

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

Student Info

Name _____ Student # _____

Address _____

Phone _____

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WESTLAKE ADMINISTRATION

Welcome from the 2012-2013 Administrative Team

Welcome to Westlake High! We as a faculty and staff are pleased that you are going to be a member of the Westlake Student Body. Our school's mission is to create a tradition of high academic achievement and outstanding citizenship. We are committed to assist you in your success at Westlake.

These policies and procedures have been developed in order for us to operate Westlake in a safe and orderly manner, following the guidelines required by Alpine School District Board of Education.

Students and their parents should use this handbook as a means to orient themselves to Westlake. Additionally it should be understood that individual teachers may add appropriate policies and procedures that would be in effect in their classrooms. We look forward to a great year together as Westlake High. GO THUNDER!

Sincerely,

Fred Openshaw, *Principal*

Kristin Packer, *Assistant Principal* **Stacy Salmans**, *Assistant Principal*

John Broadhead, *Assistant Principal* **Chad Wilson**, *Assistant Principal*

Westlake High School



Lux et Virtus

“Light and Excellence”

Vision Statement: Westlake High School will be an academy for the fostering of knowledge and skill mastery guided by creative thought.

Desired Results for Student Learning: A Graduate of Westlake High School will be: Charged with knowledge, ingrained with skill, and infused with creativity.

Belief Statements: The Westlake Community believes that: Our students will become leaders and model citizens in our democracy. Our students will be prepared to excel at future educational and life opportunities. Our students and staff will be skilled and inspired by innovative thought and creative solutions.

2012-13 Motto “Bolt Up with Light and Excellence”

ALPINE SCHOOL DISTRICT ADMINISTRATION

Dr. Vernon M. Henshaw, Superintendent

Sam Jarman, Assist Superintendent Educ Services and Schools

Rob Smith, Assistant Superintendent of Business Services

Jess Christen, Administrative Director, 9-12

Debbie Taylor, President of the School Board

REGION VII ADMINISTRATION

Region Chair
385-646-5400

Mark Manning mhmanning@graniteschools.org

Region Secretary
385-646-5400

Julie Sandoval jsandoval@graniteschools.org

Herriman
801-567-8530

11917 S Mustang Trail, Herriman, UT 84096

Jim Burch – Principal
Stacy Evans
Lynn Allred
Mike Glenn

james.birch@jordan.k12.ut.us Fax# 801-567-8545

Hillcrest
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7350 S 900 E, Midvale, UT 84047 Fax# 801-256-5488

Susan Malone – Principal
Justin Matagi
Christian Cowart
Paul S. Kirby
Steve Bailey

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Murray
801-264-7460

5440 S State St, Murray, UT 84107 Fax# 801-264-7461

David Dunn – Principal
Deborah Sorensen
Scott Wihongi

ddunn@murrayschools.org

Olympus
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Mark Manning – Principal
Wes Cutler
John Shackelford

4055 S 2300 E, SLC, UT 84124-1831 Fax# 801-646-5402

mhmanning@graniteschools.org

Skyline
801-646-5420
Doug Bingham – Principal
Danny Stirland
Lynda Tierney

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Westlake
801-610-8815
Fred Openshaw – Principal
Kristin Packer
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John Broadhead
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99 N. 200 W. Saratoga Spr, 84045 Fax# 801-768-1068

fopenshaw@alpinedistrict.org

**Alpine School District
2012-2013
High School Fee Schedule
9th, 10th, 11th, & 12th Grade
(Fees Not To Exceed Printed Amounts)**

Fees For All Students

Activity Fee	\$30.00
Textbook Rental	\$35.00
Deposit (Refundable)	\$15.00
Locker Fee	\$2.00
Library Fee	\$2.00

Class Fees

Art	\$15.00
Computer Lab Fee (per course)	\$15.00
Drafting	\$20.00
Drama	\$60.00
Drama Tech	\$10.00
Drivers Education	\$90.00
Summer Drivers Education	\$135.00
Family & ConsScience Lab	\$10.00
Music Instrumental Rental	\$70.00
Photography	\$15.00
Pro-Start	\$20.00
General PE (Per Semester)	\$5.00
Lifetime Activity P.E. Fee	\$45.00
Sci (plus safety equip/clothing)	\$15.00
Shop (plus safety equip/cloth)	\$15.00

Participation Fees

Extracurricular Sports/Athl.	\$60.00
Performing Groups	\$50.00

Extra Curricular Activities

Cheerleader Uniforms	\$450.00
Club Uniforms	\$150.00
Club Dues	\$20.00
Debate	\$200.00
Drill Team/Pep Club Uniforms	\$450.00
Football Practice Uniforms	\$50.00
Practice Uniforms/Equipment (except football)	\$30.00
Performing Group Outfits	\$250.00

If a 9th grade student is involved in a high school program, they will be charged the high school fee.

