

2009-2010

WESTLAKE



WARRIORS

Westlake High School

100 North Lakeview Canyon Road
Westlake Village, California 91362

Phone (805) 497-6711

www.whswarriors.com

Administrative Team

Ronald A. Lipari.....Principal

Michael Vollmert.....Assistant Principal
Instruction

Nicole Funfar.....Assistant Principal
Athletics

James Marshall.....Dean

Jason Branham.....Dean

A Message From Principal Ronald A. Lipari

Dear Students, Parents, Faculty, and Staff:

Welcome to the Westlake High School family. You are joining a school that has an excellent reputation for academics, athletics, and the performing arts. The pride exhibited by our students and staff mirrors the accomplishments of those who call Westlake High School home.

The advice I have for you is to work hard and be disciplined in your academic program. This will result in success during your stay at Westlake. This handbook is an important part of your success, as it contains not only the rules but also a guide to plan your weekly schedules of homework, practice, and fun.

This handbook is presented in order to give both students and parents a resource to answer any questions that you might have regarding Westlake High School, its programs, and its policies. We ask that you read this handbook carefully, and use it to keep track of your activities and your progress at Westlake.

Ronald A. Lipari

Principal

Today's Dreams - Tomorrow's Reality

I would like to share with you two quotes that I think have special significance in today's world. May they serve as inspiration for each of you as they have to me. -Ronald A. Lipari, Principal

"In the great battle of life, no brilliance of intellect, no perfection of bodily development will count when weighted in the balance against that assemblage of virtues, active and passive, of moral qualities which we group together under the name of character."

-Theodore Roosevelt, "Character and Success"

The Outlook, March 31, 1900

"Fame is vapor, popularity an accident, riches take wing, and only character endures."

- Horace Greeley

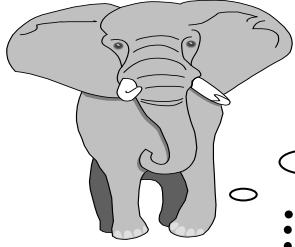
This Student Handbook belongs to:

Name: _____

Phone: _____

Address: _____

City: _____



The Class of '10, PTSA & Jostens understand that organization is the key to success.

ASB thanks the PTSA, the Class of '10, and Jostens for their financial support in bringing this Student Handbook to you.

Mr. Zavala can be reached at:
1-805-987-4147

Make sure you order all desired products (class ring, graduation announcements, and cap/gown) at school in a timely fashion!

Westlake High School Mission Statement

It is the mission of the entire staff of Westlake High School

- To provide a comprehensive education in a safe and positive learning environment;
- To prepare students to function academically, vocationally, culturally, and socially as responsible citizens;
- To encourage personal integrity, pride, and the life-long pursuit of knowledge and well-being;
- To be prepared to make a meaningful contribution in an ever-changing society.

Expected Schoolwide Learning Results

Technologically Competent

Students will demonstrate competence in computer use and utilize technological resources to enhance educational and occupational skills.

Involved and Productive Citizens

Students will demonstrate personal accountability and responsibility while becoming knowledgeable and aware of community and global issues.

Effective Communicators

Students will demonstrate effective reading, writing, speaking and listening skills

Self-Directed Learners

Students will demonstrate the ability to be self-directed, independent lifelong learners with the capability to think logically and problem solve in everyday life.

Our School

Westlake High School (WHS) is a comprehensive suburban public high school, large enough to have diversity and range, but small enough to be friendly. WHS takes pride in the accomplishments of its students. The staff supports and encourages high expectations for all students. The emphasis of the curriculum is on academics, a reflection of the community values, and academic courses are offered at multiple levels to accommodate the needs of individual students. In addition, WHS offers technology training and opportunities for enrichment in business, industrial technology, consumer/family studies, art, and music. The band, orchestra, choir, and drama classes offer exciting opportunities for student participation, as do the numerous on-campus clubs. A wide range of athletic activities, including league competitions, are also a part of course offerings. WHS has a very active PTSA, School Site Council, and Scholarship Foundation. The community members, businesses and agencies interact with the school and our students to enhance the learning process.

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Faculty & Staff

Awards & Recognition

California Distinguished School - 2003
NCLB National Blue Ribbon School - 2004

Check the WHS website at www.whswarriors.com for further information!

Certificated Staff

Department Chairpersons

English..... Greg Coull
Foreign Language/ESL.....Bennett Wutkee
Mathematics.....Carmella Ettaro
Performing ArtsBrian Peter
Physical Education/Health/Auto Safety.....C.Flanderka/J. Benkert
Science.....John D'Agostin
Social Science.....Michael Lynch/James Azevedo
Special EducationCourtney Stockton
Visual & Applied Technology.....John Farmer

Certificated Faculty

Richard Acton	Jennifer Kuge
Rebecca Alderson	Eric Levy
James Azevedo	Lauren Looker
Ann Aroyan	Grace Chen Martin
Matthew Baldwin	Matthew McLean
Caron Battaglia	Zachary Miller
Lynn Baum	Stephen Moes
Leslie Bird	Lisa Moxley
Cheri Blackburn	Joseph Nigro
Diane Blackburn	Lora Novak
Elizabeth Blake	Nancy Opitz
Nancy Bowman	Phillip Patenaude
Joanna Burns	Thomas Petelin
Julie Chung	Brian Peter
Catherine Conti	Evan Postal
William Culpepper	Janice Prezzano
Colleen Darden	Jennifer Rogstad
Thomas Donahue	Audrey Rollins
Carly Dritz	Christopher Romero
Darin Erickson	Alan Rose
Deana Fechner	Lisa Ryder
Doug Freed	Kamran Salem
Richard Fong	Margaret Schlehner
Alan Grant	Maria Scirone
Beth Grasel	Chad Scott
Gary Grayson	Eric Shackelford
Christina Harrison	Colette Simpson
Robert Hay	Joseph Snyder
Scott Holloway	Julie Speerstra
Gregory Hronek	Abigail Stephens
Kristi Hronek	David Tyler
Todd Irmas	Hilary Waldinger
Lynne Kelsey	Elyse Watenmaker
Lena Kim	Glenn Whitney
Deborah Kolodney	Eve-Marie Williams
Gregory Korshavn	Lucinda Zazueta
	Melissa Zuckerman

Classified Staff

Clerical

Receptionist.....Karen Meyer
Front Office.....Isla Steele, Cathy Ewbank
Activities.....Jan Taylor
Athletics.....Ellen Hellman
Attendance.....Diane Haddad, Jacqueline Meister
Counseling.....Helene Franklin, Kathie Solare,
Marilyn Maygren
Faculty Clerk.....Burdene Camacho
Media Center.....Angie Coburn
Student Store.....Pele Wyly, Lynn Tanner
Textbook Clerk.....Denise Wooster

Health Office

Health Clerk.....Barbara Howe
Nurse.....Susan Wilson
Psychologist.....Victoria Stanton

