in team events and travel as directed by their coaches. Students receiving tuition assistance should contact Ms. Martinez so she can work with the Athletic Director and coaches to ensure full participation.

Other School-Sponsored Travel

Students may apply for assistance for school trips taken during school breaks and summer vacation. The school usually contributes the student's tuition assistance percentage. Students are eligible to request assistance for one trip in Middle School and one trip in Upper School in addition to the Washington DC trip. The Global Investigators trips are included in annual tuition fees.

Additional Questions

If you have any questions about the Student Activity Fund, please call (650) 470-7732 or email Laura Martinez lmartinez@castilleja.org.

If you have any questions about your tuition assistance award or re-applying for the 2022-2023 year, please call or email Jill Lee (650) 470-7731 or jlee@castilleja.org.

Communicating with Your Child at School

Mobile Phones

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

Parents should avoid texting their children during the school day as such interruptions may interfere with the learning environment for all students.

- For illnesses during the day, students must use the phone at the Front 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:
 - o Middle School students must check with an adult before using a mobile phone.
 - o Upper School students may use a mobile phone outdoors as long as such use is not disrupting school activities (e.g. others at break, lunch, in group conversations, or events of any kind).
 - o Students must obtain permission from an adult to use a Castilleja School phone (landline) at the Front Desk, or in another school office.

Messages

Because employees are unable to leave the Front Desk, messages cannot be hand-delivered to students. For urgent messages during the school day, school personnel will locate your student. After dismissal, parents/guardians may communicate with their students via mobile phone. If a parent/guardian is late picking up a student, the student should go to the Front 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 Front 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.

Student Guests

Student guests who are on campus for school business such as meetings must register with the Front Desk and receive a guest badge.

Requests for student guests during the school day will be considered in advance on an individual basis by the Dean of Students. 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 is billed to your student account.

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 7:00am. Although there is no direct supervision, food service staff members are nearby in the kitchen. The Campus Center, including the library, is open from 8:00am to 5:30pm, Monday through Thursday, and 8:00am to 5:30pm. on Friday. The Campus Center doors facing Kellogg Avenue are open between 7:00am to 8:15am and 2:30pm to 4:00pm, Monday-Friday. The second and third floors of the Arrillaga Family Campus Center are closed at 6:00pm 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 Communication Office, and the Admission Office, on the first floor; the Business Office, Alumnae Office, and Advancement Office on the second floor; the CSA Office and classrooms 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 (Carved Doors) facing Bryant are open between 8:00am to 8:30am and 3:15pm to 4:00pm.

6th Grade Campus at the Oshman Family Jewish Community Center

For the 2023/2024 school year our 6th grade students will be on the Oshman Family Jewish Community Center campus located at 3921 Fabian Way, Palo Alto.

Food Service

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

- Fresh fruit is available in the Dining Room throughout the day. A milk machine is located just 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 4:00pm.
- 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 **MUST 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, an employee must be present, and all areas must be cleaned after use. 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. Loneragan Center

The Joan Z. Loneragan 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 Sports Performance, the Fitness & Wellness Department, and the Dance Teacher. Students are not allowed in any rooms of the Loneragan Center (except the lobby) without adult supervision.

The fitness center is open for students from 7:00am to 6:00pm. 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 Loneragan 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.

Student supplies should be purchased outside of school. Castilleja has partnered with MBS Direct to supply both new and used textbooks. Log on to their website (<https://bnck-12.com/castilleja>) 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 8:00am to 5:30pm, Monday through Thursday, and 7:45am to 5:30pm on Friday. The library is closed on school holidays 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 over 18,000 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. Dozens of subscription databases are licensed for use both on and off campus. In addition, the librarians collaborate with faculty to deliver instructional support for research projects 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.)

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.

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.

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:

Items NOT recyclable include:

Glass bottles and jars (clear and colored) Paper, plastic, or foil with food residue
Plastics (all types) Any polystyrene (Styrofoam®)
Metal/aluminum cans Paper products
Film plastics

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 awards are especially, but not exclusively, announced and presented at the Class Day ceremonies at the end of the academic year.

Founder’s Day Speakers

Every year three or 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 Upper School Dean of Students, Senior Class Dean, and Head of Upper School.

Castilleja Award (Established in 1972)

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

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. Recipients of this award are visionaries inspiring awareness, compassion, and engagement that develop strong bonds and foster understanding within our community and inspire us to look outward, beyond the Circle, to a world from which we learn and to which we have much to offer.

Frances Cook Arrillaga Community Service Award (Named in 1987)

This award is presented to the senior or seniors who best exemplify 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 their 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 the Head of School, Head of Upper School, and Director of Alumnae Engagement make the final selection.

