



# STUDENT AND PARENT/GUARDIAN HANDBOOK

2025-2026

## Castilleja School Contact Information

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

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
Admission Office	(650) 470-7733
CSA	<a href="mailto:csapresident@castilleja.org">csapresident@castilleja.org</a>
Address	1310 Bryant Street, Palo Alto, CA 94301
Email for Employees	firstinitiallastname@castilleja.org
Email for Students (XX=last two digits of year of graduation)	XXfirstinitiallastname@castilleja.org
Website	<a href="http://www.castilleja.org">www.castilleja.org</a>

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# Castilleja School

## Women Learning, Women Leading

### About This Handbook

Welcome to Castilleja! This handbook is intended to provide students and their parents or guardians general information on the School's policies and procedures, academic requirements and resources. Not all of your questions will be answered in this handbook, but we hope that this handbook will help you identify where to get more information. We do update the handbook from time to time during the school year, so please check the Parent Portal for the latest policies. Please note that this handbook is not intended to be a contract, and the terms of your student's enrollment with the School are set forth in the enrollment agreement signed by you and the Head of School.

### 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**

Castilleja admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other School-administered programs.

### **Support for Students with Disabilities**

The School is committed to providing equal educational opportunities to students with disabilities. The School will make reasonable modifications in policies, practices, and procedures and provide auxiliary aids or services to allow students to participate in the School's programs. Castilleja will not make modifications or provide auxiliary aids or services that would impose an undue hardship on the School or fundamentally alter the nature of its educational program. Each request will be handled on a case-by-case basis. Students who seek academic support for learning differences or disabilities should contact Andy Lichtblau, Learning Specialist. Requests for other modifications or auxiliary aids or services should be directed to the Division Head. In order for the School to evaluate a request, the individual requesting accommodation may be required to provide information from a health care provider or other professional. Failure to provide requested information may impact the School's ability to grant a student's request.

Requests under this policy and any disability-related information will be kept confidential, except as necessary to evaluate requests and implement modifications.

Castilleja will also provide accommodations to allow parents or guardians with disabilities to participate in their student's education. Parents or guardians who need accommodations to

attend conferences, communicate with the School or to otherwise access the School's services and programs should contact Nikki Myers, Director of Operations and Compliance.

## **Hate Speech Statement**

Hate speech is considered a form of violence at Castilleja. Language that inappropriately discusses individuals' identity (such as race, religion, national origin, sex, sexual orientation, gender identity, gender expression, or disability), 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.

Any concerns about students being subjected to hate speech should be addressed as outlined in the Policy against Harassment, Bullying, and Hazing.

## **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 at school. Students wishing to be addressed by a different name and/or pronouns on campus should seek out a trusted adult, who will refer the student to a counselor. The school will normally notify parents/guardians as to any change in name or gender pronouns being used at school unless the school concludes that doing so would likely cause harm to the student.

### ***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 Middle or Upper School Division Head 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.

### **Employee-Student Boundaries**

Castilleja takes the safety and comfort of its students very seriously. As part of this commitment, Castilleja sets expectations for employee interactions with students in its Employee-Student Boundaries Policy, a copy of which appears below. This policy is also included on the School's [website](#).

Castilleja encourages parents, students, alumnae, or other members of the School community to report concerns about any violations of the Employee-Student Boundaries Policy to a Division Head, the Associate Head of School for Finance and Operations, or the Head of School. Such reports will be kept as confidential as possible except as necessary for Castilleja to take appropriate action. Community members may elect to submit their reports to Castilleja anonymously, although this may impact our ability to follow up on a report. Information on

anonymous reporting is available [here](#). Castilleja prohibits retaliation against anyone who reports conduct that may violate the Employee-Student Boundaries Policy.

### ***Employee-Student Boundaries Policy (from Castilleja Employee Handbook)***

All Castilleja School employees, volunteers, and interns are expected and required to maintain professional relationships with Castilleja students whether on campus or away from campus.

Some activities may seem innocent from an employee's perspective, but may be perceived as flirtatious, sexually suggestive, or otherwise inappropriate from a student's or parent's perspective. Because of the trusting nature of the student/educator relationship, these actions may interfere with an individual student's progress at the School, or create an intimidating, hostile or offensive environment that is unacceptable. An appropriate educational environment must promote the psychological and emotional well-being of students, and employees, personnel, volunteers, and interns must be diligent to avoid any conduct that is or could be perceived as being unprofessional, inappropriate, flirtatious, and/or sexually suggestive. This policy is not intended to restrict positive and supportive relationships between employees and students, which are appropriate in an educational environment.

Sexual or sexualized conduct between an adult and a student is absolutely prohibited. Sexual advances, requests for sexual favors, expression of sexual or "romantic" interest, or other verbal or physical conduct of a sexual nature between adult employees and students are strictly prohibited. This includes sexual behavior by an adult toward any student, even if she is 18 years of age or older. No sexual behavior, "invited" or otherwise, by any employee toward any student, will be tolerated. Employees need to recognize that because of the differences in power and role between adults and students, any type of sexual behavior toward young people creates in them tremendous conflict, embarrassment, and often silence.

### ***Guidelines for Employees***

The below are guidelines that employees must follow. These guidelines do not provide an exhaustive list of prohibited employee conduct, but rather a general framework for describing inappropriate employee conduct that is prohibited.

- Appropriate Interactions with Students
  - Comments, sexual jokes, vulgar language, or stories with sexual innuendo are never appropriate;
  - Employees may not be under the influence of alcohol or drugs or consume alcohol or drugs at any School-sponsored activities where students are present;
  - Employees are also prohibited from discussing any personal alcohol or drug use, whether past or current, with students; and
  - Do not initiate or allow unnecessary physical contact with a student.
- Electronic Communications with Students

- o Always use your School e-mail account when corresponding with students and parents, and only engage in correspondence that is professional and related to the educational wellbeing of the student. You should only send emails to students during designated hours; in the Middle School, email hours are between 7:30am and 5:00pm. In the Upper School, emails can be sent and will be responded to between 7:30am and 8:00pm.
- o If you receive personal communication from a student and the communication is not appropriate, keep a copy of the communication and inform your Division Head;
- o Employees should not use SMS, MMS, or peer to peer (*i.e.* Messaging through iPhone) or any other texting, picture or video communication with students except on School-issued devices with a record of the communication preserved unless prior authorization has been obtained from the Head of School to engage in such communication using personal devices. In the event that authorization is obtained to use personal devices, all such communications with students must also copy another School employee. Employees may not communicate with students through messages or programs such as Snapchat that disappear after receipt; and
- o Do not “friend” your students or allow students to access your social media. For more information on this policy, see the Internet, Social Media and Electronic Communications Policy [in the Employee Handbook].
- Appropriate settings for meetings with students
  - o Do not be alone in a room with a student unless there is a window permitting others to view the room or the door is open;
  - o Do not allow students in any classroom without adult supervision; and
  - o Do not transport students in your own vehicle or be alone with a student in a car.
- Don’t show favoritism or exceed the professional educator role
  - o Do not engage in personal relationships with parents of students that reflect or may be perceived to reflect personal interests or favoritism. Disclose any personal relationships with parents to the Head of School;
  - o Do not visit students in their homes unless their parents are present and have invited you, and do not invite students to your home;
  - o Do not hire students to work in your home or at your personal events. Do not socialize or have other contact with a student or group of students off campus outside of School-sponsored activities;
  - o Students should not become overly friendly or familiar with you, and students should never call teachers by their first names or nicknames;

- o Do not seek emotional involvement with a student for your own benefit, including by discussing your own personal troubles or intimate personal issues;
  - o Do not give gifts to an individual student that are of a personal nature;
  - o Do not loan money or give money to students; and
  - o Do not take the role of a surrogate parent with a student, and do not criticize a student's parents to the student.
- Don't keep secrets or ask students to do so
    - o Employees must act with transparency: any interaction with a student should be something an employee would feel comfortable saying or doing in front of that student's parents and the employee's supervisor;
    - o Never ask a student to keep information secret, and never instruct them not to report a concern;
    - o Keep parents and supervisors informed when significant issues develop for the student;
    - o Don't promise students that you will keep information they share secret, as you may need to share the information with other employees or family members; and
    - o If a student shares confidential information that could pose a threat to the student or others, the employee must notify his/her supervisor or a School counselor, and/or make a report of suspected child abuse or neglect in keeping with the School's child abuse reporting policy and mandated reporting laws.

Employees must understand their own responsibility for ensuring they do not cross the boundaries established in this policy. Disagreeing with the wording or intent of the established protocols and requirements does not alleviate employees from strictly complying with this policy and will be considered irrelevant for disciplinary purposes.

