



Principal's Message

Dear Westlake Students, Parents, Faculty, and Staff,

Welcome to the 2025–2026 school year! We are excited to begin another outstanding year at Westlake High School and are proud to have you as part of the Warrior Family. At the heart of everything we do is our mission: ***Westlake High School utilizes a student-centered approach to bring high levels of learning to all our students.*** This mission drives our commitment to excellence and ensures that each student is known, supported, and challenged to achieve their personal best.

As we continue our pursuit of excellence in academics, athletics, and the performing arts, we do so with a clear focus on the individual needs and potential of every student. The collective pride and purpose demonstrated by our students, staff, and families is what makes Westlake such a vibrant and successful community.

Students, your journey through high school will be shaped by the effort you put in and the balance you maintain. We encourage you to work hard consistently, stay focused in your studies, and take time to be involved in the many opportunities Westlake has to offer. This handbook is a key resource as it contains important rules, expectations, and tools to help you manage your time and responsibilities effectively. Please make sure you fully understand and follow these rules and expectations.

Parents and guardians, thank you for the important role you play in supporting your child's education. Your involvement and partnership help reinforce the strong foundation that leads to student success, whether that path includes college, trade school, the workforce, or another meaningful pursuit. We ask that you familiarize yourselves with this handbook and maintain open communication with us as we work together to support your child's growth.

We are looking forward to a successful 2025–2026 school year, where every student is empowered to thrive through a student-centered and high-impact learning experience. Thank you for being part of Westlake High School, and let's make this year one to remember!

Sincerely,
Jason Branham
Principal
Westlake High School

OUR SCHOOL

Westlake High School is a comprehensive suburban public high school, large enough to have diversity and range, but small enough to be friendly. WHS takes pride in the accomplishments of its students in academics, athletics, and in the fine and performing arts. The staff supports and encourages high expectations for all students, and our student performance has placed us as one of the top high schools in the nation (*US News & World Report 2024*; #149 in the State). The emphasis of the curriculum is on academics, a reflection of the community values, and academic courses are offered at multiple levels to accommodate the needs of individual students. In addition, WHS offers many opportunities for enrichment in a variety of ways. These include our CTE pathways in Health Careers, Stage Technology, Education, Digital Media Arts, and Computer Graphics, a wide variety of co-curricular options including Band, Orchestra, Choir, and Theatre, and many other ways including Visual Arts, school clubs, and student interest groups. On the athletics front, our programs rank among the top in the CIF Southern Section. WHS has a very active PTSA, School Site Council, and our Fan Club Scholarship Foundation. The community members, businesses and agencies interact with the school and our students to enhance the learning process.

Vision Statement

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

Mission Statement

*Westlake High School utilizes a student-centered approach
to bring high levels of learning to all our students.*

CHARACTER COUNTS

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

A proud WARRIOR demonstrates:

Trustworthiness
Respect
Responsibility
Fairness
Caring
Citizenship

WESTLAKE HIGH SCHOOL

WHS Expected Schoolwide Learning Results

1. INFORMED AND INDEPENDENT LEARNERS

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

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

2. EFFECTIVE COMMUNICATORS

WHS students will be effective communicators who can articulate their ideas through written and non-written expressions using technology. Each student will be able to:

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

3. ACTIVE COMMUNITY MEMBERS

WHS students will be informed, actively engaged members of their local and global communities. Each student will be able to:

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

4. INNOVATIVE AND ENGAGED SCHOLARS

WHS Students will be innovative, career and college ready. Each student will be able to:

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

ASSOCIATED STUDENT BODY

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

ASG Advisors Krystle Sundberg & Missy Magpali

ASG Board Members

President: Hyo Lim
Vice-President: Fiona Nguyen
Secretary: Sal Bellomo
Treasurer: Theo Wacht

Senior Class Officers Advisor: Kristi Hronek and Missy Magpali

President: Mari Belok
Vice-President: Baillie Stuart
Treasurer: TBD
Secretary: Dulce Peralta

