



Principal's Message

Dear Westlake Students, Parents, Faculty, and Staff:

Welcome to the 2024-2025 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 commit ourselves to and pursue excellence in academics, athletics, and performing arts. This commitment and pursuit 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 while maintaining a balance in your lives. This handbook should serve as 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 workforce, 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 2024-2025 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

Westlake High School

Vision Statement

*Westlake High School Students and Staff demonstrate
Courage, Compassion, Confidence, & Critical Thinking.*

Mission Statement

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

This agenda book belongs to:

Name

Student ID

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

WESTLAKE HIGH SCHOOL

WHS Expected Schoolwide Learning Results

INFORMED & 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.

EFFECTIVE COMMUNICATORS

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

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.

INNOVATIVE & 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



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ASSOCIATED STUDENT GOVERNMENT

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 Advisors: Krystle Sundberg & Missy Magpali

ASG Board Members:

President: Alex Ayed

Vice -President: Brandon Osborn

Secretary: Grace Keatts

Treasurer: Sophia Rabe

Class of 2025 - Senior Class Officers

Advisor: Kristi Hronek & Missy Magpali

President: Turner Principe

Vice -President: Austin Mazaisz

Treasurer: Nikki Ryali

Secretary: BB Yanicelli

Class of 2026 - Junior Class Officers

Advisor: Sabrina Beckwith and Jimmy Wyllie

President: Hyo Lim

Vice-President: Mari Belokamenska

Treasurer: Lexi Giamo

Secretary: Sophia Olivia

Class of 2027 - Sophomore Class Officers

Advisor: Emily Dale

President: Casey Soper

Vice -President:

Treasurer: Fiona Mercer

Secretary: Dahlia Rodriguez

Class of 2028 - Freshmen Class Officers

Advisor: Krystle Sundberg

President: TBD

Vice President: TBD

Treasurer: TBD

Secretary: TBD

WESTLAKE HS CONTACTS
FOR THE MOST UP-TO-DATE INFORMATION CHECK
WHS WEBSITE AT WWW.CONEJOUSD.ORG/WHS

Main Office 805-497-6711
Attendance Absence Line 805-373-1790

| | <u>Extensions</u> |
|--------------------------|-------------------|
| Main office receptionist | 0 or 1000 |
| Activities | 1035 |
| Athletics | 1013 |
| Attendance | 1012 or 1014 |
| Cafeteria | 2151 |
| College & Career Center | 1028 |
| Counseling | 1032 or 1021 |
| Health Office | 1017 |
| Instruction | 1020 |
| Library | 4151 or 4152 |
| Office Manager | 1006 |
| Registrar | 1019 |
| Student Store | 1029 or 1030 |

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 HotLine (24-hr) (805) 495-1111
Al-Anon/Ala-Teen Ventura Co. (805) 495-0270

Crisis Intervention

Coalition for Family Harmony (805) 656-1111
Crisis Text Line Text 741-741
Child Protective Services (805) 654-3200
Grief Support Group (Hospice) (805) 495-2145
National Suicide Prevention (800) 273-8255

Community Resources

Job website: www.conejoyes.org

City of Thousand Oaks (805) 449-2100
Conejo Youth Employment (805) 496-6868
TO Library (805) 449-2660
TO Teen Center (805) 494-5156

SUGGESTED FOUR YEAR PLAN

Ninth Grade

1st semester

| | | |
|---------|------|----------|
| English | P.E. | Science |
| Health | Math | Elective |

2nd semester

| | | |
|------------------------|----------|---------|
| English | P.E. | Science |
| Math | Elective | |
| College/Career Seminar | | |

Tenth Grade

1st semester

| | | |
|---------|---------|---------------|
| English | Science | World History |
| P.E. | Math | |

Fine Arts/World Language

2nd semester

| | | |
|---------|---------|---------------|
| English | Science | World History |
| P.E. | Math | |

Fine Arts/World Language

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

Elective

2nd semester

| | |
|----------|-------------------------|
| English | 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 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. 1-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 with a diploma from Westlake High School.

