 Thousand Oaks High School 
2018 - 2019
www.conejousd.org/tohs

Administrative Team
Eric Bergmann ........................................... Principal
Christina Harrison .................................... Assistant Principal
Kristi Hronek ............................................ Assistant Principal
Danielle Oliveri ........................................ Assistant Principal
Gary Walin ............................................. Assistant Principal

Telephone Numbers
Telephone ............................................. (805) 495-7491
Attendance (24 hours) ................................. (805) 496-6998
Fax ....................................................... (805) 374-1165

School Hours
School Hours ........................................... 7:00 a.m. to 2:48 p.m.
Office Hours .......................................... 7:00 a.m. to 4:00 p.m.

Thousand Oaks High School
2323 North Moorpark Road
Thousand Oaks, CA 91360
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PRINCIPAL'S MESSAGE

Welcome to the 2018/19 school year at Thousand Oaks High School, an award-winning and nationally-ranked school. Over the years, Thousand Oaks High School has gained a distinguished reputation for our world-class academics, championship-level athletic teams, and extensive extra-curricular programs. Together we will continue the rich and proud tradition of excellence that is synonymous with Thousand Oaks High School and the Lancer Family.

Our school-wide learning outcomes are centered on the global skills that students need to succeed in college and career as follows: thinking critically and creatively, collaborating and working with others, adapting to new technologies, mastering a useful vocabulary, demonstrating responsibility while serving our community, and conveying thoughts clearly. Thousand Oaks High School is one of 53 high schools in the State of California and approximately 650 world-wide certified to offer the College Board’s Advanced Placement (AP) Capstone program and accompanying diploma; the first group of AP Capstone students graduated in June 2016. Our school’s commitment is to offer a challenging curriculum while providing the highest level of support that our students need to succeed. Our faculty is second to none and you will quickly appreciate the efforts of our classified staff and the work they provide in supporting our safe and secure learning environment.

This school year will move each of you closer to your post-secondary pursuit and whether that includes college, career, or both, I encourage every Lancer to take full advantage of what Thousand Oaks High School has to offer.

Get involved - Get connected & Go Lancers!
Eric Bergmann,
Principal

Counselors
Jenna Davis
Robyn Britt
Kelly Ross
Darla Scott
Bill Zasadil

School Psychologist
Andrew Grant

Career Education Coordinator
Jane Carlson

Speech and Language Specialist
Cori Henry

Websites
www.conejousd.org/tohs
www.conejo.k12.ca.us/tohs/Academics/LancerLibrary.aspx
q.conejousd.org

Twitter@ThousandOaksHS
Thousand Oaks High School Mission Statement
In a safe and nurturing environment, Thousand Oaks High School strives to impart the knowledge that will empower each student to be a successful, healthy adult and a responsible, contributing member of society.

Expected Schoolwide Learning Results
Expected Schoolwide Learning Results (ESLRs) are what students should know and be able to do upon graduation. The following are the ESLRs that have been identified by the staff and students at Thousand Oaks High School. Lancers are:

Productive Individuals who
- think critically and creatively
- collaborate and work well with others
- are self-motivated independent learners
- pursue goals with persistence and resilience

People preparing for their future who
- master and adapt to new technologies
- plan for their post secondary career & education
- understand the importance of physical well-being

Effective Communicators who
- master a useful and dynamic vocabulary
- convey thoughts clearly verbally and in writing
- understand and evaluate the ideas of others

People of Integrity who
- demonstrate loyalty, responsibility, and honesty
- respect others and treat them with compassion
- serve their community and their world

Knowledgeable Individuals who
- master the California Content Standards in math, language, literature, history, science, world languages, the arts, technology, health and physical education
- demonstrate skillful application of this knowledge in their daily lives
Students enrolled at Thousand Oaks High School are not required to pay any fee, deposit, or other charge for participation in an educational activity offered by the school or the District, except as authorized by law. Donations are sought and accepted for various activities and supplies, and are at times critical to the continued success of classes and activities, but donations are voluntary.
IMPORTANT DATES TO REMEMBER

First Day of School
Wednesday, August 22, 2018

Back to School Night
Wednesday, September 12, 2018

Thanksgiving Break
Wednesday, November 21 – Friday, November 23, 2018

Winter Break
Monday, December 24, 2018 – Friday, January 4, 2019

Spring Break
Monday, April 15, 2019 – Monday, April 22, 2019

Please refer to the CVUSD school calendar which is located on our website www.conejousd.org/tohs to access holidays and days school is not in session

COMMON PLANNING DAYS
August 22, 2018
September 13 & 26, 2018
October 3 & 17, 2018
November 7, 2018
December 5 & 19, 2018
January 9 & 30, 2019
February 6 & 20, 2019
March 6 & 20, 2019
April 3 & 24, 2019
May 8, 2019

RALLY DAYS
October 22, 2018
December 14, 2018
March 12, 2019
May 28, 2019

CHARACTER EDUCATION PROGRAM

The Conejo Valley Unified School District believes in providing high quality, meaningful learning opportunities for all students. We believe the school in conjunction with the family and community plays a significant role in preparing students to be model citizens who will make meaningful contributions to our democratic society. To this end, CVUSD has developed a Character Education Program that will formally recognize major character themes throughout each of the grade levels as follows:

RESPECT
To demonstrate appreciation and consideration for self and others (e.g. follow rules, obey authority, care for property and the environment, display sportsmanship and value other cultures).
KINDNESS
To demonstrate sympathy, understanding, compassion and consideration for others (e.g., be friendly, helpful, cooperative and caring).

INTEGRITY
To demonstrate honesty, truthfulness and moral courage (e.g. self-control and discipline, resist peer pressure and be self-reliant).

RESPONSIBILITY
To demonstrate personal and social accountability (e.g., be trustworthy, dependable, and use good judgment).

PERSEVERANCE
To adhere to a course of action and demonstrate persistence in striving for a goal (e.g., be tenacious and possess a work ethic).

ATTENDANCE PROCEDURES - QUICK REFERENCE

24- HOUR ATTENDANCE LINE – 496-6998

It is highly recommended that parents utilize the district “ParentConnect” website to monitor their student’s attendance on a regular basis. You may contact the TOHS office manager or receptionist for log-on information.

All absences must be reported by phone or in person. Your call may not necessarily constitute an excused absence or tardy. Please refer to Classification below for clarification.

ATTENDANCE PROCEDURES: The Attendance Office hours are 7:00 am to 4:00 pm. The Attendance Office phone number is: 496-6998. An answering machine is available to receive calls any time the office is closed. You may leave a message in Spanish by calling 496-6998, press option # 4. “Para dejar mensaje en Espanol llame al 496-6998 y oprima el numero 4.”

If you feel a teacher has mistakenly marked your student absent, please contact that teacher directly by calling the Main Office at 495-7491.

IMPORTANCE OF REGULAR ATTENDANCE: Regular attendance in all classes is a critical part of the learning process at TOHS. Students are expected to attend all classes on time. Absences, whether excused or truant, can affect a student’s performance and average due to loss of instructional time. Notifications will be sent home when a student is absent. Please regularly monitor student attendance through ParentConnect.

CLASSIFICATION OF ABSENCES:

EXCUSED ABSENCES PER CA EDUCATION CODE §48205
Absences, late arrivals, and early departures will be excused without prior permission for 1) personal illness, 2) medical, dental, optometric, or chiropractic services, 3) funeral service of immediate family member, 4) jury duty, 5) participation in naturalization ceremonies, 6) spending time with an immediate family member who is an active member of the armed forces, and 7) participation in religious exercises.

UPON ADVANCE WRITTEN REQUEST AND WITH THE APPROVAL OF THE AP OF STUDENT WELFARE AND ATTENDANCE, absences, late arrivals, and early departures may be excused for 1) appearance in court, 2) funeral service, 3) religious holidays, 4) religious retreats, and 5) other justifiable personal reasons – so long as the student will not have missed more than 10% of the school days after the planned absence.

TRUANCIES (UNEXCUSED ABSENCES)

• Any absence that does not meet the requirements for an excused absence will be marked as “Truant” in Q. There is no “unexcused” designation. The absence will be marked as a truancy whether or not the parent approved of the absence.

• Any absence that is not cleared within 72 hours will be marked as a truancy.
VERIFICATION OF STUDENTS’ ABSENCES

**ALL DAY ABSENCES:**
1. Parent/guardian must call the attendance office within 3 days (72 hours) of the student’s absence. Absences not cleared after 3 days will be recorded as “truant”.
2. Please clearly state the student’s first and last name, dates and/or periods of absence, specific reason for absence, i.e. orthodontist appointment, your name, your phone number, and your relationship to the student.
3. An attendance call will be sent each evening between 5:00 p.m. and 9:00 p.m. informing the parent/guardian of any un-cleared absence.

**LATE ARRIVALS:**
1. Parent/guardian must call the attendance office within 3 days (72 hours) of the student’s late arrival.
2. Please clearly state the student’s first and last name, time of arrival, specific reason for late arrival, i.e. naturalization ceremony, your name, your phone number, and your relationship to the student.
3. Students must check in through the attendance office.

**EARLY DEPARTURES:**
1. Parent/guardian must call the attendance office before the student leaves school with the reason and time of departure.
2. **Students must pick up a pass in the Attendance Office before leaving campus.** Students may pick up the pass before school, during passing periods, at break time, or lunch so that the student is ready to leave on time. The office staff cannot call a student out of class unless authorized by an administrator.
3. Students who leave campus without picking up the pass may be marked truant and will be subject to disciplinary action including a Saturday Work/Study.