College & Career Center

College & Career Guidance Specialist.....Cassie Sandifer

Instructional Assistants

Mary Johnston – Mary Anne Erickson
Bharati Salva --Judy Sieling
Deborah Navarro -- Janice Jewel – Robert Smith

Child Nutrition Supervisor.....Lynne DiProspero
Lead Custodian.....William Hernandez
Plant Supervisor.....Stuart Suskauer

Campus Supervisors

Don Brunell—Ken Carroll
Debora Fitzgerald—John Ford—Patricia Graham
George Graham-Linda Leal-Oscar Romero

Food Service Assistants

Deanna Annis	Karen Cabelli
Teresa Davies	Genevieve Findley
Wendy Freeman	Annetter Gogesch
Gillian Hollister	Christina Navarro
Anna Penn	Lori Rudman

Maintenance/Custodial/Grounds

Jack Bramson	Shawn Cohee
Kelly Driscoll	Jeff Eggerman
Rick Kelman	Denny Li
Dixie McKay	Daniel Paz
Edward Tong	Robert Weber
Dennis Werring	

Attendance Policy

It is important that students attend class regularly, except in cases of illness or emergency. Excessive absence from class and failure to complete makeup work may result in a grade of "Fail" for that class. According to state law, students are expected to attend school regularly until age 18 unless they:

1. Graduate from High School.
2. Pass the California High School Proficiency Exam.
3. Obtain (at age 16-17) written parental permission to withdraw due to full-time employment with continuing education in Adult School.

WHS Bell Schedule

Regular Schedule		Rally Schedule	
Warning Bell	6:54	Warning Bell	6:54
Period 1	7:00 - 7:54	Period 1	7:00 - 7:54
Period 2	8:00 - 8:54	Period 2	8:00 - 8:49
Period 3	9:01 - 9:55	Period 3	8:55 - 9:44
Nutrition/Passing Period	9:55 - 10:02	Period 4	9:50 - 10:39
Period 4	10:08 - 11:02	Rally	10:45 - 11:25
Period 5	11:09 - 12:07	Period 5	11:31 - 12:20
Lunch	12:07 - 12:47	Lunch	12:20 - 12:58
Period 6	12:53 - 1:47	Period 6	1:04 - 1:53
Period 7	1:54 - 2:48	Period 7	1:59 - 2:48

Common Planning Time Bell Schedule

Warning Bell	7:04
Period 1	7:10 - 7:55
Staff Development	8:01 - 9:02
Period 2	9:08 - 9:53
Period 3	9:59 - 10:44
Period 4	10:50 - 11:35
Period 5	11:41 - 12:26
Lunch	12:26 - 1:06
Period 6	1:12 - 1:57
Period 7	2:03 - 2:48

Partial Day Absences

Arriving late:

When a student arrives late to school, a parent or guardian should call the Attendance Office [(805) 373-1790] before the student arrives at school. Upon arrival the student *must* stop by the office to obtain a readmit slip.

Early Dismissal:

If a student must leave campus at any time during the school day, a parent/guardian must call the Attendance Office [(805) 373-1790] prior to the time of release. **[Notes from parents will not be accepted.] The student *must* stop by the office to obtain an early dismissal slip. Students returning on the same day must report to the Attendance Office to be readmitted to school.**

Off-Campus Lunch Passes

Only students with valid off-campus lunch passes may leave campus at lunch. Off-campus lunch passes are issued to 11th and 12th grade students meeting specific qualifications. The parent must sign a consent form at school or in front of a Notary Public. Consent forms are available in the Attendance Office. In the event of a lost off-campus lunch pass, **per District Policy, duplicates are available through the Student Store for \$25.**

Absences Following Lunch:

Should a student not return due to illness, **the parent or guardian *must* notify the Attendance Office the same afternoon.** Failure to notify the office will result in truancy and may be cause for loss of Off-Campus Lunch Pass privilege.

All Day Absences

If a student is going to be absent from school for the day, a parent or guardian must call the Attendance Office [(805) 373-1790]. **An answering machine is provided for your convenience to receive all messages after 3:30PM. State and district policy mandate that all absences and tardies be cleared within three (3) school days or 72 hours from the date of the absence/tardy, or they will be recorded as truant.** Students who are truant shall not receive makeup work or credit for work that is due during the time of truancy.

Attendance Policy

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

Students with off-campus lunch passes who are tardy to Period 6 may lose their off-campus lunch pass. The off-campus lunch pass will be revoked due to excessive tardies, truancies, off-campus violations, or behavior/discipline problems. Students who leave campus without a pass will lose their off-campus privilege for the following year. Students who have been suspended lose their off-campus lunch privilege for the remainder of the semester.

Any student who was on a tardy/truancy contract from the previous semester will be denied an off-campus lunch pass for the semester. Students who are not making an effort or receive a referral during standardized testing will be denied off-campus lunch pass privilege for one semester.

Classification of Absences

Excused:

According to California law an absence is **excused** when:

- a. Student has been ill.
- b. Student has been to the doctor or dentist.
(Verified w/medical note)
- c. Student has had an unforeseen emergency, such as a death in the family, religious holiday, court subpoena, or jury duty.

Unexcused:

An absence is unexcused when it does not meet one of the three classifications for an excused absence. A student will not receive makeup work or credit for work when an absence is classified as unexcused.

Prior permission:

If a parent or guardian finds it necessary for a student to be absent from school for family reasons which do not comply with California law (*vacation, business trip, out of town, etc.*), credit **may** be given if prior notification of the absence, by parent/guardian, is confirmed with the Attendance Office. The student may be given an opportunity to make up work within a prescribed time limit.

Participation in Co-Curricular Activities

In order to participate in any athletic or school activity, a student must have attended school four (4) periods that day. Remember this rule applies to dances, Proms, participation in drama and/or music productions, and athletics. Students must also maintain a 2.0 GPA and adhere to the co-curricular contract.

Tardy Policy

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

- At five (5) tardies in any one class, the student may be contracted and assigned a Saturday Work Study (SWS).
- At eight (8) tardies, the student may be assigned a second SWS.
- At ten (10) tardies in any one class per semester, the student will be called into the Dean of Attendance's office for a conference. The student may be dropped from the class with a grade of "Fail", regardless of current grade, and placed in a study hall. Dean of Attendance will confirm drop/fail with parent.

Truancy Policy

A student is truant who **has been absent from class without permission or has left campus without an early dismissal slip obtained from the office**. Unauthorized departure may result in a Saturday Work Study (SWS) assignment. Students who are truant shall not receive makeup work or credit for work that is due during the time of truancy.

Consequences:

Third truancy in one class:

- Student may be contracted and assigned a Saturday Work Study (SWS)
- Parent will be contacted by letter

Fourth or fifth truancy in one class:

- Student may be assigned another SWS.

Six truancies in any one class per semester:

- Student **may be dropped** from that class with a grade of "Fail", regardless of current grade, and placed in a study hall. Dean of Attendance will call student into office for a conference
- Parent will be contacted by phone and letter

Failure to successfully complete a SWS assignment may result in an In-House Suspension on the following Thursday. Student will be called into the Dean of Attendance's office to be notified of the suspension.

