



Vestigia Nulla Retrorsum
Westhill Institute, S.C.

WESTHILL INSTITUTE
MIDDLE SCHOOL & HIGH SCHOOL
STUDENT & PARENT HANDBOOK

2011 - 2012

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Administrative Offices
Middle & High School
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The Student & Parent Handbook is written in English is the official Student & Parent Handbook.
The Spanish version is the translation of the official Student & Parent Handbook.



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WHO'S WHO

AT

THE MIDDLE AND HIGH SCHOOL

School Wide Administration	Contact Information	Ext.	Email	Cell Phone
Headmaster	Charles Zeller	250	c_zeller2004@yahoo.com	044-55-4347-4132
Assistant Headmaster	Marisela Munoz	301	mariselamunoz@hotmail.com	044-55-3502-0759
Curriculum Director	Albert Wynder	251	wi.curriculum@gmail.com	044-55-3920-2649
Middle School & High School Administration				
Principal	Enrique Vargas	252	wi.evargas@gmail.com	044-55-4072-8932
Assistant Principal	Caitlin Briggs	253	wi.caitybriggs@gmail.com	044-55-3478-2166
Dean of Students	Gyan Samara	255	wi.deanofstudents@gmail.com	044-55-2718-2398
SEP Director	Miriam Maciel	254	miriamemacielj@yahoo.com.mx	044-55-3899-7553
Student Services				
Special Needs Coordinator	Brian Horneck		wi.brianhorneck@gmail.com	044-55-5195-0627
Psychologist	Anet Benardete		wi.psychologist@gmail.com	
Special Education Resource	Anayeli Valdez		wi.avaldez@gmail.com	044-55-3893-5395
School Store				
Uniform/ Books		261		
Sectaries Staff:				
Administrative:	Luz Ma. Luna	260	luzma.luna.wi@gmail.com	
	Karla Sanchez	260		
	Concepcion Amador	259	wi.camador@gmail.com	
Receptionist:	Maribel Perez	257		
Nurse:	Xochitl Ochoa	262		



MIDDLE AND HIGH SCHOOL ADMINISTRATION

PRINCIPAL: Mr. Enrique Vargas

The Principal is in charge of the educational operations of the entire Middle School and High School.

ASSISTANT PRINCIPAL: Mrs. Caitlin Briggs

The Assistant Principals' overall responsibility is to assist the principal in the operation of the Middle School and High School. The Assistant Principal manages all student attendance and absences. Students who have missed school must check in with the Assistant Principal to see if the student's absence will be justified, excused, or unexcused.

DEAN OF STUDENTS: Mr. Gyan Samara

The Dean of Students' overall responsibility is to manage school wide discipline issues throughout the Westhill community to create a positive, safe school environment for all students to learn. If a problem or discipline issue arises, it is encouraged that students as well as parents, teachers, staff and administrators refer the problem to the Dean of Students, who will investigate and consider each circumstance in determining and issuing the most appropriate sanction.

TECHNICAL DIRECTOR: Mrs. Miriam Maciel

The Technical Director is in charge of managing all official responsibilities with the Secretaria de Education Publica of Mexico (SEP) for grades 6 – 9 and with and with de Universidad Nacional Autonoma de Mexico (UNAM) for grades 10 - 12.



WESTHILL INSTITUTE
MIDDLE SCHOOL AND HIGH SCHOOL

MISSION STATEMENT

Westhill Institute inspires students to responsibly contribute to the global community by cultivating an inclusive environment and by providing a meaningful education that fosters lifelong academic excellence and stresses core ethical values.

VISION STATEMENT

Our vision is to be one of the best international schools in the Americas at the vanguard of current educational practices.

BELIEF STATEMENTS

Westhill Institute Believes in Student Centered Instruction and Learning Environment

We believe in recognizing and striving to meet the varied needs of our students by considering special needs, learning styles, multiple intelligences and providing a curriculum that allows for these differences.

Westhill Institute Believes in Intellectual and Academic Development

We believe in providing an inclusive curriculum to challenge and motivate students to reach their full academic and intellectual potential as they acquire knowledge, learn new skills and engage in critical thinking.

Westhill Institute Believes in Tri-Lingualism and Multiculturalism

We believe in the value of language development and fluency at Westhill Institute. Our students study programs in Spanish, English and French. We promote multicultural study and understanding to enable students and staff to appreciate our diversity at Westhill.



Westhill Institute Believes in Cultural Enrichment and Social Development

We believe that providing a wide variety of courses and a growing number of extra-curricular activities allows our students to participate in sports, art, music, and drama to develop leadership and interpersonal skills. Students' talents and efforts are celebrated and appreciated through concerts, performances, exhibitions, sports competitions, and other special events.

Westhill Institute Believes in Values Development

We believe and consider the development and reinforcement of values through virtues such as caring, courage, teamwork, initiative, fairness, perseverance, trustworthiness, honesty, respect, commitment and responsibility to be an important part of our educational priorities. We expect faculty and staff to model and encourage these traits and actively seek ways to integrate them into the curriculum.

Westhill Institute Believes in Educational Standards and Objectives

We believe the school should promote student learning, have clearly defined education goals, and academic outcomes which are measurable and attainable. All our resources should be committed to providing opportunities for students to achieve their highest potential.

Westhill Institute Believes in Staff Excellence

We believe staff should model the values and behaviors expected of students. We believe staff should be committed to promoting life- long learning, based upon their professional preparation, their love of learning, and their knowledge of students.

Westhill Institute Believes in School Community Partnership

We believe strong partnerships between schools and the local community will contribute to an effective learning environment and provide community service opportunities which allows students to become a part of the ever-growing world community.

Westhill Institute Believes in School Environment

We believe the school should be a safe, healthy and supportive environment. We believe it is important to create an atmosphere where all students can experience success.

Westhill Institute Believes in Technological Integration

We believe technology must be an integral part of the education process using a program that helps student to become proficient users of technology.



WESTHILL INSTITUTE

ACADEMICS

ACCREDITATION

US Accreditation

Westhill Institute is accredited by the Southern Association of Colleges and Schools /the Council on Accreditation and School Improvement (SACS/CASI now known as AdvancED), by the Texas Alliances of Accredited Private Schools (TAAPS), the Association of America Schools in Mexico (ASOMEX), the United States Department of State / Office of Overseas Schools, and the United States Embassy in Mexico. Accredited courses may be transferred to other schools in the United States or to any other American school worldwide.

Mexican Accreditation

Westhill Institute is accredited by The Secretary of Public Education (SEP) for middle school grades 6 through 9, and by National Autonomous University of Mexico (UNAM) for high school grades 10 through 12.

CURRICULUM

Westhill's curriculum reflects the most contemporary educational practices in the United States. Students can select to enroll in the U.S. program, where students extend their experience in the English language through a project-based approach. The U.S. program is designed for children who are interested in English language instruction but are probably short-term residents of Mexico and who will relocate to the United States or will enroll in another accredited overseas school. Students in the U.S. program do receive limited instruction in Spanish as a second language. It should be noted that students who plan to attend a Mexican university require the Mexican Secretariat of Public Education's certification of high school studies, which is not provided when studying in the U.S. program. In the International Program, students study both the American core curriculum and the required curriculum of either SEP or UNAM, depending on the grade level.

MAP Testing Assessment Description

Westhill administrates a computerized school-wide student testing system called Measure of Academic Progress (MAP). These tests provide teachers, students, and parents with an accurate assessment of the student's ability, precisely measuring what a student knows and what he/she needs to learn. Westhill administrates MAP at regular intervals over the course of the school year. MAP tests make it possible to determine whether an individual student, or an entire grade level, is making satisfactory progress in these areas of basic skills. Teachers use this assessment information for instructional planning for individual students and for entire groups.



INTERNATIONAL BACCALAUREATE PROGRAM

IB Program

One of the most significant events in Westhill's impressive 20 year history as an innovative and progressive school occurred this year when the Board of Directors voted to begin implementation of the International Baccalaureate Diploma Program in grades 11 and 12 for the coming 2011-2012 academic year. Always on the vanguard of creative and cutting edge educational ideas and methodology, Westhill Institute now joins a very select group of international schools that have achieved the coveted accreditation for teaching the International Baccalaureate programs.

The International Baccalaureate (IB) is a non-profit educational foundation based in Geneva, Switzerland and Cardiff, Wales in the United Kingdom. The IB offers three programs for students ages 3 to 19. The purpose of these programs is to develop the intellectual, personal, emotional, and social skills to live, learn, and work in a rapidly globalizing world.

Founded in 1968, the IB currently works with 3,160 schools in 140 countries to develop and offer three challenging programs to over 925,000 students. These three programs are:

- **Primary Years Program (PYP)** for children ages 3 to 12 or Westhill's Pre-K to grade 5. The PYP focuses on the development of the whole child, in the classroom and in the outside world. Westhill Institute will begin implementation of this program at the Carpatos and Santa Fe Elementary campuses in the coming academic year of 2011 – 2012.
- **Middle Years Program (MYP)** for children ages 12 to 16. The MYP provides a framework of academic challenge and life skills through embracing and transcending traditional school subjects. The IB Middle Years Program will be an integral part of the new curriculum for Westhill's Santa Fe Middle and High School students, grades 6 to 10 for school year 2011 – 2012. And for the first time in Westhill's history, we are excited to have grade 6 students join the Middle School campus as we continue to implement this challenging and creative approach to international education.
- **Diploma Program (DP)** for students ages 16 to 19 is a demanding two-year curriculum that meets the needs of highly motivated students, and leads to a diploma and potential for advanced placement that is recognized by leading universities around the world. The IB Diploma Program will be in full swing in the coming school year and we anticipate official authorization from IB to teach this program and to prepare students for the rigorous series of university level examinations that culminate the two-year series of subjects.

In all three programs, the goal is the education of the whole person through all domains of knowledge, involving the major subject areas in languages, humanities, sciences, mathematics and the arts. The three programs form a continuum of education from pre-kinder through high school that transcends any individual national program. IB programs incorporate the best features of an international education while remaining flexible enough to meet the local needs and requirements of individual countries.

The International Baccalaureate chooses to define "international education" according to the following criteria.



- Developing citizens of the world in relation to culture, language and learning to live together
- Building and reinforcing students' sense of identity and cultural awareness
- Fostering students' recognition and development of universal human values
- Stimulating curiosity and inquiry in order to foster a spirit of discovery and enjoyment of learning
- Equipping students with the skills to learn and acquire knowledge, individually or collaboratively, and to apply these skills and knowledge accordingly across a broad range of areas
- Providing international content while responding to local requirements and interests
- Encouraging diversity and flexibility in teaching methods
- Providing appropriate forms of assessment and international benchmarking

Teachers and administrators have been working tirelessly over the course of the 2010-2011 school year to prepare the Westhill community for the advent of the International Baccalaureate programs and the grade 11 Diploma Program is the first grade level to be fully implemented.

IB Diploma Program **students study six courses at either higher level or standard level**. Students must choose one subject from each of groups 1 to 5, thus ensuring breadth of experience in languages (groups 1 and 2), social studies (group 3), the experimental sciences (group 4) and mathematics (group 5). The sixth subject may be an arts subject chosen from group 6, or the student may choose another subject from groups 1 to 5.

In addition, the program has **three core requirements** that are included to broaden the educational experience and challenge students to apply their knowledge and understanding.

The extended essay is a requirement for students to engage in independent research through an in-depth study (4000 words) of a question relating to one of the subjects they are studying.

Theory of knowledge is a course designed to encourage each student to reflect on the nature of knowledge by critically examining different ways of knowing (perception, emotion, language and reason) and different kinds of knowledge (scientific, artistic, mathematical and historical).

Creativity, action, service (Community Service) requires that students actively learn from the experience of doing real tasks beyond the classroom. Students can combine all three components or do activities related to each one of them separately.

Students take written examinations at the end of the program, which are marked by external IB examiners. Students also complete assessment tasks in the school, which are either initially marked by teachers and then moderated by external moderators or sent directly to external examiners.



The coveted IB Diploma is awarded to students who gain at least 24 points. The highest total that a Diploma Program student can be awarded is 45 points.

The IB works with universities in nearly 140 countries to promote broader recognition of the Diploma Program for the 120,000 Diploma Program graduates entering university each year.