**LUNCH DEPARTURES:**
1. Students **WITHOUT** an off campus pass leaving between 11:50 am and 12:25 pm, and returning, may leave only when met in the office by a parent/guardian or other adult as designated by the parent/guardian. If circumstances preclude physically coming into the office, please be sure to relay this information at the time of the call as it will require administrative approval.
2. **After lunch absences** by students **WITH** an off campus pass must be cleared within 3 school days.
3. Parents should call the Attendance Office as soon as possible if a student becomes ill while off campus and will not be returning.
4. Students who choose to leave campus for lunch assume **FULL RESPONSIBILITY** for **RETURNING PROMPTLY**. Depending upon the time of late arrival, an unexcused tardy or absence will be assigned.

**EIGHTEEN-YEAR-OLD RULES:** Once a student signs the Eighteen-year-old Contract, the student may call themselves out with the same rules that apply to any parent/guardian, for a maximum of **THREE TIMES PER MONTH**. Per the Eighteen-year-old contract, a parent/guardian **May Not** excuse absences from school after the contract is signed. Once a contract is signed, it may not be rescinded by the student.

**ABSENCES RELATED TO SCHOOL ACTIVITY:** Teacher or sponsor will report absences to the attendance office. Please refer to the Make-up Work policy in the General Information section for further information.

**EMERGENCY CARDS:** Only those individuals listed as parent/guardian on the emergency card are authorized to report the students’ late arrival, all day absence, or request early dismissal. Alternate names are used in case of emergency **ONLY**.

**TRUANCY POLICY:** (By Semester) A student is truant when he/she receives an unexcused absence and/or unauthorized departure from school/class, if an absence is not cleared within 3 school days, or the absence is not excused per state guidelines **When a student receives five or more truancies to one class, they will be placed on contract and issued a Saturday Work Study.** After a student receives two more truants
he/she may be dropped from a class. Students who are truant shall not receive credit for makeup work.

**Consequences for truancy:**

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<tr>
<th>Offense</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 or more truancies</td>
<td>Administrator will assign Saturday Work Study/Place on contract/ notify parents</td>
</tr>
<tr>
<td>2 more offenses</td>
<td>Notified parents/ possible drop/fail from class</td>
</tr>
</tbody>
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**FULL DAY TRUANCY:** If a full-day absence is not cleared within 3 school days, or the absence is not excused per State guidelines the student will be assigned a Saturday School Program to make-up the school day.

**TARDY POLICY:** (Semester Classes) Students are expected to be in their assigned seats with all necessary materials ready to begin work when the tardy bell rings. Five or more unexcused tardies will result in a contract and the issuance of a Saturday Work Study. Seven or more unexcused tardies may result in a drop/fail from the class. A student who is late by more than thirty (30) minutes will be issued an absence.

**Consequences for tardiness:**

<table>
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<tr>
<th>Offense</th>
<th>Consequence</th>
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</thead>
<tbody>
<tr>
<td>1st-4th Offense</td>
<td>Teacher should notify parent</td>
</tr>
<tr>
<td>5+ Offenses</td>
<td>Administrator will notify parents, assign Saturday Work Study, and placed on contract</td>
</tr>
<tr>
<td>7+ Offenses</td>
<td>Administrator will notify parents, student may be drop/failed from the class</td>
</tr>
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**EXCESSIVE ABSENCE POLICY:** Students with an absence rate of 10% or more may be referred to the School Attendance Review Board (SARB).

**EXCESSIVE ILLNESS POLICY:** Per District policy, if a student misses 10 or more days of school due to illness or doctor appointments, parents may be required to provide a doctor’s note for each additional absence from school.

**OFF CAMPUS LUNCH PASSES:** Off Campus Passes (OCP) are a privilege provided to juniors and seniors. All students must remain on campus during lunch unless they have a valid OCP. To be eligible, a student must have earned at least a 2.0 grade point average and no more than twelve (12) periods TOTAL unexcused tardies, truancies, suspensions, or any combination thereof during the previous semester. Once issued, the pass may be revoked if a student receives four (4) unexcused tardies, truancies, suspensions, or any combination thereof to his/her class following the lunch hour. Passes may be replaced at the Campus Security Office for a fee of $15.00 each. **Students may do this before school, after school or during lunch only.** Any student who attempts to leave campus without a valid OCP will receive a Saturday Work Study. Any student benefiting from a forged or “loaned” OCP will receive a Saturday Work Study. All students involved in the above mentioned violations will lose their Off-Campus Pass for the remainder of the school year. Students who choose to leave campus for lunch assume **FULL RESPONSIBILITY for RETURNING PROMPTLY.** Dependent upon the times of late arrival, an unexcused tardy or absence will be assigned. After lunch absences cannot be cleared after 3 school days.

**ATTENDANCE CERTIFICATION for OUTDOOR SCHOOL, PARTICIPATION IN ASB ACTIVITIES, and WORK PERMIT ISSUANCE:** Several items require the attendance officer’s certification of satisfactory attendance. Students will be eligible for Outdoor School and participation in ASB activities if they are present and on time 90% or more of the school year. The same criteria will apply to students applying for work permits or for applications to work in the entertainment industry. **Seniors failing any classes are not eligible for Outdoor School.**

**PHYSICAL EDUCATION EXTENDED ABSENCES:** If a student is unable to participate in physical education for 6 weeks or longer in a semester due to a documented injury or medical condition, he/she may be withdrawn from the class and be required to make up the class sometime in the future.
COUNSELING

Counseling Website
www.TOHScounseling.org

Preliminary SAT/National Merit Scholarship Qualifying Test
(PSAT/NMSQT)
Wednesday, October 10, 2018

Advanced Placement (AP) Examinations
May 6, 2019 – May 17, 2019

CVUSD College and Career Information Night featuring a California College Fair
Monday, September 24, 2018

GRADE REFERRAL DATES
Please refer to TOHS website
www.conejousd.org/tohs
to access these dates.

SAT/ACT TEST DATES
For Registration Deadlines and more information, access
https://www.collegeboard.org or https://www.act.org

PARENT PROCEDURE FOR CONTACTING STAFF: When the need arises to contact a teacher, counselor, or an administrator, parents may use either of these two ways: All staff have an email address which is accessible from the school website (www.conejousd.org/tohs). This is usually the best mode of communication with all staff. To speak to a teacher, please call the switchboard receptionist at (805) 495-7491 and leave a message for the teacher or counselor. For general counseling questions, please contact the Counseling Secretary at ext. 1018. If a conference is needed, a convenient time will be arranged for all parties.

SCHEDULES: Selection of courses should be carefully considered by the student and family, and choices should be made that are in the best educational interest of the student. To minimize disruption during the academic year, schedule changes will be made only for the following reasons:
1. To correct an error (course already taken and passed).
2. To make up a class.
3. To add a course.
4. To drop a class for a study hall.
5. To change levels in an academic course.
Students must attend the classes listed on their schedule. Schedule changes are not effective until the student receives a NEW schedule printout from their counselor. Students will be considered truant if they do not attend the classes listed on their schedule.

NAVIANCE: A tool for all students to prepare for the college application process and for career related research. Students can access college profiles, career clusters, personality tests and much more. All 9th grade students (or new students) who have not registered can register with their student ID. After that, students can login with the email address that is associated with the Naviance account.

STUDENT PROCEDURE FOR ARRANGING A CONFERENCE: Students may arrange for counselor appointments before school, at lunchtime, or after school. Students will not be allowed to arrange for appointments during class time. See the counseling secretary to make an appointment. Counselors are available for personal, academic, and career counseling.
TEACHER CHANGE POLICY:
1. A student can change if he/she had the teacher previously and space is available in another class.
2. Before any change is considered, there must be a conference between the teacher and parent to address any concerns. After the conference, a time period of 2-3 weeks must be given to address concerns discussed at the meeting.
3. If a concern still exists, the parent must write a letter to the Assistant Principal of Instruction, outlining the concerns and reasons for the request along with the steps that have been taken to resolve the problem. At this time, a second conference may be necessary.

*Adhering to the above policy means that a change will be considered, not that a change will be made.*

COLLEGE PREPARATORY AND OCCUPATIONAL PREPARATORY
GRADUATION REQUIREMENTS

In order to graduate from a Conejo Valley Unified School District High School, all students must successfully complete the following requirements:

1) ALL GRADUATES MUST COMPLETE THE FOLLOWING COURSES:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Semesters</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>8</td>
<td>40</td>
</tr>
<tr>
<td>Health</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Math</td>
<td>6</td>
<td>30</td>
</tr>
<tr>
<td>Physical Education</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>Science (Life 10 credits; Physical 10 credits)</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>US Government/Politics</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Economics</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>United States History</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>World History</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Fine Arts/World Language/CTE Courses*</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Electives**</td>
<td></td>
<td>75</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED</strong></td>
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<td>230</td>
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</tbody>
</table>

*All 10 credits must be in fine arts, foreign language, or a career/technical education course.

** Thirty (30) credits of the elective requirements must include courses offered in the following subjects areas: visual/performing arts, foreign language, science, mathematics, social science, and career technology.

2) Pass a course, or combination of courses, that meet or exceed the standards for Algebra I.

COLLEGE AND CAREER CENTER: Use this valuable resource for information regarding tutoring, college and career options, employment opportunities, work permits, scholarships, College Board Exams, Armed Services programs, aptitude testing, career days, and financial aid. For more information please call (805) 495-7491 ext. 1302.
SCHOLARSHIPS: The Counseling Department issues up-to-date College and Financial Aid bulletins through Naviance and/or with announcements. Seniors should check regularly in the College & Career Center for applications and information. You may also apply for scholarships directly through Naviance. Students can access Naviance through the TOHS Homepage http://www.conejousd.org/tohs or through the counseling website http://www.tohscounseling.org/

CAREER EDUCATION PROGRAMS

The Conejo Valley Unified School District has implemented a Career Education Program - a partnership between educators, parents, students, and business. The goals are to:

- Promote greater academic success for our students.
- Help students define their college and career interests.
- Provide practical work place experience that will enhance students’ skills through job shadows and internships.
- Support the development of a more educated and highly skilled workforce.

