



Upper School

*Student & Parent  
Handbook  
2011-12*

# PURPOSE OF THE HANDBOOK

Viewpoint's *Upper School Student and Parent Handbook* is designed to provide students and their parents with important information about the Upper School's academic, athletic, cocurricular, and extracurricular programs including policies, procedures, and other requirements. The *Handbook* can help students make the most of the many opportunities that Viewpoint has to offer.

## MISSION STATEMENT

Viewpoint School, an independent coeducational school with grades from Kindergarten through Twelve, offers its students a rigorous college preparatory education in a nurturing environment. An integral part of the educational process at Viewpoint is the development of a love of learning and of those qualities which provide strength and direction for a lifetime. Viewpoint recognizes the uniqueness of each child and is committed to the identification, preservation, and development of that individuality. Viewpoint School teaches with respect the wisdom and traditions of the world's cultures and faiths. The School's philosophy is based upon the love of God and country, and is inspired by the Judeo-Christian values upon which our nation was founded.

## LEARNING EXPECTATIONS

Viewpoint's graduates are literate in the humanities, mathematics, science, technology, the arts, and a second language.

Viewpoint's graduates demonstrate useful physical skills, cooperative teamwork, sportsmanship, and a lifelong interest in fitness and health.

Viewpoint's graduates demonstrate creative and critical thinking.

Viewpoint's graduates embody integrity, compassion, tolerance, responsibility, discernment, and optimism.

Viewpoint's graduates develop excellent intellectual and communication skills.

The achievement of these expectations enables Viewpoint's graduates to be lifelong learners and productive, active citizens who serve their communities.

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# INTRODUCTION

## TO THE STUDENT

Viewpoint combines the opportunities of a large, comprehensive school with the more accessible environment that a smaller school can provide. Viewpoint's small classes, coupled with a talented and dedicated faculty, provide students with a unique educational experience, allowing them to develop at an appropriate pace and to succeed in a program that is well suited to their own individual needs, interests, and abilities.

Each new school year brings with it many opportunities for involvement, growth, and personal success. We encourage you to participate as fully as possible in the wide variety of academic, athletic, and extracurricular activities that we offer. The Head of Upper School, the Assistant Head of Upper School, the academic advisors, the coaches, and the teachers can assist you in deciding what classes and activities are best in order to fulfill your goals and expectations. Above all else, while at Viewpoint, work hard, play hard, and try to get the most from your experiences here. If you do, we know that you will find this school year to be your most enjoyable and productive one ever.

Viewpoint offers Upper School students the privilege of having several free periods during the week. These periods give the responsible student the freedom to complete assignments, to pursue an interest, or to participate in a wide variety of School activities. Teachers are often available to work with students during these free periods, as well as during the Academic Assistance period from 2:45 to 3:15 p.m. each afternoon. Students should feel comfortable to approach their teachers and to take advantage of what they have to offer.

## TO THE PARENTS

A sound education is a cooperative enterprise involving the School, students, and parents. Viewpoint's Upper School provides an atmosphere where students can apply previously learned skills in an increasingly challenging academic environment. Students are taught to utilize their developing ability to think critically and to enjoy a sense of independence. Each course in the curriculum is designed to increase knowledge, to develop critical thinking skills, and to promote an interest in a diverse and challenging education.

With the active support and participation of parents, Upper School students will successfully work towards achieving their goals. Together, we can generate an enthusiasm for learning and a willingness to work diligently in all courses, even those which do not come easily.

Beyond the creation of a positive attitude towards learning, parents' support is essential. Parents can best help students by:

1. Setting reasonable and realistic expectations for their child's performance. Diagnostic tests, classroom performance, parent conferences, and open

communication between parents and students will help the parent to know when to demand greater effort and better performance.

2. Knowing what books their children are reading, what concepts they are learning, and what their assignments or projects are. These matters, not grades, should be the primary focus of discussions about school.
3. Helping their children to become independent in handling many of the difficulties they may be experiencing. Only after the student has made an effort to solve the problem by conferring with the appropriate teacher or administrator should the parent become more directly involved.
4. Acquainting themselves with the School's basic philosophy about student conduct in all areas of Upper School life. Parents can have a strong influence in helping students meet the School's academic and behavioral expectations. Viewpoint encourages active parental support in this area.
5. Supporting the School in disciplinary action whenever necessary. The School tries to be fair yet firm, to be consistent, to be clear in its requirements, and to be compassionate. When a disciplinary measure is required, it may affect the parent as well as the child. In some cases the easiest or most convenient solution is not always the best decision for the child's intellectual and moral growth.
6. Being engaged in their child's life, both on- and off-campus. Parents should encourage their children to become involved in a variety of School activities and attend these activities when possible to support their child. Further, parents should engage in conversations with their children about their social lives at school and on the weekends.
7. Providing the perspective on secondary education which only experience can bring. As students are so often focused on the immediate issues at this point in their lives, parents can help students assess the future impact of present decisions.

## UPPER SCHOOL CONTACT INFORMATION

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## AREAS OF INFORMATION

### Academic Counseling and Schedules

New Students .....	Mr. Howie
Freshmen and sophomores .....	Ms. Blair, Ms. Fuller
Juniors and seniors .....	Ms. Davis, Ms. Shapiro, Ms. Heller
Admission .....	Mrs. Baker Tew
Athletics/Physical Education .....	Mr. Moyal, Mr. Stafford
Attendance .....	Ms. Gatz
Book Store/Text books .....	Ms. Jepson
Club Activities .....	Ms. Fuller
College Counseling .....	Ms. Davis, Ms. Shapiro, Ms. Heller
Community Service .....	Ms. Duarte
Counselor, Upper School .....	Mrs. Strasser
Curricular Matters .....	Ms. Blair, Mr. Howie
Daily Bulletin .....	Ms. Fuller
Disciplinary Matters .....	Mr. Howie, Ms. Fuller
First Aid and Immunization Records .....	Mrs. Davidson
Library Use .....	Mrs. Davis
Ninth Grade Retreat .....	Ms. Fuller
School Calendar .....	Mrs. Hirschhorn
Standardized Exams (AP, ERB) .....	Ms. Blair, Mrs. Yarnell
Standardized Exams (PSAT, SAT, ACT) .....	Ms. Davis
Summer Academic Programs .....	Mr. Howie
Transcripts .....	Mrs. Yarnell
Transportation .....	Mrs. Thompson
Viewpoint Web Site .....	Ms. Berger
Work Permits .....	Ms. Ferdman
Yearbook .....	Ms. Duarte, Mrs. Hirschhorn

## CLASS SCHEDULE

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8:00 - 8:07	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:10 - 8:53	A	F	C	H	E	B
8:57 - 9:40						C
9:40 - 9:50	BREAK	BREAK	BREAK	ASSEMBLY 9:44 - 10:27	BREAK	BREAK
9:50 - 10:33	B	G	D		F	D
10:37 - 11:20					A	G
11:25 - 12:15	C	H	E	B	H	F
12:15 - 1:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00 - 1:50	D	A	F	C	A	G
1:55 - 2:45	E	B	G	D	CLUB BLOCK	H
2:45 - 3:15	After-School Academic Assistance					

- Upper School Day Planner:** On the first day of school students will receive a comprehensive Day Planner which outlines the schedule for the entire school year. Please refer to the Day Planner to determine a student's schedule for any given day.
- Six-day Rotation:** Each class, A through H, consists of one double block in addition to three single blocks each six-day rotation.
- Free Periods and Study Halls:** The School suggests the use of free periods for medical, dental, and other off-campus appointments or obligations. Students who fail to meet the School's expectations for academic achievement or effort, or who exhibit an inability to behave responsibly during free periods, will be placed in mandatory study halls.
- Minimum Number of Classes:** Freshmen and sophomores must enroll in a minimum of five academic classes. Juniors and seniors may take a minimum of four academic classes and an elective. All students must also participate in Sports or PE for two out of three trimesters per year in the Upper School.

# GENERAL INFORMATION AND POLICIES

## SCHOOL HOURS

The School expects students to be on campus from 8:00 a.m. to 2:45 p.m. every day that the School is in session. Day 5 is an early dismissal day, and classes end at 1:50 p.m. Athletic or other obligations may require students to be present beyond those hours. Certain School activities may require attendance during early mornings, evenings, or weekends.

## ARRIVAL AND DISMISSAL

Students should plan to arrive to School by 7:50 a.m., but generally not before 7:30 a.m. After 8:00 a.m. students are considered tardy unless there is a rare extenuating circumstance such as a road closure or extremely inclement weather.

Students normally depart from campus after 2:45 p.m. If a student is in an after school sport or club, he or she may leave at a later time. Academic Assistance is offered from 2:45 to 3:15 p.m. daily.

## PICK-UP/DROP-OFF AREA

Upper School carpools should use the Upper School Parking Lot as their drop-off and pick-up location. Upper and Middle School mixed carpools should use only the Lower and Middle School parking lot as their drop-off and pick-up location. Please look for the designated areas for drop-off and pick-up located in these Parking Lots. **It is important that parents do not arrive early to campus to pick-up their children, as there is no place to wait.**

Please remind your children to arrive at the pick-up location quickly, in order to be ready to be picked up. Parents will not be able to wait on campus, unless there is an available parking space. Please refer to the transportation information packet that was mailed to Viewpoint's families in the summer for a thorough description of procedures about drop-off and pick-up. This information can also be found on the Viewpoint Web site.

## PARKING

Parking is available in the Ring Family Field Parking Lot only for those seniors who carpool to campus. Seniors who wish to apply for parking privileges must request a parking form from the Upper School Office. Permission to park must be granted in advance by the Assistant Head of Upper School. Seniors who receive permission to park will receive a parking sticker which must be visible in the car whenever it is on campus. No parking is available on campus for students below Twelfth Grade.

## HOMEROOM

Homeroom begins promptly at 8:00 a.m. This is a time when students assemble before their first period classes in their assigned homerooms and have the opportunity to interact with their homeroom teacher on a daily basis. Attendance is taken, daily announcements are read, and pertinent information and forms are distributed. Students must attend Homeroom regardless of whether or not they have a class immediately following.

## DAILY BULLETIN

A student or faculty member who wishes to include an announcement in the Daily Bulletin must submit it in writing by 12:00 p.m. the previous afternoon to the Upper School Office. Forms for announcements are available in the Upper School Office. The announcement must be signed by a faculty sponsor of the group on whose behalf it is placed. Announcements pertaining to groups not connected with Viewpoint are not accepted.

## SIGNS, FLYERS, BANNERS

Any sign, flyer, banner, or notice must be approved by the Assistant Head of Upper School or the Head of Upper School before it can be posted on campus. After approval, each flyer or notice must be stamped with the Viewpoint logo. Signs are to be posted in designated areas only and should be promptly removed after the event takes place.

## ASSEMBLY DAYS

All Upper School students must attend the Assembly every Day Four in Assembly Dress, unless otherwise noted. This is a time for important announcements and special presentations by students, faculty, and invited guests. Students must be in full Assembly Dress (see section on Dress Code) by 8:00 a.m. on Assembly Days.

## VISITORS

All visitors must check in with the Upper School Office immediately upon their arrival to the campus. Students may not bring other students as visitors to the School during the regular academic day (8:00 a.m. - 2:45 p.m.). All guests receive visitor passes from security guards when they arrive on campus.

## EMERGENCY INFORMATION

In the event of a disaster such as a fire, an earthquake, or an emergency evacuation, Viewpoint has a comprehensive Emergency Plan in place to ensure the safety of its students, faculty, and staff. The School's Emergency Plan was written with the guidance of the local Sheriff and Fire Departments.

## HOW THE SCHOOL COMMUNICATES WITH PARENTS

### 1. EMERGENCY PREPAREDNESS ONLINE

Should you have any questions about a possible emergency in the School's vicinity, first check the School's Web site at [www.viewpoint.org](http://www.viewpoint.org). If we have posted information regarding an emergency, the message will pop up over the homepage of the Web site. Additional information will also be found under "News and Events." The School will provide regular updates to inform you about how a local emergency may be affecting the School.