In the **IB Middle Years Program** (grades 6 to 10 at Westhill), students will have eight areas of academic focus. These general subject areas are First Language, Second Language, Humanities, Mathematics, Science, Information Technology, Physical Education, and Art. Teachers plan their lessons together, by grade level, in collaborative work sessions with the goal of developing interdisciplinary lesson plans and student assessments that are formed around one of five areas of interaction: Approaches to Learning (thinking and study skills), Human Ingenuity, Community Service, Health and Social Education, and Environments. Student progress is evaluated in creative ways that include problem-based assessments, scientific and mathematics projects, inventive solutions to social problems, historical research using original sources as well as traditional written examinations.

Through all three of the IB programs, students gain rigorous and balanced academic preparation, an ability to draw on knowledge and understanding of various cultures and histories, and the experience of learning how to think critically and apply what they have learned in different contexts and across disciplines.

These are challenging programs that demand the best from both motivated students and teachers. All of Westhill's teachers now have access to an extensive package of IB teaching resources and professional training through IB workshops and online courses. As a consequence of teaching the IB programs, Westhill is required to participate in an ongoing process of external review and continuous improvement, using standards and practices that apply to all IB World Schools.

With the integration of the International Baccalaureate into our comprehensive academic program, the Westhill Board of Directors has made the best possible decision to advance quality education for all of our students. There is no better or more challenging system of education than the International Baccalaureate. And now Westhill, with its many other accreditations including the Southern Association of Colleges and Schools (SACS / AdvancED), the Secretaría de Educación Pública (SEP), and the Universidad Nacional Autónoma de México (UNAM) is on track to becoming the most advanced, the most challenging, and the most creative school anywhere in the Americas! There is no better education available anywhere than a Westhill education.

U.S. PROGRAM

The U.S. Program Description

The U.S. Program is an all-English program of study designed for students who are short-term residents of Mexico and or possess little Spanish proficiency and therefore do not require Mexican Secretariat of Public Education (S.E.P.) certification of their studies. All children in the U.S. Program fulfill all the educational requirements needed to receive U.S. validation of studies. The purpose of the U.S. Program is to aid international-mobile students with their transition into life in Mexico or with their preparation for reintegration or integration into a school in the United States or another international setting.



U.S. Program students spend most of their day in regular English spoken classrooms at their grade level where they study English language arts, mathematics, social studies, science, and health. The remainder of the day for U.S. Program students is spent attending regular classes with their class group in art, music, physical education, IT, and take both French and or Spanish as a Second Language at least one period each day.

There are two important facts about the U.S. Program that families must be aware of:

1. While the U.S. Program is a monolingual (English) program, it should be noted that the U.S. Program is *not* an English emersion program designed for English learners. In fact, most U.S. Program students are native English speakers with a high level of proficiency whose participation in the program is determined by the student's short-term stay in Mexico. Often these students plan on returning to their home country. However, for some students who enter Westhill Institute with low proficiency both in English and Spanish, the U.S. Program may be a viable option, complemented by additional English as a Second Language (ESL) support
2. U.S. Program students are not registered with the Mexican Secretariat of Public Education (S.E.P.) and therefore the Mexican government does not recognize their studies. This may be an important consideration for some students, because when grade 6 has been completed, these students will not be issued an official certificate indicating the completion of the elementary education from S.E.P. Under these circumstances, the U.S. Program may not be an appropriate course of study.

Advanced Placement Courses

Westhill High School offers Advance Placement or AP classes in several core courses. Students can earn advanced university credits by taking and passing a standardized exam in May of each year. These advanced placement credits are accepted in most U.S. colleges and universities and in a great many colleges and universities around the world. Advanced Placement credits allow students to exempt certain courses at the university level. Exempting introductory level university courses of course saves time and expense thus saving time and expense that would otherwise be devoted to a student's normal university course work.

INTERNATIONAL PROGRAM

SEP / UNAM Programs

In addition to the U.S. requirements, students may choose to meet SEP/UNAM requirements for the Middle School and High School. Westhill offers a course of study that is recognized by the Mexican Ministry of Public Education (SEP) and the National Autonomous University of Mexico (UNAM). These courses are comparable, but not identical in sequence, to those given in SEP/UNAM preparatory schools. Consequently, those who successfully complete the international program have the option of applying for admission to both U.S. and Mexican institutions of higher education. UNAM and SEP documents may require a processing fee. Please check with *Servicios Escolares* for the fees for the specific documents, 5292-2375. Also, please note that these documents are handled by an external agency and will require a significant amount of time, which could delay their delivery.

Changes from one program to another are only made after students obtain written approval from the Academic Director and/or the Headmaster, following a conference with the counselor, parent (s), Principal, Academic Director, and Headmaster.



EDUCATIONAL POLICIES AND PROCEDURES

Organization of the Middle and High School

The school day begins at 7:50 a.m., and students must be in their first period class before the 8:00 a.m. bell. The school day ends at 3:20 p.m. There are nine class periods during the school day that includes a lunch period.

Middle School and High School Grading Policy

Teachers evaluate students on the basis of a variety of activities that include:

- Class work: 20% of grade
- Homework: 30% of grade
- Quizzes, projects: 20% of grade
- Exams: 30% of grade

Grading Scale

A 100 percent scale is used for school records where a 100% is equivalent to A+ work.

- A = 90 to 100%
- B = 80 to 89%
- C = 70 to 79%
- D = 60 to 69%
- F = 59.9 and below

Class Work

Students must come on time to class and prepared to work in all classes if academic, visual and performing arts or physical education. Required general materials in academic classes are notebooks, school textbooks, writing materials, assigned readings but may differ in specifics from class to class. For the visual and performing arts, students are given required materials that they must purchase to complete assignments in class.

For physical education, students must bring the appropriate attire of the sports uniform or bathing suit if they are swimming. Students who do not have the correct materials or uniform to participate in class will have points deducted from their grade..

Students must come on time to class. Students who arrive late will require a note from the Dean of Students. Three (3) late arrivals equal one (1) absence in the class. Students may miss a total of eight (8) classes per semester. If a student misses nine (9) or more classes they will be forbidden to take the semester exam.

Homework

Homework is an essential part of a balanced school curriculum. The purposes of homework are to reinforce or expand on an issue, idea, or theme; to practice a concept; to introduce a new concept or topic, etc.

Honor Roll

The Honor Roll recognizes students who earn A's in all subjects. The Academic Achievement Award recognizes students who earn all A's and B's. Academic All Stars are those students who earn at least two A's in their core classes and who have NO failing grades.



Progress Reports

Progress Reports are emailed to parents at the midpoint of each bimester for all students who are in danger of failing.

Report Cards

Report cards are issued at the end of each grading period (total of 5). Student report cards are now available online and no routine paper copies are issued. In order to access your child's online report card, please contact the MS HS secretaries for your access code procedures.

Academic Probation

It is the policy of Westhill Institute to establish an academic probation process for those students who have two F's or more during any given semester. The purposes of the policy are:

- 1) To improve academic performance.
- 2) To alert teachers, counselors, and parents of a student's need for individualized support,
- 3) To advise underachieving students that they risk dismissal or to inform them of a potential delay in their graduation schedule,
- 4) To limit participation in extracurricular activities that may detract from study time.

Students with two or more F's are ineligible to participate in the next grading period in any extracurricular activities such as field trips, sports, drama, clubs, student government, etc. This non-participation status will continue until the student has fewer than two F's. Probationary status may be removed in the next grading period at the principal's discretion.

Make-up Work and Incomplete Grades

When students return to school after a legitimate absence, they are given the same number of days to make up all work as the number of days missed. Students are responsible for scheduling makeup work. Several options may be used to discourage absences from tests: giving more difficult make-up tests, or scheduling the test before or after school hours.

Summer and After School Academic Courses

As mentioned in the graduate requirements, 7th and 8th graders must make up any failed subject (annual average) in summer or after school. High school and 9th grade students will be required to enroll in after-school and summer courses depending on the status of their credits at the end of each semester of the academic year. Students who do not comply with these requirements may not be able to register for the following school year. Summer and after school courses will have an additional cost outside the regular tuition fee.

Schedule Changes

A tremendous amount of preparation goes into scheduling. Under ordinary circumstances students' schedules will not be changed. The principal's approval is necessary for any schedule change. After two weeks has passed in a semester, no schedule changes will be made.



Withdraw From School

Early examinations to withdraw before the end of semester or makeup exams before or after winter and summer vacations.

The Principal may grant permission to take a final examination early if a student must leave the semester for extraordinary reasons. These extraordinary reasons do not include extended vacations or absences that are specifically designed to place entertainment activities or trips above academic priorities. Parents should not consider this request if the withdrawal date would occur sooner than 3 weeks before the end of the semester. Students with poor attendance records are not eligible for early exams. Parents must also submit a formal request and pay a fee of 1000 MXP per exam to cover the preparation, administration, and correction of each test. Students must complete all planned assignments to receive full credit and pay all fines and fees before transcripts or grades are released.

Early exams are not permitted before winter or summer vacations. Makeup exams will not be given after winter vacation or after the second semester exam period. A grade of zero (0) will be given for missed exams.

Standardized Testing for College Admission

In October, all juniors take the Preliminary Scholastic Aptitude Test (PSAT) free of charge; Selected 9th and 10th grade students as well as some middle school students will be invited to take the test. The PSAT serves as excellent practice for the Scholastic Aptitude Test (SAT) and scores determine the eligibility of candidates for National Merit Scholarships. All students planning to attend college in the United States should take this test.

Most colleges and universities require scores on the Scholastic Aptitude Test (SAT) covering general verbal, mathematical, and writing abilities. Students may receive more information about the SAT in the Counseling Office.

The Educational Testing Service (ETS) establishes deadlines for application eight weeks prior to the test dates, which typically occur in November, December, January, and June. Similar to the SAT, American College Testing (ACT) also programs examinations. In May of each year, the School administers Advanced Placement (AP) Tests that cover the prescribed curriculum of Advanced Placement courses. Depending on the policy of the prospective college or university, students may earn college credit if their test scores are high enough. ETS charges a fee for each test. Students must prepay the exam fee in order to enroll in AP courses.

The Test of English as a Foreign Language (TOEFL) is available locally. All U.S. universities or colleges require this test of all non-United States of America citizens or for those whose first language is not English.

Release of Student Documentation

Parents who require student grades, report cards, progress reports, and regular transcripts need to speak to the Principal. Parents who require official AdvancED SACS transcripts for students who graduate from Westhill Institute or who are transferring to another school, parents need to make an appointment with the Curriculum Director. To obtain official AdvancED SACS transcripts from the United States, this process may take two (2) to six (6) months to receive the documents. Before Westhill can authorize the release of diplomas and transcripts, parents must make sure that all student books have been returned and all financial payments have been paid to Westhill Institute.



MIDDLE & HIGH SCHOOL CURRICULUM ALIGNMENT & ACHIEVEMENT TESTING

As with all of Westhill’s grade level programs, the Middle and High School curriculum is aligned and articulated using the *Massachusetts Academic Content Standards*. These standards and benchmarks help teachers and administrators evaluate student progress in each subject and in each grade level against academic goals and objectives as established by the Massachusetts Department of Education. The *Massachusetts Academic Content Standards*, along with the *Massachusetts Comprehensive Assessment System*, are recognized as being one of the most content-rich and academically challenging set of standards available anywhere in the United States. Standardized achievement testing focuses on the *Measures of Academic Progress (MAP)* exams provided to Westhill Institute by the Northwest Education Association in Portland, Oregon. Students take MAP exams three times each year and classroom teaching and curriculum goals are modified depending upon student progress and specific curricular needs. In addition, *in grades 6 to 10, English and mathematics classes are leveled using each student’s MAP scores for placement. In this way, gaps are eliminated in a student’s understanding of specific topics and skills in each of these two subject areas.*

MIDDLE SCHOOL / HIGH SCHOOL REQUIREMENTS

All 6th, 7th and 8th grade courses are awarded credit according to a yearly average. If a student does not pass a SEP subject he/she can make up the course by taking an *extraordinario exam*. If a 6th, 7th and 8th grade student fails a subject in a course taught in English, he/she will be required to take the course in summer school when available or in the after school program. High School students will also be required to take failed U.S. program classes in summer school when available or in the after school program. If a middle school / high school student fails 3 or more core classes (English, Math, Science, Social Studies), he/she will be required to repeat the school year. Generally, accepted procedures for U.S. schools consider ninth grade as part of the high school program. Therefore at Westhill, starting in 9th grade credits are earned by semester and are not annual. A final semester course must be repeated regardless of final annual average.

