



Thousand Oaks High School 2023-2024

www.conejousd.org/tohs

Administrative Team

Dr. Eric Bergmann Principal
Mrs. Danielle Oliveri.....Assistant Principal
Mr. Michael GodfreyAssistant Principal
Dr. Michelle Kerrigan.....Assistant Principal
Mrs. Jeniffer ModoloAssistant Principal
Mr. Ken NishiyaAssistant Principal

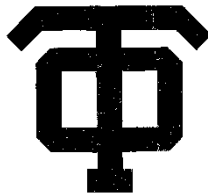
Telephone Numbers

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

Main Office Hours

Office Hours. 7:15 a.m. to 4:15 p.m.

Thousand Oaks High School
2323 North Moorpark Road
Thousand Oaks, CA 91360



PRINCIPAL'S MESSAGE

Welcome to the 2023-2024 school year at Thousand Oaks High School, an award-winning and nationally-ranked school. Over the years, Thousand Oaks High School has gained a distinguished reputation for our world-class academics, championship-level athletic teams, and extensive extra-curricular programs. Together we will continue the rich and proud tradition of excellence that is synonymous with Thousand Oaks High School and the Lancer Family.

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

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

Get involved - Get connected & Go Lancers!

Eric Bergmann, Principal

COUNSELORS

Robyn Britt
Priscilla Montero
Kelly Ross
Darla Scott
Daniel Solis
Kelsey Daigneault

SCHOOL PSYCHOLOGIST

Jillian Russell
Tracy Rose

CAREER EDUCATION COORDINATOR

Ashley Cooper

SPEECH/LANGUAGE PATHOLOGIST

Cori Henry

Websites

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

www.tohsptsa.com
q.conejousd.org

Social Media

Twitter: @ThousandOaksHS
Instagram: @tohs_asb; @ThousandOaksHS
Facebook: Thousand Oaks High School – Home of the Lancers
Facebook Spanish: Thousand Oaks High School – En español

Thousand Oaks High School Mission Statement

It is the mission of Thousand Oaks High School to inspire, challenge, and empower every Lancer, every day.