### 2. Viewpoint School's Voice Broadcasting System: ALERTNOW Rapid Notification Service

The School uses a voice-messaging system called ALERTNOW Rapid Notification Service. In an emergency, this system is used as the primary means for families to receive up-to-date emergency information.

The successful delivery of messages is dependent upon accurate information for each student. Please be certain that the School has the most current contact information on each student's Emergency Form. If this information changes during the year, please contact Ms. Thierry at 818-591-6564 or [nthierry@viewpoint.org](mailto:nthierry@viewpoint.org) immediately.

### **3. Viewpoint's Emergency Hotline Telephone Number**

If the School is not able to reach the parent by phone or if internet access is not available to the family, parents may call the Emergency Hotline for up-to-date emergency information.

The School's Emergency Hotline Number is 1-800-394-0892.

**Please do not come to campus until you are instructed to do so through one of the messaging systems.** If we ask parents to come to campus, we will release students only to those individuals whose names are on file with the School as authorized for transportation.

## **EMERGENCY FORMS FOR STUDENTS**

Parents are required to submit a new Emergency Form before the start of each academic year. We ask parents or guardians to keep the information updated. To change your contact information, please notify Ms. Thierry at 818-591-6564 or [nthierry@viewpoint.org](mailto:nthierry@viewpoint.org).

### **HEALTH SERVICES OFFICE PROCEDURES**

The Health Services Office is available to students who are in need of immediate medical attention such as first aid, dispensing of medication, or observation. Students who require medical attention during class will be admitted to the Health Services Office with a pass from the classroom teacher. If a student feels too ill to remain at school, the student must first see the Nurse in the Health Services Office. After consulting with the student, the Nurse will notify the parents, if necessary.

All prescription medications will be kept in the Health Services Office and will be dispensed by the Nurse. Medication cannot be administered at School until a Medication Authorization form is completed and returned to the Office of Health Services. Inhalers, EpiPens, or Insulin may be kept in students' backpacks only if a Physician/Parent Authorization form is on file.

A student must have written permission on the School Emergency Form in order to receive on an "as needed" basis medicine such as Tylenol, Advil, Motrin, Sudafed, Benadryl, or Tums. Parents must complete an Over-The-Counter Medication Authorization Form if a student needs to take a non-prescribed, over-the-counter medication for a few days only (i.e. cold/cough medicines). Students may not keep any over-the-counter medication in their possession.

The parent or guardian must deliver all medication to the Health Office in the original bottle.

If your child has a known allergy to bee stings or to foods, it is vital to supply the Health Services Office with an EpiPen and instructions from the doctor for its use. In the event

of injuries such as fractures, sprains, or strains, please notify the Health Services Office upon the student's return to school.

### **Illness**

Parents should keep students home when they exhibit the following symptoms: fever, vomiting, diarrhea, rash, or other symptoms of communicable disease. A child should be free of fever for 24 hours before returning to school.

### **Crutches and Medical Impairments**

Students requiring the use of crutches at school must provide a doctor's note stating the need for crutches, the anticipated length of their use, and indicating that the appropriate instruction in the use of crutches has been provided. Similarly, students who come to school with braces, splints, or casts will be asked to provide a doctor's note indicating the restrictions on activities while at school. Students with crutches, splints, braces, or casts will not be allowed to participate in active play unless documentation is provided which indicates otherwise.

## **SPECIAL AREAS ON CAMPUS**

### **Upper School Offices**

The Upper School Office is located in the Dworkoski Family Hall on the middle level. The Upper School Office is open from 7:30 a.m. to 4:00 p.m. to assist Upper School students and parents. The Head of Upper School, the Assistant Head of Upper School, and the Director of Community Service/Assistant Director of Student Activities offices are located in the Upper School Offices.

### **College Counseling Offices**

The College Counseling Offices are located on the lower level of the Dworkoski Family Hall.

### **Kitchin Family Bistro**

The Dining Services area is located on the middle level of the Dworkoski Family Hall, directly across from the Upper School Office.

### **Student Store**

The Patriot Store is located on the lower level of the Academic Hall adjacent to the Fletcher Family Library.

### **The Paul Family Athletic Center**

The Paul Family Athletic Center is the School's main gymnasium, intended for Physical Education classes, athletic contests, assemblies, and various special events. Provided a faculty member is present, students may use this area for recreational activities when it is not otherwise in use. Students may not enter the Paul Family Athletic Center if a faculty member is not present.

### **The Fletcher Family Library**

The Fletcher Family Library provides students with a quiet place in which they can read, study, do research, or use a computer for word processing or other academic purposes.

**Lunch Area**

Students may eat lunch at any of the designated tables and benches in the Upper School Patio area only. Classrooms are available during inclement weather. The Upper School Parking Lot is not a designated lunch area. Students may not have food delivered to the campus.

**Telephone Area**

Students have access to a telephone located in the Upper School Office. (For clarification of the cell phone use policy for students, see the Cellular Telephones section later in this handbook.)

**Middle, Lower, and Primary Schools**

Upper School students are not allowed on the Primary and Lower School Campuses, nor in the Middle School area except for specific, pre-approved purposes.

**Lost-and-Found**

Items left unattended will be collected and placed in the Lost-and-Found boxes located around campus. There is also a Lost-and-Found box in the Upper School Office for lost jewelry, wallets, and calculators.

# UPPER SCHOOL DRESS CODE

The fundamental principles of Viewpoint's Dress Code are neatness and appropriateness. Students and parents may speak to the Head of Upper School or the Assistant Head of Upper School if clarification is necessary. Dress code violations will result in detentions; repeated dress code violations will result in more serious consequences, including suspensions.

**All clothing should be clean and in good repair. Clothing should fit properly and not have holes, tears, rips, or writing. Sheer or mesh material is not allowed.**

## Bottoms

- Bottoms must be worn at the waist (low-rise bottoms are not permitted).
- Bottoms may not be excessively tight or loose.
- Blue jeans, sweatpants, leisure wear, and velour pants are not permitted.
- Leggings are permitted as long as an appropriate bottom is worn over the leggings.
- Skirts, dresses, and shorts must be no shorter than one hand's width above the top of the knee.

## Shirts

- Boys and girls must wear shirts with a collar and sleeves.
- Shirts cannot have any writing, decals, or slogans.
- Girls may wear appropriate shirts that do not have a collar only if the shirt is dressier than a t-shirt.
- Low-cut or midriff shirts are not permitted.
- Tank tops, sleeveless shirts, and backless or strapless tops are not permitted.
- Official Viewpoint team sweatshirts, official college sweatshirts, and sweatshirts without writing, decals, or slogans may be worn.

**Hats, Headwear, and Hoods:** These may only be worn outside of classrooms when it is raining.

## Footwear

- All shoes should be conservative and practical.
- Heels over two inches, flip-flops, and casual sandals are not permitted.
- Tennis shoes are permitted (except on Assembly Days).

## ASSEMBLY DRESS

Students must be in full Assembly Dress by 8:00 a.m. on designated Assembly Dress days.

- **Suit:**

**Boys** must wear:

- a matching, two-piece, dark suit; or
- a dark blazer with dress slacks.

**Girls** must wear:

- a matching, two-piece, dark skirt or pant suit; or
- a dark blazer with a dress skirt or dress slacks.
- **Blouse or shirt:** Shirts must be light-colored.
- **Tie:** Ties are mandatory for boys and optional for girls.
- **Shoes:** Dress shoes are required. Tennis shoes, boots such as Uggs, casual sandals, or flip-flops are not allowed.

## Grooming

- Hairstyles, makeup, and jewelry should be conservative, neat, and clean.
- Boys' faces must be clean-shaven.
- Tattoos or body piercings are not allowed.
- Girls may wear a single set of earrings on the lower earlobe. Boys are not permitted to have earrings.

## Dress Down Days and Themed Dress Days

- If a Themed Dress Day is announced, students must adhere to the guidelines of the theme.
- On Dress Down or Themed Dress Days, clothing must be appropriate in nature. Unless otherwise stated, all aspects of the regular Dress Code apply.

## PHYSICAL EDUCATION AND ATHLETICS DRESS

Boys and girls must wear the approved shirt and shorts during PE class and team practice. In cool weather, approved sweatshirts and pants are optional. PE clothes should have nothing more written on them than a single, modest indication of the owner's name. Other decoration of PE clothing is not permitted. Ripped, torn, damaged, or defaced PE clothing must be replaced.

Coaches may encourage athletes to wear official team uniform shirts or jerseys on game days. However, team uniform shirts do not take the place of Assembly Dress. On Assembly Dress Days, athletes may wear their team shirt or jersey in place of the dress shirt and tie, but must be in full Assembly Dress otherwise.

## ATTENDANCE AND ABSENCE POLICIES

Daily attendance is important to a student's success and the development of a positive school community. Please check the School calendar on the Web site when planning appointments and family vacations. Students whose absences are discretionary (e.g. vacations, excessive college trips, etc.) may not receive the accommodations normally provided for students who miss school because of illness.

### ILLNESS

When a student is ill and cannot attend school, it is the parent's responsibility to notify the Upper School Office prior to 9:00 a.m. The phone number is 818-591-6430. If no contact is received between the School and the parent, the absence is recorded as unexcused, and no work can be made up for the day.

Parents of students who are absent for a prolonged period of time (more than a week) should arrange to get assignments from the Administrative Assistants in the Upper School Office.

### TARDIES

Students arriving late to school must report to the Upper School Office to obtain a tardy pass prior to attending Homeroom or any classes. Failure to properly sign in will result in a detention.

It is the responsibility of the individual student to be in class on time. There are no bells or buzzers to signal the beginning and ending of class; thus, every student should wear a wristwatch. Students receive detention for tardiness to class. For every three tardies to a class or to homeroom, one detention will be assigned. Excessive tardiness will incur increasingly severe penalties.

### SIGN-OUTS

Once in school, a student may not miss any school obligation due to illness, a doctor's appointment, or other reason, unless a parent or guardian has called the Upper School Office or provided written permission authorizing the absence.

Leaving before 2:45 p.m. is discouraged. If a student must leave before the close of the school day, the student must take a note from a parent to the Upper School Office before Homeroom or the student's parent must call the office before approval to leave is granted. **Students must sign out (and back in, if appropriate) in the Upper School Office.** Any students who are off-campus without having signed out in the Upper School Office are subject to disciplinary action.

### EXCUSED ABSENCES

Personal illness or injury, religious holidays, bereavement, emergencies, serious family situations, unavoidable medical appointments, or School-related events and activities such as academic, athletic, or artistic obligations and retreats are treated as excused absences. Family vacations and absences merely for personal convenience are not excused absences. Students who anticipate an excused absence must fill out a Premeditated Absence Form (see below) and arrange to meet with their teachers prior to the absence. Students who have unexpected excused absences must see their teachers immediately upon their return to make up any missed work.

### ACKNOWLEDGED ABSENCES

Whenever parents give permission for their child to be absent for reasons other than those stated above, the absence will be deemed acknowledged but not excused. The School does not expect teachers to accept or to give credit for any work submitted late

as a result of acknowledged absences, nor does the School expect teachers to administer make-up tests or quizzes, or to tutor students individually in the topics they missed due to acknowledged absences. In certain cases, with prior approval from the Head of Upper School, students may be allowed to submit work in advance.

### **UNEXCUSED ABSENCES**

An absence for which there is not both parent and school permission is deemed unexcused and is a major violation of the School's standards. As a result of an unexcused absence, a student will receive no credit for work missed. An unexcused absence will also result in detentions or suspension; a second offense will lead to a discussion with the student's parents regarding the student's continuance at Viewpoint. Note: The School neither accepts nor condones "ditch days"; they are treated as unexcused absences.

