



THE HELP GROUP'S

**WESTVIEW**

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School of Arts & Technology

**2018-2019**  
**Faculty, Students, & Family**  
**Handbook**

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**Connect. Belong. Believe.**



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# WESTVIEW

School of Arts & Technology

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**WESTVIEW**

School of Arts & Technology

# Welcome to Westview School of Arts and Technology

Welcome to Westview! We are incredibly excited to begin the 2018-19 school year here with The Help Group! This promises to be a year filled with wonderful opportunities for academic and social emotional success for all of our students as we strive to find ways to continue to support your unique child. We embark on this journey with a pledge to you, our students and parents, that this will be a year of engaging, meaningful, and rigorous work in our classrooms with a focus on post graduate and college opportunities in a therapeutic environment to encourage personal growth and a confident approach to learning!

During this school year, we will continue to build upon and refine our proven foundation of good work, a safe and compassionate learning environment, and continued excellence in education. Our vision remains to provide the right set of programmatic needs and individualized attention to allow students to enjoy success in school. We believe in the multi-faceted approach to education, including a full complement of academic courses, plus a variety of extra-curricular activities and enrichment programs. Small class sizes enhance the academic experience. We strive for our Westview graduates to be educated, socially integrated and motivated to go out in the world and pursue their interests successfully

Our staff of highly qualified professional educators and support personnel is committed to providing our students many opportunities both inside and outside of the classroom. We invite and encourage students and parents to work in partnership with us. We look forward to a very positive and productive year together! We extend a special, yearlong invitation to our families to join us at school activities and events whenever possible. We want . . . we need . . . and we value your involvement and support in your child's education!

Again, we welcome you to Westview and to our wonderful learning community . . . a place alive with much energy . . . enthusiasm . . . and a high standard of excellence! We are a place where opportunities for personal and academic growth abound! Here's to an AWESOME new school year as we work together to make our school a great place to work and learn each day!

Sincerely,

Matthew Wilkens, MAed  
Head of School  
Westview School of Arts and Technology  
mwilkens@thehelpgroup.org  
310-751-1117

# School Profile

Westview School of Arts and Technology is a nonpublic school that provides a nurturing environment for academically capable middle and high school students who maximize academic and social success with small class sizes and flexible schedules.

Accredited by the Western Association of Schools and Colleges (WASC), our mission is to provide each student with an engaged active educational community that promotes love of learning, results driven academics, and an opportunity for social-emotional growth. Our arts and technology-based curriculum inspires creativity and self-expression through individualized learning plans while our community encourages students to connect with their purpose, passion and potential.

Westview's academic program is designed to engage students through Project Based Learning (PBL) by providing opportunities to learn content at a deeper level and practice 21st century skills such as collaboration, communication and critical thinking. In addition to the college prep program, students have the opportunity to specialize in visual or performing arts or technology. All students are encouraged to try different classes to explore their talents, potential and passions.

Westview offers each student a calm empathetic learning environment that offers a unique model based on a culture of kindness and a compassion-based curriculum as well as a mindfulness approach to learning using a Neurosequential Model in Education to help students develop the skills to successfully navigate emotional challenges such as anxiety, depression, and disengagement. Westview believes every child deserves to learn in a safe and supportive environment, and to feel like they are an integral member of the community. Through teaching empathy, self-esteem, perseverance and kindness, we provide students the tools they need to become resilient and independent adults.

Westview students exhibit many strengths and at the same time struggle with interpersonal relationships and learning due to neurobiological differences such as ADHD, Depression, Anxiety, Fetal Alcohol Syndrome and Traumatic Brain Injury, as well as histories of trauma. These brain differences contribute to impaired cognitive connections and actual "hard wiring" of brain development. When mindfulness and meditation and compassion are introduced in an educational environment, students can lower their stress responses and are in a better position to take advantage of educational opportunities. This approach alters their brain development and reduces the symptoms that contribute to their social, emotional and learning challenges. Our classroom environment is highly interactive. Students have the opportunity to work together as well as explore individual interests in a socially supportive and collaborative setting that promotes a dynamic learning community.

Continuous contact between parent and school regarding the student's total development is essential. We believe that the attitude of the individual must incorporate an awareness and respect for the inherent rights and property of other individuals, the school, and the community. We believe that in order to achieve maximum individual development, we must be constantly aware of changes in society and initiate on-going modifications and adaptations of the school's programs.

# Contact Information

## Administration Contact Information

Elin Bradley Director of Therapeutic Schools & Residential Treatment	(310) 478-5544 x. 1134 ebradley@thehelpgroup.org
Matthew Wilkens Head of School	(310) 751-1117 mwilkens@thehelpgroup.org
Cheryl Myers Administrative Principal	(310) 478-5544 x 1166 cmyers@thehelpgroup.org
Christa Occhiogrosso Assistant Clinical Director	(310) 437-5814 cocchiogrosso@thehelpgroup.org
Annette Jordan Dean of Students	(310) 478-5544 x 1113 jordana@thehelpgroup.org
Julie Franzen Curriculum Specialist	(310) 478-5544 x 1306 jfranzen@thehelpgroup.org
Fshaye Woldemicheal Mentor Teacher	(310) 478-5544 x 1304 fwoldemicheal@thehelpgroup.org

## Support Staff Contact Information

Mally Badawi Academic Counselor	(310) 478-5544 x 1134 mbadawi@thehelpgroup.org
Karina Harris School Security & IEP Coordinator	(310) 478-5544 kharris@thehelpgroup.org
Samuel Anuakpado Interventionist	(310) 478-5544 x 1351 sanuakpado@thehelpgroup.org
Sandra Trim, LVN Medications	(310) 478-5544 x 1150 strim@thehelpgroup.org
Julie Franzen Curriculum Specialist	(310) 478-5544 x 1306 jfranzen@thehelpgroup.org

# Expected School-wide Learning Results

Westview is accredited with the Western Association of Schools and Colleges. WASC accreditation promotes “process” learning which is reflected in its Expected School-wide Learning Results. Each WASC-accredited school creates its own ESLRs. Westview’s ESLRs are as follows:

## Westview Students Will Strive to Become....

### Effective planners who...

- Demonstrate knowledge of work exploration and application processes.
- Are aware of post-secondary education and training opportunities including colleges and technical schools.
- Have developed an education and training pathway plan.

### Literate learners who:

- Develop proficiency in reading.
- Apply a range of mathematical strategies, tools, and principles to develop solutions to problems
- Write effectively for self-expression, persuasion, and demonstration of understanding of information and research.
- Acquire a body of knowledge based on the California Framework and National Standards.

### Productive citizens of society who:

- Appreciate cultural and individual diversity and adapt to change
- Employ collaborative problem solving and conflict resolution skills
- Have actively served in community and/or school service organizations and projects
- Assume responsibility for actions
- Show respect for others, for community, and for environment

### Self-reliant learners who:

- Understand and articulate their unique profile of affinities, strengths, and deficits
- Recognize their learning styles
- Successfully utilize accommodations and compensations available in the community, workplace, and educational institutions
- Apply personal advocacy skills

### Technologically proficient individuals who:

- Use a variety of existing technologies competently
- Learn and adapt successfully to emerging technologies
- Access information from a variety of sources

# Bell Schedules

## Regular School Year- Middle School

8:00-9:05	Period 1	65
9:06-9:19	Nutrition	15
9:20-10:19	Period 2	59
10:20-11:20	Period 3	60
11:21-11:55	Period 4: Reading	34
11:55-12:20	Period 4B: Lunch	25
12:20-12:45	Period 5	25
12:46-1:45	Period 6	59
1:46-2:45	Period 7	59

## Regular School Year- High School

8:00-9:05	Period 1	65
9:06-10:05	Period 2	59
10:05-10:20	Nutrition	15
10:21-11:20	Period 3	59
11:21-12:20	Period 4	59
12:20-12:45	Period 5 (Lunch)	25
12:46-1:45	Period 6	59
1:46-2:45	Period 7	59

# 2018-2019 School Calendar

## August, 2018

Monday, 20th- 2018-19 School year begins- School-wide Assembly

## September, 2018

Monday, 3rd –Labor Day/Agency Closed

Wednesday, 5th – New Student Orientation

Monday, 10th –Rosh Hashanah/School Closed

Wednesday, 12th –College Information Night for Seniors: 6pm

Thursday, 13th – Minimum Day

Friday, 14th – Deadline to submit application for SAT accommodations for November 3rd SAT Test

Wednesday, 19th – Yom Kippur/School Closed

Wednesday, 26th – Minimum Day/Back to School Night: 5pm-7:30pm

Friday, 28th – Westview Awards Assembly

Saturday, 29th – Let's Talk Valley College 9am-5pm

## October, 2018

Monday, 1st – Canned Food Drive Begins

Wednesday 3rd –Hispanic Heritage Month Assembly

Wednesday, 10th – PSAT and New Student Orientation

Friday, 12th – Deadline to submit application for SAT accommodations for December 1st SAT Test

