

Westlake High School



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

Lux et Virtus

“Light and Excellence”

Vision Statement: Westlake High School fosters knowledge and skill mastery guided by creative thought.

Desired Results for Student Learning: 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
- Be Engaged
- Be Proactive
- Be Resilient
- Be Creative
- Be Excellent
- Be Respectful
- Be Compassionate
- Be Honest

WESTLAKE HIGH SCHOOL

ATHLETICS, CLUBS, AND ORGANIZATIONS

ATHLETICS

Basketball – Men (Nate Carling)	Softball (Korryn Coates)
Basketball – Women (Michael O'Connor)	Swim- Men (Chris Miller)
Baseball (Taylor McFarland)	Swim – Women (Chris Miller)
Cross-Country – Men (Michael Felix)	Tennis – Men (Carl Johnson)
Cross-Country – Women (Michael Felix)	Tennis – Women (Carl Johnson)
Football (Louis Wong)	Track – Men (Michael Felix)
Golf – Men (Nate Crandall)	Track – Women (Michael Felix)
Golf – Women (Louis Wong)	Volleyball (Chris Rushing)
Drill Team (Kristie Kipp)	Wrestling (Cody Burdett)
Soccer – Men (Don Bastian)	
Soccer – Women (Jason Judy)	

CLUBS

Role-ing Thunder (Amy Morrey)	Key Club (Trevor Schramm)
Art Klub (Ben Szabo, Mariah Bensen)	Music Appreciation (Daniel Potter)
Gaming and Networking (D Edwards)	
Thunder Events Crew (Sharon Mardesich)	

ORGANIZATIONS

Ballroom Dance (Jeffery Sosa)	HOSA (Kristen Adams)
Band (Brek Mangelson)	Musical Theater (Amy Morrey)
Choirs (Maureen Hatch)	NHS (K McHugh, H Austin)
Cheerleaders (Christian Adkinson)	Orchestra (Randen Haywood)
Dance Company (Chelsea Budge)	Skills USA (R Dajany, D Edwards)
DECA (Geary Page)	Student Government (Jonny Garrison)
Debate (Tabitha Hanks)	TSA
FCCLA (Christine Holt)	Yearbook Staff (Rebecca Dajany)
FFA (Mike Gowans)	Multicultural (Stephanie Taylor)

School Regulations and Items for Reference

A-1 Accidents

Report every accident in the school building or on the school grounds to the Front Office Secretary.

Activities

All school activities must be pre-approved by the administration. 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.

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.

Address Change

Please notify the counseling office/registrar if you change your home address or telephone number.

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.

Athletic 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 with no more than one "I" or "F" in the preceding quarter. Any student with an "I" or "F" will be placed on contract. Failure to abide by terms of the contract may result in loss of eligibility.

Athletic Event Behavior

Student attendance at athletic events is strongly encouraged. Student behavior should be enthusiastic and supportive. 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.

Attendance Policy

Regular attendance affects student success. Students may occasionally need to be absent for illness, emergencies, etc. In such cases, students have the responsibility to arrange make-up work with their teachers. As the State Legislature and State School Board make changes to Attendance and Discipline Policies and Procedures, Alpine School District and local school policies and procedures will be updated accordingly.

A parent or guardian may excuse an absence up to 10 school days following the absence, and a tardy only on the day of the tardy. After 10 days, an absence may only be excused after speaking with an administrator. An automated attendance caller will call home each afternoon/evening to report unexcused absences.

Bullying

POLICY NO. 5181 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.

2.1 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.

2.2 Physical bullying includes, but is not limited to, pushing, grabbing, pinching, shoving, poking, tripping, kicking, hitting and destroying property.

2.3 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)

2.3.1. 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.

Students who video/take pictures of other students may result in disciplinary action by administration.

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.

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

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. Students will not be allowed to cut in lunch lines or save places for other students.

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 also 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.

Cheating

Cheating is not tolerated and may result in a referral to administration for disciplinary action. Any student that participates in cheating may receive a zero on that assignment.

Clubs

Updated 2/25/22

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 are accepted only during Club Rush Week.**

- A. 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.
- B. Unauthorized club members may not use the name of the school directly or indirectly in any of their activities.
- C. Wearing "gang" clothing of any kind is not allowed.

School Colors

The official school colors of Westlake High School are Light Blue (Carolina), Vegas Gold (Shimmer), and Navy Blue.

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. 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.

