

Westlake High School Student Handbook

Home of the Thunder EST. 2009

99 North 200 West Saratoga Springs, UT 84045

(801) 610-8815 Fax (801)768-1068

Website: whs.alpineschools.org



TABLE OF CONTENTS

Westlake Mission, Vision, and Belief Statements	3-4
Alpine School District Fee Schedule	(https://alpineschools.org/)
School Map	(http://whs.alpineschools.org/about-whs/maps/)
Westlake High School Calendar	(http://whs.alpineschools.org/)
Westlake Athletics, Clubs and Organizations	5-6
School Policies and Items for Reference	7-25
Faculty/Staff, Student Council, District Calendar, Bell Schedules (See Westlake High School Website whs.alpineschools.org)	

WESTLAKE ADMINISTRATION

Gary Twitchell, *Principal*

Jared Huff, *Assistant Principal*

Jennifer Bitton, *Assistant Principal*

Tammy Stuart, *Assistant Principal*

Brandon Jackson, *TSA/PLC Coordinator*

Debbie Wilkins, *TSA/PLC Coordinator*

Chelsea Budge, *TSA/Activity Director*

Lux et Virtus “Light and Excellence”

Vision Statement: Westlake High School fosters knowledge and skill mastery guided by creative thought. A Graduate of Westlake High School will be able to:

1. Support claims using valid reasoning and sufficient evidence in both verbal and written formats.
2. Apply math in real life situations.
3. Problem solve.
4. Interact with others in a respectful and collaborative manner.

Belief Statements:

Lux: Westlake High School students are a light and an example of integrity, leadership, empathy, and productivity.

Virtus: Westlake High School promotes a standard of excellence in academics, innovation, and performance.

Westlake High School Dispositions:

- **Be Responsible:** A student is accountable for matters relating to school; i.e. textbooks, Chromebooks, punctuality, homework, lockers, behavior, grades, personal belongings, etc.
- **Be Engaged:** A student is an active participant in their education and in classroom experiences.
- **Be Proactive:** A student does not procrastinate.
- **Be Resilient:** A student demonstrates the ability to overcome obstacles and “do hard things.”
- **Be Creative:** A student demonstrates positive innovation.
- **Be Excellent:** A student always strives to “do their best”.
- **Be Respectful:** A student demonstrates courteous and polite behavior. A student shows tolerance and sensitivity for all individuals. A student is respectful of personal property, personal space, and privacy.
- **Be Compassionate:** A student exhibit empathy of others.
- **Be Honest:** A student is truthful. A student does not cheat. A student does not take things that are not his/hers. A student demonstrates candor and sincerity, and avoids deception, shallowness, and artificiality of any kind.

Westlake Calendar: Because school events are subject to change (time, date, location), students and the community should access the school calendar through the Westlake High School Website: whs.alpineschools.org (In order to get full information, it is recommended that you look at the weekly view, rather than the monthly.)

ATHLETICS:

Mens' Basketball (Nate Carling)

Womens' Basketball (Michael O'Connor),

Baseball (William Schlee)

Softball (Chad Carpenter)

Mens' Tennis (Nicki Beus)

Womens' Tennis (JJ Bitton),

Mens' Golf (Jake Gordon)

Womens' Golf (Laura Romo)

Mens' Soccer (Don Bastian)

Volleyball (TBA)

Drill Team (Kristie Kipp)

Football (Louis Wong)

Mens' Lacrosse (Daniel Horne)

Swim (Chris Miller and Heather Austin)

Womens' Soccer (Jason Judy)

Cross-Country (Mike Felix and MaKayla Fox)

Track (Tarnue Ali and Steven Anderson)

Wrestling (Cody Burdett and Ben Szabo)

Womens' Lacrosse (Stanislaw Dabrowski)

CLUBS and ORGANIZATIONS: New Club applications need to be submitted during Club Rush during the first week of school.

Role-ing Thunder (Amy Morrey)

DECA (Geary Page)

Ballroom Dance (Jeffery Sosa)

Choirs (Maureen Hatch)

Dance Company (Chelsea Budge)

Debate (Tanya Roundy)

Key Club (Justin Meek)

HOSA (Trevor Whiting)

Orchestra (Shelby Hornback),

Skills USA (R. Dajany, D. Edwards)

Yearbook Staff (Rebecca Dajany)

Art Club (Ben Szabo, Mariah Bensen)

Thunder Events Crew (Chelsea Budge)

Band (Randy Brady)

Cheerleaders (Christian Adkinson)

FFA (Mike Gowans)

FCCLA (Candace Wilson)

Gaming and Networking (Ben Test)

Musical Theater (Amy Morrey)

NHS (TBA),

Student Government (Rebecca Lambert)

Multicultural (Tarnue Ali)

School Regulations/Code of Conduct and Items for Reference

A-1 Accidents: Report accidents in the school building or on the school grounds to the Front Office Secretary and an injury report needs to be filled out.

