WHS Check-In Process
August 2020

PLEASE NOTE:
When entering the WHS campus, all students and staff must bring and wear a mask at all times. Throughout the check-in process masks must be worn (except during the picture-taking process) and maintain a social distance of 6 feet or more to ensure the safety of all students and staff. Only the student will be allowed on campus.

Steps (please see attached map):
1. Parents/Guardians- please drop your student off in the front parking lot, on Lakeview Canyon, at the bridge. Please do not let your student out of the car until you are at the bridge.
   a. Parents - proceed to the student parking (upper lot) and wait for your student in your car. Access to the upper lot is at Via Merida and Thousand Oaks Boulevard near the stadium.

Student drivers (with no parent) – please park in the front lot or on Lakeview Canyon Road.
   b. Students – please proceed across the bridge to the cafeteria for your photo/ID card. Please enter the cafeteria on the service road (west side of cafeteria).
      i. Student temperatures will be taken, using a no-touch thermometer, prior to entrance into cafeteria. Persons with a temperature at or above 99.5 degrees Fahrenheit using a no-touch thermometer will not be permitted to enter and will be asked to return to his/her vehicle. Only two students, at one time, will be permitted in the cafeteria.

2. After your photo is taken, please follow the arrows/signs to exit through the east doors of the cafeteria.

3. Go to the library (follow the arrows/signs) to attain your ID card and textbooks.
   a. Please provide your ID card or student ID number to the library staff member for your textbooks. Textbooks will be provided to you in a generously donated Logix tote-bag in order to help ensure students and staff have minimal contact distribution throughout the check-in process.
   b. Please wait for assistance on the blue “X’s” in order to maintain a social distance of 6 feet or more.

4. When you have your textbooks, please promptly exit the WHS campus using the stairway to the upper parking lot, where your parent/guardian(e) will be waiting for you.

Student drivers (with no parent) – please exit the campus using the service road toward the gym/tennis courts. Exit the campus at the tennis courts. You will not be permitted to exit via the bridge.

Thank you for your cooperation and attention to this matter. Adhering to these instructions will allow for a fluid and timely process.
**WHS Check-In Process**  
August 2020

**WHS Check-In Days are as follows:**  
In order to limit the number of students on campus at any one time, please adhere to the schedule of dates and times below. **Students will not be allowed to go through the check-in process on any day other than their scheduled day.**

### SENIORS - Monday, August 10th

<table>
<thead>
<tr>
<th>Time</th>
<th>Class</th>
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<tbody>
<tr>
<td>8:00 am – 8:30 am</td>
<td>A – Bar</td>
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<td>8:30 am – 9:00 am</td>
<td>Bas – Car</td>
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<td>9:00 am – 9:30 am</td>
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<td>3:00 pm – 3:30 pm</td>
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### JUNIORS - Tuesday, August 11th

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<th>Time</th>
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<td>8:00 am – 8:30 am</td>
<td>A – Bee</td>
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<td>8:30 am – 9:00 am</td>
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<td>3:00 pm – 3:30 pm</td>
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**WHS Check-In Process**  
August 2020

**WHS Check-In Days are as follows:**  
In order to limit the number of students on campus at any one time, please adhere to the schedule of dates and times below. Students will not be allowed to go through the check-in process on any day other than their scheduled day.

**SOPHOMORES - Wednesday, August 12th**

<table>
<thead>
<tr>
<th>Time</th>
<th>Assignments</th>
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<tr>
<td>8:00 am – 8:30 am</td>
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**FRESHMEN - Thursday, August 13th**

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<th>Assignments</th>
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<td>Perm – Scar</td>
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<td>Scas – Spea</td>
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<td>3:00 pm – 3:30 pm</td>
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WHIS Check-In 2020

Westlake High School
School Map

Student Parking Lot

Weight Room

Pool

Gymnasium

Tennis Courts

Service Road

Metzanne

Carpenter Theatre

STEPS:

1. Drop off student here

2a. Pick up textbooks at the library

2b. Exit toward upper parking lot

3. Cafeteria entrance

Lakeview Canyon Rd
Summer Check-In Days:
Seniors: Monday, August 10th
Juniors: Tuesday, August 11th
Sophomores: Wednesday, August 12th
Freshmen: Thursday, August 13th

Wondering about picture day?

Picture day takes place during summer check in. The portrait you take at summer check in will be used for your ID card and yearbook, so be sure to dress your best the way you want to be remembered!

How do I order my school portrait?