East Shore High School

All Participants

Books & Materials	\$35.00
Deposit (Refundable)	\$15.00

Enrollment Fees

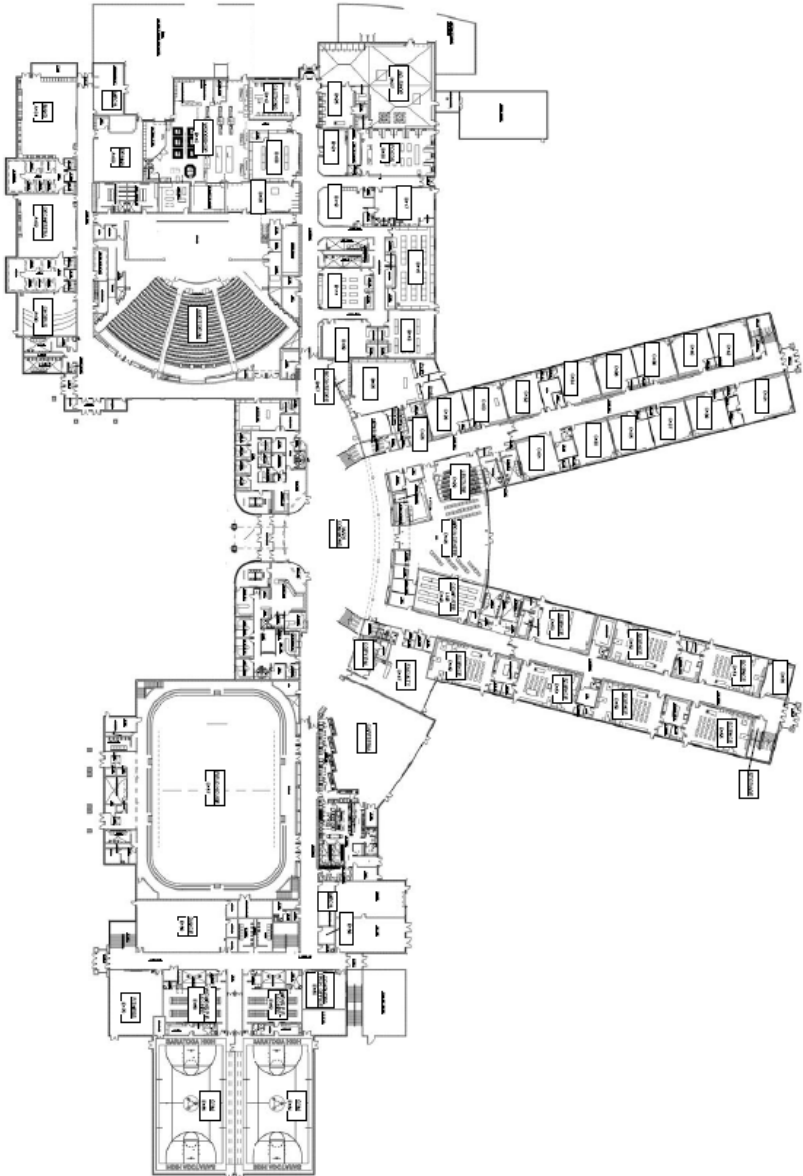
Full-Time	\$65.00
Out-of-State	\$250.00
Part-Time	\$65.00
Additional Credit per 1/8 credit	\$25.00

Miscellaneous Fees

Class Change	\$5.00
Graph Calculator Rental	\$20.00
Parking Sticker	\$5.00
Transcripts (after Grad)	\$1.00
Unified Studies (WHS)	\$203.00
Plus Digital Photo	\$15.00
Plus Art Fee	\$15.00
Plus Eng Lab	\$15.00
Plus Science Lab	\$15.00
Plus Lifetime Act	\$45.00
Unified Total	\$308.00