A-2 Activities: All school activities must be pre-approved by the administration and building scheduler. An advisor must be present at all times for each activity. Activities on a school night should end by 10pm. The group sponsoring an activity is responsible to contact the campus officer, the custodians, and the administration. They are also responsible to clean-up after the activity.

A-3 Activity Cards: ID or Activity Cards are necessary at all sports events and dances. The activity card is purchased as a \$30 Activity Fee. It will entitle you to receive a student discount. Without an ID card, you will be charged the regular rate. An ID card will be given free to all students who have an ID picture taken by the school photographer. Lost ID or Activity Cards may be replaced for \$5 in the front office. Attendance at most school activities requires a current Westlake ID card.

A-4 Address Change: Please notify the counseling office/registrar if you change your home address or telephone number.

A-5 Assembly Conduct: Respect and courtesy are the keys for assembly conduct. Please:

- A. Be on time.
- B. Don't leave while performance is in progress.
- C. Applaud appropriately.
- D. Don't embarrass any performer.

A-6 Athletic/Club/Team Eligibility Requirements: A student who competes in inter-scholastic competition must maintain a 2.0 ("C") grade point average. He/she must be a full-time student and have maintained a 2.0 GPA and received no more than one "I" or "F" in the preceding quarter. Any student with an "I", "F", or "NC" will be placed on contract. Failure to abide by terms of the contract may result in loss of eligibility. Students with an "I", "F", or "NC" will not be school excused during school time for events and may not participate until the grade is corrected.

A-7 Athletic Event Behavior: Student attendance at athletic events is strongly encouraged. Student behavior should be enthusiastic and supportive. Westlake has a strong tradition of pride, unity and good sportsmanship. Inappropriate behavior, language, and/or gestures will not be tolerated. Athletes, cheerleaders, students, and fans from other schools should not be put down, ridiculed, or insulted.

B-1 Bullying: Incidents of Bullying should be reported to the administration. Alpine School District is committed to provide students with safe and secure learning environments and believes a student's ability to achieve academically can be reduced by bullying. Bullying can affect a student's attendance as well as his/her sense of well-being. Bullying may result in physical illness, mental and emotional anguish and long-term social consequences.

Bullying is defined as aggressive behavior that is intended to cause harm or distress, exists in a relationship in which there is an imbalance of power or strength and may be repeated over time. Bullying may be physical, verbal/written or psychological. Physical bullying includes, but is not limited to, pushing, grabbing, pinching, shoving, poking, tripping, kicking, hitting and destroying property. Verbal/written bullying includes, but is not limited to, name calling, mean teasing, spreading false rumors, intimidation, sexual comments, harassing and threatening comments which are communicated verbally, in writing or through electronic media. (Cyber bullying) Cyber bullying means using e-mail, web pages, text messaging, blogs, instant messaging, three-way calling or messaging or any other electronic means for aggression, intimidation, or harassment against another person. Examples include, but are not limited to, sending mean, vulgar, or threatening messages or images; posting inappropriate pictures of or sensitive, private information about the victim; pretending to be someone else to hurt that person; rude comments; lies; stalking; threats; extortion; harassment; and transmission of unflattering or embarrassing photographs. Alpine School District prohibits bullying of students by other students at school or at school related functions. All victims of bullying and all persons with knowledge of bullying should report the incident(s) immediately. Actions to be taken are outlined in Policy No. 5180 DISCIPLINE and its associated Rules and Regulations and Procedures. S.C.R. 1 (2006) Resolution Encouraging School Boards to Adopt Policy Prohibiting Bullying.”

B-2 Bus Regulations: Riding the school bus is a privilege. Improper conduct on the bus will result in denial of that privilege. Transportation: (801) 610-8852

C-1 Cafeteria/Lunchroom: Student behavior in the lunchroom should be based on courtesy and cleanliness. You are responsible to clean the table at which you sit and to put all trash in the proper containers. Failure to follow these guidelines may result in disciplinary action. Students will not be allowed to cut in lunch lines or save places for other students.

C-2 Cell Phones/Electronic Devices: Cell phones are a major problem at Westlake High School. Ringing phones are disruptive during class, and camera phones and text messaging have been used to cheat on quizzes and tests. Phones are stolen, loaned to other students, and may be lost or broken. The non-academic use of cell phones is detrimental to the educational climate because it takes valuable time away from instruction and creates disciplinary problems.

In order to avoid disruption of the educational environment and protect students' right of privacy, all cellular telephones or other electronic communication devices (devices designed to receive and/or send signals) must remain off during school hours unless express permission has been granted by the school for use. Students may use cell phones in the halls, lunchroom, or outside during lunch time. Any usage of electronic devices without permission during school hours will result in the device being confiscated for the remainder of the school day and disciplinary action under this policy. There is no expectation of privacy in the database of any electronic device that is turned to "on" or is electronically activated while in an area where there is an expectation of privacy by students and/or faculty, including locker rooms, washrooms, dressing areas, classrooms, the media center, and offices. Any student or person who possess an electronic device in an area where there is a reasonable expectation of privacy will have the device confiscated, referred for discipline, and the database reviewed and searched by the school administration if there is reason to believe that the device has been used to record images or disrupt the educational process of the school.

