

WESTLAKE HIGH SCHOOL

Discipline Policy

School Policies and Items for Reference

A-1 Accidents

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

A-2 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.

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 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 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 "I" or "F" in the preceding quarter. Any multi-period class failure will be credited with the number of failures equal to periods in the class. A student denied the right to participate may improve grade deficiencies and failures through various educational programs: Tutoring, "Lux et Virtus" Advisory Time, After-school Study Hall, and by other methods acceptable to his/her school. **No student shall be eligible if he/she has an unsatisfactory NC grade in any of his/her classes.** A student may improve their NC grade through attendance school, community service (max 8 hrs allowed per term), or with teacher (max 1 hr allowed per term) Students who have been officially identified as Special Education would qualify to participate by successfully meeting their Individual Educational Plan.

A-7 Athletic Event Behavior

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

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.

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) 763-7072

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 community service hours being assessed during lunch time.

C-2 Class Change

If a class change becomes necessary (**after the class change window is closed**), the student must consult with a counselor, and if conditions warrant, a class transfer form will be issued. This form must be completed in every detail before a transfer is official. Delay in completion may mean loss of credit. There will be a \$5.00 charge each time a schedule is changed. After the term has begun, a parent must meet with an administrator to discuss any class change. Students will receive partial credit and the letter grade earned if class is dropped and/or changed after 10 calendar days. Any new class added after 10 calendar days will only receive partial credit.

C-3 Cheating

It is important for each student to demonstrate personal integrity and lifelong learning skills. Therefore, cheating will not be tolerated. 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 failing academic credit.

C-4 Closed Campus

Visitors may not be on campus without a visitors pass. Westlake students are encouraged to wear their School ID around campus and to class. During adjusted schedule days (Early Out Monday and Assembly Schedule), Westlake campus is closed at lunch time.

C-5 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 Weeks.**

- 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.

C-6 School Colors

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

C-7 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 before students may access the Internet. This form can be obtained from a computer science teacher or lab director.

C-8 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 4 areas:
Earth Systems (9th), Biology, Chemistry, Physics

1.0 Credit APPLIED SCIENCE

2.0 Credits MATH CORE

1.0 Elem Math, 1.0 Adv Math

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 (11th)
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

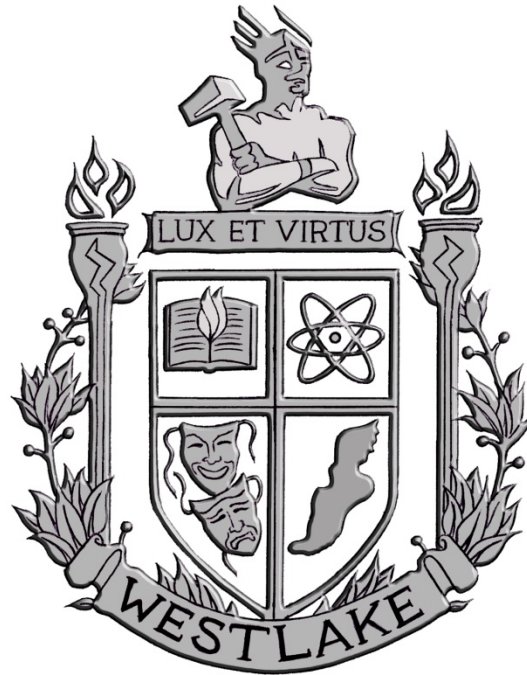
28 CREDITS TOTAL FOR GRADUATION

Students should meet annually with a counselor to update the SEOP (Student Educational/Occupational Plan).

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 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

C-9 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

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. Guests must show picture ID and guest pass. School dress standards are enforced.

D-2 Dress and Grooming Standards

Clothing worn to school must not be unsafe, indecent, or grossly 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

- A. Hair should be clean and well-groomed. Hair styles distracting in appearance or needing constant attention are not acceptable.
- B. 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.
- C. 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 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.
- D. **The only headgear allowed will be Westlake apparel.** No bandanas-zero tolerance (even if it is Westlake gear). Hoods will not be allowed to be worn on head.
- E. 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-1 Electronic Devices

Students at Westlake will be allowed to bring to school electronic devices that can be used as educational tools. The network at the school will be set up to allow internet access for wireless devices. This will be allowed as long as the student is following the computer/internet usage policies. Each teacher will have a classroom policy on these such devices (cell phones, ipods, laptops, etc.) and the usage in class.