GRADUATION REQUIREMENTS

Required graduation credits begin to accumulate for Westhill students in grade 9 and the number needed is equal to, or in most cases, exceeds those required by high schools in the United States. Credits are earned by semester with 32 possible by the end of grade 12 and 28 required for graduation. The following is a list of subjects and credits required in each:

English	4 units	(8 semesters)
Mathematics	4 units	(8 semesters)
Science	5 units	(10 semesters)
Social Studies	4 units	(8 semesters)
United States History, American Government, Economics are required for all students in grades 11 & 12.		
French	2 units	(4 semesters)
Fine Arts	1 unit	(2 semesters)
IT	1.5 units	(3 semesters)
Health	0.5 unit	(1 semester)
Physical Education	1 unit	(2 semesters)
Electives	5 units	(10 semesters)
Community Service	150 hours	



INTERNATIONAL BACCALAUREATE COURSES – HIGH SCHOOL

In academic year 2011 - 2012, the following *International Baccalaureate Diploma Program* courses will be offered in grade 11:

English A Language and Literature (Higher Level)

Spanish a Language and Literature (Higher Level)

Spanish *ab initio* or Spanish B for U.S. Program students with no facility in Spanish (Standard Level)

European History (Higher Level)

Social Studies Electives:

 Psychology (Higher Level)

 Business and Management (Standard Level)

Science Electives:

 Chemistry (Standard Level)

 Biology (Standard Level)

 Environmental Systems and Societies (Standard Level)

Mathematical Studies (Standard Level)

Visual Arts (Standard Level)

IB Diploma Program Core Subjects:

 Theory of Knowledge (TOK)

 Extended Essay (EE)

 Creativity Action Service (CAS)

Class Rank

The highest ranked senior becomes Valedictorian, and the second highest becomes the Salutatorian. To be eligible for these honors, a student must have attended Westhill Institute High School during both their junior and senior years. A student who has attended Westhill Institute High School for fewer than two years and who has a GPA equal to that of the Salutatorian will be recognized as an honor graduate. Students with a 90% or above in their total average will be recognized as honor graduates as well. To be eligible for the above recognition, students must supply complete records of their grades beginning with their ninth grade year.

SERVICE & COMMUNITY

Westhill CARES (Community Action and Responsibility for Every Student) is a community service program for children in grades 6 to 12 at the Santa Fe Middle and High School Campus. In order to graduate from Westhill Institute, students in grades 11 and 12 must complete one hundred fifty (150) hours of approved community service. Students are provided opportunities through the school community service council to obtain the required community service hours through a series of school-sponsored activities. Students participate in various activities that support two orphanages, a home for senior citizens, and two animal shelters. Fundraising, visiting seniors, helping to care for dogs and cats awaiting adoption, taking special children to community events at the school, helping them with their homework, and caring for them in a loving and compassionate way are only some of the activities in which students participate as a way to share resources, love, and time with those less fortunate.

Students who complete community service outside of the school must do so with a preapproved organization. Students are required to have documentation of the dates and hours listing the community service performed for the organization on official letterhead including what services the student performed for the organization.



School Identification Cards

Each year, the school makes ID cards for each student. They may also be used to gain admission to cultural events in the city. No fee is charged initially, but a replacement fee is required if the card is lost or damaged.

Closed Campus

Guests and visitors must be on official school business. Parents may only visit the school if they have an appointment. The school does not have facilities or insurance to accommodate social visitors.

Textbooks

Textbooks should be well cared for. The student's name should be written inside each of his/her textbooks in the appropriate space. Textbooks should not be altered, written in, or damaged in any way while in the student's possession. Students who find misplaced textbooks should turn them in to lost and found. Replacement costs must be paid for damaged or lost textbooks.

Withdrawal from School

Students must obtain the appropriate signatures on a withdrawal form to certify payment of fees, fines, and the return of all school materials. Graduating seniors must follow this procedure as well. Transcripts, report cards and diplomas will be released only when a completed withdrawal form is in the student's permanent record file.

If a student withdraws from Westhill Institute to study in another school but would like to return at a later date, the procedure is as follows:

- The student should complete a new application at the admissions office.
- Re-admission to Westhill Institute is not guaranteed. It is contingent upon the student's academic performance and behavior in the school (s) attended since leaving Westhill as well as his/her academic performance and behavior at Westhill Institute before leaving. In addition, students must pass an admission exam in order to be re-admitted.
- Students participating in the UNAM program will have to make up missed courses.

PHYSICAL EDUCATION PROGRAM

All students participate in the physical education program throughout the school day. Each bimester the students will participate in different sports activities such as football (soccer), basketball, swimming, and volleyball. An after school program is available for students. The athletic facilities at Westhill include a 25-meter, 6-lane swimming pool, indoor and outdoor basketball and volleyball courts, and a *fútbol rápido* field.

Required sports attire

Physical Education uniform consists of:

Sports attire may also be worn on days when the casual uniform is permitted.

For football (soccer), basketball, and volleyball students must wear:

1. Polo shirt
2. Sport sweat pants
3. Sneakers

For swimming students must wear:

1. Bathing Suit (1 piece/ no bikinis), Swim Cap for students with long hair, Goggles (eye protection)



EDUCATIONAL SERVICES

Special Programs

Special services are in place for the special needs population that Westhill Institute has served since its founding in 1992. A special education coordinator, licensed clinical therapists, counsellors, and resource teachers are all available to assist any student whose academic, social, or emotional progress may be supported and advanced by any of these specialists on staff.

In addition, Westhill has a Gifted and Talented Education (GATE) program for students who need to be supported and encouraged in their efforts to seek a more challenging and focused academic course of study. The International Baccalaureate programs in all grade levels have been implemented to assist with children who need more of a challenge in education.

Special Education, Resource

Students who have been identified as having special educational needs (learning disabilities and/or language impairment) may be provided with special education instruction. This program, which depends on a student's individual education plan, provides the student an equal opportunity for an education in the least restrictive environment. For a child to be placed in this program, the following are necessary:

1. Written permission from parents to screen for, test and place the child in the program.
2. Payment of a special fee for this placement. The program has an extra cost to the school and parents must agree to this additional payment.
3. A psychologist's evaluation of the student that is less than six months old.
4. A signed letter issued by the school outlining services that will be provided.

ATTENDANCE POLICY

Attendance

Students may be absent from classes a total of eight (8) times each semester for any reason. These absences include sickness, family emergencies, doctor/dental appointments, etc. Once a student exceeds eight (8) absences in any one semester, he or she will lose the right to take the semester examination in the subjects in which absences occurred. There are no exceptions to this policy. Guard your absences carefully because you will not be able to take semester exams in any subject in which you have accumulated more than eight (8) absences.

Excused, Justified, and Unjustified Absences

If the student is absent from school or comes late to school due to doctor visit, due to a prolonged hospital overnight stay, Mexican immigration or an embassy visit for visas we require a note on official letterhead for the absence to be Excused or Justified. For students who have hand written notes from parents, the Assistant Principal who manages school wide attendance will review the situation for the absence to be marked as Excused or Unexcused. We do not accept phone calls or e-mails. The administration reserves the right to determine which absences are excused and which are justified or unjustified.



- **Excused** absence means: Your absence in the class(s) missed does not count against the eight (8) permitted days and you may make up all missed school & home work for those dates. This only applies to required embassy visits for immigration purposes, and medical emergencies where students must be hospitalized for an extended period. To be excused, students must have a letter on official letterhead from Mexican Immigration, an Embassy indicating appointment for a visa, or hospital indicating the dates of the student's hospitalization.
- **Justified** absence means: Your absence is marked unexcused. You may make up whatever work you missed during your absence from class. If an absence is marked justified, the day you were absent still counts against the eight (8) days of absence you are permitted each semester. This includes all absences for any reason including leaving school early, medical visits etc. You will still lose a day from the (eight (8) allowed (per semester) for each day you were absent even though your absence was marked excused.
- **Unjustified** absence means: Your absence is marked unexcused; you may not make up any work missed during the absence. You will receive a grade of zero for all work, including homework, quizzes, tests, exams, class work, and projects with due dates when you were absent from classes. The unexcused absences still count against the eight (8) you are permitted each semester.

Arrival to School

We recommend that students arrive to school around 7:45 am to prepare themselves for the school day and greet fellow classmates before the start of the school day. At 7:50 am students must move toward their first period class or Monday ceremony. Classes begin at 8:00 am sharp so students need to be in class before the 8:00 am bell. Students who are not in their class before 8:00 am (Westhill time) are considered to be late.

Late Arrival to School

Students who arrive late to school Monday through Friday between 8:00 am and 8:20 am must see the Dean of Students to be marked present on the official school wide attendance. After 8:20 am or if the Dean of Students is not available, students must go straight to the Assistant Principal's office on the 3rd floor with a note to discuss why they were late to school. Only the Assistant Principal will determine if the student's absents will be Excused, Justified or Unjustified. Students who arrive late to school and fail to check-in will be marked absent for the day.

All late incoming students between 8:00 am and 3:20 pm will receive an immediate consequence of afterschool detention that day. Students who fail to appear for afterschool detention or fail to participate will be suspended the following school day. There may be other consequences for repeat offenders.

Late Arrival to Class

Students must arrive to class on time. Students who are late to class must have a note from the Dean of Students to be permitted to enter the classroom. The teacher will mark all the late incoming students to that class. For every three (3) late arrivals to school or class, you will receive one (1) day of absence taken from your total of eight (8) permitted for each semester.

No teacher, for any reason, may keep a student after class. When the end of class bell rings, students are to go directly to their next class. Do not ask the previous class teacher to give you a note for late arrival to your next class. Teachers may not write a late note. Only the school administration may keep a student after a class and give students a note to arrive late to the next class.



If a student needs to use the restroom or visit the nurse between classes, please check in with your teacher first to inform them of your whereabouts. Students returning from the restroom beyond five (5) minutes need a note from the Dean of Students. Students returning from the nurse must have a note from the nurse and Dean of Students with the check in time and exit time to be permitted back into class. If extended visits to the nurse or restroom become a problem, teachers will notify the Dean of Students.

Guidelines and Procedures for Absences

1. All absences must be submitted to the Assistant Principal on the first day that you return to school for review.
2. Any student having advanced notice of an unavoidable absence must notify the Assistant Principal in writing.
3. A student who is absent from classes may not participate in after-school activities, events or classes on the same day as the absence.
4. A student who is suspended (in or out) from school may not participate in after-school activities, events, or afterschool classes on the same day as the absence.
5. Make a special effort to schedule medical and dental appointments during times that do not conflict with school hours. Instruction just prior to or just after school holidays is as important as any other scheduled day; make travel plans accordingly.

DISMISSAL POLICY

Early Dismissal Policy

Students who need to leave school early must have a note by their legal guardian or parent authorizing the student to leave school early. The note must include the reason for the early dismissal, the time of departure and whom they are leaving with including the full name of the parent or driver. Notes must be submitted to the Assistant Principal who will review your attendance and pass the note to the secretary for confirmation. Once confirmed the student's early dismissal pass requires administrative approval.

Student End of School Departure Policy

At the end of the school day, all students are to exit the school in order to be taken home by the school bus or to be picked up by parents, guardians or drivers. Parents or drivers who park in the garage or upper deck must physically pick up their child and walk them back to the parked vehicle. For security and student safety, students are forbidden to walk by themselves to the parking garage or the street. Parents or drivers may walk up to the school to collect the student. Drivers may not congregate anywhere on school grounds. Students, parents, and drivers must follow Westhill Institute security's, teachers', and administrators' instructions while exiting the school. Any student who walks to the street without their parent, guardian, or driver will be suspended from school.

Middle School Student's grades 6 – 8 require written authorization to leave the school with another student. This request must be given to the school secretaries before 10:30 am. All requests will be confirmed with the parents of both students. Students who fail to follow this procedure and leave without authorization will receive a form of detention(s) or suspension(s) to be determined by the Dean of Students.