Health and safety is a top priority. Cornerstone Photography is proud to introduce a new innovative contactless portrait program. There is no exchange of paper order forms, cash, checks or portraits on campus. Approximately 2-3 weeks after summer check in picture day, you will receive an email link to view and order your portrait online with a secure personal access code. All orders are placed online and shipped directly home.

- Safe and Contactless
- No paper or money exchanged on campus
- See your portrait before you buy
- Order at your convenience from the comfort of your own home
- Portraits shipped directly home

customercare@cornerstone.photo / (805) 529-1635 / 5351 Bonsai St. Moorpark, CA 93021
WHS STUDENT STORE

We are pleased to announce the WHS Student Store has a new url and web store. Please use the following link to establish your new account and place your order:
https://westlakehs.myschoolcentral.com

Order your Yearbook early for the best pricing. Pricing is as follows:

- August 5th to September 30th - $95.00
- October 1st to November 18th - $105.00
- November 19th to December 18th - $115.00

Check out our new WHS Spirit Pack, which includes a WHS T-Shirt, Lanyard, Hand Sanitizer and WHS Pajama Pants! Be ready to come back to campus with WHS Spirit!

Seniors: Don’t forget to order your Senior Hoodie and Tribute!

Freshman: Please note that P.E. Clothes and locks, are available for purchase, however, due to the uncertainties of our current health concern, you may want to consider ordering P.E. clothes at a later date prior to the campus reopening.

*All orders must be purchased online.
The WHS campus Student Store will not be open during the check-in process. All Spirit Packs, Senior Hoodies, and P.E. Clothes will be packaged and distributed at a later date. Ms. Tirado or Ms. Latif will be contacting students and parents/guardians to inform them that their items are ready for pick-up. An appointment time for pick-up will be issued in order to ensure the safety of all students, families and staff.

Thank you in advance for your order and support of WHS.

Go Warriors!
Go to www.whsppta.com
Press the "Join Now" button. Enter your family name/student name and email address. Those who have joined will be notified on July 30th when our secure online store is open to purchase Warrior Wishes and PTSA Membership. Pay by credit card, PayPal or Print an invoice to pay by cash or check at registration.

Warrior Wishes

EVERY CENT donated to Warrior Wishes goes directly back to support WHS academics. Because of your generous donations to Warrior Wishes, the Writing and Math Centers, science lab equipment and supplies, classroom technology, math software, Naviance training, supplemental textbooks, PE equipment, field trips, emergency supplies, hydration stations and many other opportunities are made possible. For a detailed list of Warrior Wishes purchases by department, please visit www.WHPPTSA.com.

Spirit Warrior Level
$150

Silver Warrior Level
$500

Gold Warrior Level
$1000

Graduated Warrior Level
$1500

** Donations of any amount are greatly appreciated! **

PTSA Membership
$15.00 per adult and $10.00 per student

We support the school with volunteers throughout the school year, sponsor the Warrior Wishes Donation campaign, provide parent education opportunities, keep you informed and much, much more!

Our PTSA Association meetings are on the second Thursday of every month at 9:00am in The Tribe Room (formerly the staff lounge). These meetings are open to everyone, but voting on any issues is limited to the members. We have amazing guest speakers and it’s a great opportunity to get involved and stay informed. Join today!!

If you need any additional information, please contact Rocky Capobianco at rockycapo@gmail.com or Deana Cohen at dmcgoh_99@yahoo.com. Thank you in advance for your donation!

All donations are tax deductible and many are eligible for corporate matches. Tax ID #956174766
WESTLAKE HIGH SCHOOL PTSA

If you are a continuing WHS family...

To confirm your contact information and display preferences for the directory...

- Go to https://conejovalleyspts.associationsoft.com
- Or scan here:

***

If you are an incoming WHS family...

To receive email updates, purchase membership, make donations, and sign up for volunteer opportunities...

- Go to https://conejovalleyspts.associationsoft.com
- Or scan here:

- Click Register, then Create Account, and fill in the information.
- Click "Verify my email" and check your email for a link to complete the process. The link expires in 2 hours. If you do not receive the email, check your junk folder.
- Once you have verified your email address,
  1. Log back in
  2. Complete the Parent/Family and Student Information
  3. Complete the Directory Preferences.

Questions? Visit the PTSA website at https://www.whspta.com or contact whspsadirectory@gmail.com
SPONSOR COLLEGE SCHOLARSHIPS
for WHS Students

Your donations have helped WHS students receive college scholarships every year since 1981. Last year $15,000 was awarded to 29 graduating seniors.

Please make a tax-deductible donation to assist in continuing this tradition.