### **PREMEDITATED ABSENCE FORM**

Students who are absent from school for reasons other than illness are expected to fill out a Premeditated Absence Form and meet beforehand with the Head of School and each teacher to make arrangements for completing assignments. Students may pick up the form from the Upper School office and have it signed by The Head of School before it is circulated to the teachers. The completed form is due to the office no later than 9:00 a.m. on the day preceding the absence.

### **COLLEGE VISITS**

Seniors are allowed three excused days for college visits in any one school year. Juniors are allowed two days in any one school year. Premeditated Absence Forms must be used for all visits that cause a student to miss school. In addition, students must turn in a complete itinerary to the Head of Upper School. Students who do not notify the Head of Upper School and follow the correct procedure for approval before leaving will receive an unexcused absence. Any college visit beyond the maximum limit allowed will be considered unexcused unless approval has been granted by the Head of Upper School and the student's college counselor. If approval is granted, the absence will be deemed acknowledged.

### **EXCESSIVE ABSENCES / LOSS OF ACADEMIC CREDIT**

Implicit in the granting of a diploma is the understanding that students have maintained an excellent record of attendance during their years at the School. Therefore, it is Viewpoint's policy that students who miss more than 10 percent of any one class within the school year may lose full academic credit for the class they have missed.

### **PARTICIPATION IN AFTER-SCHOOL ACTIVITIES**

In order to participate in any after-school activity (athletic practices, games, contests, rehearsals, performances, etc.), a student must have attended at least four classes that day and have an excused absence for any class period(s) that were missed.

### **UPPERCLASSMEN PRIVILEGES**

Eleventh and Twelfth Grade students who are in good academic and disciplinary standing may sign out in the Upper School Office prior to the end of the school day upon completion of their final School obligation. Failure to sign-out prior to leaving campus is considered a serious offense and will result in detentions and/or the loss of the sign-out privilege.

With prior written parental permission, seniors may sign out for lunch between the hours of 11:30 a.m. and 1:30 p.m., provided that their absence does not cause them to miss any class or School activity. Juniors begin to earn this privilege during the third quarter, at which point they may sign out for lunch on Fridays only. Abuse of this privilege will result in its loss.

# ACADEMIC AND CURRICULAR POLICIES

The Upper School's curriculum is explained in detail in the Upper School Curriculum Guide, which should serve as a reference. Program models, course descriptions, graduation requirements, and academic choice options, including the Independent Senior Project, are described there. The following sections describe the School's academic policies and procedures.

## HOMEWORK ASSIGNMENTS, TESTS, AND QUIZZES

Students can expect teachers to assign homework in all academic classes on the days they meet, generally four times per week. In general, out-of-class preparation will approximate the same number of minutes as in-class instruction. Of course, Advanced Placement and Honors courses will require significantly more out-of-class time.

Teachers set their own policies regarding term papers, due dates, and missing assignments. Students are responsible for understanding their teachers' homework policies. Students who are absent should contact their classmates for missing assignments and will be responsible for staying current with all work. In the case of an extended absence, parents should contact the Upper School Office if help is needed organizing a student's make-up work schedule.

## MAKE-UP WORK

Upon returning to School from an excused absence, students should confer with their teachers to schedule the make-up of all missed work. Students who miss tests or quizzes due to excused absences may arrange to take them between 7:00 and 7:50 a.m. or they may also make up missed work at the end of the day.

## ACADEMIC ADVISING

Each new and returning Upper School student will meet with an academic advisor during the second semester to refine the student's course of study for the following year. Course selection sheets are distributed to each student prior to the meeting with the academic advisor. Advisors should be the first people consulted about intended sign-ups. Other useful sources of information for students and their parents include the current teacher in each course, the department chair of the subject area involved, and other students who have taken the course.

## REQUIRED COURSE LOAD

All students must enroll in a minimum of five classes. Freshmen and sophomores must enroll in at least five academic classes. Junior and seniors may take a minimum of four academic classes and an elective. Please refer to the Upper School Curriculum Guide for information about graduation requirements.

## DROPPING AND ADDING COURSES

The academic advising process is designed to help each student build an appropriately stimulating, challenging, and balanced schedule. As a result, students will have a limited amount of time at the beginning of each semester to make course changes.

Once a semester begins, students have until the sixth week of classes to add a new course. After this time, courses may be dropped (students may not drop below the five class minimum), but no courses may be added. No notation is made on the transcript if a course is dropped during the initial six week time period.

For both semester and yearlong courses, if a student drops a course after the initial six week drop/add period, the notation “W” (withdrew from class) will be listed on the transcript.

To drop or add a course (or to change levels or sections in a course) after the beginning of the semester, students must fill out a drop/add slip, which may be obtained from the Academic Advisors or the Upper School Office. This form requires signatures from a parent and teacher.

### **CHANGING COURSE LEVELS**

Changes in the level of a given course (e.g. from Algebra II (H) to Algebra II or AP US History to US History) may be done with the permission of the Department Chair and the Head of Upper School.

No adjustment in grades will be made when a student changes class levels. The grades the student has accumulated in the initial class will generally carry over to the second class. Because only semester grades are reported on transcripts, an AP or Honors course notation of a student’s initial class will not be reflected on the transcript if he/she moves into a regular section.

### **CHANGING COURSE SECTIONS**

The scheduling process at Viewpoint is an involved one in which every effort is made to keep class sizes balanced between the different sections of a course. Hence, the School’s policy is not to allow students to request to switch sections in a course.

### **STUDY HALL**

Students who fail to meet the School’s expectations for academic achievement or effort, or who exhibit an inability to behave responsibly during free periods will be placed in a mandatory study hall. Teachers, coaches, and parents can request that students be placed into study halls instead of free periods.

### **FREE PERIODS**

Students on sports teams will find themselves with more free time during the school day and less free time after school than others. Student athletes are encouraged to use their time during the school day effectively.

### **GRADE REPORTS**

At the conclusion of each of the four quarter grading periods, approximately every nine weeks, the School sends home a grade report that indicates the quality of a student’s cumulative performance in all of his or her courses as of the reporting date. Included with these reports are written comments from the teachers on the student’s progress for courses in which the student has received unsatisfactory grades of C- or lower, or effort ratings of 3 or 4. All students will receive individual comments at the end of the first quarter. Teachers may also write a comment in order to commend significant achievement, to note areas that need improvement, or to report progress that is inconsistent with a student’s ability. Parents and students should review these reports and comments together.

## MID-QUARTER PROGRESS REPORTS

Teachers send a Mid-Quarter Progress Report home between quarter grade reports when students are performing unsatisfactorily (grades of C- or lower, or effort ratings of 3 or 4).

### Progress Reporting Dates

Mid-Quarter 1 .....	9/30/11
Quarter 1 .....	10/24/11
Mid-Quarter 2 .....	11/22/11
Semester 1 .....	01/13/12
Mid-Quarter 3 .....	02/17/12
Quarter 3 .....	03/16/12
Mid-Quarter 4 .....	05/04/12
Semester 2/Year .....	06/14/12

The School mails Grade Reports within two weeks of each reporting date.

Viewpoint School complies with the mandates outlined in FERPA (Family Educational Rights and Privacy Act).

## EFFORT RATINGS

A student's effort in their class has a strong impact on their academic success. On each grade report, teachers indicate a student's effort using the following scale:

- 1 - Superior Effort
- 2 - Satisfactory Effort
- 3 - Effort Needs Improvement
- 4 - Unsatisfactory Effort

## GRADE DEFINITIONS

The Grade "A" indicates that the student has consistently demonstrated outstanding work in all aspects of a course.

The Grade "B" indicates that the student has done consistently good work in meeting the standards of a course.

The Grade "C" indicates that the student has met the requirements of the course and has done satisfactory work.

The Grade "D" indicates that the student has met only the minimum course requirements and has done unsatisfactory work. A student receiving a grade of D must meet with the Head of Upper School to determine the conditions under which the student may advance to the next level within a discipline. (Grades of D are not recognized to be satisfactory completion of course requirements by either the University of California system or the California State University system.) The School recommends that all semester grades of "D+" or lower be remediated as soon as possible.

The Grade "F" indicates that the student has failed to meet course requirements and will receive no credit for the course.

The Grade “I” [Incomplete] indicates that the student has not completed the course work for a particular grading period because of illness or emergency. Students receiving this grade in any course should see their teachers as soon as possible to schedule the completion of all work. Unless specifically stated otherwise by the Head of School, if the work is not completed within a period of two weeks following the receipt of an INC, the grade will automatically become an F.

The Grade “NA” [Not Applicable] indicates that the student is not taking a designated course during a particular report period, or that a letter grade is inappropriate at that time.

The Grade “P” [Pass] indicates that the student has met all of a course’s minimum requirements and is passing the course with the equivalent of a C- grade or better.

The Grade “AUD” [Audit] indicates that the student is attending all of a course’s class meetings, taking all tests and quizzes, and completing all required assignments, but not for credit.

The Grade “W” [Withdrew] indicates that the student withdrew from a class and will receive no credit.

<b>VIEWPOINT GRADING CHART</b>		
<u>Grade Letter</u>	<u>Numerical Equivalent</u>	<u>GPA point</u>
A	93 - 100	4.00
A-	90 - 92	3.67
B+	87 - 89	3.33
B	83 - 86	3.00
B-	80 - 82	2.67
C+	77 - 79	2.33
C	73 - 76	2.00
C-	70 - 72	1.67
D+	67 - 69	1.33
D	63 - 66	1.00
D-	60 - 62	0.67
F	59 and below	0.00

## ADVANCED PLACEMENT (AP) EXAMINATIONS

The School administers AP Examinations in 26 subject areas. For information regarding AP course content and admission requirements, refer to the *Upper School Curriculum Guide*. The AP Examination policies are as follows:

1. Viewpoint will administer AP Exams during the two-week period in May designated by the College Board. The School expects all students enrolled in AP courses to sit for the examination.
2. A student may take any AP Exam even if not enrolled in a particular AP course or even if the particular AP subject is not a part of Viewpoint's curriculum. The student should contact Mrs. Yarnell prior to March 1 in order for the School to provide the exam.
3. Students who have a morning AP examination are excused from the previous afternoon's classes, but students taking a Monday exam are not excused from school on Friday before the exam. Students who have an afternoon examination are excused from any morning classes on that day. Students will return to school for afternoon classes after morning exams unless they have another examination the following morning.

## WEIGHTED COURSES

The UC system as well as other colleges and universities *may* grant additional credit to honors and AP courses taken in the sophomore, junior, and senior years. Viewpoint does not give additional credit (weight) to grades earned in honors or Advanced Placement courses.

## SUMMER COURSEWORK

Students who want to take summer courses to advance within Viewpoint's curriculum, to replace a Viewpoint course, or to remediate a Viewpoint course must consult with the Head of Upper School and fill out an application for approval before their program begins. Such courses may be taken only if approved by the Head of School. Students may apply to take one required course per academic year during summer school or online provided that these courses are approved on the University of California a-g list of the providing school. Students do not need to consult the Head of Upper School if they plan on taking courses for enrichment purposes. Summer courses intended for advancement, replacement, or remediation of yearlong courses must provide 116-120 hours of class time, and 56-60 hours of class time for semester courses.

External (non-Viewpoint) coursework is not reported on a student's official Viewpoint transcript nor is it averaged into a student's grade point average (GPA). It is the responsibility of the individual student to report official transcripts of external work directly to the colleges and universities to which they plan to apply.

Students taking Los Angeles Community College courses as remediation for a Viewpoint class, or taking a class for university transfer credit to the University of California System should make certain that the courses are listed as transferable on the ASSIST Web site ([www.assist.org](http://www.assist.org)).

Students who would like to take summer courses online should read the section below entitled *Online Coursework*.