Westlake High School

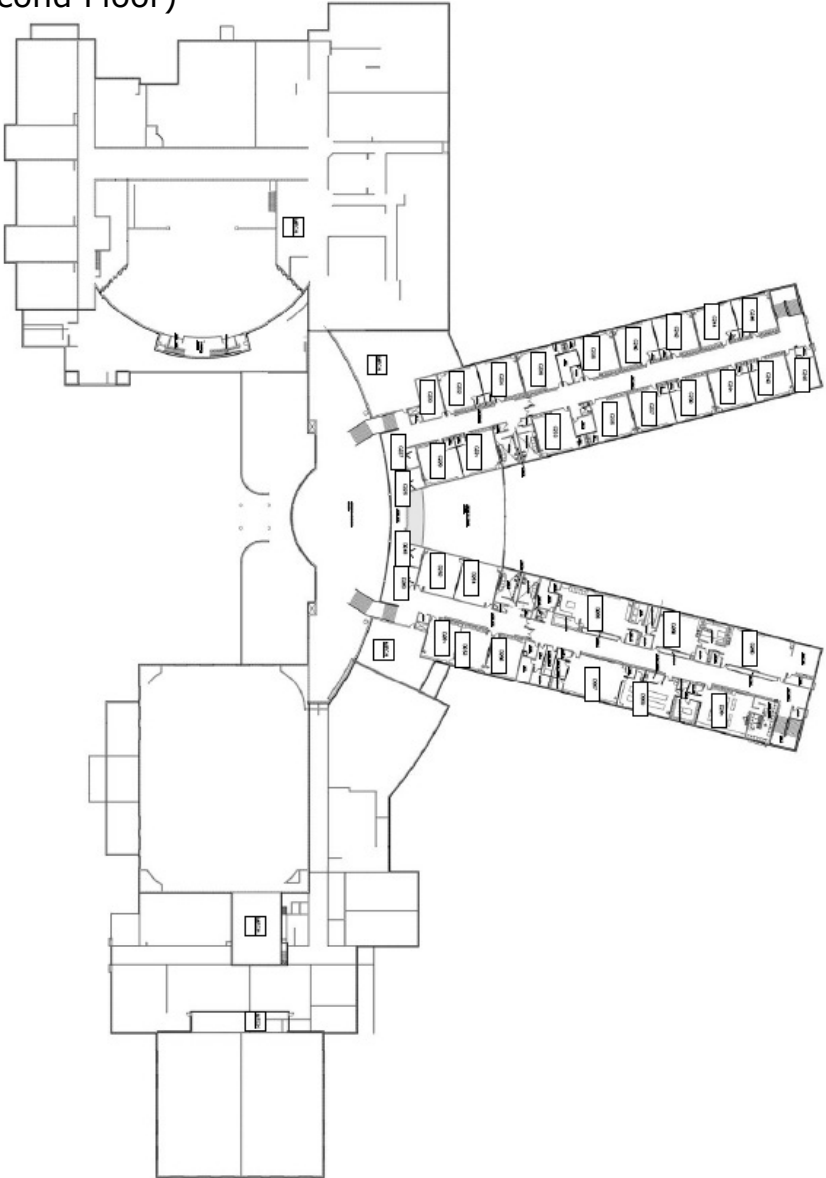
MAP (First Floor)