High School Students grades 9 - 12 do not need written authorization to leave the school at the end of the school day with another student except if a parent in writing explicitly denies their child from going with another student. Any alterations from this request need to be made in writing by the parent. The school secretary will confirm this



denial of permission with the student's parent. These requests need to be submitted to the designated secretary no later 10:30 am.

STUDENT TRANSPORTATION

School Bus

Student's families may arrange for transportation of their children from home to school and back home at the end of the school day. Due to city traffic, the school bus runs on a tight schedule and in the mornings, students must be ready and waiting ten (10) minutes before the school bus is scheduled to arrive at their home. The school bus may wait for one to two (1-2) minutes before continuing to the next pick-up. At the end of the school day, students need to quickly gather their belongings and go to the bus-loading zone in parking deck S1. Students are to find their assigned bus quickly so the school buses can leave on time. At the end of a regular school day, the school bus leaves at 3:30 pm and on a half day the school bus departs at 12:30 pm.

School Bus Safety and Rules

All school rules apply on the school bus. All students using school transportation must listen and follow the instructions of the school staff, teachers on duty, the bus attendant, and the bus driver. Students must be on time to enter the bus from the bus loading area. Students may not exit the school by walking out the bus gate. No food or drink of any kind is allowed on the bus. For safety, students must remain seated and quiet at all times. Students who misbehave in any way on the school bus may be suspended from bus services for a short period of time or lose the privilege of receiving bus services. The Dean of Students may impose other school sanctions.

The school bus service is only for students who have registered for this service. Students who have not registered for the school bus may not ride the school bus. Due to limited space, students are not permitted to ride any other school bus with a friend before or after school.

Vehicle Guidelines for Students Who Drive to School

High school students ages 16 and older may drive onto school grounds if they have a valid driver's license and proof of insurance for the vehicle(s) that they are driving. The school requires copies of the student's license to be kept on file. If a student drives more than one (1) vehicle to school, then the school requires copies of all the vehicles' insurance. If the student does not provide this information, then the student may not drive onto Westhill property. Students who drive in 9th grade with a driving permit must have written parent authorization permitting the student to drive onto school grounds. Students who do not comply with the school vehicle guidelines will not be permitted to drive onto Westhill property.

Student Driving and Parking

Students upon entering Westhill Institute must drive slowly, safely and be watchful of children. Any student who operates a vehicle in an unsafe, or aggressive manner shall be denied the privilege of driving on school grounds.

Students who drive their own personal vehicles must park on the top parking deck. Students may not park on any of the lower parking decks for any reason. Students will receive a parking pass with their names. Students are not allowed to sit in vehicles or congregate in the parking lot before or during class. Any student who does not comply with these rules will not be allowed to bring an automobile to school. Parking permit forms may be obtained in the school office or in the back of this handbook.



EXTRACURRICULAR ACTIVITIES

Extracurricular Activities

In addition to the academic course of study, students participate in an **interscholastic sports** program in soccer, swimming, basketball, and volleyball. Because Westhill is a member of the *Association of American Schools of Mexico (ASOMEX)*, Middle and High School students compete with students from other American schools in these same sports.

The purposes of extracurricular activities are to:

1. Extend and deepen student's interests, talents, and understanding;
2. Encourage student initiative in goal-setting, problem solving, and decision-making;
3. Develop and define social and organizational skills;
4. Promote and channel emergent leadership abilities;
5. Create responsible attitudes for civic participation;
6. Enhance the interaction of diverse student populations

To sponsor an activity, the teacher agrees to commit time and effort beyond normal teaching requirements. While the sponsors must be present for meetings and work sessions, the students assume responsibility for the tasks to be accomplished. Sponsors offer advice, suggestions, and guidance without dominating the group processes. Parental involvement is encouraged but must be tempered by consultation with the professional educators who hold ultimate responsibility for supervision of the projects. Following the school's philosophy, the sponsor is concerned not only with task accomplishments, but also with the social and emotional well being of each student in the group.

The teacher assures compliance with school rules, procedures, and policies, yet within those parameters, encourages student governance. Students maintain the finances and keep records of all deposits and withdrawals in the office of the principal. Westhill Institute prohibits discriminatory, secret societies with restricted membership.

To initiate an extracurricular activity, the interested students must have a faculty sponsor and submit, to the principal, a statement on the group's purposes; types of projects to be carried out; membership eligibility; officers and their duties; and a list of students who request permission for the activity.

Field Trips

The high school and middle school will have at least one field trip per year per grade. All field trips correspond to specific curriculum themes. Parental permission slips must be received from all students planning to attend the trip a minimum of one week prior to the trip. Students who do not pay for the field trip on the stipulated date may not go. The administration reserves the right to prevent students from attending field trips due to attendance issues, poor behavior or conduct issues and or academic performance problems. Students are expected to complete and hand in assignments given at the trip site.

Unauthorized Trips of Non-School Related Social Activities

Unauthorized group trips carried out during regularly scheduled school days may not be promoted and/or organized on campus or during school hours. School facilities such as bulletin boards, the daily bulletin, or school stationery may not be used to publicize such events. Such events lack authorized faculty sponsors and adult supervision. The School is not responsible for these activities.



Students who engage in the promotion or organization of such activities will be subject to a disciplinary hearing and risk possible out-of-school suspension or dismissal. Teachers will count absences during such events as unauthorized / unexcused. Parents will also be notified.

Students who participate in unauthorized trips, or who choose to miss school for any function/activity without authorization, will be suspended from school when they return for a number of days equal to the duration/number of days of the unauthorized trip, function, or activity.

STUDENT LEADERSHIP OPPORTUNITIES

The Full Disciplinary Committee:

The Full Disciplinary Committee hears and decides appropriate responses to students who have committed violations above at a *major* or *severe* level. Student input in these decisions is crucial and when the Full Disciplinary Committee meets, a High School Student of high academic standing with no discipline problems will be chosen to represent the student body.

Student Government

Student Council

Student Council supports the success of school-wide student activities, and functions as a liaison between student opinion and the faculty and the administration of the school and promotes school spirit. The Council consists of elected class officers including a president, vice president, secretary, and treasurer. Candidates for student council must have at least a B academic average, show a record of good citizenship, and have no discipline problems. The Student Council members are elected at the start of the school year.

Student Community Service Council

For students to graduate from Westhill Institute, students must complete one hundred fifty (150) hours of approved community service hours. The Student Community Service Council provides students opportunities to complete their community service requirements through a series of school-sponsored activities.

Senior Council

Only 12th grade students can be part of this council. Its main goal is to raise funds for their graduation party. They will raise funds with school wide creative activities that have been approved by the administration. The Senior Council consists of elected class officers including president, vice president, secretary, and treasurer. Senior Council members must keep at least a B academic average and have no conflicts with the Westhill Institute Code of Conduct. A percentage (10%) of the funds raised will be granted to one or more of the institutions supported by our community service program, Westhill CARES.

Student Council, Community Service Council, and Senior Council Procedures

All matters regarding Student Council, Community Service Council and Senior Council must be preapproved by the principle of the middle and high school before any promotion or event may take place. Student and Senior Council members may only promote activities before school, during lunch or at the end of the school day. Under NO circumstances may classes be disrupted.



MEDICAL

Emergency Health Care / School Nurse

The infirmary offers emergency first aid care. However, parents are responsible for a student's health care and vaccinations.

Nurses are prohibited from giving injections and can only administer non-prescription medication for minor aches and pains, cuts, and bruises, etc.

Any prescription medication given by the nurse must be in its original container and be properly labeled with the student's name, the contents of the medication, the date, and the dosage. Furthermore, all medicine, when presented to the school nurse for administration, must be accompanied by a written note signed by the parent and doctor with instructions on use and dosage of the medicine.

No student may possess, share, or consume prescription medication at any time while at school without following the proper procedure for prescription medication. The possession of prescription medication by any student will be grounds for disciplinary action.

If a student is injured or becomes ill at school, the nurse will immediately notify the secretary who contacts parents or an emergency designee to pick up the student. If the injury is serious, school personnel will take the student to a hospital emergency room and parents will be notified.

School insurance covers accidents that occur on school premises during school hours, while participating in school events or when traveling on a school-sponsored event in the Republic of Mexico.

PARENTS / LEGAL GUARDIANS

Adult Responsibility for Students

All students must live with a parent or with an adult whom the parent(s) has named as the legal guardian of their child. Parents or guardians must present written notice to the principal of any changes in the status of the student.

Parent Responsibilities and Expectations

Parents do not relinquish their responsibility when they send their children to Westhill Institute. Parents are expected to actively participate in the education of their children. Specifically, parents are expected to:

1. Cooperate with the school.
2. Discuss assignments and grades with their children.
3. Keep the school informed with up-to-date academic and medical records.
4. Attend parent meetings.
5. Participate in-school activities
6. Provide for the physical needs of their children.
7. Provide the appropriate school uniform for their children.
8. Provide for any special needs that their children may have.
9. Ensure good attendance for their children.
10. Help develop appropriate study habits.



11. Teach and reinforce discipline.
12. Respect all school personnel and policies.
13. Meet financial obligations to the school.

Parents' Association

The Parents' Association includes all parents and guardians of Westhill students. It endorses the school's mission and vision statement through the exchange of information, advocacy for students, and involvement of parents within our school community. Officers and committee chairs reflect parent opinion on matters of general parent interest, solicit support for the Parents' Fund, recruit and refer prospective students, and act as resources to help with on campus and off-campus events. The association meets monthly throughout the year. All parents are welcome to participate.

Parents Parking / Drivers

Please pick up your son or daughter via the high school and middle school entrance and not the university entrance or the street. If you park in the parking garage or the street to pick up your child, please walk to the school to pick up your child. Children are not allowed to walk to the parking deck or the street alone unless they drive their own car.

Collection of Money for Internal Middle School and High School based Functions

The school may require money to pay for extra school student related functions such as field trips, school photographs, books, etc. Only the school administration may collect the funds. Teachers may not collect any money from students. For Westhill Day, teachers are permitted to collect money for only this event.



WESTHILL INSTITUTE

CODE OF CONDUCT

At Westhill Institute, all staff, teachers, and administrators care about every student. We need to have a caring and orderly school climate to provide a safe learning environment. Westhill students are expected to be responsible for their actions. Every violation of the student code of conduct should be a learning opportunity. It is important to define what the student understands about the problem. The school reserves the right to evaluate each incident on a case-by-case basis. This dialogue creates the learning experience.

Before taking action, the administrators carefully weigh each case, taking into account various points of view, the student's motives, previous record, as well as other extenuating circumstances. The primary goal is to encourage a change in behavior, not to exact punishment. In the final analysis, the objectives are to help students evaluate their own behavior and to achieve a higher level of self-discipline.

Every student has the right to learn.

Every student at Westhill Institute has the right to receive a quality education. With this right, there are responsibilities towards one's self and towards other students.

Responsibilities:

- Be on time to class
- Be prepared with the necessary materials and uniform
- Actively participate in classroom discussions
- Complete classroom assignments
- Check our website www.westhillinstitute.edu.mx for announcements and assignments
- Check for class announcements and assignments via www.schoolology.com
- Keep assignments and materials organized
- Follow the instructions of the teacher
- Be on task in class
- Work hard on all class assignments
- Support fellow students
- Uphold academic honesty
-

EVERY STUDENT HAS THE RIGHT TO SEEK HELP

Every student at Westhill Institute has the right to seek academic or non-academic help. With this right, comes the following responsibilities:

- Attend tutoring sessions offered before school, during lunch, or after school
- Ask questions in class, after class, or via e-mail about unclear academic material
- Request any deadline extensions in writing, two-days before the actual due date



- Report any teasing or bullying
- Make an appointment to see the psychologist or counselor if needed
- Receive approval from teachers in order to miss class for a counseling session
- Make-up any assignments missed during a counseling session
- Maintain the confidentiality of counseling sessions

EVERY STUDENT HAS THE RIGHT TO BE RESPECTED

Every student has the right to be respected by his or her peers, teachers, administrators, and other staff members. Therefore every student has the responsibility to practice the following:

Self-Respect– Students are to behave with a sense of dignity, properly dressed in their school uniform.

Respect to Peers – by showing support and encouragement; by refraining from insulting, harassing, bullying, or humiliating others; and by refraining from physically, emotionally or sexually harassing other students.

Respect for all Adults– by listening and following instructions; by using an appropriate tone of voice; by honoring a teacher's need to present a lesson to the entire class; by demonstrating an awareness of the appropriate time and place to express ideas; and by accepting feedback.