Wednesday, 17th – Great American Shake Out

Thursday, 18th - Picture Day

Friday, 19th – Senior Picture Day

Wednesday, 24th – First Quarter Ends

Friday, 26th – National Anti- Bully Events/Project One Assembly

Wednesday 31st – Minimum Day/Halloween Festivities/Westview Awards Assembly

## November, 2018

Wednesday, 7th – Minimum Day/Parent Teacher Conferences: 1p-7p

Thursday 8th - Minimum Day/Parent Teacher Conferences: 1p-7p

Monday, 12th- Veteran's Day/Agency Closed

Wednesday, 14th – New Student Orientation

Monday-Friday, 19th – 23rd – Thanksgiving Break

Monday, 26th – School Resumes

Friday, 30th – Westview Awards Assembly

## December, 2018

Wednesday, 12th – New Student Orientation

Tuesday, 17th – Minimum Day

Wednesday, 19th – Canned Food Drive Ends

Friday – Monday, 21st – 31st – Winter Break

# 2018-2019 School Calendar

## January, 2019

Tuesday-Friday, 1st-4th –Winter Break

Monday, 7th- School Resumes

Tuesday-Friday, 8th – 11th –Finals Review Week

Monday- Thursday, 14th – 17th – Finals

Friday, 18th – End of First Semester/ Deadline to submit application for SAT accommodations for March 9th SAT

Monday, 21st – Martin Luther King Jr. Day/Agency Closed

Tuesday, 22nd – Second Semester Begins/Spirit Week Begins

Wednesday-Friday, 23rd – 25th – Spirit Week

Saturday, 26th – Homecoming Games

Thursday, 31st – Project Two and Westview Awards Assembly

## February, 2019

Friday, 1st – Black History Month and Westview Awards Assembly

Monday, 4th – Science Fair Prep Begins

Tuesday, 5th – Chinese New Year Events

Wednesday, 6th – New Student Orientation

Friday, 8th –Make-Up Picture Day

Tuesday, 12th – Minimum day

Wednesday, College Information Night for Seniors

Thursday, 14th – Valentine’s Day Festivities

Monday, 18th – President’s day/Agency Closed

Wednesday, 20th – Theater Production

## March, 2019

Friday, 1st – Woman’s History Month and Westview Awards Assembly

Sunday, 3rd – Very Special Art & Technology Fair

Wednesday, 13th – Minimum Day

Thursday, 14th – Pi Activities

Friday, 15th - Deadline to submit application for SAT accommodations for May 4th SAT Test

Monday, 18th – St. Patrick’s Day Festivities

Wednesday, 27th – Third Quarter Ends

Friday, 29th –Project Three and Westview Awards Assembly

## April, 2019

Monday 1st – Pupil Free Day – Teacher Professional Development Day

Wednesday, 3rd – Third Quarter Ends/Minimum Day/Parent teacher Conferences 1p-7p

Thursday, 4th – Fourth Quarter Begins/Minimum Day/Parent teacher Conferences 1p-7p

Wednesday, 10th – New Student Orientation

Friday, 12th - Deadline to submit application for SAT accommodations for June 1st SAT Test

Monday – Friday, 15th – 19th –Spring Break

Monday, 22nd –Earth Day Activities

Friday, 26th – Science Fair and Westview Awards Assembly

# 2018-2019 School Calendar

## May, 2019

Friday, 3rd – Star Wars Day

Monday, 6th – Cinco de Mayo Celebration

Monday-Friday, 6th-10th – Faculty Appreciation Week

Wednesday, 8th - New Student Orientation

Saturday, 11th – Prom (tentative)

Wednesday, 15th – Minimum Day

Thursday, 23rd – Grad Nite (tentative)

Monday, 27th – Memorial Day/Agency Closed

Tuesday-Friday, 28th – 30th - Finals Review Week

Friday, 31st, Project 4 and Westview Awards Assembly

## June, 2019

Monday-Thursday, 3rd – 6th – Final Exams

Friday, 7th – Minimum Day/Last day of School/ Middle School Promotion/ High School Commencement

**+Please note that a monthly calendar will be mailed home with updates of events**

# Admissions Criteria/Contact Information

Admission to Westview School of Arts and Technology begins with the Admissions Office in the Sherman Oaks main campus of the agency you may contact them at (818) 779-5262. The admissions process includes a referral from the funding district, an IEP with "Nonpublic School" designated as a service, a review of pertinent records (IEPs, Psychological and Educational reports), and successful completion of the admissions process (tour, intake, admissions review). In some cases, students may be asked to "trial" – visit the school for a day or two in order to determine appropriateness of the school to address student needs. Westview accepts applications throughout the school year and does admit students on a private-pay basis as well as through the IEP process.

Westview School admits students of either sex, and any race, color, religion, sexual orientation, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded, or made available to students at the school. Consistent with its obligations under the law, it prohibits discrimination, including harassment, against students on the basis of sex, race, age, color, disability, religion, sexual orientation, gender identity, national and ethnic origin, and any other characteristic protected by applicable law in the administration of its educational policies, admissions policies, and athletic and other school administered programs.

For further information about the Westview, please contact Matthew Wilkens or Elin Bradley.

Matthew Wilkens  
Head of School  
(310) 751-1117  
mwilkens@thehelpgroup.org

Elin Bradley  
Director of Therapeutic Schools and Residential Treatment  
(310) 751-1134 or (818) 947-2019  
ebradley@thehelpgroup.org

# Health and Safety

## Emergency Disaster Procedures

Parents are instructed to follow the important procedures listed below in the event of an emergency disaster.

1. Tune in emergency radio stations KFWB (AM 98), KNX (AM 1070), KCRW (FM 98.6) and KSRF (FM 103.1). CB channel 9 is a disaster channel.
2. Stay off the telephone. Trying to communicate with the school via telephone after a disaster will prove difficult if not impossible.
3. After an emergency, students will be escorted to an emergency assembly area, which is located on the field at the center of the campus.
4. When arriving at school, parent or other adult designated by parent(s) should come to the lobby in the Administrative Building.
5. The school administrator or staff communication team will be available in the lobby to assist parents.
6. No child will be dismissed from the emergency assembly area without the authorization of the parent and/or principal.
7. Parents are asked to wait in the lobby. Parents will remain there until their child is escorted to them.
8. The school will remain open until every child has been released to his/her parent(s) or to authorized person(s).
9. Parents and/or parent designees are advised to remain calm and to follow the emergency disaster procedures which have been established at the school site.

**IT IS VERY IMPORTANT THAT STUDENT EMERGENCY INFORMATION BE KEPT CURRENT, PLEASE MAKE CERTAIN THAT THE EMERGENCY INFORMATION YOU HAVE PROVIDED TO THE HELP GROUP IS ACCURATE.**

## FIRST AID

THG's Westview has a LVN on duty to administer first aid and medication as needed. Each classroom is equipped with a first aid kit. Available medical supplies include disposable ice packs, Band-Aids, and other basic supplies. Parents must provide a doctor's note along with any over-the-counter medications (pain reliever, cough medicine, antacid, etc.) to the school nurse to dispense as needed. Faculty and staff are trained in first aid and CPR.

## **PRESCRIPTION DRUGS and NON-PRESCRIPTION MEDICATION**

For the safety of all concerned, please remember the following procedures regarding medications that your child need to take during school hours. Students are never to carry any medication, prescription or non-prescription, at school. Any medication that students need to take at school should be delivered to school by an adult. A Request for Medications to be Dispensed form must be completed by the student's doctor and faxed to the school office before medication can be dispensed. Prescription medicine must be in a current prescription bottle that shows the name of the medication, dosage, and time of administration. Medication delivered other than in a standard prescription bottle will not be accepted or dispensed. Also please note that any change in medication requires a new Request for Medications to be Dispensed form signed by doctor and parent. If you have any questions or concerns, please contact Sandra Trim LVN, the school nurse.

In order to insure the appropriate use and administration of medications, the policies below have been adopted and will be strictly followed.

A "Request for Medications to be Dispensed" form shall be completed by the prescribing physician, signed by both parent/guardian and physician and delivered to Westview.

Medications to be administered at school shall be brought to school by the parent/guardian or an adult designee in a current prescription bottle showing the name of the medication, dosage and time of administration. Medications must never be brought to school by a student and they cannot be delivered in any container other than the standard prescription or standard unit dose card (bubble pack). Medications delivered in alternative packaging will not be accepted or dispensed by agency personnel.

"Over-the-Counter" medications (i.e., aspirin, Tylenol, etc.) may be given only with written Doctor's note/order, must be supplied by the parent/guardian, and must be logged in with the school nurse.

When refills are needed, parents/guardians will be contacted by the school nurse several days in advance. The parent/guardian shall be responsible for obtaining the needed medication and transporting it to school.

Changes in medication, dosage, or time of administration will need to be accompanied by a new "Request for Medications to be Dispensed" form.

Requests for exceptions to the above policies should be directed to the School Principal well in advance of need.