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 official emblem of Westlake High School is a "W" with a lightning bolt.

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, 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 Sept 30 (if turned in after due date, pro-rating will occur).

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	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	

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.
- 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 \$10. 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 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. During adjusted schedule days (Early Out Monday and Assembly Schedule), Westlake campus is closed at lunch time. Tuesday through Friday campus is open for those who qualify.

M-1 Mascot

The Westlake High School mascot is Thor, the God of Thunder.

M-2 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. School rules for dress and behavior apply in the Media Center.
- G. A computer use contract will apply to all Media Center computers.
- H. 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 school residence.

N-1 Nuisance Items

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

O-1 Office Hours

Office hours are from 7:15-3:30pm 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. 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 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. Licensed student drivers may purchase a parking permit at the financial office for \$5.00. Parking permits are required to park on school property. The permit must be hanging in the vehicle. Permits must be displayed on the back of the rearview mirror or taped to the inside of the windshield as if it were on the back of the mirror. Permit stickers on motorcycles must be placed on the front forks by the headlight.
2. Vehicles parked on school property must be licensed and insured.
3. Students are permitted to park in the student parking area only. Parking will be enforced from 6:00 a.m. to 3:00 p.m. Students are NEVER allowed to park in faculty or visitor places.
4. All vehicles must be parked in designated parking stalls. Parking in any other area is prohibited. Parking in the driving range is prohibited.
5. The faculty parking areas are off limits to student parking. Faculty and staff parking is the first row of parking in each parking area of the school.
6. Parents may park in the visitor parking in the front of the school. All visitors must check-in with the office.
7. Visitor and bus loading zones are off limits to student parking.
8. Accidents must be reported immediately to the main office.
9. Vehicles improperly parked will be cited. Parking citations are \$10.00 and must be paid to the Financial Office within ten (10) school days. After ten school days the fine may increase to \$20.00. After three (3) citations students will have their vehicles immobilized. The cost to remove the immobilization device is \$50.00 plus all outstanding citations. Students with repeated citation will have their vehicles towed at the owner's expense.
10. Cars 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 possible suspension from school. 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.

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 every nine to ten weeks. Report cards will be given to the students approximately 10 days after the end of the term. Final report card will be mailed within two weeks following the end of school.

S-1 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.

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 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.
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 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.

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.

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 are constantly disobeying the regulations of the school 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 Testing Center

See Counseling Office

T-3 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-4 Tobacco, Alcohol, or Drugs

The possession, distribution, or use of tobacco, intoxicants, or narcotics of any kind is prohibited on school property or in any building owned or operated by the Board of Education. This also applies to areas within **1000 feet** of the school boundary.

<u>Alcohol and Drug Use/Posses</u>	<u>Distribution or Intent to Distribute</u>
<u>First Offense:</u>	Referral to law enforcement agency
Referral to law enforce agency	Notify Parents
Possible suspen (up to 10 days)	Begin immediate expulsion
Parent confer, non-use contract	<u>Tobacco Use/Possession</u>
Refer to the Parent/Teen Prog	<u>First Offense:</u>
Expuls if Program not completed	Referral to law enforcement agency
Non-partic in extra-curric	Notify parents
<u>Second and Subseq Offenses:</u>	Possible 10-day suspension
Referral to law enforce agency	<u>Second Offense:</u>
Suspen, initiate expuls proced	Submit a court referral
Referral a Parent/Teen Program	Notify parents
second time	Ten-day suspension
	Student ordered to complete tobacco cessation program

T-5 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.

T-6 Transferring Out of School

Students withdrawing out of Westlake, for any reason, need to see a counselor for appropriate withdrawal forms. Textbooks, locks and equipment need to be handed in. 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.

T-7 Tutoring

Tutoring help is available to student in academic areas such as Math, Science, Social Studies, and English. The number of tutors is limited. When desiring a tutor, please contact your Counselor.

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 will be referred to Juvenile Court and 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

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.

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 Withdrawals and/or Transfers

To withdraw and/or transfer from Westlake High School, go to the Counseling Office. Follow the check out and withdrawal procedures as outlined.

W-2 Work Study/Early Release

This is strictly a dismissal-for-work privilege. This policy is not designed to merely excuse students from attendance. If early release privilege is abused, the privilege will be revoked.