

# **WESTLAKE DEMONS**

2009-2010

## **Westlake High School**

27830 Hilliard Boulevard

Westlake, OH 44145

(440) 835-6352

FAX: (440) 835-5572

<http://www.westlake.k12.oh.us>

ATTENDANCE (440) 835-6779 (24 hours a day)

### **Student-Parent Handbook 2009-2010**

Dr. Daniel Keenan, Superintendent

Mr. Timothy Freeman, Principal

Mr. Paul Wilson, Assistant Principal (A-K)

Mr. Michael J. May, Assistant Principal (L-Z)

Mr. Dennis Bartlett, Athletic Director

Officer Scott Fortkamp,

School Resource Officer (WPD)

*This school agenda belongs to:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Welcome to Westlake High School. As you start this school year, it should be with the anticipation of all the new experiences that will be yours. Westlake High School has long been recognized as a leader among northeastern Ohio public schools. We are delighted to have you join us in the continuation of this legacy.

This handbook has been prepared as a guide for you to become acquainted with the policies and procedures that will be followed the ensuing year. To this end, the information within this handbook is designed to assist you in making the most of your high school years. As any guide, it only serves as a framework about which you should plan your activities. It is not possible to cover every essential upon which to start. In the absence of specific instructions you should comply with the spirit of good citizenship and when in doubt talk it over with your teachers.

You are the critical element of this outstanding school. Without you the school would cease to exist. Be honest, carry your fair share of the load, and above all, apply yourself to the task at hand. It is our fondest hope that your high school years will be inspirational and meaningful.

Our expectations will be high, but they will not be unreasonable or unfair. No matter how difficult you might find some of the challenges at WHS, the future holds an even greater and more difficult one. If you leave WHS well prepared, it will make those challenges that much easier to meet and overcome. It is our fervent hope that you will take advantage of the many opportunities Westlake High School will afford you.

Our success as a school is measured by your success as a student. We look forward to working with you and extend our very best wishes to you for a rewarding school year.

Timothy Freeman  
Principal

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**CALENDAR OF EVENTS 2009-2010**  
**(Some dates subject to change)**

Aug 26	Wed	1 <sup>st</sup> Day for Students
Sept. 7	Mon	Labor Day – <b>NO SCHOOL</b>
TBD	Tues	Westlake High School Open House
TBD	Fri-Sat	Homecoming & Dance
TBD	Mon	Parent-Teacher Conferences (evening)
TBD	Wed	Parent-Teacher Conferences (evening)
Oct. 16	Fri	NEOEA Day – <b>NO SCHOOL</b> (Students)
Oct. 30	Fri	END of 1 <sup>ST</sup> QUARTER
Nov 3	Tues	Staff In Service – <b>NO SCHOOL</b>
Nov 25	Wed	Compensatory Day – <b>NO SCHOOL</b>
Nov 26-27	Thurs-Fri	Thanksgiving Break – <b>NO SCHOOL</b>
Dec 21-Jan 3		Winter Break – <b>NO SCHOOL</b>
Jan 4	Mon	School Resumes
Jan14-16	Wed-Fri	Semester Exams
Jan 15	Fri	END of 1 <sup>ST</sup> SEMESTER
Jan 18	Mon	Martin Luther King Day – <b>NO SCHOOL</b>
Jan 19	Tues	Teacher Records Day – <b>NO SCHOOL</b>
Feb 15	Mon	Presidents' Day – <b>NO SCHOOL</b>
Feb 23	Mon	Parent-Teacher Conferences (Day time)
Mar 26	Fri	END of 3 <sup>rd</sup> QUARTER
April 2-11	Fri-Sun	Spring Break
Apr 12	Mon	School Resumes
TBD	Sat	Westlake Relays
TBD	Sat	Music ala Mode
TBD	Sat	Prom & Post Prom Activities
TBD	Fri	Senior Honors Assembly
May 31	Mon	Memorial Day – <b>NO SCHOOL</b>
TBD	Sun	Baccalaureate
TBD	Tue-Thur	Senior Finals
TBD	Fri-Tues	Underclass Final Exams
TBD	Sat	Commencement
June 8	Tues	Last Day of School
June 9	Wed	Teacher Work Day

**WESTLAKE CITY SCHOOLS**  
**MISSION STATEMENT**  
***WE EDUCATE FOR EXCELLENCE...***  
**Empowering all students to achieve their**  
**educational goals, to direct their lives, and**  
**to contribute to society.**

**WESTLAKE HIGH SCHOOL EXIT**  
**OBJECTIVES**

- Communicate ideas in a variety of forms
- Gather, interpret, and analyze information
- Accept responsibility as citizens of the school, community, and world
- Make decisions, make judgments, and solve problems individually and in groups

**EQUAL EDUCATION OPPORTUNITIES**

All students of the Westlake City School District will have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, sex, marital status, pregnancy, national origin, physical handicaps, criminal record, political activity, citizenship status, religion, creed or opinion, in all decisions affecting admissions; membership in school-sponsored organizations; clubs or activities; access to facilities; distribution of funds; academic evaluations of any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity will be based on criteria reasonably related to that specific activity. (See Board Policy JB)

## **THE RIGHTS AND RESPONSIBILITIES OF WESTLAKE STUDENTS**

*All students have the right to:*

1. A meaningful education.
2. Wear distinctive insignia unless the manner of expression interferes with the orderly operation of the school program or trespasses on the rights of others or disturbs other students.
3. Inspect their tests, grades, and school records, in the presence of a counselor, teacher, or administrator.
4. Symbolic and actual freedom of expression and verbal expression of their personal opinions. Such verbal opinions shall not interfere with the freedom of others. The use of profane or obscene language and threats of harm to persons or property are prohibited.
5. Be protected from unreasonable seizures and searches.
6. Attend school without fear of intimidation.
7. Consultation with teachers, counselors, and administrators.
8. Free election of their peers in student government; moreover, all students have the right to seek and hold office.
9. Present petitions, complaints, or grievances to school authorities and as well the right to receive prompt authoritative replies from school authorities regarding the disposition of their petitions, complaints, or grievances.
10. Inform the school administration that an instructor is consistently late to class.
11. Anonymity when giving information regarding any wrongdoing.
12. Be informed of their rights and responsibilities.
13. Appeal through their teacher, counselor, and principal on a decision affecting their school life.