Any amount would help us reach our annual scholarship goal.

Additional benefits:
➢ $500+ donations can be made in your name and set to your criteria
➢ $1,000+ sponsorships also allow you to personally award the scholarship to the recipient

Email WHSFanClub@gmail.com to sign up or scan QR code

We need your support this year more than ever!

About Westlake Fan Club

What is it?
Non-profit foundation that promotes school spirit by increasing attendance at WHS sporting events, performing arts shows and other school activities.
We also award college scholarships to graduating seniors.

How do we do it?
Students scan their ID at qualifying events to earn points that can be redeemed for great prizes.

How can you help?
Purchase a Season Pass for free attendance at events (see website for more info), promote your business by donating prizes or sponsor a scholarship. All donations are tax-deductible.

Go Warriors!

WHSFanClub@gmail.com | WestlakeFanClub.com | @westlakefanclub | whsfanclub
For our Seniors only: please complete and sign the Senior Class Activities/Graduation Participation Contract (next page) and return via email to Mrs. Leese in our Activities Office at...

jleese@conejousd.org
Conejo Valley Unified School District

SENIOR CLASS ACTIVITIES/GRADUATION PARTICIPATION CONTRACT

Congratulations! As a member of the Class of _________, you will be eligible to participate in the graduation ceremony at __________ if you complete the requirements of the Board of Education and maintain a satisfactory record of behavior and attendance. This is an important, dignified, and joyful celebration signifying the culmination of thirteen years of education which will be held on __________ in the __________ Stadium at _______ pm.

In order to ensure that senior activities and the graduation ceremony are the meaningful events, which parents, faculty, and the graduating class desire, the following requirements must be agreed to by each senior and the contract must be signed by his or her parent or guardian, **even if the senior is 18 years old**.

1. I understand that participation in the graduation ceremony is voluntary.
2. I understand that if I violate school rules either during the school day, that necessitates suspension from school at any time during the school year, I am subject to removal from any or all senior activities up to, and including, the graduation ceremony.
3. I agree to follow all rules at any school activity (i.e. Prom, Athletic or Co-Curricular Activities, Picnic, Grad Nite, graduation practice, etc.), and understand that breaking school rules will jeopardize my participation in the graduation ceremony and any remaining senior activities.
4. I understand that failure to maintain satisfactory attendance (missing 20% or more of the second semester) will result in my exclusion from all senior activities, including the graduation ceremony.
5. I agree to not consume or be in the possession of any controlled substance, i.e. alcohol, drugs, or tobacco prior to, or during, ANY school activity. I realize that I may be subject to a personal property search and tests to determine if illegal substances have been consumed. I agree to submit to a breathalyzer test upon request of an administrator. I understand that violation of this rule will prohibit my participation in the graduation ceremony.
6. I understand that if I participate in a “ditch day” (as defined by District Policy) or a “senior prank”, I will lose senior privileges and activities, including participation in the graduation ceremony.
7. I understand that ANY suspension (on or off campus) may result in the loss of ALL senior privileges with the stipulation that privileges may be regained by serving six (6) hours (per day suspended) of Community Service. Community Service location is based on approval by designated administrator. Multiple suspensions will result in permanent loss of senior privileges as decided by the Principal or Designated Administrator.
8. I understand that verification of passing grades in all classes must be received by the school’s Registrar on the last day of senior finals. This includes classes taken at __________ High School, Independent Study, or any other credit recovery or online coursework.
9. I agree to pay all debts which I owe to CVUSD and/or __________ High School (for textbooks, library materials, equipment, etc.) and to turn in all materials which have been checked out, before the first graduation rehearsal. Failure to do so will result in my not being allowed to participate in the graduation ceremony and/or the withholding of my diploma.
10. I will attend ALL scheduled graduation rehearsals. I will be on time, follow the directions given, and will not leave the rehearsals until dismissed. I agree to adjust my work schedule and other obligations to meet the rehearsal schedule. In case of illness, I will contact a Principal or designated administrator prior to practice. The Principal has the authority to request a doctor’s note for missing any graduation practice. Failure to attend any practice without prior consent from the Principal or designated administrator will terminate my participation in the ceremony.
11. I agree to wear the cap and gown as selected by my school and not alter or decorate them in any manner. I further agree to wear appropriate attire under my cap and gown. Pants/slacks, collared shirt, and a tie are recommended for male students and skirts/dresses, pants, blouses, and shoes with flat soles are recommended for females.
12. I agree not to carry any item into the gymnasium and/or stadium that could disrupt the graduation ceremony.
13. I agree to be courteous during the entire graduation ceremony and not call attention to myself or engage in any act that will disrupt the graduation ceremony or cause embarrassment to the graduating class or their guests. I understand that failure to follow all the rules and guidelines during the ceremony will result in the withholding of my diploma. I further agree to leave the ceremony when asked to do so if I fail to adhere to these guidelines.
14. I understand that if I violate any of the above rules during the graduation ceremony, I will not receive a diploma pending a student/parent conference with an Administrator during the week following graduation and the completion of 40 hours of Community Service on campus within two weeks of the graduation ceremony.
15. I understand that if I do not return this agreement, my name will be removed from the list of students participating in senior activities, including graduation.