### ***Duty to Report***

If an employee finds themselves in a difficult situation related to boundaries or has questions related to these protocols and requirements, the employee should consult the Head of School or their supervisor. Employees have an obligation to report to the Head of School any behavior that seems inappropriate or in violation of this policy. In some circumstances, employees will also have the duty to report conduct that violates this policy in accordance with the mandated reporter requirements. The School will not retaliate against anyone who reports conduct that may violate this policy. An employee who retaliates against an individual who makes a report under this policy will be subject to discipline up to and including termination.

# 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, DEIJB & Antiracism Program, Grade-Level Programming
- In 8th grade: deliver speech
- Exploratories and Enrichments - Offerings vary from year to year and throughout the year
- Making & Design/Computer Science

## Upper School Graduation Requirements

1 semester      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

- Connecting History, Civics, and Community

- Global Identities and Institutions
- 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 years

Global Education Program

- Participation in Global Weeks and Global Investigator Program

4 yrs

Social Impact Program

- Participation in an ACE Org

4 yrs

DEIJB & Antiracism Program

Senior Year

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 Request Process

Each spring, Castilleja students in 8th–11th grades are expected to request courses for the upcoming academic year. Advisors are the primary guide for Upper School students during course requests. Upper School students will be expected to complete four-year course planners and discuss them with their parents and their Advisor; students are also encouraged to consult with their teachers, Department Leads, 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-One Schoolhouse

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 or February and 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***

- Any student may withdraw from an OS course before the course begins without approval from the Upper School Division Head.
- 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.
- 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](http://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.

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 usually starts with an email to the Registrar outlining the requested changes. Most course changes will involve discussion with the course instructor(s), the student's College Counselor, the student's Advisor or Class Dean, the parent/guardian(s) of the student, and the Division Head. The Registrar will email all the people who need to approve the change. The student must continue to attend their classes until they get a separate email from the Registrar indicating that their schedule has been changed.

### **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. Upper School students can expect an average of 1-3 hours of homework per week in a college-prep course, 2-4 hours of homework

per week in an Honors course, and 3-5 hours of homework per week in an Advanced Topics (AT) course. 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:

- 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.
- A **test** is any such exercise which students are given 25 minutes or more to complete.
- 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.
- A student will not be required to have 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. **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.

## 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 must be made up within two weeks after the work was due. Work not submitted within the two-week window will result in a 50% entered into the gradebook for classes using a 100 point scale and a 1 if using a 1-4 standards-based scale, unless there are extenuating circumstances that have been discussed in advance with the teacher and Class Dean and approved by the Division Head. Students may make up assessments, unproctored, in the library during designated times. We encourage students not to test during lunch. Alternative arrangements may be made directly with the teacher.

## Incomplete Semester Grade

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 the student has not completed the work from the marking period. An Incomplete

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. 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, they will receive no credit for that work (and that will be reflected in their 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). In the Upper School, a teacher may substitute a semester project, essay, or other assessment for a semester examination with the approval of the Division Head. Exams in Middle School Level II world language courses may last up to 75 minutes (with a 15-minute grace period) and are only given in the second semester.

## **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 (Upper School Only)**

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. The individual course information sheets will provide specific details regarding grading practices.

### ***Grading System***

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

Middle School parent/teacher conferences are held in the fall. These conferences are an opportunity to ask questions and discuss concerns and goals for the students in the Middle School. In the second semester, all Middle School students lead their own conference with their advisor and parents or guardians.

At the end of each semester, 6th grade students receive rubric reports in lieu of grades, communicating progress in skills and course expectations. All Middle School students receive mid-semester comments in the second semester.

### **Tutoring**

If a student needs extra help, faculty members are available to spend one-on-one time with that student during scheduled study halls and mutual free periods. 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.

Castilleja recommends that students only work with private outside tutors 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 are responsible for selecting and making all arrangements with private outside tutors, and Castilleja does not have any responsibility for reviewing private outside tutors' qualifications or suitability. Upon parents' written request, Castilleja teachers will share information about a student's academic work or performance with a private outside tutor engaged by the parents. Private outside tutors are not allowed to work with students on campus.

It is the policy of the School that, under normal circumstances, a classroom teacher will not serve as a private tutor, whether paid or unpaid, for any students. Any tutoring for pay involving a Castilleja teacher must be approved by the Head of School and, if taking place during the school year, occur before 8:30am or after the School day ends at 3:15pm. All in person tutoring sessions are to take place on campus. All virtual sessions are to take place via the teacher's Castilleja Zoom account and will be recorded; if the student is a Middle School student, a parent/guardian must also be present. Any and all tutoring fees are the sole responsibility of the student's family and should be paid directly to the tutor.

### **Summer School**

Students will not receive credit in summer school for academic courses taken in summer school. 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.

## 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.

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 MS or US Division Head directly to discuss an intended student semester absence in the subsequent school year.

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

February 15: Meet with the MS or US Division Head to compare the outside program with Castilleja's, consider additional resources or programs (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 MS or US Division Head.

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

### **Independent Study at Castilleja**

Occasionally, a junior or senior may wish to pursue studies 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 Department Lead, Director of College Counseling & Upper School Academic Policy, and Head of Upper School for their signatures. 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. An independent study is graded Pass/Fail and does not count as part of a student's minimum course load of four core courses. Juniors and seniors may enroll in a maximum of six classes, including any independent study.

### **Course Auditing**

Castilleja does not allow course auditing. Students must be enrolled in a class before attending.

### **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 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](#). 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 connect in spaces where they can explore and celebrate shared aspects of identity, culture, or experience. These voluntary groups allow participants to grow personally, build community, and develop confidence that empowers them to be more fully themselves as members of the broader school community. Affinity groups highlight our belief that a diverse spectrum of social, cultural, and economic perspectives is essential to fostering the optimal learning environment and preparing our students to be effective leaders. All affinity groups are voluntary and [all groups](#) are open to any student who wishes to participate, regardless of background or identity.

## **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 the Middle School, Enrichment Clubs are enriching academic-based programs supported by faculty members that extend classroom learning into experiential and real-life applications. These programs foster intellectual curiosity, leadership skills, and community engagement.

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/ Honorary Alumnae (HAs), and Castilleja Alum Parents Association members) 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.

Specific inquiries about fundraising should be brought to the Director of Leadership in the ACE Center for further discussion.

# 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 several sports during the school year.

<b>Fall</b>	Cross Country Golf Lacrosse Softball Swimming	<b>Spring</b>	Golf Tennis Beach Volleyball Volleyball Water Polo Track
<b>Winter 1</b>	Soccer		
<b>Winter 2</b>	Basketball	<b>May</b>	Flag Football

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. Multiple interscholastic sports are offered during the school year. Sports offered include:

<b>Fall</b>	Cross Country Flag Football Golf Tennis Volleyball Water Polo	<b>Spring</b>	Lacrosse Softball Swimming Track and Field
<b>Winter</b>	Basketball Soccer		

For additional information regarding Athletics, please view the [Upper School Student-Athlete & Parent-Guardian Handbook](#) or [Middle School Student-Athlete & Parent-Guardian 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 consists of the President, Documentarian, Social Representative, Athletic Representative, Arts Representative, and Class Representatives. This group meets weekly and plans activities for the Middle School 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 Director of Student Equity and Inclusion. ASB meets weekly with the Upper School Dean of Students to discuss issues relevant to the student 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.

## Middle and Upper School Activities

There are many Middle and 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.

# Technology Resources

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. The following policies reflect these understandings, as well as the current research on the effects of technology use on students, learning, and community.

## Acceptable Use of Castilleja Technology Resources

Castilleja provides students access to a variety of technology resources, including but not limited to: computers and other electronic devices; internet access; software, and applications; and email, drives and folders (Including those created on or using the School's Google services). These technology resources are intended to facilitate learning and communication.

Everyone must ensure that their use of Castilleja's technology resources is responsible, appropriate, and respectful. All use of the technology resources, including accessing technology resources using personal devices or while off campus and away from School activities, must comply with applicable laws and School policies, including those policies set forth below. Any use of Castilleja's technology resources that violates Castilleja's policies or standards or poses risk to other members of the Castilleja community may be grounds for discipline in accordance with the Disciplinary Procedures and Consequences policy.

## Monitoring Use of Castilleja Technology Resources

Castilleja reserves the right to monitor and access all data and information stored, sent, received, or accessed using the School's technology resources. The monitoring may include students' personal devices used with or to access the School's technology resources (such as School internet or email). While the School is not obligated to monitor such content, it may do so at any time without notice to, or the prior consent of, users. Monitoring may include, but is not limited to, opening, examining, and/or deleting user emails, files, logs, and history, and/or searching the contents of a device (including personal devices). Since all information on the School's technology resources can be accessed by the School without advance notice, students should have no expectation of privacy in any data or information stored, sent, received, or accessed using the School's technology resources.