Your close adherence to the above policies and procedures will help to insure the timely and accurate administration of medication to you child.

# School-wide Grading Procedures

Westview teachers have the freedom and responsibility for establishing their own grading procedures, based on particular classes and the particular needs of students.

Teachers follow the suggestions below in establishing their grading procedures.

**Note: Student grades, assignments, and behavior can be accessed daily on Jupiter Ed.**

## Attendance

Students' presence in class is one of the most important factors to their success in school. With Westview's new policy instituted school-wide, our hope is that it will encourage higher attendance, especially among students who care about their grades. Westview School would like to reward those students with outstanding attendance by incorporating the following procedures into every class grading system:

- > Students with 0-3 absences in a semester will have their grade increased by 5% of the total classroom points.
- > Students with 4-6 absences will have their grade raised by 3%
- > The grades of students with more than 7 absences will remain unchanged
- > For grading purposes, 3 unexcused tardies, exceeding more than 5 minutes, will equal 1 absence and will get a negative citation.

For students enrolled in Honors or Advanced classes, these additional points will be added to Participation grade only and not the overall grade. Students enrolled in these classes are expected to be in class and working hard. In addition, these courses are required for college entrance and grades must truly reflect classroom performance. If there are any questions regarding this policy, please speak to the Head of School.

## Classroom Participation (20 % of Overall Grade)

**1. Materials:** In an attempt to improve this area, students will be required to bring materials to class every day. Certain classes will require more materials than others as well as providing support to "disorganized" students. At a minimum, students must have the following.

- > a pen or pencil,
- > paper
- > and three-ring binder to include
- > other class materials required by teachers

**3. Class Participation:** Students must be present in class and participating in class discussions and/or activities failure to do so will affect their classroom participation points. We ask all students to be engaged and thoughtful in their approach to learning and to take the time ask questions and to come to class curious and enthusiastic.

## Homework

It has always been Westview's policy that homework counts for no more than 10% of the overall grade for a student. This will remain true for the 2018-2019 school year. Homework is a student's opportunity to improve mastery and practice learning.

## Classroom Assignments

Classroom assignments will vary from subject to subject and class to class. These assignments will be worth 40% of your overall grade.

## Assessments

**1.Quizzes:** Class quizzes will be worth no more than 10% of the overall grade.

**2.Tests and Mastery Projects:** Class tests (and Final Exams) and Mastery Projects will be worth no more than 20% of the overall grade.

>Test scores and quizzes are based on percentage correct

90 --100= A    80 --89=B    70 --79=C    59 --69=D

**3.Alternative Assessments for Students with Disabilities must be considered**

**4.Final Exam:** The final exam at the end of each semester will be worth no more than 10% of a semester grade.

\*\*For those students who are unable to do any of the above, we have safety nets as well as accommodations and modifications and opportunities to adjust the way a student proves learning. Materials in class and the homework webpage will allow students to access the curriculum, but not following these policies will affect their grade.

\*\*\*Exceptions may be made for specific classes that don't lend themselves to this rubric.

# Grading Requirements

Westview is accredited by the Western Association of Schools and Colleges and can graduate students with a high school diploma when minimum graduation requirements are met. Minimum graduation requirements include the following:

A. The completion of two hundred ten (210) units is required for LAUSD funded students starting with the graduating class of 2016. Please note that other local districts currently require the completion of 220-230 units for graduation.

B. The following course of study is required for Grades 9-12:

Subject Area	Required Credits
English	40
Mathematics (LAUSD students are required to take Algebra 1, Geometry and Algebra 2. All other districts require Algebra 1 plus 2 more years of math)	30
Science (Biology plus Chemistry and/or Physics)	20
Social Science (World History, US History, Government and Economics)	30
Fine Arts	10
Physical Education	20
Health	5
Applied Technology (Computer)	10
Foreign Language	20
Additional Electives	25-45
<b>Total</b>	<b>210-230</b>

**\* Please note the following: Some school districts (other than LAUSD) have additional or varied course requirements.**

C. Service Learning to be completed during 1 semester of the student's senior year. The following course of study is required for Grades 9-12:

Subject	HS Grad Class	CSU	UC	Private Colleges
Social Science	3 yrs. World History AB US History AB Government (1 sem) Economics (1 sem)	2 yrs. World History AB US History AB Or World History AB US History (1 sem) & Government (1 sem)	2 yrs. World History AB US History AB Or World History AB US History (1 sem) & Government (1 sem)	2-3 yrs. World History AB US History AB Government (1 sem) Economics (1 sem)
English	4 years	4 years	4 years	4 years
Math*	3 yrs. Algebra 1AB Geometry AB Algebra 2AB	3 yrs. Algebra 1AB Geometry AB Algebra 2AB	3 yrs. Algebra 1AB Geometry AB Algebra 2AB (Recommend 4 yrs)	3-4 yrs. Algebra 1AB Geometry AB Algebra 2AB
Science	2 yrs. Biology AB Chemistry AB or Physics AB	2-3 yrs. Biology AB Chemistry AB and/or Physics AB	3-4 yrs. Env. Science AB Biology AB Chemistry AB and/or Physics AB (Recommend 4 yrs)	3-4 yrs. Env. Science AB Biology AB Chemistry AB and/or Physics AB
Foreign Language*	2 years** Same Language	2 years + Same Language	2-3 years + Same Language	2-4 years Same Language
Fine Arts	1 yr. Visual or Performing Arts year- long course.	1 yr. Visual or Performing Arts year- long course.	1 yr. Visual or Performing Arts year- long course.	1 yr. Visual or Performing Arts year- long course.
Tech Arts	1 semester	n/a	n/a	n/a
Physical Education	2 years	n/a	n/a	n/a
Health	1 semester	n/a	n/a	n/a
Electives	25-45 credits	1 year	1 year	College Prep
Testing	n/a	SAT/ACT	SAT/ACT	SAT/ACT
Credits	210-230***	n/a	n/a	n/a

\*Waiver options are available for special education students for Algebra 2 and Foreign Language 2.

\*\*Applies to LAUSD and BHUSD only.

\*\*\*Total number of required credits required for graduation varies based on funding school district.

D. Students planning to attend a community college after high school graduation are only required to meet high school graduation requirements. However, there are some private 2-year colleges that ask students to complete requirements similar to those expected for CSU entrance.

## Requirements for Participation in High School Commencement Exercises

Commencement exercises will include those students who are eligible for a Diploma or Certificate of Completion as certified by Westview administration. This includes students who are scheduled to complete graduation requirements in the summer session immediately following the graduation ceremony. No student who has completed graduation requirements will be denied a Diploma as a disciplinary measure. However, a student may be denied participation in the graduation ceremony and related senior activities when personal conduct so warrants. Please note that students with more than 40 absences in their senior year may also be excluded from participation in commencement exercises as determined by the school administration.

### **Jupiter Ed**

Westview is proud to introduce the Jupiter Ed website to help keep you informed about your child's progress. Jupiter Ed allows you to login anytime to check your child's current grades, attendance, classroom behavior, and to contact teachers. It's completely secure, so no one else can see your personal information. Login instructions will arrive in the mail with your student's Semester Report Card.

Once you have logged on you may click on the "Settings" section to receive automatic alerts regarding your student's academic progress and behavior via phone text or email. Simply enter your email and/or phone number and carrier. You may also select a language preference, English or Spanish.

\* Please note: While Quarter and Semester Report Cards will still be sent home, this online system replaces the Progress Reports previously received.

\* Please note: Jupiter Ed's message system will be employed by teachers for communication home. There will no longer be communication via email.

If you have any questions, have not received login instructions, or need help resetting your password please contact Fshaye Woldemichael at [fwoldemichael@thehelpgroup.org](mailto:fwoldemichael@thehelpgroup.org)

Nuestra escuela es orgullosa introducir el Web site de Júpiter Ed para ayudar a mantenerle informado sobre el progreso de su niño. Para la seccion escolar para 2018-2019, usted puede abrirse una sesión en cualquier momento para controlar los grados actuales de su niño, atención, comportamiento de la sala de clase, y para entrar en contacto con a profesores. Es totalmente seguro, así que ninguno otro puede ver su información personal. Aquí es cómo conseguir comenzado:

Una vez que usted le ha abierto una sesión puede hacer clic encendido la sección de las "configuraciones" para recibir alarmas automáticas con respecto a su estudiante académico progresa y el comportamiento vía el texto del teléfono o envía por correo electrónico. Entre en simplemente su email y/o número y portador de teléfono. Usted puede también seleccionar una preferencia, un inglés o un español.

\* Observe por favor: Mientras que los boletines de notas del cuarto y del semestre todavía serán enviados a casa, este sistema en línea substituye los informes sobre la marcha de los trabajos recibidos previamente.

\* Observe por favor: El sistema de mensaje del sitio será empleado por los profesores para el hogar de la comunicación. Habrá no más comunicación vía email.