## STUDENT RESPONSIBILITIES

Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in adhering to school rules and regulations. Responsibility is inherent in the exercise of every right. It is impossible to list all student responsibilities, but it must be emphasized that the absence of responsibility means a weakening of rights.

*Students have the responsibility to:*

1. Attend school and attempt to complete the course of study developed by the student and his/her parents.
2. Report to classes on time with the necessary materials, be prepared with lessons, and have a positive attitude toward learning.
3. Be aware of and adhere to school regulations and respect the authority of school officials who enforce the rules. This responsibility extends to a student's conduct to and from school as well as in the buildings.
4. Develop tolerance for verbal and written viewpoints and opinions of others and to recognize the right of other individuals to form different points of view.
5. Provide information in disciplinary cases should he/she be asked and have knowledge of importance in such a case.
6. Dress according to the appearance code.
7. Respect the school property as well as the property of others.
8. Accept the consequences for any wrong act they may commit, subject to the right of appeal as set forth elsewhere in this handbook.
9. Respect the authority of all employees of the Westlake City Schools.
10. Assist in maintaining cleanliness of all buildings and properties in Westlake City Schools. (See Board Policy JF)

<b>ACADEMIC POLICIES AT WESTLAKE HIGH SCHOOL</b>
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**GRADING SYSTEM**

The Westlake Board of Education believes students will respond more positively to the opportunity for success than to the threat of failure. The district will therefore seek to make instructional achievement both reachable and possible for students. It will emphasize achievement in its process of evaluating student performance. (See Board Policy IKA)

***Class Rank/Grade Point Average***

Class rank is determined by a student's cumulative grade point average. Adding the number of points for each letter grade and then dividing by the total number of credits compute this average. All courses will be included in a student's cumulative grade point average; this includes all Post Secondary Option courses.

Grading Scale (Honors/AP/Regular) Courses designated as honors or advanced placements have weighted grades.

<b>GRADING SCALE</b>
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<b>Letter Grade</b>	<b>Percentage Grade</b>	<b>Point Value Regular</b>	<b>Point Value Honors/Advanced</b>
A+	97-100	4.33	5.33
A	93-96	4.00	5.00 Superior Rating
A-	90-92	3.67	4.67
B+	87-89	3.33	4.33
B	83-86	3.00	4.00 High Rating
B-	80-82	2.67	3.67
C+	77-79	2.33	2.33
C	73-76	2.00	2.00
C-	70-72	1.67	1.67
D+	67-69	1.33	1.33
D	63-66	1.00	1.00
D-	60-62	0.67	0.67
F	00-59	0.00	0.00

***Final Grade Computations***

Final grade computations are determined by an average of each quarter and the semester ending exam. Each quarter receives 40 percent weight while the exam receives 20 percent.

***Withdrawal Policy***

Students cannot withdraw from a year class who are achieving a “C” or better academically. Students may withdraw at semester break from a year class who are receiving a “D” or “F”. They may not be able to add a class in it’s place.

***Credit***

Credit will be granted on a semester basis. Thirty-six week courses will reflect .50 credits earned each semester. The two separate final grades will not be averaged together. Eighteen week courses will reflect the .50 credits earned in the semester the course was taken. Students failing a semester of a yearlong course must repeat the semester of the course failed. It is also very important to realize that failing for a quarter jeopardizes your chances of passing the subject for the semester respective to the marks received for the other quarter and the semester final. See your counselor immediately if this scenario occurs.

Senior honors, scholarships and other forms of academic recognition will be based upon scholastic achievement through the seventh semester.

***Eligibility-Interscholastic Athletics and Extracurricular Activities***

In order to be eligible to participate in interscholastic athletics and extracurricular activities, students shall meet the following criteria.

In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period (interscholastic athletics only). During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation, and earn a grade point average of 1.50 or above. A student enrolling in 9<sup>th</sup> grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Fall incoming 9<sup>th</sup> grade student's eligibility will be determined on the last grading period of the 8<sup>th</sup> grade.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in the school the immediately preceding grading period and received passing grades during the grading period in 75% of those subjects carried the preceding grading period in which the student was enrolled, and earn a grade point average of 1.50 or above.

Students may participate in interscholastic athletics and extracurricular activities if they receive a failing grade for any course in the immediately preceding grading period provided they meet the eligibility requirements above.

Students with Individual Education Plans will be expected to meet the eligibility standards set forth in this policy unless a specific modification is included in the student's Individual Education Plan.

Extracurricular activities are those activities not for academic credit that meet after school for two or more times per week on a regular basis or for a season. The principal of the high school and middle school shall publish a list of all activities and extracurricular activities subject to these standards at the beginning of the school year. (See Board Policy IGDK)

#### ***Advanced Placement Grades/Exams***

Advanced Placement grades reflect classroom performance for the entire year. Scores on the AP exams reflect test performance at the conclusion of the yearlong course. Students enrolled in AP classes are required to pay for and complete the AP exams at the end of the academic year. Failure to complete the AP Exam will result in an incomplete for the course. High scores on the AP exam may earn college credit and advanced standing as determined by the college/university. It is the discretion of the parent/guardian and the student whether AP exams are forwarded to the student's college/university of choice for evaluation.

#### ***Withholding of Grades and Credits***

The Westlake Board of Education has adopted regulations prescribing a schedule of fees for materials required to be used in specific courses.