Junior Class Officers Advisor: Sabrina Beckwith & Jimmy Wyllie

President: Casey Soper
Vice-President: Jasmine Cruz
Treasurer: Dahlia Rodriguez
Secretary: Carter Skelly

Sophomore Class Officers Advisor: Emily Dale

President: Brielle Levesque
Vice-President: Eve Zhong
Treasurer: Jacob Awwad
Secretary: TBD

Freshmen Class Officers Advisor: Krystle Sundberg

President: TBD
Vice President: TBD
Treasurer: TBD
Secretary: TBD

WESTLAKE HIGH SCHOOL CONTACTS

For most up-to-date information, check WHS website at www.conejousd.org/WHS

Main Office: (805) 497-6711

Attendance Absence Line: (805) 373-1790

Extensions

Main Office Receptionist: ext. 0 or ext. 1000

Activities: ext. 1035

Athletics: ext. 1013

Attendance: ext. 1012 / 1014

Cafeteria: ext. 2151

College & Career Center: ext. 1028

Counseling: ext. 1032 / 1021

Health Office: ext. 1017

Instruction: ext. 1020

Library: ext. 4151 / 4152

Office Manager: ext. 1006

Registrar: ext. 1019

Student Store: ext. 1029 / 1030

STUDENT ASSISTANCE RESOURCES

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

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

Alcohol/Substance Abuse

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

National Suicide Prevention Lifeline: 1-800-273-8255 | Ventura County Behavioral Health: 1-866-998-2243

Crisis Text Line: Text **HOME** to 741741 | Thousand Oaks Police Department (Non-Emergency): 805-654-9511

Local Suicide Prevention Hotline: Call or text 988



SCAN FOR WeTip

*Scan WeTip to report discrimination, harassment, sexual harassment.

SUGGESTED FOUR-YEAR PLAN

9TH GRADE

1ST SEMESTER English, Math, Science, Health, Elective, P.E.
 2ND SEMESTER English, Math, Science, College & Career Seminar, Elective, P.E.

10TH GRADE

1ST SEMESTER English, Math, World History, Science, Fine Arts/World Language, P.E.
 2ND SEMESTER English, Math, World History, Science, Fine Arts/World Language, P.E.

11TH GRADE

1ST SEMESTER English, Math, U.S. History, Elective, Elective, Elective
 2ND SEMESTER English, Math, U.S. History, Elective, Elective, Elective

12TH GRADE

1ST SEMESTER English, U.S. Government / Economics, Elective, Elective, Elective
 2ND SEMESTER English, U.S. Government / Economics, Elective, Elective, Elective

GRADUATION REQUIREMENTS

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

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

COUNSELING APPOINTMENTS

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

A-G REQUIREMENTS

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

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

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

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

CVUSD Online / Correspondence Course Guidelines

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

CVUSD Board Policies—6146.1 and 6146.11

- Parents/guardians are responsible for determining the accreditation status of the correspondence instruction/online learning courses taken separate from CVUSD
- Only accredited courses taken from accredited institutions can be applied towards CVUSD graduation requirements.
- To be accepted by the CVUSD these courses must be from an accredited university, college, or University of California approved online provider. To check on the accreditation status the WASC website can be accessed at <https://www.acswasc.org/>
- The actual course(s) *must also* be approved by the accredited university, college or University of California approved online provider.
- If your student is a college-bound student, it is necessary for them to meet the University of California and California State University “A-G” requirements. You can access the “A-G” database here: <http://www.ucap.edu/agguide>
- A student can earn up to a total of 40 high school credits, plus another 5 credits from Health for a total of 45 credits towards CVUSD graduation requirement through correspondence instruction/online learning *while enrolled full-time at a CVUSD comprehensive high school*
- Letter grades are to be recorded at the level (AP, Honors, CP, Standard) of the course that is taken
- NCAA eligibility should be investigated/considered in advance of courses being taken if applicable.
- Credits granted by WASC/WASC affiliates namely: (Middle States Association, New England Association, Central Association, Southern Association, Northwest Accreditation Commission (NWAC) *will be* accepted for full value by secondary schools in the district