WHS Dress Code

Student attire and appearance that is disruptive to the educational process will result in exclusion from class. This provision shall include, but is not limited to, the wearing of a color, style, item of clothing, a particular hair style, jewelry, or symbols of identification associated with organizations not connected to or sponsored by the school. Violators may be sent home.

Students will not be permitted to wear:

1. Attire which is **revealing**, skin-tight, or which distracts from the educational mission of the school, including bare midriff/crop tops/ halter tops/strapless tops, or sports bras as tops. The top must have straps. Undergarments cannot show (bra straps, slips, etc.). The top must cover the entire stomach when arms are raised.
2. Attire which names, advertises, or promotes products that are illegal for minors to buy or use (i.e. drugs, alcohol, tobacco).
3. Attire which features offensive and/or vulgar words, pictures or drawings naming, advertising, or promoting sexually related products or activities.
4. Attire which includes words, phrases, or pictures that are derogatory regarding ethnic background, national origin, religious belief, gender, or disability.
5. Pants that need a belt, suspenders, or other types of support in order to keep them from falling down. Pants shall not sag, and the hem of the pants may not drag on the floor. **Overly baggy pants are not permitted.**
6. Pocket chains, wallet chains, chains as jewelry, and/or chain belts.
7. Headgear (hats, headbands, doo-rags, steel combs, etc.) inside offices or classrooms. No sunglasses may be worn inside offices or classrooms. Bandanas may be worn, provided the bandana is not associated with gang attire. Men's muscle shirts of all colors are not permitted at any time.
8. Attire that promotes gang affiliation as defined by the Ventura County Sheriff's Department.

For reasons of safety, students must wear shoes or sandals and may not attend school in bare feet. Students must wear protective glasses while working at or in the vicinity of machinery or power-driven equipment. Students with long hair must wear hair covering.

The principal & staff may establish reasonable additional regulations regarding student appearance and attire. Please refer to p. 12 for Students' Responsibilities and Consequences regarding Dress Code.

Counseling & Guidance

Counseling Staff

Martha Aggazzotti

John Lisowski

Susan Wilson

Parent Procedure for Contacting Staff

When the need arises for a conference with a teacher, counselor, or an administrator, the first step is to contact that person via email or phone. Email addresses are available on the WHS Website: www.whswarriors.com. Click on "Staff". Voicemail messages may be left @ (805) 497-6711. Please be aware, most teachers begin their day at 7:00 a.m. Often, the easiest time for a counselor, teacher, or an administrator to reach you may be at that time. An attempt will be made to reach you as soon as possible (within 24-48 hours). If a conference is needed, a convenient time will be worked out for all parties. Parents who wish to meet with a counselor need to call the Counseling Office to arrange an appointment.

Student Procedure for Arranging a Conference

Students may arrange for counselor appointments before school, during nutrition break, lunchtime, or after school. **Students will not be allowed to arrange for appointments during class time.** The secretaries at the counseling counter have the counselor's weekly schedule, and students may select an appropriate time. When the appointment is made, the secretary will write a pass to excuse the student from class.

Schedules

Selection of courses should be carefully considered, and choices should be made that are in the best educational interest of the student. Once these selections are made, classes and teachers are placed to make the master schedule for the year. 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, or course prerequisites not met).
2. To make up a class.
3. To add a course.
4. To add a specialized course.
5. To make a level change.
6. To drop a class for a study hall.

Graduation Requirements

Graduation requirements are set by the Board of Education. All students need to complete specific subject requirements totaling 230 credits, and all must pass the California High School Exit Exam (CaHSEE). For a more detailed explanation of graduation and college requirements, students and parents/guardians should refer to the *C.V.U.S.D. High School Course Directory* and consult with their assigned counselor.

High School Graduation Requirements

College Prep

Subject	Semesters	Credits
English	8	40
Health	1	5
Math (incl. a one year Algebra course)	6	*30
Physical Education	4	20
Science	4	20
US Government	1	5
Economics	1	5
United States History	2	10
World History	2	10
Fine Arts or Foreign Lang.	2	**10
Electives		75
Total Required		230
California High School Exit Exam	(CaHSEE)	

10 Credits must be taken in 11th or 12th grade

Foreign Language required for admission to four-year colleges. **NOT REQUIRED FOR GRADUATION FROM WESTLAKE HIGH SCHOOL**

Important Dates to Remember

Semester Report Cards: Jan. 22, 2010; June 11, 2010

Quarter Report Cards: Oct. 30, 2009; March 26, 2010

Grade Referrals: 9/25/09, 12/04/09, 2/26/10, 5/7/10

Last Day to Add a Class: Sept. 18, 2009; Feb. 19, 2010

Last Day to Drop a Class W/Out a Fail:

Fall Semester: Nov.16, 2009 Spring Semester: March 15, 2010

Level Change Deadline: Nov. 16, 2009; March 15, 2010

SAT Test Dates: 10/10/09, 11/07/09, 12/05/09, 1/23/10, 3/13/10, 5/1/10, 6/5/10

ACT Test Dates: 9/12/09, 10/24/09, 12/12/09, 2/06/10, 4/10/10, 6/12/10

STAR Testing: April 26 – May 17, 2010 (Testing window)

AP Testing (Gr. 9-12): May 3 – May 14, 2010 (Testing window)

PSAT/NMSQT (Gr. 10/11): Oct. 17, 2009

Counseling & Guidance

Suggested Four-Year Plan

Ninth Grade	Tenth Grade	Eleventh Grade	Twelfth Grade
1st Semester English P.E. Science Health Math Elective 2nd Semester English P.E. Science Math Careers/Auto I or Geography Elective	1st Semester English P.E. Science World History Fine Arts/Foreign Lang. Math 2nd Semester English P.E. Science World History Fine Arts/Foreign Lang. Math	1st Semester English Math * U.S. History Elective Elective Elective 2nd Semester English Math * U.S. History Elective Elective Elective	1st Semester English US Gov't or Economics Elective Elective Elective Elective 2nd Semester English US Gov't or Economics Elective Elective Elective Elective

* Ten credits (10) of mathematics must be taken in the 11th or 12th grade.

California Scholarship Federation

The California Scholarship Federation (CSF) is the academic recognition service society for Westlake High School. Students must apply for membership each semester. Membership requirements are based on grades and citizenship received in UC-approved courses. Members may graduate as a CSF Gold Seal Bearer. Applications and further information are available on the WHS website. CSF advisors are Ms. Prezzano and Mr. Scott.

National Honor Society

“WARRIOR HONORS” is the Westlake High School Chapter of the National Honor Society (NHS). The NHS has been in existence since 1921 with the express purpose of promoting students who excel in scholarship, leadership, service, and character. Membership in “Warrior Honors” is offered by appointment only after a careful evaluation process. Juniors who have obtained a 3.0 cumulative G.P.A. by the second semester of that year will be issued an information form to be completed and submitted to the five-member Faculty Committee. The Faculty Committee will evaluate students on the basis of leadership, service, and scholarship, and candidates who meet requirements will be evaluated as to **character** by the faculty. Students who qualify will be offered membership in the National Honor Society.