## **ONLINE COURSEWORK**

Students who want to take yearlong or summer online courses to advance within Viewpoint's curriculum, to replace a Viewpoint course, or to remediate a Viewpoint course must consult with the Head of Upper School and fill out an application for approval before their program begins. Such courses may be taken only if approved by the Head of School. Students may apply to take one required course per academic year online or in summer school provided that these courses are approved on the University of California a-g list of the providing school. Students do not need to consult the Head of Upper School if they plan on taking online courses for enrichment purposes. Online courses intended for advancement, replacement, or remediation of yearlong courses must provide 116-120 hours of class time, and 56-60 hours of class time for semester courses. Consult the Curriculum Guide for additional information and guidance.

External (non-Viewpoint) coursework is not reported on a student's official Viewpoint transcript nor is it averaged into a Viewpoint student's grade point average (GPA). It is the responsibility of the individual student to report official transcripts of online work directly to the colleges and universities to which they plan to apply.

## **ACADEMIC ASSISTANCE**

The teachers provide academic assistance from 2:45 p.m. – 3:15 p.m. every day of the week. Students are encouraged to attend in order to clarify notes, ask questions, and to schedule make-up work after an excused absence. Students should inform teachers in advance if they plan on attending Academic Assistance.

## **TUTORING**

Tutoring in addition to the School's regular after-school Academic Assistance program is generally not necessary. However, students do sometimes need more help than is available in the normal program. Students who want to find a tutor should contact the Head of Upper School, who has information about tutors who have been used successfully by Viewpoint students in the past. Viewpoint teachers are not allowed to tutor their own students in any given year.

## COMMUNITY AND SCHOOL SERVICE

Viewpoint School is dedicated to the education of our students' hearts, as well as their minds. We strive to develop both intelligence and conscience. Volunteering on- and off-campus helps students to explore their particular talents and skills, learn from others with experiences different from their own, and share their good fortune with those in need.

Upper School students are required to participate in a total of 45 hours of community service by the end of the first semester of their senior year. A breakdown of the suggested yearly thresholds follows:

- Freshmen should complete 10 hours of service before the end of their freshman year.
- Sophomores should complete 15 additional hours of service for a total of 25 hours before the end of their sophomore year.
- Juniors should complete 15 additional hours of service for a total of 40 hours by the end of their junior year.
- Seniors should complete 5 additional hours of service for a total of 45 required hours before they graduate.

Yearly benchmarks exist to ensure that students will have met their requirement prior to graduation, though the School encourages students to aspire for many more hours beyond the requirement.

Community outreach will occur through a combination of individually approved service projects as well as Viewpoint School sponsored projects. Fifteen hours may be earned through school activities; however, the remaining 30 hours must be earned outside of Viewpoint School at a School-approved organization. Students should refer to Viewpoint's Web site by logging on to MyViewpoint at [www.viewpoint.org](http://www.viewpoint.org) for more detailed information about program requirements and how to receive credit for projects. Students must have service projects approved by the Director of Community Service.

Hours may be reported from June of the summer prior to a student's arrival to the Upper School at Viewpoint. Those who enter Viewpoint after their freshman year will have hours prorated. These students should see the Director of Community Service for further details.

Viewpoint does not award community service for credit in which students act as counselors-in-training (or equivalent position), nor can any sort of paid or honorarium-based position at a camp be considered as community service. If a student participates nominally as a "volunteer" in a program that is a profit-making enterprise, those hours are not usually considered as community service. Participation in medical internship programs for community service credit must have prior approval by the Director of Community Service.

## COLLEGE COUNSELING

The College Counselors provide students with information and guidance on college entrance requirements, and on the college research and application processes. They advise Upper School students in groups and individually. Extensive parent and student programs are hosted annually to help families during this important phase of their Viewpoint education. For more specific information please refer to Viewpoint's College Counseling Handbook and the College Counseling pages on Viewpoint's Web site.

## COLLEGE ADMISSION TESTING

The College Counselors provide students with information about dates and applications for standardized college entrance tests. Students should note the following test dates and deadlines for application:

The Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is administered to all sophomores and juniors and will be given on Wednesday, October 12, 2011 at Viewpoint School.

Scholastic Achievement Tests (SAT) Reasoning and Subject Tests and America College Test (ACT):

<u>Testing Dates (all are off campus)</u>	<u>Registration Deadline</u>
September 10 – ACT .....	August 12
October 1 – SAT & SAT Subject Tests .....	September 9
October 22 – ACT .....	September 16
November 5 – SAT & SAT Subject Tests .....	October 7
December 3 – SAT & SAT Subject Tests .....	November 8
December 10 – ACT .....	November 4
January 28 – SAT & SAT Subject Tests .....	December 30
February 11 – ACT .....	January 13
March 10 – SAT Only (no SAT Subject Tests) .....	February 10
April 14 – ACT .....	March 9
May 5 – SAT & SAT Subject Tests .....	April 6
June 2 – SAT & SAT Subject Tests .....	May 8
June 9 - ACT .....	May 4

Note: The SAT Reasoning and SAT Subject Tests are administered simultaneously. Thus, no student can expect to take the SAT Reasoning and SAT Subject Tests on the same day.

# PHYSICAL EDUCATION AND ATHLETICS

Physical Education (PE) and athletics are important parts of Viewpoint School's curricular and extracurricular offerings. The facilities available to students both on- and off-campus enable them to choose from a number of activities in order to fulfill the PE requirement. The Physical Education Department sends home report cards at the end of each athletic season. Refer to the *Upper School Curriculum Guide* for additional information.

## POLICIES AND PROCEDURES

1. Students in the Upper School must participate in the PE program during at least two of the three seasons each year.
2. In order to receive credit for participation in a PE class, athletic team, or dance team, students are required to participate in 85% of the practices and games throughout the season. Any exception must be approved by the Physical Education Department Chair.
3. Students must wear the approved uniform in PE class and team practices. This includes the School shirt and shorts, sweatshirt and pants (in cool weather), athletic shoes, and white socks.
4. A student who loses his or her uniform must wear a plain, solid-colored shirt and shorts. Lost uniforms must be replaced within a week.
5. Students must participate in the day's scheduled activity unless they have a written excuse from their parent or guardian.
6. Improperly dressed students are still required to participate in the class activity. Excessive uniform infractions may result in a loss of credit. Written parental excuse, noticeable illness, or improper footwear are the only causes for exceptions.
7. Please note carefully as this policy pertains to all after-school activities: In order to participate in any after-school activity (athletic practices, games, contests, rehearsals, performances, etc.), students must have attended at least four classes that day and have an excused absence for the missed class periods. Absences that are considered excused include illness, medical appointments, religious holidays, bereavement, emergencies, or School-related events. Parents must either call the Upper School Office or provide written permission authorizing the absence. While the above-mentioned situations will occasionally occur, students are expected to consistently meet their obligation of attending school from 8:00 a.m. until 2:45 p.m.
8. To earn an Athletic Letter a student must participate in two varsity sports. For each two additional varsity sports a student earns an Athletic Star.

9. Dance classes may be used for both Art and PE credit. One semester of Dance supplies one trimester of PE credit. Dance classes must be taken in full semester sessions.
10. Students who participate in a spring sport are excused from PE following the conclusion of that sport through the end of the School year.
11. Team Manager. Upper School students may receive PE credit by performing the duties of a team manager. These responsibilities would be subject to the individual needs of each coach and sport. They may consist of, but are not limited to, duties such as scorekeeper, statistician, video photographer, and clerical worker. Team managers must attend all team practices and games. Students may receive PE credit for being a team manager only twice during their Upper School years. Students interested in this option must receive approval from the Athletic Director and coach prior to the start of each sport season.
12. Independent Study Physical Education. Students may petition for off-campus independent study to satisfy the PE requirement. If a student wants to request this option, they must request it in writing to the Physical Education Department Chair, being sure to include the type, duration, and the supervisor of the activity. A form is available from the Athletic Department Office or the Upper School Office for this purpose. All applications must be submitted a week before the start of each Athletic Season. The Physical Education Department Chair will review the request and approve it only if it constitutes a significant commitment to a student's physical well-being.

## SPORTS OFFERED

	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
<b>Girls</b>	*Var Cross Country *JV Cross Country *Var Volleyball *JV Volleyball *Frosh-Soph Volleyball *Var Tennis *JV Tennis Var Cheerleading JV Cheerleading **Fencing Equestrian Outdoor Ed. PE	*Var Basketball *JV Basketball *Var Soccer *JV Soccer Var Cheerleading JV Cheerleading Drill **Fencing Equestrian PE	*Softball *Var Swimming *JV Swimming *Track Drill **Fencing Equestrian Outdoor Ed PE
<b>Boys</b>	*Var Cross-Country *JV Cross-Country *Var Football *JV Football **Fencing Equestrian Outdoor Ed PE	*Var Basketball *JV Basketball *Frosh/Soph Basketball *Var Soccer *JV Soccer **Fencing Equestrian PE	*Var Baseball *JV Baseball *Var Swimming *JV Swimming *Var Tennis *JV Tennis *Var Volleyball *JV Volleyball *Var Golf *JV Golf *Track *Lacrosse **Fencing Equestrian Outdoor Ed PE

The following dance classes are given PE credit, as well as arts credit, on a semester basis: Ballet, Modern/Jazz Dance, Tap, Genres of Global Dance, and Conservatory of Dance.

\*CIF Sports      \*\*Offered in Zero period class (7:00 – 7:50 a.m.)

# STUDENT ACTIVITIES

## HONOR SOCIETIES

### CORE

Community Outreach for Everyone (CORE) is the community service honor society at Viewpoint, providing leadership opportunities for students to foster volunteerism in others. Based on the belief that all people have an obligation to share their knowledge and expertise with those in need, each member of CORE initiates and executes community service activities throughout the year in which other students may participate.

### Cum Laude Society

The Cum Laude Society is a faculty-chosen national academic honor society which promotes intellectual activity among students. The student members of Viewpoint's Society sponsor the "Speakers-at Lunch" series in which notable speakers present to students. The Society also produces a Coffee House evening. The Cum Laude Society was founded in 1906 to recognize superior scholarship in selected schools. Viewpoint earned membership in 1992 and new student members are inducted each spring.

### Mu Alpha Theta National Math Honor Society

Viewpoint's chapter of Mu Alpha Theta, a national mathematics honor society, recognizes students who have demonstrated superior mathematical scholarship. The society is open to juniors who have maintained a cumulative GPA of at least 3.3 and a grade of A- or better in their two most recent years of math classes. The society selects and inducts new members during the fall.

### Music Honor Society

The Viewpoint Music Honor Society is an affiliated chapter of the Tri-M International Music Honor Society. It recognizes students for their musical skill, achievement, and contribution to the school music program based on a written application, audition, and participation in an Upper School music ensemble for at least four semesters. Students submit their applications at the beginning of the fall semester. Past activities have included sponsorship of expert lectures, Battle of the Bands, a Music Honor Society solo and ensemble recital, and assistance with Lower and Middle School music classes.

### Quill and Scroll Honor Society

In 2003, *The Patriot*, Viewpoint's newspaper, was granted a charter from the Quill and Scroll Society. Established in 1926, the society has grown to more than 14,000 charters within the United States and 44 foreign countries. Eligibility for membership in this honor society is determined by the following criteria: a student must be enrolled in Journalism, be a junior or senior, be in the top third of their class' grade-point average, either for the year of their election or for the cumulative total of all their Upper School courses, and demonstrate outstanding work in production and publication of *The Patriot*.

### Science National Honor Society

The purpose of Viewpoint's chapter of the Science National Honor Society is to encourage participation in and recognition of scientific and intellectual thought, to advance the student's knowledge of classical and modern science, and to involve our community in the enjoyment and comprehension of science. The society is open to juniors who have maintained a cumulative GPA of at least 3.3 and a semester grade of B+ or better in all science classes. Students must have completed a first year honors class and be enrolled in or completed a second year advanced class. The society selects and inducts new members during the fall.

### **World Language Honor Societies**

Language Honor Societies recognize students' achievements in mastery of French, Latin, Spanish, and Chinese. Membership is determined by the criteria outlined by the National Honor Society organization of each language. In March, the school celebrates World Language Week in which the honor societies participate in numerous activities designed to promote interest in the study of world languages and international cultures.