## Digital Safety

Castilleja believes that web-based tools can improve, enrich, and diversify the delivery of curriculum and instruction to students. Accordingly, Castilleja integrates a range of services, websites, programs, and apps into its curriculum. Some of these third-party operators may collect students' personal information in connection with the students' use of online services. The third-party operators' use of such information is governed by the privacy policies of the third-party and may also be protected under various laws. A list of the websites and online services that are used at Castilleja is kept updated on the [Academic Technology Page](#) of the Parent Portal.

Castilleja encourages students to exercise caution online, and they should not disclose any personal information unnecessarily (i.e. name, address, phone number, birth date, Social Security number, school information, etc.). Students should also be careful about how much personal information they share over the internet in order to create and maintain a positive digital footprint.

Students should be cautious of opening unexpected emails, attachments, or links as they might contain viruses and malicious software. Any inappropriate communication or content discovered on the internet or via the School network or other inappropriate computer activities must be reported to a teacher or administrator. Additionally, students should tell a teacher or administrator if they receive any messages, images, or files that are inappropriate or that make them feel uncomfortable.

### ***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 Castilleja's policies, including the Technology policies and the Policy Against Harassment, Bullying and Hazing and may violate state and federal laws concerning child pornography. Castilleja may be required to report such conduct to law enforcement and/or a child protective services agency. If a student feels pressured to engage in this type of activity, she should reach out to a counselor or another adult on campus immediately.

## Mobile Phones/Devices

### **General Guidelines**

Mobile phones should be silenced and stored in either a locker or backpack during the school day. 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.

## Middle School Policy

- Middle School students should not use mobile phones, smart watches, or other mobile devices during the day.
- For urgent, time-sensitive matters (such as a change in pick-up time or location, or student illness), Middle School students must use the phone at the Front Desk. (Even in the case of illness, students may not leave school without permission from the Attendance Officer.)

## Upper School Policy

- Upper School students may use cell phones during the passing period from 2:00pm to 2:10pm to coordinate end-of-day pickup plans. For urgent, time-sensitive matters (such as a change in pick-up time or location, or student illness) that cannot be communicated during the passing period, Upper School students may use the phone at the Front Desk.
- Upper School students may on occasion be permitted to use their phones in the chapel or in the classroom with permission from their class dean or teacher for educational or other special purposes.

Upper School teachers will report infractions to the Dean of Student and Upper School Division Head, who will determine based on the circumstances what response to take. Typically, infractions will be managed in the following way:

- **First Occurrence:** Teacher submits a technology violation report and gives a verbal reminder to the student. This and subsequent reports are forwarded to the Dean of Students.
- **Second Occurrence:** Teacher submits a technology violation report. The student must bring their phone to the Front Desk at the start of the next school day, where it will be held for the full day. Failure to do so will result in additional consequences. Parents will be notified.
- **Third Occurrence:** Teacher submits a technology violation report. The student must bring their phone to the Front Desk for the next TWO consecutive school days. Failure to do so will result in additional consequences. Parents will be notified, and a meeting with the parents will be scheduled to discuss the ongoing issue and develop a phone management plan.

All infractions reset at the start of each semester.

## Prohibited Uses (All Students)

- Mobile phone and laptop use (voice, text, photo) of a casual social nature, except as noted above, is prohibited during the school day. If in doubt, ask.

- Smart watches and other similar devices may not be used as a mobile phone during the school day except as noted above.

### **Technology Use Guidelines for All Students**

- Students will respect the registration policies of age-restricted online services.
- 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 unless directed by a teacher.
- Students must practice good digital citizenship and adhere to all copyright laws, cite sources, and avoid plagiarism.
- Students will thoughtfully consider limited and shared resources like network bandwidth and printing.
- Students should not take, alter, or post photos or videos of anyone in the Castilleja community without their consent (or their parent’s consent if a minor); 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 unless requested by a parent/guardian or adult on campus. While students should generally not share passwords, they have no right to privacy in their use of school technology.
- 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 information about another person or organization.
- Students will not access or distribute any illegal, obscene, defamatory, or other potentially offensive materials.
- Students will not transfer, delete or modify School records.
- Students will not falsify their identity to others.
- Students will not circumvent security measures on the School's networks, computers or other technology resources (hacking) including accessing other people's work, files, or folders including email.

### **Middle School Student Specific Technology Use Guidelines**

- 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, Smart 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 use the phone at the Front Desk, and parents/guardians must notify Attendance who will relay the message to the student.

## **Use of Castilleja-Issued Technology**

Castilleja is pleased to provide students with technology equipment to support their academic and co-curricular experiences, either as school-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, 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, including by using 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.

## **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 7:30am and 5:00pm. In the Upper School, emails can be sent and will be responded to between 7:30am and 8:00pm. 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 must receive permission from advisors, Class Deans, and the MS/US Dean of Students to use school email lists.

## **Parental Use of Castilleja Technology Resources**

If parents have occasion to use Castilleja technology resources, such as school-issued equipment, they are considered bound by this policy as well, and their usage may be monitored by the School.

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.

### **Artificial Intelligence (AI)**

Artificial intelligence models can contribute to classroom learning. Castilleja 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 the 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.

### **Upper School Students Use of School-Affiliated/Student-Run Social Media Accounts**

Any Upper School student wishing to create or manage a school-affiliated social media account must receive permission from the Communications team before proceeding. Middle School students may not create or manage a school-affiliated social media account.

### **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 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.

## Castilleja School Honor Code

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.
- 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.

## Policy Against Harassment, Bullying, and Hazing

Castilleja is committed to maintaining an educational environment that is free from all forms of discrimination, harassment (including sexual harassment) and bullying or hazing. The School will not tolerate discrimination, harassment or bullying or hazing of students by other students, their family members, the School's volunteers, employees or contractors. Additionally, the School prohibits students from engaging in such behavior toward adult members of the community. The School forbids retaliation against any individual who reports an incident of harassment, opposes harassment, or participates in an investigation of a complaint of harassment.

Because behavior away from school may have a significant impact on the School environment, this policy applies to all interactions between Castilleja students or by adult members of the Castilleja community toward Castilleja students, whether or not occurring during school, at school functions or on campus.

## ***Harassment***

The School prohibits sexual harassment as well as discrimination and harassment based on a student's race, religion, national origin, sex, sexual orientation, gender identity, gender expression, or disability. Prohibited harassment may include, but is not limited to, the following behavior based on a student's race, religion, national origin, sex, sexual orientation, gender identity, gender expression, or disability:

- Verbal conduct such as epithets, derogatory jokes, slurs, or comments;
- Visual displays and written communication, such as derogatory posters, photography, cartoons, drawings, gestures, or email messages, including depictions that have been digitally altered or forged to incorporate the likeness of Castilleja students;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work; and
- Retaliation for reporting or threatening to report harassment.

## ***Sexual Harassment***

In addition to the examples of harassment described above, for the purposes of this policy, "sexual harassment" is defined to also include:

- For adult-to-student interaction: any sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.
- For student-to-student interaction: unwelcome sexual advances, requests for sexual favors, and other verbal, written, visual, or physical conduct of a sexual nature when: (1) such conduct has a negative impact upon the recipient student's school performance; (2) such conduct adversely affects the educational environment including creating an educational environment that is intimidating, hostile, or offensive; (3) such conduct affects the services, honors, programs, or activities available to any student at the School.

Student to student sexual harassment is not social or courting behavior. The overriding factor in student to student sexual harassment is that the behavior is uninvited and unwanted and often an assertion of power. Sexual harassment may include:

- Physical assault, including rape;
- Coerced sexual relations;
- Inappropriate personal questions of a sexual nature;
- Sexually explicit or suggestive remarks about a person's body, clothing, or sexual activity;
- Sexually stereotyped or sexually charged insults, humor, or verbal abuse;
- Display or sharing of sexually explicit, offensive or demeaning objects, photographs, or cartoons, including depictions that have been digitally altered or forged to incorporate the likeness of students;
- Leering or ogling at a person's body;

- Unnecessary touching in any form;
- Demanding sexual favors, accompanied by promises, hints, or threats concerning one's academic status or opportunities;
- Subtle pressure for sexual activity;
- Repeated expressions of sexual or "romantic" interest after being informed that the interest is unwelcome.

### ***Bullying and Hazing***

Bullying consists of acts of aggression toward a student by an individual or group of individuals with the intent of harming the student either physically or psychologically. Bullying may be physical, verbal, or social, and it may include hitting, threatening, intimidating, teasing and taunting, and name-calling. It may also be accomplished by use of technology and electronic communications or by more subtle attacks such as spreading rumors or encouraging others to reject the student.

Hazing is a form of bullying and consists of actions by a group (such as an athletic team) to intentionally produce mental or physical discomfort, embarrassment, harassment, or ridicule among one or more students wishing to join the group.

### ***Complaint and Resolution Procedures***

Castilleja encourages anyone who learns of any conduct that may violate this policy to notify a Division Head or the Head of School. The following procedures apply to any complaints that a student has been subjected to conduct in violation of this policy.