There are also fees for: equipment, art, Industrial Tech., musical instruments, library materials, athletic equipment, textbooks, and damage to school buildings. Nonpayment of any fees and charges will result in withholding the grades and credits of the student. Failure to turn in textbooks or pay fines or fees due to the school will cause withholding of the diploma.

***Summer School***

Summer school will be offered at Westlake High School. Students may earn one credit through instruction for the entire summer. Information regarding summer sessions will be available during the fourth grading period.

**GRADUATION**

***Diploma Information***

Two diplomas will be issued by Westlake High School. A diploma will be granted upon successfully completing the requirements of the Westlake Board of Education (Program of Studies) requirements and passing the Ohio Graduation Tests. An Honors Diploma will be granted upon completion of the Westlake Board of Education requirements and eight of nine requirements as prescribed by the Ohio State Board of Education.

**GRADUATION REQUIREMENTS THROUGH 2013**

<i>Credits</i>	<u><i>Class of 2010</i></u>	<u><i>Class of 2011</i></u>
	<b>23 credits</b>	<b>23 credits</b>
<b><i>Graduation Courses</i></b>		
English	4 credits	4 credits
Math	3 credits (1-Algebra I)	3 credits (1-Algebra I)
Social Studies	3 credits (W. History, Amer. History, Gov./Econ.)	3 credits (W. History, Amer. History, Gov./Econ.)
Science	3 credits (1-Phys Sci./1-Bio)	3 credits (1-Phys Sci/1-Bio)
Foreign Language	N/A	N/A
Health/PE	1.5 credits	1.5 credits
Practical/Fine Arts	1 credit	1 credit
Computer Ed/Bus/ Tech Education	.50 credit	.50 credit
<b><i>OGT</i></b>	*W,R,M,C,S	*10 <sup>th</sup> Grade OGT
10 <sup>th</sup> Grade OGT		
<small>*Subject to legislative mandate</small>		

<i>Credits</i>	<u><i>Class of 2012</i></u>	<u><i>Class of 2013</i></u>
	<b>23 credits</b>	<b>23 credits</b>
<b><i>Graduation Courses</i></b>		
English	4 credits	4 credits
Math	3 credits (1-Algebra I)	3 credits (1-Algebra I)
Social Studies	3 credits (W. History, Amer. History, Gov./Econ.)	3 credits (W. History, Amer. History, Gov./Econ.)
Science	3 credits (1-Phys Sci./1-Bio)	3 credits (1-Phys Sci/1-Bio)
Foreign Language	N/A	N/A
Health/PE	1.5 credits	1.5 credits
Practical/Fine Arts	1 credit	1 credit
Computer Ed/Bus/ Tech Education	.50 credit	.50 credit
<b><i>OGT</i></b>		
10 <sup>th</sup> Grade OGT	*10 <sup>th</sup> Grade OGT	*10 <sup>th</sup> Grade OGT
<small>*Subject to legislative mandate</small>		

## **HONORS DIPLOMA INFORMATION**

***Class of 2010, 2011, 2012, and 2013 (Class of 2011 and beyond will need 4 units of Math, 4 units of Science, 4 units of Social Studies)***

1. Complete the Westlake Board of Education curricular requirements
2. OGT Test
3. Meet eight of the following nine requirements:
  - a. Four credits of English
  - b. Three credits of math (Algebra I, Algebra II, and Geometry or complete a three year sequence of courses that contain equivalent content)
  - c. At least three credits of science
  - d. Three credits of social studies
  - e. Three credits of one foreign language or two units each of two languages
  - f. One credit of fine arts
  - g. Either one credit of business/technology and two additional credits in (a) through (f) above or earn three additional credits, in (a) through (f) above
  - h. Maintain a 3.5 grade average (4 point scale)
  - i. A composite score of 27 on the ACT or equivalent score on the SAT (1210) Earn 2 additional credits in any of these disciplines: English, Math, Science, Fine Arts, Business/Technology.

### ***Career Technical Diploma***

A Career Technical Diploma is also available. Further information may be obtained from the guidance counselors.

### ***Early Graduation***

Students who plan to complete the credit requirements for receiving a diploma prior to completing eight semesters of high school may request permission to graduate early. Approval of such a request will be based on criteria, which is in the best interest of the student. Paperwork must be completed by the last day of school before Thanksgiving break.

Early graduation at the end of six semesters will be considered if (1) all necessary forms and conferences are completed before the end of the first semester of the junior year or (2) at the end of seven semesters if all necessary forms and conferences are completed before the sixth week of the first semester of the senior year. Students planning to

pursue this option are encouraged to begin making the necessary plans

with their counselor as early as possible.

### ***Duel Enrollment Options***

*This option will be in effect as set forth by the State and Local Boards of Education (See Board Policy IGCH): There are two enrollment options available (See Board Policy IGCH-R).*

1. Ninth through twelfth grade students may enroll full or part time at colleges or universities.
2. Ninth through twelfth grade students must notify the school with their intent prior to Mar. 30. Students exercising this option must attend the Mar. information meeting.
3. Courses taken during the summer cannot be applied for high school credit or graduation requirements.

### ***OGT Testing***

All students must pass all five parts of the OGT as a requirement to graduate from Westlake High School. Students who fail any of the five parts (math, reading, writing, citizenship, or science) will be offered intervention through the school's intervention program. **Students must pass all parts of the Ohio Graduation Test (OGT) in order to receive a WHS diploma.** Students and parents seeking more information can also look at the Ohio Department of Education's website: [www.ode.state.oh.us](http://www.ode.state.oh.us)

## **ACADEMIC HONORS**

### ***Academic Distinction***

Any senior who has attained a cumulative grade point average of 3.75 will attain Academic Distinction. This cumulative average will be determined from grades 9-12 including the seventh semester.

### ***Summa Cum Laude***

Any student having earned an accumulative GPA of 4.3 or higher by the conclusion of the 7<sup>th</sup> semester will be distinguished as a *Summa Cum Laude* graduate (with highest honors). This distinction will replace the former recognitions of valedictorian and salutatorian. Special circumstances and/or extenuating circumstances may be evaluated by the Principal on an individual basis.