Violation of the cell phone/electronic device policy will result in:

1st Offense – Phone confiscated and returned at the end of the day.

2nd Offense – Phone confiscated and returned to a parent/guardian.

3rd Offense or a Severe Offense – Phone confiscated and returned to a parent/guardian, the student is suspended or placed in detention, and phone privileges at school are removed.

Severe cell phone offenses include but are not limited to:

- Text messaging that contains inappropriate content, profanity, intimidation, threats or other action that could be classified as cyber-bullying.
- Photographing or videoing a person without their express consent.
- Cheating on tests.
- Taking or showing inappropriate pictures or photographs.
- Calling outside groups or individuals to participate in inappropriate activities.
- Refusal to relinquish a cell phone to a person of authority. Cell phone violations are cumulative from grades 9-12. They do not start over each year.

C-3 Cheating: It is important for each student to demonstrate personal integrity and lifelong learning skills. Therefore, cheating will not be tolerated and will result in a referral to administration for disciplinary action. Any student that participates in cheating may receive a zero on that assignment (i.e. test, quiz, assignment, homework, or paper). Cheating or plagiarism (copying un-cited work) could result in loss of academic credit. Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Examples include:

- Copying from another person's work during an examination or while completing an assignment.
- Allowing someone to copy from you during an examination or while completing an assignment.
- Using unauthorized materials during an examination or while completing an assignment.
- Collaborating on an examination or assignment without authorization.
- Taking an examination or completing an assignment for another or permitting another to take an examination or to complete an assignment in place of the student.

C-4. Civil Rights Policy: Westlake complies with civil rights laws, regulations and guidelines. Westlake policy prohibits discrimination in employment and program access and participation on the basis of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status. An ASD Coordinator is designated as administratively responsible for civil rights matters. The Principal can also address civil rights concerns germane to Westlake High School. Westlake strives to insure civil rights are not violated. Under the Formal Process, complaints can be submitted to the Principal or the Director of Secondary Schools.

C-5 Class Change: Students are given the opportunity to select their classes each year. There is a window of time when initial scheduling takes place. Dates vary depending on the semester and are

available from counselors. Students are given 2 weeks after the start of a term to make schedule changes. There will be a \$5.00 charge each time a schedule is changed. Students should be able to determine academic need and potential success in the class during this two-week period. Schedule changes during the third week of a term require administrative approval and are based on extenuating circumstances. Schedule changes made after the fourth week of a term are not allowed. Students are expected to finish the term to receive a passing grade and credit. Students who drop a class after the third week of a term, will receive an “F” grade for the course.

C-6 Clubs: All Westlake High School students are encouraged to become involved in one or more school clubs. Where clubs do not exist which fit the interest of students, those students are invited to make application to the assistant principal in charge for a club’s formation and approval. **Applications accepted only during Club Rush Week.** Unauthorized clubs, their members, or their pledgers, are not allowed to conduct any activities at school, at any school activity, or on the school campus at any time. Unauthorized club members may not use the name of the school directly or indirectly in any of their activities. Wearing “gang” clothing of any kind is not allowed.

C-7 School Colors: The official school colors of Westlake High School are Light Blue (Carolina), Vegas Gold (Shimmery), and Navy Blue.

C-8 Computer Security Policy: Westlake High School provides computers for students to use for educational purposes. Student computer use is to be under faculty supervision and directly related to course and curriculum activities. Unauthorized use of computers is prohibited. This misuse will result in a one year suspension of privileges and could result in expulsion/suspension and/or referral to legal authorities. No on-line gaming, internet bullying, or pornography will be acceptable. Utah Criminal Code 76-6-703 states: A person who gains access without authorization to a computer or computer network to alter, damage, modify, or destroy any computer program, computer, or computer network is guilty of a third degree felony. A person who intentionally and without authorization interferes with, or interrupts computer services is guilty of a Class A misdemeanor. Students and parents must read and sign the Acceptable Use Policy (found on student Skyward portal, must read and accept) before students may access the Internet.

C-9 Code of Conduct: Westlake students adhere to an uncompromising moral code of conduct that is defined by district, school, and community standards as well as outlined by ASD Policy and Westlake rules contained in the Student Handbook. Violations of the Student Code of Conduct can result in disqualification from participation in extra-curricular activities, exclusion from school related activities/functions, disqualification from awards/recognition, detention and/or suspension. Westlake students need to be familiar with all rules, policies, and procedures as outlined by Alpine School District and Westlake High School.

