

Westlake High School



100 North Lakeview Canyon Road
Westlake Village, CA 91362

(805) 497-6711

ATTENDANCE OFFICE (805) 373-1790



2016 National
Blue Ribbon School



2017 California
Gold Ribbon School

Principal's Message

Dear Westlake Students, Parents, Faculty, and Staff:

Welcome to the 2019-2020 school year! We are looking forward to another exceptional year at Westlake High School and are excited that you are part of the Warrior Family. As we move into a new school year, we will continue to dedicate and commit ourselves to excellence in academics, athletics, and performing arts. This dedication and commitment is seen in the pride exhibited by each person associated with Westlake High School.

Students, in order to be successful at Westlake High School, it is strongly recommended that you work hard on a consistent basis and be disciplined in your academic studies. In addition, this handbook is a vital resource for you as it contains the rules of Westlake High School and provides you a resource to help guide your weekly planning of homework, practice, and fun.

Parents, you are an integral part in creating students that are prepared for success beyond high school in college, trade school, the general work force, or any path your student may choose. We appreciate your continued positive involvement in the educational process by informing the school of any changes that are occurring with your child. Also, please review this handbook to make yourselves familiar with the Westlake High School programs, policies, procedures, and expectations. In addition, this handbook contains information that will allow you and your student to track activities and progress while at Westlake High School.

We hope that you have a wonderful 2019-2020 school year as we continue to provide the best high school experience for each student and family!

Sincerely,

Jason Branham

Today's Dreams – Tomorrow's Reality

This agenda book belongs to:

Name _____

Student ID _____

<http://www.conejousd.org/WHS>

WESTLAKE HIGH SCHOOL

Vision and Mission Statement

The mission of Westlake High School is to maximize the academic, social and physical potential of all students.

WHS Expected Schoolwide Learning Results

1. INFORMED AND INDEPENDENT LEARNERS

WHS students will be informed and independent learners who use their knowledge and passion to practice critical thinking.

Each student will be able to:

- Set and pursue realistic, yet challenging goals for themselves *and have a plan to pursue them.*
- Demonstrate self-motivation, self-discipline, self-evaluation, *and reflection.*
- Develop, apply, and adapt effective personal learning strategies and work habits.
- Gather, evaluate, and process information from a variety of sources *in an ethical and moral fashion.*
- Think critically to solve complex and challenging problems.

2. EFFECTIVE COMMUNICATORS

WHS students will be effective communicators who can articulate their ideas through written and non-written expression using technology.

Each student will be able to:

- Communicate effectively using both written and oral forms.
- Comprehensively use technology in an appropriate and ethical manner.
- *Exchange information when working collaboratively and be accountable for independent articulation.*

3. ACTIVE COMMUNITY MEMBERS

WHS students will be informed, actively engaged members of their local and global communities.

Each student will be able to:

- *Investigate and evaluate relevant issues with awareness of their own agency.*
- Engage in *evidence-based discussion* with respect for diversity and all community members.
- Respond to relevant *social and global* issues that encourage compassion *and action.*

4. INNOVATIVE AND ENGAGED SCHOLARS

WHS Students will be innovative, and career and college ready.

Each student will be able to:

- Utilize real-world career-related experiences to enhance their future life goals.
- Apply communication skills, experiences, and acquired knowledge in a real-world setting.
- Respond to the challenges of an ever-changing world.

OUR SCHOOL

Westlake High School is a comprehensive suburban public high school, large enough to have diversity and range, but small enough to be friendly. WHS takes pride in the accomplishments of its students in academics, athletics, and in the fine and performing arts. The staff supports and encourages high expectations for all students and our student performance has placed us as one of the top high schools in the nation (*Washington Post* ranking #42 in the State in 2017; *US News & World Report* "Gold Status" 2017; #68 in the State). The emphasis of the curriculum is on academics, a reflection of the community values, and academic courses are offered at multiple levels to accommodate the needs of individual students. In addition, WHS offers technology training and opportunities for enrichment in information technology through *The Academy*, computer graphics, and digital photography. Band, orchestra, choir, art, ceramics, photography and drama classes offer exciting opportunities for student participation, as do the numerous on campus clubs. Our athletic programs rank among the top in the CIF Southern Section. WHS has a very active PTSA, School Site Council, and Scholarship Foundation. The community members, businesses and agencies interact with the school and our students to enhance the learning process.

CHARACTER COUNTS

The pride of a WARRIOR demands excellence, instills academic integrity and obligates each of us to demonstrate strong character.

A proud WARRIOR demonstrates:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

TABLE OF CONTENTS

Associated Student Body	3
Academic Honesty	15
Class Officers	3
WHS Contacts	4
Suggested 4 year plan	4
Graduation Requirements	5
A-G Requirements	5
NCAA Requirements	5-6
Westlake Student Body Cards	6
Attendance Policy	6-7
Bell Schedules	7- 8
Canine Detection Services	8
Cell Phone Usage	8
Clubs	8
Co-Curricular Participation	9
College & Career Center	9
Dances	9
Dress Code	10
Health Office	10
Homework Policy	10
Library	11
Lockers	11
Off-Campus Lunch Passes	11
Procedure for Contacting Staff	11
Personal Messages	11
Physical Education	11
Schedule Change	11
Search of Personal Property	11
Student Assistance	12
Student Parking	13
Student Store	13
Telephones	13
Textbooks	13
Transportation Costs	10
WHS Student Responsibilities	14-15
Electronic Resources/Acceptable Use	16-17

ASSOCIATED STUDENT BODY

The Associated Student Government (ASG) is composed of elected, all-school officers, selected commissioners and representatives. Applicants for the class are open to all student body members who meet the eligibility requirements. ASG is responsible for school service projects, community service projects, rallies, dances, and school-wide activities.