### ***Academic Hall of Fame***

The Academic Hall of Fame will honor academic excellence by Westlake High School students. A student chosen for induction will qualify by meeting one of the following criteria:

1. The student must be in the top 1% of the graduating class or
2. The student must have been chosen for the Phi Beta Kappa award.

### ***National Merit Competition***

Students who take the PSAT exam during their junior year are automatically entered into National Merit competition. The National Merit Program affords students the opportunity to receive thousands of dollars in scholarships.

### ***Honor/Merit Roll***

Students who excel academically will be recognized by placement on the following: High Honor Roll - 4.00 and above, Honor Roll - 3.5-3.99, and Merit Roll - 3.0-3.49.

### ***SPECIAL RECOGNITION--National Honor Society***

The Westlake Chapter of the National Honor Society inducts new members in the spring and fall of each year. The basic requirement for an invitation to apply for consideration of participation in the privilege of membership is a cumulative 3.5 grade point average after five semesters. Scholastically eligible students must then demonstrate sustained qualities of leadership, service, and character. The Program of Studies provides specific guidelines for each of these areas; these are distributed annually and are also available in the guidance office.

*Special Note:* Candidates will not be considered if a grade on a test or major homework assignment has been lowered due to academic dishonesty during that school year which the candidate is being considered. **A candidate will also not be considered if the candidate has been suspended from school in year of application.**

<b>COUNSELING &amp; POST GRADUATE</b>
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**STATEMENT OF PHILOSOPHY**

The Westlake City Schools' guidance philosophy is based on the recognition of the dignity, worth, and needs of the individual. Guidance is a cooperative venture that includes students, counselors, teachers, administrators, parents, and all those who provide special services. Our purpose is to provide each child the opportunity for growth as an individual according to his/her interests, needs, and potential. We believe that each individual differs physically, emotionally, socially, and intellectually from his/her peers, but may have similar desires in common with all others.

***Staff***

Mr. Terry Kennedy, Counselor	(A-E)
Mr. Sarah Clark, Counselor	(F-K)
Mrs. Betsy Ruper, Counselor	(L-Q)
Ms. Deb Petro, Counselor	(R-Z)
Ms. Kathy McGinty, Prevention Coordinator	

***Change of Counselor***

Students have been assigned to one counselor who is responsible for helping them fulfill graduation requirements and keeping accurate records on their progress at Westlake High School. Therefore, the assigned counselor must handle such matters as making schedule changes, applying for early graduation, and registering for night or summer school. However, students may go to any of the counselors at Westlake High School with any personal problems. Any counselor will be happy to assist students with information on colleges, careers, or scholarships.

***Class Scheduling Process***

Every opportunity is made to make schedules as accurate as possible but in the event of the following: (1) there is a technical error in the scheduling process, (2) it is clear that the student is academically misplaced, or (3) there is a scheduling conflict the counselor with the advice from the administration will make schedule changes.

**Guidance Information available at : [wlake.org](http://wlake.org)**

**WHS GUIDANCE ACTIVITIES 2009-2010**  
**(Some dates subject to change)**

9th Grade Orientation & Parent Meeting	Wed., Aug. 19	9am-11am
Open House	Tues. September 8	7:00 p.m.
Jr/Sr Parents College Night	Thurs, September 24	7:00 p.m.
Parent Conferences	Mon., September 28 & Wed October 7	5:30 to 8:45 p.m.
PSAT 10 <sup>th</sup> /11 <sup>th</sup>	Wed. October 14	Periods 1-4
Ohio Grad Test (Gr 11/12)	Oct. 26-30	Nov. 3-7
Grades 10-12 Spring	March 15-19	March 23-27
Parent Conferences	Mon. February 22	7:30am-2:30pm
PLAN	Wed. November 11	7:30 a.m.
Financial Aid Workshop	Thurs. December 3	7:00 p.m.
8th Grade Parent Night	Tues., January 26	7:00 p.m.
PSEOP Meeting (Post Secondary Enrollment Options Program)	Thurs. March 11	7:00pm Rm. 109
Local Scholarships	Thurs, Mar. 4	7:00 p.m.
Ohio Grad Test	Apps available Jan. 13	Due: Feb. 5
10/12 <sup>th</sup> Grade	Mar. 15-19, 2010	Mar.22-26
Kiwanis Salute to Excellence	Thur. April 29 2010	7:30 p.m.
Senior Scholarship Night	Tues. April 28	7:00pm
Advanced Placement Tests (AP)	May 3-14	Reg. March 2-13 ONLY
Honors Assembly	Fri May 21	1:00 p.m
Baccalaureate	Sunday, May 30	7:00 p.m.
Graduation 2009	Sat. June 5	TBD

### ***Scholarships***

The Westlake Board of Education supports and encourages the establishment of scholarships for Westlake students. Upon the recommendation of the Superintendent, the Board of Education will take action on requests from persons, groups, or any organization wishing to sponsor a scholarship. (See Board Policy JI)

### ***Transcripts***

Transcripts are available through the high school guidance office. Westlake High School provides two transcripts at no charge, one mid-year and one final at the end of the school year. Requests beyond this will be assessed a \$3.50 fee to cover postage and handling charges. Please allow 15 workdays to process.

### ***Work Permits***

Students can pick up the necessary forms for work permits in the guidance office. The guidance office at Westlake High School will fill out the form that pertains to enrollment and attendance. Students can check in the guidance office for employment opportunities in the community.

## **COMMUNICATIONS**

### ***Parent/Teacher Conferences***

Communication between the home and school is extremely important. Parent/Teacher Conferences are held formally during the fall and winter of each year: two evenings in the fall and one full day in the winter. Other convenient times are available throughout the year by parent and/or teacher request. These conferences may be arranged for you by the child's guidance counselor, assistant principal, or principal.