C-10 Credits needed for Graduation:

3.0 Credit English: 1.0 English 9, 1.0 English 10, 1.0 English 11

1.0 Credit Applied Language Arts

2.0 Credits Science Core: Taken from each of the following 2 areas:

1. Earth Systems, Chemistry, or Physics
2. Biology

1.0 Credit Applied Science

2.0 Credits Math Core: Secondary 1, Secondary 2, Secondary 3

1.0 Credit Applied Math

3.0 Credits Social Studies: 0.5 World Geography (9th), 0.5 World Civilizations (9th), 1.0 US Studies (11th), 0.5 Gov & Cit (12th), 0.5 Student Choice (9-12th)

1.5 Credits Fine Arts

1.0 Credit Career and Technical Studies (CTE)

0.5 Credit Computer Tech

0.5 Credit General Financial Literacy

0.5 Credit Health

1.5 Credits Physical Education: 0.5 PE Skills and Techniques 0.5 PE Fitness for Life 0.5 PE Lifetime Activities

9.5 Credits Electives

28 CREDITS TOTAL FOR GRADUATION

Students should meet annually with a counselor to update the CCR (College Career Readiness). Duplicate credit cannot be given if a class is taken twice; credit from the second class may only count as elective credit. High school credit may not be given for release time according to the state school law. Other Guidance Services: The guidance program attempts to give systematic aid to all students at Westlake High School. It functions to assist students to become self-understanding and self-directing. A sincere effort is made to determine the unique needs of all students and provide an educational program that will meet those needs. Every student in senior high school has the opportunity to meet with counselors in individual interviews each year. Any student may also talk with a counselor as the need arises.

C-11 Creating a False Emergency: Any student who creates a false emergency is violating the law and will be suspended from school and/or referred to law enforcement. A referral to the district for expulsion may also be given.

D-1 Dances/Parties: Date dances are for Westlake students and their high school age guests. Dance guest passes must be obtained prior to the dance, during school hours. Westlake ID must be shown to be admitted to dances. All date dances will begin at 8pm and end at 11pm. Guests must show picture ID and guest pass. School dress standards are enforced. Stomp/Stag dances are for Westlake students only (require student ID) and usually follow a game or event.

D-1 Discrimination: Westlake High School complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Westlake High School does not exclude people or treat them differently because of race, color, religion, national origin, age, disability, veteran status, or sex. Westlake High School:

Provides aids and services to people with disabilities to communicate effectively with us, such as:

- Qualified Language and ASL interpreters and information written in other languages If you need these services, contact the principal. If you believe that Westlake High School has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with:
 - Dr. David H. Smith 575 N 100 E American Fork, UT 84003 801-610-8400
dhsmith@alpinedistrict.org

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, then the principal is available to help you. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at: U.S. Department of Health and Human Services 200 Independence Avenue, SW Room 509F, HHH Building Washington, D.C. 20201 1-800-368-1019, 800-537-7697 (TDD) Complaint forms are available at: <https://wdcrobc01.ed.gov/CFAPPS/OCR/contactus.cfm>. Additional information can be obtained from: <http://www.hhs.gov/ocr/office/file/index.html>.

D-3 Dress and Grooming Standards: Clothing worn to school must not be unsafe, indecent, or inappropriate. State law requires that shoes be worn at all times. Those who do not follow the code may be asked to change or may be sent home until they conform to the School Board policy. “Adherence to these dress and grooming standards will be the responsibility of the student and his/her parents or guardian. Failure to conform may involve the student’s dismissal from school or, in the case of a special activity which requires special dress or grooming, the student being restricted from participation.” Policy No. 5152, 1.1.5

Hair should be clean and well-groomed. Hair styles distracting in appearance or needing constant attention are not acceptable. Footwear: By Utah Health and Safety Codes, all students are required to wear appropriate footwear to school. Footwear also must not mark or damage floors.

Clothing which is distracting to the educational process must be avoided. Very short shorts or skirts (hemline needs to be closer to the knee than the hip), halters, bare midriffs, tank tops, spaghetti straps,

cutoffs and jeans of a “grubby” type are not acceptable. Shirts and blouses should have the standard size arm holes and capped sleeves to be acceptable. Vulgar words, profane or obscene slogans, and pictures or advertisements for alcohol, tobacco, and drugs are not to be worn. No displaying of undergarments or cleavage-even through mesh or sheer fabric.

The Alpine School District Board of Education requires all of its students to conform to standards that avoid extremes and that exemplify personal cleanliness.

E-2 Eligibility for Student Body, Class Officers, Drill Team and Cheerleaders: To be eligible for any one of these activities, students must meet the criteria outlined in the Organizations Constitutions and Policies on file at the school.

E-3 Emblem The following are official emblems of Westlake High School:

General Use:



Athletics:



Academics:



E-4 Emergency Evacuation: In the event of an emergency, students will evacuate school buildings under the direction of their current teacher and assemble outside for roll call and further instructions. If an emergency occurs: between classes, during lunch, or immediately before or after school, students should meet the A1 (Homeroom) teacher outside the building at the designated location. Every class will assemble on the fields west of the building in designated areas. Four mandatory emergency drills will be conducted during the school year.