Westlake High School

MAP

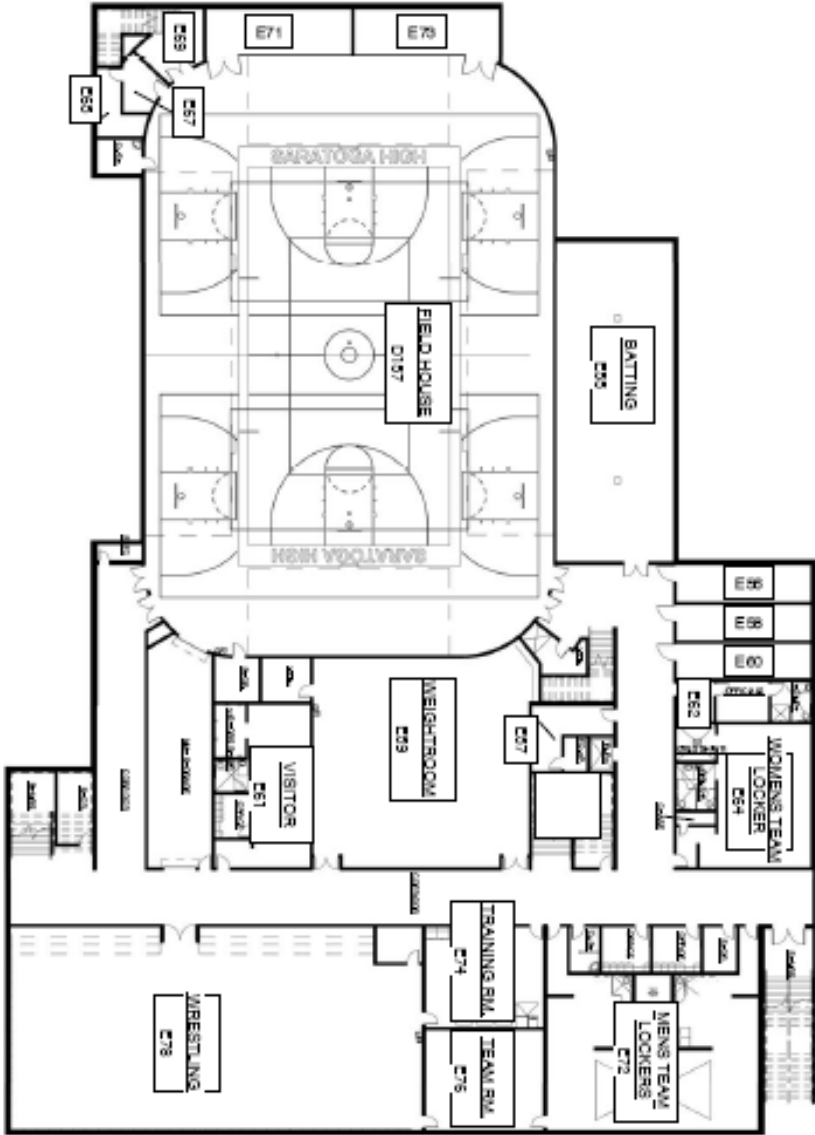
(Second Floor)



Westlake High School

MAP

(Lower Athletic Area)



Westlake Calendar

Because School Events are subject to change (time, date, location), students and the community may 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.)

WESTLAKE Dances and Activities

<u>ACTIVITY</u>	<u>DATE</u>
Aloha Weeks/Club Rush Weeks	August 21-Sept 7
Aloha Stomp	Aug 24 (Following Timpview game)
Homecoming Week	Sept 24-28
Homecoming Game	Sept 28 (Against Murray High)
Homecoming Dance	Sept 29 (Spons by Sr Class, Commons, 8-11pm)
Stomp	Oct 5 (Following Skyline 9-11pm)
Sadie Hawkins	Nov 17 (Spons by Soph Class, Commons, 8-11pm)
"Mousetrap"	Nov 15-20 (Auditorium, 7-10pm)
Ballroom Social Dance	Dec 13 (Commons, 7-9pm)
Stomp	Jan 4 (9-11pm)
Winter Sports Festival Week	Feb 11-15
Winter Sports Stomp	Feb 15 (Commons, 8-11pm)
Sweethearts Dance	Feb 9 (Spons by FCCLA/CTE, Commons, 8-11pm)
Ballroom Social Dance	Feb 17 (Commons, 7-9pm)
Freedom Week	Feb 19-22
Son of Thor	Mar 15 (Auditorium, 7-10pm)
Prom	March 16 (Spons by Jr Class) Prom Preview 4-6pm
Spring Musical	March 18-26 (Auditorium, 7-10pm)
Elections Weeks	Mar 25-Apr 12
Elections Stomp	April 12 (Spons by Stud Gov, 8-11pm)
Spirit Week	April 15-19
Spirit Bowl	April 19 (Main Gym)
Movie Night	May 3 (Gym, 8-11pm)
MORP	May 4 (Spons by Boom Squad, 8-11pm)
Senior Dinner Dance	May 18 (Spons by Senior Week, 7-11pm)
Grad Practice	May 28 (12-3pm @ Marriot Center)
Yearbook Stomp	May 28 (8-10pm, Sponsored by Yearbook Staff)
Senior Activity Day	May 29 (Lagoon, 8am-6pm)
Yearbook Distribution	May 29
Graduation	May 30 (7:30pm @ UVU)
Senior All-Night Party	May 30 (10pm-4am)

- 1) All Dances are from 8:00-11pm (Stomps will begin following game).
- 2) All Westlake students must have a Westlake ID or Activity Card with them to enter any dance.
- 3) Date Dance guests must be high school age or older, you must have a Westlake guest pass signed by an administrator during regular school hours and have photo ID.