### ***E-mail/Voice Mail***

Electronic mail has become a viable means of efficiently communicating. Our intent is to establish open lines of communications. Each staff member has an e-mail account. Go to our Web page at **[www.westlake.k12.oh.us](http://www.westlake.k12.oh.us)**, click on the **staff** icon and search by entering information in one of the 4 fields provided or enter WHS in the school field for a complete high school staff list. Click on the mail indicator (envelope) and now you can compose your message and send. Staff members also have secured voicemail. To access the voicemail system, call 440-899-3075.

### ***Parental Comments/Complaint Procedures***

Communication is always the key to a successful learning experience. Communication should always begin with the parent and teacher. Should a situation arise where consensus cannot be reached, then administrative avenues may be pursued. The official complaint form may be obtained from either the central office or from the principal's office. (See Board Policy KLD-R).

## **STUDENT RESPONSIBILITIES**

### **ATTENDANCE**

Regular attendance by all students of the Westlake School District is very important. In many cases, irregular attendance is the major reason for poor school performance. Therefore, all students will be urged to make doctor appointments, Ohio Driver License examinations, do personal errands and so forth, outside of school hours. (See Board Policy JFD). If students are absent (excused or unexcused), they are not to be on the premises. Students who are in vocational programs are not to be at work if they have not been in school that day.

#### ***Reporting Procedures for Absence***

1. The parent of the student must call the attendance office by 8:00 a.m. on each day of the absence. The attendance number is **(440) 835-6779 and may be called 24 hours per day.**
2. If no call is received by 8:00 a.m., the student will be listed as unexcused and an attempt will be made to contact the parent.
3. If parental verification cannot be established, the student will be considered truant and disciplined per the procedure for truancy. **Assignments missed due to an unexcused absence cannot be made up; students will receive no credit for work missed.**
4. Calls clearing a student's absence or tardiness from school must be received within 48 hours of the absence. If this is not done, the absences/tardiness will remain unexcused.

#### ***Calling an Ill Child's Absence Into School***

Please assist our health services in tracking communicable disease by reporting your child's confirmed diagnosis, e.g., strep throat, chicken pox, pink eye, flu, etc., when you call your child's absence into the attendance line. If your child has not been seen by a physician, but is still suffering from symptoms, report any/all of the following

symptoms to the absence line:

Fever  
Headache  
Cough  
Sore throat  
Body aches  
Diarrhea and/or vomiting

***Excused/Unexcused Absence***

Absences from school will be classified as excused or unexcused. A note or call from a parent needs to be made to the attendance office in order to explain the absence. Only when the absence is excused will the student be allowed to make up work and receive credit.

In order for an absence to be excused, the absence must be defined as one of the following:

1. Personal illness; a doctor's note is required for absence in excess of ten cumulative days.
2. Illness in immediate family (grandparents, parents, siblings)
3. Death in the immediate family
4. Observance of religious event
5. Court of Law hearings when required to attend
6. Family Vacations (see "planned absence" section)
7. College visitation; limit three.
8. Military appointments
9. Job interview
10. School related business

**When absences exceed ten days a physician's report will be requested in order to determine the absence as being legitimate. If no documentation is provided, the juvenile court intervention system will be requested on the student and parent for possible truancy and educational neglect.**

***Class Cutting***

Class cutting is defined as an unauthorized absence from class. Cutting class will be classified as an unexcused absence; therefore, students will not receive credit for work or tests missed during the period(s) skipped. This can severely alter a student's academic standing in a course. Students will also be subject to further disciplinary action as a result of cutting class.

***Missing Children***

The Westlake Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be

made to identify possible missing children and notify the proper adults or agencies. Also, carefully accounting for the whereabouts of children during the school day is an extremely important task for the home and the school. Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with the school procedure for excused absences. (See Board Policy JEE)

***Excused and Unexcused Tardiness***

School starts at 7:30 a.m. Students arriving between 7:30 a.m. and 7:40 a.m. are to report directly to 1st period where they will be marked tardy by teacher. Any student arriving to school after 7:40 a.m. must report to the attendance secretary in the office. The student will be marked either excused or unexcused late. Excused tardy will be only for the following reasons: medical or dental appointment, religious observance, or emergency circumstances approved by the principal.

\*Tardiness will be cumulative for the semester. Progressive Discipline will apply to tardiness.

***Planned Absence Policy***

It is recognized that on certain occasions family commitments warrant the need for a child to be out of school on a planned absence. Therefore, the following policy is developed to clearly state the rules and regulations for such circumstances. If the parents wish to have their child's homework and assignments in advance of the planned absence, they must inform the assistant principal and their guidance counselor in writing. This written request is to be turned into the Attendance Office 5 days in advance. All homework assignments issued during a planned absence shall be turned in the first day the student returns from his/her absence. All tests or quizzes missed during a planned absence shall be made up during the first week after a child returns from a planned absence. The final decision for this schedule shall be determined by the building principal.

In no case should any student miss more than the total of ten days in one school year for a planned absence for travel within the 48 contiguous states, nor 5 extra days for travel beyond the total of 10 days for travel outside the 48 contiguous states. Any absence in excess of this timeline shall require student withdrawal for the total term of the absence. (See Board Policy JED)

We understand that planned absences are extremely important for the

family; however, we would appreciate that during final exams consideration be given to your child to make sure he/she successfully completes all course work, including final exams. Their presence during exam days is vitally important.

***Truancy***

The building principal or designee contacts the parents in any instance where student absence or tardiness is unexcused or appears excessive. If a student is found to be chronically truant (after 10 days of consecutive absence or fifteen days total absent), the assistant principal, counselor, and other staff members will work with the parents and the student to identify problems contributing to the chronic truancy and to provide through school or community resources the help needed to restore regular attendance. (See Board Policy JEDA)

If absences exceed 10 days, a physician's report will be requested in order to determine the absence as being legitimate. If no documentation is provided, the juvenile court intervention system will be requested on the student and parent for possible truancy and educational neglect.