ASG Advisor: Krystle Sundberg

ASG Board Members:

President:	Jeremy Garelik
Vice-President:	Kyle Huemme
Secretary:	Miela Efrain
Treasurer:	Alexa Gruener

Senior Class Officers **Advisor:** Missy Magpali

President:	Maya Groves
Vice-President:	Smayana Kurapati
Secretary:	Easton Krug
Treasurer:	Cole Setzer

Junior Class Officers **Advisor:** Keri Ponce

President:	Amy Song
Vice-President:	Cooper Clemmons
Secretary:	Eddie Nash
Treasurer:	Ivy Schlosser

Sophomore Class Officers

Advisors: Ashley Michelin, Ashley Reed

President:	Kennedy Bunker
Vice-President:	Jillian Beer
Secretary:	Jackie Holtz
Treasurer:	Kelsey Farhit

Freshmen Class Officers

Advisor: Becky Tabbal

President:	Ava Basille
Vice President:	Sophia Kane
Secretary:	Jordan O'Hare
Treasurer:	Ashley Joseph

WESTLAKE HS STAFF

COUNSELORS

Michelle Karamooz	A—Dd
Amy Kirksey	De—Hi - ELL/LEAP
Emily Nelson	Hj—Mc
Kristina Konish	Md—Sa
Moira Fagan Simpson	Sb—Z

PSYCHOLOGY OFFICE

School Psychologist Crystal Wilson ext 1031

CLASSIFIED STAFF

Office Manager	Susan Greiner	ext 1006
Activities	Jennifer Leese	ext 1035
Athletics	Mandy Rogers	ext 1013
Attendance	Iliana Baires	ext 1012
	Jennifer Wells	ext 1014
Counseling	Barbara Howe	ext 1032
	Isabelle Alamillo	ext 1021
Instruction	Sonja Gannfors	ext 1020
Registrar	Meridith Knapp	ext 1019
Receptionist	Judy Knauer	ext 1000
Student Store	Alicia Tirado	ext 1029
	Sadia Latif	ext 1030

CAFETERIA

Cafeteria Manager Kristy Lima ext 2151

COLLEGE & CAREER CENTER

Guidance Specialist Becky Mertel ext 1028

ELD SUPPORT STAFF

Facilitator Rosana Lerette ext 4226

HEALTH OFFICE

Health Clerk Elaine Towner ext 1017

SUGGESTED FOUR YEAR PLAN

Ninth Grade

1st semester

English	P.E.	Science
Health	Math	Elective

2nd semester

English	P.E.	Science
Math	Careers/Personal Computing	Elective

Tenth Grade

1st semester

English	World History	Science
P.E.	Fine Arts/World Language	Math

2nd semester

English	World History	Science
P.E.	Fine Arts/World Language	Math

Eleventh Grade

1st semester

English	Math*	U.S. History
Elective	Elective	Elective

2nd semester

English	Math*	U.S. History
Elective	Elective	Elective

Twelfth Grade

1st semester

English	Elective	U.S. Gov't or Economics
Elective	Elective	Elective

2nd semester

English	Elective	U.S. Gov't or Economics
Elective	Elective	Elective

GRADUATION REQUIREMENTS

Graduation requirements are set by the Board of Education. All students need to complete specific subject requirements totaling 230 credits. For a more detailed explanation of graduation and college requirements, students and parents/guardians should refer to the *Conejo Valley Unified School District High School Course Directory* and consult with their assigned counselor.

Subject	Semesters	Credits
English	8	40
Health	1	5
Math (incl. one year Algebra course)	6	*30
Physical Education	4	20
Science	4	20
US Government	1	5
Economics	1	5
United States History	2	10
World History	2	10
Fine Arts/World Languages	2	**10
Electives		75
Total Required		230

*10 credits must be taken in 11th or 12th grade

World Languages required for admission to four year college. **Not Required for graduation from Westlake High School.

Counseling Appointments

Counselors meet with students throughout the day. Students may schedule a counseling appointment before school, during nutrition break, lunchtime, or after school. Students are not allowed to arrange appointments during class time. When the appointment is made, the student is given a pass to excuse them from class at the appropriate time.

A-G REQUIREMENTS

In order to apply for admission to a University of California (UC) or California State University (CSU) school, students must meet what are known as “A-G Requirements”.