Student Assistance

Westlake High School is vitally concerned with the safety, health, and well being of all its students and the best interest of its local community. Many of the decisions students make affect other areas of their lives. Did you know that California law says the following?

Regarding minors and alcohol: “If a minor is in possession of alcohol, he/she shall have his/her driver’s license delayed for up to one year or suspended for one year.” Drugs and alcohol can have a profound effect on you and your future. Students who desire assistance to overcome substance abuse problems are encouraged to utilize the service of the Help Lines included in the list below. In addition, we have included other community resources that may be helpful.

Alcohol / Substance Abuse

Alcohol Hot Line (24-hr. help line)(805) 495-1111
 Alcohol/Drug Hot Line (24-hr. help line).....1-800-252-6465
 Al-Anon/Ala-Teen.....(805) 495-0270

Crisis Intervention

Ventura County Mental Health Crisis Team.....(805) 371-8375
 California Youth Crisis Line.....(800) 843-5200
 Coalition to End Family Violence.....(805) 656-1111
 Child Protective Services.....(805) 654-3200
 Grief Support Group (Hospice of Conejo).....(805) 495-2145

Community Resources

City of Thousand Oaks.....(805) 449-2100
 Conejo Youth Employment Services.....(805) 496-6868
 (Job website: www.conejoyes.org)
 T.O. Library.....(805) 449-2660
 T.O. Teen Center.....(805) 494-5156
 Conejo Valley YMCA.....(805) 523-7613

The Associated Student Body

The Associated Student Government class is composed of elected all-school officers, selected commissioners and representatives. Applications for the class are open to all student body members. ASG is responsible for school service projects, community service projects, rallies, major dances, and activities.

ASG Officers

President: Miranda Fang
Vice President: Erin Apregan
Secretary: Katherine Pincus

Treasurer: Molly Norling-Christensen
Board Representative: Erin Apregan
Advisor: Diane Blackburn

Freshman Class Officers *		Sophomore Class Officers		Junior Class Officers		Senior Class Officers	
President	To be announced	President.....	Nicki Ghazarian	President.....	Siara Behar	President.....	Nicole Stelmar
Vice-President		Vice-President.....	Stella Fang	Vice-President.....	Matt Sullivan	Vice-President.....	Nobel Loho
Secretary		Secretary.....	TBA	Secretary.....	Caroline Hollister	Secretary.....	McAuley Cahill
Treasurer		Treasurer.....	Taylor Perry	Treasurer.....	Nicole Chang	Treasurer.....	Shawn McLeod
Advisor.....	TBD	Advisor.....	Ms. Simpson	Advisor.....	Ms. Alderson	Advisor.....	Ms. Harrison

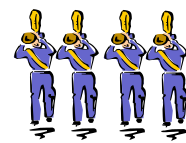
* Elected the third week of school

Dear Westlake Warriors,

Each day you walk across the Westlake High School bridge is a new opportunity to get involved, build relationships, and make the most of your 2009/2010 school year. We encourage you to take an active role in Westlake and show your true Warrior pride. By going to dances, joining clubs, participating in rallies and supporting athletics you have the power to make your high school experience memorable. ASG is extremely excited for the upcoming year. Remember, we will work our hardest to provide you with a variety of exciting opportunities to get involved at school...But only YOU can make it happen! ~The ASG Class of 09/10

- Future Business Leaders Dr. Looker
 - Future Meds.....Dr. Looker
 - Interact.....Ms. Stephens
 - Jewish Student Association.....Ms. Waldinger
 - Journalism.....Mrs. Battaglia
 - Junior Achievement Co. Program.....Dr. Looker
 - Junior State.....Mr. Azevedo
 - Key..... Mrs. Williams
 - Math.....Ms. Grasel
 - Mu Alpha Theta.....Mrs. Ettaro
 - Muslim Student Association.....Mr. Lynch
 - National Honor Society.....Ms. Darden
 - National Spanish Honor Society.....Mrs. Blackburn
 - PhilosophyMrs. Novak
 - Physics.....Mr. Holloway
 - Regiment Student Leadership.....Mr. Peter
 - Science Olympiad.....Mr. Patenaude
 - Student PTSA..... TBD
 - Student Scholarship Foundation..... Mrs. Blackburn
 - Students Against Destructive Decisions..... Mr. Baldwin
- *Requires class participation

>A complete list of Clubs is available in the Activities Office.



Activities

Westlake High School provides a wide variety of student activities for student involvement. These activities are open to all interested students. Your participation not only strengthens school spirit and pride, but also will greatly enhance your high school experience.

Academic Teams

- Academic Decathlon.....Mr. Joseph Nigro
- Mock Trial Team.....Ms. Harrison

Clubs

- Advanced Anatomy*.....Mrs. Bowman
- Ambassadors.....Mr. Wutkee
- American Red Cross.....Mrs. Kelsey
- Amnesty International.....Mrs. Moxley
- Arrow Newspaper*.....Mrs. Battaglia
- Calif. Scholarship Foundation.....Ms. Prezzano/Mr. Scott
- Campus Light.....Mr. Acton
- Chess.....Mr. Lynch
- Class of '10..... Ms. Harrison
- Class of '11..... Ms. Simpson
- Class of '12..... Ms. Alderson
- Class of '13..... TBD
- DramaMs. Conti
- Earth.....Mr. Coull
- Equestrian.....Mr. Lisowski
- Fellowship of Christian Athletes.....Mr. Fong
- Finding A Cure Together.....Mrs. Schleher

Advisors

Performing Organizations

- Cheerleading - Spirit.....Ms. Missy Zuckerman
- Orchestra.....Mrs. Elizabeth Blake
- Vocal Ensemble, Women's Chorale,
Mixed Chorale, Freshmen Chorus,
"A Class Act".....Mr. Alan Rose
- Dance Team.....Ms. Becky Alderson
- Marching Band, Color Guard, Jazz Bands,
Wind Ensemble, Wind Symphony, Symphonic
Band & Drum Line..... Mr. Brian Peter
- Theatre Arts..... Ms. Catherine Conti



Co-Curricular Participation

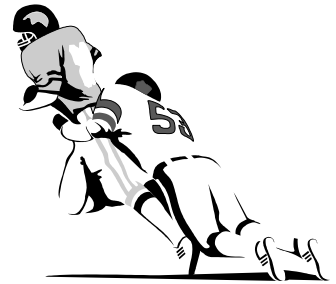


Westlake High arise!

*As your banner streams above
And tells of goals most dear
to your students far and near
You've taught us of life
of caring and truth
we shall not soon forget
That orange, white and blue.*

Fight Song

*On Westlake Warriors, Fight, Fight, Fight
On into victory Blue, Orange, White.
Straight as an arrow, march down the field
into battle never to yield
Drums now are pounding
- Go Warriors Go!
Hillsides resounding
- conquer the foe
On ever glorious,
Warriors victorious
Warriors of courage
- Go Warriors!*



Athletics & Co-Curricular Participation

Eligibility

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

- Athletic/activity information forms, including a physical exam.
- Insurance - C.I.F. or acceptable family health coverage must be documented.
- District transportation fees paid.
- Co-Curricular Code and Contract read and signed.
- ASB card purchased (recommended)
- No athlete may drop one sport and become involved in another without the mutual consent of both coaches.