- Courses taken from schools not accredited by any association **WILL NOT** be accepted for graduation credit by secondary schools in the district
Maximum Student Course Load (Regular School Year/Per Semester)
- Normal semester student course load of 30 credits; with the approval of the principal or their designee—Maximum 45 credits per semester
- Please note that online/correspondence courses are taken on a semester basis. Prerequisite course completion must be verified prior to the start of the next course in the sequence (if the course is part of a sequence of courses.)
- Students may take courses equivalent to 15 total high school credits that will apply to CVUSD graduation requirements in a summer session.

NCAA REQUIREMENTS

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

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

[Eligibility for Division I](#)

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

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

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

ASB CARDS (WHS STUDENT BODY CARDS)

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

ATTENDANCE INFORMATION

ATTENDANCE OFFICE (805) 373-1790

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

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

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

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

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

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

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

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

- At three (3) tardies in any one class per semester, the student will be assigned an After School Detention
- At five (5) tardies in any one class per semester, the student will be contacted by the Assistant Principal of Attendance and assigned a Saturday Work Study (SWS), placed on attendance contract and parents will be notified.
- At ten (10) tardies in any one class per semester, the student will be contacted by the Assistant Principal of Attendance and may be dropped from the class with a grade of "fail" regardless of their current grade and placed in a study hall. The parents will be notified.

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

- At the 3rd truancy in any one class, the student will be contacted by the Assistant Principal of Attendance, assigned a SWS, and placed on an attendance contract.

- At the 6th truancy, the student will be contacted by the Assistant Principal of Attendance and may be dropped from the class with a grade of “Fail” regardless of their current grade and placed in a study hall. The parents will be notified.

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

BELL SCHEDULES

Regular Bell Schedule (Mon-Tue-Thur-Fri)

Period	Time	Minutes
Period 0	7:15 – 8:23	68
Period 1	8:30 – 9:25	55
Period 2	9:32 – 10:27	55
Nutrition	10:27 – 10:33	6
Period 3	10:40 – 11:35	55
Period 4	11:42 – 12:38	56
Lunch	12:38 – 1:13	35
Period 5	1:20 – 2:15	55
Period 6	2:22 – 3:17	55

PLC Bell Schedule (Wednesdays)

Period	Time	Minutes
PLC	7:42 – 8:22	40
Period 0	No Meeting	0
Period 1	8:30 – 9:25	55
Period 2	9:32 – 10:27	55
Nutrition	10:27 -10:33	6
Period 3	10:40 – 11:35	55
Period 4	11:42 – 12:38	56
Lunch	12:38 – 1:13	35
Period 5	1:20 – 2:15	55
Period 6	2:22 – 3:17	55

MOBILE COMMUNICATION DEVICE POLICY GUIDELINES

- **Instructional Time (Class Periods):**
 - Cell phones, smartwatches, headphones, and earbuds shall be turned off and/or on silent mode and put away during instructional time unless explicitly allowed by the teacher or required by an IEP or standardized testing protocols.
 - Devices must be stored in a designated classroom cell phone holder or in the student’s personal backpack.

- Students may not use or take phones while going to the restroom during class periods.
- **Non-Instructional Time:**
 - Students in grades 9–12 may use personal devices during non-instructional time (e.g., before/after school, passing periods, nutrition, and lunch), provided usage aligns with school rules and does not cause disruption.
- **Restricted Areas During Class Time:**
 - Cell phones shall be turned off and/or on silent mode and put away during instructional time when visiting the main office, health office, library, meeting rooms, or other designated locations during class hours.
- **Prohibited Uses:**
 - Devices may not be used to record or take pictures of others without permission.
 - Devices may not be used in ways that violate privacy rights or disrupt school activities.
 - Cell phones may not be used during online instruction unless permitted by the teacher.
- **Progressive Discipline for Policy Violations:**
 - **1st Offense:** Warning issued.
 - **2nd Offense:** Device confiscated, returned to the student at the end of the day.
 - **3rd Offense:** Device confiscated, returned to parent after a parent conference.
 - **4th Offense:** Device confiscated, Saturday School assigned; device required to be turned into the office at the start of school day.
- **Exceptions:**