Counseling/Guidance Information

Credits needed for Graduation:

3.0 Credit ENGLISH

- 1.0 English 9
- 1.0 English 10
- 1.0 English 11

1.0 Credit APPLIED/ADV. LANG. ARTS

2.0 Credits SCIENCE CORE

Taken from 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 (10th)
- 0.5 Gov & Cit (12th)

Updated 2/25/22

0.5 Student Choice (9-12th)

1.5 Credits FINE ARTS

1.0 Credit CAREER & TECHNICAL ED (CTE)

0.5 Credit COMPUTER TECH

0.5 Credit FINANCIAL LIT

0.5 Credit HEALTH

1.5 Credits PHYSICAL ED

0.5 PE Skills and Techniques

0.5 PE Fitness for Life

0.5 PE Lifetime Activities

9.5 Credits ELECTIVE

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 then provide a profitable 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.

Counselors are prepared to help students:

- A. Assess abilities, aptitudes, interests, and educational needs.
- B. Understand available educational career opportunities and requirements.
- C. Help students make the best possible use of their opportunities and development of job acquiring skills.
- D. Arrange school programs of study to meet educational needs.
- E. Explore occupations in which the student may be interested and match abilities to interests with those occupations.
- F. Secure information about colleges, universities, vocational schools, armed forces, and other special training programs.
- G. Interpret test information.
- H. Secure information about available scholarships.
- I. Find ways to work out student's personal problems.

Scholarships:

Available for students' use in the Counseling Center are computers and a file with scholarship applications, both of which itemize scholarships offered locally and across the country. Specific scholarships are highlighted throughout the school year. Students may apply for scholarships through

Updated 2/25/22

their counselor who will assist them with the preparation of all applications. Scholarships are often awarded on the basis of student achievement on any or a combination of the following criteria: grade point average, ACT/SAT test scores, school/community participation, and honors/advanced placement classes, as well as financial need.

Testing Services: See Counseling Office

Testing Center/Learning Resource Center: See Counseling Office

Creating a False Emergency

Any student who creates a false emergency may be suspended from school and/or referred to law enforcement. A referral to the district for expulsion may also be given.

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).

Dress and Grooming Standards

Shirts:

- One inch or 3 fingers above waistline - so some bare midriff is acceptable.
- Tank tops are allowed.
- No strapless
- No visible undergarments
- No bare backs.
- No low cut or deep cut shirts or tank tops/muscle shirts

Shorts/Skirts:

- No visible undergarments
- Shorts and skirts need to be mid-thigh
- Holes in jeans need to be mid-thigh or below

Other:

- No clothing or accessories with the following: Drug references, alcohol, tobacco, sexually inappropriate or explicit images, weapons, vulgar language, graphic material, gang affiliation.
- No bandanas.

The Westlake Dress Standard extends to all school related activities.

Electronic Devices

The Alpine School District Board of Education recognizes the value of electronic communication devices as a learning tool. Devices should be used under the direction of the teacher.

1. The principal or their designee has authority to make determinations as to specific locations and situations where possession or use of electronic communication devices and cameras are prohibited.
2. Students should not be subject to video or audio capture, recording or transmission of their words or images by any student at a school without prior notice and consent for the capture.
3. Administrators and classroom teachers may prohibit the possession or use of electronic devices at specific times and in specific circumstances.
4. When a student is scheduled to be in class or involved in a regular school activity, it is a violation of policy for the student to have in his or her possession an electronic communication device or camera which is in the "on" position and ready to receive, send, capture or record any communication, visual, image, sound, text message or other information.

Updated 2/25/22

5. Electronic communication devices and cameras may not be possessed, activated or utilized in school situations where a reasonable expectation of personal privacy exists. These locations include but are not limited to locker rooms, shower rooms, restrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.
6. At no time may an electronic communication device be used by any student in a manner that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
7. The school administration or teacher may take disciplinary action when policy is violated.

See Alpine School District Policy 5250 for further information

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

Severe Cell Phone Offenses include but are not limited to:

- Text messaging that contains inappropriate content, profanity, intimidation, threats or other actions that could be classified as cyber-bullying.
- 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.

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 Organization's Constitutions and Policies on file at the school.

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.

Equal Opportunity/ADA Accommodations

It is the commitment of the Alpine School District to maintain safe and successful learning and working environments. To this end, the District prohibits discrimination, harassment, or retaliation in its programs, activities or employment practices on the basis of race, color, age, religion, national origin, gender, sexual orientation, or any other classification protected by law. See Policy 7100 for additional information about district protocols for reporting, investigating, and resolving complaints of this nature.

Fee Payments/Finances

Updated 2/25/22

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.

FERPA/Privacy Rights/Student Directory Information

"The Family Educational Rights and Privacy Act" (FERPA) is a law that protects the privacy of student record. The act extends to students and former students of the school the "right to inspect and review" their educational records. Educational records do not include notes and records held privately by faculty and other academic staff. The Act forbids the school from releasing personal identifiable student educational records or files, or personal information contained in those files, without the parent's/student's written consent, except in specified situations. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date, and place of birth, etc. However, schools must notify parents/students about directory information. For additional information refer to <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

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.