Respect for Differences – by demonstrating sensitivity to a multicultural community with students, families, and school staff from many nations from around the world. We respect peoples differences if physical, cultural, racial, religious, gender, sexual orientation, and by refraining from the use of stereotypes.

Respect for Property – by respecting their own personal property and the property of others; by taking care of their textbooks and other materials; and by caring for the school grounds and property, especially by helping to keep them clean and neat.

EVERY STUDENT HAS THE RIGHT TO A SAFE ENVIRONMENT

Every student has the right to obtain an education in an environment that is clean, safe and comfortable. Therefore, every student has the responsibility to:

- ✓ Listen to school authorities (including all Westhill staff, security, teachers and administrators) in school, out of school, and on school transportation.
- ✓ RESPECT each other
- ✓ Bring only appropriate school materials to school
- ✓ Follow the school rules

PARENTAL RESPONSIBILITIES

The School requests the assistance of parents/guardians to ensure that their children exhibit acceptable behavior. At the start of the new school year the Dean of Student will instruct students on the Student & Parent Handbook. All new incoming students must review the Student & Parent Handbook with the Dean of Students. All students must review and agree to follow the Student & Parent Handbook.



EXTENUATING, MITIGATING, OR AGGRAVATING CIRCUMSTANCES

The Board confers upon the Headmaster and the school administrators the authority to consider extenuating, mitigating, or aggravating circumstances, which may exist in a particular case of misconduct.

While the Student & Parent Handbook – Code of Conduct attempts to be comprehensive; it is impossible for the school to anticipate every situation that may arise. The school board and school administrators are given the authority to address any conduct not covered in the Student & Parent Handbook – Code of Conduct and are expected to use their judgment to assign appropriate consequences for misbehavior.

The code of conduct in the Student Handbook applies to any student:

1. Who is on school property
2. Who is in attendance at school or any school-sponsored activity, whether on or off school grounds;
3. Who is en route to and from school on a school bus or other school vehicle
4. Whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline at Westhill Institute

DISCIPLINE

DEAN OF STUDENTS

The Dean of Students overall responsibility is to monitor and manage school wide disciplinary issues throughout the Westhill community to create a positive, safe school environment for all students to learn. If a disciplinary issue arises then it should be referred to the Dean of Students, who will investigate and consider each circumstance in determining the most appropriate sanction.

When enrolling students at Westhill Institute, parents agree to support all school rules and consequences for their child's decisions and actions including disciplinary actions such as lunch detentions, afterschool detentions, work details, Saturday detentions work details, in-school suspensions, out-of-school suspensions, long term suspensions and expulsion.

DISCIPLINE COMMITTEE

For major discipline issues the Middle High School Principal oversees the Discipline Committee. If warranted, the Dean of Students will bring the problem to the Discipline Committee to be discussed. The Discipline Committee consists of two parts, the Pre-Discipline Committee and the Full Discipline Committee.

The Pre-Discipline Committee consists of Dean of Students, Principal, Assistant Principal, and SEP Director. These members as a group will review, discuss and decide upon offences at or above an intermediate level.

The Full Discipline Committee consists of Dean of Students, Principal and or Assistant Principal, SEP Director, Academic Director, a teacher from the middle school or high school, a high school student of a high academic standing with no behavior problems, and a parent. The Full-Discipline Committee will review serious matters at a major or sever level that may result in a five days or more out of school suspension or longer, long term out of school suspension, non-renewal of inscription and / or expulsion.



SAFE SCHOOL ENVIRONMENT

In order to keep the school a safe environment, Westhill Institute prohibits the following conduct: Academic dishonesty, harassment, bullying, fighting, vandalism, gambling, theft, weapon possession, hazardous substance possession, hazardous material possession, possessing or being under the influence of illegal drugs and/or alcohol. The discipline committee will review infractions of these rules and decide to outcome. Documentation of the situation will be placed in the student's permanent record. The school determines which substances and materials are hazardous. In order to keep a safe environment, the school reserves the right to carry out backpack checks, locker checks, student checks of emptying pockets and drug tests at any time.

International Baccalaureate Academic Honesty Policy

1. Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills. Although it is probably easier to explain to candidates what constitutes academic dishonesty, with direct reference to plagiarism, collusion and cheating in examinations, whenever possible the topic must be treated in a positive way, stressing the benefits of properly conducted academic research and a respect for the integrity of all forms of assessment for the Diploma Program.
2. All Diploma Program candidates must understand the basic meaning and significance of concepts that relate to academic honesty, especially authenticity and intellectual property. Ensuring that candidates understand and respect academic honesty should not be confined to original authorship and ownership of creative material: academic honesty includes, for example, proper conduct in relation to the written examinations.
3. The concept of intellectual property is potentially a difficult one for candidates to understand because there are many different forms of intellectual property rights, such as patents, registered designs, trademarks, moral rights and copyright. Candidates must at least be aware that forms of intellectual and creative expression (for example, works of literature, art or music) must be respected and are normally protected by national and international law. By implementing measures to prevent plagiarism, schools are helping to combat illegal out-of-school activities (for example, illegal music downloads, peer-to-peer or P2P file sharing) for which candidates may face legal proceedings.
4. An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Therefore all assignments, written or oral, completed by a candidate for assessment must wholly and authentically use that candidate's own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged.
5. Although the Regulations clearly define plagiarism as the representation of the ideas or work of another person as the candidate's own, this definition alone does not provide candidates with sufficient information or guidance on what constitutes plagiarism and how it can be avoided. Candidates must receive guidance on when and how to include acknowledgments in their work. Similarly, the practice of paraphrasing is a skill that must be taught so that candidates do not simply copy a passage, substitute a few words with their own and then regard this as their own authentic work. When using the words of another person it must become habitual practice for a candidate to use quotation marks, indentation or some other accepted means



of indicating that the wording is not their own. Furthermore, the source of the quotation (or paraphrased text) must be clearly identified along with the quotation and not reside in the bibliography alone. Using the words and ideas of another person to support one's arguments is a fundamental part of any academic Endeavour, and how to integrate these words and ideas with one's own is an important skill that must be taught.

Malpractice

The Regulations define malpractice as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component. Malpractice includes:

1. Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own
2. Collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
3. Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
4. Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

Many candidates believe that because the Internet is in the public domain and largely uncontrolled, information can be taken from web sites without the need for acknowledgment. Candidates must record the addresses of all web sites from which they obtain information during their research, including the date when each web site was accessed. The uniform (or universal) resource locator (URL) constitutes the web site address for this purpose. (Simply stating the search engine that was used to find the web site is not acceptable.) This includes the copying of maps, photographs, illustrations, data, graphs, and so on. For example, to cut and paste a graph from a web site without acknowledging its source constitutes plagiarism. CD-Roms, DVDs, e-mail messages, and any other electronic media must be treated in the same way as the Internet, books and journals.

The issue of plagiarism is not confined to groups 1 to 5 of the Diploma Program. In general, copying works of art, whether music, film, dance, theatre arts or visual arts, also constitutes plagiarism. There are circumstances where the creative use of part of the work of another artist is acceptable, but the original source must always be acknowledged. Candidates must understand that passing off the work of another person as their own is not acceptable and constitutes malpractice.

Copying text is not always a deliberate attempt by a candidate to present the ideas or work of another person as their own. In fact, in the experience of the final award committee it is apparent that many candidates are not aware of when or how to acknowledge sources. Occasionally, a candidate may copy one or two sentences from a book, journal or web site without showing it is a quotation, but indicating its source in a footnote or the bibliography. Although each case requires a separate judgment, in general such cases are the result of negligence or a lack of awareness on the part of the candidate and do not warrant an allegation of malpractice. These cases may attract the penalty applied to an academic infringement, and not malpractice. See sections 12.3 and 12.4 for further details.

For most assessment components candidates are expected to work independently with support from their subject teacher (or supervisor in the case of extended essays). However, there are occasions when collaboration



with other candidates is permitted or even actively encouraged, for example, in the requirements for internal assessment. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content and conclusion or summary of a piece of work must be written in each candidate's own words and cannot therefore be the same as another candidate's. If, for example, two or more candidates have exactly the same introduction to an assignment, the final award committee will construe this as collusion, and not collaboration. It is essential that both teachers and candidates are aware of the distinction between collaboration and collusion. Teachers must pay particular attention to this important distinction to prevent allegations of collusion against their candidates.

The presentation of the same work for different assessment components and/or diploma requirements is a duplication of work and therefore constitutes malpractice. If, for example, a candidate submits the same or a very similar piece of work for the in-depth study in history internal assessment and for an extended essay in history, this would be viewed as malpractice. However, it is perfectly acceptable for a candidate to study one aspect of a topic for internal assessment and another aspect of the same topic for an extended essay.

Malpractice most commonly involves collusion or plagiarism. However, there are other ways in which a candidate may commit malpractice and thereby breach the Regulations. The following examples of malpractice do not constitute an exhaustive list and refer mainly to the written examinations:

1. Taking unauthorized material into an examination room (for example, an electronic device other than a permitted calculator, own rough paper, notes, a mobile phone) regardless of whether this material is used or potentially contains information pertinent to the examination
2. Misconduct during an examination, including any attempt to disrupt the examination or distract another candidate
3. Exchanging or in any way supporting, or attempting to support, the passing on of information that is related to the examination
4. Copying the work of another candidate
5. Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
6. Impersonating another candidate
7. Stealing examination papers
8. Using an unauthorized calculator during an examination
9. Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination
10. Fabricating data for an assignment.

For all cases of malpractice in relation to the examinations, the coordinator must send a report to the coordinator help desk (help@ibo.org) at the International Baccalaureate Curriculum and Assessment Centre (IBCA) in Cardiff, Wales. The report must reach the coordinator help desk within ten days of the examination in which the incident occurred.

Breaches of regulations are not confined to candidates: improper conduct by a coordinator or teacher may be brought to the attention of the final award committee. The following are examples of unacceptable actions that will be investigated by the IBO:

1. The unauthorized rescheduling of an examination
2. Failing to keep the examination papers secure prior to an examination



3. Opening examination paper packets prior to an examination
4. Providing a candidate with undue assistance in the production of any work (whether written or oral) that contributes to the assessment requirements of the Diploma Program
5. Leaving candidates unsupervised during an examination allowing additional time in examinations without authorization from the IBO
6. Releasing an examination paper, or otherwise disclosing information about the content of a paper, within 24 hours of the end of the examination.

Academic Dishonesty Policy

Grades and diplomas should reflect only the individual student's effort and understanding. Any form of academic dishonesty such, as cheating, copying, or plagiarism will not be tolerated.

The policy for academic dishonesty is as follows:

First (1st) Offense: This offense will carry a zero (0) on the work in question and a minimum of a one (1) day in-school suspension wherein students complete an in-school assignment.

Second (2nd) Offense: The Pre-Discipline Committee will review this offense. Students will receive a zero (0) on work, parent notification, letter of apology from student to teacher, and the student forfeits the right to the bimester and semester examinations in the subject in which the copying, cheating, or plagiarism occurred. Automatic three-day suspension and other disciplinary action will be administered at the discretion of the pre-discipline committee.

Third (3rd) Offense: The full discipline committee will meet to discuss a recommendation of long-term out of school suspension, non-renewal of enrollment or expulsion.

The administration reserves the right to review each case of academic dishonesty on an individual basis.

Fighting/ Aggressive Physical Contact

There is no physical contact of any kind permitted at Westhill Institute. Acts of aggression will not be tolerated. Students are expected to settle all disputes in a non-violent manner. Students who participate in fighting or those exhibiting the action of hitting, pushing, slapping, shoving, grabbing, kicking, etc. to another individual(s) will receive a consequence based on the severity of the incident.

** In every case of fighting, students will be suspended for a number of days depending on the severity of the incident. Parents will be required to come to school and to pick up the students involved in the fight on the day of the incident. Faculty or students who identify problems are expected to report conflicts before they escalate.

Bullying, Harassment and Cyber-bullying

All students have the right to attend a school free of any form of harassment or bullying. Westhill Institute defines bullying broadly - as the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of:

- Causing physical or emotional harm to the other student or damage to the other student's property;
- Placing the other student in reasonable fear of harm to himself/herself or of damage to his/her property;
- Creating a hostile environment at school for the other student;
- Infringing on the rights of the other student at school; or
- Materially and substantially disrupting the education process or the orderly operation of a school.