E-5 Equal Opportunity: Westlake High School is an equal opportunity institution. It has a continuing policy of nondiscrimination on the basis of sex, race, creed, sexual orientation or national origin in all of its educational and activity programs.

F-1 Fee Payments/Finances: The financial secretary will not be available for students during class time (Parents/guardians may see the financial secretary any time she is available during the day). Students should make all payments to the financial office. Teachers do not collect money from students. A receipt will be given for each transaction and should be saved for one year. Students who are involved in more than one activity need to specify which account the money should be deposited in. Money deposited from a fundraiser cannot be transferred from one account to another. Students making purchases for clubs or school organizations must fill out a purchase order request form and have it signed by their advisor. Students will not be reimbursed for purchases made without a purchase order. The financial office cannot cash checks for students. Checks must be made for the exact amount. The financial secretary cannot give cash back on checks written over the amount. District procedure prohibits post dated checks or issuing credit. Unclaimed refunds will be donated to the class project. Fines not paid prior to a student leaving Westlake High School (checking out to attend another school or withdrawing from school) will be turned over to a collection agency. Any fees unpaid at the end of the school year will be turned over to a collection agency. Fee waiver applications are available on the Alpine School District website and are due on third week of Sept (if turned in after due date, pro-rating will occur). All fees must be paid in order to participate in commencement exercises.

F-2 Fighting: Fighting by students is prohibited. Participation may result in suspension and/or referral to law enforcement for disturbing the peace or disruption of the school process.

F-3 Fire Lane: All roadways surrounding the perimeter of the school building or any other red curbed areas have been designated as fire lanes areas and by law must be kept clear of all vehicles.

F-4 Fireworks: It is unlawful for students to use or have fireworks in their possession.

F-5 Fundraisers: Fundraisers are for the benefit of the school program, not the individual. Should a student help with fundraising for a school-related group then discontinue their participation for whatever reason, the funds generated by that student still remain with the organization they were intended for and are non-refundable.

H-1 Home and/or Hospital Program: The Home/Hospital Teacher Program is handled through the Counseling Office. If a student is to be absent, for medical reasons, ten consecutive days or more, parents are requested to notify the school immediately so that a Home/Hospital Teacher application can be secured from the school. The completed form, along with a doctor's statement, is then sent to the Alpine School District Office requesting the service.

H-2 Honor Roll: Honor Roll recognition will be determined by the student's having achieved a grade point average of 3.7- 3.89 and High Honor Roll will be a GPA 3.9 or higher. The grade point average (GPA) is based on the following scale:

A 4.0	A-3.7	B+3.4	B 3.0	B- 2.7	C+2.4
C 2.0	C- 1.7	D+1.4	D 1.0	D- .7	F0.0

L-1 Lockers

A. Lockers may be requested through the Attendance Secretary. A \$2.00 fee (each student) must be paid and the receipt taken to the Attendance Secretary, along with a locker partner.

B. Students may request where their locker is located and will be assigned the closest available locker. E Hall lockers will be used for PE classes only.

C. Lockers are provided for the convenience of the students and are for storing materials pertaining to school only.

D. Lockers may be inspected at any time by school officials, and unauthorized materials may be confiscated.

E. Lockers are not for the storage of money or personal valuables. If such items are left in the lockers by the students, it is at their own personal risk. School officials will not investigate any stolen electronic device. F. Remember to clear all items from lockers before school ends for the year. Dirty lockers will be fined \$5. Damaged lockers will be charged accordingly. G. Combinations will not be changed during the school year except in extreme cases, and there will be a \$3.00 charge for the change.

L-2 Lost and Found: The lost and found items are in the Lunch Room/Copy Center Area. All lost and found articles should be brought to the office immediately. Items not claimed will be donated to charity.

L-3 Lunch: Lunches are sold in the lunchroom by the lunch manager. Students who qualify for free or reduced price lunches must file the appropriate form (the district on-line application found on their website) with the lunch manager and will receive their lunch account number from her. All food and drink must remain in the lunchroom and common areas, no food permitted in classroom area.

M-1 Mascot: The Westlake High School mascot is Thor, the God of Thunder.

M-2 Media Center/Library: Media Center will be open 30 minutes before and after school. Student ID will be required for checking out library materials. During class time, students will need a hall pass to use the Media Center. No food or drink will be allowed in the Media Center. Fines are 5 cents per day per book for general collection books. School rules for dress and behavior apply in the Media Center. A computer use contract will apply to all Media Center computers. Students are responsible for all material checked out on their card.

M-3 Medication: It is against the law for anyone at the school to dispense any kind of medication – even aspirin/Tylenol – without permission from parent/guardian. The administration of medication to a student while at school should be a rare occurrence. However, there are circumstances that require that

medication be given during school hours. Each request for medication will be evaluated individually by the school nurse and administration. Westlake will adhere to ASD Medication Policy.