What opportunities are available?
The Majors is an extra-curricular career exploration program for all TOHS students – whether you choose to go from high school to college or directly into a career. Its purpose is to help you clarify your goals and aspirations which can save you time and money later. Your participation enhances your resume, portfolio, and college applications. More importantly, the Majors can open the door to more opportunities and initiate your networking relationships…a win-win situation!

How does it work? Choose one of the 13 Majors and submit an application:

- Agriculture, Natural Resources and Animal Science
- Arts, Media and Entertainment (Film/TV Production, Performance, Visual Arts, Writers)
- Information Technology
- Building, Trades and Construction
- Health Science
- Business
- Education
- Engineering and Design
- Fashion (through ROP)
- Marketing, Sales and Service (through ROP)
- Hospitality, Tourism and Recreation
- IDK (“I Don’t Know”)
- Public Services (Human Services, Legal and Government Services, and Protective Services)

Attend monthly lunchtime meetings with an advisor and students who share your Major. Special recognition is given at graduation for students who complete the Majors graduation requirements.

EThOS Entrepreneurship Academy is a four-year academy that begins in the freshman year. The acronym EThOS stands for Entrepreneurs of Thousand Oaks High School. It is for students who seek the tools to nurture their creativity and become self-starters with an entrepreneurial mindset, regardless of what they go on to do in life. Through this academy students explore the world of entrepreneurship
in rich and engaging college prep academy classes using MacBook computers.
Opportunities for students in both the Majors program and ETHOS include field
trips, conferences, job shadows, guest speakers and an internship. To learn more:
School to Career Office, Room K2B 805-495-7491 ext. 1033,
Twitter@SchooltoCareer, http://www.conejousd.org/tohs/Academics/Career-
Education or see your counselor.

GENERAL INFORMATION

ACCIDENTS: Any student injured at school should report promptly to the teacher
in charge, the health clerk, or to an administrator.

ASSOCIATED STUDY BODY STICKER (ASB): Students purchasing an
Associated Student Body Sticker (ASB) will receive free admission to all home
athletic events (except CIF playoffs) and discounts to all dances, yearbooks and
other events during the school year. Every student who participates in TOHS’s
many co-curricular activities is encouraged to purchase an ASB sticker as the
money generated by these stickers benefits the students directly through ASB.

AUTOMOBILES & PARKING: Parking for students on school grounds is
limited and considered a privilege. Juniors and Seniors wishing to bring a private
vehicle on the campus must comply with rules and regulations established by the
office. Students MUST not back into parking spaces at any time. All cars must
have permits to be parked in the student parking lots and the permit MUST
be properly displayed. Permits are to be placed in the lower corner of the
driver’s side window. Students must park in authorized lots and spaces only, and
may not park in the faculty parking lot, the Community Center lot, the “Dominos”
lot, or other unauthorized areas on or off campus. The parking permit cost is $65.00
per year and $35.00 for spring semester only. Permits can be purchased on the
Student Store website. Download the permit application and fax the completed
application to (805) 495-6281 or email to nmckinney@conejousd.org along with
your current registration and valid CA license. Parking permits are sold by semester
to Seniors and Juniors only. Permits are issued on a first come, first served basis.
Student drivers are subject to suspension or other disciplinary measures in cases
where school regulations are violated. Students who drive cars are urged to drive
carefully at all times, thus avoiding injury, property damage, or even death.
Reckless driving on school campus will result in revoking of parking
permit/privileges, suspension, and police will be notified. Cars parked in school
lots are subject to search, whether a student possesses a permit or not.

Parking Violations will result in:
1st Offense: Saturday Work Study
2nd Offense: Saturday Work Study
3rd Offense: Saturday Work Study/Loss of Parking Permit/Loss of OCP

Any student using a lost or stolen parking permit, forging a parking permit or
benefiting from a forged parking permit will receive a Saturday Work Study or
suspension. All students involved will lose parking privileges for the remainder of
the school year. Once issued, parking permits are NON TRANSFERABLE.
Students MUST REPORT all lost/stolen permits to administration.

BICYCLES (students riding to TOHS): TOHS is not responsible for the security
of bicycles on campus. A specially designated area for the parking of bicycles is
located behind the A Building west of the cafeteria service road. Students using
the area are encouraged to secure their bicycles. NO BICYCLE RIDING IS
PERMITTED ON CAMPUS. **Students MUST follow all traffic rules and
regulations, including wearing a helmet.**
CELL PHONES and All OTHER ELECTRONIC DEVICES: These items are not permitted to disrupt instruction, instructional programs, and/or school-related activities. They are not to be used during class time without teacher approval and can be confiscated by teacher or any staff member. TOHS and the CVUSD do not assume responsibility for the protection of, loss of, or damage to any electronic device. It is unlawful to photograph, record, or video any individual without prior permission.

DANCE CONTRACTS: Students must have dance contracts on-file before attending any dance, whether on or off campus. Contracts are available in the Activities Office or can be downloaded from the school website.

EXITING CAMPUS DURING THE DAY: Students are asked to exit campus through the tennis court gate by the field house (Flores), the north gate by the park or the east gate by the band room before or after school. Students are not to exit campus through the Administration Office at lunch or at the end of the school day. Students exiting during the school day, should pick up their pass from the Administration Office and exit the front doors.

FORGOTTEN ITEMS/MESSAGES: Our receptionist and/or office staff do not deliver messages to students. Forgotten items such as lunches and school work will be accepted at the front desk. However, the student will not be summoned nor will the item be delivered to the student. Due to safety and security reasons, items cannot be passed over or through the fence to students. Oversized sports equipment items will not be accepted at the reception desk or in the office under any circumstances.

GRADES: The grading policy of Thousand Oaks High School is to assign grades on the basis of a student’s achievement. Letter grades are assigned for each subject at the end of each quarter. First and third quarter grades should be viewed as progress reports. An “incomplete” may be given by the teacher for an extended absence due to illness. Students have 6 weeks to clear an incomplete or the grade reverts to a “Fail”.

HEALTH OFFICE: All students must have an up-to-date Emergency Card and a current immunization record on file. Students may not carry medication at school (this includes prescription and ALL “over the counter” medication). If students need to take any medication while at school, it should be delivered to the health clerk with an Authorization for Medication at School form filled out and signed by a physician (this includes prescription and ALL “over the counter medications). If students are ill or injured during school hours, they should get a pass from their teacher and go to the health office. They must be cleared by the health clerk and receive a Permission for Early Dismissal pass before leaving school. Students who are unable to participate in PE or sports for medical reasons may be excused by their parent/guardian for up to 3 days; a note from a physician is required for an excuse of more than three days. All excuses should be submitted to the health clerk who will then give the student a PE Restriction form to give to their teacher or coach.

IDENTIFICATION: Students must have student ID cards in their possession at all times and be prepared to present it on request to any CVUSD employee or consequences will be given. ID cards are required for ALL TOHS events and activities held on and off campus. Each student will be issued a free ID card. If the card is lost, a duplicate is to be obtained from the Campus Security Office. There is a $5 cost for a replacement ID and $15 cost for a replacement ID with an off campus pass.

JAYWALKING: Students are reminded that it is illegal to jaywalk across Moorpark Road and Avenida de Las Flores. Students must use the appropriate crosswalks that have been provided for pedestrians.

LIBRARY: The library is open every school day for the use of all students. Hours and policies are posted on the Lancer Library website:

www.conejo.k12.ca.us/tohs/Academics/LancerLibrary.aspx

In order to provide the proper study environment for all individuals using the library, students are expected to abide by the following rules:
1. Students will study quietly and will respect others and library materials.
2. Students are NOT allowed to bring food or drink into the library.
3. During the school day, students will bring appropriate passes, signed by their teacher, and sign in at the Front Desk.
4. In order to check out any materials, including computers, students must use their TOHS ID card, as per school policy.

**Students are encouraged to obtain a Thousand Oaks City Library Card.**

**LIBRARY BOOK CHECKOUT:** ALL STUDENTS MUST SHOW TOHS ID CARD for checkout of any library materials. The pupil, parent or guardian will pay for books damaged, destroyed or lost. Students may check out a maximum of three books at one time. Books may be reserved.

**LIBRARY COMPUTERS AND SCHOOL COMPUTER LABS:** Any student accessing the Internet or using electronic devices on campus is expected to abide by the rules and responsibilities for the proper use of those devices. Electronic use may be revoked and disciplinary actions taken for improper use. A copy of the policy is available on the Conejo Valley Unified School District webpage. The TOHS Acceptable Use Policy (www.conejousd.org/tohs) on home page look at “student use of technology” for this policy is granted by signing the student’s Emergency Card at beginning of each school year.

**LOST AND FOUND:** Lost and found articles may be located in the Student Store and the Security Office. The school is not responsible for any lost/misplaced items.

**MISSED WORK:** Students are to make up all class work and homework that is due or assigned during any absence including those due to illness, authorized excusal, disciplinary action, co-curricular activity, or athletic event. Students are responsible for either contacting the teacher or checking their teachers’ websites to access both in-class assignments and homework missed. Students with excused absences will have one day to make-up the work for full credit for each day missed. For example, a student absent for two days will have two days once he/she has returned to school to make-up the work for full credit.

**Students who are absent on the day of a test may be expected to take the test on the day they return. Long-term projects that are due on the day a student is absent are due the day the student returns from an absence. Please see teacher’s syllabus for specific expectations.**

**OVERDUE LIBRARY BOOK /MATERIALS POLICY:**

- Checkout period is 3 weeks for most materials.
- Students are expected to return materials on time.
- Repeated overdue materials can result in detention or other disciplinary actions.