The proscription against bullying extends beyond school grounds to school sponsored and school-related activities, functions and programs; school bus stops; school buses and other vehicles owned, leased or used by the school; and school computers and other technologies. Bullying at a location or function that is not school-related, or via technology or an electronic device that is not owned, leased or used by the school, is also prohibited if the bullying creates a hostile environment for the victim while he or she is at school.

Cyber-bullying is defined as bullying undertaken through the use of technology or any electronic means. Thus, a student who sends a harassing text message to another student will be considered to have engaged in bullying if the recipient of the text message is placed in reasonable fear of physical harm while at school, even if the message was sent and received outside of school hours and off school property.

Drugs, Alcohol and Substance Abuse

Westhill Institute aims to provide a safe and healthy environment for all students. We believe that the use of alcohol, drugs, and other substances is detrimental to the health and well being of the individual, disruptive to the community, and incompatible with the purpose and objectives of the school. We encourage students to take an active role in maintaining a positive, constructive and substance free campus, including discouraging conversations or activities that promote substance use. Westhill Institute considers a drug to be any substance, legal, or illegal, natural or man-made, which is used to alter one's mind or body for recreational purposes.

Upon admission to Westhill Institute students may be required to participate in substance screening in order to ensure that each student has a positive start to the school year. The testing is not optional and enrollment in Westhill Institute represents agreement with this regulation. Students may also be required to participate in substance testing if there has been previous disciplinary action or suspicion of substance activity. Random tests will be conducted throughout the school year. However, the Administration reserves the right to require testing if a student is suspected of substance use or if paraphernalia is found on a student's person.

Parents and students should be aware that Westhill Institute cannot determine whether substances were used on campus or off campus. Therefore, a positive test is a positive test. A positive test result for drug use or a refusal to take the drug test will result in a meeting of the Full Discipline Committee to discuss this issue.

If the student tests positive, the school requires the student to attend mandatory rehabilitation treatment, mandatory-counseling sessions, and 5 additional random drug tests at the parents expense during this probationary period. The treatments completed outside of Westhill Institute will require official documentation. Each student in violation of this rule will be a candidate for expulsion. If the student tests positive again, the student will be removed from Westhill Institute. **In addition, any student(s) involved in drug and alcohol transactions will be immediately recommended for expulsion.

Smoking, Tobacco and Incendiary Devices

The possession or use of tobacco products (i.e. cigarettes, tobacco, rolling paper, matches, lighter, pipe etc.) is prohibited on all Westhill Institute campuses at any time, as are incendiary devices (matches, lighters, and any other flammable substances). Any student that is caught smoking or suspected of smoking and all students who in the presence of the person(s) in violation of this rule will receive a minimum of a one (1) day out-of-school suspension. Further infractions will warrant more severe consequences. The school reserves the right to evaluate each incident and its consequences on a case-by-case basis.



Class Rules

Students are to follow the teacher's individual classroom rules along with the general school-wide rules. All students must arrive on time to all classes, with all materials required for that class. If a student has a question in class for the teacher or to participate in the classroom discussion, the student must raise their hand for the teacher to indicate for the student that they may speak. Students may not have personal conversations in class. Students must have the proper school uniform on at all times. No food of any kind or beverages except clear water are permitted in the classroom. Students may not use any cell phone or electronic device in the classroom. Students may not lean back in their chairs. Students who misbehave and are sent of class for disruptive behavior must go directly to the Dean of Students office. Students who fail meet with the Dean of Students or fail to go to the Dean of Students office after being sent there will receive other consequences.

Skipping/ Missing Class

Selectively missing classes without approval is a serious offence. Student will receive a suspension from school for every class skipped. Students will not be allowed to make up work or tests as a result of skipping. Students involved in any special activities must have prior written authorization to miss classes from the Principal or Assistant Principal if the Principal is unavailable.

Personal Property

Students are responsible for their personal property. The school recommends that students do not bring any valuables to school such as expensive personal items: computers, cell phones, other electronic devices, watches, jewelry, non-Westhill Institute attire, etc. All students must keep their personal belongings in their secured locker. Westhill reserves the right to search any student's personal backpack or request students to empty their pockets in the presence of the Dean of Students, Principal or Assistant Principal.

Abandoned Property

Students are responsible for their property. They should not abandon backpacks, books, uniforms, or any property in the halls, the stairs, the bathrooms, the classrooms, and sport areas. Hallways and stairwells must remain clear at all times in case of an emergency.

Lockers

Students are assigned a locker to keep their property (book bags, books, school supplies, money, cell phones and other electronic devises). Students must provide their own padlock with two keys to secure their locker (combination key locks are prohibited). The second key with an identification tag must be given to the Dean of Students. To safely secure students property, students are advised to not share locker keys with other students. Lockers are to be kept clean. Students are prohibited from vandalizing the lockers.

The administration reserves the right to search any locker whether or not a student is present. If the student has a combination lock, a combination key lock or has not provided a key to open the lock, the student's lock will be cut off without notice, and the locker will be cleaned out, wired shut and locker privileges suspended until a padlock and key are submitted to the Dean of Students. If a student has put a lock on a locker not assigned to them, the lock will be cut off without notice. All belongings will be confiscated inside and the student(s) may receive other consequences. All lockers without proper student locks will be wired shut for security and to prevent vandalism. The Dean of students will conduct random locker checks with no notification.



Students are assigned a locker only after The Parent & Student Handbook Agreement Forms & Student Information Forms have been completed and submitted to the Dean of Students. They can be found on the last three (3) pages of this Handbook.

Lost or Misplaced Locker Keys

The procedure for students who misplaced their locker key is that the student needs to trade an item of value such as a cell phone for the spare key in the Dean of Students office to insure the return of the spare locker key. When the student returns the key to the Dean of Students in his office, the Dean of Students will return the cell phone to the student. If a student loses their key and the Dean does not have a spare key, the lock will be cut off only when the student produces a pad lock and new key with a plastic identification tag listing their name, grade and assigned locker number. Or the Dean of Students may, as a last resort, cut the lock and confiscate the locker until a new lock and key with a plastic identification tag listing their name, grade and assigned locker number is produced.

Lockers: End of the Year Procedure

After exams have been completed all students must turn in their schoolbooks and clean out their lockers before leaving the school for vacation. Three (3) days before the official last day of school, the Dean of Students will cut all remaining locks and empty all lockers. All school books will be returned to Westhill Institute and all students' belongings determined to be of value will be kept in the Dean of Students office until the first week of the next school year. At that time, all unclaimed items will be donated to *Hogar Dulce Hogar*, a local orphanage.

Lost and Found

All student property, especially clothing and textbooks, should be labeled with the student's name. Misplaced textbooks and other personal items, when found, are to be turned into the Dean of Students. Student uniforms and other lost items may be found in the general lost and found box located on the ground floor of the building.

Restricted Areas

Restricted areas include, but are not limited to, emergency stairwells, closets, volleyball courts, basketball courts, soccer courts, empty rooms and offices, the pool, dressing rooms, the parking lot during regular school hours, the cafeteria during times other than lunch and unsupervised hallways after 3:45 p.m. To be in the cafeteria at any time other than lunch, students need the permission in writing from the Dean of Students or Principal or Assistant Principal. Being in a restricted unsupervised area will result in disciplinary action.

** Any High School or Middle School student (except 6th grade) found in the elementary school building without written authorization will result in disciplinary action. Sixth grade students may not be in the elementary school except during the times they have class and they must stay with their assigned teachers.



Nurse's Office

The Nurse is available in the infirmary, located at the entrance of the school. See the Medical Section for further details. The nurse will determine if the emergency is a major or minor one. The nurse is only available for minor medical emergencies such as first aid, scrapes, cuts, bruises, minor injuries, and administration of non-prescription medication for headaches and stomach aches. The nurse will notify the administration, and parents if there is a major medical emergency.

If a student is ill before or during class, please notify the teacher. Before returning to class, the student needs a note with times indicating how long the student has been at the nurse's office. *If a student has been in the Nurse's office for any time during an academic class, the student will require the Dean of Students signature to be permitted back into class. If the student does not have a note, the student will be marked absent and the Dean will assume that the student has been skipping class.

*No student may enter the cafeteria to purchase food during academic classes without a note and authorization from the Dean of Students. If you do not eat lunch, the nurse cannot help you get lunch because you feel hungry. If caught in the cafeteria without the Dean of Student's authorization, there will be a penalty. If a student is truly ill, the nurse can contact the Dean of Students.

**The Nurse's office is for medical emergencies only. No student may leave personal property and or clothing, school bags, travel bags, or other items in the nurse's office for safekeeping. Students all have lockers. All student personal property found in the nurse's office will be confiscated and there will be a student consequence if this policy is violated.

Cell Phones and Electronic Devices

In general, iPods, ITouchs, Mp3s, iPod Watches, Blackberry's, iPhones and other types of cell phones or electronic devices that have yet to be created in the present or future are not permitted on school grounds. If cell phones and or electronic devices are brought to school, the cell phones and or electronic devices are must be turned **OFF throughout the school day**. During school, the cell phone and / or electronic device may not be taken out, used for any reason during school hours of 7:55 am and 3:20 pm (not even between classes, in the restrooms or during lunch). If this rule is violated, the cell phone and or electronic device will be confiscated and turned over to the Dean of Students for safe keeping until the cell phone and or electronic device is returned to the student or parent/legal guardian of the student.

* There is an exception to this regulation if a teacher requires students to have a computer, iPad, or other portable electronic device for use in class. iPads and computers brought to school for class use may be used **ONLY** in the class where these devices are required and **MUST NOT** be used at any other time of the school day.

(If students bring cell phones for security purposes, the cell phone must remain OFF. Parents: if there is an emergency of any kind, please contact the school, or you can directly call the Principal, Dean of Students, or any school secretary.

***Consequences for misuse of a cell phone and or electronic device ***

If the cell phone and /or electronic device are confiscated for the **first (1)** time for misuse in a restricted area or during a restricted time, the cell phone and or electronic device will be confiscated for minimum of **two (2) school days**. The student will be able to collect the cell phone and or electronic device at the end of the second school day



from the Dean of Students office after 3:30. If the Dean of Students is not present, then the student and or parent will have to wait until the following day at end of school to pick up the cell phone and or electronic device.

If the cell phone and or electronic device is confiscated for a **second (2) time and every time thereafter**, only the parent or legal guardian (not drivers) of the student who had their cell phone and or electronic device confiscated will have to come to the school to collect the cell phone and or electronic device from the Dean of Students. If the cell phone and or electronic device belong to another student, the phone will be held until the parent or legal guardian of that student comes to school to retrieve it.

Consequences for refusal to submit a cell phone and or electronic device

If a student refuses to give the cell phone and or electronic device to the teacher or administrator, the student will be suspended from school for a minimum of one (1) day.

Laptop Computers/ IPADS/ KINDLE

Teachers may require personal laptops computers, Kindles or iPads for educational purposes. They may only be used in the class that requested for the use of the laptop, Kindles or iPads. When not in use, they must be locked in the student's locker. Westhill is not in anyway responsible for misplaced or stolen laptops or other electronic devices such as the Kindles or iPads. The student who brings their laptop to school understands that they are responsible for their laptop computer, Kindles or iPads. (Teachers must request permission first from the Principal prior to use of any laptop, Kindles or iPads in class.

School Phone Use

Although the school aims to have as much communication as possible with the families, the school must confine phone use to those situations that stem from health and safety issues, emergencies, or when students need to contact parents to inform them that they must stay after school for a detention received that day. Students and their parents must arrange pick-up times in advance of school and should not come to expect a daily phone call. In addition, parents should not rely on the school staff to pass on messages to their children during school hours except in emergency cases.

Food and Beverage

Students may only have food or beverages during lunch in the World Cafe or outside of the building. Students may not have any kind food or beverages in the class, hallways, or library. Any food or beverage in the class, hallways, or library will be confiscated. Teachers may, if they desire, allow only clear water in a clear non-colored bottle.

Delivery of Food

Students may not have any form of food delivered to Westhill Institute by personal drivers and or restaurants/ fast food delivery without authorization from the Dean of Students, Principal, or Assistant Principal.