Participation in Co-Curricular Activities

In order to participate in any athletic or school activity, a student must have attended school four (4) periods that day. Remember, this rule applies to dances, Proms, participation in drama and/or music productions, as well as athletics. Students must also adhere to the co-curricular contract in order to remain eligible.

Co-Curricular Code & Contract

Participation in co-curricular activities is a privilege, not a right of all students. The school has the authority to revoke this privilege. Certain rules have been established for all students who become involved in the co-curricular program. The Co-Curricular Code & Contract sets these expectations that include, but are not limited to, grade point eligibility, behavior, and attendance. The Co-Curricular Code & Contract policy of the Conejo Valley Unified School District states that any student violating school rules **which results in suspension** (including *In-House Suspension*) faces up to one calendar year removal from further participation in the co-curricular/athletic 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 suspended and removed from an activity have the right to appeal to the principal. If probation is granted to continue participation, in addition to refraining from any activity that would result in suspension, the student may be required to perform a designated number of hours of community service, school service, and/or attend substance abuse meetings.

- Hours of service shall be determined by the number of days suspended (1 Day Suspension = 8 hours of service) At least half of the service hours must be completed at Westlake High School.
- *Students should be aware that an appeal to continue participation in the co-curricular/athletic program will be granted only one time during their high school career.*

General Information

ASB Cards

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

Booster Organizations

WHS is fortunate to have numerous adult organizations that support the academic and co-curricular programs. The coordination of both adult and student efforts builds a strong program. Some of our booster organizations include:

Athletic Team Boosters	Choral Boosters
Band/Color Guard Boosters	Dance Team Boosters
Scholarship Foundation	PTSA
Spirit Cheer Boosters	WIT Boosters
Site Council	

Bulletin

The Warrior Bulletin is posted on the WHS Website each Monday and Thursday. Bulletin Requests are available in the Activities Office and require an advisor's signature. All requests are due in the office by 8:00AM the day **prior** to publication. Fifth period announcements are selected from the Bulletin.

College & Career Center

The College & Career Center is open from 8:00AM until 3:30PM. Information on college admission, testing dates, scholarships, CSU, UC, other college and university applications, work permits, and visiting college representatives are a sample of available resources in the College & Career Center. Tutorial assistance and job opportunities are posted here, and college and career exploration software is available.

Dances

All dances are for Westlake High School students and their guests. No one will be admitted without a valid Westlake High School I.D., or guest pass and a photo I.D. Guest passes are available in advance through the Student Store. **Doors close one hour after a dance begins.** All school and district rules and regulations are in effect. Students who leave a dance **will not be allowed to re-enter.**

Health Office

The school Health Clerk is available during school hours and should be contacted when a student becomes ill or injured. All students must have an up-to-date emergency card and a current immunization form on file. Students who cannot participate in a class for health reasons should bring a parent's note to the health clerk to obtain an excuse, **prior** to the activity. A note from a physician is required for an excuse of three or more days. Under **no circumstances may students carry or distribute prescriptions or any medications** on school grounds. If it is necessary to take any medication during school, it must be delivered to the Health Office with a Dr.'s authorization note, including dosaging instructions.

Homework Policy

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

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

**It would be helpful if you had the policy in front of you to make sure there is a clear understanding of the definitions in this category. For instance, book reports are considered "skill integration."

Advanced Placement courses are college level courses that will not fall under these guidelines.

Teacher Responsibilities: There are specific responsibilities for the teachers spelled out in the policy.

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

Identification

Students **must** have their student I.D. on them at all times and be prepared to present it on request. I.D. cards **are required for admittance to all school activities, including PSAT, AP, and competency testing.** I.D. pictures are taken in August at the same time as yearbook pictures. Each student will purchase an I.D. card. If the card is lost, a duplicate is to be obtained from the Student Store. There is a \$5 fee for a replacement I.D. Please refer to pg. 14 for students' responsibilities and consequences regarding identification.

Library

The library is open every school day. Library hours are **7:00AM -3:40PM (7:00AM-3:00PM Fridays).** A student I.D. card is required to check out books. The library provides an excellent research and study environment with a comprehensive collection of books, magazines, and computer-based research, *including access to the Internet.* The library's website gives students access to many resources (<http://www.whslib.org>). Passwords for the school's online subscriptions (magazines, newspapers, literary criticism, encyclopedias, etc.) are available in the Library Media Center. Students are responsible for the timely return of their library materials and any damage or loss that may occur while they are checked out. Late fines are charged per day, Monday through Friday.

Litter

The WHS groundskeepers keep the campus and grounds well planted and orderly. Students are urged to take pride in their campus and to not litter. Trash & recycling cans are provided. Remember: the care of the campus, our environment, is up to each and every one of us.



Lockers

Each student is assigned a locker for his/her use during the school year. The school is not responsible for the safety of any items left in the locker. **Do not share lockers.** For reasons of school safety, the **only locks that may be used are WHS locks.** These locks can be purchased in the Student Store and used can be used all four years.

P.E. instructors or coaches assign P.E. lockers. Remember, items left in lockers and locker rooms are **your responsibility.** *Do not leave items of value in your locker.* P.E. locks can be purchased at the Student Store for \$8, and are the only locks to be used on these lockers.

Boundaries at Lunchtime

The following areas are off-limits to students during lunchtime:

- The service road from the administration building to the front of the gym and on the tennis courts.
- The service road from the pathway to the back of the gym or portables by the sport court.
- The amphitheater, except for special rallies, etc.
- The grass area south of the bridge
- Any classroom building (bldgs. 1-4, gym, mezz, weight room, bldg 6) unless student has an appointment with a teacher, is attending a club meeting, or rainy day schedule has been announced. Students may not access lockers during lunchtime (after 12:12 PM).

Violation of lunch rules, including unauthorized departure, may result in loss of current off-campus lunch pass privilege, as well as privilege for the following school year.

General Information

Entering and Exiting Campus

Students are allowed to enter and exit campus from three locations only: 1. The bridge at the front entrance on Lakeview Canyon Road. 2. The pathway to the student parking lot. 3. The north parking lot entrance. Students attempting to enter or exit campus at any other location will be re-routed to one of these three locations.

Personal Messages & Forgotten Items

The school receives many requests each day for messages to be sent to students. In order to minimize interruptions during the instructional period, only messages of an emergency nature from a parent or guardian will be forwarded (i.e. sudden illness, accident, or death in the family).