Si usted tiene cualesquiera preguntas o necesita la ayuda que reajusta su palabra de paso por favor comunice con Fshaye Woldemichael – [fwoldemichael@thehelpgroup.org](mailto:fwoldemichael@thehelpgroup.org)

**Blackboard Connect** enables the school to share information with families via email and telephone. Please share your email address with the school so you don't miss any important communications.

# Clinical/Counseling Services

The Counseling Department is overseen by Licensed Professionals dedicated to providing the highest quality of clinical services. All therapists are BBSE certified (Board of Behavioral Science Examiners) and receive weekly supervision by a licensed clinician. All therapists are required to maintain continuing education units in order to maintain their credentialed status. Westview's therapeutic model emphasizes the importance of coordinating with the school's academic and behavior staff in order to maintain a standard of care. Therapists also coordinate with professionals who provide for the student's therapeutic needs (i.e. outpatient therapy and psychiatric services) outside of the school setting.

## Coordinated Services

Designated Individual Service (DIS) or Educationally-Related Mental Health Services (ERMHS) Counseling is funded by the student's Individualized Education Plan (IEP). This weekly service allows the student to receive support through weekly counseling with a focus on social/emotional functioning that negatively affects academic progress. These services may also support the student in developing long-term academic and vocational goals and support the development of life skills needed as the student matures and develops more independence in the community. Counselors assist students in the development and implementation of an Individual Transition Plan (ITP). In addition to weekly counseling sessions, counselors are involved in consultations with teaching and behavioral staff, consult with outpatient service professionals, participate in IEP meetings, coordinate parent meetings, and are available during the school day when a student is experiencing a crisis situation.

## Positive Behavior Support

### Philosophy

Westview is committed to using researched based- classroom management interventions in support of providing a safe and positive learning environment that addresses our students' social, emotional and learning challenges.

Westview uses the guidelines of Positive Behavior Support as the foundation for its Behavior Management System. The goal of Positive Behavioral Support (PBS) is to help parents, teachers, staff and students create and maintain a safe and supportive learning environment and assist students in their social, emotional, behavioral, and moral development. PBS promotes positive life skills and reduction of negative behaviors so that all students can experience success and growth in school.

The key components of our PBS program include:

- Quality relationships between staff and students.
- Role-modeling by staff of a positive demeanor and professional attitude.
- Behavioral expectations and training.
- Tools and resources to foster emotional regulation
- Acknowledgment of and reinforcement for meeting expectations and contributing to a positive school community.

Discipline at Westview is approached proactively. Westview recognizes that behavioral development in students is as important as academic development. Therefore, behavior is taught just as academic subject matter is taught. We do not take for granted that students have these behavioral skills. We explain why use of a particular behavior is important to a positive school community and each individual's future success.

When students misstep, interventions are chosen in a positive, educationally-related manner. All interventions have a rationale behind them and are used as teaching tools.

## **Dress Code**

Appropriate school attire is expected at all times. Casual and comfortable attire is recommended. Clothing must be neat, clean, and in good repair. For P.E. and special activities, proper footwear and clothing may be required. Any student violating the Dress Code will be required to change into clothing provided by the school

1. Earrings may be worn in the ears only. Small nose studs are allowed and must be removed for all sports activities. All other types of body piercings are prohibited on campus.
2. Clothing with references to drugs, alcohol, sex or violence, or containing any profanity is unacceptable.
3. Mid-thigh shorts or skirts are acceptable. However, clothing which is sexually provocative is unacceptable. For example, short-shorts/skirts, halter tops, bare midriffs, tank tops or low neckline or backline tops which do not cover undergarments are not allowed.
4. No hats\*, bandanas or any other headgear are allowed in the school. However, headbands are acceptable. Hoods on sweatshirts are to be down at all times while in the building and in the classroom.  
  
\*IMPORTANT: Hats are accepted only, for those taking certain medications. Students may NOT share hats!
5. Any clothing considered gang-related (including spikes or chains) is unacceptable. Solid colored, oversized tee shirts in white, black, red, blue or brown are prohibited.
6. Sunglasses can be worn only during designated outdoor times.
7. No sagging pants are allowed. All pants should be belted at the waist with no undergarments showing.
8. Skin Art (tattoos) or other accessories associated with alcohol, drugs, tobacco, sex, obscenity, gangs, or violence are prohibited.
9. No flip flops or bedroom slippers.

\*The final decision regarding the appropriateness of any student's appearance (including clothing style and/or inappropriate hair) is at the discretion of the school administration.

## **Items NOT Permitted on Campus**

1. Illegal substances, weapons (including bullets) or objects that could be used for weapons, firecrackers/smoke bombs, alcohol or drugs are never permitted on campus.
2. The following items are also prohibited on campus and will be confiscated if found: Gum, glass containers, tagging materials, all sports/game cards, cigarettes, lighters and matches. Personal items/possessions may not be bought or sold on campus.
3. Energy drinks and any other form of high caffeine content (including Monster, Rock Star, AMP, Red Bull, No Fear Nitro to Go, Full Throttle, etc.) are banned on campus.

(Other items may be prohibited at the discretion of the Administration and school staff. These items may be held in the Dean's Office.)

\*In addition to the above mentioned items, students are not permitted to chew gum anywhere in the building. Drinks (other than water) and food are also prohibited in the classroom.

## **PERSONAL PROPERTY**

Westview School is **not responsible** for any personal items, including, but not limited to:

- Cell phones
- iPods, iPads
- Laptops
- Computers
- Cameras

**Possession of these items is at the student's own risk.**

## **iPod / CELL PHONE / TEXT MESSAGING USAGE**

1. Designated time of use:
  - a. Before school - on the yard only
  - b. After school – after the final bell
2. The use of cell phones and other electronic devices is not permitted in school hallways or offices at any time.
3. Cell phone usage is not allowed in any classes. Students may not use cell phones for dictionaries, calculators, or to listen to music during class.
4. Students with an accommodation of listening to music in class must provide their own stand-alone music player or may use a school laptop, if one is available.
5. Cell phones must be turned off inside the building. Phones which are visible or are ringing in the hallways or classrooms will be confiscated.
6. Cell phones may not be used to access the campus internet at any time.
7. Cell phone usage/text messaging is not permitted on field trips except during designated lunch time.
8. Usage is not allowed with counselors during counseling sessions.

9. Students must comply any time a request is made by school personnel to cease the use of a cell phone or other electronic devices even when that request is made during times designated as okay for usage.
10. Students may not use school electrical outlets to charge cell phones or other electronic devices.
11. iPads or other word processing devices may be used in class for note taking with prior approval from the teacher and the school administration.
12. Westview School will not be responsible for theft or loss of any item. The school cannot be responsible for investigating missing phones, iPods, etc. Students must maintain responsibility for their own property.
13. ANY conflicts or disputes involving cell phones will result in the student be prohibited from bringing their cell phone to school.

## **Westview is not responsible for lost or stolen cell phones!**

### **Keep your phone in your pocket while not using it and do not lend it out!**

#### **General Rules and Regulations**

##### **Building Rules**

- ALL students must check in on the yard or multi-purpose room (on rainy days only) at the beginning of lunch.
- Students may request teacher's aides to call a staff member for a meeting.
- Students holding Off-Level / Off-Campus permission MUST check in with the Dean's Office before leaving campus and again upon returning to campus EVERY DAY.
- No student may be alone in the building during school hours without an escort or a pass.

##### **Yard Rules**

- All students must eat lunch on campus unless they have earned Off-Campus lunch privileges.
- Treat all school property with respect. Do not write or carve on tables, walls, doors, etc. Place all trash in recycling or trash bins and pick up any litter.
- For safety reasons, students may not purchase or bring any glass containers onto the yard.
- Any use of balls must be supervised by staff. Any lost sports equipment should be reported to the yard supervisor, who will then recover the lost item.
- Use of profanity, play fighting, horseplay, and/or food throwing is prohibited and will result in a discipline referral.

##### **Vandalism**

- Students are strongly encouraged to demonstrate respect toward school property.
- Tagging is unacceptable.
- Students will be held responsible for the damage to text books, desks, or the personal belongings of others.

## **Violations of Law**

While efforts are made by the Intervention staff to solve minor infractions on-campus, vandalism, assault (including verbal threats), theft, truancy, drug and alcohol related offenses are violations of the law and may be reported to local police.

## **Peer Relations/Displays of Affection**

- Westview students are encouraged to interact with each other in a safe, respectful, and responsible manner.
- Respect for the rights of others is expected of all members of the school.
- Unwanted touching in any manner is unacceptable.
- Physical altercations are unacceptable.
- Teasing is unacceptable.
- Westview allows appropriate affectionate behavior including hand-holding, side-to-side hugging, brief face-to-face hugging, and respectful salutations.
- Behavior not allowed includes lap-sitting, prolonged kissing, straddling, or other provocative sexual expression.
- Students are expected to respond appropriately to staff prompting if a behavior is deemed inappropriate.