“A-G Requirements”:

- A. History/Social Science – 2 years required
- B. English – 4 years required
- C. Mathematics – 3 years required, 4 years recommended
- D. Laboratory Science – 2 years required, 3 years recommended
- E. Language Other than English – 2 years required, 3 years recommended
- F. Visual/Performing Arts (VPA) – 1 year long approved course from a single VPA discipline
- G. College Preparatory Elective – 1 year required

CVUSD Online/Correspondence

Course Guidelines

The Board of Education strongly recommends that parents/guardians and students seek guidance from counselors and/or administrative staff prior to enrolling in correspondence and online course.

CVUSD Board Policies—6146.1 and 6146.11

- Parents/guardians are responsible for determining the accreditation status of the correspondence instruction/online learning courses taken separate from CVUSD
- Only accredited course taken from another accredited institutions can be applied towards CVUSD graduation requirements.

- To be accepted by the CVUSD these course must from an accredited university, college, or University of California approved online provider. To check on the accreditation status the WASC website can be accessed her: <http://www.acswasc.org>
- The actual course(s) *must also* be approved by the accredited university, college or University of California approved online provider
- If your student is a college-bound student, it is necessary for them to meet the University of California and California State University “A-G” requirements. You can access the “A-G” database here: <http://www.ucap.edu/agguide>
- A student can earn up to a total of 40 high school credits, plus another 5 credits from Health for a total of 45 credits towards CVUSD graduation requirement through correspondence instruction/online learning *while enrolled full-time at a CVUSD comprehensive high school*
- Letter grade are to be recorded at the level (AP, Honors, CP, Standard) of the course that is taken
- NCAA eligibility should be investigated/ considered in advance of courses being taken if applicable: <https://web3.ncaa.org/hsportal/exe/hsAction?>
- Credits granted by WASC/WASC affiliates namely: (Middle States Association, New England Association, Central Association, Southern Association, Northwest Accreditation Commission (NWAC) *will be* accepted for full value by secondary school in the District
- Courses take from schools not accredited by any association **WILL NOT** be accepted for graduation credit by secondary schools in the District

Maximum Student Course Load (Regular School Year/Per Semester)

- Normal semester student course load of 30 credits; with the approval of the principal or their designee—Maximum 45 credits per semester
- Please not that online/correspondence courses are taken on a semester basis. Prerequisite course completion must be verified prior to the start of the next course in the sequence (if the course is part of a sequence of courses.)
- Students may take courses equivalent to 15

Total high school credits that will apply to CVUSD graduation requirements in summer session.

Eligibility for Division I

To participate in Division I athletics, an athlete must meet initial eligibility requirements. These requirements include:

- Successful completion of 16 core academic courses *with a minimum grade-point average of 2.3,*
- *10 of the 16 core academic courses completed before the first day of senior year,*
- Graduation from high school, and
- A combined SAT or ACT score that matches the student’s core course grade-point average (for example, a 2.3 GPA would require a combined score of 900 on reading and math sections of the SAT).

* A core course is a four-year college preparatory class in English, mathematics, science, foreign language, or social science. All courses that meet core-course requirements can be found on the NCAA Eligibility Center’s website at www.eligibilitycenter.org. Only courses on this list will be used to compute the student’s GPA. Core courses must be completed in eight semesters. Please arrange a meeting with the Assistant Principal of Athletics if you have any questions about the NCAA eligibility process.

WESTLAKE STUDENT BODY CARDS

Students purchasing an WSB sticker will have a validation seal placed on their ID card. Purchase of an WSB card supports co-curricular activities and entitles a student to discounts on admission for athletic events, dances/other events during the school year.

ATTENDANCE OFFICE (805) 373-1790

All Day Absences: If a student is going to be absent from school for the day, a parent/guardian **must** call the Attendance Office. An answering machine is provided for your convenience to receive all messages after 3:30PM. **State and district policy mandate that all absences and tardies be cleared within 3 schools days/72 hours from the date of the absence/tardy, or they will be recorded as truant.** Students who are truant shall not receive makeup work or credit for work that is due during the time of truancy.

school, a parent/guardian must call the Attendance Office before the student arrives at school. Upon arrival, the student **must** stop by the office to obtain a re-admit slip. **If a student leaves school without picking-up a re-admit slip he or she will be considered truant.**

Early Dismissal: If a student must leave campus at any time during the school day, a parent/guardian must call the Attendance Office **prior** to the time of release. Notes from parents will not be accepted. The student **must** stop by the office to obtain an early dismissal slip. Students returning on the same day must report to the Attendance Office to be readmitted to school. If a student leaves during lunch either with an Off Campus Pass or due to an unscheduled 6th period, and the student will not be returning, the parent **must call that same day.** **If a student leaves school without picking-up an early dismissal slip he or she will be considered truant, and the absence will not be cleared.**

An absence is unexcused when it does not meet one of the classifications for an excused absence; a student will not receive makeup work or credit for work when an absence is classified as unexcused. If a parent/guardian finds it necessary for a student to be absent from school for family reasons which do not comply with California law (vacation, business trip, out of town, etc.), credit may be given if prior notification of the absence, by parent/guardian, is confirmed with the Attendance Office. The student may be given an opportunity to make up work within a prescribed time limit.

ILLNESS: At 9 days of illness in one year, students may be required to bring in a doctor's note for any additional days of illness.