**ALL OVERDUE MATERIALS ARE SUBJECT TO FINES!**

**PARENTS’ GROUPS:** Thousand Oaks High School benefits from the activities of parent groups. The PTSA and booster groups provide valuable volunteer assistance for numerous school activities and programs. The School Site Council is an advisory board of parents, students, and staff that meets monthly to review school programs, operations, and approve and monitor the school’s improvement plan.

**PHYSICAL EDUCATION CLOTHING:** Physical Education clothing (black athletic shorts and a plain white t-shirt) may be purchased from Thousand Oaks High School or at a store of your choice. The purchase of Thousand Oaks High School Physical Education clothing at the student store helps support student activities.

**PUBLIC DISPLAYS of AFFECTION (PDA):** In order to maintain a respectful atmosphere on campus, students are to refrain from overt public displays of affection. TOHS has a hand-holding only policy. High school staff will intervene when displays of affection are unacceptable, and school disciplinary consequences may be applied.
Q STUDENT/PARENT ACCESS: Student and Parent Connect portals can be accessed through q.conejousd.org. Student passwords are issued at the beginning for the school year. Parents can request their login information from the receptionist or office manager.

REPORT CARDS: Students and their parents will access all of their grade reports and records exclusively online. Progress grades are recorded in Q Connect every 5 weeks. Students earning C’s or better may only have mid-semester grades assigned at the 10-week (quarter) mark. Parents of students earning D’s or F’s at any grading period will receive notification from the school. Parents may acquire a printed copy of a student’s grade report by requesting one in person from the school’s counseling secretary. Only the semester-end grades are recorded on a student’s official transcript. Students’ grades can be accessed through Q ParentConnect or Q StudentConnect. Please see the school receptionist if you need your password. q.conejousd.org.

SEARCH OF PERSONAL PROPERTY: State law allows school administrators to search students and their personal possessions when there is a reasonable suspicion that a student is in possession of illegal or unauthorized materials. This authority also includes the inspection of lockers and vehicles. Such inspections may be conducted without the student's consent and without a search warrant. Random classroom/lunchroom/vehicle searches utilizing a drug/weapon-sniffing canine will also occur.

SENIOR CLASS EXPECTATIONS: As members of the Class of 2019, students will be eligible to participate in senior class activities throughout the school year, culminating in the graduation ceremony. Every senior and their parent/guardian MUST sign a “Senior Contract” which ensures that the students will abide by all school rules and regulations. Any Senior receiving a suspension will lose ALL senior privileges until they complete community service hours (6 hours for each day of suspension). Multiple suspensions will result in permanent loss of senior privileges.

SKATEBOARDS: Skateboards are not permitted on the campus at any time. Students having these items on campus are subject to disciplinary action and will have the item taken away. Skateboard racks are available near the bicycle racks to lock up skateboards during the school day.

STUDENT PASSWORDS: Students will all be assigned a password at the beginning of the school year to log on to the computers on campus and to access their student Connect portal in Q. Students are responsible for keeping this password private. Students who share their passwords are subject to disciplinary action, which will include their computer accounts being shut down. Students who lose their computer passwords are responsible for a replacement cost of $0.50 the first time, $1.00 the second time, and $2.00 the third time. Students who need a replacement password should bring their TOHS ID CARD to the Lancer Library.

TEXTBOOKS: Student must have his/her I.D. card when checking out textbooks. A detention may be assigned to students who do not follow this rule. All textbooks are due at semester break (if it is a semester class) or at the end of the school year. If books are still outstanding, the student will not receive new books for the following year. Senior privileges may be suspended and diplomas will be withheld if textbooks are not returned and/or paid for after finals are completed. Students who are leaving TOHS for another school, Independent Study or Century Academy must return all textbooks to the library before leaving school. The California Education Code section 48904 (b) (1) allows schools to withhold student grades, diploma and transcripts until the student, parent, or guardian has paid for the damages or lost library materials or textbooks. For more information please log on to: www.conejo.k12.ca.us/tohs/Academics/LancerLibrary/LostDamagedTextbookPolicies.aspx
TEXTBOOKS (LOST or DAMAGED): If a student loses his/her book, or it is damaged in anyway, it is the student’s responsibility to pay for the book before a new book will be provided. If the book is found, he/she will receive a refund given through the District Office. Students should inspect textbooks for damage when they are issued. Lost and damaged textbooks may be replaced with a new copy purchased online. Before charges will be forgiven a $10.00 processing fee must be paid and the replacement book must pass an inspection. Before purchasing textbook replacements online, please contact the Library Technician or Teacher Librarian.


Please review the CVUSD policy regarding lost or damaged textbooks at: http://www.conejo.k12.ca.us/tohs/Academics/LancerLibrary/LostDamagedTextbookPolicies.aspx for fine amount and refund policy.

VISITORS: Entering campus without permission is considered trespassing because TOHS is a “closed campus.” ALL Parents and visitors must check in through the front office and obtain a visitor’s pass before visiting the campus. Students may not invite visiting friends or relatives to spend the day in their classes. In addition, a student who is suspended, excused because of illness, or dismissed from school for any other reason may not be on campus or present at school activities without the permission of the principal or principal designee. Alumni and non-TOHS students may only visit with prior approval from the teacher/staff member, and the front office must also receive notification of the pending visit prior to the visitor’s arrival at the front desk. No visitations shall take place during the students’ lunch time unless as an invited guest to an on-campus club meeting. The administration maintains the right to override the teacher’s approval for any visit.

ASSOCIATED STUDENT BODY (ASB)

CLUBS AND ORGANIZATIONS

There are over 80 clubs and organizations on TOHS Campus. Please refer to http://www.conejousd.org/tohs/Activities for a full list of clubs and sponsor.

2018 - 2019 ASB OFFICERS

Olivia Birg, President    Haylee Dahlgren, Vice President
Alyssa Stovall, Secretary    Colby Anderson, Treasurer
Rebecca Smuck, Sergeant of Arms

Associated Student Body (ASB) class consists of the ASB Officers, Commissioners, and the President and Vice-President of each class. This group will act as the executive and co-legislative body of the ASB and will coordinate activities by considering student welfare, preparing budgets, paying bills, formulating policies, and studying parliamentary procedure, in order to conduct its affairs in a systematic manner. A student senate meets monthly in order to give more students a voice in issues that pertain to TOHS. ASB also plans and organizes school-wide activities on and off campus.

“Every Lancer has a Voice…Involve, Accept, Inspire…We will Listen”

ASB Class Mission Statement
A 2.0 grade point average is the minimum required for participation in co-curricular activities (dance team, band, ASB, cheerleading, choir, and athletics). The grade point average is based upon the most recent semester or quarter grades and includes grades in all classes completed. A student must pass at least four (4) classes in a semester to be eligible for co-curricular activities, regardless of GPA. In order to maintain eligibility, a student must have a 2.0 GPA at each quarter marking period and be passing in four subjects. Representing Thousand Oaks High School on an interscholastic athletic team is a privilege; therefore, when students participate in athletics, they agree to follow the rules and requirements for training, performance, and behavior as established by the coaching staff of the sport, the Marmonte League, the California Interscholastic Federation, the school, and the district.

Before students can participate in an athletic try-out, practice or competition (including dance and cheerleading), they must have the proper forms indicating parent consent, insurance, evidence of a physical exam, and a signed Co-curricular Code and Contract on file in the Athletics Office. Students who transfer to Thousand Oaks High School generally have restricted eligibility to participate in athletics (per CIF and Marmonte League policies), and must see the Athletic Director upon enrollment to determine which restrictions, if any, apply to them. Participation in athletics takes time and commitment. If a student commits to participating in a sport and then quits after the season has started, they will be placed into the 7th period Athletics/PE class at least until the end of that season.

**THE PRINCIPAL MAY GRANT EXCEPTIONS**
ATHLETIC TEAMS

Thousand Oaks High School offers over 60 different teams in 26 sports that are divided into three seasons. Returning athletes may participate in off-season programs for most sports with the coach’s permission. For information about athletics, contact the Athletics Office. Please refer to https://tohsathletics.org/ for a full list of all athletics at TOHS.

COMMON COURTESIES AT SCHOOL EVENTS

Student Rights: All students, visitors, opposing teams, and officials have the right to expect the audience/spectators to be courteous.

Student Responsibility: Students shall be respectful to participants at assemblies, rallies, sporting events, and all other school activities.

Noisemakers of any kind are prohibited at school events. All school rules regarding tobacco, alcohol, and other controlled substances are in effect at any school-sponsored event. Applause is the acceptable manner with which to show appreciation for dramatic, musical, and sports performances.

Consequences: (in any order depending on the severity)
- Removal from the event
- Parent conference/contract
- Detention/Saturday Work
  Study
- Suspension
- Suspension from any or all school activities
- Alternative school placement

A COMMITMENT TO EXCELLENCE:
Student Rights, Responsibilities, Accountability

Contributing to a pleasant, safe campus is the responsibility of every student. This obligation is an opportunity for students to demonstrate maturity, self-respect, and school pride. Lancer pride is shown by willingness to be respectful as a spectator at games, as a member of an audience at assemblies and rallies, and through courtesy to visitors, opposing teams and fellow students. **Lancer pride demands excellence, instills academic integrity, and obligates each of us to be honest in our relationships.**

Thousand Oaks High School will provide an environment that enables all in attendance to benefit from the educational opportunities offered. The right to teach and the right to learn are essential guarantees of a free society that values public education. To guarantee these rights, behavior standards for students must be established, accepted, and enforced. These will provide a structured, pleasant atmosphere based on mutual respect. The responsibility to maintain these standards rests first with the individual student, then with parents, the school, the community, and other governmental agencies. For the safety of everyone on campus, students, parents, and faculty are encouraged to report any suspicious or illegal behavior by calling either of these two anonymous telephone lines:
**We Tip-Police notified/800-472-7766 We Tip-TOHS/805-496-6998 ext. 5**

Classroom discipline, when fully understood by teacher and student alike, is a partnership of learning in which discipline has a positive effect in changing thought and action. At Thousand Oaks High School, we strive to establish a supportive atmosphere in the classroom. Teachers have established, within district guidelines, behavior standards for their classrooms.
ACADEMIC DISHONESTY

Academic Dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another’s work as one’s own. Dishonesty during tests includes unauthorized communicating; copying materials, or allowing another student to copy; using prohibited notes or devices; obtaining prior knowledge of test content; and/or removing or distributing all or part of any test. Copying another person’s assignment, plagiarism, or submitting a paper or project which is not one’s own work, and submitting falsified information for grading purposes are also examples of dishonesty. A grade of “fail” will be given for the assignment in question and a contract will be issued which is valid for two years. (District Board Policy #131.9)

Be aware that many Colleges and Universities may require that on your entrance application, you must list any Academic Honesty disciplines you received during your high school years.