N-1 Nuisance Items: Items not directly associated with the educational program are not to be brought to school and will be confiscated.

O-1 Office Hours: Office hours are from 7:00-3:30pm on school days.

O-2 Out-Of Area Attendance Request: Students who reside outside of the Westlake attendance area and desire to attend Westlake must complete the necessary form and obtain permission from the principal on a yearly basis. Failure to secure permission to attend Westlake High School as an out-of-area student, or failure to live by all the rules and regulations of Westlake High School, which includes attendance, will result in the loss of Westlake membership and the student will be returned to their school of residence.

P-1 Parent-Teacher Conferences: Parents may arrange conferences with the teachers at any time by calling the school at 801-610-8815 or by emailing the teacher directly. Please refer to the Westlake website for dates and times of conferences.

P-2 Parking: Parking at Westlake High School is considered a privilege. Alpine School District provides parking for students under certain provisions. These conditions apply to all motorized vehicles, including motorcycles and motorized scooters. Westlake High School receives the assistance of the Saratoga Springs police department in enforcing rules and regulations in and around the parking lot. The following regulations apply to parking and driving on school property:

1. All vehicles must be registered and insured to park on school property.
2. Only Westlake High students will be eligible to purchase a Westlake High parking permit. Seminary students not enrolled at WHS will not be able to park on Westlake property.
3. Saratoga Springs City, not Westlake, is responsible for parking on Thunder Blvd.
4. Parking permits will be clearly displayed on rearview mirror.
5. Sophomores can park on the driving range only.
6. Students will not park in Faculty and Visitor parking.
7. Parking in Faculty and Visitor spots will result in a \$30.00 ticket (without Westlake High permit displayed) or \$20.00 ticket (with Westlake High permit displayed).
8. Parking in student spots without a Westlake High permit displayed will result in a \$10.00 ticket.
9. On the 3rd consecutive ticket, the vehicle will be booted. There is a \$50.00 fee to have the boot removed. The boot will not be removed until all parking tickets and boot fee have been paid.
10. Students are responsible for all tickets, violations, and booting accrued under this permit. Parking fines are not included under fee waiver.
11. Parking fines MUST be paid before any optional school activity/material is purchased (i.e. Homecoming, Prom, Yearbook, etc.)
12. Parking pass may be revoked at anytime should students not abide by school rules, policies, parking, and traffic regulations.
13. Parking permit is not transferable and may only be used with a vehicle that is properly registered with the school.
14. Westlake is not responsible for lost or stolen parking passes.
15. Park only in marked stalls in the parking lots.
16. Parking stalls are available each day on a first come, first serve basis. A parking pass does not guarantee a parking stall. It merely grants permission to access a parking stall.

17. Obey the posted speed limit.
18. All visitors must check in with the main office or counseling office and register their license plate number to ensure they do not receive a parking ticket.
19. All vehicles should be locked at all times to avoid theft. Alpine School District and WHS are not responsible for theft or damage to vehicles or their contents.

Individuals caught speeding; driving recklessly or driving over sidewalks or grassed areas will be cited and may lose all parking privileges on school property, and will be subject to school discipline. Students should be aware that vehicles parked on school property are subject to search when officials have reason to believe weapons, drugs or objects prohibited by school policy or state law are contained therein. We reserve the right to deny parking privileges to anyone and to adjust and add to these regulations as needed. **PLEASE BE AWARE THAT THIS DOCUMENT IS YOUR WARNING AND YOU WILL BE ACCOUNTABLE FOR THIS INFORMATION.**

PARKING – Questions

- *Will I still receive a citation or boot even if I only park there for one minute?* The length of time that you are parked illegally is irrelevant. If you park in an area in which you are not allowed, you risk receiving a ticket or boot--no matter what the length of time. A student is NEVER considered to be a visitor.
- *Can teachers give me permission to park in prohibited areas?* Teachers may NOT make parking exceptions for students. If you have special assignments, activities, or other special situations, you must plan accordingly and make sure that you have time to park appropriately and still make it on time.
- *Will a boot damage my car?* A boot will not do damage to your car, unless you try to drive with it still on the wheel.
- *How do I pay for a boot or a ticket?* You must pay for a boot or a ticket at the finance office. You can pay with cash, check, or card. Only the person whose name is on the card can make a payment with a card.
- *What do I do if I see a car that is violating school policies?* If at anytime you become aware of a car that is parked illegally, you are welcome to report it to the main office; and we will take care of it immediately.
- *How many chances do I get before I have to pay?* None. The contract that you read and signed to receive your permit is your warning. It outlines all of the policies at WHS and the consequences for failure to abide by those policies. You will be responsible for your actions from day one.
- *Does a permit guarantee that I will have a parking place?* A parking permit allows a student to park in WHS student parking areas, but does NOT guarantee availability of a spot. Students are encouraged to carpool.