EXCESSIVE ABSENCES: At 18 days of absence for a semester (unexcused/excused), a student may be in danger of being dropped at the discretion of school administration.

SARB: Students who are tardy/absent more than 10% of the school year may be referred to the school attendance review board.

BELL SCHEDULES

Regular Bell Schedule (M –T-TH-F)

Warning Bell	7:19
Period 1	7:25-8:16
Period 2	8:22-9:14
Period 3	9:20 -10:11
Nutrition	10:11-10:18
Period 4	10:24–11:15
Period 5	11:21-12:14
LUNCH	12:14-12:54
Period 6	1:00-1:51
Period 7	1:57-2:48

COMMON PLANNING TIME

(Wednesday)

<i>Staff Development</i>	7:30 –8:25
Period 1	8:30 - 9:13
Period 2	9:19 -10:03
Period 3	10:09 -10:52
Nutrition	10:52– 10:57
Period 4	11:03 -11:46
Period 5	11:52-12:35
LUNCH	12:35-1:10
Period 6	1:16-1:59
Period 7	2:05-2:48

Common Planning Every Wednesday!

TARDY POLICY

Students are expected to be in their assigned classes with all necessary materials before the tardy bell rings. Students arriving more than thirty (30) minutes late will be marked truant. Consequences for unexcused tardies are as follows:

- At five (5) tardies in any one class per semester, the student will be contacted by the Assistant Principal of Attendance and assigned a Saturday Work Study (SWS), placed on an attendance contract, and parents will be notified.
- At ten (10) tardies in any one class per semester, the student will be contacted by the Assistant Principal of Attendance, and may be dropped from the class with a grade of "Fail," regardless of their current grade, and placed in a study hall. The parent will be notified.

TRUANCY POLICY

A student who has been absent from class without permission or has left campus without an early dismissal slip obtained from the office is considered truant.

- At the third truancy in any one class, the student will be contacted by the Assistant Principal of Attendance, assigned a SWS, and placed on an attendance contract.
- At the sixth truancy, the student will be contacted by the Assistant Principal of Attendance, and may be dropped from the

CANINE DETECTION SERVICES

In an effort to maintain student safety on campus, WHS contracts a canine detection service to conduct random searches on school property. Canine detection dogs are trained to sniff inanimate objects and alert to items that would compromise the safety of our campus, including controlled substances and dangerous objects. Trained canines and handlers conduct random visits throughout the school year, searching a variety of areas on campus. Items that generate an alert by canine detection are discussed in greater detail with school administration. Depending on the degree of school violation, consequences may be applied ranging from Saturday school assignments, suspension, or recommendation for expulsion.

Canine detection services are utilized in order to maintain a safe and secure learning environment. Questions about canine detection services as it applies to school safety may be directed to the WHS Assistant Principal of Attendance at (805) 497-6711 ext. 1011.

CELL PHONE USAGE:

Students may use cell phones on campus before their school day begins, during passing periods, during nutrition, during lunch, and after their school day has finished.

Students may not use a cell phone, send or receive a text message, and/or take digital photos during class time (including bathroom use), or in the Library.

Students are not permitted to take pictures of other students on campus using cameras or camera cell phones without that student's permission. Failure to comply will result in Saturday Work Study (SWS) and/or possible suspension.

Electronic devices are prohibited during class time (including bathroom use).

Cell phones cannot be in use at any time during SWS and/or after-school detention. If an emergency occurs during class time, students can use an office phone.

Consequences:

- 1st offense: administrator confiscates phone; the student must come into the office to retrieve their phone
- 2nd offense: administrator confiscates phone, only a parent/guardian may pick up the phone from administrator, student is assigned a SWS
- 3rd offense: administrator confiscates phone, only a parent/guardian may pick up the phone from administrator and a SWS is assigned
- 4th offense: administrator confiscates phone, only a parent/guardian may pick up from the grade level administrator and suspension from school per administrative decision

CLUBS

There are numerous active clubs on campus. Check the school website for the complete list of clubs, advisors, and where they meet. Refer to announcements for specific club information, or check the school website for the weekly bulletin.

<http://www.conejousd.org/whs>

CO-CURRICULAR PARTICIPATION

Code & Contract

Participation in co-curricular activities is a privilege, not a right of all students. The school has the authority to revoke this privilege. The Co-Curricular Code & Contract sets these expectations that include, but are not limited to: grade point eligibility, behavior, and attendance. The Code & Contract policy of CVUSD states that any student violating school rules, which results in suspension ***will be removed from the co-curricular/athletic program for a period of one year.***

Students who are suspended and removed from an activity/team have the right to appeal to the Co-Curricular committee. If the appeal is granted to continue participation, the student may be required to miss games/performances, to perform community service, and/or attend BreakThrough.

- Hours of service are determined by the number of days suspended (1 day suspension = 6 hrs of community service **served on WHS campus**).
- A co-curricular appeal may be granted only ***one time for discipline*** and ***one time for academics*** during their high school career.