CLASSROOM STANDARDS

Student Rights: Students have the right to a classroom-learning environment that is free from disruptions and anti-social behaviors.

Student Responsibilities: According to the California Code of Regulations (CCR Title 5 300), every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and refrain from the use of profane and vulgar language.

Teachers Have the Right to Set Their Own Classroom Discipline

This can include the following in any order:
- Conference with the student
- Assign detention.
- Contact parent.
- Refer students to Administrator.
- Suspend from class.

HARASSMENT

Definition: Harassment is unwanted and unwelcome behavior from other students or staff members, which interferes with another individual’s life. When it is sexual in nature, it is “sexual harassment.” When it is racial in nature, it is “hate-motivated behavior” or sometimes called a “hate crime.”

Student Rights: Students have the right to attend school without being called names or being threatened because of gender, religion or race. Everyone is equal, and everyone deserves respect.

Student Responsibilities: Students are not to embarrass others or make them feel uncomfortable with actions or remarks that are sexual or racial in nature. No one can claim that another’s grades or participation in any school activity or a school award depends on their willingness or unwillingness to cooperate in sexual activity.

What to do if it happens to you: Though it may be hard to do, students need to tell the harasser to stop, and immediately notify a teacher, administrator, or counselor.

Administrator will: Take a PRIVATE report and begin an investigation quickly. Unless you talk about it yourself, no one from the school or district will make it public. School administrators will do their best to not allow retaliation. Students who are believed to have committed any type of harassment will be subject to disciplinary action.

NOTE: Any student who falsely accuses another student or staff member of sexual or racial harassment is subject to disciplinary action.
Detentions at TOHS
(5 detentions are equal to 1 Saturday Work Study and must be completed before the assigned date of Saturday Work Study)

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Location</th>
<th>Issued by</th>
<th>Detentions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30am – 6:55am</td>
<td>Monday – Thursday</td>
<td>Campus Security</td>
<td>Administration or Teacher</td>
<td>1</td>
</tr>
<tr>
<td>7:00am – 7:55am</td>
<td>Monday – Thursday</td>
<td>Campus Security</td>
<td>Administration or Teacher</td>
<td>1</td>
</tr>
<tr>
<td>12:23pm – 12:48pm</td>
<td>Monday – Friday</td>
<td>Cafeteria</td>
<td>Administration or Teacher</td>
<td>0.5 2 to = 1</td>
</tr>
<tr>
<td>2:55pm – 3:50pm</td>
<td>Tuesday and Thursday only</td>
<td>TBD</td>
<td>Administration or Teacher</td>
<td>1</td>
</tr>
</tbody>
</table>

SUSPENSIONS

Students who have been suspended at home (off site) are not permitted on any campus or at any school activity for the period of suspension without the consent of the principal.

PHYSICAL EDUCATION DRESS CODE

- **Students shall:** Dress appropriately and in accordance with established guidelines.
- **Consequences for infraction:** Each infraction may include the student being sent to the office and loss of points plus the following:
  - 1st Offense: Verbal warning
  - 2nd Offense: Notify Parent
  - 3rd Offense: Referral to Administrator
  - 4th Offense: Saturday Work Study

THOUSAND OAKS HIGH SCHOOL DRESS CODE

**SHOES MUST ALWAYS BE WORN**

Clothing/Apparel that is Disruptive to the learning environment and NOT to be Worn:

- Clothing which compromises modesty.
- Clothing which allows underwear, inappropriate areas of skin, or cleavage to be exposed. Clothes MUST have straps over the shoulder and backs. Tube tops are not permissible. Tank tops, not bandeau tops, must be worn under sheer blouses. Tank tops that expose midriffs are not permissible.
- Pants, short or long, shall stay up without a belt; underwear should not be exposed.
- Clothing/apparel which compromises safety is considered dangerous or a health hazard, such as:
  - Chains, wallet chains, stud bracelets, stud collars
  - Clothing/apparel containing offensive or obscene symbols, signs, slogans or words degrading cultures, gender, religious or ethnic values
- Clothing/apparel containing language or symbols oriented toward violence, sex, drugs, alcohol, tobacco or vandalism.
- Clothing that is associated with gangs, including but not limited to:
  - Monikers or emblems — visible anywhere including books or backpacks, bandannas, beanies, hair nets, long cut-offs with socks pulled up high, overalls with dangling straps, dangling belts or dangling suspenders, and initialized belt buckles.
  - Any combination that is considered gang-related as defined by Law Enforcement.
The Progressive Discipline Guide is considered a reference. Each administrator may use his/her judgment for each student and incident/circumstance depending on the severity of the infraction. Please refer to the Conejo Valley Unified School District’s Discipline: Policies and Procedures Manual, the Board Policies regulations, and/or Education Code reference for additional information [www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

Note: All consequences noted are intended to serve as general guidelines in the interest of fairness and consistency. All students deserve individual consideration. Students and parents have the right to appeal any decisions to the next administrative level.

<table>
<thead>
<tr>
<th>Student Infraction</th>
<th>First Consequence</th>
<th>Second Consequence</th>
<th>Third + Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Dishonesty</td>
<td>Teacher notifies parent. Automatic &quot;0&quot; (no credit) on assignment, test. Student placed on contract. Parent conference.</td>
<td>Student receives an &quot;F&quot; in the class. Administratively removed from class.</td>
<td>Student receives an &quot;F&quot; in the class. Administratively removed from class.</td>
</tr>
<tr>
<td>Possession of matches or lighters</td>
<td>Saturday Work Study</td>
<td>Suspension one (1) - five (5) days. Parent conference. Notify Sheriff's Department. Referral to BreakThrough.</td>
<td>Suspension one (1) - five (5) days. Parent conference. Notify Sheriff's Department. Referral to BreakThrough.</td>
</tr>
<tr>
<td>Possession of tobacco or &quot;look-alike&quot; tobacco of any kind</td>
<td>Saturday Work Study</td>
<td>Suspension one (1) - five (5) days. Parent conference. Notify Sheriff's Department. Referral to BreakThrough.</td>
<td>Suspension one (1) - five (5) days. Parent conference. Notify Sheriff's Department. Referral to BreakThrough.</td>
</tr>
<tr>
<td>Classroom Misbehavior</td>
<td>Teacher Detention or Referral, Teacher notifies parent</td>
<td>Saturday Work Study, Parent notified</td>
<td>Teacher may suspend from class, Parent Conference</td>
</tr>
<tr>
<td>Commit robbery, extortion, or harassment</td>
<td>Suspension five (5) days. Notify Sheriff’s Department. Parent Conference. Recommend for expulsion.</td>
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<tr>
<td>Display undue romantic affection</td>
<td>Detention</td>
<td>Saturday Work Study, Parent Notified</td>
<td>Suspension, Possible Alternate Placement</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Warning</td>
<td>Detention, Parent Notified</td>
<td>Saturday Work Study, Parent Notified</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>Detention</td>
<td>Parent Notified, Saturday Work Study</td>
<td>Parent Notified, Contract, Loss of on-campus phone privileges</td>
</tr>
<tr>
<td>ENDS Device possession on/near campus, or at a school-sponsored event</td>
<td>Suspension for 3-5 days. Parent Conference. Contract. Notify Sheriff’s Department. Referral to BreakThrough.</td>
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</tr>
<tr>
<td>ENDS Device use on/near campus, or at a school-sponsored event</td>
<td>Suspension five (5) days. Parent Conference. Contract. Notify Sheriff's Department. Referral to BreakThrough.</td>
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<tr>
<td>Failure to Serve Saturday Work Study</td>
<td>Saturday Work Study, Student will be marked truant for all classes missed, Parent Notified</td>
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<tr>
<td>False Call-In</td>
<td>Saturday Work Study, Student will be marked truant for all classes missed, Parent Notified</td>
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<tr>
<td>Fight with, physically assault, or threaten another student</td>
<td>Suspension five (5) days. Parent Conference. Contract. Notify Sheriff's Department. Referral to BreakThrough.</td>
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<tr>
<td>Gambling</td>
<td>Detention</td>
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<tr>
<td>Lack of School ID</td>
<td>Detention</td>
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<tr>
<td>Littering</td>
<td>Detention</td>
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<tr>
<td>Non Serve Detention</td>
<td>Saturday Work Study</td>
<td></td>
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<tr>
<td>Parking Violation/Parking in Faculty Lot</td>
<td>Parent Notified, Saturday Work Study</td>
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<tr>
<td>Possession or use of weapon, look-alikes or items that can be weapons (including explosives)</td>
<td>Suspension five (5) days. Parent conference. Notify Sheriff’s Department. Recommendation for expulsion</td>
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<tr>
<td>Smoking on/near campus, or at a school-sponsored event</td>
<td>Saturday Work Study</td>
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<tr>
<td>Unauthorized Departure</td>
<td>Saturday Work Study, Parent Notified</td>
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<tr>
<td></td>
<td>Suspension</td>
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<tr>
<td><strong>Behavior</strong></td>
<td><strong>Detention or Saturday Work Study, Parent Notified</strong></td>
<td><strong>Saturday Work Study, Parent Notified</strong></td>
<td><strong>Student Performance Contract, Parent Conference</strong></td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------</td>
<td>----------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Uncouoperative or Disrespectful Behavior</td>
<td><img src="image1.png" alt="Image" /></td>
<td><img src="image2.png" alt="Image" /></td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
<tr>
<td>Use of Wrong Locker</td>
<td>Detention</td>
<td>Saturday Work Study, Parent Notified</td>
<td>Parent Notified, Contract</td>
</tr>
<tr>
<td>Use vulgarity or profanity</td>
<td>Detention</td>
<td>Saturday Work Study, Parent Notified</td>
<td>Suspension, Parent Notified, Contract, Possible Alternate Placement</td>
</tr>
<tr>
<td>Use/Possess alcohol, drugs, &quot;look-alike&quot; substances, or paraphernalia</td>
<td>Suspension five (5) days. Parent conference/Notify Sheriff's Department. Contract to Alternate School Placement. Referral to BreakThrough. Multiple offenses will result in recommendation for expulsion.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violation of Senior Contract</td>
<td>Detention/Saturday Work Study, Parent Notified</td>
<td>Community Service Assigned</td>
<td>Loss of Senior Privileges</td>
</tr>
</tbody>
</table>
Tips to Help Plan for Success After High School