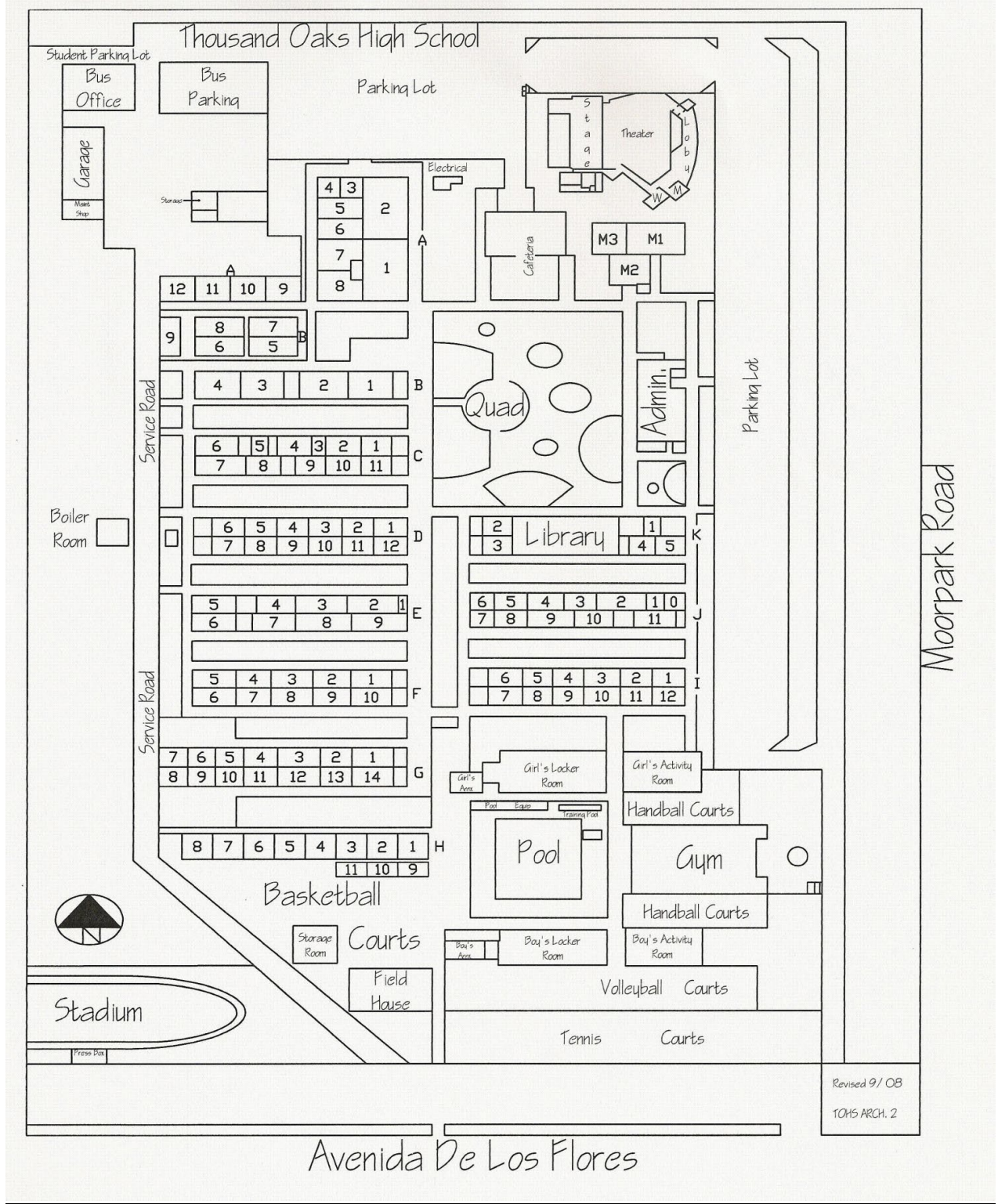
TABLE OF CONTENTS

Administration	Page 1
School Address/Phone Numbers	Page 1
School Office Hours	Page 1
Principal's Message	Page 2
Counselors	Page 2
Websites/Social Media	Page 2
Mission Statement	Page 2
Bell Schedules	Page 4
School Map	Page 5
FAPE Statement	Page 5
Alma Mater	Page 6
School Important Dates	Page 6
Character Education Program	Page 7
Attendance Office Procedures	Page 7-8
Emergency Cards	Page 8
Off Campus Lunch Passes	Page 8
Outdoor School	Page 8
Work Permits	Page 8
Counseling Office Information	Page 9
Graduation Requirements	Page 9-10
Career Education Programs	Page 10
Associated Student Body (ASB) Sticker	Page 11
Automobiles and Parking	Page 11
Bicycle Riders	Page 11
Cell Phones and All Electronic Devices	Page 11
Health Office	Page 11
Identification Cards (ID Cards)	Page 12
Library	Page 12
Search of Personal Property	Page 12-13
Skateboards	Page 13
Textbooks	Page 13
Associated Student Body	Page 13
Athletics/Activities	Page 14
Common Courtesies at School Events	Page 14
Student Rights, Responsibilities, Accountability	Page 14
Academic Dishonesty	Page 15
Classroom Standards	Page 15
Harassment	Page 15
Detentions/Saturday Work Study Program	Page 15
Suspensions	Page 15
CVUSD Dress Code	Page 15-16
Progressive Discipline Guide	Page 16-18
Tips to Help Plan for Success After High School	Page 19-21

Thousand Oaks High School Bell Schedules 2023-2024

Period	Monday Anchor/CPT Day	Tuesday Odd Block	Wednesday Even Block	Thursday Odd Block	Friday Even Block
A	n/a	7:20-8:20 (60 minutes)	7:20-8:20 (60 minutes)	7:20-8:20 (60 minutes)	7:20-8:20 (60 minutes)
CPT	7:40-8:25 (45 minutes)	n/a	n/a	n/a	n/a
Passing	5 minutes	10 minutes	10 minutes	10 minutes	10 minutes
1	8:30-9:15 (45 minutes)	8:30-10:10 (100 minutes) 1st Period	8:30-10:10 (100 minutes) 2nd Period	8:30-10:10 (100 minutes) 1st Period	8:30-10:10 (100 minutes) 2nd Period
Passing	10 minutes				
2	9:25-10:10 (45 minutes)				
Nutrition Break	10:10-10:15 (5 minutes)	10:10-10:15 (5 minutes)	10:10-10:15 (5 minutes)	10:10-10:15 (5 minutes)	10:10-10:15 (5 minutes)
Passing	10 minutes	10 minutes	10 minutes	10 minutes	10 minutes
3	10:25-11:10 (45 minutes)	10:25-12:00 (95 minutes) 3rd Period	10:25-12:00 (95 minutes) 4th Period	10:25-12:00 (95 minutes) 3rd Period	10:25-12:00 (95 minutes) 4th Period
Passing	10 minutes				
4	11:20-12:05 (45 minutes)				
Lunch	12:05-12:40 (35 minutes)	12:00-12:35 (35 minutes)	12:00-12:35 (35 minutes)	12:00-12:35 (35 minutes)	12:00-12:35 (35 minutes)
Passing	10 minutes	10 minutes	10 minutes	10 minutes	10 minutes
5	12:50-1:35 (45 minutes)	12:45-2:20 (95 minutes) 5th Period	12:45-2:20 (95 minutes) 6th Period	12:45-2:20 (95 minutes) 5th Period	12:45-2:20 (95 minutes) 6th Period
Passing	10 minutes				
6	1:45-2:30 (45 minutes)				
Passing	10 minutes	10 minutes	10 minutes	10 minutes	10 minutes
7	2:40-3:20 (40 minutes)	2:30-3:20 (50 minutes)	2:30-3:20 (50 minutes)	2:30-3:20 (50 minutes)	2:30-3:20 (50 minutes)