Use of a mobile device may be allowed when:

 - There is a safety emergency.
 - A teacher or administrator grants permission.
 - A licensed physician deems it necessary.
 - Mandated by a student’s IEP.
- **Search and Seizure:**
 - When a school administrator reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12
- **Liability Disclaimer:**
 - The school/district will not be responsible for a student's mobile communication device that is brought on campus or to a school activity and is lost, stolen, or damaged

CO-CURRICULAR PARTICIPATION

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

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

Hours of service are determined by the number of days suspended (1 day suspension = 6 hours of community service **served on WHS campus**).

A co-curricular appeal may be granted **only one time for discipline** and **one time for academics** during their high school career.

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

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

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

DRESS CODE

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

STUDENTS MUST WEAR:

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

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

STUDENTS CANNOT WEAR:

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

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

PROTECTIVE GEAR (BP5132, AR5132)

- No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control (Education Code 49066)
- Teachers instruct classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), uniforms, costumes, or PE (athletic attire/shoes) can require students to wear protective gear or supportive clothing, remove dangling jewelry, tie hair up, or implement other necessary safety requirements.
- Teachers, coaches, and administrators cannot make further adjustments to the above dress code that specifically limit a student's expression of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or

body type/size; for the sole purpose of protecting that student from assumed sexual intent of another student.

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

HEALTH OFFICE

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

HOMEWORK POLICY

District Policy give time guidelines* for high school students and the types** of appropriate homework. Grades 9-12 guidelines suggest 90-120 minutes per school day. The type (s) of work to be assigned are: practice/review, preparation, skill integration, and extension.

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

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

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

LIBRARY

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

LOCKERS

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

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

OFF-CAMPUS LUNCH PASSES

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

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

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

PROCEDURE FOR CONTACTING STAFF

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

SCHEDULE CHANGES

To minimize disruption during the academic year, schedule changes may only be made 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.

SEARCH OF PERSONAL PROPERTY

State law allows your person and/or personal possessions (including cell phones) to be questioned and searched whenever school authorities have reasonable suspicion that you are in possession of illegal or unauthorized materials. This includes the inspection of your locker, cell phone, or vehicle. Such inspections will be conducted without your consent or without a search warrant.

STUDENT RESPONSIBILITY IN PARKING LOTS

Students may park only in marked spots in the designated student lot. Students shall display a parking permit in the car windshield (driver's side, bottom left) whenever parked on campus. All vehicle codes will be enforced on and around campus. Violators may be cited and fined. Parking privileges may be revoked at any time. Students are not allowed to return to the parking lot during school hours unless given permission by administration. The school assumes no responsibility for theft or damage to personal property.

Consequences for violations in the faculty or student lots:

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

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

STUDENT PARKING

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

STUDENT STORE

WHS student store is located on the south side of the administration building. Open before school, at nutrition, and during lunch, the student store closes at 2:30pm. Items available: school supplies, P.E. clothes, spirit attire, snacks, specialty items (i.e. yearbooks, tickets for dances/events).

TEXTBOOKS

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

VIDEOTAPING/FILMING

Videotaping and/or Filming on campus is prohibited without prior permission.

STUDENT RESPONSIBILITIES

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

ACADEMIC HONESTY

Academic Dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another's work as one's own. Dishonesty can occur within traditional paper/pencil activities and through the use of technology such as online assignments, labs, quizzes, projects, and tests. Dishonesty during tests includes unauthorized communication, copywriting materials or allowing another student to copy, using prohibited notes or devices, obtaining prior knowledge of test content, and/or removing or distributing all or part of any test. Copying another person's assignment, plagiarism, or submitting a paper or project which is not one's own work and submitting falsified information for grading purposes are also examples of dishonesty.