***\*SPECIAL NOTE: If a student misses more than 10 days of school, the Superintendent may notify the Bureau of Motor Vehicles to suspend the student's driving privileges.***

***Dismissal During School Day***

Students in school are not permitted to leave the building or school grounds during the official school day unless the parent has granted consent or guardian in person or in writing or telephone as determined by the principal or assistant principal. Students leaving during the school day are to check out with the attendance office and leave with permission and an off campus pass. (See Board Policy JEF)

***Injury or Illness During the School Day***

The attendance office is the designated area where students are to report when becoming ill during the school day and need to see the nurse or go to the clinic. Students must receive a pass signed by the classroom teacher before entering the attendance office. Students must sign the clinic board in the attendance office when entering the clinic and sign out when leaving. Students are permitted to stay in the clinic only if the nurse is on duty and for a maximum of one period. Not following the correct procedure could result in the student being reported as "cutting" a class.

### Medical Appointments

Appointments for medical and dental visits during the school day must follow the established procedure:

- A parent must call the attendance office prior to, or the morning of, an appointment. A time of return will be needed in order to ensure the student's arrival back to school.
- The student will be listed on the absence list for the time missing from school.
- When the student returns to school, the student must report to the attendance office and notify the attendance secretary. Verification is required from the doctor's office.
- Emergency appointments will require a parent call to prior to the student leaving; upon return to school the high school office will require verification from the doctor's office.
- Failure to follow the procedure will result in an unexcused absence.

### Fractional Daily Attendance

A student will be considered absent one-half day if he/she signs in after 8:45 a.m. and before 11:00 a.m. After 11:00 the absence will be for a full day. Students participating in after school activities must be in attendance no later than 11:00 a.m. To participate in athletic events or after school extra-curricular activities a student must be in school on the day of the event.

### ***Make-Up, Incomplete Work, and Long Term Assignments***

1. Except in cases of planned absence, a student has one day for each day of excused absence to make up any incomplete work.
2. Parents can call to arrange assignment schedules from teachers for absences exceeding three days.
3. Teachers reserve the right to set firm deadlines for long term assignments/projects (refer to the teacher's course syllabi).
4. Assignments may also be made up during study halls. It is the responsibility of the student to secure a pass in advance from the classroom teacher and present it to the study hall teacher. Not following the correct procedure could result in the student being reported as "cutting" a class.

## STUDENT DISCIPLINE

The Westlake City School District Board of Education recognizes that effective discipline is essential if all students are to attain a quality education. Therefore, the District shall have a zero tolerance for violent, disruptive, or inappropriate behavior, including excessive truancy. In carrying out this zero tolerance policy, the District shall use strategies ranging from prevention to intervention to address violence, disruptive or inappropriate behavior. The Westlake City School District Board of Education delegates to school officials and administrators the discretion to determine, on a case-by-case basis, what strategy shall be employed to address a student's violent, disruptive or otherwise inappropriate behavior. The Board further authorizes school officials and administrators the authority to take the additional steps necessary to implement these strategies and generally to enforce the additional policies/regulations and school rules governing student conduct.

The Board shall require each student of the district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules that are developed in this fashion may be different according to grade level building structure but should be consistent among schools with the same grade level structure.

*Such rules require that Students:*

1. Conform to reasonable standards of socially acceptable behavior;
2. Respect the person and property of others;
3. Preserve the degree of order necessary to the educational program in which they are engaged;
4. Respect the rights of others; and
5. Obey constituted authority and respond to those who hold authority.

Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors. All such disciplinary information will be deleted from documents leaving the school district except expulsions.

The principal shall promulgate rules and regulations for student conduct and appearance which carry out the purposes of this policy and are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning, do not

discriminate among students, and do not tend to violate any individual rights constitutionally guaranteed to students.

Sanctions may not impose an academic penalty greater than that which the student imposes on himself/herself by his/her own misconduct but exclusion from extracurricular activities is permissible. A student who has been disorderly on a school bus may be excluded from transportation services until school authorities have received his/her parent's assurances for future good conduct.

The building principal shall have the authority to assign discipline to students subject to the rules and regulations of the Superintendent and the student's due process right to notice, hearing and appeal.

Teachers, bus drivers, and other staff members of the various school staffs are responsible for the care of students and the day-to-day operation of school. They are expected to make every effort to correct and effectively resolve disciplinary problems that occur within their range of responsibilities; therefore, they shall have the authority necessary to maintain a proper learning climate including but not limited to the use of reasonable force to prevent and stop any act which interferes with the scholarly, disciplined atmosphere of the school. Teachers are also expected to employ sound, preventative measures and to avoid provoking negative behaviors. They may call upon other school personnel to help in discharging their responsibilities and may refer students to the building administrator(s) who shall be responsible for determining the necessity and the nature of the additional discipline.

*Circumstances in Which Student Discipline is Appropriate*

As detailed below, students are subjected to school disciplinary action up to and including emergency removal, suspension, and expulsion for any and all action(s) which directly effect the good order, efficiency, morale, management and welfare of the school. Students shall be subjected to discipline for misconduct occurring in any of the following situations:

1. While in school, on school grounds, or in sight of school premises during, immediately before or immediately after school hours (including schools where the student is not in attendance);
2. While on school owned, leased, or operated buses or vehicles;

3. While waiting at the school bus stop, walking to and from school bus stops or walking to and from school;
4. While engaged in or attending school-related activities whether on or off school grounds;
5. While on school grounds, at any time when school premises are being used by the school or by school-related groups;
6. While engaging in any conduct which directly affects the good order, morale, management and welfare of the school; and
7. Any conduct directed at a district official or property of such official regardless of where it occurs. (Board Policy JG)

Students will annually receive, at the opening of the school or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-sponsored activity or event. This information will include the types of conduct that will make them liable to suspension or expulsion from school or other forms of disciplinary action. Parents will also be informed of the conduct expected of students. (See Board Policy JFC)

Any violation of any section of the Code of Student Conduct may result in a range of disciplinary action such as reprimands, detentions, Saturday school, emergency removal, suspension, expulsion, and a court referral.