Eligibility

All students must have a 2.0 GPA to participate in co-curricular activities. The grade point average is based upon the previous term grades in all courses, including 8th grade, for 9th grade participation. Athletes must maintain a 2.0 GPA and pass at least 4 classes each quarter to remain eligible, in accordance with C.I.F. and CVUSD rules. The following must be completed prior to participation:

- All necessary paperwork completed at www.westlakeathletics.com
- Athletic/activity information forms, including a physical exam
- Insurance—C.I.F. or acceptable family health coverage must be documented
- Co-Curricular Code & Contract read and signed
- ASB card (recommended but not required)
- No athlete may drop one sport and become involved in another without mutual consent of the coaches

Participation

In order to participate in any athletic or school activity, a student must have ***attended school four periods that day.*** Remember, this rule applies to dances, Prom, participation in drama and/or music productions, as well as athletics. Students must also adhere to the Co-curricular Contract in order to remain eligible.

COLLEGE & CAREER CENTER (CCC)

The CCC is open from 7:30AM until 3:00PM. Information on UC's, CSU's, and other college/university admissions, ACT/SAT/PSAT/AP testing, scholarships, work permits, and other volunteer/job opportunities are a sample of resources available from your Guidance Specialist.

DANCES

All dances are organized by the ASG class. Dances are for WHS students and their guests. No one will be admitted without a valid WHS school identification card, guest pass, and a photo ID. Guest passes are available in advance through the Student Store & Activities Desk. Doors close one hour after the dance begins. Students who leave a dance will not be allowed to re-enter. All school and district rules and regulations are in effect. WHS Administration can and will refuse student entry for dress code violations.

DRESS CODE

Student attire and appearance that is disruptive to the educational process will result in disciplinary actions.

Students are **not** permitted to wear:

1. Attire that is revealing, skin-tight or sheer.
2. Attire that reveals the midriff or back. Tops must cover the entire stomach and the entire back.
3. All tops must have straps. Strapless attire is not appropriate on campus.
4. Undergarments must be covered at all times (including bandeaus).
5. Attire that names, advertises, or promotes products that are illegal for minors to buy or use (i.e. drugs, alcohol, etc.).
6. Images on a shirts that are not in good taste and or display *inappropriate amounts of skin*. Any image on your clothing must also be following dress code!
7. Pants will not sag. Overly baggy pants are not permitted.
8. Shorts that *reveal inappropriate amounts of skin*.
9. Attire that promotes gang affiliation as defined by the Ventura County Sheriff's Department.
10. Students are not allowed to attend school in bare feet. Shoes or sandals must be worn at all times.

The principal and staff establish reasonable additional regulations regarding student appearance and attire. Please refer to the Student Responsibilities regarding consequences for Dress Code violations.

HEALTH OFFICE

- Health Clerk is available during school hours and needs to be contacted when a student becomes ill or injured.
- A physician's note is required for students who cannot participate in a class due to health reasons. The note must be brought to the Health Clerk in order to receive an excuse prior to the activity. A note from a physician is required for an excuse of three or more days.
- ***Injured students must have a note from a doctor before returning to campus. District policy states students cannot return to school without clearance from their medical doctor.***
- If a student must take any medication during the school day, it must be delivered to the Health Office with a completed school Medication Authorization.
- **Students may not carry or distribute prescriptions or any over-the-counter medication on school grounds.**
- **All students must have an up-to-date emergency card and current immunization form on file.**

HOMEWORK POLICY

District Policy gives time guidelines * for high school students and the types ** of appropriate homework. **Grades 9-12 guidelines suggest 90-120 minutes per school day.** The type (s) of work to be assigned are: Practice/Review, Preparation, Skill Integration, and Extension.

*Does not include activities such as recreational reading (even if assigned), practice of musical instruments, and co-curricular activities.

**Please refer to the district policy for specifics. *Please note that Advanced Placement courses are college-level courses that will not fall under these guidelines.*

Student/Parent Responsibilities: Students are asked to record the homework, clear up any questions with the teacher before leaving school, and to complete the work on time.

School website:

<http://www.conejousd.org/whs>

LIBRARY

The library is open every school day from 7:15AM-3:00PM and for study hall from 3:00PM-4:00PM Monday-Thursday. A student I.D. card is required to check out books. The library's website gives students access to many resources; passwords for the school's online subscriptions are available in the WHS library. Students are responsible for any damage or loss that may occur while materials are checked out. Late fines are charged per school day. Visit the website: whslib.org

LOCKERS

Each student is assigned a locker for his/her use during the school year. **WHS is not responsible for the safety of any items left in the locker.** Students must bring locks from home or purchase one in the student store. Lockers shall be cleared by the end of the school year. All items left behind will be discarded.

P.E. instructors/coaches assign P.E. lockers. Remember, items left in lockers and locker rooms are the responsibility of the student. **Do not leave items of value in your locker.** Students are to bring locks from home or purchase one in the student store to increase the safety of their items.

OFF-CAMPUS LUNCH PASSES

This privilege is only for 11th and 12th grade students who meet specific qualifications. Only students who have valid off-campus lunch passes may leave campus at lunch.

Qualifications include: no previous unauthorized departures, no excessive absences or tardies, no current tardy or truancy contract, and have a Scholastic GPA greater than a 2.0.