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

Physical Education

Uniforms for the Physical Education classes are sold through the Student Store. Each student is required to wear the Westlake High School P.E. uniform. "Non-dresses" (or choosing to not dress for P.E. class) will affect your grade and may result in a drop/fail from the class. The boys' and girls' uniforms are the same. The purchase price is posted in the Student Store, and /or your P.E. teacher will inform you of the price and procedure for obtaining uniforms. Replacement uniforms may be purchased throughout the year in the Student Store.

Search of Personal Property

In order to keep WHS safe, state law allows your person and/or personal possessions to be searched whenever a school authority has reasonable suspicion that you are in possession of illegal or unauthorized materials. This authority also includes the inspection of your locker or vehicle when reasonable suspicion exists. Such inspections will be conducted without your consent and without a search warrant. Random classroom/locker/vehicle searches utilizing a drug/weapon-sniffing canine will also occur.

Student Store

The Student Store is located on the south side of the Administration Building. The store is open before and after school and at nutrition break and lunch. School supplies, P.E. clothes, spirit attire, and snacks are regularly available, as well as many specialty items. Ticket sales throughout the year for many special events, yearbooks, and video yearbooks will be sold through the Student Store. Be sure to read the bulletin for the time and dates of these sales.

Suspensions

When a student violates the disciplinary guidelines of the school, district, or California Education Code, that student may be suspended from school (see below) Westlake High School administrators use two suspension formats. It is the decision of the administrator which format will be used as a consequence for inappropriate behavior.

IN-HOUSE SUSPENSION

This format allows attendance on campus, but the student spends most of the day in an isolated classroom with instructional supervision. He/she brings assignments from class. Breaks for nutrition and lunch are provided, and part of the time is spent working on campus beautification.

SUSPENSION

This format does not allow the student on campus at any time while school is in session, or for extra-curricular activities/athletic events during the time of suspension and/or expulsion. Parents or students may request assignments and homework during the suspension.

Telephones

School telephones are for the use of school personnel, except when a student has an emergency. Calls should not be made during class time. Students are not permitted to leave class to use the phone.



Textbooks

The instructor for each class issues textbooks. All books must have the student's and teacher's names in the proper space. Replacement books will not be issued until payment has been made for lost or stolen books. Once a textbook is issued, it becomes the responsibility of the student, so care should be taken to be sure the book stays in good shape. The school has the authority to withhold grades, diplomas, and transcripts from a pupil until the cost of property damage has been paid. The textbook room is located in building four next to the library.

Important!

Last day to drop a class without a grade of "F":

Fall Semester: November 16, 2009

Spring Semester: March 15, 2010

~See your Counselor early~

Student Rights and Responsibilities

A safe and pleasant campus is the responsibility of every member of the school community, students, staff, and parents. This obligation is an opportunity for you as a student to demonstrate your maturity, self-respect, and school pride. The pride of a WARRIOR is shown by your 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. **This pride demands excellence, instills academic integrity, and obligates each of us to be honest in our relationships.**

Westlake 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, community, and other governmental agencies.

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 Westlake High School, we strive to establish a supportive atmosphere in the classroom. Teachers have established, within district and school guidelines, behavior standards within their classrooms.

Once a teacher has moved through the intervention steps with a student who chooses to disregard classroom standards, and the student's behavior continues to be unacceptable, a referral will be sent to the administrator. The following lists of consequences are intended to serve as general guidelines in the interest of fairness and consistency. All students deserve individual consideration. Students have the right to appeal any decisions to the principal.

For further information regarding student discipline, refer to the *C.V.U.S.D. 2009-2010 Discipline Policy & Procedures Handbook* that was mailed home over the summer. Guidelines for administering discipline to students who have violated standards of student behavior can be found in Appendix A.

Academic Honesty:

Student's Right: All students have the right to keep confidential materials, homework, tests, and expressions, which they create through their efforts.

Student's Responsibility: Students shall not misrepresent examination materials, research assignments, classwork and homework assignments as their own, when in fact they are the work of someone else.

Consequences:

First infraction:

- Teacher conference with student
- Grade of zero for that assignment
- Teacher will notify parent
- Teacher will send a referral to the administrator noting the infraction
- Administrator places student on contract stating that ***a second offense in any class during a two-year period from date of 1st infraction will result in removal from the course in which the second infraction occurred, and a grade of "F" assigned***

Second infraction:

- Teacher will send a referral to the administrator
- Parent notified by the teacher and the administrator
- Student removed from the course with a grade of *Fail* for the semester, and assigned to a study hall
- **Infractions occurring on the high school level will remain in effect for two (2) years from the date of the infraction.**
- **Appeals for the secondary level must be filed, in writing, to the principal, within ten (10) school days following action taken by the appropriate administrator.**

For a complete explanation of The Academic Honesty Policy refer to the CVUSD Discipline Handbook that was mailed to each family in the Fall.

Campus Standards:

Student's Right: Students have the right to attend school on a safe and orderly campus which has a structured, pleasant atmosphere based on mutual respect.

Student's Responsibility: Students shall:

- Cooperate with and follow the directions of all school staff members.
- Treat all other students and staff members in a respectful manner.

Students shall refrain from:

- riding skateboards, skates, or bikes on campus
- running or participating in any type of horseplay
- displaying inappropriate romantic affection
- gambling
- use of vulgarity, profanity, or verbal harassment
- loitering on campus or in the parking lot
- extortion or begging

Consequences:

Depending on severity of infraction any of the following:

- Verbal warning
- Detention
- Saturday Work Study
- In-House Suspension
- Suspension
- Expulsion

Dress Code Violations:

Student's Responsibility:

Students shall abide by all guidelines regarding attire worn to school in order to promote a positive school environment.

Consequences for violations:

- Student must arrange to change clothing (i.e. wear school-issued shirt or pants, or have parent bring replacements)
- 2nd, 3rd offense - Saturday Work Study assigned
- 4th offense – Dress Code Contract and Saturday Work Study
- 5th offense – In-House Suspension
- 6th offense – one day out-of-school suspension
- 7th offense – two day out-of-school suspension
- 8th offense – three day out-of-school suspension
- 9th offense – four day out-of-school suspension

Continued violations could result in alternative school placement.

Drugs/Alcohol Use or Sale:

Student’s Responsibility:

Students shall not:

- Sell, use, or possess alcohol, drugs, “look-a-like” substances, or drug paraphernalia.

Consequences:

Possession and/or use:

- Suspension for five days
- Parent conference
- Notification of the Sheriff’s Department
- Contract for alternative school placement
- Possible recommendation for expulsion

Sale or attempted sale:

First infraction:

- Suspension for five days
- Parent conference
- Notification of the Sheriff’s Department
- Recommendation for expulsion

Fighting:

Student’s Responsibility:

Students shall not:

- fight with, physically assault, or threaten another student or a staff member on school grounds or on the way to or from school

Consequences:

- Suspension for one to five days
- Parent conference
- Contract for potential alternative school placement

Student Guide to Understanding and Avoiding Sexual Harrassment:

Remember the old saying, “Sticks and stones may break my bones, but names will never hurt me?” Many people believe this old saying is only partly true. Being called rude or obscene names may not break bones, but it can damage attitudes about school or how students feel about themselves. This information is designed to remind everyone that “harassment” of any kind is against school rules. Sticks and stones and names that hurt are not welcome at any school in the Conejo Valley Unified School District.