COUNSELING APPOINTMENTS

Counselors are available outside of the attendance office for students during nutrition and lunch for open office hours. 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. 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 courses.

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 courses taken from accredited institutions can be applied towards CVUSD graduation requirements.
- To be accepted by the CVUSD these courses must be from an accredited university, college, or University of California approved online provider. To check on the accreditation status the WASC website can be accessed at <https://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 grades are to be recorded at the level (AP, Honors, CP, Standard) of the course that is taken
- NCAA eligibility should be investigated or considered in advance of courses being taken if applicable.
- 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 schools in the district.
- Courses taken 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 note 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 a summer session.

NCAA REQUIREMENTS

College-board student-athletes should register the NCAA Eligibility Center in which they plan to participate in college athletics. Early registration promotes planning and helps college-bound student-athletes avoid issues that may delay their academic and amateur certifications. The registration process is as follows:

- Log on to the Eligibility Center's website at <http://www.eligibilitycenter.org>
- Click NCAA College-Bound Student Athletes
- Select the "New Account" tab
- Begin the registration process

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/ASB CARDS

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

ATTENDANCE

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 school 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.

Arriving late: When a student arrives late to 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 returns to 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 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 14 days of illness in one year, students may be required to bring in a doctor's note for any additional days of illness. If no doctor's note is submitted, he or she will be considered truant.

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.

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 three (3) tardies in any one class per semester, the student will be assigned an After School Detention by the Assistant Principal of Attendance.
- 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 parent/guardian 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. Parent/guardian 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 seventh truancy, 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. Parent/guardian will be notified.

Being placed on an attendance contract will negatively affect a student's eligibility for an off-campus lunch pass.

BELL SCHEDULES

Regular Bell Schedule (M –T-TH-F)

Warning Bell 7:08
 Period 0 7:15-8:23
 Period 1 8:30 - 9:25
 Period 2 9:32 - 10:27
 Nutrition 10:27 - 10:33
 Period 3 10:40 - 11:35
 Period 4 11:42 - 12:38
 LUNCH 12:38 –1:13
 Period 5 1:20 –2:15
 Period 6 2:22 –3:17

RALLY BELL SCHEDULE

Warning Bell 7:08
 Period A 7:15 - 8:23
 Period 1 8:30 - 9:16
 Period 2 9:23 –10:08
 Period 3 10:15 –11:00
 Period 4 (Start) 11:07 –11:10
 RALLY 11:17 –12:04
 Period 4 (End) 12:11 –12:56
 LUNCH 12:56- 1:31

Period 5 1:38 –2:23
 Period 6 2:30 –3:15
 Professional Learning Community (Wednesday)
 Staff Development 7:42 - 8:22
 Period 0 No Meeting
 Period 1 8:30 - 9:25
 Period 2 9:32 - 10:27
 Nutrition 10:27 - 10:33
 Period 3 10:40 - 11:35
 Period 4 11:42 - 12:38
 LUNCH 12:38 –1:13
 Period 5 1:20 –2:15
 Period 6 2:22 –3:17

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 an administrator, student is assigned a SWS

3rd offense: administrator confiscates phone, only a parent/guardian may pick up the phone from administrator and an additional SWS are 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

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.

CLUBS

There are numerous active clubs on campus. Check the school web site for the complete list of clubs, advisors, and where they meet. Refer to announcements for specific club information or check the school Activities 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 hours 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 more than half of scheduled 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 assessment for sports/activities.
- 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, CSUs, 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, Mrs. Mertel, rmertel@conejousd.org or check the website at

<https://sites.google.com/a/learn.conejousd.net/whs-college-and-career>

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. The WHS Administration can and will refuse student entry for dress code violations.

DRESS CODE

CVUSD Board Policy—5132 As a general principle: certain body parts must be covered for all students. Clothing worn must cover genitals, buttocks, and nipples with opaque material at all times, no matter the student's movements.