## **Inappropriate Conversation**

- Excessive profanity or sexually-explicit language is inappropriate.
- Drug-talk and weapon-talk will not be tolerated. Students who do so will be redirected. Failure to follow redirection may result in disciplinary action.
- Malicious verbalizations toward faculty, staff, or peers are not acceptable.
- Negative comments about race, ethnicity, gender, sexual orientation, appearance, or intelligence are unacceptable.

## **Anti-Bullying Policy**

Westview is committed to providing a safe working and learning environment; Westview will not tolerate bullying or any behavior that infringes on the safety or well-being of students, employees, or any other persons within the school's jurisdiction; and will also not tolerate retaliation in any form when bullying has been reported. Bullying is defined as aggressive behavior that involves an imbalance of real or perceived physical or psychological power among those involved. Typically, the behavior is repeated over time and includes the use of hurtful words and/or acts. School policy continues to require all schools and all personnel to promote mutual respect, tolerance and acceptance among students and staff. "All students and staff of primary, elementary, junior high and senior high have the inalienable right to attend campuses which are safe, secure and peaceful." [Article 1, Section 28(c) of the California State Constitution]

## **Truancy Policy**

- Students are expected to remain on-campus at all times unless permission to leave has been granted by a staff member.
- Students are considered in attendance once they arrive to school, even if this is before the first bell sounds.
- Students are to remain on campus while waiting for transportation home.
- Unauthorized departure from THG's Westview school grounds constitutes truancy, which will result in disciplinary action up to and including a citation from the city truancy officer.

## **Gambling and the Exchange of Currency**

- Gambling on school grounds is prohibited. Mock gambling (playing cards with chips) is also unacceptable.
- Exchange of currency on campus is strongly discouraged.
- The selling of any items for any reason is not permitted unless consent from staff has been granted.

## **Students Over the Age of 18**

Westview recognizes that students over 18 years of age have full educational rights and decisions during IEP meetings. However, Westview does consider students over the age of 18, and still living with their parent/guardian, dependents and therefore are not entitled to sign Westview forms, permission slips, sign out to go off campus, take alternative transportation home, authorize Westview to administer medication, etc. Westview requires parent consent on all forms and permission slips regarding school policies and procedures. In addition, parents will continue to be informed of academic performance and behavior on campus as long as the student remains enrolled at Westview.

## **Suspension**

Westview views suspension as a last resort when disciplining students. Generally speaking, suspension is used only when safety is an issue.

Education Codes 48900 and 48915 outline the reasons and conditions under which the administration may suspend a student. Specific information on these conditions may be obtained from the in-take packet received upon enrollment with The Help Group.

Incident Reports document these significant events and include eyewitness reports and administrative response. These are sent to the student's district office within 24 hours of the incident.

There are certain offenses for which there is "zero tolerance" and are cause for school suspension and/or a referral for a Manifestation Determination IEP meeting. These may include:

1. Possession, purchase or sale of any illegal weapon or substance.
2. Intoxication.
3. Fighting and/or threatening language directed towards staff or students.
4. Theft or extortion from another student, the school or staff.

## **Rights of Others**

Absolute respect for the rights of others is expected of all members of the school. Rudeness, profanity, socially-offensive language, or physical or verbal malicious behavior to faculty, staff, or peers is not acceptable. Dishonesty, lying, insolence, profanity, verbal abuse, harassing (including sexual harassment and any sort of harassment by phone, mail, Internet, or e-mail), displays of affection that embarrass others, hazing, and physical abuse or acts endangering the safety of others are regarded as serious breaches of conduct and will result in serious disciplinary action that may involve intervention from outside agencies.

Academic disruption, which includes inappropriate behavior inside or outside any class in session, will be addressed according to school rules with the student's individual behavioral goals in mind. In addition to respecting the property belonging to the school or to others on the campus, students must respect the property of homeowners and businesses in the community. Stealing or vandalism in any form, including the unauthorized "borrowing" of another's belongings, which includes entry into another's locker, purse, book bag, or other personal item; removing food illegally from the student store; removing athletic equipment from the PE and Sports teachers without permission; writing or carving on desks, walls, bulletin boards, or other property; or removing books from classrooms without signing them out will result in disciplinary action.

# The Help Group's Sex-Based Nondiscrimination Policy

Every student has a right to learn in an environment that is free from unlawful discrimination. No student shall be excluded from participation in, be denied the benefits of, or be subject to discrimination on the basis of actual or perceived sex, sexual orientation, gender, gender identity, or gender expression.

Help Group Policy prohibits discrimination on the basis of sex, sexual orientation, gender, gender identity, or gender expression. Concerns or complaints regarding any form of sex discrimination should be made to the principal/administrator ("Complaint Manager") of the school/program/grade level.

## **Title IX and Nondiscrimination**

- Students have the right to equal learning opportunities in their schools.
- Students and employees may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of sex, sexual orientation, or gender identity in any program or activity.
- Students may not be required to take and/or may not be denied enrollment in a course because of their sex, sexual orientation, or gender identity.
- All Physical Education classes must be coeducational.
- Students have the right to be evaluated and graded without regard to their sex, sexual orientation, or gender identity.
- Students must be provided with counseling and guidance that is not discriminatory.
- Counselors may not urge students to enroll in particular career classes or programs or activities based on sex, sexual orientation, or gender identity.
- Schools must offer female and male students equal opportunities to play sports.
- Equipment and supplies, game and practice schedules, budgets, coaching travel allowances, facilities, publicity, support services, and tutoring offered to teams are to be equivalent between female and male teams.
- Pregnant and parenting students have the same right as any other student to continue in their regular school and in any program for which they choose to enroll.

# The Help Group's Sexual Harassment Policy

Sexual harassment of students by employees, students, third parties or persons doing business that takes place or is affiliated with The Help Group, is a form of sex discrimination in that it constitutes differential treatment on the basis of actual or perceived sex, sexual orientation or gender. As such, any act of sexual harassment is a violation of state and federal laws, as well as Help Group policy, and is prohibited.

The Help Group considers sexual harassment to be a serious offense which can result in disciplinary action, including the suspension or expulsion of the offending student in Grades 4-12. Although suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and Grades 1-3, other disciplinary actions or interventions may be taken as appropriate.

Students who believe that they have been a target of sexual harassment should bring the problem to the attention of the principal/administrator ("Complaint Manager") of the school/program/grade level of the student. All complaints will be promptly investigated in a way that respects the privacy of all concerned. The Help Group will take appropriate actions to eliminate the harassment, prevent its recurrence and remedy its effects. The Help Group prohibits retaliatory behavior against anyone who files a sexual harassment complaint or who participates in the complaint investigation process.

## Examples of Conduct Which May Constitute Sexual Harassment:

Conduct (including electronic communications, acts or postings) which may constitute sexual harassment includes, but is not limited to, the following:

- Verbal - unwelcome conduct such as the use of suggestive, derogatory, or vulgar comments; the use of The Help Group is committed to maintaining a learning environment that is free from sexual innuendos or slurs; making unwanted sexual advances, invitations, and/or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance; threats/demands/pressure to submit to sexual requests in order to keep their academic standing or to avoid other loss, and/or offers of benefits in return for sexual favors.
- Visual - unwelcome conduct such as the display of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; the use of graffiti, texting and/or computer-generated images of a sexual nature; and/or the use of obscene gestures or leering.
- Physical - unwelcome conduct such as unwanted touching, pinching, kissing, patting, or hugging; the blocking of normal movement; stalking; sexual acts or assault; and/or physical interference with their academics directed at an individual because of the individual's actual or perceived sex, sexual orientation, gender identity or gender expression.

## COMPLAINT PROCEDURES

Any written or oral report of sexual harassment is a sexual harassment complaint and will be addressed. If the alleged sexual harassment occurs outside of school, but is brought to the attention of school personnel, the school will investigate to the best of its ability. The Uniform Complaint Procedure (UCP) may be used to make complaints of

sexual harassment. Complainants are encouraged, where possible, to try to resolve their complaints directly at the school site. The UCP form is available at the school and should be completed by the complainant or his/her designee. Any person with a disability or who is unable to prepare a written complaint can receive assistance from The Help Group school administrator/designee. Once the UCP Form is completed, the principal/administrator ("Complaint Manager") of the school/program/grade level will investigate the allegations. The school assures confidentiality to the maximum extent possible. The school prohibits retaliation against anyone who files a complaint or anyone who participates in the complaint investigation process. Complainants are advised that civil law remedies may also be available to them. A reasonable effort will be made to investigate and address allegations submitted anonymously if the report contains sufficient information to identify alleged targets and/or accused persons.

# Westview School Internet Safety Policy

## Introduction:

It is the policy of Westview to:

1. Prevent students from using school computers to access or transmit inappropriate material over the Internet, electronic mail, or other forms of direct electronic communications. (This includes, but is not limited to, pornography, drug-related, violent or obscene materials.)
2. Prevent students from using school computers to access social networking sites or chat rooms.
3. Prevent students from using school computers to make unauthorized online disclosure regarding personal identification information.
4. Prevent students from using school computers or personal electronic devices to participate in cyber-bullying.