ANYTIME THAT YOU HAVE CONCERNS OR QUESTIONS ABOUT ANY PARKING SITUATION OR WHAT MIGHT BE APPROPRIATE FOR YOUR SITUATION, PLEASE TALK TO AN ADMINISTRATOR IMMEDIATELY. COMMUNICATION IS ESSENTIAL TO AVOID VIOLATIONS, FEES, OR OTHER TYPES OF MISUNDERSTANDINGS.

P-3 Public Display of Affection: Kissing, or other acts of affection are inappropriate behavior on campus and at school sponsored activities.

R-1 Report Cards: Report cards are issued online every nine to ten weeks. Transcripts may be obtained in the counseling office. Requests for a transcript should be made at least 2 weeks in advance of needing the transcript.

S-1 Safe Schools: The Alpine School District safe school policy prohibits disruptive acts, dangerous weapons, hazing/harassment, abetting, gangs, secret societies, and hate groups. Any suspicions or potential violation of the Safe Schools Policy may be reported anonymously. Students may not:

A. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblems, badges, symbols, signs or other things which are evidence of membership or affiliation in any gangs, secret societies, and/or hate groups. B. Commit acts, or use speech, (either verbal or non-verbal), showing membership or affiliation in gangs, secret societies, and/or hate groups.

S-2 Search and Seizure: School authorities are charged with protecting the health and safety of all students and promoting the effective operation of the school. The following Search and Seizure guidelines shall be observed to assure the privacy of individuals and the safety and welfare of all students.

1. Students shall be free from searches unless there is reasonable suspicion to believe that something is concealed that may be illegal or pose immediate danger to the student or to other students or the staff. School officials may request a student to remove all items from pockets or other personal property.

2. Lockers remain the property of the school and are provided to students for their convenience. Students should be aware their assigned locker will be jointly accessible to the student and the school officials and may be subject to search at the discretion of the school officials.

3. Vehicles. School officials have the right and the duty to inspect any vehicle parked in the parking lot of their school. If an official has reasonable suspicion to believe that the contents threaten the safety, health or welfare of students, or if they reasonable suspect drug, weapons, illegal or prohibited matter, or stolen goods, a car may be searched.

S-3 Sexual Harassment: Sexual harassment is prohibited as a form of sexual discrimination. Sexual harassment can threaten a student's emotional well-being and impair academic progress. Students have the right to a safe school environment. Students who participate in prohibited activities shall be dealt with in accordance with the procedures outlined in Alpine School District Policy. Incidents of Sexual Harassment should be reported to the administration.

S-4 Sick Room/Health/Nurse's Services: If a student becomes ill during the day, he/she should obtain a hall pass from his/her teacher and report immediately to the Front/Main Office. If the student's illness is of such a nature that minor aid does not bring relief, his/her home will be contacted and he/she will be checked out. Students may not leave campus without first checking out through the Attendance Office.

S-5 Skates, Skate Boards, Scooters: No skates, roller blades, skateboards, or scooters are allowed to be used on any area of campus.

S-6 Skyward: Westlake High School is using Skyward. This program allows students and parents to check grades and attendance through the internet. Please take photo ID to the counseling office to get your Web ID and Password.

S-7 Suspensions: Students who disobey school regulations or commit serious infractions of conduct are subject to suspension from school. A written copy of the suspension notice will be given to the student

or mailed to the home. Parents will be notified when the student is suspended. A reinstatement conference with the student, parent, and administration is required before he/she is considered for re-admission.

T-1 Telephone: Telephones are to be used to facilitate school business. Students and teachers will not be called to the phone while class is in session except in the cases of extreme emergency. Office telephones are to be used for official school business only.

T-2 Textbooks: All school texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students will be fined for loss, damage, and/or writing in textbooks.

T-3 Tobacco, Alcohol, or Drugs: 1.0 ALCOHOL/DRUG USE 1.1 The Alpine School District Board of Education recognizes that the use, possession, and/or distribution of alcohol, controlled substances, or imitation controlled substances, are illegal under the laws of the State of Utah (Utah Code 58-37-8 and 58-37a-3). Controlled substances include but are not limited to marijuana, cocaine, steroids, heroin, methamphetamine, oil concentrates of controlled substances, nicotine, or other drugs listed in the law. Imitation controlled substances constitute a hazard to the welfare of students, faculty, and to educational programs, and are illegal under the laws of the State of Utah (Utah Code 58-37a-3). An imitation controlled substance is something that looks like or is represented as a controlled substance - even though it isn't, as well as drug paraphernalia - including but not limited to matches, lighters, rolling papers, hypodermic needles, roach clips, pipes, water pipes, electronic vapor devices, and objects converted to produce, package, distribute, or use drugs. 1.2 The Board encourages the development and implementation of alcohol and drug prevention programs which are designed to provide students with the opportunity to build social skills, enhance self concepts, and provide information on the harmful effects of alcohol and drugs. The programs are/should be designed to have a positive effect upon students and values, and to aid in the prevention of misuse and abuse of these substances.