I understand and agree to the above expectations and conditions.

_______ __________________________
Date                          Student Signature

I have discussed the Senior Class Activities/Graduation Participation Contract with my son/daughter and understand that if my son/daughter violates the Senior Class Activities/Graduation Contract, he/she will not participate in senior class activities and the graduation ceremony.

_______ __________________________
Date                          Parent/Guardian Signature (Must be signed even if student is 18 years old)

Distribution: White: Dean of Activities

CVUSD 96-00088 /PK 100/ Rev. 6-2015

Canary: Parent/Student
How to log onto “Q” Parent Connect

Step 1: Go to q.conejousd.org

Step 2: Click on Q Parent Portal Connection.

Step 3: Input your pin # and password.

OR

You don’t know your pin or password...

click on the phrase located under the password log in button:

“Need Your Login Information?”

(This phrase does not show on cell phones)

When you input your e-mail address the pin and password information will be e-mailed to you. You can change your password once you are logged into Q.

How to log onto “Q” Student Connect

Step 1: Go to q.conejousd.org

Step 2: Click on Q Student Portal Connection.

Step 3: Input your pin# (student ID) and password.

It is important that you input your password exactly as it is given. Be sure to note some letters are upper case and some are lower case. A period (.) must go after your password or you will not be able to log onto Q.
Cómo iniciar sesión en "Q" Parent Connect

Paso 1: ir a q.conoejusd.org

Paso 2: Haga clic en Q Parent Portal Connection

Paso 3: Ingrese su pin # y contraseña

No sabes tu pin o contraseña...

Haga clic en la frase ubicada debajo del botón de inicio de sesión de contraseña:

“Need Your Login Information?”

(esta frase no se muestra en los teléfonos celulares)

Cuando ingrese su dirección de correo electrónico, la información del pin y la contraseña le será enviada por correo electrónico. Puede cambiar su contraseña una vez que haya iniciado sesión en Q.

Cómo iniciar sesión en "Q" conectar estudiante

Paso 1: ir a q.conoejusd.org

Paso 2: Haga clic en Q Student Portal Connection

Paso 3: Ingrese su número de identificación personal (Identificación del Estudiante) y su contraseña

Es importante que ingrese su contraseña exactamente como se la proporcionó. Asegúrese de tener en cuenta que algunas letras son mayúsculas y otras minúsculas. Un período (.) Debe ir después de su contraseña o no podrá iniciar sesión en Q.
Re: Student Injuries and Insurance
2020/21 School Year

Dear Parent/Legal Guardian:

Your school is committed to providing a safe environment for your student. Even so, accidents do happen and resulting medical treatment (ambulance transport, surgery, hospitalization, etc.) can be very expensive. Of course, active students can get hurt outside of school as well.

Please know that your school does not assume responsibility for these costs. However, as a service to you and your child, your school has joined with thousands of others by offering you access to a low cost, voluntary purchase student accident/sickness insurance program. The program is arranged and administered by Myers-Stevens & Tooney & Co. Inc., a firm that has specialized in such coverages for over 40 years.

Options are available to cover your child 24/7 anywhere in the world or you can limit coverage to school-related injuries only. And, unlike many other health plans, these plans do not restrict your choice of medical provider or hospital.

The plans can be used on a stand-alone basis or, if your child has other insurance or health coverage, can be used as a low cost supplement to expand your choice of providers and help cover the high deductible and co-pay requirements so common to many other plans today.

Also offered is the pay-as-you-go Student Accident & Sickness Plan ($50 deductible) that provides the broadest level of coverage and can be used for all sports except high school tackle football. The optional Dental Accident plan (costs as little as $12 for the entire school year) can be of particular value with younger students as further treatment to injured teeth often needs to be deferred until after they mature.