Scholar-Athlete of the Year (Established in 1997)

The recipient of this award is an outstanding senior with a strong academic record who has demonstrated leadership on the playing field, and who has received All-League Honors at least once during their 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 their senior year receives this award.

Women Leading

The faculty presents this award to a member of the junior class nominated by their classmates for their inspiring leadership. Students and faculty view this student as a positive force for change who leads by example through their initiative, originality, and ability to motivate

others. They exemplify character and commitment. This student truly enriches Castilleja with their 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. This student listens carefully and asks penetrating questions that raise the level of discourse and enhance the education of all. Their 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.

Anne Cameron 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 their 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 choring 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	US: Registrar, Ms. Gallegos; MS: Ms. Zappas
To get help in a course	Individual teachers
To arrange for a tutor	Grade-level Deans or Division Heads: Ms. Zappas and Ms. Rubin
To find out about summer school	Head of Upper School: Ms. Rubin
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 and/or ACT	College Counseling Office: Ms. McColgan and Ms. Tom
To discuss the college process	College Counseling Office: Ms. McColgan and Ms. Tom
To request a transcript	Transcript Request Form on the Portal English or Spanish
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	Head of Upper School: Ms. Rubin, or Registrar: Ms. Gallegos
To request rescheduling an assessment when more than two are scheduled on the same day	Individual teachers
To request rearrangement	US Division Head: Ms. Rubin

of your final exam schedule

To investigate summer opportunities ACE Center

To learn about internship opportunities ACE Center

To ask about testing for learning differences Learning Specialist: Mr. Lichtblau

To ask about accommodations for learning differences Learning Specialist: Mr. Lichtblau, Division Heads: Ms. Zappas and Ms. Rubin, Dean of Students, Class Deans, Registrar: Ms. Gallegos

Advisory Services

To see a school counselor Email counselingdepartment@castilleja.org

To get help for an illness Report to the Front Desk

To get first aid Director of Sports Performance Ms. Surface or the Front Desk

To notify the school of a change in your contact information Email changeofaddress@castilleja.org

To get a work permit application signed Ms. Lieb (forms available)

Equipment and Supplies

To replace a student ID Upper School Office

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, Front Desk; Clothing, Outside of CUBUS

Co-curricular Activities

All-School Assemblies Division Heads: Ms. Zappas and Ms. Rubin

Upper School Musical	Director: Ms. Hanson
Upper School Drama Production	Director: Ms. Hanson
Upper School Black Box Theater Production	Director: Ms. Hanson
Middle School Musical	Director: Mr. Sussman
Student Government (Upper School)	US Dean of Students: Ms. Kulbieda
Student Government (Middle School)	MS Head: Ms. Zappas
US Clubs/MS Exploratory	Division Heads: Ms. Zappas and Ms. Rubin
Upper School Athletics	Interim Athletic Director: Mr. Mazzola
Middle School Athletics	Director of Middle School Athletics: Ms. Sargeant
Community Engagement and Volunteer Opportunities	Director of Experiential Learning and Global Education: Ms. Yonzon

School Publications

Monthly Newspaper	<i>Counterpoint</i>	Advisor: Mr. Callahan & Ms. Seroff
US Literary Magazine	<i>Caledonia</i>	Advisor: TBD
MS Literary Magazine	<i>Flame</i>	Advisor: TBD
Yearbook	<i>Paintbrush</i>	Advisor: Ms. Coburn
MS School Newsletter	<i>Middle School Notes</i>	Head of Middle School: Ms. Zappas
US School Newsletter	<i>Upper School Notes</i>	Head of Upper School: Ms. Rubin
Castilleja News	<i>CastiNews</i>	Ms. Coburn
Alumnae Magazine	<i>Full Circle</i>	Ms. McElhinney

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 Sports Performance

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

See the full Castilleja Glossary on our [website](#).

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 and in CastiNews. The Gallery is open weekdays when school is in session and other times by appointment.

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 student's schedules and short presentations from each of their student'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 that 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.

CastiNews

CastiNews provides information about upcoming school-wide activities of interest and class newsletters to parents. It is prepared by the Castilleja Communications Team and sent each Friday during the school year to parents, faculty, and staff. Deadlines for submission are Tuesdays at 6:00pm for class newsletters and Wednesdays at 6:00pm for other news items.

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 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 Dinner Dance

The Fabulous 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.

Founder's Day

Founder's Day, which occurs each spring, honors Mary Lockett, 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 takes place 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. Banquet, a junior-senior dinner event planned and hosted by the juniors, occurs shortly thereafter.

Lead Parent Representatives (LPRs)

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

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.

Paintbrush

Paintbrush, the student yearbook, is produced by appointed student editors; 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 (LPRs) for each grade, the CSA President(s), and Parent Resource Chairs.