Freshmen (9th):

- **Create a plan now** for your four years at TOHS
- This plan will set you on your way to the additional earning power and career options that come with a college degree and/or advanced technical education (average of $51,000/yr.) as opposed to a high school diploma (average of $28,000/yr.)
- Make the UC/CSU A-G course requirements the center of your plan, these will help you get into the best possible college and help make sure you don’t have to make up any classes before you start college. Remember, just because you graduated from high school does not mean you are automatically ready for college. [http://www.ucop.edu/agguide](http://www.ucop.edu/agguide)
- Talk with your counselor if you are preparing to be a NCAA Division I or Division II qualified athlete. Counselors will help you prepare a plan for high school. [www eligibiltycenter org](http://www.eligibiltycenter.org)
- **Your grades matter!** Grades determine eligibility for school activities, colleges use them for admissions and course placement, and you must pass your classes to earn credits.
- **This is the only chance you’ll ever have to start high school. Don’t Close Doors Now!** Every possible option is still available to you, and this is the only time in your life that will be true
- **Get Involved at TOHS!** School activities are a great way to pursue your interests and make friends, and also help you develop critical skills for college and for life. Colleges and employers will take a close look at your activities, and will favor well rounded people with a variety of interests
- College can sound like it is really expensive, but remember that more than 85% of all college students get financial aid that helps make college much more affordable – do not rule out college now because you think you will not be able to afford it
- Persistence and follow through are important. Be your own advocate!
- Use Naviance to keep track of your activities and to access important email blasts from counseling
- Create a 4-year plan on Naviance through the course planner module.

Sophomores (10th):

- Make sure you have a plan in place for your next three years of high school
- Make the UC/CSU A-G course requirements the center of your plan, these will help you get into the best possible college and help make sure you do not have to make up any classes before you start college (Just graduating from high school does not mean you are automatically ready for college)
- Talk with your counselor if you are preparing to be a NCAA Division I or Division II qualified athlete. Counselors will help you prepare a plan for high school. [www eligibiltycenter org](http://www.eligibiltycenter.org)
- Take the PSAT in October! It is an inexpensive chance to practice for the SAT without the colleges seeing the scores, and your test scores will
show you needed areas of improvement for the SATs. In addition, it is a good way to start developing your test taking strategies and skills.

- Grades always matter, but **10th grade is when many colleges start “counting grades” toward admission.** Get off to a good start, and maintain it!
- College can sound like it is really expensive, but remember that more than 85% of all college students get financial aid that helps much college much more affordable – do not rule out college now because you think you will not be able to afford it
- If you have particular areas of strength or interest, consider taking related classes in the Honors/AP track
- Identify possible career interests/passions – look at possible connections to Majors, clubs, ROP programs, or EThOS Academy.
- Use Naviance to begin career related research that might relate back to interesting class choice.

**Juniors (11th):**

**It is time to sharpen your focus on your college or occupational training plan**

- This plan will set you on your way to the additional earning power and career options that come with a college degree and/or advanced technical education (average of $51,000/yr.) as opposed to a high school diploma (average of $28,000/yr.)
- Use Naviance to do your research on possible colleges and careers. Naviance is the place to begin this! Start a list of possible colleges or tech/vocational schools, revisit your high school plan to make sure that your academic path is in line with your plans for furthering your education after high school. Use College Super Match if you do not know where to start.
- **Plan college visits.** Spring break of your junior year is an especially good time to at least get out and visit some of the many schools right here in Southern California.
- Start preparing your **CSS Profile,** this will make you eligible for more aid from more private schools. There is a fee for using CSS Profile [https://profileonline.collegeboard.com/prf/index.jsp](https://profileonline.collegeboard.com/prf/index.jsp)
- Visit the College and Career Center often. Colleges are also on campus for presentations. Make sure you sign up for the visits in Naviance.

**Testing:**

- **Take the PSAT** in October! It is great practice for the SAT and puts you is also a qualifier for National Merit. [www.nationalmerit.org](http://www.nationalmerit.org)
- There is a lot of great information on [www.collegeboard.org](http://www.collegeboard.org)
  - Sign up for SAT question of the day
  - **Get ready for the SAT.** If you have already taken Algebra II then you should take the SAT for first time in January, other students should take it in May or June
- Consider also taking the ACT – [www.act.org](http://www.act.org)

**Courses:**

- **Focus on the A-G requirements,** these courses help you prepare for a wide variety of options: [http://www.ucop.edu/aguide/](http://www.ucop.edu/aguide/)
- Make it a goal to complete at least Algebra II CP, and Chemistry and/or Physics before you graduate – these classes are required by almost every college and university
- Cyber High/Summer School/Moorpark College can help you make up for A-G courses in which you earned a D (see your counselor for more information)

Seniors (12th):

September:
- Attend the CVUSD College Night
- Register for Oct/Nov/Dec SAT and/or ACT with writing (if you have not taken them yet, are not satisfied with scores, or if you have learned more content or test-taking strategies since you first took them). Not required for community college
- Check your transcript for graduation status and your senior schedule for required coursework. 12th grade should be as rigorous as any other year, and you should strive to earn good grades in every class.
- Access your Naviance account to research colleges, majors and applications. Add colleges to your account, and pay close attention to the following
  - Standardized test (SAT, ACT) dates and deadlines
  - Application due dates
  - Financial aid due dates and deadlines
  - Deadlines to send test scores, transcripts, and any other materials to your choice colleges
  - Letter(s) of Recommendation requirements
- If your colleges require a letter of recommendation, ask your counselor and teacher(s) if they would be willing to write them. If so, add them to Naviance
- Ask your counselor for a letter of recommendation at least 3-weeks before the deadline, or by December 2nd, whichever comes first.
- Attend college representative visits and college programs. Information is available in Naviance and the College/Career Center
- Research scholarship opportunities via Naviance or your colleges of choice and, if you meet the application, criteria, apply.

October:
- Take SAT or ACT with writing (if still needed) and send scores to all colleges to which you will apply. For CSU, use code 3594 to send SAT scores to CSU Mentor/all CSU campuses and/or send ACT to one CSU campus and CSU Mentor to share with all other campuses. For UC, if you send official SAT scores to one UC campus, UC will share with all UC campuses.
- Continue college research, add colleges to your college list in Naviance with accurate type (regular/early/rolling) of application. If a college accepts the Common Application, indicate if you are “Applying via Common App.”
- If you are applying ED or EA, please know when your deadlines are and what is needed for each school.
- Go to college websites and review admission requirements, application deadlines, fees and financial aid information. Determine if these schools will need official copies of your transcript at the time you apply. Common App schools typically DO need transcripts, and UC/CSU schools typically do NOT require transcripts until June (but some require sooner…pay attention to your UC/CSU Portal(s).
• If you are applying to any college that requires a letter of recommendation, complete the Student/Parent brag sheet in Naviance. This can be found in the “About Me” tab, on the left side under “Surveys”.
• If you are an athlete, and plan to play a sport in college, register for NCAA
• Continue to apply for scholarships.
• Free Application for Federal Student Aid (FAFSA) information is available in the College/Career Center and FAFSA opens October 1st. www.fafsa.ed.gov Get it done early!

November:
• Take SAT/ACT with writing (if still needed) and send scores to all colleges to which you will apply.
• Continue and start to finalize your college research, add colleges to your college list in Naviance with accurate type (regular/early/rolling) of application. If a college accepts the Common Application, indicate if you are “Applying via Common App.”
• By Dec. 24th, request required letter(s) of recommendation, complete brag sheet and connect your Naviance account to your Common App account.
• Send in UC and CSU applications as early in the month as possible and prior to the November 30th deadline.
• Keep your grades up. Colleges do look at 12th grade year.
• Do not forget to request transcripts in the Counseling Office.

December:
• Take SAT/ACT with writing (if still needed). LAST ADMINISTRATION ACCEPTED BY MANY COLLEGES.
• If you have not already done so, send official SAT and ACT scores to all colleges to which you are applying.
• Complete and submit any college applications with December deadlines (must have all school items requested before Winter Break as the school offices are closed until January).
• Investigate the Financial Aid process and prepare whatever documents you may need. Look for scholarships on Naviance.
• Fill out the CSS Profile if you applied to any of the participating colleges.
• If you have applied to any schools for early decision, you may receive decisions during this month. When you decide which school to attend, you need to notify that school by letter of your commitment, and submit required deposit check. Many schools require this notification letter to be postmarked as early as mid-January for early decision.