While you are free to take your child to any licensed provider, you will also have access to an extensive network of doctors and hospitals who have agreed to discounted fees. Seeking care through contracted providers may further reduce your out-of-pocket costs, particularly if your child needs surgery or hospitalization. A very large percentage of the Best Hospitals in America as annually listed by U.S. News and World Report are contracted through the networks!

To enroll, complete the enrollment form in full, select the plan(s) you want for your child, enclose the proper premium using a check, money order or credit card, seal and return as directed on the form or use the online payment option. You can obtain brochures with enrollment forms on our website at www.conejousd.org by searching “student accident insurance” or in your school’s office. While your child is eligible to enroll at any time during the school year, you are encouraged to consider early enrollment to get maximum value from the plan(s) selected.

Note - Once processing is completed, an ID card verifying coverage will be mailed home to you.

If you have any questions, please call Myers-Stevens & Tooney at (800) 827-4695 or visit www.myers-stevens.com. Bilingual representatives are available for parents who need assistance in Spanish.

Sincerely,

Gary Bradbury
Director of Safety and Risk Management
Asunto: El seguro y las lesiones de los estudiantes 2020-2021

Estimados padres/tutores:

Su escuela tiene el compromiso de brindar un ambiente seguro para los estudiantes. Sin embargo, los accidentes ocurren, y el tratamiento médico necesario (transporte en ambulancia, cirugía, hospitalización, etc.) puede ser muy costoso. Por supuesto, los estudiantes activos pueden lastimarse fuera de la escuela también.

Queremos informarle que su escuela no asume responsabilidad por estos costos. Sin embargo, a modo de servicio para usted y su hijo, su escuela se ha unido con otras 1,000 escuelas para ofrecerle acceso a un programa de bajo costo y compra voluntaria, de seguro contra accidentes y enfermedades para estudiantes. El programa está organizado y administrado por Myers-Stevens & Toodhey & Co., Inc., una empresa que se ha especializado en este tipo de coberturas por más de 40 años.

Disponemos de diferentes opciones para la cobertura de su hijo las 24 horas del día, los 7 días de la semana en cualquier parte del mundo, o puede limitar la cobertura solo a lesiones que ocurran en la escuela. Además, a diferencia de muchos otros planes de salud, estos planes no limitan su elección del proveedor médico o el hospital.

Los planes se pueden usar de forma independiente o, si su hijo tiene otro seguro o cobertura de salud, se pueden usar como un complemento de bajo costo para expandir sus opciones de proveedores y ayudar a cubrir los requisitos de copagos y deducibles de alto costo tan comunes en muchos de los otros planes en la actualidad.

También ofrecemos un Plan de cobertura contra accidentes y enfermedades para estudiantes con el régimen de pagos con cargo a los ingresos corrientes (un deducible de $50) que proporciona el más amplio nivel de cobertura y puede usarse para todos los deportes, excepto los tacles de fútbol americano de la escuela secundaria. El plan opcional de Accidentes dentales (cuesta tan solo $12 por todo el año escolar) puede resultar especialmente útil para los estudiantes más jóvenes ya que a menudo se posterga el tratamiento final de los dientes lesionados hasta que los estudiantes se hacen mayores.

Además de tener la libertad de llevar a su hijo a cualquier proveedor con licencia, también tendrá acceso a una extensa red de médicos y hospitales con quienes se acordaron tarifas con descuentos. La búsqueda de atención a través de proveedores contratados puede reducir aún más sus gastos directos, en especial si su hijo necesita cirugía u hospitalización. Además, un gran porcentaje de los mejores hospitales de los Estados Unidos que anualmente enumera la U.S. News and World Report se contratan a través de las redes.

Para inscribirse, complete el formulario de inscripción en su totalidad, seleccione el/los planes que desee para su hijo, ajuste la prima correspondiente con pago a través de cheque, orden de pago o tarjeta de crédito, cierrelo y devuélvalo según las instrucciones del formulario. Puede obtener folletos con formularios de inscripción en nuestro sitio web en www.conciosed.org buscando en "student accident insurance" o en la oficina de su escuela. Si bien su hijo es elegible para inscribirse en cualquier momento del año escolar, lo invitamos a que considere una inscripción temprana para aprovechar al máximo el/los planes seleccionados.

Nota: una vez que el procesoamiento se haya completado, se le enviará a su hogar una tarjeta de Id. que acredita la cobertura.

Si tiene alguna pregunta, llame a Myers-Stevens & Toodhey al (800) 827-4695 o visite www.myers-stevens.com. Disponemos de representantes bilingües para los padres que necesiten asistencia en español.

Muy atentamente,

Sincerely,

Gary Bradbury
Director of Safety and Risk Management