Students Must Wear:

- Top (Shirt, tank top, etc.) *
- Bottoms (pants, sweatpants, leggings, shorts, jeans, skirt, etc.) *
- Shoes: activity specific shoes requirements are permitted for athletics, or classes that require closed toe shoes for safety purposes (ex. Lab course, Physical Education)

*The equivalent to a top and bottom (dress, jumper, etc.) may also be worn.

Students Cannot Wear:

- Violent language or images
- Images depicting drugs, alcohol, or any other illegal item or activity.
- Hate speech, profanity, or pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Hats, Helmets, Hoods, or Headwear (except as a religious, cultural, or ethnic observance, or medical purpose) when in an indoor classroom environment.

Additionally, AR 5132 indicates that students cannot show visible underwear, not including straps and waistbands. Bathing suits are not allowed to be worn at school (except when as part of an athletic team or PE class). Board shorts are allowed.

Protective Gear

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control (Education Code 49066)

- Teachers instructing classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), uniforms, costumes, or PE (athletic attire/shoes) can require students to wear protective gear or supportive clothing, remove dangling jewelry, tie hair up, or implement other necessary safety requirements.
- Teachers, Coaches, and Administrators cannot make further adjustments to the above dress code that specifically limit a student's expression of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size; for the sole purpose of

protecting that student from assumed sexual intent of another student.

- Teachers in classes where protective or supportive clothing is needed cannot implement any clothing related requirement unless it is for safety purposes.

Board Policies/Administrative Regulations can be located on the district website at: www.conejousd.org/Board-of-Education/Policies-Regulations BP5132, AR5132

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 and readmission to school form from a doctor before returning to campus. District policy states students cannot return to school without these clearances from their medical doctor. The Readmission to School form can be obtained from the Health Office.
- 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 Form.
- If a student must self-carry prescribed medication, there must be a Medication Authorization Form on file.
- Students may not 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.
- Notify the Health Office with any serious health condition or allergy that WHS should be aware of.

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.

LIBRARY

The library is open every school day from 7:00AM 3:30PM. A student I.D. card is needed to check out books. Students are responsible for any damage or loss that may occur while materials are checked out. Late fines are charged per school day. The library's website gives students access to many resources; passwords for the school's online subscriptions are available in the WHS library and through the website. Visit the website: whslib.org

LOCKERS

Each student may request a locker through the attendance office. 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, no unserved detention, 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 Protective Gear standards indicated in dress code policy on page 10 of this planner. Students may provide their own clothing or purchase clothing from the WHS student store.

For specific information regarding Protective Gear or clothing related to your PE class please refer to the rules and regulations provided by your teacher.

SCHEDULE CHANGES

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

1. Changing a level of a course
2. Completed a course over the summer that impacts the current schedule i.e. remediated a D/F grade or took a prerequisite course
3. Course was already taken in prior year(s)
4. Scheduling error i.e. student is registered in the incorrect grade-level course or student does not have a complete schedule
5. Schedule states, "PE OS Athletics" or "See Counselor"
6. Dropping a class by the drop deadline

SEARCH OF PERSONAL PROPERTY

State law allows your person and/or personal possessions (including cell phones) 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, cell phone or vehicle. Such inspections will be conducted without your consent or without a search warrant.

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.
8. 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 with parking permits may park only in marked spots in the designated student lot. Students shall display a parking permit in the car windshield (driver's side, bottom left) 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:

- Students issued a violation may be assigned a SWS.
- Students need to be aware that all Vehicle Code rules apply on and around campus.

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.

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.

VIDEOTAPING

Videotaping on campus is prohibited without prior permission.

STUDENT ACADEMIC AND BEHAVIOR 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.

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. Appeals will be submitted to the site academic honesty committee.

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.