*Adult-to-Student Conduct:* A student or their parent/guardian who believes that a student has been subject to prohibited harassment, bullying, or hazing by any adult member of the School's community, including employees, contractors, or family members of other students, should immediately bring this to the attention of the Head of School, the Division Head, or to a faculty member who will notify the Head of School. The Head of School will lead an immediate investigation and will take corrective action if any is appropriate, including possible disciplinary actions against employees of the School. The School will advise the student subjected to the behavior and the student's parents of the disposition of the complaint.

*Student-to-Student Conduct:* A student or their parent/guardian who believes that the student has been subject to prohibited harassment, bullying, or hazing by another student (or students) should bring this to the attention of their Division Head or to a faculty member who will notify the Division Head. Upon receiving a complaint of possible violation of this policy, the Division Head (or another administrator they designate) will promptly contact the student who made the complaint (the "reporting student") and, where appropriate, the student's parent or guardian. They will explain options to address the complaint and ask the student to clarify any information necessary for the School to proceed. The administrator will explain both informal and formal procedures that may be used to address the complaint. Informal resolution may include a restorative process or a facilitated conversation between the students involved. Formal procedures are described below. The administrator will also identify any supportive measures the School will provide to the reporting student to ensure equal educational access for the

student, protect the student's safety, and/or deter harassment, bullying or hazing during the processing of the complaint. Although supportive measures are not always required, where required they may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, and other similar measures.

If an informal process does not resolve the complaint or is not appropriate, the School will conduct an investigation of the complaint and take all appropriate steps to remedy any conduct in violation of this policy. The School will endeavor to conclude its investigation as quickly as possible considering the nature of the conduct and complexity of the investigation. Based on the findings of the investigation, the Division Head will determine whether there was a violation of this policy or any other policies of the School. If the School determines that a student did violate this policy, the School will determine appropriate remedies and disciplinary sanctions as described below. The School will notify the reporting student and any student who is a subject of the complaint (as well as her parents/guardians) of the outcome of the investigation and whether the School is taking actions in response to the complaint.

If the School determines that a violation of its policies occurred, the School will take appropriate steps to prevent the violation from recurring and to remedy any discriminatory effects of the violation. Remedies for the reporting student may include, but are not limited to, time extensions on assignments and exams, limiting or eliminating opportunities for the student who violated the policy to interact with the reporting student, counseling and social-emotional support. The School will also impose disciplinary sanctions on the student who violated the policy as appropriate. A student who violates this policy may be subject to discipline, which may include a range of actions including supervised study halls or lunches, loss of privileges, suspension, or expulsion. Depending on the nature of the violation, the School will determine whether to notify colleges or high schools to which students transfer of disciplinary action in accordance with the Disciplinary Procedures and Consequences policy. The School will notify the student who brought the complaint and their parents/guardians of corrective action taken.

### ***Final Review***

A complaining student not satisfied with the disposition of the complaint or a student subject to discipline under this policy, and/or their parents/guardians, may ask the Head of School to review the matter. Such a request for review should be submitted in writing within five days of receiving notice of the disposition of the complaint or the imposition of discipline. The request for review should explain why the student believes the disposition was not satisfactory or the discipline was not warranted, including reference to any relevant facts. The Head of School will issue a decision which shall be final.

### ***Confidentiality***

The School will keep the complaint and the investigation as confidential as possible consistent with the need to conduct an investigation, determine responsibility, cooperate with law enforcement, and implement any appropriate remedial measures or disciplinary consequences.

## ***Mandated Reporting***

Employees of the School are considered mandated reporters, and they comply with the requirements of California law to make reports to child protective services agencies or law enforcement whenever they have a reasonable suspicion that a child they encounter as part of their job duties has been subjected to child abuse or neglect. By law, reports made by mandated reporters must be kept confidential.

In some cases, School employees will be required to make a report based on information they learn in connection with a complaint of violation of this Policy Against Harassment, Bullying, and Hazing. The School will cooperate with such agencies and may need to defer proceeding with its internal complaint procedures to avoid interfering with the agency procedures.

## **Dishonesty**

Dishonesty of any kind, which may include lying to faculty or any other employees, and any form of academic dishonesty, is prohibited. 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.

## **Tobacco, Drug, and Alcohol Use**

### ***Prohibited Conduct***

Students may not use, be in possession of, or under the influence of illegal drugs, alcohol, or tobacco or related paraphernalia on the School campus, prior to or at school functions or athletic events, school field trips, or functions held at or sponsored by other schools. "Tobacco" paraphernalia includes e-cigarettes and vaping devices. "Illegal drugs" includes controlled substances, marijuana or cannabis products, and prescription and over-the-counter drugs used for a purpose other than their primary indication for the intended patient.

Distributing and/or selling illegal or prescription drugs or alcohol, or offering to collect funds to purchase illegal drugs or alcohol may subject a student to immediate dismissal, as well as criminal prosecution, and constitutes an egregious violation of community trust.

If the School has a reasonable basis to suspect that a student is in possession of or under the influence of alcohol or illegal drugs or engaging in other conduct that would violate this policy, the Division Head or Dean of Students will discuss the suspicion with the student(s) involved, and the School will contact the parents of the student(s) involved. The School reserves the right to examine any property, lockers, accommodations on overnight trips, or vehicles on campus or brought to functions or events covered by this policy, without prior notice to the student(s) or their parents. The School also reserves the right to administer a breathalyzer test if a student is suspected of being under the influence of alcohol. Students who do not cooperate may be subject to discipline.

Violations of this policy may lead to discipline up to and including dismissal. The School may also require students found to be in violation of this policy to submit to testing or evaluation for use of drugs or alcohol on an ongoing basis and/or to participate in counseling as a condition of continued enrollment.

### ***Support for Treatment for Substance Abuse***

Castilleja actively supports students and their families who have made a commitment to seek help for a substance abuse problem or who are in recovery. 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.

Students who seek assistance from a School counselor will not be subject to disciplinary consequences for seeking assistance, but seeking assistance does not relieve a student of the consequences of past violations of this Tobacco, Alcohol, and Drugs policy. The counselor will keep the student's disclosure as confidential as possible, except as necessary to ensure the student receives support for their substance abuse or where the counselor learns that a student has violated this policy including by selling or distributing drugs, marijuana and/or alcohol or using or possessing these substances on campus or at school events. In these circumstances, the parents/guardians and Division Head are informed, and the student may receive disciplinary consequences.

### **Weapons and Dangerous 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. The possession of a weapon or dangerous item 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 or dangerous items 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.

## **Vandalism and Violence**

Theft, defacement, or vandalism of school property or personal property on the School grounds or at school functions is prohibited. Fighting, physical violence, or threatening physical violence or emotional harm towards another student, employee, or parent whether on or off campus is also prohibited.

## **Public Displays of Affection**

Prolonged kissing or embracing, inappropriate touching, and other intimate behaviors are 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.

## **Unauthorized Recordings by Students**

Students are prohibited from recording or capturing audio, video, or still images of class sessions, including virtual classes conducted via video conferencing or other means, or of school assemblies and school-sponsored activities, unless they obtain express authorization to do so from a teacher(s) or another school official. Family members are also prohibited from such recording, except when recording their own student at events open to families. Students who record or capture video, audio, or still images in violation of this policy may be subject to discipline.

Students (or their family members) who make recordings permitted by this policy may not distribute, publish, post, or share recordings or images of employees, other students or their family members unless written authorization is obtained from Castilleja for the distribution of the recordings or images.

## **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.

# Disciplinary Procedures and Consequences

Violation of any of Castilleja's policies, including but not limited to those in the Guidelines for Behavior section of this handbook, may be grounds for disciplinary consequences. Because student actions while off-campus, during non-school hours, or on breaks from school can affect the learning environment and relationships within school, the School reserves the right to take disciplinary action for such actions.

Below is a summary of the procedures the Middle School and Upper School follows to address violations of school policies. The procedures and consequences outlined in this policy shall be used as a guide for disciplinary matters. Castilleja reserves the right to proceed with disciplinary responses as it sees fit depending on the circumstances. None of the procedures outlined are guaranteed. The School reserves the right to utilize any or all disciplinary responses outlined here or any other disciplinary response the School deems appropriate under the circumstances. Each situation is unique and will be addressed on a case-by-case basis.

## Middle School Disciplinary Procedures

In the Middle School, our flag and detention system is designed to address tardiness, dress code infractions, technology violations, disrespectfulness, and other behavior in violation of school policies, including the Guidelines for Behavior. Students earn yellow and/or red flags for a violation of one of these norms. A Yellow Flag is a reminder of a minor rule violation (i.e. dress code, tardy to class, unauthorized use of technology, unprepared for class, failure to sign in/out). A Red Flag is a more serious infraction, and parents/guardians are notified (i.e. academic dishonesty, cell phone use during the day, inappropriate language, behavior that contributes to an unsafe school environment, etc.). A Green Flag is an acknowledgment of a kind action or going beyond the expectation to support the community; and recognition is given in a quarterly community celebration during MS Meeting.