We believe that every student has the right to learn

- ✓ Without being called names
- ✓ Without being threatened because they are a girl or a boy, or from a certain religion or a particular race

Everyone is equal, and everyone deserves respect!

Harassment – a 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 a “hate crime.”

It is against the rules for students to make remarks that 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.

Examples of actions which interfere with a person’s education are prohibited for both students and staff:

Unwanted touching	Sexual innuendos
Obscene comments	Gender specific comments
Physical threats	Requests for sexual favors
Obscene gestures	Racial-specific comments
Indecent exposure	Suggestive looks

Some advice:

- ◆ Don’t ignore it. Harassment does not usually “go away.”
- ◆ Though it may be hard to do, tell your harasser to stop. (You might write a letter that describes the behavior in detail, keep a copy for yourself and have a supportive adult deliver the letter to the harasser.)
- ◆ Don’t blame yourself and don’t feel helpless, trapped, or confused. Seek help.
- ◆ Keep a written record of every incident.

What’s the difference between harassment and flirting?

<u>Sexual Harrassment</u>	<u>Flirting</u>
You feel bad	You feel good
You feel unattractive	You feel attractive
You feel insulted	You feel complimented
You feel hurt or angry	You feel happy
You feel powerless	You feel in control
It is one-sided	You flirt back
It is unwanted	It is OK
It is illegal	It is legal

What to do if it happens to you:

There are several important things you should know about if you feel you are being harassed.

First: Tell a teacher, a counselor, or a school administrator. Remember to be specific. If you want to bring a parent or guardian along with you, that’s fine. **ANY REPORT YOU MAKE IS PRIVATE.** Unless you talk about it yourself, no one from the school or District will make it public. Any witnesses will be directed to keep the information about the situation to themselves.

Second: Don’t worry about someone “getting even” with you for telling. The school is here to support you and will investigate your concern quickly. School administrators will do their best to not allow anyone to “get even.”

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

Harassment complaints can sometimes be settled at the school and sometimes will be heard at the District Office. An investigator will be assigned and will talk with people who can help to sort out the facts. The investigator will determine whether harassment has occurred, prepare a report about the situation, and give that information to your principal. Your principal will suggest a solution or remedy.

Finally, if things are still not settled, you have the right to submit your concern to the District office.

The District Policy and regulations governing sexual harassment is 401.1. The legal references for this policy are found in the Education Code, in Title VII of the Civil Rights Acts of 1964, and in Title IX of the Educational Amendments of 1972. You may obtain a copy of the complete policy in the school office.

Harassment on the basis of sex or race is a violation of both federal and state discrimination laws, as well as District Policy and Administrative Procedures. The District is committed to providing students with an academic environment that is free from sexual/racial harassment or discrimination.

I.D. Cards:

Student's Responsibility:

Students shall carry a current school **I.D. Card** at all times and present it upon request.

Consequences for failure to do so:

No I.D. card:

- Saturday Work Study

Refusal to show I.D., loaning I.D., forged .I.D.:

- Saturday Work Study or Suspension

Leaving Campus:

Student's Responsibility:

Students shall remain on campus during assigned school hours unless released by the office **with an appropriate pass**.

Consequences for violations:

- Saturday Work Study/possible loss of off-campus lunch pass privilege. Continued violations could result in suspension and/or contract for alternative school placement.

Littering:

Student's Responsibility:

Students shall refrain from littering and/or throwing objects of any kind, including food, any place on campus.

Consequences for violations:

Depending on severity of infraction any of the following:

- Detention(s)
- Saturday Work Study
- Suspension

Non-Serve of Detentions or Saturday Work Study:

Student's Responsibility:

Students shall fulfill all assigned detentions or Saturday Work Study assignments on or before the due date.

Consequences for non-serve of detentions:

- Saturday Work Study

Consequences for non-serve of Saturday Work Study:

- Saturday will be reassigned **AND/OR**
- One day of In-House Suspension will be scheduled

Non-Serve or Disruption of In-House Suspension

Student's Responsibility:

Students shall fulfill all assigned In-House Suspensions on the given dates and follow all established rules.

Consequences for failure to do so:

- Suspension off campus - and the addition of one day.

Possession/Use of Laser Pointers:

*California State law prohibits students from carrying laser pointers while at school or school functions. **This is a suspendable offense, and students may be arrested.***

Cell Phones:

Students may use cell phones on campus before their school day begins, during passing periods, during nutrition break, during lunch, and after their school day has finished. Students may not use a cell phone, send or receive a text message, and/or take digital photos during class time (including bathroom use), or in the Media Center. Students are not permitted to take pictures of other students on campus using cameras or camera cell phones without that student's permission. Failure to comply will result in Saturday Work Study (SWS) and/or possible suspension. All cell phones must be turned off and be out of sight during class time (including bathroom use), or in the Media Center. Cell phones cannot be in use at any time during SWS and/or after-school detention. If an emergency occurs during class time, students can use the office phone. Teachers/administrators are not responsible for confiscated cell phones that are lost or stolen.

Consequences:

- 1st offense: administrator confiscates phone, only a parent/guardian may pick up from the grade level administrator
- 2nd offense: administrator confiscates phone, only a parent or guardian may pick up from the grade level administrator and a Saturday Work Study is assigned
- 3rd offense: administrator confiscates phone, only a parent/guardian may pick up from the grade level administrator and a Saturday Work Study is assigned
- 4th offense: administrator confiscates phone, only a parent/guardian may pick up from the grade level administrator and suspension from school per administrative decision

Parking Rules and Regulations:

Westlake High School provides student parking for 11th and 12th grade students only. Students must purchase a valid permit from the Student Store each school year. Student permits are only valid in the student lot.

- **Students are not allowed to return to the parking lot during school unless given permission by administration.** The school assumes no responsibility for theft or damage to personal property. **A fee of \$25 will be charged to replace lost parking passes.**

Student's Responsibility:

Students may park only in marked spots in the designated student lot. Students shall display parking permit in car windshield whenever parked on campus. All vehicle codes will be enforced on and around campus. Violators may be booted, cited, or towed. Parking privileges may be revoked at any time.

Consequences for violations:

- 1st offense: Students will receive parking ticket/warning
- 2nd offense: Student will be issued a \$25 fine.
- 3rd offense: Student will be issued a \$25 fine, and a Saturday Work Study (SWS) may be assigned.
- 4th offense: Student will be issued a \$25 fine, off-campus Suspension may be assigned, and parking privileges may be revoked for the remainder of the school year.

Consequences for violations in the Faculty/Staff Lots:

- 1st offense: Student will be issued a \$25 fine, and will be assigned a SWS.
- **Subsequent offenses:** Student will be issued a \$25 fine, assigned SWS, In-House Suspension, Off-Campus Suspension, and/or removal of parking privileges for the remainder of the school year.