- **NOTE: The administration reserves the right to establish rules and procedures in areas not listed in Section I. Such violations may result in disciplinary action to include detention and/or Saturday school.**

## **CODE OF CONDUCT**

### **SECTION 1**

These examples of misconduct will generally result in the following penalties that are cumulative for any offense in this section. The principal may modify this sequence based on circumstances.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
1 <sup>st</sup>	Up to 3-day Suspension and/or Saturday School
2 <sup>nd</sup>	Up to 5-day suspension and/or Saturday School
3 <sup>rd</sup>	10-day suspension and recommendation for expulsion
4 <sup>th</sup>	10-day suspension and recommendation for expulsion

***Rule 1 - Misconduct***

A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission process, activity, or function of the school including all curricular and extracurricular activities. Neither shall any student urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school including all curricular and extracurricular activities.

Misconduct prohibited by this rule includes, but is not limited to the above listed examples.

***Rule 2 - Inappropriate Language***

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events. Neither shall any students use profane, vulgar, or other improper gestures, publications, pictures or signs, nor engage in any socially or sexually improper behavior.

***Rule 3 - Truancy and Tardiness***

Students are required by law to regularly attend school. A student shall not be absent from an assigned location for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardies shall be considered truancy. Leaving the school building and/or grounds without permission is truancy.

When the building principal advises the superintendent that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days in any term or semester, the following procedure will apply:

- A. The superintendent will notify, in writing, the student and his/her parent, guardian or custodian that information regarding the student's absences has been provided to the superintendent, and that, as a result the student's driving privileges will be denied. This notification will also state that the student and his/her parent, guardian or custodian may appear before the superintendent or designee to challenge the information provided to the superintendent.

- B. The notice from the superintendent to the student must set forth the information received and must include the date, time and place of the hearing. The hearing must be scheduled between three and five days after the notification is given unless an extension is requested by the student, parent, guardian or custodian and is granted by the superintendent. If granted, the superintendent must notify the student, and the parent, guardian or custodian of the date, time and place of the new hearing.
- C. At the hearing before the superintendent or designee, the student will have an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Under Ohio law, "legitimate excuse" includes, but is not limited to:
1. enrollment in another school or school district in Ohio or another state;
  2. possession of an age and schooling certificate;
  3. a bodily or mental condition that prohibits attendance under ORC 3321.04 or
  4. participation in a home instruction program in accordance with ORC 3321.04.
- D. If a habitually absent student does not appear at a hearing before the superintendent or designee, or if the student does not convince the superintendent or designee that the absences are legitimate, the superintendent must notify the registrar of the Bureau of Motor Vehicles (BMV) and the County Juvenile Judge. Such notification must be given to the registrar of the BMV and the Juvenile Judge within two weeks of the receipt of the information regarding habitual absences, or if a hearing for the student is held, within two weeks after the hearing.
- Notification to the registrar of the BMV and the Juvenile Judge must comply with ORC 3319.321 and the Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.
- The registrar of the BMV is required to suspend the temporary instruction permit or driver's license of any student who is the subject of such a notice. If a temporary permit or license has not yet been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.
- The denial of a student's driving privileges will remain in effect until the student reaches age 18 or until the denial is permitted for another reason allowed by Ohio law. In accordance with Ohio

law, a student whose driving privileges have been denied can file a petition with the juvenile court in the jurisdiction where he/she resides.

***Rule 4 - Unauthorized Sale or Distribution***

Distribution or selling unauthorized materials on school property, or attempting to distribute or sell such items, is not permitted.

***Rule 5 - Forgery/False Reports***

No student shall cheat, lie, prefabricate, deceive, use crib notes, receive or disseminate answers to a test, or falsify records. Neither shall any student forge, falsify, distort or misrepresent (in verbal or written form) dates, times, addresses, grades, signatures or other data contained in any communication to or from the school. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.

***Rule 6 - Academic Dishonesty***

No student shall fraudulently, dishonestly or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty by providing information or by any other means. For purposes of this Policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed work product, examination questions and examination answers. Any student who misappropriates or plagiarizes someone's work, assists another in such misappropriation or otherwise engages in academic dishonesty shall not obtain credit for the work in question and shall be subject to other disciplinary action.

***Rule 7 - Trespass/Loitering***

- A. No student shall enter upon school grounds or enter any school building to which the student is not assigned, either during or after school hours, except with express permission of the building principal or for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school have been invited to attend or participate.
- B. A student who is already the subject of an emergency removal, a suspension or an expulsion shall not enter upon any District property without the express permission of the principal.
- C. Loitering is defined as a student's presence in a restricted area at an authorized time. This includes the student parking lot; no student

is to be in the parking lot during school without an administrator's permission.

- D. Students not involved in after school or evening activities are expected to leave the building in a timely fashion. Loitering on school grounds is not permitted.

***Rule 8 - Repeated Violations of School Rules***

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals or other authorized school personnel.

***Rule 9 - Failure to Comply with Directives/Insubordination: Violation of Rules***

- A. Students shall comply with the directives and orders of teachers, student teachers, educational aides, substitute teachers, principals or other authorized school personnel during any period of time when they are properly subject to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered "insubordination" for anyone to disobey or fail to comply with directives relating to this code by authorized school personnel.
- B. Students shall comply with all school rules and regulations which are a part of this Code and which shall be posted on school bulletin boards. It is the responsibility of each student to familiarize himself/herself with all school rules and regulations.

***Rule 10 - Use of Flame Producing Devices***

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

***Rule 11 – Hazing/Bullying***

No student shall harass, bully, persecute or participate in any act(s) or attempt to threaten, act or participate in any act(s) that injures, degrades, disgraces or tends to injure, degrade or disgrace any student. Hazing/bullying is banned in any form. Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy. Bullying is defined as a form of habitual aggressive behavior that is hurtful or deliberate.