We understand that sometimes these infractions are not on purpose; thus infractions are cleared at the end of each semester so everyone can have a fresh slate.

Four or more yellow flags or one red flag will result in a supervised lunch. During this time, students reflect on actions that earned the supervised lunch and are removed from the social time at lunch. They may also use this time to give back to the community in some way. However, if a student accumulates three supervised lunches during one semester, that student will serve an on-campus Saturday detention from 8:00-11:00am with the Head of Middle School. Flags are monitored in Veracross, and the students, their advisors, and Class Dean are notified electronically when they earn a flag.

Serious or repeated violations may result in more serious disciplinary consequences such as suspension, probation, or expulsion. In such cases, the Head of Middle School will recommend an appropriate consequence to the Head of School. In turn, the Head of School has the sole discretion to accept or amend the recommendation and implement any appropriate consequences. If such disciplinary consequences are imposed, the School will notify the student and their parent/guardian of the disciplinary consequences. In the case of suspension or dismissal, the student or her parents may submit a written appeal to the Head of School within

five days of the notice of the decision, providing any additional information relevant to the decision. The Head of School will then make a final decision on the disciplinary consequence.

Throughout our disciplinary procedures, the School will keep the matter as confidential as possible consistent with the need to conduct an investigation, determine responsibility, and implement any appropriate remedial measures or disciplinary consequences. The School may also share disciplinary information with schools to which a student transfers when requested by the receiving school or when such discipline is or was related to student safety or welfare.

### **Upper School Disciplinary Procedures**

Minor and isolated deviations from school policies will generally be handled as they occur by the student's individual teacher, the Class Dean, Upper School Dean of Students, and/or the Head of Upper School.

For more serious or repeated violations of policy, the Head of Upper School or another school administrator designated by the Head of the Upper School will review the matter and may conduct an investigation if deemed appropriate to determine whether violations of policy occurred. The School may determine that the student whose conduct is being reviewed should not be present on campus while the review is conducted. The student will have the opportunity to respond to concerns about possible policy violations. Based on the review of the situation, the Head of the Upper School will determine the disciplinary consequence, if any. Disciplinary consequences may include supervised study halls or lunches, loss of privileges, suspension, or expulsion. If the Head of the Upper School determines that expulsion is appropriate, this will be reviewed by the Head of School.

If disciplinary consequences are imposed, the School will notify the student and their parent/guardian of the disciplinary consequences. In the case of suspension or dismissal, the student may submit a written appeal to the Head of School within five days of the notice of disciplinary consequences, providing any additional information relevant to the decision. The Head of School will then make a final decision on the disciplinary consequence.

### ***Consequences for Violations of Castilleja Policies***

The primary goals of Castilleja's disciplinary response is to repair any harm that was caused, to ensure the safety of Castilleja's community, and to provide learning opportunities. Discipline for any serious violation of or repeated violations of policies may include, but is not limited to, one or more of the following consequences, ultimately at the discretion of the Head of the Upper School or 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 Class Dean.

The Head of Upper School and/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. In some cases, further action will be taken in accordance with the Upper School Disciplinary Procedures policy above.

### **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 disciplinary action. When requested, Castilleja will report any incidents in grades 9 through 12 that result in probation, suspension, or expulsion. 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.

# Uniform Guidelines

The uniform is 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.

## 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 Middle or Upper 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.

## Daily Uniform

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

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

### Tops

- Solid white or navy blue polo shirt/collared shirt with or without the Five Cs logo.
- Castilleja T-shirts that are in good repair and not ripped or altered.
- Solid white or navy blue turtlenecks.

### Skirts, Pants, and Shorts

- Uniform skirts are box-pleated, light-blue pinfeather (available for purchase from Colours Uniform or CUBUS) and are at least as long as fully extended fingertips.
- Solid black, navy blue, or white leggings that come to mid-calf or longer, boxers, or spandex shorts must be worn under skirts.
- Pants must be navy blue, cotton twill or corduroy material, and ankle length.
- Shorts must be navy blue cotton twill walking shorts.
- No sweatpants or jeans may be worn.

### Sweatshirts and Sweaters

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

### **Coats and Jackets**

- All coats and jackets must be a Castilleja item or one of these solid colors: gray, navy, white, or black. Stripes, plaids, or other patterns may not be worn.

### **Shoes and Socks**

- Closed-toe, closed-heel shoes must be worn at all times.
- Any socks must be without offensive content.
- Open-heeled shoes, slippers, or Crocs are not permitted.

### **Dress White Uniform**

- A midly top must be worn as a shirt and is available for purchase from All Basics Uniform or CUBUS.
- A plain white skirt, bermuda-length shorts, or white pants must be worn on the bottom. White skirts are available for purchase from All Basics Uniform or CUBUS.
- 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 Colours 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 [Goetz](#) may be worn.
- Castilleja T-shirts that are in good repair and not ripped or altered.
- Any black fitness shorts or pants (running shorts, mesh shorts, leggings, or yoga pants) that are all black with no colors or designs.
- Supportive running shoes or cross-trainers with good traction and non-marking soles.
- Socks.
- For students taking dance or choreography, dance attire consists of:
  - Any Casti dri-fit fitness shirt. If not purchased from [Goetz](#) 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). 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 Suppliers

- Dennis Uniform pieces are still allowed as part of our daily uniform and dress white uniform. These pieces may be purchased at CUBUS if not previously owned.
- **For Dress Whites** - [All Basics](#) will provide our new dress white uniforms
- **For Daily Uniforms** - [Colours Uniforms](#) will provide our daily uniforms. [This flyer](#) shows the elements they will offer.
- **For Sweatshirts** - [Goetz](#) will provide Castilleja sweatshirts and fitness attire.

## 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/guardian volunteers.

# Attendance

Daily attendance is central to the educational process. While students who are ill should stay home and not attend school until they are well and have been free of fever for at least 24 hours, whenever possible, medical appointments, family trips, and other non-illness-related absences should be planned outside of the school day. The following policies describe procedures and expectations for students who miss school. If a student does not follow these policies, they may receive a violation. An accumulation of violations, including tardies, sign-in/sign-out incidents, or other minor infractions, in a semester will result in a cumulative discipline response as described in the Disciplinary Procedures and Consequences section of this handbook.

## Attendance Responsibilities

School begins at 8:30am daily. All students must sign in to Ruvna upon arrival.

A student arriving late to school 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 unless they have a fitness exemption, 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 must sign in at Attendance promptly upon arrival.

Seniors and 2<sup>nd</sup> 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.

If a student is absent from school for a day or leaves early due to illness, they should not attend a school-sponsored event that day, including athletics practices and games or theatrical rehearsals or performances.

## 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.

## **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 Middle or Upper School Dean of Students who will develop a course of action, which may include disciplinary consequences.

## **Absence and Academic Policy**

Unless on an approved medical leave of absence, it is the responsibility of a student who misses school 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.

Any student who misses more than eight (8) days of a class 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.

The Absence and Academic Policy will be upheld in the following way:

- 4 unexcused absences in any class - Meet with the Class Dean
- 6 absences for any reason in any class - Meet with the Class Dean, Division Head, and parents/guardians.
- 8 absences for any reason in any class - Denied class credit or credit recovery program

Excused absences are defined as absences from class decided by the School, e.g. school representation and school programs. Absences under the Religious Holiday Observance policy are also considered excused. Although we ask parents to report absences for illness and family-initiated absence, this does not excuse the absence.

Eight absences in any one class is the equivalent of 16 full-day absences per semester.

## **Reporting Absences**

### ***Full Day Absences Due to Illness***

- 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](mailto:attendance@castilleja.org)

### ***Medical Appointment Absences***

- If a student must be absent, leave early, or arrive late for a medical appointment, their parent/guardian must call Attendance at (650) 470-7717 or email

[attendance@castilleja.org](mailto:attendance@castilleja.org) prior to the day of the appointment to report when the student (including the student's first and last name and grade level) will arrive or depart and the reason for the absence.

- For last-minute appointments, as soon as possible, parents/guardians should email attendance, and/or call the Front Desk who will locate the student and have them sign out to leave campus.
- Students are responsible for meeting parents in the Administration Building reception area when being picked up for an appointment.
- Students must always sign in and 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, from the division-specific administrative assistant, 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 Class 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.

### ***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 email attendance and/or call 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.

### **If a Student Becomes Ill During School Hours**

- If a student becomes ill during school hours, they should report directly to the Director of Health and Safety in the Fitness Center or the Administrative Specialist at the Front Desk in the Administration Building, who will offer assistance and/or alert 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 Director of Health and Safety in the Fitness Center or the Administrative Specialist at the Front Desk 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.