### **Founders' Club**

Viewpoint's honorary student service organization was established in 1982 and is open to students in Grades Eleven and Twelve. Membership is based on academic achievement and involvement in extracurricular activities. Founders perform a variety of useful services to Viewpoint including hosting parents at various events and speaking at Open Houses for prospective families.

## **STUDENT GOVERNMENT**

### **Student Council**

The Student Council represents the student body, serves as a liaison between students and the faculty, and participates in the overall management of student affairs. Executive Board Officers are elected by their peers during the spring for the following school year. Class Officers and Homeroom Representatives are elected by their peers at the beginning of the year. All Student Council members serve a one-year term.

## **PUBLICATIONS**

### **Aspects Literary Magazine**

Students edit and design the Upper School's annual literary magazine which showcases some of the students' best visual and written work.

### **Newspaper**

*The Patriot* is a student-run newspaper that captures the pulse of the student body. Most members of the staff are enrolled in Journalism: Theory and Practice. Elected editors assign, edit, and design each issue.

### **Yearbook**

Students work with a faculty advisor to photograph, write copy, and design the School's yearbook, *L'Espoir*.

## OFF-CAMPUS EDUCATIONAL AND RECREATIONAL OPPORTUNITIES

### **Ninth Grade Retreat**

The freshman class participates in a two-night, three-day retreat each fall. Geared toward building camaraderie among classmates, this retreat features water activities such as swimming, surfing, and kayaking as well as volleyball and other sports.

### **Voyage of Discovery**

Our nation's history forms the basis for this journey through several of the original 13 colonies. The eight-day Voyage of Discovery is an optional, annual student tour of Colonial Williamsburg, Washington, Philadelphia, and New York, taking place during Spring Break.

### **Overseas Trips**

In support of Viewpoint's foreign language offerings, there are optional trips each year to foreign countries, depending upon student interest. Every other year there are trips to China, France, and Spain, and in recent years Viewpoint's students have traveled to Germany, Italy, Japan, Belize, Costa Rica, Argentina, and the former Soviet Union.

### **East Coast College Trip**

Each spring, Viewpoint students can opt to take a trip to a group of East Coast colleges and universities chosen to represent the variety of choices available in that area of the country. In previous years, Viewpoint has visited the campuses of Yale, Tufts, Trinity, Brown, UConn, George Washington, Columbia, Georgetown, American, University of Pennsylvania, NYU, and Boston University, among others. This trip is intended as an opportunity for juniors embarking upon the college evaluation process.

# STUDENT AWARDS

A number of awards recognizing outstanding effort, participation, and achievement are presented to Upper School students each year.

## THE ARTHUR B. O'LEARY AWARD

This award, selected by the faculty, goes to an outstanding senior, someone who by service to the School, by academic accomplishment, and by positive spirit and good character exemplifies the qualities that Viewpoint strives to develop in its students. It is the School's most significant award.

## THE VALEDICTORIAN

The faculty chooses the Valedictorian who is the outstanding scholar in the graduating class. The Valedictorian exhibits a love of learning, unusual academic curiosity, and an outstanding record of achievement. The recipient of this honor gives the valedictory address at graduation.

## THE SALUTATORIAN

This award goes to the senior who, in the opinion of his or her class, best represents them as a group. The recipient presents the salutatory address at graduation.

## THE THELMA B. SITTON AWARD

Given to an outstanding Upper School student and selected by the faculty, this award recognizes fine qualities of character; a willingness to serve the School and others cheerfully; and obedience to the standards of the School and the greater community.

## THE JOSEPH AND ELIZABETH HANDLEY AWARD FOR AMERICAN STUDIES

Established in 2001, this award is presented to a student in the Upper School selected by the Social Studies Department who has demonstrated unusual achievement and interest in American studies. This student also exhibits at all times excellent character and concern for the community.

## THE COOPER SCHOLAR-ATHLETE AWARD

This award was established in 1970 by Mark, Keith, and Paul Cooper to honor an Upper School student who is both a scholar and an athlete. The faculty-selected recipient of this award has achieved excellence in both academic and athletic endeavors, always exhibiting good sportsmanship and integrity.

## THE MARY CARPENTER PERFORMING ARTS AWARD

This award, established in 1986 in honor of Mary Carpenter, is presented to an Upper School student selected by the Dance and Theater Departments who exhibits excellence, genuinely learns and grows in a specific craft, and who has demonstrated a contribution to the life of the School by upholding the standards of Viewpoint.

### **THE MERYL STALEY '06 AWARD FOR THE THEATER ARTS**

This award was established in 2005 in memory of Meryl Staley '06. Selected by the Dance and Theater Departments this award is presented annually to the sophomore or junior in the Upper School who promoted teamwork and good morale in the practice and performance of the theater arts through his or her selfless spirit, positive attitude, and work ethic. It includes a stipend of \$1,000 for the cost of off-campus enrichment in the performing arts.

### **COMMUNITY SERVICE AWARD**

This award recognizes the student in the Upper School selected by the faculty who best incorporates the spirit of giving into his or her life. Typically, the recipient has volunteered time and effort on a significant, long-term basis, working to better the lives of those in need.

### **THE VSSA AWARD**

The Viewpoint School Service Association established this award to recognize an Upper School student who is remarkable for his or her contributions to the community of Viewpoint School.

### **THE PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE**

To qualify, a senior must attain a minimum of a 3.5 grade-point average in academic subjects taken in Grades Nine through Twelve. In addition, the student must have scored in the 80th percentile or above in both verbal and mathematical skills on a standardized examination.

### **HONORS**

"Honors" is a designation of academic excellence publicized at the end of each marking period recognizing students who have earned a grade point average of 2.95 or higher, with no grades below C or Incomplete, and no effort ratings below 2 in any subject.

### **HIGH HONORS**

"High Honors" is a designation of academic excellence at the end of each marking period recognizing students who earned a grade point average of 3.45 or higher, with no grades below C or Incompletes, and no effort ratings below 2 in any subject.

### **THE HEADMASTER'S LIST**

This list includes those students who earned a grade-point average of 3.55 or higher for the full year in specified academic subjects, with no grades below C during the year, no Incompletes, and no effort ratings below 2 in three of the four marking periods.

### **THE UPPER SCHOOL STUDENT OF THE YEAR**

This award, chosen by the Student Council, goes to the student who is an outstanding all-around student in the Upper School. This student exhibits a concern for others, is actively involved in promoting school spirit, and has demonstrated a keen interest in improving the quality of student life at the School.

# STANDARDS AND POLICIES FOR BEHAVIOR

Viewpoint believes that learning occurs best in an environment of **honesty, mutual respect, concern, consideration, and courtesy** among faculty and students. These core values are the basis upon which trust and community can grow.

A student's presence in the Upper School implies student and parental understanding of and agreement to our core values and community expectations. Important community expectations are listed below.

## CARE OF CAMPUS

Viewpoint takes pride in the School and expects everyone to participate in the general care and upkeep of the campus. Students should place all refuse in the trash bins provided around the campus. Specified eating areas, classrooms, and locker areas should remain clean and free of trash. Eating and drinking in the buildings is allowed only in the event of special meetings or inclement weather, or by specific permission of the faculty or administration.

## CARE OF LOCKERS

Lockers are the property of Viewpoint School. They are not private, and the School reserves the right of entry to them. Lockers should remain clean and not be defaced in any way. Students who have problems with their locks should ask for assistance from the Upper School Office.

## LANGUAGE

The School prohibits the use of profanity, obscenities, or other inappropriate language when students are on Viewpoint campus, or when off-campus while involved in a Viewpoint activity.

## GAME PLAYING

It is the responsibility of students to use their time wisely. Generally, educational board games such as chess or Scrabble are permitted during free time at School, though game playing of any type is not permitted within the library. Gambling in any way is not allowed.

## GUM CHEWING

Gum chewing is prohibited on campus, on School trips, and at all official School functions.

## VALUABLES

The School discourages students from bringing personal valuables and large amounts of money on campus. The School cannot assume responsibility for lost or damaged items.

## ELECTRONICS

The use of electronics in classrooms requires permission from the teacher, though students are allowed to use electronics during their free periods.

Responsible and respectful use of cell phones is permitted during the school day. Cell phones must remain on "silent" throughout the school day and should never be used during class, meetings, Assembly, and in the Fletcher Family Library. All cell phone conversations must occur outside of the School building to avoid disrupting the learning environment.

The School retains the right to confiscate cell phones and other electronics if a student fails to show responsibility in using these devices.

## CALCULATORS

All students enrolled in Geometry or higher level courses are required to own a TI-83 Silver, a TI-84 Plus, or a TI-84 Plus Silver Edition graphing calculator. The TI-84 Plus Silver Edition is recommended. No other calculator may be used in Upper School

Mathematics or science courses without written approval from the course teacher. At no time may calculators be shared between students during quizzes, exams, or tests.

## **DRUGS AND ALCOHOL**

The School maintains zero tolerance for drug and alcohol abuse. The use, possession, distribution, or being under the influence of any illegal drugs, intoxicants, alcohol, or other controlled substances is strictly prohibited. The Health Services Office must dispense any and all prescription drugs and must be provided with a note from the student's health care provider explaining how often the medication must be taken and in what doses. Students may not possess any illicit paraphernalia. Any involvement whatsoever with illegal drugs, intoxicants, alcohol, or other controlled substances will result in immediate discipline, up to and including expulsion from the school. Students who violate our drug and alcohol abuse policy will be removed from the School immediately. The School may also bring the matter to the attention of appropriate law enforcement authorities.

## **TREATMENT OF OTHERS**

The School expects students to respect the rights and property of others. Part of living in a community such as ours requires consideration for others, for their persons, and for their feelings. Therefore, the School works diligently to educate students not to bully or mistreat others in any way. Bullying includes physical intimidation, threats, taunts, and humiliation which may be communicated verbally, in written form, or through use of the Internet. We promote behavior that ensures all students will have the opportunity to fully enjoy the School. Any form of harassment toward any member of Viewpoint's community is prohibited. Specifically prohibited are epithets, slurs, leering, offensive jokes or touching, blockage of movement, sexual advances, inappropriate or obscene letters or notes, inappropriate photographs, video, or recordings, especially but not limited to those taken without permission of others, the display of suggestive materials, or other forms of physical or psychological intimidation. The use of the Internet for such purposes is a violation of the School's rules. Also, the School's community cannot tolerate theft, defacement, or destruction of personal property. We encourage students and parents to report any incident involving a form of bullying, harassment, or theft/destruction of personal property to the Head or Assistant Head of Upper School. Such behavior may result in suspension or expulsion from the school.

## **INTERNET ACCEPTABLE USE POLICY AND AGREEMENT**

The Viewpoint School Internet Acceptable Use Policy and Agreement (AUP) is included on this handbook on page 50. Before a student can use the School's Internet access, the student and his or her parents must familiarize themselves with the contents of the policy and sign the Student and Parent Handbook and Acceptable Use Policy Acknowledgment Form which will be kept on file at school.

Students will use the Internet for educational purposes and treat the Internet in the same manner as any other research source. To safeguard their privileges on the Internet, students must be polite, use appropriate language, and respect other users of the Internet. Students who misuse the Internet will be subject to disciplinary action as outlined in the Acceptable Use Policy and Agreement. In addition, students whose off-campus use of the Internet negatively affects the School's learning environment will be subject to similar disciplinary action.

## **ACADEMIC AND PERSONAL INTEGRITY**

There is no greater treasure than the value of one's word and no community can call itself such when there is not full confidence in the truthfulness of its members. Viewpoint's standard in this regard is simple: do not misrepresent, actively or passively, the truth.

To take the work of another and represent it as one's own is cheating. To provide one's own work knowingly in an act of deception on the part of another is cheating. As an

example, if Joe takes Jeremy's notes and turns them in, Joe is cheating. If Jeremy gives Joe permission to turn in the notes that Jeremy has written, and Joe turns them in, both of these students are cheating.