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

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

Smoking:

Student’s Responsibility:

Students shall not:

- smoke in any school parking lot
- smoke on or anywhere in sight of campus
- bring tobacco in any form, matches, lighters, or other smoking-related paraphernalia to school

Consequences:

- 1st offense: Saturday Work Study
- 2nd offense: Suspension for one day
- 3rd offense: Suspension for three days; parent conference; contract for alternative school placement

Vandalism, Damage to Property:

Student’s Responsibility:

Students shall not:

- Damage school property or property belonging to another person.

Consequences: (Depending on severity of infraction any of the following):

- Parent conference
- Suspension for one to five days
- Payment for full replacement, installation and/or repair costs
- Contract for alternative school placement
- Notification of the Sheriff’s Department
- Possible recommendation for expulsion

Walkmans/CD Players/Radios on campus:

Student’s Responsibility:

Students shall not use an iPod, MP3, Walkman, CD player, radio, or other such device while in class, in the library, or in any structured meeting or learning environment. (These items may be used during nutrition, lunch or other non-classroom situations without consequences, as long as they do not disrupt or distract others. It is recommended that these valuable items be left at home, however, items should be kept in a safe place if brought to school. WHS will not be responsible if lost or stolen).

Consequences:

- Device confiscated and sent to an administrator
- Student may pick up the device from administrator after school
- Student told that the consequence for a second offense will be confiscation of the device until the last day of the school year

Weapons / Dangerous Objects / Dangerous Behaviors:

Student’s Responsibility:

Students shall not have any weapon, look-alike weapon, or dangerous object that can be used as a weapon in their possession, locker, or vehicle while on or near campus or at any school activity. This includes pepper spray and other Mace-like items. No pocketknives of any kind or size. Students shall not endanger others by exhibiting behaviors that may cause injury to self or others. This includes throwing items from balconies, stairways, and walkways.

Consequences:

First infraction:

- Suspension for five days
- Parent conference
- Recommendation for expulsion
- Notification of the Sheriff’s Department

GUIDELINES FOR STUDENT BEHAVIOR AT RALLIES AND ASSEMBLIES

NOTE TO TEACHERS AND STAFF:

It is the sincere goal of your student government class to make the rallies at Westlake High School the best run, most spirited, fun and entertaining in all of Ventura County. In order to accomplish this goal, we need your cooperation and support. Listed below are the general guidelines and policies related to expected student behavior at our rallies and assemblies. Please follow these guidelines so we can assure courtesy, safety, and a successful experience for all concerned.

GUIDELINES FOR STUDENT BEHAVIOR:

1. Students will enter the gym in an orderly manner and sit in their assigned areas.
2. Students will refrain from pushing, shoving, booing, rude or abusive cheers, obscenities, throwing things, etc.
3. Students will stand or sit at appropriate times during the event.
4. Students will keep the aisles clear.
5. When seated by classes, students may cheer at appropriate times but may not show disrespect for others or for other classes.
6. The Associated Student Government class and the Dean of Activities must approve all class toys.
7. Students are NOT allowed to bring liquid confetti, beach balls, hole-punch confetti, paper airplanes, rice, paper plates, noisemakers, silly string, blow-up items, etc.
8. Students will cooperate with and follow the directions of any faculty and/or staff member.
9. Rallies are optional. Students who do not want to attend the rally may go to the library or the cafeteria.
10. Students will show respectful and courteous behavior to speakers and performers.

CONSEQUENCES TO A STUDENT WHO MISBEHAVES DURING A RALLY OR ASSEMBLY:

1. Student will be removed IMMEDIATELY from the rally or assembly. a) An administrator will take student’s I.D.; b) The student will report to the office and remain there until an administrator is able to see them.
2. Student will AUTOMATICALLY receive one of the following discipline options: a) Saturday Work Study; b) Exclusion from rallies/assemblies for the balance of the school year.
3. Student may also receive the following discipline options: a) Detention; b) Loss of senior privileges; c) Loss of participation (see Co-Curricular Contract); d) Suspension.

**Westlake High School
Conejo Valley Unified School District**

ELECTRONIC RESOURCES/INTERNET ACCEPTABLE USE POLICY OVERVIEW



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

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

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

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

GUIDELINES

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

1) Acceptable Use

- Must be in support of education and research consistent with district policy
- Must be consistent with the rules appropriate to any network being accessed

2) Unacceptable Use

Students may not install any programs on any school computers.

- Participating in commercial activities – user may not offer, provide, advertise, or purchase products or services through the network (i.e. stock trading, eBay)
- Political lobbying (system may be used to communicate with elected officials)
- Downloading media files, programs, games, or music using the library's computers or playing music, videos, animation or film clips without permission (only class-related activities of this kind will be allowed); installing programs; using, or storing unauthorized programs on any school computer
- Sending or receiving electronic mail (e-mail) without permission
- Transmitting any material in violation of any local, state, or federal regulation including, but not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret
- Transmitting or receiving material that is pornographic, violent, threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs
- Playing computer games, participating in chat rooms (including online or network communication programs such as Instant Messaging and Net Send), connecting to other networks, such as AOL or Prodigy
- Running programs from "removable media" (i.e. USB drives) or CDs
- Plagiarizing (taking the ideas or writings of others and presenting them as if their own)
- Attempting to compromise, defeat, or disable any security features
- Attempting to bypass the district proxy server (Internet filters) Attempting to interfere with or alter network configurations

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

- 3) **Privacy** – Electronic information, including e-mail, is not guaranteed to be private.
- 4) **Privileges**
 - Access to the Internet/network is not a right, but a privilege.
 - Unacceptable usage may result in cancellation of access.
 - Students doing school-related projects will have priority computer access.
- 5) **Netiquette**
 - Be polite and abide by generally accepted rules of network etiquette.
 - Do not use vulgar or obscene language.
 - Do not reveal your address or phone number or those of others.
 - Do not intentionally disrupt the network or other users.
- 6) **Security**
 - If passwords or account numbers are assigned, do not reveal them, or use or reveal another person's password, or allow another person to use yours.
 - Attempting to log on as another user will result in cancellation of privileges.
 - If a security problem is identified, notify a system administrator immediately.
 - Do not show or identify a security problem to other students.
 - Do not attempt to compromise, defeat, bypass or disable any security features, district proxies (Internet filters), or network configurations.
 - Do not use any device such as a laptop computer, hand-held or palm device, etc. to connect to the school network. Do not connect to the school network with any outside device.
- 7) **Vandalism/Harassment**
 - Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks. This includes, but is not limited to, creating and/or uploading computer viruses or unauthorized programs.
 - Harassment is defined as the persistent annoyance of another user, or interference in another's work. This includes, but is not limited to, the sending of unwanted mail.
 - Vandalism and/or harassment will result in the cancellation of the offending user's access.
- 8) **Penalties**
 - Any user violating these provisions, applicable state and federal laws, or posted classroom, library, or district rules is subject to loss of network privileges and any other district disciplinary options, including criminal prosecution.
 - School and district administrators will make the final determination of what constitutes unacceptable use, and their decision is final.

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

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