## 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:** While days missed for religious observance or for Castilleja-sponsored events are considered excused, students who have eight or more absences for any reason in any class, including religious observance or for Castilleja sponsored events, may be denied class credit or be enrolled in a credit recovery program. Excused absences, including those for observation of religious holidays or Castilleja sponsored events, will still appear in the end-of-semester totals published on report cards for record-keeping purposes.

**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 and dialogue group program and ongoing 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 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).

### **Off-Campus Privileges**

Seniors and second-semester juniors 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.

### **Off-Campus College Visits**

College-related absences for seniors are treated as Anticipated Absences (see procedure above); any college-related absence is counted toward in the 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 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 assessment. 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 (8) 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 medical reasons including physical or mental conditions, cannot meet the attendance and work requirements of the School for a defined period of time, even with modifications provided under the Support for Students with Disabilities policy, 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 would be unable to meet the attendance or academic requirements of the School even if a medical leave were granted.

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. The release should indicate that the student is well enough to return to school without risking harm to themselves or others and indicate whether there are any limitations on their ability to participate in all aspects of the School's academic and co-curricular programs. If there are limitations on a student's ability to

participate in the School's programs, the School will determine whether it can provide accommodations to allow them to return to school.

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	Mr. Hatala	Academic Program/Student Life	9-12
Head of Middle School	Ms. Zappas	Academic Program/Student Life	6-8
US Dean of Students	Mr. Hatala	Student Life	9-12
	(Until 12/2/25)		
MS Dean of Students	Ms. Courtney	Student Life	6-8
Class Deans	See below	Student Life	6-12
Individual Advisors	Employees	Individual Student Needs	6-12
Director of Student Equity & Inclusion	Ms. Dioum	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, division-specific Dean of Students, and Student Support Team to oversee student support and wellbeing. With the grade-level advisors and students they plan weekly meetings, retreats, special events, class-sponsored activities, and also lead grade-level and advisory teams. Each grade has one Class Dean.

6th Grade	Ms. Ramirez
7th Grade	Ms. Courtney
8th Grade	Ms. Smith
9th Grade	Dr. Story
10th Grade	Mr. Kuehn
11th Grade	Mr. Mayfield
12th Grade	Ms. Ortega

## **Communication**

### ***Academic***

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

### ***Social Development***

If there are questions or concerns about a student's social development, 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.

## **Advising Program**

Each student has an individual advisor who is responsible for a small group of advisees. Advisors meet with their student groups during Community Time. 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 MaiaLearning®, a web-based college-process management system, in its college counseling program. Castilleja-specific data available in MaiaLearning is for account holders only; sharing this data with those who do not have Castilleja MaiaLearning accounts could be a violation of Castilleja's policies including the Guidelines for Behavior and Technology policies.

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 requests;
- 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 MaiaLearning);
- 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 four-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 offered to support students and include crisis intervention, individual and group sessions, parent/guardian consultation, parent/guardian education, and identification of appropriate referrals and resources. 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](mailto:counselingdepartment@castilleja.org).

The counseling department works in collaboration with the faculty, administrators, and school employees to facilitate the well-being of the Castilleja community. Castilleja strongly believes that to provide effective school-based counseling services, the counseling department must work in full collaboration with parents/guardians, administrators, and faculty to support the wellbeing of students. Information discussed in private counseling sessions is primarily confidential between the student and the counselor; however, there are times when some information may be shared (primarily with Division Heads, Dean of Students, and/or Class Deans) as needed to support the student and address safety concerns or certain policy violations. 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 counselor learns information creating a suspicion that a student may be experiencing abuse or neglect, or concludes that a student may be a serious danger to herself or to others, the counselor will have a legal duty to report to child protective services or law enforcement. All school personnel are legally required to be mandated reporters.

All students are eligible to receive counseling services. For more information, 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/guardians 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/guardians and outside learning services providers and with the Registrar regarding testing accommodations with ACT/SAT.

# Health and Safety

## Emergency Contact 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."

If a parent/guardian is out of town or otherwise unavailable on a temporary basis 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.

## Use of Medications

Students are not permitted to carry or self-administer medications (with the exception of an EpiPen or inhaler) unless a medical need exists for the student to carry or self-administer medication in connection with a serious health condition or illness that cannot be reasonably accommodated by keeping the medication with the School staff. Requests to carry and/or self-administer medication will be reviewed on a case-by-case basis and must be submitted via the Portal and approved by the School in the electronic medical record system.. If there are any changes in your child's medication, please make sure to update their electronic medical record. Please remember that any prescription medication (including travel medications) will require a physician's signature. Any over the counter medications (including travel medications) will require a parent's signature.

Please drop off your child's medications at the Administrative Front Desk for the Director of Health and Safety at the beginning of the school year (preferably during Orientation week).

- Prescription medication must be in its original container with the pharmacist's label, which includes the student's name, medication name, amount (dosage), and time schedules.
- Over-the-counter medication that Castilleja does not already provide must be in its original container with the name of the student, the amount (dosage), and time schedule written on it.
- If a student needs to carry an EpiPen or inhaler, we highly recommend that they self-carry one set and submit a second set to Castilleja so chaperones have one in case of emergency. Students should also inform the chaperones where they keep their EpiPens/inhalers while on a school trip.

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 for any reason. 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 requires the use of either prescribed or over-the-counter medications they must be provided to the Director of Health and Safety and/or pre-approved as stated above.

## **Searches**

To maintain order on school property and at school-related events and to protect the safety and welfare of students and school personnel, a school official may conduct a search at any time without advance notice to students or parents. Such searches may include but are not limited to, the student's person, belongings, electronic devices, car, bag, or locker. A student's failure to provide the School access to check the content of personal belongings or electronic devices may lead to discipline.

## **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.

## **Campus Visitors**

All visitors must register at the Front Desk in the Gunn Family Administration Building and wear name tags 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.

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.

## **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 to be worn for the duration of the campus visit.

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. Loneragan Fitness and Athletic 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.

## **Preventing 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 a teacher, administrator, Division Head, 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.

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 that to a school employee without delay.

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.

## **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.

### **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.

### **Emergency-Use Naloxone**

Castilleja will stock naloxone and provide naloxone to trained personnel who have volunteered to administer to a student who is suffering, or reasonably believed to be suffering from, an opioid overdose.

### **Emergency-Use Albuterol**

Castilleja will stock albuterol inhalers and provide those inhalers to trained personnel who have volunteered to administer them to a student who is suffering, or reasonably believed to be suffering from, an asthma attack. Students with a need for prescribed albuterol should carry them at all times.

# Transportation and Parking

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](mailto: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. Lonergan Fitness and Athletic 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.

## School Bus and Shuttle Service

Riding the School bus and shuttle is a privilege, and students are expected to conduct themselves in a manner that ensures the safety and comfort of all passengers. The following guidelines must be followed at all times:

- **Be Respectful:** Treat the bus driver and fellow students with respect. Follow the bus driver's instructions at all times.
- **Stay Seated:** Remain in your seat while the bus is in motion. Keep the aisles clear of belongings.
- **Speak Quietly:** Use quiet voices so as not to distract the driver. No shouting, loud talking, or using inappropriate language.
- **Keep Hands and Feet to Yourself:** Refrain from pushing, shoving, or hitting. Keep your hands, feet, and belongings to yourself and inside the bus.

- No Eating or Drinking: Eating and drinking are not allowed on the bus to ensure cleanliness and safety.
- Respect Property: Do not damage or deface the bus. Do not throw garbage or anything out of the bus. Report any damage to the bus driver immediately.
- Safety First: Follow all safety procedures and emergency protocols as instructed by the bus driver.

### **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 Calrain'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](mailto: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 three 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](mailto: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.**

### *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.

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 below 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.

## 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 Director of Campus Operations and Compliance will ask the student to correct the traffic/parking infraction.
- *Second Warning:* The Director of Campus Operations and Compliance will ask the student to correct the traffic/parking infraction and remind them of the school's parking rules. The student will be informed that a third offense will result in escalation to the US Dean of Students.
- *Third Warning:* The US Dean of Students will meet with the student and notify their parents/guardians of the repeated infractions. Together, the US Dean of Students and the student will determine appropriate consequences.
- *Fourth Warning:* The US Dean of Students will meet with the student and their parents/guardians. Senior privileges will be suspended for two weeks, while juniors will be required to attend supervised study hall and may lose their second semester privileges.
- *Fifth Warning:* The Head of Upper School will meet with the student and their parents/guardians to discuss further consequences. Senior privileges will be suspended for the remainder of the semester and juniors will lose their second semester privileges.

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. 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. Contact information must also include at least one additional local emergency contact in the event a parent/guardian is unavailable, as well as the name and telephone number of a long-distance, out-of-area contact in case local communication is disrupted or not available.

Promptly report any changes in allergies to medicines, current medical conditions, etc. to the Director of Health and Safety Jessie Surface, at [jsurface@castilleja.org](mailto:jsurface@castilleja.org). Changes of addresses and other contact information (for example phone numbers or email addresses) should be updated via the Parent Portal using the "Update My Family Information."