Castilleja Annual Fund

The Annual Fund is the fundraising campaign that helps the school bridge the difference between tuition revenue and the actual operating budget. Every parent/guardian is asked to prioritize giving to this fundraising initiative, which supports the recruitment and retention of faculty, academic programs and student experiences.

Red Key and Admission Ambassadors

Red Key members and US Ambassadors are student volunteers who represent the school at all admission functions (Preview Days, Welcome receptions, etc.) and off-campus recruitment events. Red Key members (6th-9th graders) give tours to prospective students/parents, provide information to visitors, and serve as guides to students visiting Castilleja during the admission process. 10th-12th grade Ambassadors greet our campus visitors, speak on panels, and give tours to visitors throughout the year.

View360

View360 is Castilleja's annual spring benefit to support the school's tuition assistance program. The benefit features speakers who give short and powerful talks or presentations centered around a specific theme. View360 is one of our signature community events for our parents/guardians, alumnae and alumnae parents.

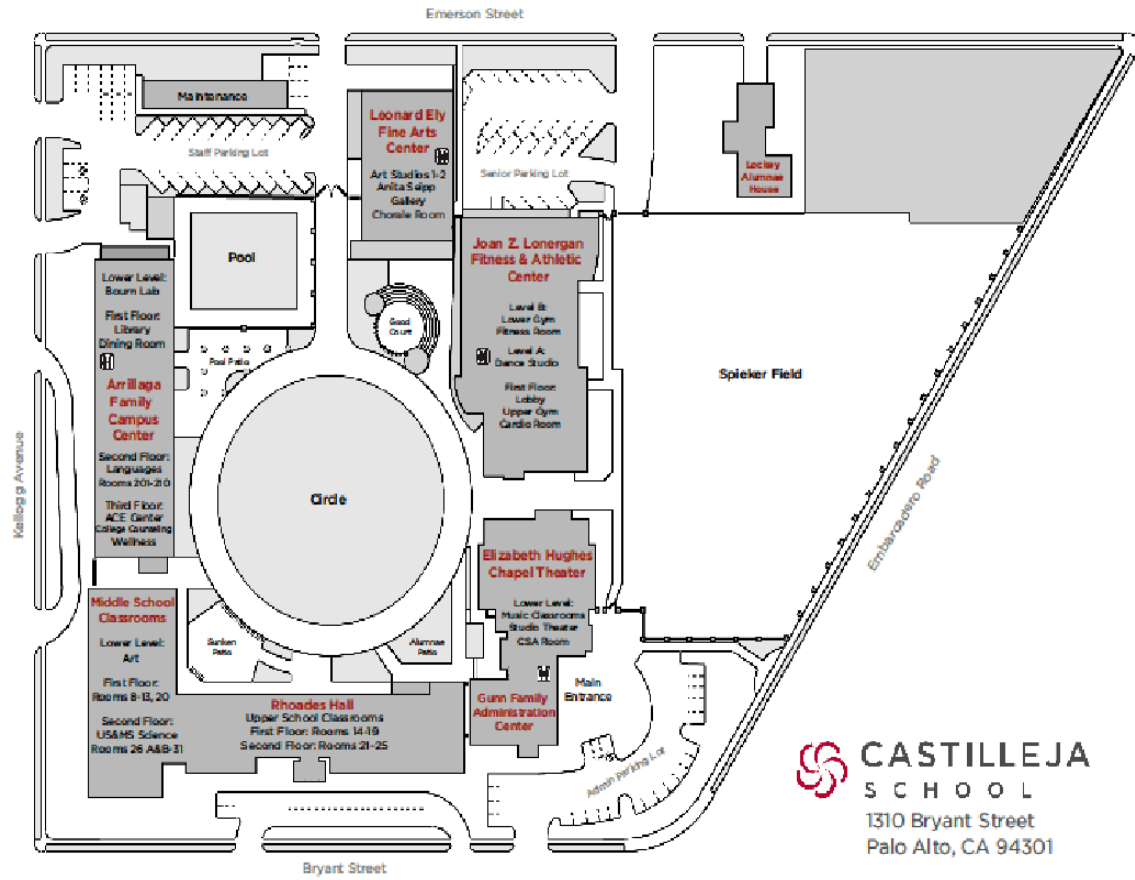
Middle and Upper School Schedules

Here is the [6th Grade 2023-2024 Class Rotation Schedule](#)

Here is the [7th and 8th 2023-2024 Class Rotation Schedule](#)

Here is the [US 2023-2024 Class Rotation Schedule](#)

Campus Map



CASTILLEJA
SCHOOL
 1310 Bryant Street
 Palo Alto, CA 94301

2012-2013