To represent as one's own another's words or ideas without proper attribution is plagiarism. Proper attribution of others' work must be in the form of appropriate references, footnotes, and bibliographies in all research and term papers. These standards include any material taken from the Internet. Viewpoint School publishes its own "Citation Guide" which all students receive. The faculty expects students to be familiar with and to adhere to the information in this booklet.

In addition, the use of Spark Notes, Purple Monkey, Cliff Notes, Grade Saver or any other shortcut method of studying or writing is prohibited.

The misrepresentation of fact by word or action is lying. When a student submits a piece of work with his or her name written upon it, the student is assuring the teacher that the work conforms to the standards of academic integrity. When a student represents a fact by word or action, the student is assuring the community that the representation conforms to the standards of academic and personal integrity.

The consequences of violating the standards of academic integrity may include one or more of the following sanctions: receipt of a zero on the assignment, paper, or exam in question; suspension; probation, or, in the event of repeated offenses, expulsion from the School. The consequences of lying may include probation, suspension, or, in the event of repeated offenses, expulsion from the School.

### **INCOMPATIBILITY**

Incompatibility is defined as flagrant or consistent defiance of the basic routine of the School. Repeated classroom absences, over-frequent tardiness, repeated failure to turn in classroom assignments, continual dress code violations, failure to sign out properly, missing assigned punitive responsibilities, and repeated antagonistic, uncooperative, or disrespectful behavior toward any member of Viewpoint's community are examples of incompatible behavior. Incompatibility may be grounds for any level of sanction as defined below including suspension and/or expulsion.

### **HAZARDOUS MATERIALS**

The School will confiscate prohibited items such as fireworks, weapons, pocketknives, or other hazardous materials. Possession of such items may be grounds for suspension and/or expulsion. Any use of such materials on the Viewpoint campus will be grounds for suspension and/or expulsion.

### **SMOKING**

The School does not permit the possession or use of tobacco. Viewpoint is a nonsmoking campus and is in compliance with local fire codes. Any use of such materials on the Viewpoint campus will be grounds for suspension and/or expulsion.

### **VIOLATION OF STATE OR FEDERAL LAW**

Any student who violates a local, State, or Federal law may be subject to expulsion.

## **DISCIPLINARY MEASURES**

Viewpoint's disciplinary measures are guided by the School's core values of **honesty, mutual respect, concern, consideration, and courtesy** among faculty and students. Disciplinary measures help maintain a positive and safe environment for the entire community. Because

attending Viewpoint is a privilege, our standards for good community citizenship are high and are demanding.

Viewpoint's system of discipline is designed to be educational, consistent, firm, and fair. The School believes that the discipline process should further the personal growth of the student while protecting and preserving the entire community. Therefore, disciplinary action will strive to balance the good of the individual with the good of the community. The ultimate goal of disciplinary action is for students to recognize their mistakes, take responsibility for their actions, and rectify any damage that may have been done to the community.

### **CONFERENCES**

These formal dialogues occur between a student and a faculty member or administrator. Occasionally, the Head of Upper School will ask parents or the Upper School Counselor to join the conference. The goal of a conference is to help the student understand the nature of an infraction, accept responsibility for their mistake, and understand the consequences.

### **DETENTION**

Detention is an assigned period of silent time or work detail for students who have demonstrated a lack of independence in monitoring their own behavior. For minor infractions, the School will assign detention to be served during school hours. For more serious infractions and repeated violations, detention will be assigned for one hour before or after school on a designated day. Parents will receive a letter notifying them in advance of a student's detention date and time.

### **RESTRICTION OF PRIVILEGES**

Students who are responsible members of the community may earn many privileges, including attending School functions and trips, having unsupervised lunch periods, enjoying off-campus lunches, or having the right to drive to School. Students who break the School's rules may lose any or all of these privileges.

### **WORK DETAIL**

The Head of Upper School or Assistant Head of Upper School may assign specific on-campus chores to students who show a lack of responsibility in adhering to School rules. Work detail will be spent providing service to the Viewpoint community.

### **PROBATION**

Probation is a designated period of time during which students are given the opportunity to prove themselves. Being placed on probation provides notice to a student and his or her family that a serious problem exists. Failure to meet the terms of the probation may result in suspension or expulsion.

### **SUSPENSION**

Suspension consists of a short period of time in which the student is dismissed from School. Parents must meet with the Head of Upper School for the student to gain readmission. Students may not receive credit for homework, quizzes, or tests given during the period of suspension.

### **EXPULSION**

When expulsion is considered, the Headmaster, Associate Headmaster, Head of the Upper School, Assistant Head of Upper School, and the faculty review the matter before reaching a final decision.

# STUDENT COUNCIL CONSTITUTION

## PREAMBLE

We the members of the Student Council, in order to form a better relationship between the students, administration, and the faculty, to uphold the standards of our School, to recommend additional and improved activities in and out of school, to provide a basis for better understanding of governmental procedures, submit our Constitution for the benefit of all students at Viewpoint.

## ARTICLE I – PROCEDURE

The student government of Viewpoint's Upper School shall conduct their proceedings under the guidelines of this Constitution. The Student Council may not meet unless a quorum is in attendance. A quorum consists of a majority of the council.

## ARTICLE II – STUDENT COUNCIL OFFICERS

### Executive Board- Qualifications and Responsibilities

Section 1 - Executive Board President

Section 1, Clause 1 - The President of the Executive Board shall possess executive power.

Section 1, Clause 2 - The President shall call, preside over, and conduct all meetings of the Student Council; the President shall prepare a written agenda. The President shall see that all orders and resolutions of the Student Council are carried out.

Section 1, Clause 3 - Prior to the election, the President must have attained a 3.0 grade-point average or better in the most recent grading period, be a solid citizen of the School community measured by attendance, academic standing, behavior, care of the School, and respect for faculty members and fellow students, and shall have had previous experience as a member of Student Council in the Upper School. During the term, the President shall be a member of Grade Eleven or Twelve but may be selected from the next class lower if no candidate from Grade Eleven or Twelve runs for the office.

Section 1, Clause 4 - In the event that any elected member of the Executive Board is absent, the President shall appoint a suitable replacement for that meeting.

Section 1, Clause 5 - The President has the responsibility to suggest the dismissal of any Student Council member who does not attend two Council meetings without sufficient grounds.

Section 1, Clause 6 - If the President has a major disciplinary episode during the year of service, he or she may be forced to resign from the office.

Section 2 - Executive Board Vice President

Section 2, Clause 1 - The Vice President shall assume all the duties of the President during the President's absence.

Section 2, Clause 2 - The Vice President shall oversee standing committees and activities of the Student Council.

Section 2, Clause 3 - Prior to the election, the Vice- President must have attained a minimum 2.5 grade-point average in the most recent grading period, and be a solid citizen of the School community measured by attendance, academic standing, behavior, care of the School, and respect for faculty members and fellow students. During the term, the Vice-President shall be a member of Grades Ten through Twelve.

Section 3 - Executive Board Secretary

Section 3, Clause 1 - The Secretary shall keep complete written records of all Student Council meetings.

Section 3, Clause 2 - The Secretary shall call meetings at the direction of the President by notifying each individual member and shall be in charge of all written records and correspondence.

Section 3, Clause 3 - Prior to the election, the Secretary shall have attained a minimum 2.5 grade-point average in the most recent grading period, and be a solid citizen of the School community measured by attendance, academic standing, behavior, care of the School, and respect for faculty members and fellow students. During the term, the Secretary shall be a member of Grades Nine through Twelve.

Section 4 - Executive Board Treasurer

Section 4, Clause 1 - The Treasurer shall be responsible for any and all financial matters concerning the Executive Board, and in addition shall be responsible for presenting a weekly financial report at each meeting.

Section 4, Clause 2 - Prior to the election, the Treasurer shall have attained a minimum 2.5 grade- point average in the most recent grading period, and be a solid citizen of the School community measured by attendance, academic standing, behavior, care of the School, and respect for faculty members and fellow students. During the term, the Treasurer shall be a member of Grades Nine through Twelve

Section 5 - All Executive Board Officers will meet weekly with the Student Council Advisor prior to the full Student Council meeting.

### **Class Officers and Homeroom Representatives Qualifications and Responsibilities**

Section 6 - Prior to the election, Class Officers and Homeroom Representatives shall have attained a minimum 2.0 grade-point average in the most recent grading period, and be a solid citizen of the School community measured by attendance, academic standing, behavior, care of the School, and respect for faculty members and fellow students. Class Officers and Homeroom Representatives must be a member of the grade to which they are elected.

## **ARTICLE III – ELECTION PROCEDURES**

### **Executive Board**

Section 1, Clause 1 - Voting for the Executive Board will take place each spring, prior to the end of the school year.

Section 1, Clause 2 - Rising Ninth through Twelfth Grade students will vote by secret ballot for the Executive Board Officers.

Section 1, Clause 3 - Candidates must turn in a written application before a previously established deadline in order to run for one of the four elected Executive Board offices.

Section 1, Clause 4 - Applications must be presented to the administration for official verification of eligibility.

Section 1, Clause 5 - Speeches must be submitted for approval. Each applicant must give the speech in front of the student body (Rising Ninth through Twelfth Grade students) at a designated assembly.

Section 1, Clause 6 - No one may enter the election after the application deadline.

Section 1, Clause 7 - There will be a swearing in ceremony for elected Executive Board Officers at the beginning of an Upper School Assembly.

Section 1, Clause 8 - The former President shall swear in the newly elected President and shall hand down the gavel.

### **Class Officers and Homeroom Representatives**

Section 2, Clause 1 - At the beginning of the school year, Ninth through Twelfth Grade students in the Upper School will vote by secret ballot for their Class Officers. A Class President, Vice-President, Secretary, and Treasurer will be elected for each grade level.

Section 2, Clause 2 - The person who receives the most votes for a Class Officer position will be elected the Class President. The people receiving the second, third, and fourth highest amounts of votes will be elected Vice-President, Secretary, and Treasurer, respectively.

Section 2, Clause 3 - Candidates must turn in a written application before a previously established deadline in order to run for a Class Office.

Section 2, Clause 4 - The application must be presented to the administration for official verification of eligibility.

Section 2, Clause 5 - Speeches must be submitted for approval. Each applicant must give their speech in front of their grade level at a designated assembly.

Section 2, Clause 6 - No one may enter the election after the application deadline.

Section 2, Clause 7 - There will be a swearing in ceremony for elected officers at the beginning of an Upper School Assembly.

Section 2, Clause 8 - The Executive Board President shall swear in the newly elected Class Officers.

Section 3, Clause 1 - Each homeroom class shall choose its own Representative at the beginning of the year.

Section 3, Clause 2 - There will be one Representative from each homeroom.

Section 3, Clause 3 - Those students who do not wish to be Homeroom Representatives may request to have their names stricken from the ballot.

Section 4 - Class Officers may serve as many years in any one position as they are elected. A Homeroom Representative may serve for as many terms as they are elected.

#### **ARTICLE IV – DUTIES**

Section 1 - The Assistant Head of Upper School shall serve as the Advisor.

Section 2 - The duties of the Student Council Advisor are as follows:

Section 2, Clause 1 - To represent the students while meeting with the School's administration.

Section 2, Clause 2 - To interpret the School's policies to the student body.

Section 2, Clause 3 - To recommend changes in the School's policies.

Section 2, Clause 4 - To develop programs to meet the objectives stated in the Preamble.

Section 2, Clause 5 - To encourage opportunities for service to the School and to the greater community.

Section 2, Clause 6 - To enhance the students' social experience at Viewpoint.

Section 2, Clause 7 - To encourage the development of School spirit.

Section 3 - Recommendations may be submitted to the Council for consideration by any Upper School student or by any member of the faculty or staff.

Section 4 - A member of Student Council may be removed from office by the Upper School Student Council and the Student Council Advisor, or by the Head of Upper School, for consistent disregard of School or Council rules, commitment of a serious offense, negligence of duty, or maintaining less than the required grade point average.