Students who choose to leave campus for lunch accept full responsibility for failure to return on time due to transportation, personal accident, or traffic citation, and will be issued an unexcused tardy (if late), or a truant if they are more than 30 minutes late.

PROCEDURE FOR CONTACTING STAFF

The first step is to contact the teacher, counselor, or administrator via email or phone. Email addresses are available on the WHS website. Click on "Staff." Voicemail messages may be left at 805-497-6711. An attempt will be made to reach you as soon as possible (within 24-48 hours). If a conference is needed, a convenient time will be worked out for all parties.

PERSONAL MESSAGES

Only messages of an emergency nature from a parent or guardian will be forwarded (i.e. sudden illness, accident, or death in the family).

If a student has forgotten something at home and a parent drops it off at the office, it will not be sent to the student. The student must check in the Attendance Office for items someone may have delivered.

PHYSICAL EDUCATION

WHS students participating in Physical Education must wear clothing that meets the following guidelines: shirts (plain light gray, crew neck no logo), shorts (royal blue, basketball style with 7" inseam, no logo), white socks, and tennis shoes. Students may provide their own clothing or purchase clothing from the WHS student store.

*Students participating in Yoga, Pilates and Fitness Training PE have the option of wearing black yoga leggings, no logo.

SCHEDULES

To minimize disruption during the academic year, schedule changes will be made for the following reasons only:

1. To correct an error (course already taken and passed, or course prerequisites not met).
2. To make up a class.
3. To add a course.
4. To add a specialized course.
5. To make a level change.
6. To drop a class for a study hall.

SEARCH OF PERSONAL PROPERTY

State law allows your person and/or personal possessions to be questioned and searched whenever school authorities have reasonable suspicion that you are in possession of illegal or unauthorized materials. This includes the inspection of your locker or vehicle. Such inspections will be conducted without your consent or without a search warrant. Random classroom/locker/vehicle searches utilizing a drug/weapon-sniffing canine will also occur.

STUDENT ASSISTANCE RESOURCES

WHS is vitally concerned with the safety, health, and well being of all its students and the best interest of its local community. **According to CA law:**

Regarding minors and alcohol: "If a minor is in possession of alcohol, he/she shall have his/her driver's license delayed for up to one year or suspended for one year." Drugs and alcohol can have a profound effect on you and your future. Students who desire assistance to overcome, or learn about substance abuse problems are encouraged to utilize the service of the Help Lines listed below:

Alcohol/Substance Abuse

Alcohol Hot Line (24-hr) (805)495-1111

Al-Anon/Ala-Teen Ventura Co.
(805)495-0270

Crisis Intervention

Coalition for Family Harmony
(805)656-1111

Child Protective Services (805)654-3200

Grief Support Group (Hospice)
(805)495-2145

National Suicide Prevention (800)273-8255

Community Resources

City of Thousand Oaks (805)449-2100

Conejo Youth Employment (805)496-6868

Job website: www.conejoyes.org

TO Library (805)449-2660

TO Teen Center (805)494-5156

Conejo Valley YMCA (805)523-7613



STUDENT BEHAVIOR AT RALLIES

1. Students must enter and exit the gymnasium in an orderly manner and sit in their assigned areas.
2. Students will refrain from pushing, shoving, booing, rude or abusive cheers, obscenities, throwing things, etc.
3. When seated by classes, students may cheer at appropriate times but may not show disrespect for others.
4. ASG and the Assistant Principal of Activities must approve all class spirit items.
5. Students are NOT allowed to bring or throw liquid confetti, beach balls, hole-punch confetti, paper airplanes, rice, paper plates, noisemakers, silly string, etc.
6. Students will cooperate with and follow the directions of any faculty/staff member.
7. Students will show respectful and courteous behavior to speakers and performers.

Rallies are optional. Students who do not want to attend a rally may not leave campus without permission from the Attendance Office. Students may go to the Library.

Student Responsibility in Parking Lots

Students may park only in marked spots in the designated student lot. Students shall display parking permit in car windshield whenever parked on campus.

All vehicle codes will be enforced on and around campus. Violators may be cited, and fined. Parking privileges may be revoked at any time.

Students are not allowed to return to the parking lot during school hours unless given permission by administration. The school assumes no responsibility for theft or damage to personal property.

Consequences for violations in the faculty or student lots:

1st offense: student issued a violation sticker, may be assigned a SWS.

Students need to be aware that all Vehicle Code rules apply on and around campus. Parking without a valid and visible WHS permit is considered a violation and the above rules apply

STUDENT PARKING

Student parking is available for eligible 11th and 12th grade students only. Students must purchase a valid permit from the Attendance Office each school year. Student permits are only valid in the student lot. Space is limited. Not all applicants for parking permits will receive a permit.

RECKLESS DRIVING WARNING:

Any student identified by school Administration as driving recklessly or with excessive speed on the streets adjacent to WHS or on school property will have his/her parking privilege revoked.

STUDENT STORE

WHS student store is located on the south side of the Administration Building. Open before school, at nutrition, and during lunch; closes at 2:30pm. Items available: school supplies, P.E. clothes, spirit attire, snacks, specialty items (i.e. yearbooks, tickets for dances/events). Check the bulletin/listen to the daily announcements for dates in regard to ticket sales.