## Access to Inappropriate Material and Inappropriate Network Usage

Westview makes every effort to block or filter Internet access to inappropriate information or material deemed harmful to minors. However, with staff supervision, technology protection measures may be disabled or minimized only for the purpose of legitimate educational activities.

The school has set up a firewall and blocks to prevent access to chat rooms, social networks and instant messaging. This includes unauthorized access such as hacking.

## Cyber-Bullying Policy

In an effort to maintain a safe and secure environment, on-campus cyber-bullying is prohibited. Students who use technology to intimidate, threaten or harass other students will be considered in violation of school rules and will receive consequences accordingly. This includes the use of network sites, chat rooms, instant messaging, text messaging, digital cameras, cell phone cameras, or web cams to bully or harass others. This policy also applies to behavior during school wide field trips and on school contracted vehicles. This rule will be strictly enforced if conduct occurs on campus. In addition, Westview reserves the right to impose consequences if cyber-bullying occurs off campus and disrupts or threatens the rights of other students or staff to a safe, secure environment.

# Westview School Drug-Free Policy

Westview does not tolerate the use, possession, or sale of drugs, alcohol, or tobacco by students on school campuses or at school-sponsored activities. School administrators take immediate action to prevent, discourage, and eliminate the use or possession of drugs, alcohol, or tobacco on campus and at school activities. In cooperation with the LAPD and community agencies in disciplining students in violation, school administrators may use prevention education, direct intervention, and referral for a Manifestation Determination IEP meeting, expulsion, or arrest on a case-by-case basis to keep the school drug, alcohol, tobacco, and violence free. Verbal - unwelcome conduct such as the use of suggestive, derogatory, or vulgar comments; the use of The Help Group is committed to maintaining a learning environment that is free from sexual innuendos or slurs; making unwanted sexual advances, invitations, and/or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance; threats/demands/pressure to submit to sexual requests in order to keep their academic standing or to avoid other loss, and/or offers of benefits in return for sexual favors.

- Westview School accepts the responsibility to promote, enhance, and maintain an alcohol, drug, and tobacco-free environment for students.
- The following are grounds for severe disciplinary action if found while going to or from school, on campus, in student cars or at school-sponsored events:
  - Possession, use, purchase or sale of illegal drugs, alcohol or drug paraphernalia (as determined by Westview staff).
  - Arrival at school while under the influence of any illegal substance.
  - Any illegal substance-related conversations other than in-class discussions or individual/group counseling sessions.
  - Follow-up action for these offenses may include but are not limited to the following consequences:
    - Request/recommendation for a drug evaluation and participation in follow-up drug treatment program if necessary.
    - Involvement in any drug deal or drug possession on campus will also result in one or more of the following consequences:
      - a. Referral to the Los Angeles Police Department.
      - b. For funded students: referral to the student's local school district for consideration of a Manifestation Determination IEP meeting which may result in removal from Westview.
      - c. For private pay students: consideration of dismissal from school.

## Interquest Detection Canine Company

Westview has contracted with the Interquest Detection Canine Company, to protect and ensure the safety of all our students. Interquest brings a specially trained dog onto campus to locate and uncover any illegal substances including drugs and alcohol that may have been brought to school. Under the law, the school reserves the right to search any person's belonging and/or lockers in the event that the dog suspects the presence of such substances.

**\*Westview reserves the right to do random drug sweeps to insure that a drug-free campus is maintained.**

# Special Programs

## School-wide Events

Westview has a commitment to introducing our students to a variety of experiences. Annual events such as Multi-Cultural Day, Accept and Respect Festival, Talent Show, and Career Expo expose our students to different cultures and communities and career and school opportunities that they would normally not encounter in their everyday life. Students, parents, and community members volunteer their time to making these events greatly successful. Our quarterly assemblies invites parents, friends and family to see what the students have achieved. Demonstrations in each discipline takes place which gives the student an opportunity to show off their amazing talents

## Council

Council is a new program to Westview and we are excited about offering it to our Seniors for the 2018-19 school year! The tradition of Council is ancient. On this continent, it can be traced to the League of the Iroquois (who had great influence on shaping our form of government) and the native peoples of the Plains and Southwestern Pueblos. Participating in Council teaches us how to let go of personal expectations and become fully attentive to others. The practice fosters compassionate response and provides a continuing source of wisdom. Compassion arises naturally when we listen with respect and express ourselves honestly with an open heart, whether it be in words, song, movement, or silence. The expression of the "truth of council" can come through any individual in the circle, or through the profound silence. Listening to the voice of council teaches the participant that the circle's knowledge is greater than the totality of its members' individual knowing.

In this state of collective awareness, diversity and disagreement lead to exploration of issues and harmony of existence, rather than polarization and hostility. Learning to hear the voice of council can help one transcend even the most deeply ensconced cultural, racial, and personal identification. Feeling part of the circle's wholeness reduces the fear and despair of isolation, which can allow disagreement to become the bridge to greater mutual understanding. Students are given the opportunity to participate in this amazing experience through several groups offered throughout the week.

## Field Trips

Field trips are an integral part of our program. A student's participation must be approved by school administration. For participation in any class trip, a signed Medical Emergency Form must be on file in the Front Office. In addition, signed permission forms are mandatory; students will not be permitted to attend a school-sponsored event without them. Students are expected to comply with the rules and regulations of the place they are visiting and to respect the rights of others. Campus regulations regarding courtesy, dress, smoking, alcohol, and drugs apply to all school-sponsored functions.

## After School Sports Participation

Westview has combined with Summit View Westside to offer organized sports teams in cross country, volleyball, basketball, baseball, softball, and soccer and golf for California Interscholastic Federation (CIF) competition against schools throughout the Los Angeles area. We are a member of the Mulholland League. Practices for these teams will take place afterschool with a schedule to be announced.

Students provide their own shoes, and in the case of baseball, a glove. All other equipment, including uniforms, will be provided. A deposit is required for all uniforms issued. This deposit is held and refunded when uniforms are returned to the school.

Students must provide current medical authorization from their doctor in order to participate in CIF sports.

All students who meet the following academic and behavioral requirements are eligible to participate in CIF games:

- A. MUST be passing all subjects with a "C" average or better.
- B. MUST be receiving at least satisfactory marks in effort and behavior.

### Physical Education

Westview students are required to take P.E. in Grades 6 through 8. Four semesters of P.E. are also required at some time during Grades 9 through 12. The rules and procedures for P.E. classes are as follows:

- A. All students enrolled in P.E. are expected to participate in class unless they have a written medical excuse.
- B. Any student who is unable to participate in P.E. for an extended period of time must have a doctor's note excusing participation. These students may be given written assignments in the sports area in order to receive credit for the class.
- C. Students are expected to follow all class rules and respect the rights of others.
- D. When at the park, all students are expected to be where they can be seen by the teacher at all times. No wandering off into unsupervised areas is allowed.
- E. Students are expected to dress appropriately for all P.E. activities as outlined by instructors. Proper footwear is required at all times.

## **Miscellaneous Policies & Procedures**

### Restricted Areas

- A. Students should use the front desk and wait quietly when doing business with the Main Office staff. Students may only enter the office with permission from the Main Office Staff.
- B. Westview students are not permitted in the Summit View portion of the building unless accompanied by a Westview staff member. Otherwise, students must use the outdoor walkway to enter the Westview portion of the building.

### Hall Passes

- A. Any student in the hallway during class time without a written hall pass from a staff member will be referred to the Dean's office.
- B. Students may only use five (5) hall passes per class each semester.

## Telephone

- A. If students do not feel well and wish to contact their parent, they should go to the Dean's or Assistant Director's office. No student will be excused to go home unless the call has been placed through the Dean's office.
- B. The Main Office will only accept emergency phone calls from parents or guardians. Messages will only be conveyed to students in emergencies; disruptions interfere with the academic program. Delivering personal messages to students interrupts classes
- C. The telephones in the Main Office are not for student use. Any requests to make telephone calls pertaining to homework, field trips or illness should be directed to the Dean's office for permission to use the telephone.

Cell phones are only to be used during nutrition or lunch. If cell phones become a disturbance during class, the device may be confiscated and returned at the end of the day.

## Visitors

Any visits by parents and/or guardians must be prearranged and approved by the school administration. Non-enrolled students are not allowed to visit classes unless applying for admissions or, under special circumstances, through prior arrangement with administrative staff. Alumni and previous students should also receive administrative staff approval prior to visiting the school. **All visitors to Westview must sign in at the front office upon arrival.**

## Building HRS and Rainy Day Schedule

Students may enter the building at 8:00 AM, except on rainy days. During lunch and nutrition periods, students remain on the yard unless given a pass by supervising staff. Nutrition and lunch will be held in pre-arranged areas on rainy days.

## School Lunch

Students may bring a sack lunch from home on a daily basis. The Student Store sells supplementary snacks. High school students achieving "Off Campus" status on our level system also have the option, with parental permission, to go off campus to eat lunch on Monday thru Friday. The Los Angeles Unified District's Food Services Division has online meal application for the 2018-19 school year! Please go to their direct link at <http://achieve.lausd.net/mealapp> or contact 213- 241-3185, visit: Food services website at <http://cafe-la-lausd.net>.