Section 5 - Committees of the Student Council shall be determined and organized by the Council.

Section 6 - A member of Student Council may be removed because of repeated absences or tardiness. The respective homeroom would elect a replacement representative. A general election would be held to replace a Class Officer or Executive Board Officer.

#### **ARTICLE V – RATIFICATION**

The ratification of this document by Viewpoint School's administration and by the Council of authorship shall be sufficient for the establishment of this Constitution.

# SCHOOL SONGS

## INTEGER VITAE

They who are noble, kind in thought and action  
Faithful to duty, pure, and singlehearted,  
Need not a weapon, need not man to guard them:  
Virtue defends them.

What though they wander o'er the burning desert?  
What though they journey o'er unfriendly mountain?  
Sleeping or waking, though by death surrounded,  
Virtue defends them.

## VIEWPOINT ALMA MATER

Mid the canyon hills and tree tops  
Stands Viewpoint School;  
Where the sun is bright above us,  
There is Viewpoint School.

Soft the breezes blow around us,  
Clear and blue the skies surround us,  
Flags are furling high above us,  
At Viewpoint School.

Here we learn our daily lessons,  
That is the rule.  
Here life's ventures we prepare for,  
At our loved School.

Free our spirit, joyous too,  
Loyal hearts forever true,  
Alma Mater! Hail to you!  
Viewpoint School.

## MIDDLE AND UPPER SCHOOL PRAYER

O God, our Creator

Thank You for Your loving gifts of friendship and challenge, that through them we may grow in wisdom and compassion, becoming alert to cries of hurt and need. Help us to understand the things we cannot change and change the things we can.

Enable us to recognize beauty and to learn from the unfamiliar. Make us grow daily in our appreciation of life and the wonderful potential of being, each of us, Your child. Lead us to our life's work and bless us with dedication to it.

Grant us Your guidance and protection for ourselves, our families and friends, our school, our nation and our world, and give us the strength to do Your will.

Amen

## UPPER SCHOOL READING LIST

These books represent the breadth of reading that Viewpoint Upper School students will pursue instructionally or independently. The list includes a variety of works from many genres, fields, and times, and it serves as a guide to book selection for students and parents.

Achebe, Chinua	<i>Things Fall Apart</i>
Aeschylus	<i>Orestia</i>
Agee, James	<i>Let Us Now Praise Famous Men</i>
Alcott, Louisa May	<i>Little Women</i>
Anaya, Rudolfo	<i>Bless Me, Ultima</i>
Anderson, Sherwood	<i>Winesburg, Ohio</i>
Angell, Roger	<i>The Summer Game</i>
Angelou, Maya	<i>I Know Why The Caged Bird Sings</i>
Anonymous	<i>Beowulf</i>
Atwood, Margaret	<i>A Handmaid's Tale</i>
Austen, Jane	<i>Pride and Prejudice</i>
	<i>Emma</i>
Baldwin, James	<i>Go Tell It on the Mountain</i>
de Balzac, Honore	<i>Pere Goriot</i>
Baker, Russell	<i>Growing Up</i>
Barrie, James M.	<i>The Admirable Crichton</i>
Barthelme, Donald	<i>City Life</i>
Bateson, Mary Catherine	<i>Composing a Life</i>
Beckett, Samuel	<i>Waiting for Godot</i>
Bellow, Saul	<i>Herzog</i>
Benet, Stephen Vincent	<i>John Brown's Body</i>
Berger, Thomas	<i>Little Big Man</i>
Blake, William	<i>Songs of Innocence</i>
Borges, Jorge Luis	<i>Borges, A Reader</i>
Bowen, Catherine	<i>Yankee from Olympus</i>
Bradbury, Ray	<i>Fahrenheit 451</i>
Brecht, Bertolt	<i>Galileo</i>
Bronte, Charlotte	<i>Jane Eyre</i>
Bronte, Emily	<i>Wuthering Heights</i>
Browning, Robert	<i>The Poetical Works of Browning</i>
Butler, Octavia	<i>Kindred</i>
Camus, Albert	<i>The Stranger</i>
Campbell, Joseph (with Moyers)	<i>The Power of Myth</i>
Capote, Truman	<i>In Cold Blood</i>
Carroll, Lewis	<i>Alice's Adventures in Wonderland</i>

Carson, Rachel	<i>Silent Spring</i>
Cary, Lorene	<i>Black Ice</i>
Cather, Willa	<i>Death Comes for the Archbishop</i>
Cummings, e.e.	<i>Collected Poems</i>
Cervantes	<i>Don Quixote</i>
Chang, Jung	<i>Wild Swans: Three Daughters of China</i>
Chaucer, Geoffrey	<i>Canterbury Tales</i>
Chopin, Kate	<i>The Awakening</i>
Chekhov, Anton	<i>The Three Sisters</i>
Clark, Kenneth	<i>Civilization</i>
Conrad, Joseph	<i>Lord Jim</i>
Crane, Stephen	<i>Maggie: Girl of the Streets</i>
Cross, Amanda	<i>The James Joyce Mysteries</i>
Dante	<i>The Divine Comedy</i>
Darwin, Charles	<i>The Origin of Species</i>
Defoe, Daniel	<i>Robinson Crusoe</i>
Dickens, Charles	<i>David Copperfield</i>
	<i>A Tale of Two Cities</i>
	<i>Collected Poems</i>
Dickenson, Emily	<i>Pilgrim at Tinker's Creek</i>
Dillard, Annie	<i>Out of Africa</i>
Dinesen, Isak	<i>Ragtime</i>
Doctorow, E.L.	<i>1919</i>
Dos Passos, John	<i>Crime and Punishment</i>
Doestoyevsky, Fyodor	<i>The Narrative of the Life of Frederick Douglass</i>
Douglass, Frederick	<i>Sister Carrie</i>
Dreiser, Theodore	<i>Advise and Consent</i>
Drury, Allen	<i>The Count of Monte Cristo</i>
Dumas, Alexandre	<i>Rebecca</i>
Du Maurier, Daphne	<i>The Invisible Man</i>
Ellison, Ralph	<i>Collected Poems and Plays</i>
Eliot, T.S.	<i>Self-Reliance</i>
Emerson, Ralph Waldo	<i>Medea</i>
Euripides	<i>Orchestral Music</i>
Ewen, David	<i>Laughing Boy</i>
Farge, Oliver	<i>Light in August</i>
Faulkner, William	<i>The French Identity</i>
Fernand, Braudel	<i>Tom Jones</i>
Fielding, Henry	<i>The Great Gatsby</i>
Fitzgerald, F. Scott	<i>Madame Bovary</i>
Flaubert, Gustave	<i>A Room with a View</i>
Forster, E.M.	<i>Penguin Island</i>
France, Anatole	

Franklin, Benjamin	<i>Autobiography</i>
Fraser, Antonia	<i>Mary Queen of Scots</i>
Frost, Robert	<i>Collected Poems</i>
Fuentes, Carlos	<i>The Death of Artemio Cruz</i>
Galsworthy, John	<i>A Man of Property</i>
Garcia, Christina	<i>Dreaming in Cuban</i>
Garcia Marquez, Gabriel	<i>One Hundred Years of Solitude</i>
Gardner, John	<i>Grendel</i>
Gilbert, Sandra, ed.	<i>Norton Anthology: Women's Lit.</i>
Goethe, Johann von	<i>Faust, Part 1</i>
Gogol, Nikolai	<i>The Overcoat</i>
Golding, William	<i>Lord of the Flies</i>
Goldman, Eric	<i>The Crucial Decade</i>
Gould, Jean	<i>American Women Poets</i>
Gould, Stephen Jay	<i>Hen's Teeth and Horse's Toes</i>
Graves, Robert	<i>I, Claudius</i>
Greene, Graham	<i>The Quiet American</i>
Gribbin, John	<i>In Search of the Double Helix</i>
Guthrie, Woody	<i>Bound for Glory</i>
Hakakian, Roya	<i>Journey to the Land of No</i>
Hammett, Dashiell	<i>The Maltese Falcon</i>
Hardy, Thomas	<i>The Return of the Native</i>
Harte, Bret	<i>The Outcasts of Poker Flat</i>
Hassler, Jon	<i>Staggerford</i>
Hawking, Stephen	<i>A Brief History of Time</i>
Hawthorne, Nathaniel	<i>The Scarlet Letter</i>
Hemingway, Ernest	<i>A Farewell to Arms</i>
Herriott, James	<i>All Creatures Great and Small</i>
Hersey, John	<i>Hiroshima</i>
Hesse, Herman	<i>Siddhartha</i>
Hill, Errol	<i>The Theatre of Black Americans</i>
Hilton, James	<i>Lost Horizon</i>
Hobson, Laura	<i>Gentleman's Agreement</i>
Hodges, C.W.	<i>The Globe Restored</i>
Homer	<i>The Odyssey</i>
Hosseini, Khaled	<i>The Kite Runner</i>
Hugo, Victor	<i>Les Miserables</i>
Hurston, Zora	<i>Their Eyes Were Watching God</i>
Huxley, Aldous	<i>Brave New World</i>
Ibsen, Henrik	<i>A Doll's House</i>
Ionesco, Eugene	<i>Rhinoceros</i>
Irving, John	<i>The World According to Garp</i>

Irving, Washington	<i>Rip Van Winkle</i>
James, Henry	<i>Turn of the Screw</i>
Jones, James	<i>From Here to Eternity</i>
Jones, Le Roi	<i>Preface to a 20 Pound Suicide Note</i>
Joyce, James	<i>The Dubliners</i>
Jung, Carl	<i>Man and His Symbols</i>
Kahn, Roger	<i>The Boys of Summer</i>
Kafka, Franz	<i>Metamorphosis, Collected Stories</i>
Kelby, Eric	<i>The Trumpeter of Krakow</i>
Kennedy, Michael	<i>Britten</i>
Kesey, Ken	<i>One Flew Over the Cuckoo's Nest</i>
Kingston, Maxine	<i>The Woman Warrior</i>
Keats, John	<i>Collected Poems</i>
Knowles, John	<i>A Separate Peace</i>
Koestler, Arthur	<i>Darkness at Noon</i>
Lahiri, Jhumpa	<i>Interpreter of Maladies</i>
Lampton, Christopher	<i>DNA and the Creation of New Life</i>
Lawrence, D.H.	<i>Portable D. H. Lawrence</i>
Least Heat Moon, William	<i>Blue Highways</i>
Lee, Harper	<i>To Kill A Mockingbird</i>
Leigh, Julia & Savold, David	<i>The Day That Lightning Chased the Housewife</i>
Lermontov, Mikhail	<i>A Hero of Our Time</i>
Lessing, Doris	<i>African Short Stories</i>
Lewis, C.S.	<i>The Chronicles of Narnia</i>
Lewis, Sinclair	<i>Babbitt</i>
Llewellyn, Richard	<i>How Green Was My Valley</i>
Lord Tennyson, Alfred	<i>Idylls of the King</i>
Lorenz, Konrad	<i>On Aggression</i>
Machiavelli, Niccolo	<i>The Prince</i>
MacLeish, Archibald	<i>J. B.</i>
Mailer, Norman	<i>The Naked and the Dead</i>
Malamud, Bernard	<i>The Natural</i>
Malraux, Andre	<i>Man's Fate</i>
Mann, Thomas	<i>Death in Venice</i>
Markandaya, Kamala	<i>Nectar in a Sieve</i>
Marlowe, Christopher	<i>Doctor Faustus</i>
Marsh, Ngaio	<i>Light Thickens</i>
Massie, Robert	<i>Nicholas and Alexandra</i>
Maugham, Somerset	<i>Of Human Bondage</i>
McCullers, Carson	<i>Member of the Wedding</i>
Mead, Margaret	<i>Blackberry Winter</i>
Melville, Herman	<i>Moby Dick</i>