TELEPHONES

School telephones are available for students in emergency cases. Calls are not to be made during class time; students are not permitted to leave class to use the phone.

TEXTBOOKS

Students are issued required textbooks through the library. Once a textbook is issued, it becomes the responsibility of the student. Replacement books will not be issued until payment has been made for lost books. WHS has the authority to withhold grades, diplomas, and transcripts from a pupil until the cost of property damage has been paid.

Section 5 of Article IX of the State of California Constitution guarantees students a “free public education.” The State Supreme Court concluded in the 1984 case of *Hartzell v. Connell* (35 Cal.3d.899 (1984)), “that all educational activities carried on by public school districts, extra-curricular as well as curricular, must be without cost to the students who participate in such activities.” This same ruling found that “mandatory fees for participating in such extra-curricular activities as drama, music, and athletic competition were illegal under the State Constitution.” Furthermore, they also rejected the argument that “fees could be charged so long as the district waived fees for students who were financially unable to pay.”

for more information, and/or contact the Principal if you have any questions or concerns.

Nondiscrimination/Harassment Students:

The Governing Board desires to provide a safe school environment that allows all student equal access and opportunities in the district’s academic and other education support programs, services, and activities. The Board prohibits , at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone, based on the student’s actual or perceived race, color, ancestry, nation origin, nationality, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities, but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conducted based on one of the categories listed above. Unlawful discrimination also shall include the creative of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive hat affects a student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment, has the effect of substantially or unreasonably interfering with a student’s academic performance’ or otherwise adversely affects a student’s educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provisions of receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated an resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students’ access to the education program by publicizing the district’s nondiscrimination policy and related compliant procedures to students, parents/guar-

dians, and employees. He/she shall provide training and information on the scope and use of the policy and compliant procedures and takes other measures designed to increase the school community's understanding of the requirements of the law related to discrimination. The Superintendent or designee shall regularly review the implementation of the districts nondiscriminatory policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in district's educational program.

Regardless of whether a complainant complies with the writing, timeline, and/or formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, bullying, in violation of law, Board policy, administrative regulation shall be subjected to appropriate consequences or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action up to and including dismissal.

Designation of responsible employee for Title IX: Brad Katz

STUDENT RESPONSIBILITIES

In order to maintain a safe school, we provide an environment of nonviolence, set clear behavioral expectations, and institute discipline policies that are consistently and fairly administered. The following outlines expectations for behavior.

GROUND FORS SUSPENSION

A pupil shall not be suspended from school or recommended for expulsion unless the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions E.C. 48900(a) to (q), (r) to (t) and E.C. 48900.2-48900.7

1. Caused, attempted to cause, or threatened to cause physical injury to another person
2. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, alcoholic beverage, or intoxicant of any kind
4. Unlawfully offered, arranged, or negotiated to sell a substance, an alcoholic beverage, or an intoxicant of any kind and either sold, delivered, or otherwise furnished said items
5. Committed or attempted to commit robbery or extortion
6. Caused or attempted to cause damage, including tagging and graffiti, to school property or private property
8. Stole or attempted to steal school property or private property
9. Possessed or used tobacco, or any products containing tobacco/nicotine products (2nd + offense)
10. Committed an obscene act or engaged in habitual profanity or vulgarity
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia
11. Disrupted school activities or willfully defied valid authority
12. Knowingly received stolen school property or private property
14. Possessed an imitation firearm
15. Committed or attempted to commit a sexual assault
16. Harassed, threatened or intimidated a pupil who is a complaining witness
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma

18. Engaged in, or attempted to engage in, hazing
19. Engaged in an act of bullying, but not limited to, bullying committed by means of an electronic act
20. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person

Off-campus suspensions: Students serving an off-campus suspension may not be on WHS campus during the regular school day, or attend any co-curricular activity for the duration of their suspension

RECOMMENDATIONS OF EXPULSION

Students who engage in the following behaviors will face extremely serious consequences under E.C. 48915. These consequences will include parent notification, suspension, and either recommendation for involuntary transfer or expulsion. Police involvement may be warranted.

1. Causing serious physical injury to another person
2. Possession of any knife or other dangerous object
3. Unlawful possession of any controlled substance
4. Robbery or extortion
5. Assault or battery
6. Possessing, selling, or otherwise furnishing a firearm
7. Brandishing a knife at another person
8. Unlawful sale of any controlled substance
9. Committing or attempting to commit sexual assault or sexual battery
10. Possession of an explosive (destructive device)
11. Acts listed under E.C. 48900 where other means of correction fail to bring about proper conduct, or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

ACADEMIC HONESTY

Academic Dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another's work as one's own. Dishonesty can occur within traditional paper/pencil activities and through the use of technology such as online assignments, labs, quiz, projects, and tests. 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.

Consequences: In order for consequences to be enforced for violations of academic honesty, the teacher must document his/her observation or supply evidence that dishonesty occurred.

First Infraction:

1. The teacher will conference with the student and record a grade of Fail for that assignment.
2. Within five (5) school days, the teacher will notify the parent and send a referral to the appropriate administrator and counselor noting the infraction.
3. The student will be placed on contract, with the understanding that a second infraction in the same or any other class will result in the student's removal from the course in which the second infraction occurred. The contract will remain in effect for two (2) years from the date of the infraction.