Due to safety concerns and liability risks, students and their families may not order food delivery of any kind to the campus.

## Lockers

- A. BEFORE a locker number can be issued, students need to register their combination with the Dean's office. At the end of the school year, lockers are to be cleaned out and any locks borrowed from the school must be turned in to the Assistant Dean's office.
- B. ANY lock that has not been registered, or is not the combination type, may be removed at any time.
- C. THE school is not responsible for the safety of the contents of students' lockers.
- D. Lockers are the property of the school and will be inspected periodically.
- E. Problems with the lock or mechanical operation should be reported to the Dean of Students.

## Change of Address

Please inform the School Secretary if you have a change of address, phone number, or email as soon as possible.

## Student Driver & Parking

Driving to Westview is a privilege, and must be earned by being in good academic standing and exhibiting positive behavior. Students may be permitted to drive to school after obtaining a California driver's license. Students may not transport other students.

The following guidelines must be met in order to earn the privilege of driving: A driver must submit a complete Westview Student Driver Policy Form. A driver must submit a copy of his/her driver's license and proof of insurance on file in the Deans office. Each driver is responsible for the safety of his/her car and for property left in the car. Any damage or theft of the vehicle should be submitted to the family's personal auto insurance coverage. Students should take everything they will need for the school day with them into the school building. Drivers must park in a designated "student parking" on the top level of the parking garage. Drivers must refrain from playing loud music and loitering in their cars or the parking structure.

Consequences for violating any policy and/or procedures for driving or parking may result in but are not limited to: warning, detention, and/or suspension/ loss of driving privileges.

## School Lunch

Students may bring a sack lunch from home on a daily basis. The Student Store sells supplementary snacks. High school students achieving "Off Campus" status on our level system also have the option, with parental permission, to go off campus to eat lunch on Monday thru Friday. The Los Angeles Unified District's Food Services Division has online meal application for the 2016-17 school year! Please go to their direct link at <http://achieve.lausd.net/mealapp> or contact 213- 241-3185, visit: Food services website at <http://cafe-la-lausd.net>.

Due to safety concerns and liability risks, students and their families may not order food delivery of any kind to the campus.

## Emergency Drills

Periodic emergency drills are required by law. Evacuation maps are posted in each room and office.

During fire drills, it is very important that students follow teacher instructions and cooperate with the following rules:

- A. Turn lights out.
- B. Walk rapidly, single file; do not run.
- C. Take only personal belongings with you; do not take books.
- D. Keep 100 feet away from the building.
- E. Do not wait for others to join you.
- F. Do not block roadways.
- G. Stay with your group or class.
- H. Do not talk or horseplay during the drill.
- I. Re-enter the building when you are notified by administrative staff.

## Illness/Injury During School

Any student feeling ill in school should notify a staff member. If appropriate, the staff member will contact the Assistant Dean and then send the student to the Interventionist's Office with a hall pass. Students may not use their cell phone to contact parents. They are to go to the Dean's Office to request to go home when feeling ill. Parents will be contacted if the student needs to go home or requires medical attention. Any injury should also be reported immediately by the student to the nearest staff member or the Dean's Office. The school nurse will be notified of all incidents on campus.

## Books and Materials

Books and all other educational materials are provided by Westview for student use. Supplies, such as paper, pencils, pens and notebooks must be furnished by the student. Westview School has a small student store where supplies can be purchased in an emergency. Students are responsible for the payment of damaged or lost books. Students may replace the textbook or pay a lost book fee of \$100.00. Grades and credits will be withheld until any outstanding balances are paid.

Occasional fees may be charged for special materials. Scholarships for these materials are available by contacting the Director of the school.

## Homeroom

Many students have challenges in the area of organization. The daily Homeroom/first period is designed to make sure that each student comes prepared with classroom materials (notebook, dividers, paper, pens, pencils, etc.) Backpack and notebook checks will also be conducted throughout the week to make sure the student maintains organization with regards to their school work.

## Homework

Homework is assigned to reinforce lessons from the school day. Each student has an individual homework program to instill appropriate study patterns in ways each student can experience growth and success. Teachers include homework policies on their course descriptions and syllabi. Homework can be viewed on the Westview's Jupiter Ed website at <http://www.jupitered.com>

## Personal Property/Lost and Found

The school discourages use of and assumes NO responsibility for cell phones, CDs, CD players, iPods, radios, games, cameras, etc. Students are responsible for their personal property and are encouraged not to leave purses, bags, or other property unattended at any time. Further, personal items should not be lent out to others. Items found by school staff will be placed in the Lost and Found located in the Behavior Office.

## Work Permits

Students in need of a work permit can obtain an application from the Workability Counselor, Dora Hernandez, once employment is secured. This application needs to be filled out completely by the employer and parent, and then returned to the Workability Counselor. The actual work permit will then be issued. Keep in mind, however, that successful progress in school is required for issuance of a work permit.

## Complaint Process

Students or parents/guardians should report their complaint to the Complaint Manager within six months from the date the alleged incident occurred or first obtained knowledge. Per The Help Group's Uniform Complaint Procedure ("UCP"), complainants should complete the UCP form. This form is available at the school and should be completed by the complainant or his/her designee. Any person with a disability or who is unable to prepare a written complaint can receive assistance from the Complaint Manager or designee. Once the UCP Form is completed, the Complaint Manager or designee will investigate the allegations. The Help Group assures confidentiality to the maximum extent possible. The Help Group prohibits retaliation against anyone who files a complaint or against anyone who participates in the complaint investigation process. Complainants are advised that civil law remedies also may be available to them

# The Help Group's Westview School Bus Transportation Rules & Regulations



Special Education Division  
Office: 310.387.5970  
Fax: 818.344.9049

## General Cab Rules

All passengers must remain seated while the vehicle is moving. All passengers must wear a seatbelt at all times. Students are also reminded that loud conversation and other unnecessary noise are not allowed, so drivers can hear emergency sirens. Please be courteous and respectful to other students. If a behavior is inappropriate in a classroom it is inappropriate in the cab. Smoking or use of profanity is not permitted in the cab. Please keep all parts of your body inside the cab. Passengers will not carry hazardous articles or weapons while being transported.

## Pick Up Procedures for Special Education Pupils

Please be ready ten (10) minutes prior to the scheduled pick-up time. The driver will wait a full five (5) minutes in front of designated pick up location. The cab will proceed after this full five (5) minutes and will not return.

## Drop Off Procedures for Special Education Pupils

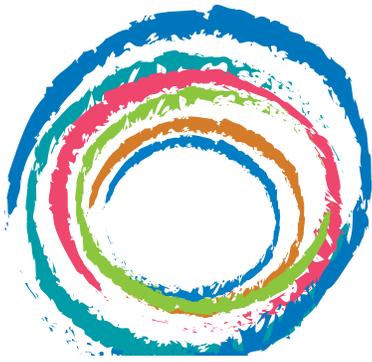
For special education children, a parent or other responsible person must be at home to receive the child when dropped off by the cab. Names of persons authorized to receive your child from the cab must be provided to the transportation office. The designated person must present him/herself to the driver. The child will not be dropped off without acknowledgment from a responsible person.

For special education children, if you desire your child to be left at the stop without an adult there to receive him/her, this must be specified in writing on the Transportation Request Form. This form authorizing the driver to leave your child unattended must be on file at The HELP Group's Westview before a child will be left on his/her own at a designated stop.

The procedure to be followed in the event that an authorized person is not at the stop to receive a child and there is no authorization to leave the child unattended on file will be as follows:

- Cab driver will notify Supervisor of the failure to deliver a child
- Supervisor will call the home to make sure that no one is home.
- Supervisor will then instruct the driver to continue on his route.
- The cab driver will return to the stop at the end of the route, after dropping all other pupils off.
- If parent/responsible person is again not at the assigned drop-off location, the driver will be instructed to return the child to the child's school of attendance, Child Protection Services or Police Department

All phone numbers on the Transportation Request Form will be used as a source to identify a responsible person to pick up the child at the school. You must keep current emergency numbers on file. Notify the Transportation office of any new names and or phone numbers.