WESTLAKE TESTING SCHEDULE 2012-13

SEPTEMBER

8	ACT Test	Registration Deadline 8/17
21	EXPLORE/PLAN Test	9 th and 10 th Grade

OCTOBER

10	TMU (Term 1)	Cut-off Date (Grades Due 10/26 @ 2:45pm)
27	ACT Test	Registration Deadline 9/21

DECEMBER

8	ACT Test	Registration Deadline 11/2
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JANUARY

4	TMU (Term 2)	Cut-off Date (Grades Due 1/14 @ 2:45pm)
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FEBRUARY

9	ACT Test	Registration Deadline 1/11
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MARCH

5	ACT (11 th)	9-10 th Job Shadow Day, 12 th College Campus Visit
8	TMU (Term 3)	Cut-off Date (Grades Due 3/22 @ 2:45pm)

APRIL

13	ACT Test	Registration Deadline 3/8
15-30	CRT	Language Arts 9/10/11 Math Core (Algebra I & II/Geometry) Science (Earth Sys, Biology, Physics, Chemistry)

MAY

1-23	CRT	Language Arts 9/10/11 Math Core (Algebra I & II/Geometry) Science (Earth Sys, Biology, Physics, Chemistry)
6-17	AP Tests	
16	TMU (Term 4)	Cut-off Date (Grades Due 5/30 @ 2:45pm)
23-24	Final Exams	Final Common Assess
13-30	Pre-Cal Test	10 th -12 th Grade/School Administered
20-30	College Prep Final	11 th -12 th Grade/Accuplacer/School Adm.

JUNE

8	ACT Test	Registration Deadline 5/3
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- 1) For Common Assessments and TMT use UCTIP for Data Analysis.
- 2) Grades for the end of each term are submitted on Skyward and a hard copy given to Registrar by due date.

WESTLAKE HIGH SCHOOL ATHLETICS, CLUBS, AND ORGANIZATIONS

ATHLETICS

Basketball – Men (Craig McAfee)	Softball (Kim Jex)
Basketball – Women (Weldon Wardle)	Swim- Men (Jared Huff)
Baseball- (Ben Byrd)	Swim – Women (Jared Huff)
Cross-Country – Men (Aaron Robison)	Tennis – Men (Carl Johnson)
Cross-Country – Women (Chad Durham)	Tennis – Women (Carl Johnson)
Football (Gary Clark)	Track – Men (Andrew Fresques)
Golf – Men (Travis Reynolds)	Track – Women (Aaron Robison)
Golf – Women (Travis Reynolds)	Volleyball (Wayne Wood)
Drill Team (McKenzie Stowell)	Wrestling (Cody Burdett)
Soccer – Men (Dan Watkins)	
Soccer – Women (Adam Brown)	

CLUBS

2012-13 *NEW* Clubs will be petitioned during Club Rush Weeks Aug 21- Sept 7

Governor's Youth Council (S Cottam)	French Club (Shannon Magleby)
Art Klub (Luke Jorgensen)	Music Appreciation (Daniel Potter)
Boom Squad (Michael O'Connor)	Key Club (Mike Mills)
Gaming and Networking (D Edwards)	Role-ing Thunder (Amy Morrey)

ORGANIZATIONS

Ballroom Dance (Christian Bastian)	HOSA (ED NET/ Greenwood)
Band (Brek Mangelson)	Musical Theater (Amy Morrey)
Choirs (Maureen Hatch)	Nat Honors Society (Lindsay Steenblik)
Cheerleaders (Whitney Byrd)	Orchestra (Randen Haywood)
Dance Company (Janica Hayes)	Skills USA (Erin Johnson/Mike Taylor)
DECA (Geary Page)	Student Government (Mike Dunn)
Debate (Scott Mansfield)	TSA (Brian Jones)
FCCLA (Christine Holt)	Yearbook Staff (Rebecca Dajany)
FFA (Mike Gowans)	Multicultural (I Andromidas)