Anchor Day Rally Schedule (4)		Minimum Day Schedule (3)		Finals Day Schedule (6)	
CPT	7:40-8:25 (45 minutes)	CPT	n/a		
A	n/a	A	7:50-8:20 (30 minutes)		
Passing	5 minutes	Passing	10 minutes		
1	8:30-9:05 (35 minutes)	1	8:30-9:00 (30 minutes)	1 / 3 / 5	8:30-10:20 (110 minutes)
Passing	10 minutes	Passing	10 minutes	Nutrition Break	10:20-10:25 (5 minutes)
2	9:15-9:50 (35 minutes)	2	9:10-9:40 (30 minutes)	Passing	10 minutes
Nutrition Break	9:50-9:55 (5 minutes)	Nutrition Break	9:40-9:45	2 / 4 / 6	10:35-12:25 (110 minutes)
Passing	10 minutes	Passing	10 minutes	Lunch	12:25-1:00 (35 minutes)
3	10:05-10:40 (35 minutes)	3	9:55-10:25 (30 minutes)	Passing	10 minutes
Passing	10 minutes	Passing	10 minutes	A / 7 / Makeup	1:10-3:00 (110 minutes)
4	10:50-11:25 (35 minutes)	4	10:35-11:05 (30 minutes)		
Passing	10 minutes	Passing	10 minutes		
Rally	11:35-12:25 (50 minutes)	5	11:15-11:45 (30 minutes)		
Lunch	12:25-1:00 (35 minutes)	Passing	10 minutes		
Passing	10 minutes	6	11:55-12:25 (30 minutes)		
5	1:10-1:45 (35 minutes)	LUNCH	12:25-1:00 (35 minutes)		
Passing	10 minutes	Passing	10 minutes		
6	1:55-2:30 (35 minutes)	7	1:10-1:40 (30 minutes)		
Passing	10 minutes				
7	2:40-3:15 (35 minutes)				



Students enrolled at Thousand Oaks High School are not required to pay any fee, deposit, or other charge for participation in an educational activity offered by the school or the District, except as authorized by law. Donations are sought and accepted for various activities and supplies, and are at times critical to the continued success of classes and activities, but donations are voluntary.

ALMA MATER

Now Thousand Oaks our Alma Mater

We sing praise to you.

For who has better right than we to
show our colors true?

For Lancers we, in battle fair, we keep our honor bright,
to prove to all our right to wear our colors:

Green and White!

IMPORTANT DATES TO REMEMBER

First Day of School

Wednesday, August 23, 2023

Back to School Night

Wednesday, September 13, 2023

Fall Break

Monday, November 20, 2023 – Friday, November 24, 2023

Winter Break

Monday, December 25, 2023 – Monday, January 5, 2024

Spring Break

Monday, April 1, 2024 – Friday, April 5, 2024

Graduation

Wednesday, June 12, 2024

Last Day of School

Friday, June 14, 2024

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

RALLY DATES

Homecoming Rally: Tuesday, September 26, 2023

Winter Rally: Friday, December 15, 2023

SWIT Rally: Friday, March 15, 2024

Finale Rally: Monday, June 3, 2024

FUTURE LANCER NIGHT

Wednesday, December 6, 2023

CHARACTER EDUCATION PROGRAM

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

RESPECT

To demonstrate appreciation and consideration for self and others (e.g. follow rules, obey authority, care for property and the environment, display sportsmanship and value other cultures).

KINDNESS

To demonstrate sympathy, understanding, compassion and consideration for others (e.g., be friendly, helpful, cooperative and caring).

INTEGRITY

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

RESPONSIBILITY

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

PERSEVERANCE

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

ATTENDANCE PROCEDURES - QUICK REFERENCE

24- HOUR ATTENDANCE LINE: (805) 496-6998

It is highly recommended that parents utilize the district "ParentConnect" website to monitor their student's attendance on a regular basis.

You may contact the TOHS office manager or receptionist for Log-on information q.conejousd.org

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

ATTENDANCE PROCEDURES: The Attendance Office hours are 7:15 am to 4:15 pm. The Attendance Office phone number is: **(805) 496-6998**. An answering machine is available to receive calls any time the office is closed. You may leave a message in Spanish by calling 496-6998, press option # 4. "Para dejar mensaje en Espanol llame al 496-6998 y oprima el numero 4."

If you feel a teacher has mistakenly marked your student absent, please contact that teacher directly by calling the Main Office at (805) 495-7491.

CLASSIFICATION OF ABSENCES:

EXCUSED ABSENCES PER CA EDUCATION CODE §48205

Absences, late arrivals, and early departures will be excused **without prior permission** for 1) personal illness, 2) quarantine under direction of county health officer 3) medical, dental, optometric, or chiropractic services, 4) funeral service of immediate family member, 5) jury duty, 6) participation in naturalization ceremonies, 7) spending time with an immediate family member who is an active member of the armed forces, and 8) participation in religious exercises.

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

TRUANCIES (UNEXCUSED ABSENCES)

- Any absence that does not meet the requirements for an excused absence will be marked as "Truant" in Q. There is no "unexcused" designation. The absence will be marked as a truancy whether or not the parent approved of the absence.
- Any absence that is not cleared within 72 hours will be marked as a truancy.

VERIFICATION OF STUDENTS' ABSENCES:

ALL DAY ABSENCES:

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

LATE ARRIVALS:

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

3. *Students must check in through the attendance office.*

EARLY DEPARTURES:

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

LUNCH DEPARTURES:

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

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

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

TRUANCY POLICY: (By Semester) A student is truant when he/she receives an unexcused absence and/or unauthorized departure from school/class, if an absence is not cleared within 3 school days, or the absence is not excused per state guidelines. **When a student receives 3 or more truancies to one class, they will be placed on contract and issued a Saturday Work Study. After a student receives 8 or more truancies student may be dropped from a class. Students who are truant shall not receive credit for make-up work.**

Consequences for truancy:

3 or more truancies: Administrator will assign Saturday Work Study/Place on contract/ Notify Parents

7 more: Administrator will notify Parents/ Possible drop/fail from class

On the 8th truancy, student will be dropped from the class and the grade "F" will be assigned.