Class Parties

There are to be no parties held in any Classroom or in the school without Principal, or Assistant Principal advanced authorization. Birthday parties may be held **ONLY** during the student's lunch period and **ONLY** in the World Café.

Lunch

Lunch is a period of time in the school day where students can have a break from their studies to enjoy lunch with their classmates in the cafeteria or outside. We have an excellent cafeteria service providing healthy food for your children. Students also have an opportunity to play football (soccer), basketball and / or volleyball in the designated areas. At the end of lunch, students are expected to clean up after themselves by disposing of their trash and excess food in the multiple trashcans around the sports field and in the World Cafe.

Non-Lunch Hours

No student may enter the cafeteria to purchase food during academic classes without an authorization from the Dean of Students. If you do not eat lunch, the nurse cannot help you get lunch because you feel hungry. If found in the cafeteria without the Dean of Students, authorization there will be a penalty.

The World Cafe

The World Cafe is managed by a cafeteria service. They provide students with a selection of healthy meals for our students and staff to enjoy. While in the World Cafe students are expected to behave respectfully to fellow classmates, teachers and cafeteria staff alike. A student lunch may cost around \$50 pesos for a beverage and meal.

Clean-Up After Themselves

Students are expected to clean up after they have eaten by disposing their trash and excess food in the trashcans. Students, who are disrespectful to the cafeteria or school staff, misbehave in the cafeteria, do not clean-up after themselves, and or damage the schools cafeteria facility in any way, may have their cafeteria privileges revoked for one day or more, with other possible consequences. The World Cafe is a place for all to go to enjoy their lunch.

Eating Outside During Lunch

To be permitted to eat out of the cafeteria is a privilege. Students must cleanup after themselves. If this is abused students may loose their privilege to eat outside on a individual basis or, if this becomes a problem, then students may loose the right temporarily or permanently to eat outside.

Lunch Time Sport

Students are permitted to use the sports football field if it doses not conflict with the sports program or with the assigned days for the elementary school. Students may play basketball or volleyalso ball only on the outside courts. Students may play touch American football. During lunch, if students play a rough version of American football or tackle each other during American football, then specific or groups of students may loose the right temporarily or permanently to play American football. This applies to football (soccer), and other sports.

Public Displays of Affection

Public displays of affection (kissing or inappropriate touching) beyond the customarily greeting kiss on the cheek are not permitted anywhere on Westhill grounds or at school related activities or functions. Students who engage in public displays of affection (PDA) will receive a consequence.



Gum Chewing & Candy

Student's chewing gum or candy is not permitted on campus. Discarded gum and other candies, if not disposed of correctly, can be a nuisance and destructive to school property.

No Animals on Campus

Students or Parents may not bring any animal onto any Westhill Institute campus.

Elevator

Students may not use the elevator unless they are physically handicapped or injured and have a signed authorization by the Principal, Assistant Principal, or Dean of Students. The consequence for students who ride the elevator without authorization is a 5-day school suspension.

Forbidden Items to be brought to Westhill Institute

Students for any reason may not bring guns, plastic guns, wooden guns, water guns, fire crackers, smoke or stink bombs, real or fake knives, handcuffs or other dangerous real or look-alike weapons to school. Students may not bring laser pointers since they can damage a person's vision if aimed in the face. Students may not bring or use camera's, video cameras unless they have written authorization from the Dean of Students, Principal, or Assistant Principal.

Safety and Security

Students may not purposely set a fire in the school. Students may not play with, tamper, or discharge any fire extinguisher at Westhill Institute. Fire extinguisher are only to be used in case of a water or chemical fire. Students may not tamper, disable, and disrupt any part of the school security system.

If a student purposely sets a fire or tampers with a fire extinguisher if there is no emergency, or tampers, disables, and disrupts any part of the school security system, the Full Disciplinary Committee will be convened to discuss this behavioral problem. Students' families will be required to pay restitution to replace any damaged property.

Damaged School Property

The parents of students who damage school property are responsible to pay restitution to replace any damaged property

Earthquake / Fire Drill

When the Earthquake / Fire drill sounds, students must follow practiced procedures for each drill. Students must exit the building quickly, orderly and quietly by not talking via the closed emergency exists. Students will need to line up by class and grade on the sports field and must stand in line in silence until told otherwise. If students misbehave or talk during a Earthquake / Fire drill or real evacuation of the building, there will be a sever penalty.

Miscellaneous Rules

The school retains the right to establish during the school year other rules and consequences not yet mentioned in this handbook as required maintaining a healthy, safe environment conducive to learning.



DRESS CODE GUIDE LINES:

The dress code at Westhill Institute, S.C. Middle and High School, requires students to be dressed wearing Westhill approved clothing at all times. Every Monday students must be dressed in the Gala uniform. Tuesday through Friday students may wear the casual uniform or the sports uniform. The dress code is based on common sense, moderation, and respect for self and others. Our expectation is that all clothing be modest, neat, clean, in good repair, and fit properly. The Dean of students is the authority on school dress and enforcement. The Dean of Students determines what is appropriate or unacceptable. If a student has a question of what is appropriate, please ask the Dean of Students for clarification. If students are in violation of dress code standards, penalties may range from being sent home to being asked to change clothing, or detention, or suspension.

Student Dress During the Academic Day

Academic dress is worn throughout the day. On Mondays, students must wear formal Gala uniform from 7:50 am till the student's lunch period. During and after lunch, students may then remove the blazer and tie. Tuesdays through Fridays from 7:50 am to 3:20 pm students may come in the casual uniform.

GALA & FORMAL PRESENTATION ATTIRE:

Gala Attire

On Mondays all students must come in formal Gala attire and they must wear the Gala uniform all day. On Mondays, or days that required the Gala formal attire, if students do not wear, or are missing parts of, the Gala formal attire, the student will be either held out of class for in-school suspension until the proper uniform is delivered to school. If the Gala uniform is not delivered to the school within a reasonable amount of time, the student will be suspended and sent home. Students are responsible for their uniform. If students have misplaced their Gala uniform, the student should look for it in the Lost and Found or make arrangements with the school store to purchase a replacement prior to the following Monday. Students who wear non-Westhill clothing may receive a verbal warning to remove the item, the item will be confiscated, or the student may be sent home and suspended for dress code violation. On Mondays, or any day that requires the Gala uniform, students must change out of the Gala uniform and into the sports uniform if that class is on the schedule for that particular day. After sports class, students must change back into the Gala uniform.

Formal Attire for Class Presentations or Events

Students who are presenting in class and are required to come in formal attire must come in the Westhill Gala attire. Students who are representing Westhill Institute for school events or for athletic games in locations outside of Westhill must wear the Westhill Gala uniform. If a teacher requires a student to present in formal attire, then the student must come in Westhill Gala attire. Students who violate this rule will be sent home for dress code violation.

Description of Proper Dress

Students are to be neat and properly dressed. The dress code states that ties should be worn properly knotted at the neck and top button of the shirt must be closed at all times on Gala uniform days. Uniform shirts, pants or other clothing that is torn, frayed or excessively long/ short or defaced in any fashion are not to be worn. Traditional dress belts are always to be worn with pants. Belts with extreme colors, studs, or oversized buckles should not be worn. Dress shoes are to be worn to, from, and during school. For females, dress shoes may not exceed 5 centimeters or 2 inches in height. Shoes that resemble sneakers are not dress shoes. Sneakers or boots are not



permitted without special permission from the Dean of Students. Socks that extend over the ankle must be worn at all times.

Formal Gala Uniform for Monday and Special Events:

For Males:

1. Dress shirt with all buttons secured
2. Tie: Current dark blue and gold WI letters tie
3. Blazer
4. Slacks: kaki
5. A belt: black
6. Dress shoes: black
7. Wintertime: A long sleeve Westhill blue or white undershirt or turtleneck.

For Females:

1. Dress shirt with all buttons secured
2. Tie: Current dark blue and gold WI letters tie
3. Blazer
4. Sweater (due to weather)
5. Skirt: hem line 5 centimeters or 2 inches above the knee
6. Knee high white stocking must be worn with a skirt
7. Dress shoes: black and the heel may not exceed 5 centimeters or 2 inches in height
8. Wintertime: A long sleeve Westhill blue or white undershirt or turtleneck.

CASUAL ATTIRE:

On Tuesday through Friday, students may wear the casual uniform. If students do not wear or are missing parts of the casual attire, the student will be either held out of class in in-school suspension till the proper uniform is delivered to school or the student will be suspended and sent home.

Students are responsible for their uniform. If students have misplaced their gala uniform, the student should look for it in the Lost and Found or make arrangements with the school store to purchase a replacement prior to Monday Gala formal attire required or special event day. Students who wear non-Westhill clothing will receive a verbal warning to remove the item, the item may be confiscated, or the student may be sent home and suspended for dress code violation.

Casual uniform for Tuesday through Friday consists of and may be worn in any appropriate order:

For Males and Females:

1. Polo shirt
2. Westhill Day T-shirts from past years
3. Sweatpants
4. Sneakers
5. Sweater
6. Wintertime: A long sleeve Westhill blue or white undershirt or turtleneck.
7. Dress shirt (long or short) with all buttons secured except the top button
8. Slacks: kaki
9. A belt: black



10. Dress shoes: black
11. Skirt: hem line 5 centimeters or 2 inches above the knee
12. Casual Winter or Spring jacket

Physical Education uniform consists of:

Required Physical Education uniform consists of:

For football (soccer), basketball, and volleyball students must wear:

4. Polo shirt
5. Sport sweatpants
6. Sneakers

For swimming students must wear:

2. Bathing Suit – only authorized Westhill swimming uniforms may be worn in the pool area
3. Swim Cap for students with long hair
4. Goggles (eye protection)

SEMESTER EXAMINATION DRESS CODE:

For Males and Females:

1. Polo shirt
2. Sweatpants
3. Sneakers
4. Sweater
5. Wintertime: A long sleeve Westhill blue or white undershirt or turtleneck.
6. Casual Winter or Spring jacket

FREE DRESS DAYS:

The Dean of Students will notify students in advance of a pending Free Dress Day or a special event. Free Dress Day may cost \$20 pesos if it is for a Student Council, Community Service Council, or Senior Council event. For school sponsored Free Dress Days, there will be no charge. Free Dress Days may consist of events such as color days, pajama day, rainbow day, woman's day, day of silence (gay & lesbian), earth day. On Free Dress Days, students may not wear sandals, open toed footwear, flip-flops, Bermuda shorts, skirts above the 5 cm above the knee rule or Capri pants. Students who come in inappropriate clothing will be sent home.

JEWELRY, PIERCINGS & TATTOOS:

Students may wear appropriate jewelry. Females may wear a matching pair of small to medium sized earrings. Males may not wear any form of earrings. Facial piercings, nipple rings, belly button piercings and other visible piercings are not permitted. Students who display unacceptable piercings will not be allowed to attend classes and be held for in-school suspension or may be sent home. The administration reserves the right to confiscate unacceptable piercings, jewelry, armbands, and bracelets of any kind. Clothing must cover tattoos or other markings on the skin whenever students are on school premises or at school activities. Self-inflicted body art is prohibited and students will be held out of class until it washed off.



HAIR CODE:

Hair must be clean, and neat.

For males: The hair is to be styled so that it is away from the eyebrows, and at least one-half of the ears are visible and the hair length may not touch the top of the shirt or jacket collar. The face should be clean-shaven. Sideburns must be trim, straight, and not exceed the bottom of the ears.

For females: The hair is to be fashionably styled so that it is away from the eyebrows.

If you have any questions about the hair code, speak to the Dean of Students before you get your hair cut. In addition, the administration reserves the right to suspend or deny class privileges to students who do not follow the hair code policy.

IMPORTANT DISCIPLINE TERMS

Expulsion

Expulsion means the student cannot attend school or be on Westhill Institute, S.C. school property, or cannot attend any school-related events or activities on or off campus, and cannot ride a school bus. This classification is permanent and the restrictions described here are also permanent.

Long Term Out-of-School Suspension

Long Term Out-of-School Suspension means that the student has seriously violated the Westhill Institute, S.C. Student Code of Conduct and requires a long-term suspension from school for their actions. This is an alternative to expulsion. Students in Long Term Out-of-School Suspension cannot attend school or be on Westhill Institute, S.C. school property, or cannot attend any school-related events or activities on or off campus, and cannot ride a school bus. This classification is not permanent and usually ranges from five to ten days or more.