Grounds for 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
7. Stole or attempted to steal school property or private property
8. Possessed or used tobacco, or any products containing tobacco/nicotine products (2nd + offense)
9. 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
13. Possessed an imitation fire arm

14. Committed or attempted to commit a sexual assault
15. Harassed, threatened or intimidated a pupil who is a complaining witness
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs
17. Engaged in, or attempted to engage in, hazing
18. Engaged in an act of bullying, but not limited to, bullying committed by means of an electronic act
19. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person
20. Caused, attempted to cause, or threatened to cause physical injury to another person
21. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object
22. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, alcoholic beverage, or intoxicant of any kind
23. 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
24. Committed or attempted to commit robbery or extortion
25. Caused or attempted to cause damage, including tagging and graffiti, to school property or private property
26. Stole or attempted to steal school property or private property
27. Possessed or used tobacco, or any products containing tobacco/nicotine products (2nd + offense)
28. Committed an obscene act or engaged in habitual profanity or vulgarity
29. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia
30. Disrupted school activities or willfully defied valid authority
31. Knowingly received stolen school property or private property
32. Possessed an imitation firearm
33. Committed or attempted to commit a sexual assault
34. Harassed, threatened or intimidated a pupil who is a complaining witness
35. Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs
36. Engaged in, or attempted to engage in, hazing
37. Engaged in an act of bullying, but not limited to, bullying committed by means of an electronic act
38. 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.

Recommendation for 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.

ELECTRONIC RESOURCES & INTERNET

ACCEPTABLE USE POLICY

Visit the CVUSD Technology Webpage for additional information:

<https://www.conejousd.org/Departments/Business-Services/Technology-Services>

CVUSD provides a wide range of technology resources for student use within the classroom. Student devices are to be used solely for educational purposes. This policy outlines appropriate use and prohibited activities. Each student is expected to follow the rules and conditions listed in this document, as well as any directions or guidelines given by CVUSD teachers, substitutes, administrators, and staff.

CVUSD uses a filtering system to track and monitor all computer and Internet use on the District's network. The system is designed to prevent access to educationally inappropriate sites. CVUSD educators can request that a specific site be blocked or unblocked by contacting the Technology Services Help Desk.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, the District cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cybercrimes:

- Criminal Acts: These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyberstalking, various explicit content, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.
- Libel Laws: Publicly defaming people through publishing material on the Internet, email, etc.
- Copyright Violations: Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright); engaging in plagiarism (using other's words or ideas as your own).

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.

Students may not install any programs on any school computers.

Students must:

- Be in support of education and research consistent with district policy and must be consistent with the rules appropriate to any network being accessed.
- Follow all directions given by site and district staff members.
- Use all technology devices, peripherals, and resources in a responsible manner so as not to damage school and district equipment.
- Never remove a device from its protective cover.
- Carry the device with two hands or like a book and make sure the lid or case cover is closed when transporting. Limit device exposure to direct sunlight.
- Never leave a device unattended, both in and out of the classroom.
- Keep the device away from water and other liquids, such as sprinklers, rain, puddles, and beverages.
- Not adhere stickers, ink, or other decorative items to school devices.
- Not allow others access to district-owned devices and equipment.

Behavior Guidelines and Digital Citizenship

Students are expected to exercise responsible academic behavior and Digital Citizenship when using the CVUSD network and technology equipment.

General Use

- Report any problems with a school device, network, or other system to the teacher. o Stay on task and follow directions of CVUSD site and district staff.
- Device sound is to be muted at all times during instruction, unless otherwise directed by a teacher. o During instructional time, all devices are to be used only for academic purposes. Students are not to access movies, games, or non-academic websites during class time unless granted permission by a teacher.
- Do not attempt to bypass security settings or Internet filters or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
- It is important to log off the device at the end of every session so another user cannot use passwords that are not their own.