THE HELP GROUP'S

**WESTVIEW**

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School of Arts & Technology

## **Annual Enrollment & Field Trip Forms**

Families must return the separate packet with Emergency, Transportation, and Acknowledgment of School Policies and Procedures – requiring both student and parent initials and signatures – before students can attend school



**Westview School of Arts and Technology**  
**ACKNOWLEDGEMENT OF SCHOOL POLICIES AND PROCEDURES**

I, the parent/guardian of \_\_\_\_\_ have  
**(print student name)**

received and reviewed the 2018-19 Westview Student & Family Handbook, including the following Policies and Procedures for Westview School of Arts and Technology:

- School Profile
- Contact Information
  - Administration
  - Support Staff
- Expected Schoolwide Learning Results
- 2018-19 School Calendar/SAT Dates
- Bell Schedules
- Admissions Criteria
- Health & Safety
- Schoolwide Grading Procedures
- Graduation Requirements
- Website/Blackboard Connect/Jupiter Ed
- Clinical/Counseling Services
- Positive Behavior Support
- Cell Phone Policy
- Internet Usage
- Other Services
- Transportation Rules and Regulations
- Enrollment/Field Trip Forms

**I have read and understand the policies listed below:**

1. Emergency Information Form    **Student Initial** \_\_\_\_\_ **Parent Initial** \_\_\_\_\_
2. THG Uniform Parent Complaint Procedure    **Student Initial** \_\_\_\_\_ **Parent Initial** \_\_\_\_\_
3. THG Sex-Based and Non-Discrimination Statement    **Student Initial** \_\_\_\_\_ **Parent Initial** \_\_\_\_\_
4. THG Sexual Harassment Policy    **Student Initial** \_\_\_\_\_ **Parent Initial** \_\_\_\_\_
5. Confidentiality Policy Between Student and IEP Team    **Student Initial** \_\_\_\_\_ **Parent Initial** \_\_\_\_\_
6. THG Transportation Form (for students using school transportation)    **Student Initial** \_\_\_\_\_ **Parent Initial** \_\_\_\_\_
7. THG Transportation Release Form    **Student Initial** \_\_\_\_\_ **Parent Initial** \_\_\_\_\_
8. Permission to Use Student's Image    **Student Initial** \_\_\_\_\_ **Parent Initial** \_\_\_\_\_

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**Student Signature**

**Date**

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**Parent Signature**

**Date**

## EMERGENCY INFORMATION FORM

STUDENT'S LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH
STUDENT'S RESIDENCE ADDRESS IF DIFFERENT FROM HOME ADDRESS)			PHONE NUMBER
STUDENT'S HOME ADDRESS			PHONE NUMBER
MOTHER'S NAME	ADDRESS		HOME PH. NUMBER
E-MAIL ADDRESS	CELL PHONE NUMBER		WORK PH. NUMBER
FATHER'S NAME	ADDRESS		HOME PH. NUMBER
E-MAIL ADDRESS	CELL PHONE NUMBER		WORK PH. NUMBER

**IN THE EVENT OF AN EMERGENCY YOU ARE AUTHORIZED TO CONTACT AND/OR RELEASE MY CHILD FROM SCHOOL TO THE FOLLOWING PERSONS:**

1)	NAME	RELATIONSHIP
	ADDRESS: _____	( ) _____
	_____	PHONE NUMBER
2)	NAME	RELATIONSHIP
	ADDRESS: _____	( ) _____
	_____	PHONE NUMBER

**ARE THERE ANY PERSONS WHO ARE NOT ALLOWED TO HAVE CONTACT WITH YOUR CHILD?**

1)	NAME	RELATIONSHIP
2)	NAME	RELATIONSHIP

SIGNATURE OF PARENT/LEGAL GUARDIAN	DATE
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# The Help Group's Uniform Compliant Procedure 2018-2019

The Uniform Complaint Procedure (UCP) may be used to report noncompliance of applicable state and federal laws and regulations and to file complaints alleging discrimination, harassment, intimidation, or bullying. Complainants are encouraged, where possible, to try to resolve their complaints directly at the school site. The UCP form is available at the school and should be completed by the complainant or his/her designee. Any person with a disability or who is unable to prepare a written complaint can receive assistance from The Help Group school administrator/designee. Once the UCP Form is completed, the principal/administrator ("Complaint Manager") of the school/program/grade level will investigate the allegations. The school assures confidentiality to the maximum extent possible. The school prohibits retaliation against anyone who files a complaint or anyone who participates in the complaint investigation process. Complainants are advised that civil law remedies may also be available to them.

# The Help Group's Sex-Based Nondiscrimination Policy 2018-2019

Every student has a right to learn in an environment that is free from unlawful discrimination. No student shall be excluded from participation in, be denied the benefits of, or be subject to discrimination on the basis of actual or perceived sex, sexual orientation, gender, gender identity, or gender expression.

Help Group Policy prohibits discrimination on the basis of sex, sexual orientation, gender, gender identity, or gender expression. Concerns or complaints regarding any form of sex discrimination should be made to the principal/administrator ("Complaint Manager") of the school/program/grade level.

## Complaint Process

Students or parents/guardians should report their complaint to the Complaint Manager within six months from the date the alleged incident occurred or first obtained knowledge. Per The Help Group's Uniform Complaint Procedure ("UCP"), complainants should complete the UCP form. This form is available at the school and should be completed by the complainant or his/her designee. Any person with a disability or who is unable to prepare a written complaint can receive assistance from the Complaint Manager or designee. Once the UCP Form is completed, the Complaint Manager or designee will investigate the allegations. The Help Group assures confidentiality to the maximum extent possible. The Help Group prohibits retaliation against anyone who files a complaint or against anyone who participates in the complaint investigation process. Complainants are advised that civil law remedies also may be available to them.

# The Help Group's Sexual Harassment Policy 2018-2019

The Help Group is committed to maintaining a learning environment that is free from sexual harassment. Sexual harassment of students by employees, students, third parties or persons doing business that takes place or is affiliated with The Help Group, is a form of sex discrimination in that it constitutes differential treatment on the basis of actual or perceived sex, sexual orientation or gender. As such, any act of sexual harassment is a violation of state and federal laws, as well as Help Group policy, and is prohibited.

The Help Group considers sexual harassment to be a serious offense which can result in disciplinary action, including the suspension or expulsion of the offending student in Grades 4-12. Although suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and Grades 1-3, other disciplinary actions or interventions may be taken as appropriate.

Students who believe that they have been a target of sexual harassment should bring the problem to the attention of the principal/administrator ("Complaint Manager") of the school/program/grade level of the student. All complaints will be promptly investigated in a way that respects the privacy of all concerned. The Help Group will take appropriate actions to eliminate the harassment, prevent its recurrence and remedy its effects. The Help Group prohibits retaliatory behavior against anyone who files a sexual harassment complaint or who participates in the complaint investigation process.

## **EXAMPLES OF CONDUCT WHICH MAY CONSTITUTE SEXUAL HARASSMENT**

Conduct (including electronic communications, acts or postings) which may constitute sexual harassment includes, but is not limited to, the following:

- Verbal - unwelcome conduct such as the use of suggestive, derogatory, or vulgar comments; the use of sexual innuendos or slurs; making unwanted sexual advances, invitations, and/or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance; threats/demands/pressure to submit to sexual requests in order to keep their academic standing or to avoid other loss, and/or offers of benefits in return for sexual favors.
- Visual - unwelcome conduct such as the display of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; the use of graffiti, texting and/or computer-generated images of a sexual nature; and/or the use of obscene gestures or leering.
- Physical - unwelcome conduct such as unwanted touching, pinching, kissing, patting, or hugging; the blocking of normal movement; stalking; sexual acts or assault; and/or physical interference with their academics directed at an individual because of the individual's actual or perceived sex, sexual orientation, gender identity or gender expression.

## **COMPLAINT PROCEDURES**

Any written or oral report of sexual harassment is a sexual harassment complaint and will be addressed. If the alleged sexual harassment occurs outside of school, but is brought to the attention of school personnel, the school will investigate to the best of its ability. The Uniform Complaint Procedure (UCP) may be used to make complaints of sexual harassment. Complainants are encouraged, where possible, to try to resolve their complaints directly at the school site. The UCP form is available at the school and should be completed by the complainant or his/her designee. Any person with a disability or who is unable to prepare a written complaint can receive assistance from The Help Group school administrator/designee. Once the UCP Form is completed, the principal/administrator ("Complaint Manager") of the school/program/grade level will investigate the allegations. The school assures confidentiality to the maximum extent possible. The school prohibits retaliation against anyone who files a complaint or anyone who participates in the complaint investigation process. Complainants are advised that civil law remedies may also be available to them. A reasonable effort will be made to investigate and address allegations submitted anonymously if the report contains sufficient information to identify alleged targets and/or accused persons.

# Westview School Confidentiality Policy Between Student & IEP Team Members 2018-2019

You are currently attending Westview School of Arts & Technology with an Individualized Education Plan (IEP). Please be aware that under the California Education Code # EC56366.12, you have the right to ask questions of and/or share information with any or all members of the IEP team. This information is to be confidential between you, the student and the IEP team member(s).

Your signature below indicates that this right has been explained to you and you understand the policy.

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Signature of Parent/Legal Guardian

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Date

# Westview School

## Permission to Use Student's Image

From time to time, Westview School of Arts and Technology utilizes photographs and video clips of our students in action on our website or Facebook page.

By signing the Initial/Signature page, I give my permission for Westview School of Arts and Technology and The Help Group to use the image of my student on the website or Facebook page.

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Signature of Student

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Date

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Signature of Parent/Legal Guardian

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Date