## Medications and First Aid

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

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

## Fire Response Procedures

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 another location deemed appropriate as an alternative assembly area. Students assemble by grade level in alphabetical order as indicated below.

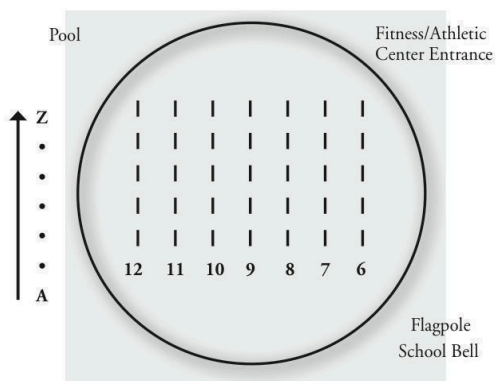
Color-coded class lists and the Visitor Registration Log will be brought to the Circle by the Front Desk employee.

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 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.



## Earthquake Response Procedures

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.
  - Plan for the unexpected during evacuation. Aftershocks may occur, so be prepared to drop and cover along evacuation routes. Other unexpected occurrences include power failures, door jams, debris littering exits or stairs, smoke, injured persons, and activated sprinkler systems.
  - Assemble on the Circle, away from buildings, power lines, and other hazards. Students assemble by grade level in alphabetical order and quietly wait while Class Deans take attendance for their classes.
- Listen for an all-clear signal via bullhorn from Incident Command.
  - All persons remain on the Circle until their re-entry to school buildings has been approved, they are directed elsewhere, or they are picked up by parents/guardians or other authorized persons. Students may not leave school for any reason without permission from the Attendance Officer.
  - Unless the quake is major, the School will continue operating as much as possible as if it were a normal school day.

Follow directions for picking up your child after an event that causes the School to close for the day. Students are to be retrieved at the “Request/Reunion Gate” communicated location. communicated location.

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

## **Shelter In Place Procedures**

Castilleja conducts shelter in place drills during the school year. The purpose of a shelter in place is to get all persons inside a building as soon as possible because of an environmental threat. A shelter in place could occur under several different situations, which could include:

- External chemical release;
- Fire in the community;
- Hazardous material spills;
- Unhealthy air quality outside;
- A major accident in the science laboratories; and/or
- Dangerous wildlife on or near campus

During a shelter in place, students in classrooms or other locations should follow the instructions of the adult in charge. Students not in classrooms or with a free period should move inside and check in for attendance with the nearest Castilleja employee. Students and staff will remain in closed rooms until an all-clear signal is given or they are instructed to take further action.

## **Secure Campus Procedures**

- Castilleja conducts secure campus drills during the school year. The purpose of a secure campus is to get all persons securely inside a building as soon as possible and to secure the buildings. A secure campus could occur under several different disastrous situations, which could include:
- Police activity in the vicinity;
- A threatening or dangerous individual on campus.

During a secure campus 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 move inside 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 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 or stated designated location. In a serious disaster with prolonged hours on campus, parents/guardians will be notified of the designated location to pick up their child when it is safe to do so. Parents/guardians will be required to show ID upon pick up. 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.

# Parent-Related Policies

## Communicating with Your Child at School

### **Mobile Phones**

As a general rule, students' 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:
  - Students are encouraged to use the phone at the Front Desk and may only use their messaging device with explicit permission from an adult on campus.
  - Upper School students may additionally use a mobile phone during the passing period from 2:00 to 2:10pm.
  - 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.

## 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 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's administration.
- Supporting student and school programs and events in partnership with the School's 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 parents/guardians are transporting students, the School prohibits the use of a cell phone, except in the case of an emergency. Before transporting students, you must complete the Castilleja authorized driver process and submit all required forms.

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.

## **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.

Unless parents advise the School otherwise, the School will assume that non-custodial parents retain the same rights as custodial parents to participate in their child's education including accessing their child's pupil records, participating in school activities, receiving communications from Castilleja, and visiting the child at school. If a court order has limited a parents' rights with respect to participation in their child's education, Castilleja requires parents to notify the School and provide copies of relevant court orders.

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.

## **Media**

All requests related to the media will be handled by the Director of Communications & Community Relations or, in their absence, the Director of Advancement or Head of School.

All parents/guardians are asked to inform the Director of Communications & Community Relations 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).

# 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, Casti Gear, College Counseling, and more;
- Documents and links of importance.

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 [Parent Portal](#) 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.

## Keeping Your Information on the Parent Portal Current and Secure

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](mailto:communication@castilleja.org).

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.

## **CastiNews**

Published by the Castilleja Communications Team, CastiNews is sent via email every Friday afternoon during the school year, excluding week-long breaks, and in August. 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;
- Class Notes for each grade, compiled by Lead Parent Representatives (LPRs); 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 on 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, Peter Hatala. 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 updates. Castilleja is committed to doing our part for the community and the

environment. In keeping with our mission and values, we mail a limited number of the printed magazine, but an electronic link to *Full Circle* is emailed to our entire community.

*Annual Report* - our annual report and gift report is mailed in October or November. Castilleja is committed to doing our part for the community and the environment. In keeping with our mission and values, we mail a limited number of the printed magazine but an electronic link to the Annual Report is emailed to our entire community.

*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 and 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 who receive awards 75% or higher are eligible to receive assistance for non-tuition related expenses.

### *How to Access the Student Activity Fund*

You can access the Student Activity Fund form directly through the Student Portal. The Associate Director of Admission and Tuition Assistance 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)** For parent-sponsored events, please 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 Fall with all the event details. Families receiving tuition assistance will pay a reduced amount. You will hear from the Associate Director of Admission and Tuition Assistance 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 the Associate Director of Admission and Tuition Assistance 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 the Associate Director of Admission and Tuition Assistance 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, D.C. trip. The Global Investigators trips are covered by the Global Investigator Endowment, established in 2007.

### *Additional Questions*

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

If you have any questions about your tuition assistance award or are re-applying for the 2025-26 year, please call or email Ms. Martinez at (650) 470-7732 or [lmartinez@castilleja.org](mailto:lmartinez@castilleja.org).

# 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 5:00pm on Friday. The Campus Center doors facing Kellogg Avenue are open from 7:00am to 8:15am and from 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 Building

The Gunn Family Administration Center is the main reception area for the campus and contains administrative offices, including the Head of School, Head of Upper 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 Conference Room and classrooms in the lower level; and meeting spaces throughout. The Elizabeth Hughes Chapel Theater is connected to the Gunn Family Administration Building.

## Classrooms

Before or after the academic day, students are not allowed in classrooms or other unauthorized rooms without adult supervision. The main doors (Green/Carved Doors) facing Bryant Street are open from 8:00am to 8:30am and from 3:15pm to 4:00pm.

## 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. Students are expected to eat the food provided by the School. Bringing food from home is only allowed if the School cannot meet a student's dietary needs. If you have specific dietary requirements, please inform

the Director of Health and Safety and update your child's profile in the August Schools platform, so appropriate arrangements can be made.

- 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 via the MyKidsSpending app or online at [www.mykidsspending.com](http://www.mykidsspending.com) (more details will be shared at the start of the school year). 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, gym, 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.

## **Joan Z. Lonergan Fitness and Athletic Center**

The Fitness Center is open for Upper School students only from approximately 8:30am to 5:30pm. Middle School students will begin learning facility operations during fitness classes and should only operate in the facility during class time.

If an adult employee is not present, Upper School students may only use the space if they are with another Upper School student buddy. Any pieces of equipment that students are unfamiliar with should not be utilized until they have been trained by the Director of Health and Safety, a member of the Athletics Department, or a member of the Fitness Department. All equipment should be wiped down and put away after use. No food or drink is allowed in the Fitness Center.

Athletic facilities are limited to use by current Castilleja students and personnel.

Sports gear and other school bags should not be left in the lobby of the Fitness Center. Students may utilize the locker rooms or their personal locker for storage.

## **Planners, Uniform Materials, Textbooks, and ID Cards**

A student planner and one class tie will be distributed to each student during orientation. Uniforms will be available at CUBUS, Colours Uniform, All Basics Uniform for dress white pieces, and Goetz for spirit wear items.

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](#) 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 Margarita Espinosa Library**

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

### *Hours*

The library is open from 8:00am to 5:30pm, Monday through Thursday, and 8:00am to 5:00pm on Friday. The library is closed on school holidays and during certain school events.

## Resources

The library is a place to get help with research, engage in quiet study, read for pleasure, relax, 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 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:**

Glass bottles and jars (clear and colored)

Plastics (all types)

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>.