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

Consequences for tardiness:

1st-4th Offense: Teacher should notify parent

5+ Offenses: Administrator will notify parents, assign Saturday Work Study, and placed on contract

7+ Offenses: Administrator will notify parents, assign further disciplinary action

EXCESSIVE ABSENCE POLICY: Students with an absence rate of 10% or more may be referred to the School Attendance Review Board (SARB).

EXCESSIVE ILLNESS POLICY: Per District policy, if a student misses 10 or more days of school due to illness or doctor appointments, parents may be required to provide a doctor's note for each additional absence from school. If a student is absent 14 or more times, a doctor note will be required.

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

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

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

COUNSELING

Counseling Website

<https://sites.google.com/learn.conejousd.net/tohscounseling/home>

Preliminary SAT/National Merit Scholarship Qualifying Test

(PSAT/NMSQT)

Wednesday, October 11, 2023

Advanced Placement (AP) Examinations

May 6, 2024 – May 17, 2024

GRADE REFERRAL DATES

Please refer to TOHS website

www.conejousd.org/tohs

SAT/ACT TEST DATES

For Registration Deadlines and more information, access <https://www.collegeboard.org> or <https://www.act.org>

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

SCHEDULES: Selection of courses should be carefully considered and choices should be made that are in the best educational interest of the student. To minimize disruption during the academic year, schedule changes will be made only for the following reasons:

1. To correct an error (course already taken and passed).
2. To make up a class.
3. To add a course.
4. To drop a class for a study hall.
5. To change levels in an academic course.

Students must attend the classes listed on their schedule. Schedule changes are not effective until the student receives a NEW schedule printout from their counselor. Students will be considered **truant** if they do not attend the classes listed on their schedule.

STUDENT PROCEDURE FOR ARRANGING A CONFERENCE: Students may arrange for counselor appointments before school, at lunchtime, or after school. Students will not be allowed to arrange for appointments during class time. See the counseling secretary to make an appointment. Counselors are available for personal, academic, and career counseling.

TEACHER CHANGE POLICY:

1. A student can change if he/she had the teacher previously and space is available in another class.
2. Before any change is considered, there must be a conference between the teacher and parent to address any concerns. After the conference, a time period of 2-3 weeks must be given to address concerns discussed at the meeting.
3. If a concern still exists, the parent must write a letter to the Assistant Principal of Instruction, outlining the concerns and reasons for the request along with the steps that have been taken to resolve the problem. At this time, a second conference may be necessary.

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

COLLEGE PREPARATORY AND OCCUPATIONAL PREPARATORY GRADUATION REQUIREMENTS

COLLEGE AND CAREER CENTER: Use this valuable resource for information regarding tutoring, college and career options, employment opportunities, work permits, scholarships, College Board Exams, Armed Services programs, aptitude testing, career days, and financial aid. For more information please call (805) 495-7491 ext. 1302.

SCHOLARSHIPS

The Counseling Department issues up-to-date College and Financial Aid bulletins through CCGI and/or with announcements. Seniors should check regularly in the College & Career Center for applications and information. You may also apply for scholarships directly through CCGI. You can access CCGI through our TOHS homepage or through the counseling website.

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

1) ALL GRADUATES MUST COMPLETE THE FOLLOWING COURSES:

Subject	Semesters	Credits
English	8	40
Health	1	5
Math	6	30
Physical Education	4	20

Science	4	20
US Government/Politics	1	5
Economics	1	5
United States History	2	10
World History	2	10
Fine Arts/World Language/CTE Courses*	2	10
Electives**		75
TOTAL REQUIRED		230

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

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

2) *Graduates must pass a course, or combination of courses, that meet or exceed the standards for Algebra 1.*

CAREER EDUCATION PROGRAMS

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

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

What opportunities are available?

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

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

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

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

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

GENERAL INFORMATION

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

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

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

Parking Violations will result in:

1st Offense: Saturday Work Study

2nd Offense: Saturday Work Study/ Loss of OCP

3rd Offense: Saturday Work Study/Loss of Parking Permit

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

BICYCLES (students riding to TOHS): TOHS is **not** responsible for the security of bicycles on campus. A specially designated area for the parking of bicycles is located behind the A Building west of the cafeteria service road. Students using the area are encouraged to secure their bicycles. **NO BICYCLE RIDING IS PERMITTED ON CAMPUS. ***Students MUST follow all traffic rules and regulations, including wearing a helmet.*****

CELL PHONES and All OTHER ELECTRONIC DEVICES: These items are not permitted to disrupt instruction, instructional programs, and/or school-related activities. They are not to be used during class time without teacher approval and may be confiscated by teacher or any staff member. TOHS and the CVUSD do not assume responsibility for the protection of, loss of, or damage to any electronic device. **It is illegal to photograph, record, or video any individual without prior permission.**

EXITING CAMPUS DURING THE DAY: Students are asked to exit campus through the tennis court gate by the field house (Flores), the north gate by the park or the east gate by the band room. **Students are not to exit campus through the Administration Office at lunch or at the end of the school day.**

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

GENDER NEUTRAL BATHROOMS: There are gender neutral bathrooms located in the following locations: Library (2); Health Office (1); near the Pool/Boys Locker Room (1)

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

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

IDENTIFICATION: Students must have student ID cards **in their possession at all times** and be prepared to present it on request to any CVUSD employee or consequences will be given. ID cards are required for **ALL** TOHS events and activities held on and off campus. Each student will be issued a free ID card. If the card is lost, a duplicate is to be obtained from the reception desk in the main office. There is a \$5 fee for a replacement ID and \$15 fee for a replacement ID with an off campus pass to be paid in the Student Store before a new ID will be issued.