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

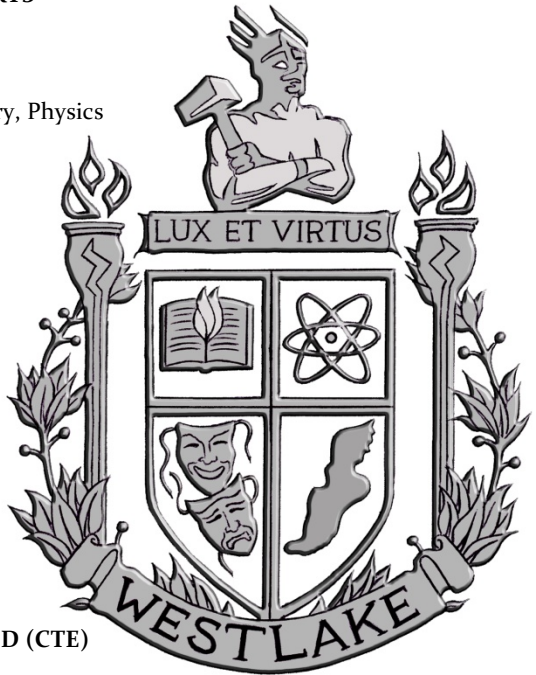
0.5 Credit HEALTH

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. 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 that you are not allowed in you are risking 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. There will be a bright colored citation on your windshield and a chalk paint message on your window to make sure that you are aware that you have been booted.

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 attendance 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 AIDE IN THE ATTENDANCE OFFICE 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 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.

Alcohol and Drug Use/Posses

First Offense:

Referral to law enforce agency

Possible suspen (up to 10 days)

Parent confer, non-use contract

Refer to the Parent/Teen Prog

Expuls if Program not completed

Non-partic in extra-curric

Second and Subseq Offenses:

Referral to law enforce agency

Suspen, initiate expuls proced

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

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.



WESTLAKE HIGH SCHOOL

ATTENDANCE/CITIZENSHIP POLICY

Basic Philosophy

ATTENDANCE IS THE MEASURE OF ONE'S COMMITMENT. Teachers cannot recreate the atmosphere for a student who has been tardy or absent. The consequences of unexcused tardies, unexcused absences, and truanicies will be the loss of academic information, participation points, assignments or projects, teacher-directed instruction, quizzes or tests.

Definitions

Excused Absences: verifiable illness, hospitalization, funerals, and doctor appointments. A parental note or phone call will be required for all excused absences. **The excuse must be received within the current term.**

Truancy: a student missing his/her class(es) while on or off campus without a hall pass or prior to check out through the attendance office or without the knowledge and permission of the parent/guardian or teacher. **A truancy may not be excused after the fact and will have to be made up.**

Tardy: when a student is late to class up to 20 minutes after the bell rings. At that point it turns to an unexcused absence.

Unexcused Absence: when a student misses class or is more than 20 minutes late to class and has not been excused by a parent.

Medical Excused: when a student misses class due to illness or an appointment.

A doctor's note is required in order for absence to be entered as medical and not to count towards student's excused absences.

Policy

Attendance at Westlake High School will have a direct connection with a student's academic grade. The student will receive a NC in the class that attendance is deficient. A deficiency occurs when a student has: one unexcused absence at anytime, a truancy or 4 or more tardies in any class during a term (This includes both excused and unexcused tardies). Absences that will not cause deficiency in the student's attendance: school excused activity, medical with doctor's not, pre-approved absences, or parent excused absences. For pre-approved absences a form must be filled out by teachers, parent, and administration. This form can be found in the attendance office. **It is the parent's responsibility to excuse their student's absence.** This can be done through the Attendance Office Monday-Friday

7:00am-3:30pm. **Parents will have within a term to excuse an absence.** Acceptable ways to excuse your student is by phone/message, email, or with a note.

Make-up Avenues for Students

Attendance school

- Wed. morning FREE 6:15 - 7:15
- Mon. after school 1:20 - 2:20 (\$3.00)
- Wed. after school 2:20 - 3:20 (\$3.00)

Attendance School makeup time due one week before term ends.