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.

Fireworks

It is unlawful for students to use or have fireworks in their possession.

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.

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

Updated 2/25/22

completed form, along with a doctor's statement, is then sent to the Alpine School District Office requesting the service.

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	B+ 3.4	C+ 2.4	D+ 1.4	F 0.0
A- 3.7	B 3.0	C 2.0	D 1.0	
	B- 2.7	C- 1.7	D- .7	

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.

Lost and Found

The lost and found items are in the Lunch Room/Copy Center Area. Items not claimed will be donated to charity.

Media Center/Library

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

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

Newspapers, Newsletters, Flyers, Posters, Ads, Etc.

Groups or individuals desiring to distribute newspapers, newsletters, flyers, etc. must have administrative approval. All posters/advertisements displayed must first be approved by an administrator. The group or individual(s) displaying the posters/advertisements are responsible for removing them after use.

Nuisance Items

Items not directly associated with the educational program are not to be brought to school and will be confiscated.

Office Hours

Office hours are from 7:00-3:00pm on school days.

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.

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 will receive 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 cannot 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 (ie. Homecoming, Prom, Yearbook, etc.)
12. Parking pass may be revoked at anytime.
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.
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.

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. Maximum speed in the parking lot is 5 mph. 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.

Public Display of Affection

Display of affection that is a distraction to the school learning environment is prohibited.

Safe Schools

The Alpine School District safe schools 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.

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 cause 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. (See Alpine School District Policy 5435.1.1)
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. (See Alpine School District Policy 5435.1.1.3)
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 cause 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. (See Alpine School District Policy 5435.1.1.5)

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. (See Alpine School District Policy 5185.1)

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.

Skates, Skate Boards, Scooters

No skates, roller blades, skateboards, or scooters are allowed to be used on any area of campus.

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.

Suspensions

Students who are constantly disobeying the regulations of the school or commit serious infractions of conduct are subject to suspension from school. Parents will be notified when the student is suspended.

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.

Tobacco, Alcohol, or Drugs

The possession, distribution, or use of alcohol, controlled substances, imitation controlled substances, tobacco, intoxicants, or narcotics of any kind is prohibited on school property or in any building owned or operated by the Board of Education. Tobacco products are defined as products containing nicotine, including but not limited to cigarettes, cigars, smokeless tobacco, dissolvable tobacco, vapors, or oils used in Electronic Nicotine Delivery Systems (ENDS). See [Alpine District policy 5430](#) for the full policy.

Alcohol and Drug Use/Possession

First Offense May Result In:

- Referral to law enforcement agency
- Possible suspension up to 10-days
- Parent conference, sign Non-Use Contract
- Referral to a district intervention program
- Non-participation in extracurricular activities

Second and Subsequent Offenses May Result In:

- Referral to law enforcement agency
- Suspension, referral to district expulsion hearing
- Referral to a district intervention program

Distribution or Intent to Distribute

- Parent notification
- Referral to law enforcement agency
- Suspend to an administrative expulsion hearing

Tobacco Use/Possession

The possession, distribution, or use of alcohol, controlled substances, imitation controlled substances, tobacco, intoxicants, or narcotics of any kind is prohibited on school property or in any building owned or operated by the Board of Education. Tobacco products are defined as products containing nicotine, including but not limited to cigarettes, cigars, smokeless tobacco, dissolvable tobacco, vapors, or oils used in Electronic Nicotine Delivery Systems (ENDS). See [Alpine District policy 5430](#) for the full policy.

Alcohol and Drug Use/Possession

First Offense May Result In:

- Referral to law enforcement agency
- Possible suspension up to 10-days
- Parent conference, sign Non-Use Contract
- Referral to a district intervention program
- Non-participation in extracurricular activities

Second and Subsequent Offenses May Result In:

- Referral to law enforcement agency
- Suspension, referral to district expulsion hearing
- Referral to a district intervention program

Distribution or Intent to Distribute

- Parent notification
- Referral to law enforcement agency
- Suspend to an administrative expulsion hearing

Tobacco Use/Possession

First Offense May Result In:

- Parent Notification
- Referral to law enforcement agency
- Possible 10-day suspension

Second and Subsequent Offenses May Result In:

- Notify parents
- Referral to law enforcement agency
- Ten-day suspension, initiate administrative expulsion procedures
- Required completion of Tobacco Cessation Program

Transcript of Credit

Transcripts can be picked up from the Counseling Office. At least a two-day 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.

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.

Vandalism

Students participating in acts of vandalism may be referred to Juvenile Court and District Administrative Hearing for possible expulsion from school. They may also be required to pay for damages.

Updated 2/25/22

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.

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 without a visitor pass.

Work Study/Early Release

Early release or work study requires administrative approval. If early release privilege is abused, the privilege will be revoked.