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

LIBRARY: The library is open every school day for the use of all students. Hours and policies are posted on the Lancer Library website: www.conejo.k12.ca.us/tohs/Academics/LancerLibrary.aspx

In order to provide the proper study environment for all individuals using the library, students are expected to abide by the following rules:

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

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

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

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

LIBRARY OVERDUE BOOK /MATERIALS POLICY:

- Checkout period is 3 weeks for most materials.
- Students are expected to return materials on time.
- Repeated overdue materials can result in **detention or other disciplinary actions.**
- **ALL OVERDUE MATERIALS ARE SUBJECT TO FINES!**

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

MISSED WORK: Students are encouraged to make up all class work and homework that is due or assigned during any absence including those due to illness, authorized excusal, disciplinary action, co-curricular activity, or athletic event. Students are responsible for either contacting the teacher or checking their teachers’ websites to access both in-class assignments and homework missed. Please see Teacher syllabus or class rules for specific information regarding make-up work for excused absences.

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

PHYSICAL EDUCATION CLOTHING: Physical Education clothing (*black athletic shorts and a plain white t-shirt*) may be purchased from Thousand Oaks High School or a local store of your choice. The purchase of Thousand Oaks High School Physical Education clothing at the student store helps support student activities. Students are not required to purchase their PE clothes through Thousand Oaks High School.

PUBLIC DISPLAYS of AFFECTION (PDA): In order to maintain a respectful atmosphere on campus, students are to refrain from overt public displays of affection. TOHS has a hand-holding only policy. High school staff will intervene when displays of affection are unacceptable, and school disciplinary consequences may be applied.

Q CONNECT ACCESS: Student and Parent Connect portals can be accessed through q.conejousd.org. Student passwords are issued at the beginning for the school year. Parents can request their login information from the receptionist or office manager.

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

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

SENIOR CLASS EXPECTATIONS: As members of the Class of 2024, students will be eligible to participate in senior class activities throughout the school year, culminating in the graduation ceremony. Every senior and their parent/guardian MUST sign a “*Senior Contract*” which ensures that the students will abide by all school rules and regulations. Any senior receiving a *suspension* will lose ALL senior privileges

until they complete community service hours (6 hours for each day of suspension). **Multiple suspensions or a recommendation for expulsion will result in permanent loss of senior privileges.**

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

STUDENT PASSWORDS: Students will all be assigned a password at the beginning of the school year to log on to the computers on campus and to access their student Connect portal in Q. Students are responsible for keeping this password private. Students who share their passwords are subject to disciplinary action, which will include their computer accounts being shut down.

TEXTBOOKS: Student must have his/her ID card when checking out textbooks. *A detention may be assigned to students who do not follow this rule.* All textbooks are due at semester break (if it is a semester class) or at the end of the school year. Prior to receiving new textbooks for an upcoming school year, all previous textbooks or fines need to be cleared. Senior privileges may be suspended and diplomas may be withheld if textbooks are not returned and/or paid for after finals are completed. Students who are leaving TOHS for another school, Independent Study or Century Academy must return all textbooks to the library before leaving school. The California Education Code section 48904 (b) (1) allows schools to withhold student grades, diploma and transcripts until the student, parent, or guardian has paid for the damages or lost library materials or textbooks. For more information please log on to: <https://sites.google.com/learn.conejousd.net/tohslancerlibrary/home>

TEXTBOOKS (LOST or DAMAGED): If a student loses his/her book, or it is damaged in anyway, it is the student's responsibility to pay for the book before a new book will be provided. If the book is found, he/she will receive a refund given through the District Office. Students should inspect textbooks for damage when they are issued. Lost and damaged textbooks may be replaced with a new copy purchased online. Before charges will be forgiven a \$10.00 processing fee must be paid and the replacement book must pass an inspection. Before purchasing textbook replacements online, please contact the Library Technician or Teacher Librarian. Please refer to the library website at <https://sites.google.com/learn.conejousd.net/tohslancerlibrary/home> for current titles and ISBN numbers.

Please review the CVUSD policy regarding lost or damaged textbooks for fine amount and refund policy: <https://sites.google.com/learn.conejousd.net/tohslancerlibrary/home>

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

ASSOCIATED STUDENT BODY (ASB)

CLUBS AND ORGANIZATIONS

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

ASB OFFICERS

Maya Campo, President
Ashley Deach, Vice President
Emma McDonald, Secretary
Brody Manser, Treasurer
Isabella Shattuck, Sergeant at Arms

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

"Every Lancer has a Voice...Involve, Accept, Inspire...We will Listen" – ASB Class Mission Statement

ATHLETICS/ACTIVITIES

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

dance, cheer and marching band, they must have the proper forms indicating parent consent, insurance, evidence of a physical exam, and a signed Co-Curricular Code and Contract on file in the Athletics or Activities Office. All forms and physicals are completed electronically through www.athleticclearance.com. **Students who transfer to Thousand Oaks High School generally have restricted eligibility to participate in athletics (per CIF and League policies), and must see the Athletic Director upon enrollment to determine which restrictions, if any, apply to them.** Participation in athletics and activities takes time and commitment. If a student commits to participating in a sport and then quits after the season has started, they will be placed into the 7th period Athletics/PE class at least until the end of that season.