Second Infraction:

1. The teacher will send a referral to the appropriate administrator and counselor noting the infraction.
2. Within five (5) school days the parent will be notified and the student will be removed from the course and placed in a Study Hall with a grade of Fail for the semester.

Appeal of Decision: Must be made in writing to the principal within ten days. Appeal will be submitted to site academic honesty committee.



ELECTRONIC RESOURCES/INTERNET ACCEPTABLE USE POLICY

Electronic communications provide vast, diverse and unique resources. The educational goal in providing a technologically rich environment to teachers, staff, and students is to enhance and promote educational excellence through resource sharing, innovation and communication. Electronic resources provide an alternative mode of finding information in greater depth and at a faster rate than traditional research and communication opportunities afford.

Electronic Resources are defined as information stored on a variety of devices including, but not limited to: computers, compact disks (CD's), programmable calculators, digital cameras, video play/recording devices, audio play/recording devices, and Internet connections.

The Conejo Valley Unified School District views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment, with direct guidance from the faculty and staff. Independent exploration and manipulation of resources is also encouraged. However, access to computers and people all over the world also offers the availability of material that may not be considered of educational value in the context of a high school setting.

The Conejo Valley Unified School District and the staff at Westlake High School cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the high school and district. It is the responsibility of users and their parents or guardians to honor the use restrictions of the district and help enforce appropriate use of electronic resources and Internet access.

GUIDELINES

Internet access is a privilege, not a right. If a district user violates any of the acceptable use guidelines outlined in this document, future access may be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom, library and district policies is subject to loss of access privileges and other district disciplinary actions.

Acceptable Use

Must be in support of education and research consistent with district policy.

Must be consistent with the rules appropriate to any network being accessed.

Unacceptable Use

Students may not install any programs on any school computers.

Participating in commercial activities – user may not offer, provide, advertise, or purchase products or services through the network (i.e. stock trading, eBay).

Political lobbying (system may be used to communicate with elected officials).

Downloading media files, programs, games, or music using the library's computers or playing music, videos, animation or film clips without permission (only class-related activities of this kind will be allowed); installing programs; using, or storing unauthorized programs on any school computer.

Sending or receiving electronic mail (e-mail) without permission.

Transmitting any material in violation of any local, state, or federal regulation including, but not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

Transmitting, searching, saving, displaying, or receiving material that is pornographic, violent, threatening, obscene, disruptive, or sexually explicit, or that could be construed as bullying, harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.

Playing computer games, participating in chat rooms (including online or network communication programs such as Instant Messaging and Net Send), connecting to other networks, such as AOL or Prodigy.

Running programs from "removable media" (i.e. USB drives) or CDs

Plagiarizing (taking the ideas or writings of others and presenting them as if their own), or cheating in any fashion.

Attempting to compromise, defeat, or disable any security features

Attempting to bypass the district proxy server (Internet filters)/attempting to interfere with or alter network configurations

A student aware of any misuse or infraction of the regulations who does not report it to teacher, library staff member, counselor, or administrator shall be subject to disciplinary action.

Privacy – Electronic information, including e-mail, is not guaranteed to be private.

Publicly defaming people through publishing material on the Internet, email, etc.

Attempting to access computer systems without authorization, cyber-stalking, tampering, using misleading domain names (using another person's identity and/or identity fraud).

Privileges

Access to the Internet/network is not a right, but a privilege. Unacceptable usage may result in cancellation of access.

Students doing school-related projects will have priority computer access.

Netiquette

Be polite and abide by generally accepted rules of network etiquette. Do not use vulgar or obscene language.

Do not reveal your address or phone number or those of others. Do not intentionally disrupt the network or other users.

Security

If passwords or account numbers are assigned, do not reveal them, or use or reveal another person's password, or allow another person to use yours.

Attempting to log on as another user will result in cancellation of privileges.

If a security problem is identified, notify a system administrator immediately.

Do not show or identify a security problem to other students.

Do not attempt to compromise, defeat, bypass or disable any security features, district proxies (Internet filters), or network configurations.

Do not use any device such as a laptop computer, hand-held or palm device, etc. to connect to the school network. Do not connect to the school network with any outside device.

Vandalism/Harassment

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks. This includes, but is not limited to, creating and/or uploading computer viruses or unauthorized programs, accessing, modifying, or destroying equipment, programs, files or settings on any computer or technology resources.

Harassment is defined as the persistent annoyance of another user, or interference in another's work. This includes, but is not limited to, the sending of unwanted mail.

Vandalism and/or harassment will result in the cancellation of the offending user's access.

Penalties

Any user violating these provisions, applicable state and federal laws, or posted classroom, library, or district rules is subject to loss of network privileges and any other district disciplinary options, including criminal prosecution.

School and district administrators will make the final determination of what constitutes unacceptable use, and their decision is final.

The Conejo Valley Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Conejo Valley Unified School District will not be responsible for any damages a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through the Internet connections.

All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with laws of the State of California and the United States of America.