Community Service

- Pre-approval form required prior to completing packet. Pre-approval can be found online and a community service packet can be picked up in the attendance office or by an administrator. Students are allowed to makeup up to **8 hours per term** through community service. **Community Service packets are due two weeks before the term ends.**

Teacher Makeup

- Students are allowed to makeup **1 hour per term** for unexcused absence, truancy or excessive tardies in class through their teacher. Students will have to pick up a form from the Attendance Office and teacher will have to turn in form when hour is completed. **Teacher makeup is due one week before term ends.**

Admin Assigned

- Contract or agreement created with administrator, tracker, or counselor

Time for make-up:

- **1 hour = 1 absence or truancy**
- **30 min = 1 tardy**

The Role of the Student:

1. Students are expected to be in class on time, to be prepared and to remain in class the entire period. **A student may not make up work for credit due to truanancies or unexcused tardies.**
2. After an absence occurs, students are responsible to make sure the absence is excused by their parent either by phone/message, email, or note.
3. Students are responsible for obtaining assignments from their teachers after an absence.
4. Students are responsible for checking in and out through the Attendance Office. **Failure to check out prior to leaving campus will result in a truancy which cannot be cleared after the fact.**

5. Students are responsible for informing their teacher(s) and getting the work ahead of time when there is a school activity that will cause them to miss class(es).
6. It is the student's responsibility to total their hours for NC makeup.

The Role of the Parent:

1. Parents are accountable for seeing that their student(s) is in school.
2. Parents are responsible for sending a note with their student or calling the Attendance Office to verify absences. (It is the student's responsibility to check with the Attendance Office and/or Skyward to verify that it has been excused).
3. Parents can support the school by arranging for medical appointments, vacations, etc. at times that will not require students to miss school.
4. In case of extended illness, parents should contact teachers to make arrangements for the student to complete missed work, parents must also provide medical documentation to the Attendance Office and contact Counseling Office when absences reach or exceed 10 consecutive days.
5. Parents are responsible for checking students out through the Attendance Office, prior to the student leaving campus. Parents must come to the Attendance Office with **Photo ID** to check students out.
6. Parents are responsible to update emergency release forms yearly and provide those allowed to check out their student on this form.

The Role of the Teacher:

1. Teachers are responsible for beginning class promptly and for providing meaningful instruction throughout the class period.
2. Teachers will provide disclosure documents, that contain their policies on participation and attendance, which have been reviewed by the administration. Each teacher has the jurisdiction to outline make-up policies for missed work.
3. Teachers will provide missed assignments for students who are absent and have verified their absence through the Attendance Office.
4. Any missed work due to truancies and unexcused tardies may result in the loss of credit and therefore will affect the academic grade.
5. Each teacher will be issued a hall pass. Teachers will issue a hall pass to a student if it becomes necessary for him/her to leave during class time.
6. Teachers will mark all absences and tardies accurately.
7. Teachers sponsoring school activities must notify the Attendance Office with an excuse list and require that their students know that they must get permission before leaving for an activity.

8. Teachers will keep a tardy log in their classroom for students to sign in when they are late. Teachers will correct and verify their attendance by 2:45pm each day.

The Role of the Administration:

1. The administration will provide supervision in the school and school grounds to enhance the safety of the student
2. The administration will identify students who are out of class without a hall pass or check-in/out slip from the office. These students will be issued a hall citation and be required to attend after school detention to remediate their citation. Failure to do so could result in suspension.
3. The administration may do any of the following as a result of truancy: student and parent conferences, suspension from school, assess truancy fines, assess community service hours for unexcused absences or excessive tardies, refer truant to truancy school, refer truant to juvenile court, recommend an alternative educational program or recommend expulsion from school

The Role of the Attendance Office

1. The Attendance Office will assist parents with questions about their student's attendance. The office will be open between 7:00 - 3:30 p.m. You may call the Attendance Office (801-610-8817) and leave a voice-mail message any time of the day or night.
2. The Attendance Office will require notes, email or phone call/message from parents to allow students to check-in and excuse absences.
3. Automated phone call will be made at night to inform parents of their student's marked absence(s).
4. Letters will be sent home after excessive consecutive absences.