CO-CURRICULAR CODE AND CONTRACT

Participation in co-curricular activities, including athletics, is a privilege, not a basic right of all students. The school has the authority to revoke this privilege. Certain rules have been established for all students who become involved in the co-curricular program. The Co-Curricular Code and Contract sets these expectations that include, but are not limited to, grade point eligibility, exemplary behavior, and exemplary attendance. The Co-Curricular Code and Contract of the Conejo Valley Unified School District states that any student in violation of school rules which result in suspension or are arrested/cited by law enforcement for any reason faces up to one-year removal from further participation in the co-curricular program. The principal has the right to review each case on an individual basis taking into consideration the student's previous disciplinary record, academic achievement, and attendance. Students who are removed from athletics or activities may appeal the decision to the co-curricular appeals committee, which in turn, makes a recommendation to the principal. If probation is granted to continue participation, the student must refrain from any behavior that would result in suspension, arrest, or citation. In addition, the student may be required to perform a designated period (hours) of community service, school service, and/or attend appropriate intervention programs. At least half of the designated time (or a minimum of sixteen hours of service, whichever is greater) must be served prior to being reinstated in the activity. **Students should be aware that an appeal to continue participation in the co-curricular program will be granted only one time during his/her high school career.** It is school policy that students participating in co-curricular activities **MUST** attend their scheduled classes on the day of a contest. Students who leave school, *due to illness*, on the day of an activity are ineligible to participate in that co-curricular activity.

****THE PRINCIPAL MAY GRANT EXCEPTIONS****

ATHLETIC TEAMS

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

COMMON COURTESIES AT SCHOOL EVENTS

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

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

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

Consequences: (in any order depending on the severity)

- Removal from the event
- Parent conference/contract
- Detention/Saturday Work Study
- Suspension from any or all school activities
- Suspension from school
- Recommendation for alternative school placement

**A COMMITMENT TO EXCELLENCE:
Student Rights, Responsibilities, Accountability**

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

Thousand Oaks High School will provide an environment that enables all in attendance to benefit from the educational opportunities offered. The right to teach and the right to learn are essential guarantees of a free society that values public education. To guarantee these rights, behavior standards for students must be established, accepted, and enforced. These will provide a structured, pleasant atmosphere based on mutual respect. The responsibility to maintain these standards rests first with the individual student, then with parents, the school, the community, and other governmental agencies. For the safety of everyone on campus, students, parents, and faculty are encouraged to report any suspicious or illegal behavior. **See Something, Say Something**

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

ACADEMIC DISHONESTY

Academic Dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another's work as one's own. Dishonesty during tests includes unauthorized communicating; copying materials, or allowing another student to copy; using prohibited notes or devices; obtaining prior knowledge of test content; and/or removing or distributing all or part of any test. Copying another person's assignment, plagiarism, or submitting a paper or project which is not one's own work, and submitting falsified information for grading purposes are also examples of dishonesty. A grade of "fail" will be given for the assignment in question and a contract will be issued which is valid for two years. (District Board Policy 5131.9)

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

CLASSROOM STANDARDS

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

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

Teachers Have the Right to Set Their Own Classroom Discipline

This can include the following in any order.

- Conference with the student
- Assign detention.
- Contact parent.
- Refer students to grade level administrator.
- Suspend from class for up to two (2) days.

It is illegal to photograph or record another person including teachers, students, or other school personnel, without proper consent. Those found to be in possession of illegal recordings, will be subject to disciplinary action and may be cited by Ventura County Sheriff Department.

HARASSMENT

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

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

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

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

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

NOTE: Any student who falsely accuses another student or staff member of sexual or racial harassment is subject to disciplinary action.

DETENTIONS/SATURDAY WORK STUDY

Options for serving detentions will be posted in classrooms and in the administration office. **(4 detentions are equal to 1 Saturday Work Study and must be completed PRIOR to the assigned date of Saturday Work Study)**

Saturday Work Study dates will be determined by the administration. If a student is assigned a Saturday Work Study for a disciplinary infraction, paperwork with the assigned date will be provided to the student and parents will be notified.

SUSPENSION

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

CONEJO VALLEY UNIFIED SCHOOL DISTRICT DRESS CODE

AR 5132

The Governing Board is committed to upholding the following values and goal related to the student dress code:

1. All student should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
2. All student should be able to wear clothing that expresses themselves and their beliefs without fear of discrimination or shaming in accordance with Section 3 below.
3. Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body size/type, religion, and personal style.
4. Students should not face unnecessary barriers to school attendance and should not have difficulty finding permitted clothing.

5. All student and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self-expression
6. Maintain a safe learning environment.

This dress code shall be utilized in all CVUSD schools, except as discussed in the Gang-Related Apparel and Uniforms sections below.