### **Items NOT recyclable include:**

Paper, plastic, or foil with food residue

Any polystyrene (Styrofoam®)

# 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 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 FAQs

## Academic Program

- To discuss a schedule change .....US: Registrar Ms. Gallegos; MS: Ms. Zappas
- To get help in a course.....Individual teachers
- To find out about summer school .....Head of Upper School Mr. Hatala
- To check standardized test scores.....College Counseling Office: Ms. McColgan  
and Ms. Oben; Registrar Ms. Gallegos
- To look at final exams.....Individual teachers
- To find out about registering for the SAT/ACT.....College Counseling Office: Ms. McColgan  
and Ms. Oben
- To discuss the college process .....College Counseling Office: Ms. McColgan  
and Ms. Oben
- To request a transcript .....Transcript Request Form on the Portal  
[English](#) or [Spanish](#)
- To find out about applying for tuition assistance.....Associate Director of Admission and Tuition  
Assistance Ms. Martinez
- To find out about college financial aid .....College Counseling Office: Ms. McColgan  
and Ms. Oben
- To ask about graduation requirements or credits.....Head of Upper School Mr. Hatala or  
Registrar Ms. Gallegos
- To request rescheduling an assessment when  
more than two are scheduled on the same day.....Individual teachers
- To request rearrangement of your final schedule.....Head of Upper School Mr. Hatala
- To learn about 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 (MS) and Mr. Hatala (US)

Dean of Students, Class Deans, Registrar Ms. Gallegos

### **Advisory Services**

To see a school counselor.....Email [counselingdepartment@castilleja.org](mailto:counselingdepartment@castilleja.org)

To get help for an illness or first aid.....Report to Ms. Surface or the Front Desk

To change your contact information.....Go to the [Parent Portal](#) and click “Update My Family Information”

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

### **Administration**

To learn more about giving at Castilleja.....Director of Advancement Ms. Kim

To inquire about tuition payment.....Senior Accountant Ms. Shetty

### **Equipment and Supplies**

To replace a student ID.....Upper School Office

To buy new uniforms.....Colours Uniform (daily uniform) and All Basics Uniform (dress whites)

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 clothing.....Division Administrative Assistants, Front Desk; Outside of CUBUS

## Co-Curricular Activities

All-School Assemblies.....	Division Heads: Ms. Zappas (MS) and Mr. Hatala (US)
Upper School Musical Director.....	Ms. Hanson
Upper School Drama Production Director.....	Ms. Hanson
Upper School Black Box Theater Director.....	Ms. Hanson
Middle School Musical Director.....	Mr. Sussman
Student Government (Upper School).....	Head of US Mr. Hatala (until 12/2/25)
Student Government (Middle School).....	MS Dean of Students Ms. Courtney
US Clubs/MS Exploratory.....	Division Heads: Ms. Zappas (MS) and Mr. Hatala (US)
Upper School Athletics.....	Athletic Director Ms. Shaughnessy
Middle School Athletics.....	Director of Middle School Athletics Ms. Young
Community Engagement and Volunteer Opportunities.....	Director of Experiential Learning and Global Education Ms. Yonzon

## School Publications

Monthly Newspaper <i>Counterpoint</i> .....	Advisor: Mr. Callahan
US Literary Magazine <i>Caledonia</i> .....	Advisor: TBD
MS Literary Magazine <i>Flame</i> .....	Advisor: Ms. Morales
Yearbook <i>Paintbrush</i> .....	Advisor: Mr. Petersen
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 Mr. Hatala
Castilleja News <i>CastiNews</i> and <i>Class Notes</i> .....	Ms. Rumer
Alumnae Magazine <i>Full Circle</i> .....	Ms. McElhinney
Annual Report.....	Ms. McElhinney

School Website.....Mr. Ashton

### **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.....Athletic Trainer

Microwave Oven.....Dining Room

Snacks.....All day: fruit, vending machine by the library

End of school day snacks.....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.

## **The Arrillaga Family Speaker Fund**

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**

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 literary magazine, 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/guardian 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.

## **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.

## **CastiNews**

CastiNews provides information about upcoming school-wide activities of interest and class newsletters to parents/guardians. It is prepared by the Castilleja Communications Team and

sent each Friday during the school year to parents/guardians, faculty, and staff. Deadlines for submission are Wednesdays at 6:00pm, including for Class Notes, which are compiled by Lead Parent Representatives of each grade level.

### **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, *Counterpoint*, showcases 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.

### **CSA Executive Committee**

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

### **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/guardian 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 Advancement Department in partnership with the CSA. Invitations are mailed to all students, parents and guardians in the fall. Students and another adult guest 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 Lockey, who founded Castilleja in 1907. Honored speakers are seniors, chosen by their classmates and faculty, who talk about their experiences at Castilleja. The program includes a luncheon for students and their special guest.

## **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.

## **Red Key and Admission Ambassadors**

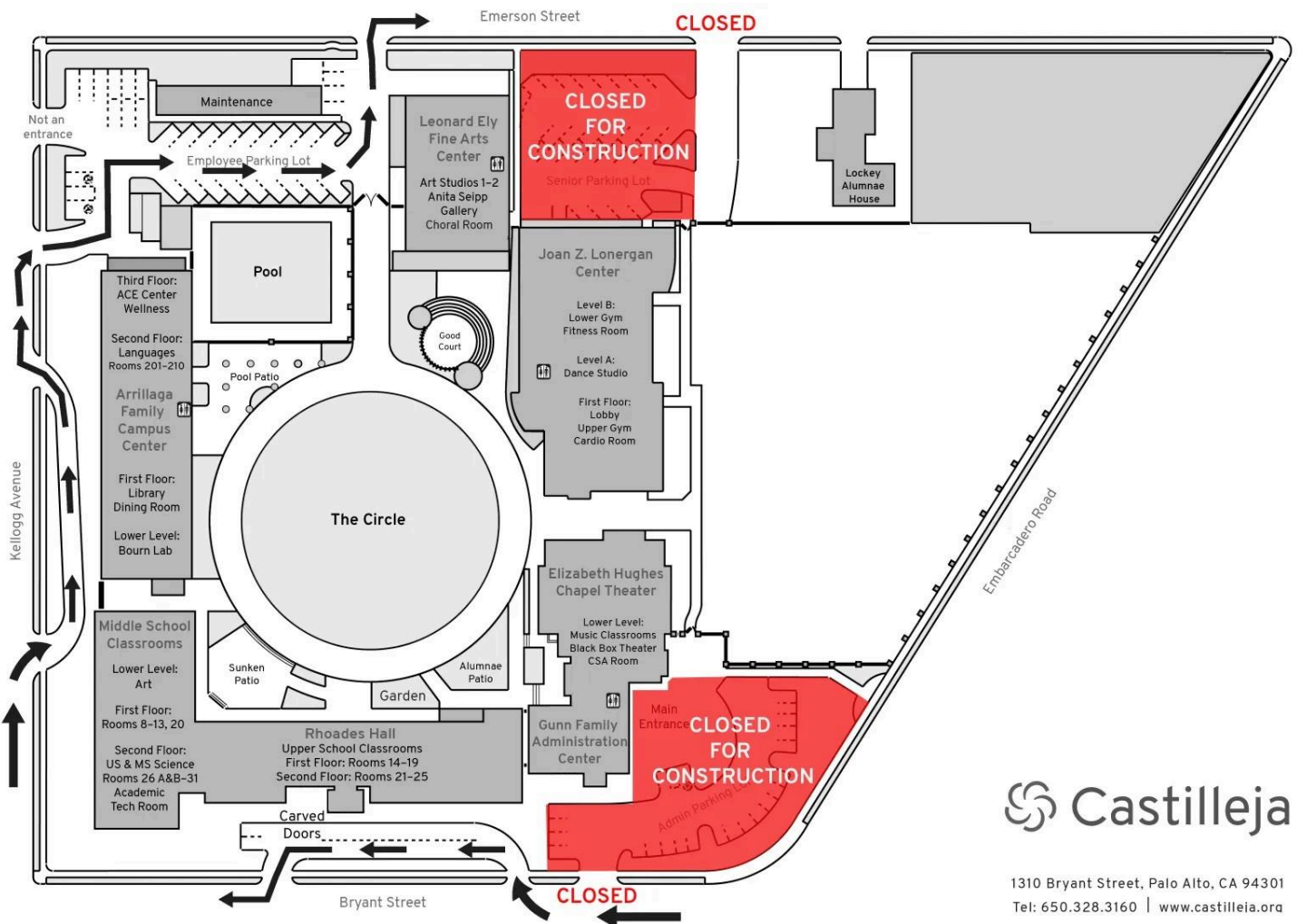
Red Key members and US Ambassadors are student volunteers who represent the School at all admission functions (Preview Days, Welcome receptions, etc.) and off-campus recruitment

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 powerful talks centered on a specific theme. View360 is one of our signature community events for our parents/guardians, alumnae, and alumnae parents.

## Campus Map



1310 Bryant Street, Palo Alto, CA 94301  
Tel: 650.328.3160 | www.castilleja.org