January:
• Submit any college applications and supporting documents for January deadlines.
• Complete any financial aid paper applications for your school(s) of choice, if applicable.
• If you are a male, over 18, you must register with the Selective Service or you will not be eligible for financial aid.
• Continue to look for scholarships

February:
• Ensure that colleges have received all your information and inquire about housing.
• Some college acceptance letters may arrive. Update your admissions status in your college list in Naviance.
• If you completed the FAFSA, you should receive your Student Aid Report (SAR). Review, make any necessary corrections and return it to the FAFSA processor. If you completed the FAFSA using estimated parent tax information, but now they have filed IRS forms, the FAFSA must be updated. The schools listed on your application will also receive those results. Review your results and make any necessary changes.

• Continue to look for scholarships, watch and be aware of due dates.

March:
• If applying to any community college, go to school website for application and sign up for community college placement tests.
• Submit tax forms to the Financial Aid Office of colleges who request them.
• Contact colleges with any new information or if you have had a schedule change, or D/F grade.
• Watch for Student Aid Report (SAR) to arrive, giving the amount of student aid for which you are eligible. Make sure your colleges receive it. Keep the original.
• Register for AP tests.
• Continue to look for scholarships, watch and be aware of due dates.

April:
• Receive admission decisions from all colleges to which you applied. From those schools that have accepted you, compare your acceptance letters and financial aid and scholarship offers.
• Decide where you want to go, by (re)visiting if necessary, reviewing cost, and going to information meetings.
• **Wait-listed?** Write letter of interest and ask for help. Most colleges decide in July. **Denied?** You can appeal, but follow the exact instructions on the college website.
• Make your acceptance choice. Find out what deposits you will be required to make to ensure your place.
• When you decide which school to attend, you need to notify that school by letter of your commitment and submitting required deposit check. Many schools require this notification letter to be postmarked by May 1.
• Submit applications to community college and attend orientation.
• CSU and UC campuses will notify you if you must take their placement tests.
• Continue to look for scholarships, watch and be aware of due dates.

May:
• Mail in deposit to selected college by May 1. Sign and return financial award.
• Continue to look for scholarships and review your financial aid options.
• If required, take the UC-Entry Level Writing or Math exam.
• If required, take the CSU placement exams.
• Complete the Senior Survey in Naviance.
• Fill out housing forms, if available.
• Start looking for a summer job – you may need the money!
• Take Advanced Placement exams, if applicable.
• If you placed on a waiting list for a particular school, and you decided to wait for an opening, contact that school and let them know you are still interested.

June:
• Continue to work toward earning good grades; end strong – your final grades matter and any acceptance to a college or university is contingent on second semester grades and final transcripts from your high school.
• Pay attention to deadlines for fees including tuition, room, and board.
• **Request a final transcript** from the Counseling Office to be sent to the school you will be attending.
• Attend all advising days, open houses, orientation programs, and registration offered by your college.
• Send thank you notes for any scholarships you have received and for all letter(s) of recommendations written
• Graduation!!

**TOHS Student PowerPoint Guidelines: Basic Design Ideas**

• Start with a Title Slide (including names of presenters!)
• Text must be at least size 28, 32 is preferable, use a simple background
• Use rounded fonts like Arial, Helvetica, and Comic Sans, don’t use Times, or Palatino! (thin lines are hard to see)
• Make sure there’s plenty of contrast between your text and background.
• If you want to use a picture as a background, wash it out using the picture formatting tools
• Avoid using animation effects that animate in one word or letter, instead animate in the entire bullet point at once
• Make sure that all video and audio content is in Windows Media format and is actually embedded in your presentation (you can use Zamzar to convert YouTube to windows media). Always perform a test run of your presentation on your teacher’s computer to make sure it will run correctly.

**Working with Your Content**

• Slide Titles = Main Topics, think about the right way to group your info
• Complete an outline of your presentation on paper before you even sit down at a computer
• There are some rules that can help you focus your content, one is the 7 by 7 rule, which means no more than 7 lines of 7 words each on a slide, or the 10-20-30 rule (maximum of 10 slides, maximum of 20 minutes, minimum size 30 font)
• Don’t put anything on the screen (vocab, events, concepts) that you don’t understand
• One of the biggest mistakes students make is thinking they can copy something from the internet, put it in their presentation and read it off the screen - this practice serves no educational purpose. *You will receive a zero on your presentation if you have any text in your PPT that has been copied directly from a book or the internet.*
• Use “image only” slides throughout your presentation to allow time for reflection and discussion
• Animate your images in and out, it’s difficult to use images as a background

**Giving a Presentation**

• Don’t read the screen! Break your text down into key bullet points, then explain things to us, give us examples, etc.
• Use PPT to help guide your presentation & increase the understanding of the audience
You can use the “B” key to blank the screen and give you a moment to talk to your audience without the distraction of what’s on the screen. The use of outlines/note cards etc. is encouraged — and these should also be in your own words, as you understand the material! Do not get up in front of the class and read somebody else’s words!

Thousand Oaks High School
RESEARCH GUIDE & STYLE SHEET

What is MLA Style?
Link to The Purdue Online Writing Lab:
http://owl.english.purdue.edu/owl/resource/747/01/

All fields of research agree on the need to document scholarly borrowings, but documentation conventions vary because of the different needs of scholarly disciplines. The Modern Language Association (MLA) style for documentation is widely used in the humanities, especially in writing on language and literature. Generally simpler and more concise than other styles, MLA style features brief parenthetical citations in the text keyed to an alphabetical list of works cited that appears at the end of the work (MLA Handbook).

For other documentation styles, see The Purdue Online Writing Lab. For APA (American Psychological Association), go to http://owl.english.purdue.edu/owl/resource/560/01/ and for The Chicago Manual of Style, go to http://owl.english.purdue.edu/owl/resource/717/01/.

Page Formatting Guidelines

Is your paper easy to read? The goal of any research style is clarity of communication. “Effective writing depends as much on clarity and readability as on content” (Gibaldi 42).

MLA style has a unique title page. The block information at the top of the first page, the title page, is highly stylized – a trademark of MLA style. Follow this exactly; do not innovate:

1. Typed on one side of plain white paper, 8 ½ by 11 inch
2. Typewritten in 12 pt. black font throughout paper
3. Use only Times New Roman or Arial fonts
4. Double-space entire paper, never single space at any point
5. Never double-double space between paragraphs
6. Margins are 1 inch – top, bottom, left and right
7. Name, teacher, period & date in upper left hand corner
8. Student’s last name and page number in upper right hand corner, ½ inch down
9. Each paragraph indented (tab once or five spaces)
10. Original title centered: do not have this in bold, underlined, italicized, etc.
11. Only italicize titles of independently published works (books, periodicals, etc)

Do not underline
OUTLINING:
The outline format is quite specific and standardized. Roman numeral sections are called divisions. Levels are the indented steps down. Remember that an outline must have at least two items at each level. It helps to organize the various numbers and letters according to how the sentences will most likely correspond to your essay. One way to use an outline would be to use Roman numerals to signify the topic sentence of that particular body paragraph, with upper case letters as the context sentences of the paragraph, the numbers as the concrete detail sentences of the paragraph, and the lower case letters as the commentary sentences. The outline to the right would represent one body paragraph.

The Thesis Statement: 
http://owl.english.purdue.edu/owl/resource/545/01/ and  
http://owl.english.purdue.edu/owl/resource/588/01/  
The Outline: 
http://owl.english.purdue.edu/owl/resource/544/01/
The most solid proof that a literary work does what you say it does is textual evidence. These are words and sentences you can cite from a story, poem, play, or novel you are discussing. If you say that a character is evil, can you quote a passage in which he clearly says, does or thinks something evil, or a passage in which a reliable narrator discusses, or even thinks about, his evil? The strongest support you have as you discuss a literary work is the text of the work itself.

1. **Do not overuse quotations.** The style of your writing will be better if you incorporate quoted phrases into your own sentence structure rather than writing a sentence and then quoting an entire sentence or poetic line.

   **BAD:** Richard Cory was very polite. “He was a gentleman from soul to crown.” Also he was good-looking, even regal-looking. He was “clean favored and imperially slim.”

   **GOOD:** Richard Cory was very polite, “a gentleman from soul to crown.” Like a handsome king he was “clean favored and imperially slim.”

2. **Do not stack quotes (using two quotes consecutively).** Your commentary should bridge the two.

   **BAD:** Richard Cory had everything going for him. “He was a gentleman from soul to crown.” “And he was rich – yes, richer than a king.”

   **GOOD:** Richard Cory had everything going for him. Not only was “he a gentleman from soul to crown;” he was also “richer than a king.”

3. **Always introduce your quotations. Never “drop” or “float” quotes.** You should name the character who is speaking, or thinking, and provide a context for the quotation.

   **BAD:** Poet Andrew Marvell describes fear of death like this: “But at my back I always hear / Time’s winged chariot hurrying near.”

   **GOOD:** The speaker is fearful of death, and feels as if he can always hear “Time’s winged chariot hurrying near.”

4. **Work the quotation comfortably into your own sentence structure.**

   **BAD:** “Darkened by the gloomiest of trees” is a quote that shows just how frightening the forest looks.

   **GOOD:** The forest, “darkened by the gloomiest of trees,” is a frightening place.

5. **If for clarity or sentence structure you must alter a quotation, place the alteration in brackets.**

   **Original Lines:** With Heaven above and faith below, I will yet stand firm against the devil.

   **Altered Lines for smooth integration:**
   
   a. Goodman Brown claims that “Heaven above and Faith below, [he] will yet stand firm against the devil.”