1. 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, not matter the student’s movements.
2. Students Must wear:
 - a. Top (shirt, tank top, etc.)*
 - b. Bottoms (pants, sweatpants, leggings, shorts, jeans, skirt, etc.)*
 - c. Shoes; activity specific shoe requirements are permitted or 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.
3. Students Cannot Wear:
 - a. Violent language or images.
 - b. Images depicting drugs, alcohol, or any other illegal item or activity.
 - c. Images or language that creates a hostile or intimidating environment based on any protected class.
 - d. Hats, Helmets, Hoods, or Headwear (except as a religious, cultural, or ethnic observance, or medical purpose) when in an indoor classroom environment.
 - e. Education Code §35183.5, as added by SB 310 (Ch. 575, Statute of 2001), requires schools to allow students to wear hats and other types of sun-protective clothing while outside.
 - f. Students’ personal items brought to school are also subject to the requirements under this Section 3.
 - g. Students cannot show visible underwear, not including straps and waistbands.
 - h. No bathing suits. Board shorts are allowed.
4. Dress Code Enforcement at School, Basic Rules
 - a. No student should have to perform any action that would prove a dress code violation. Dress code violations must be clearly visible
 - b. Families (students and parents/guardians) should be notified of the dress code annually, or whenever the dress code is revised, including the consequences for violation the dress code. Consequences may never exceed those guidelines and must be enforced in a consistent manner.

If a student violates the dress code:

- a. Any loss of class time shall be kept to a minimum.
- b. If students do not have alternate clothing with them, they cannot be forced to wear clothing that is not theirs and must be provided the option to instead have parents/guardians called to bring alternative clothing.
- c. No student shall be shamed for a violation of the dress code.

PROGRESSIVE DISCIPLINE GUIDE

The Progressive Discipline Guide is considered a reference. Each administrator may use his/her judgment for each student and incident/circumstance depending on the severity of the infraction. Please refer to the Conejo Valley Unified School District’s Discipline: Policies and Procedures Manual, the Board Policies regulations, and/or Education Code reference for additional information www.leginfo.ca.gov/calaw.html

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

Student Infraction	First Consequence	Second Consequence	Third + Consequence
Academic Dishonesty *Infractions will be valid for two years from contract date	Teacher notifies parent. Automatic "0" (no credit) on assignment, test. Student placed on contract. Parent notified	Student receives an "F" in class. Administratively removed from class.	Student receives an "F" in class. Administratively removed from class.
Possession of matches or lighters	Saturday Work Study	Suspension one (1) - five (5) days. Parent conference. Notify Law Enforcement. Referral to BreakThrough.	

Possession of tobacco or "look-alike" tobacco of any kind	Saturday Work Study	Suspension one (1) - five (5) days. Parent conference. Notify Law Enforcement. Referral to BreakThrough.	
Caused serious physical injury	Suspension five (5) days. Recommendation for expulsion. Parent conference. Notify Law Enforcement. Referral to BreakThrough.		
Classroom Misbehavior	Teacher Detention or Referral, Teacher notifies parent	Parent Notified, Saturday Work Study	Teacher may suspend from class, Parent Conference
Commit robbery, extortion, or harassment	Suspension five (5) days. Notify Law Enforcement. Parent Conference. Recommend for expulsion.		
Display undue romantic affection	Warning	Detention; Parent Notified	Saturday Work Study; Parent Notified
Dress Code Violation	Warning, Notify Parent (alternate clothes provided by parent)	Detention, Notify Parent (alternate clothes provided by parent)	Detention, Notify Parent (alternate clothes provided by parent); Parent conference
Electronic Devices	Warning	Parent Notified, Detention	Parent Notified, Saturday Work Study
ENDS Device possession on/near campus, or at a school-sponsored event	Saturday Work Study, Parent contacted, Online education about dangers of Vaping; Loss of Co-Curricular Eligibility	Saturday Work Study or 3 day suspension, Contract, Referral to BreakThrough, Notify parent, Notify Law Enforcement	3-5 Day Suspension, Referral to BreakThrough, Notify Parent, Notify Law Enforcement
ENDS Device use on/near campus, or at a school-sponsored event	Saturday Work Study, Parent contacted, Online education about dangers of Vaping; Loss of Co-Curricular Eligibility	Saturday Work Study or 3 day suspension, Contract, Referral to BreakThrough, Notify parent, Notify Law Enforcement	3-5 Day Suspension, Referral to BreakThrough, Notify Parent, Notify Law Enforcement
Failure to Serve Saturday Work Study	Reschedule once for the school year	Reschedule & parent conference	Loss of Privileges (see SWS form)
False Call-In	Saturday Work Study, Student will be marked truant for all classes missed	Saturday Work Study, Student will be marked truant for all classes missed	Suspension, Parent Notified, Contract, Student will be marked truant for all classes missed.
Fight with, physically assault, or threaten another student	Suspension five (5) days. Parent Conference. Contract. Notify Law Enforcement. Referral to BreakThrough.		
Forge/falsify school documents or records	Parent conference. Contract. Saturday Work Study. Suspension. Parent conference.		
Gambling	Saturday Work Study, Parent notified	Saturday Work Study, Contract, Parent Notified	Suspension, Parent Notified, Notify Law Enforcement
Harassment/Bullying	Contract. Parent Conference. Suspension one (1) – five (5) days. Notify Law Enforcement. Assigned Alternative School Placement		
Lack of School ID	Warning	Detention	Saturday Work Study. Parent Notified
Littering	Warning	Detention	Saturday Work Study. Parent Notified
Non Serve Detention	Saturday Work Study		