1.3 The Board supports parents in their responsibility to prevent or intervene with problems of substance abuse and to seek help from public and private agencies for students who become involved with substance abuse. 1.4 School administration, faculty, and students shall cooperate fully in reasonable and appropriate law enforcement investigations relative to the use, possession, sale, or distribution of alcohol, controlled substances, imitation controlled substances, or drug paraphernalia in school facilities or during school activities.

2.0 TOBACCO USE/POSSESSION 2.1 The use of any tobacco product containing nicotine, including but not limited to cigarettes, cigars, smokeless tobacco, dissolvable tobacco, vapors, or oils used in Electronic Nicotine Delivery Systems (ENDS) for students under the age of 19 is against Utah State Law (Utah Code 76-10-105). 2.2 For the purposes of this policy, "use of tobacco" is defined to include smoking, inhaling, chewing, and absorbing tobacco or any products containing any form of nicotine. It also includes distribution, sale or consorting with others who possess or are using any form of tobacco (including oil concentrates and vapors) or a facsimile of a tobacco product. 2.3 Possession of tobacco paraphernalia, for students under the age of 19 is against Utah State Law (Utah Code 76-10-105). tobacco paraphernalia includes but is not limited to Electronic Nicotine Delivery Systems (ENDS), pipes, lighters, matches, pouches, packaging, cylinders, cartridges, rolling papers, facsimile, and/or any items used for the intention of using a tobacco product or disguising the product/device. 2.4 Violators of Utah

State Law governing use/possession of tobacco and paraphernalia are referred to the Juvenile Court as "status offenders under the criminal code" and not under the Controlled Substance Act. Therefore, violators in schools, at school sponsored activities, on school grounds, or within 1,000 feet of school property may be issued citations by law enforcement authorities, and subsequent Juvenile Court action may be taken (Utah Code 76-105). 2.5 Schools shall, encourage violators to attend a smoking cessation class, and/or place the student on in-school or out-of-school suspension.

Alcohol and Drug Use/Possession

First Offense:

- Referral to law enforce agency possible suspend (up to 10 days)
- Parent conference to set-up a non-use contract
- Refer to the Parent/Teen program—expulsion if program is not completed
- Non-participation in extra-curricular

Second and Subsequence offenses:

- Referral to law enforce agency
- Suspension, initiate expulsion, then proceed to the
- Referral a Parent/Teen Program second time

Distribution or Intent to Distribute Referral to law enforcement agency Notify Parents Begin immediate expulsion Tobacco Use/Possession.

First Offense: Referral to law enforcement agency Notify parents Possible 10-day suspension Second Offense: Submit a court referral Notify parents Ten-day suspension

T-5 Transcript of Credit: Transcripts can be picked up from the Counseling Office. At least a two-week notice is needed to receive an official transcript. Each senior student may have a copy of his/her transcript sent to one school or agency FREE, provided they are ordered prior to June 15 of the year graduated. Additional transcripts ordered after this time will cost \$1.00 each.

T-6 Transferring Out of School: Students withdrawing out of Westlake, for any reason, need to see the registrar for appropriate withdrawal forms. A student will be asked to provide forwarding school information. Textbooks, locks and equipment need to be handed in before the student leaves. Any unpaid fees or fines must be cleared before a student's transcript of credit will be sent to his/her new school. Any unpaid fees or fines not taken care of before a student transfers will be turned over to a collection agency.

V-1 Valuables: It is suggested that students not bring large amounts of money or valuables to school. Do not leave money, watches, rings, purses, or any other article of value in lockers, classrooms, or restrooms. If you lose an article, please check the lost and found; or if an item is stolen, please make a report with the school resource officer. It is suggested that you leave all valuables at home.

V-2 Vandalism: Students participating in acts of vandalism may be referred to Juvenile Court and a District Administrative Hearing for possible expulsion from school.

V-3 Vending Machines: If vending machines are available on campus: vending machines are used at

your own risk. Private companies service the machines; therefore, Westlake is not responsible for their operation and upkeep. The machines are available before school, during class breaks, and after school.

V-4 Visitors: Adult visitors may not be on campus without a visitor pass. A visitor must report to the main office to sign in and obtain a visitors pass. All visitors must secure a visitor's pass from an administrator. Anyone not belonging in the school may be referred to the police department and charged with trespassing. Student visitors are not permitted on campus. Disruptions to the educational process precludes students from bringing friends, relatives, or pets to campus.

V-5 Vocational Programs (CTE): The Alpine School District and Utah Valley University (UVU) have worked out an arrangement whereby students may attend UVU on a part-time basis in a limited number of special programs. Those students who are interested in specific career choices should consult with their counselor early in their high school career.

W-1 Work Study/Early Release: Early release or work study requires administrative approval. If early release privilege is abused, the privilege will be revoked.