6. **If you omit material in the middle of a passage in order to be more concise, mark the omission by three periods (called an ellipsis) with a space between each (...).** There is no need to use these at the beginning and end of your quotations.
even if you don’t use the beginning or end of the sentence. It is understood that you
are lifting passages from a longer work.
Montresor reveals that when it came to “painting and gemmary, Fortunato . . .
was a quack.”

7. Avoid shifting verb tenses when integrating quotations. Although we must
write about literature in the present tense, literary works often use other tenses. You
will need to be careful when integrating quotes into your own sentence structure.
BAD: When Rita sees Johnny’s relaxed attitude, “she blushed like a wave of
illness.”
GOOD: When Rita sees Johnny’s relaxed attitude, she blushes “like a wave of
illness.”

8. Because we have to stay true to the quote as it appears in the source text,
we must include the spelling error in our quotation to inform our reader that
the error was the original author’s and not our own. We can simply add the
bracketed phrase [sic] to indicate the error was in the source text.
EXAMPLE: “The elefant [sic] was fascinating.”

DISCLAIMER: When adding quotations to a paper, be sure to use parenthetical
citations. Examples given here do not include parenthetical citations for brevity’s sake.

PARENTHETICAL CITATIONS:
http://owl.english.purdue.edu/owl/resource/747/2/

Works Cited

*Due to space limitations, the double space between lines has been removed.

BOOK WITH ONE AUTHOR

BOOK WITH TWO OR THREE AUTHORS
Humphrey, Derek, and Ann Wickett. *The Right to Die: An Historical and Legal

SELECTION IN AN ANTHOLOGY OR EDITED BOOK

ARTICLE IN A MONTHLY MAGAZINE
Print.

ARTICLE IN A WEEKLY MAGAZINE
Print.

ARTICLE IN A JOURNAL
Regardless of pagination, all scholarly publication citations include both volume and issue
numbers. End citations with the medium of publication, Print.

Aldrich, Frederick A. and Margueritte L. Marks. “Wyman Reed Green, American
ARTICLE IN A NEWSPAPER

UNSIGNED ARTICLE

ONLINE DATABASE Scholarly Journal Article
Cite online journal articles from an online database as you would a print one. Provide the database name in italics. Library information is no longer required. List the medium of publication as Web and end with the date of access. For databases that do not provide pagination, write n. pag. for no pagination.

ARTICLE PRINTED IN A REFERENCE BOOK

WORLD WIDE WEB
Online periodicals include both the name of the website in italics and the website publisher. Note that some sites will have different names than their print formats, such as ones that include a domain name like .com or .org. If no publisher is listed, use n.p. to denote no publisher name given. Follow with date of publication, Web as medium of publication, and date of access. No URL is required unless the citation information does not lead readers to easily find the source.
When no publisher name appears on the website, write n.p. for no publisher given. When sites omit a date of publication, write n.d. for no date. When an entry requires that you provide a page but no pages are provided in the source (as in the case of an online-only scholarly journal or a work that appears in an online-only anthology), use the abbreviation n. pag.

Typing Guidelines for Works Cited Page

1. Provide complete bibliographic information in the correct MLA form for all sources you use in your paper. If you consulted a source, but did not incorporate it into your paper, do not cite it.
2. Start your Works Cited list on a new page and number it as though it were a page in your paper.
3. Entries in the Works Cited page should be arranged alphabetically by the authors’ last names. If no author is provided for any source, use the title to alphabetize, ignoring first words like the, a, an.
4. Double-space within and between entries. Never single-space or double-double space.
5. Follow standard spacing after all punctuation (i.e. leave only one space after a comma or colon, leave two after a period).
6. The first line of entry should start even with the left hand margin. If the entry runs more than one line, indent remaining lines on tab (or five spaces).
7. All margins for the Works Cited page should be set at 1” top, left, right and bottom incorporating the 12 pt font consistent throughout your paper.
8. Type Works Cited, centered and one inch down from the top. The first letter of each word is capitalized. Not all letters will be capitalized. Do not underline, bold, italicize, or quote Works Cited.
9. When the name of the author or editor is repeated, use three dashes and a period.

```
Works Cited
Fuller, John G. Fever! The Hunt for a New Killer Virus. New York: Reader’s Digest
```

OTHER IMPORTANT WRITING LINKS:
BASIC GRAMMAR: http://owl.english.purdue.edu/owl/section/1/5/
BASIC MECHANICS: http://owl.english.purdue.edu/owl/section/1/4/
TRANSITIONAL DEVICES: http://owl.english.purdue.edu/owl/resource/574/02/

CVUSD Bring Your Own Device Program
Frequently Asked Questions

**Q: What is “Bring Your Own Device”?**
A: BYOD (Bring Your Own Device) is just as it sounds. Students may bring their own, privately owned portable technology devices such as laptops, tablets, smart phones, etc. Bring Your Own Device allows schools to accelerate the use of technology in the classroom by allowing students to use their own devices.

**Q: Does my child really need to bring a device to school?**
A: No, your child doesn’t have to bring a device to school, it is completely optional. In the future, CVUSD anticipates providing each student with a school district purchased technology device as a standard educational material. That will require significant additional funding and technology support, and is probably several years in the future. In the interim, we want to create a safe environment that allows your child to bring a privately owned device if they wish, and you agree.
Q: Will access to a personal computing device make my child a better student?
A: Portable computing programs are very effective at engaging students in the learning process, and there are a large number of success stories to report. Access to a personal device gives students access to “anywhere, anytime” learning and collaborative platforms such as Google Drive and Edmodo. Educators are virtually unanimous in believing that the appropriate integration of technology into instruction improves the learning environment, and student achievement.

Q: I am concerned that my child will abuse the Internet and/or be targeted by a predator.
A: While connected to the Internet at school, your student must pass through our firewall, which includes internet filtering, monitoring, and site blocking. Although it is not 100% foolproof it does an excellent job of keeping the internet safe for the great majority of students. In reality, it is a far safer, and more controlled Internet environment than children experience when accessing wireless networks in the larger community. CVUSD cannot monitor and review each student’s activity, nor can it block every loop-hole that a creative and tech-savvy student might be able to find. We do, however, have a detailed Student Technology Acceptable Use Policy (AUP) in place that has been presented to all students. The AUP guides students in the appropriate use of technology. The school may limit access to the network or take away technology privileges as a consequence for major violations of trust, respect, or responsibility in an area pertaining to technology (for example, “hacking the network, cyber bullying, using inappropriate web sites).

Q: What types of computing devices may my child bring to school?
A: Students may use devices that fall into the following categories: (1) laptops, (2) netbooks, (3) tablets/iPads (4) smart phones. Students will be provided with very specific rules and regulations about when they can, and cannot use these devices at school, and in the classroom. Some of these rules will vary from school to school based upon the ages of students, and classroom to classroom depending upon the subject matter under study, as well as the instructional activities assigned. Educators, as well as parents are rightfully concerned about these devices becoming a distraction at school, rather than a learning tool. The rules and regulations schools and teachers will adopt are intended to prevent the use of these devices as games and social communication tools during classroom instruction.

Q: How can my child’s computing device connect to the Internet?
A: CVUSD provides a wireless network which students may connect to while using their devices in most areas of the school. All secondary sites have such access and wireless access availability in our elementary schools is expanding. Additionally, students may use an Internet connection from an outside provider depending upon availability. In this case, the family will be responsible for any expense incurred using this type of Internet connection, and in most cases the connection is not filtered.

Q: Are there suggested accessories?
A: A protective sleeve is suggested. This will provide more protection for the day to day use of these computing devices. A headset with microphone will be useful when accessing a website with audio and/or video.

Q: What hardware considerations are important?
A: Almost any portable computer that is three years old or newer should work in our wireless environment. A good general test is if the computer will run MS Office it should be sufficient for most tasks. Also, any personal device needs to have some sort of updated and reliable virus protection.
Q: Will the District’s technology department provide support for the devices that my student brings?
A: The school staff will work with the student to determine if there are minor setting problems, battery issues, or other simple solutions. More complicated issues will need to be addressed by parents and the technology assistance they employ for any of their other privately owned computers, phones, etc. District site techs are not authorized to download software nor repair any significant hardware problems on privately owned devices.

Q: Who pays for the BYOD technology brought to school?
A: These devices will be purchased by, and remain the property of the family. Of course, purchasing these devices is optional.

Q: Who is responsible for damage, loss, or theft of devices your child brings to school?
A: Families must stress the responsibilities their children have when bringing their own computing devices to school. Just like other student property, any devices students bring to school are the responsibility of the student and their family. Conejo Valley Unified School District assumes no responsibility for damage or loss of personal computing devices.

Q: How will a child’s education differ if the family does not have a device to bring to school?
A: No child’s learning experience or academic performance will be affected because he or she does not have a device to bring to school. The CVUSD is committed to providing access to technology so that all children can utilize 21st Century devices and learn equally. All students will have representative access to school district purchased devices, as necessary to complete work and projects assigned by their teachers. Some families may choose to enhance their own child’s access through the use of their own device.

Q: Does my child need to have a signed Student Technology Acceptable Use Policy on file?
A: Yes. In order for the Conejo Valley Unified School District to supervise student use of the computer network and the Internet, students and their parents in grades 3-12 who want access to educational technology resources must read the AUP and sign the AUP signature page. Students 18 or older may sign the document themselves. Signing the document indicates that the student and parent/guardian have read, understand and will follow the expectations of Conejo Valley Unified School District.

Q: Will students be able to print documents from their personal computing devices?
A: For reasons of network security and the prevention of viruses, students will not be able to access printers at CVUSD Schools directly from their personal computing devices. We will provide alternatives as directed by school staff.

Q: Where will my child’s work be stored?
A: Students will be encouraged to store their work on their District provided Google Drive accounts, if necessary. In so doing, the student will have access to their work wherever they have Internet access.