Out of School Suspension

A student may be suspended for any reasons listed in the Student Discipline Handbook for up to 10 school days for any one offense. All students in Out-of-School Suspension will receive a grade of zero in all their classes, class assignments, and homework for the days of suspension. All students in Out-of-School Suspension cannot attend school or be on Westhill Institute, S.C. school property, or cannot attend any school-related events or activities on or off campus, and cannot ride a school bus.

In School Suspension

In-School Suspension is a punishment to be monitored by the Dean of Students as an alternative to Out-of-School Suspension. Students assigned to In-School Suspension are required to complete all work assigned by the Dean of Students. Students who fail to report to In-School Suspension or refuse to complete any assigned tasks will be assigned Out-of-School Suspension. All students for In-School Suspension will receive a grade of zero in all their classes, class assignments, and homework for the days of suspension. All students in In-School Suspension cannot attend any school-related events or activities on or off campus.

After School Detention

Regular After School Detention will take place Monday – Friday from 3:30 to 4:30 pm in the library or another designated location if the Library is not available. Special After School Detention will continue to 6:00 pm with the Dean. After School Detention is managed by the Dean of Students and overseen by the librarian or another staff person.



Afterschool Detention Rules:

1. Students must be on time at 3:30 sharp.
2. Late arrival of five (5) minutes will result in an additional day of After School Detention until 4:30 pm
3. Late arrival of five (5) to ten (10) minutes will result in an additional day of After School Detention until 6 pm with a task of copying 100 words and definitions.
4. Students who arrive late after 10 minutes, or who fail to show at all, will not be permitted to attend After School Suspension and will be suspended from school the following day.
5. Students are to work individually and are not allowed to talk. Students who talk will receive an additional day of After School Detention till 4:30 pm the following school day.
6. Students who misbehave in After School Detention will be suspended from school
7. No cell phones, or other electronic devices are allowed in After School Detention

After School Detention Student Task:

1. Students will copy 50 words indicating part of speech, all all printed definitions. Students will use each word in a clear sentence from a starting point in the dictionary designated by the Dean of Students or staff managing After School Detention.
 - a. Student needs to copy each word in order
 - b. Designate the part of speech the word represents: noun, verb, adjective, adverb, pronoun, conjunctions and articles
 - c. Write all of the definitions for each of the words designated.
 - d. Choose one (1) one of the definitions and use it correctly in a sentence so we can see that the student clearly understands the meaning of each word.

Lunch Detention - Work Detail

The Dean of Students will issue Lunch Detention(s) for minor and some major infractions of the school rules. The Dean of Students will conduct Lunch Detention in the World Cafe for the first 20 minutes. Students must bring a pen, 4 pages of paper, and their English dictionary with them to Lunch Detention.

Lunch Detention will follow After School Detention guidelines except students will complete 15 words.

Late Arrival to School

All students must arrive on time before 7:50 am and they must be in the *Honores a la Bandera* (Flag Ceremony) on Mondays or their first period class before the first bell at 8:00 am (Westhill's official time) for morning announcements and attendance. Students who arrive late to the Monday ceremony or at or after the 8:00 am bell on otgher school days (Westhill's official time) will be allowed to go to class but will receive an immediate consequence of After School Detention ON THAT SAME DAY.

**Students who arrive late to school or their first period class or the Monday Ceremony, at or after 8:00 am, based on the Westhill's official time, will receive an immediate consequence of After School Detention ON THAT SAME DAY (Monday – Friday).

**Students who have After School Detention for late arrivals must be in the Library at 3:30 pm. After School Detention for all late arriving students will run from 3:30 pm to 4:30 pm.

** Students who fail to appear to After School Detention or fail to participate will receive a form of a suspension the following school day. There may be other consequences for repeat offenders.



CATALOG OF OFFENSES AND CONSEQUENCES

MINOR OFFENCES & CONSEQUENCES

Minor offences are student infractions of the school rules that occur during the school day. Upon the third minor infraction, the student will receive an After School Detention. If the student continuously violates the rules of the school, the consequences will escalate.

List of Minor Offences:

1. Dress code violations which the student refuses to correct
2. Consumption of food, candy, chewing gum/ drinking anything except clear water in the classroom
3. Failure to follow general instructions
4. General classroom misconduct
5. No hall pass
6. Public displays of affection
7. Running, playing, or horseplay (hall or grounds) that may endanger self or others
8. Talking in class
9. Tardiness to class
10. Unprepared for class (books, calculator, pencils, pens, erasers, ect)
11. Using a cell phone, MP3 Players or other electronic devices during the school day
12. Other minor offenses

List of Consequences:

1. Verbal and or written warning
2. Contact with the parent/guardian
3. Parent/guardian meeting
4. 1-5 day Lunch Detention/ Work Detail
5. 1-5 day After School Detention/ Work Detail
6. 1-5 Saturday Detention – Work Detail
7. 1-5 In-School Suspension
8. 1-5 Out-of-School Suspension



MAJOR OFFENCES & CONSEQUENCES

Major offences are those actions that are directed against other persons or their property. These actions may also endanger the health and safety of oneself or others. The Dean of Students and, if needed, the Pre-Discipline Committee may meet to decide on the consequence. If the student continuously violates the rules of the school, the consequences will escalate.

List of Offenses:

1. Any activity that endangers self or others while at school or at a school activity
2. Bullying, harassment, threatening, intimidating another student (verbal, physical, or written)
3. Cyber-bullying
4. Disrupting school assembly or ceremony
5. Deliberate disobedience/refusal to obey school personnel (Insubordination)
6. Fighting at school or at any school sanctioned event
7. Forging or falsifying information (written or verbal)
8. Gambling
9. Leaving school grounds without administrative permission (also includes failure to sign out)
10. Physical aggressive contact at school or at any school sanctioned event
11. Plagiarism, copying, cheating (giving or accepting assistance - zero on work)
12. Tampering and or damaging any Westhill Institute, S.C. technology
13. Trespassing by a suspended student
14. Riding the elevator
15. Skipping, cutting classes, leaving class without authorization, failure to show to an assigned area
16. Smoking, possession of any tobacco product, lighter, lighter fluid, matches
17. Theft (restitution required)
18. Unauthorized presence on the WI Elementary or University Campus
19. Vandalism (Restitution required)
20. Other major offenses

List of Consequences:

1. Verbal and or written warning
2. Contact with the parent/guardian
3. Parent/guardian meeting
4. 5-10 day Lunch Detention/ Work Detail
5. 1-10 day After School/ Saturday Detention/ Work Detail
6. First Offence: 1-3 Day Suspension
7. Second Offence: 3-5 Days Suspension
8. Third Offence: 5-10 Days Suspension



SEVER OFFENCES & CONSEQUENCES

Sever offenses are those actions that disregard or endanger Westhill Institute, S.C. students, teachers, or other staff members. The Full Discipline Committee will meet to decide on the consequence ranging from a minimum of 5 to 10 day Out-of-School Suspension. Additional possible sanctions will include recommendation for expulsion.

List of Offenses:

1. Continuous fighting, bullying and or harassment of students and or staff
2. Setting a fire, discharge or tampering with fire extinguishers (restitution required)
3. Tampering, disabling, preventing or disrupting any part of the school security system
4. Repetitive plagiarism, copying or cheating
5. Use, possession, distribution, or sale of drugs, alcohol, non-alcoholic beer, or other controlled substances
6. Vandalism or destruction of school property
7. Other Severe Offences

List of Consequences:

1. First Offence: 5 Day Out-of-School Suspension
2. Second Offence: 8-10 Days Out-of-School Suspension
3. Third Offence: Recommendation to the Board of Directors for expulsion

Bus Offenses

Appropriate behavior is expected on the bus at all times. The following policy will be in effect for all students who ride school buses. Bus offense includes any action that may cause the driver to lose concentration or take his or her eyes off the road or to stop the bus in order to correct the situation

List of Offenses:

1. Fighting or misbehaving while on the bus
2. Safety offenses and refusal to listen to the driver or nanny.
3. Consuming food or drinks other than water
4. Possession or use of tobacco products or tobacco-related paraphernalia on the buses
5. Profanity and other inappropriate language
6. Vandalism of the bus (restitution required)
7. Other bus offences

List of Consequences:

1. First Offence: 1-3 Day Out-of-School Suspension
2. Second Offence: 3-5 Days Out-of-School Suspension
3. Third Offence: 5 Days Out-of-School Suspension plus removal from the bus services



Additional Bus Offense Information

- Westhill Institute's bus drivers are in charge and their word is final. However, any misconduct or prejudicial treatment of students by the driver should be reported to the Dean of Students as soon as possible.
- Any behavior of a serious nature may result in an immediate removal from the bus for the remainder of the year at the discretion of the administration.

AFTER SCHOOL PICK-UP

List of Rules:

1. Students are not wait in the Middle High School building for parent/ driver pick-ups
2. Students must wait along the gate to the left of the school's main entrance
In the event of rain, students must wait under the overhang or just inside the glass doors
3. There is to be no ball playing or other distracting activity in front of the building.
4. Students must remain in the pedestrian area behind the yellow line and are not permitted to wander among the vehicles.
5. **Parents or drivers who park in the garage or upper deck garage must physically pick up their child and walk them back to the parked vehicle.**
6. **For security: Students are forbidden to walk to the street, to the garage for rides with friends OR to the bottom of the driveway to get into a waiting vehicle.**
7. Students, parents, and drivers must follow Westhill Institute security, teachers, and administrators instructions while exiting the school.

List of Consequences for not following the After School Pick-up Guidelines are:

1. Verbal and or written warning
2. Contact with the parent/guardian
3. Parent/guardian meeting
4. 1-5 day Lunch Detention/ Work Detail
5. 1-5 day Afterschool Detention/ Work Detail
6. Saturday Detention – Work Detail
7. 1-5 days In-School Suspension
8. 1-5 days Out-of-School Suspension



**MIDDLE & HIGH SCHOOL
STUDENT & PARENT HANDBOOK AGREEMENT AND INFORMATION FORM
Page 1 of 2**

INFORMATION FORM

1 Student Information:

Student's Name: _____ **Grade:** _____

Student's Cell Phone: _____ **Home phone #:** _____

Student's E-mail: _____

Student Drives?: _____ **Vehicle**
If Yes, Type of Vehicle: _____ **Year & Color:** _____

License Number: _____

License Plate Number: _____

Father's Name: _____ **Home phone #:** _____

E-mail: _____

Primary Language: _____ **Cell phone #:** _____

Secondary Language: _____ **Custody:** Yes No

Mother's Name: _____ **Home phone #:** _____

E-mail: _____

Primary Language: _____ **Cell phone #:** _____

Secondary Language: _____ **Custody:** Yes No

Sibling's Name: _____ **Grade & Age:** _____

Sibling's Name: _____ **Grade & Age:** _____

Sibling's Name: _____ **Grade & Age:** _____



Student's Signature: x

X

**HIGH SCHOOL
STUDENT DRIVERS & PARKING PERMIT FORM**

Student's Name: _____

Grade: 9 - 10 - 11 - 12 Age: _____ Date of Birth: _____

Student's License/ Permit No. #: _____

Student will park this vehicle on school grounds? : Yes No

Vehicle Make: _____ Vehicle Model: _____

Vehicle Color: _____ Vehicle Year: _____

Licensee Plate No: _____ Registration No. #: _____

Vehicle Insurance Company: _____

Vehicle Insurance Number: _____

By signing this form, I, the parent/ guardian of this student, authorize my child to drive this vehicle to and from Westhill Institute. My child and I have reviewed the Transportation section in the Student & Parent Handbook. My child and I agree to follow all of Westhill Institutes guidelines, rules, regulations, and policies stated in the Student & Parent Handbook throughout the 2011 - 2012 school year.

Parent's/ Guardian's /Father's/ Name: _____ x _____ Date

Parent's / Guardian's /Father's/ Signature: x _____ X

Student's Printed Name: x _____

Student's Signature: _____ X _____ x

**Students who drive and / or park on Westhill Institute school grounds must fill out this form.
If you drive a second vehicle to school, please fill out a second form!**

**Completed forms must be submitted to the Dean of Students
Include: a color photocopy of the valid divers license, insurance, and vehicle registration.**