Parking Violation/Parking in Faculty Lot	Parent Notified, Saturday Work Study	Saturday Work Study	Off-campus Suspension, Loss of parking permit. Loss of OCP
Possession or use of weapon, look-alikes or items that can be weapons (including explosives)	Suspension five (5) days. Parent conference. Notify Law Enforcement. Referral to BreakThrough Recommendation for expulsion.		
Sell/distribute alcohol, drugs, "look-alike" substances, or paraphernalia	Suspension five (5) days. Parent conference. Notify Law Enforcement. Referral to BreakThrough. Recommendation for expulsion		
Smoking on/near campus, or at a school-sponsored event	Saturday Work Study. Parent Notified.	Suspension one (1) – five (5) days. Contact Law Enforcement. Contract. Referral to BreakThrough.	
Unauthorized Departure	Saturday Work Study	Saturday Work Study, Parent Conference	Suspension
Uncooperative or Disrespectful Behavior	Detention; Parent Notified.	Parent Notified, Saturday Work Study	Student Performance Contract. Parent Conference
Use of Wrong Locker	Removal of items and lock will be cut	Detention; Parent notified	Saturday Work Study; Parent notified
Use vulgarity or profanity	Parent Notified, Saturday Work Study	Suspension one (1) – five (5) days, Parent Notified, Contract, Contact Law Enforcement	
Use/Possess alcohol, drugs, "look-alike" substances, or paraphernalia	Suspension five (5) days. Parent conference. Notify Law Enforcement. Referral to BreakThrough. Contract to Alternate School Placement. Multiple offenses will result in recommendation for expulsion.		
Vandalism or theft of school or another's property	Detention. Parent conference/contract. Saturday Work Study. Suspension one (1) – five (5) days. Financial restitution. Notify Law Enforcement. Assigned Alternative School Placement.		
Violation of Senior Contract	Detention. Parent conference/contract. Saturday Work Study. Suspension one (1) – five (5) days. Loss of Senior Privileges and Community Service assigned		

Tips to Help Plan for Success After High School

Freshmen (9th):

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

Sophomores (10th):

- Make sure you have a plan in place for your next three years of high school
- Make the **UC/CSU A-G course requirements** the center of your plan, these will help you get in to the best possible college and help make sure you do not have to make up any classes before you start college (Just graduating from high school does not mean you are automatically ready for college)
- Talk with your counselor if you are preparing to be a NCAA Division I or Division II qualified athlete. Counselors will help you prepare a plan for high school. www.eligibilitycenter.org
- Take the PSAT in October! It is an inexpensive chance to practice for the SAT without the colleges seeing the scores, and your test scores will show you needed areas of improvement for the SATs. In addition, it is a good way to start developing your test taking strategies and skills
- Grades always matter, but **10th grade is when many colleges start “counting grades” toward admission.** Get off to a good start, and maintain it!
- College can sound like it is really expensive, but remember that more than 85% of all college students get financial aid that helps much college much more affordable – do not rule out college now because you think you will not be able to afford it
- If you have particular areas of strength or interest, consider taking related classes in the Honors/AP track
- Identify possible career interests/passions – look at possible connections to Majors, clubs, ROP programs, or EThOS Academy.

Juniors (11th):

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

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

Testing:

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

Courses:

- **Focus on the A-G requirements,** these courses help you prepare for a wide variety of options: <http://www.ucop.edu/agguide/>
- Make it a goal to complete at least Algebra II CP, and Chemistry and/or Physics before you graduate – these classes are required by almost every college and university

- Cyber High/Summer School/Moorpark College can help you make up for A-G courses in which you earned a D (see your counselor for more information)

Seniors (12th):

September:

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

October:

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

November:

- Take SAT/ACT with writing (if still needed) and **send scores** to all colleges to which you will apply.
- Continue and start to finalize your college research, add colleges to your college list in CCGI with accurate *type* (regular/early/rolling) of application. If a college accepts the Common Application, indicate if you are “*Applying via Common App.*”
- By Dec. 2nd, request required letter(s) of recommendation, complete brag sheet and connect your CCGI account to your Common App account.
- Send in UC and CSU applications as early in the month as possible and prior to the November 30th deadline.
- Keep your grades up. Colleges do look at 12th grade year.
- Do not forget to request transcripts in the Counseling Office.

December:

- Take SAT/ACT with writing (if still needed). LAST ADMINISTRATION ACCEPTED BY MANY COLLEGES.
- If you have not already done so, send official SAT and ACT scores test scores to all colleges to which you are applying.
- Complete and submit any college applications with December deadlines (must have all school items requested before Winter Break as the school offices are closed until January).
- Investigate the Financial Aid process and prepare whatever documents you may need. Look for scholarships on CCGI.
- Fill out the CSS Profile if you applied to any of the participating colleges.

- If you have applied to any schools for early decision, you may receive decisions during this month. When you decide which school to attend, you need to notify that school by letter of your commitment, and submit required deposit check. Many schools require this notification letter to be postmarked as early as mid-January for early decision.

January:

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

February:

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

March:

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

April:

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

May:

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

June:

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