Digital Citizenship

- Students are expected to follow all copyright laws. If there is a question regarding copyright, please consult with the teacher. Academic honesty is expected per CVUSD Board Policy and CVUSD Administrative Regulation 5131.9. Students are to complete their own work, referencing sources as required.
- Students are responsible for their CVUSD account and are not to access another individual's account. Students are not to impersonate, spoof, or otherwise pretend to be someone else online. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g., text, images, audio, or video) in someone else's name.
- Students are responsible for using appropriate language, both in class and online. This includes sending hateful or harassing email, making discriminatory remarks about others, and engaging in bullying, harassment, or other antisocial behaviors.
- Students are not to access another student's device without expressed permission. o Anything done on social networking websites should not negatively impact the school learning environment and/or fellow students, teachers, and administrators.
- Students will not search, retrieve, save, circulate, or display hate-based, offensive, or sexually explicit material. Do not search, retrieve, save, or circulate images or information about weapons using any CVUSD computer resources unless authorized by school administrator/teacher as part of a school assignment.
- It is both unsafe and not recommended to post any personal information about oneself or others online, including but not limited to name, address, phone number, or school.
- Do not post photos of others with their first and last names on any online site, including but not limited to blogs, wikis, and discussions forums.
- Each CVUSD classroom teacher will, at his/her discretion, implement and communicate the device distribution and retrieval rules and expectations for the classroom.

Students will:

- Exercise care when removing and returning devices to the designated classroom storage cupboard. Exercise care when unplugging a device from its power cord.
- When returning a device, utilize the device's designated cupboard device slot and plug in the device's individual power cord.
- Return the device at the end of a class session or at the discretion of site and district staff members. If a student refuses to return a device, it may be reported stolen to the Thousand Oaks Police Department. Do not modify the hardware, security measures, or software loaded on the device.

Parent and Student Liability for Classroom Devices

Students are expected to treat school and classroom devices with the appropriate care and respect. As applicable, the CVUSD student behavior policies will be enforced regarding any damage to school or classroom devices. Damage includes, but is not limited to, broken screens, cracked casing, inoperability, water damage, etc.

Guidelines for Device Distribution and Return

Each CVUSD school site will, at its discretion, determine specific procedures and policies for distributing 1:1 student take-home device. The following guidelines are provided to schools, parents, and students as a guideline of expectations. Students will:

- Pick up and return the devices at the location designated by the school.
- Exercise care when picking up/returning a device.
- Return the device by the specified deadline.

Parent and Student Liability for Take-Home Devices:

Take-home devices are for student use only. Students are expected to treat school and classroom devices with the appropriate care and respect. As applicable, the CVUSD student behavior policies will be enforced regarding any damage to school technology devices. Damage includes, but is not limited to broken screens, cracked casing, inoperability, water damage, etc.

If the CVUSD-owned device is damaged, lost, stolen or fails to be returned to CVUSD, it may result in the device reported stolen to the Thousand Oaks Police Department.

Bring Your Own Device (BYOD)

One option available is BYOD. Students may bring their privately owned portable technology devices such as laptops, tablets, smart phones, etc. to school for academic use.

Bringing privately owned devices to school is completely optional. Although research shows that personal computing devices are very effective at engaging students in the learning process, a student's learning experience will not be adversely affected by not bringing a device to school.

BYOD Guidelines

Each CVUSD classroom teacher will, at his/her discretion, implement and communicate the BYOD rules and expectations for the classroom. For example, some teacher may request that students refrain from smartphone use during class. The following guidelines are provided to parents and students as a guideline of expectations and opportunities only:

- Students may bring devices that fit into the following categories: laptops, netbooks, tablets/iPads, and smartphones.
- Devices are to be used only during specified times during the instructional period. These times are designated by the child's teacher, school administrator, or other district and site staff members.
- There should be no expectation of printing student documents directly from a student BYOD.

CVUSD Liability for Parent and Student-Owned (BYOD)

- Student and family technology brought to school remains the sole property of the student and therefore will not receive direct technical support from CVUSD technology staff. As such, any technical support for the device must be provided by the student and family.
- CVUSD makes every reasonable effort to maintain a safe learning environment for all students. CVUSD assumes no responsibility for damage, loss, or theft of devices a student brings to school. As with any other student property, devices brought to school from home are the responsibility of the student. It is recommended that families stress the important responsibilities students have when bringing their devices to school.

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.”

Nondiscrimination/Harassment Students:

The Governing Board desires to provide a safe school environment that allows all students 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 creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that 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 and 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 complaint procedures to students, parents/guardians, 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 district’s nondiscriminatory policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the 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: Jason Branham, Principal

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