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

FIRST INFRACTION

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

SECOND INFRACTION

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

APPEAL OF DECISION

- Must be made in writing to the principal within ten days. Appeals will be submitted to the site academic honesty committee.

GROUNDS FOR SUSPENSION

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

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

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

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

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

ELECTRONIC RESOURCES/INTERNET ACCEPTABLE USE POLICY

Visit the CVUSD Technology Webpage for additional information:

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

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

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

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

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

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

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

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

BEHAVIOR GUIDELINES AND DIGITAL CITIZENSHIP: Students are expected to exercise responsible academic behavior and Digital Citizenship when using the CVUSD network and technology equipment.

BEHAVIOR GUIDELINES

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

DIGITAL CITIZENSHIP

- Students are expected to follow all copyright laws. If there is a question regarding copyright, please consult with the teacher.
- Academic honesty is expected per CVUSD Board Policy and CVUSD Administrative Regulation 5131.9. Students are to complete their own work, referencing sources as required.
- Students are responsible for their CVUSD account, and are not to access another individual's account. Students are not to impersonate, spoof, or otherwise pretend to be someone else

online. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name.

- Students are responsible for using appropriate language, both in class and online. This includes sending hateful or harassing email, making discriminatory remarks about others, and engaging in bullying, harassment, or other antisocial behaviors.
- Students are not to access another student's device without expressed permission. Anything done on social networking websites should not negatively impact the school learning environment and/or fellow students, teachers, and administrators.
- Students will not search, retrieve, save, circulate, or display hate-based, offensive, or sexually explicit material. Do not search, retrieve, save, or circulate images or information about weapons using any CVUSD computer resources unless authorized by school administrator/teacher as part of a school assignment.
- It is both unsafe and not recommended to post any personal information about oneself or others online, including but not limited to name, address, phone number, or school.
- Do not post photos of others with their first and last names on any online site, including but not limited to blogs, wikis, and discussions forums.
- Each CVUSD classroom teacher will, at his/her discretion, implement and communicate the device distribution and retrieval rules and expectations for the classroom.

STUDENTS WILL:

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

TECHNOLOGY VANDALISM AND HARRASSMENT:

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

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

CONSEQUENCES - 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. Vandalism and/or harassment will result in the cancellation of the offending user's access. School and district administrators will make the final determination of what constitutes unacceptable use, and their decision is final.

PARENT AND STUDENT LIABILITY FOR CLASSROOM DEVICES: Students are expected to treat school and classroom devices with the appropriate care and respect. As applicable, the CVUSD student behavior

policies will be enforced regarding any damage to school or classroom devices. Damage includes, but is not limited to, broken screens, cracked casing, inoperability, water damage, etc.

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

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

PARENT AND STUDENT LIABILITY FOR TAKE-HOME DEVICES: Take-home devices are for student use only. Students are expected to treat school and classroom devices with appropriate care and respect. As applicable, the CVUSD student behavior policies will be enforced regarding any damage to school technology devices. Damage includes, but is not limited to broken screens, cracked casing, inoperability, water damage, etc. If the CVUSD-owned device is damaged, lost, stolen or fails to be returned to CVUSD, it may result in the device reported stolen to the Thousand Oaks Police Department.

BRING YOUR OWN DEVICE (BYOD): One option available is BYOD. Students may bring their privately owned portable technology devices such as laptops, tablets, smart phones, etc. to school for academic use. Bringing privately owned devices to school is completely optional. Although research shows that personal computing devices are very effective at engaging students in the learning process, a student's learning experience will not be adversely affected by not bringing a device to school.

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

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

CVUSD LIABILITY FOR PARENT AND STUDENT-OWNED (BYOD):

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

FREE PUBLIC EDUCATION

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

NONDISCRIMINATION/HARASSMENT STUDENTS

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

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

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

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

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

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

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

recurrence, and address any continuing effect on students.

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

Designation of responsible employee for Title IX: Jason Branham, Principal

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