Miller, Arthur	<i>The Crucible</i>
Milton, John	<i>Paradise Lost</i>
Mitchell, Margaret	<i>Gone With the Wind</i>
Moliere	<i>The Misanthrope</i>
Momaday, N. Scott	<i>The Way to Rainy Mountain</i>
Montaigne	<i>Essays</i>
Morrison, Toni	<i>Beloved</i>
Neihardt, John	<i>Black Elk Speaks</i>
Nemerov, Howard	<i>Collected Poems</i>
Neruda, Pablo	<i>Odes to Common Things</i>
Nordhoff, Charles & Hall, James	<i>Mutiny on the Bounty</i>
Norman, Phillip	<i>Shout! Beatles in Their Generation</i>
Oates, Joyce Carol	<i>Collected Short Stories</i>
O'Connor, Flannery	<i>A Good Man is Hard to Find</i>
Ogburn, Charlton	<i>The Mysterious William Shakespeare</i>
O'Hern, Elizabeth	<i>Profile of Pioneer Women Scientists</i>
Olsen, Tillie	<i>Tell Me a Riddle</i>
O'Neill, Eugene	<i>Desire Under the Elms</i>
Orwell, George	<i>Animal Farm</i>
Otsuka, Julie	<i>When the Emperor was Divine</i>
Ovid	<i>Metamorphosis</i>
Pasternak, Boris	<i>Dr. Zhivago</i>
Paton, Alan	<i>Cry, The Beloved Country</i>
Plath, Sylvia	<i>The Bell Jar</i>
Plato	<i>The Republic</i>
Poe, Edgar Allan	<i>The Portable Poe</i>
Porter, Katherine Anne	<i>Flowering Judas</i>
Potok, Chaim	<i>The Chosen</i>
Pound, Ezra	<i>Collected Poems</i>
Proust, Marcel	<i>Remembrance of Things Past</i>
Puig, Manuel	<i>Kiss of the Spider Woman</i>
Rand, Ayn	<i>Anthem</i>
Remarque, Eric Maria	<i>All Quiet on the Western Front</i>
Renault, Mary	<i>The Persian Boy</i>
Richter, Conrad	<i>Sea of Grass</i>
Rodriguez, Richard	<i>Hunger of Memory</i>
Rolvaag, O.E.	<i>Giants in the Earth</i>
de St. Exupery, Antoine	<i>Wind, Sand, and Stars</i>
Salinger, J.D.	<i>The Catcher in the Rye</i>
Sagan, Carl	<i>Cosmos</i>
Sandburg, Carl	<i>Lincoln: The Prairie Years</i>
	<i>The People, Yes</i>

Sartre, Jean Paul	<i>No Exit</i>
Sayers, Dorothy L.	<i>Gaudy Night</i>
Schweitzer, Albert	<i>Out of My Life and Thought</i>
Scott, Sir Walter	<i>Ivanhoe</i>
Sexton, Anne	<i>Live or Die</i>
Shakespeare, William	<i>Henry IV, Part One</i> <i>Sonnets</i> <i>Collected Plays</i>
Shaw, George Bernard	<i>Saint Joan</i>
Shelley, Mary	<i>Frankenstein</i>
Sheridan, Richard Brinsley	<i>The Rivals</i>
Silko, Leslie M.	<i>Ceremony</i>
Sillitoe, Alan	<i>The Loneliness of the Long-Distance Runner</i>
Singer, Isaac	<i>The Collected Stories</i>
Smith, Betty	<i>A Tree Grows in Brooklyn</i>
Smith, Hedrick	<i>The Russians</i>
Solzhenitsyn, Alexander	<i>One Day in the Life of Ivan Denisovich</i>
Sophocles	<i>Antigone</i>
Stein, Gertrude	<i>Selected Writings</i>
Steinbeck, John	<i>The Grapes of Wrath</i>
Stendahl, W.H.B.	<i>The Red and the Black</i>
Stevenson, Robert Louis	<i>Kidnapped</i>
Stewart, Mary	<i>The Crystal Cave</i>
Stoker, Bram	<i>Dracula</i>
Stoppard, Tom	<i>The Real Thing</i>
Stowe, Harriet Beecher	<i>Uncle Tom's Cabin</i>
Styron, William	<i>Sophie's Choice</i>
Swift, Jonathan	<i>Gulliver's Travels</i>
Tan, Amy	<i>The Joy Luck Club</i>
Tarkington, Booth	<i>Seventeen</i>
Terkel, Studs	<i>Working</i>
Thackeray, William	<i>Vanity Fair</i>
Thiong'o, Ngugi wa	<i>Weep Not Child</i>
Thomas, Dylan	<i>Under Milkwood</i>
Thoreau, Henry	<i>Walden</i>
Thurber, James	<i>Thurber Carnival</i>
Tinbergen, Niko	<i>The Curious Naturalist</i>
Tirro, Frank	<i>Jazz: A History</i>
Tolkien, J.R.R.	<i>The Lord of the Rings</i>
Tolstoy, Leo	<i>War and Peace</i>
Tuchman, Barbara	<i>A Distant Mirror</i>
Turgenev, Ivan	<i>Fathers and Sons</i>

Tutu, Desmond	<i>No Future Without Forgiveness</i>
Twain, Mark	<i>The Adventures of Huckleberry Finn</i>
Updike, John	<i>The Centaur</i>
Vergil	<i>The Aeneid</i>
Verne, Jules	<i>20,000 Leagues Under the Sea</i>
Voltaire, Francois	<i>Candide</i>
Vonnegut, Kurt	<i>Cat's Cradle</i>
Wallace, Lew	<i>Ben Hur</i>
Walker, Alice	<i>The Color Purple</i>
Warren, Robert Penn	<i>All the King's Men</i>
Walton, D.W.H.	<i>Antarctic Science</i>
Watson, James	<i>The Double Helix</i>
Waugh, Evelyn	<i>Brideshead Revisited</i>
Weiner, Jonathan	<i>Planet Earth</i>
Welty, Eudora	<i>Thirteen Stories</i>
West, Nathanael	<i>Day of the Locust</i>
Wharton, Edith	<i>The Age of Innocence</i>
Wilde, Oscar	<i>The Importance of Being Earnest</i>
Wilder, Thornton	<i>The Bridge of San Luis Rey</i>
Williams, Tennessee	<i>A Streetcar Named Desire</i>
Wister, Owen	<i>The Virginian</i>
Whitman, Walt	<i>Leaves of Grass</i>
Wolfe, Thomas	<i>Look Homeward Angel</i>
Woolf, Virginia	<i>A Room of One's Own</i>
Wordsworth, William	<i>Lyrical Ballads</i>
Wouk, Herman	<i>The Caine Mutiny</i>
Wright, Richard	<i>Native Son</i>
Yeats, William Butler	<i>Collected Poems</i>

## UPPER SCHOOL CALENDAR

(Subject to change throughout late summer and academic year.)

Please refer to the online calendar at [www.viewpoint.org](http://www.viewpoint.org) for the most up-to-date calendar.

1. Go to [www.viewpoint.org](http://www.viewpoint.org)
2. Click *News & Events*
3. Then choose *School Calendar*
4. To filter events for Upper School, click on *Date/Event* filter on the top-right of the calendar.

In the drop-down menu, make sure “*Upper School Calendar*” is checked. Then click “*Apply Filter.*”

# INTERNET AND E-MAIL

## ACCEPTABLE USE POLICY AND AGREEMENT

Students of Viewpoint School will make use of the Internet or other online computer services as part of their course work. Our goal in providing this service to teachers and students is to promote their love of learning by facilitating the sharing of resources, innovation, and communication. Recognizing that the internet contains some material of limited or no educational value, Viewpoint School has taken precautions to restrict access to these materials, and expects students to honor the principle of educational use of the resources available through the Viewpoint network. We firmly believe that the valuable information and interaction available on the World Wide Web far outweigh the possibility that users may procure material that is not consistent with the educational goals of our school.

Internet access is coordinated through a complex association of governmental agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that **you are aware of the responsibilities you are about to assume**. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Viewpoint School student violates any of these provisions, he or she will be subject to disciplinary action.

### ACCEPTABLE USE

**The use of your school account must be in support of education and research, and consistent with the educational objectives of Viewpoint School.**

**Do not reveal your User Password to anyone.** You may be implicated for the actions of others if your User ID is used while infractions are committed. Providing computer access by loaning your User ID and password is prohibited.

Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any Federal or state regulation is prohibited. This includes, but is not limited to, threatening or obscene material, and transmission in violation of copyright.

The use of the Internet is a privilege, not a right, and inappropriate use will result in disciplinary action. Students whose off-campus use of the Internet negatively affects the School's learning environment may be subject to disciplinary action.

### NETWORK RESOURCES

In general, Viewpoint students are expected to engage in efficient, ethical, and legal utilization of the network resources. Viewpoint School will make reasonable efforts to

protect the electronic files of every account holder. However, an account holder's files may be reviewed, collected, and/or used by Viewpoint School:

- As required by law;
- As part of normal system maintenance activities;
- When there is reason to believe an account is being used for improper or illegal purposes.

Please be aware that there is no specific "right to privacy" of any files a user might create or store on Viewpoint School computing equipment or transmit on the Viewpoint School Network; any such material may be viewed by Viewpoint School personnel at any time. Students should realize that network use (e.g. WWW, e-mail) is logged and is subject to administrative monitoring and review. Also, Viewpoint School may close an account at any time as required.

**Network Etiquette and Privacy.** You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

**BE POLITE.** Never send, or encourage others to send, abusive messages.

**USE APPROPRIATE LANGUAGE.** Remember that you are a representative of Viewpoint School and are on a non-private system. Never swear, use vulgarities, or any other inappropriate language.

**PRIVACY.** Do not reveal your home address or personal phone number or the address and phone numbers of others. Carefully guard the security of your network password.

**PLAGIARISM.** The Internet is to be treated in the same manner as any other research source. Plagiarism is unethical and can result in disciplinary action. If you have any doubts about the need to provide citation, provide the citation. Don't be naïve; if you found the information on the Internet, your teacher can also find it. Always provide the correct citation by using the *Viewpoint School Middle and Upper School Citation Guide* based upon the Modern Language Association's (MLA) manual.

**DISRUPTIONS.** Do not use the network in any way that would disrupt the use of the network by others. Do not access or change others' files or computer accounts.

**Security.** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify your Head of School or a member of the Computer Science faculty at once. Never demonstrate the problem to other users. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system as a whole. This may mean revocation of library privileges and withdrawal from classes requiring system use.

**Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or of any other agencies or networks that are connected to the system. This includes, but is not limited to, the proliferation or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

**Consequences of Misuse.** Consequences of misuse include, but are not limited to:

- Suspension of access to the network;
- Revocation of access to the network;
- Suspension of computer access;
- Revocation of computer access;
- Suspension from Viewpoint School; and possibly
- Expulsion from Viewpoint School in certain circumstances;
- Legal action and prosecution by the legal authorities.

**Viewpoint School Rights.** Viewpoint School reserves the right to:

- Monitor all activity and all materials stored on the Viewpoint School network and individual CPUs;
- Determine whether specific uses of the Viewpoint School network are consistent with this policy;
- Remove a user's access to the Viewpoint School network if it is determined that the user is violating this policy or otherwise engaged in inappropriate activity;
- Keep a log of Viewpoint School network use and monitor storage disk utilization by user;
- Determine what is considered appropriate use; and
- Cooperate in any investigation relating to Viewpoint School network activity.

## NOTES

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## ACCREDITATION

Viewpoint is fully accredited by the California Association of Independent Schools and the Western Association of Schools and Colleges. Viewpoint holds memberships in the National Association of Independent Schools, Cum Laude Society, A Better Chance, National Association for College Admission Counseling, National Association of Secondary School Principals, National Association of Principals of Schools for Girls, Council for Spiritual and Ethical Education, Council for the Advancement and Support of Education, College Board, Educational Records Bureau, International Reading Association, Association for Supervision and Curriculum Development, and Alumni Program Council.

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



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