***Rule 12 - Harassment and Sexual Harassment***

No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, disability, status as Vietnam-era veteran or special disabled veteran. For the purpose of this Code of Conduct, the term “harass” includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (orally or in writing) abuses another. No student shall retaliate against any other student, school employee, community member or school visitor for assisting with the investigation of a complaint of harassment. Students are specifically prohibited from sexually harassing any other student, school employee, community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact.

Any student who believes that he/she has experienced any form of harassment including sexual harassment should report this conduct immediately to his/her building principal, guidance counselor or a teacher.

A member of the administration will meet with the student to discuss the complaint and to develop a clear understanding of the student’s statement of facts. An administrator will then attempt to meet with the charged party to obtain his/her response to the complaint. The administrator also will attempt to meet with individuals identified by the charging party or the charged party to substantiate the position of the charged party or charging party. Based on this evidence, the administrator will make a decision regarding the need for discipline. All complaints of harassment will be treated as “confidential” and information will only be released on a “need to know” basis.

No student shall be retaliated against for reporting harassment or assisting in the investigation of a harassment claim. Students should report charges of retaliation to the administrator investigating the complaint.

***Rule 13 - Gambling***

No student shall engage in or promote games of chance, place a bet or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

***Rule 14 - Transportation***

No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists.

***Rule 15 - Driving/Parking***

Any student driving to school must keep his/her vehicle under control at all times, follow established safety procedures, and comply with school parking regulations. Failure to follow these guidelines may result in the student's driving privileges being withdrawn. While parked on school property, student vehicles are subject to routine patrols and exterior inspections that may be conducted without the student's consent, and without a search warrant. The inside of student vehicles may also be searched when school officials have reasonable suspicion to believe that illegal or unauthorized materials are contained therein.

***Rule 16 - Accomplice***

No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition of this section includes but is not limited to serving as a "look out" for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who a student knows has violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy) or any illegal, prescription or counterfeit drug. In administering discipline under this Section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

***Rule 17 - Electronic Devices***

No student shall use radios, televisions, telephones, cellular phones, pagers, laser pointers or any other equipment on school grounds during school hours that interfere with the educational program or the operation of the school. Because of their potential disruptive and distracting nature to the operation of the school, electronic devices as specified above may not be carried with students during the school day and must remain in the student's locker or checked with the office. Electronic devices used or carried in violation of this rule may be confiscated and returned only when their appropriate use is assured.

***Rule 18 - Failure to Accept Discipline or Punishment***

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides or other authorized school

personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

***Rule 19 - Misconduct During Extracurricular Activities***

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations or policies which govern participation in an extracurricular activity which rules, regulations or policies are provided to participants and made part of this code. Students attending any school-sponsored or related activity shall not behave in any manner that, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity.

***Rule 20 - Extortion***

No student shall use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds or any other time the student is subject to school authority.

***Rule 21 - Gang Activity***

Subject to any applicable legal and constitutional limitations, no student's dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:

- A. cause school officials to have reasonable suspicion that such behavior, apparel, activity, acts or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- B. present a physical safety hazard to the student in question, other students, staff members or other employees;
- C. create an atmosphere in which a student's, staff member's or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem whether on school or personal property or on one's person.

***Rule 22 - Any Other Conduct Which Disrupts or Interferes with the Educational Process***

Students may be disciplined for any other misconduct that, although not detailed herein, is determined by school authorities to disrupt or to interfere with the educational process.

## **SECTION II**

These examples of misconduct which are cumulative will generally result in up to a 10-day suspension along with a possible recommendation for expulsion and/or police and court referral due to the more serious nature of these offenses.

### ***Rule 23 - Damage, Destruction, or Theft of School or Private Property, Vandalism***

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function or event off the school grounds. The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive or, any form of computer piracy, any improper usage of the Internet or other on-line agencies.

Pursuant to ORC 3109.99 and ORC 3109.091, a student and/or their parent or legal guardian shall be held financially accountable to the Westlake City Schools for any damage, destruction or theft caused by their child.

#### OFFENSE

#### CONSEQUENCE

1 <sup>st</sup>	Up to a 10-Day Suspension and/or Court Referral with Possible Recommendation for Expulsion
2 <sup>nd</sup>	10-Day Suspension and Recommendation for Expulsion

### ***Rule 24 - Weapons, Dangerous Instruments, Fireworks and Explosives***

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object that is used or may be used to inflict physical harm or property damage. (Note: Bringing firearms to school shall result in a one-year expulsion from school, see Board Policy JGE. Bringing a knife onto school property may also result in a one-year expulsion, see Board Policy JGE).

No student shall possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives or munitions, nor shall any student ignite or explode fireworks, explosives or munitions at school-sponsored or related functions or activities on or off school grounds or at any other time the student is subject to the authority of the school.

This prohibition applies to firearms, explosive (including fireworks, lighters, matches), knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon or dangerous object (including normal school supplies like pencils or compasses) that a reasonable person might consider, under the circumstances, capable of harming a person or property.

OFFENSE

CONSEQUENCE

1 <sup>st</sup>	Up to a 10-Day Suspension with Possible Recommendation for One-Year Expulsion from School
2 <sup>nd</sup>	10 Day Suspension and Recommendation for One-Year Expulsion from School

***Rule 25 - Assaulting/Hitting/Threatening***

A student shall not cause physical injury or behave in any way that could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any Board-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate touching.

A student who assaults a school employee or other student whether on or off school property, or at a nonschool-sponsored or related activity, function or event may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.

OFFENSE

CONSEQUENCE

<b>Threatening:</b>	1 <sup>st</sup> Offense	Up to a 10-Day Suspension with Possible Recommendation for Expulsion
	2 <sup>nd</sup> Offense	10-Day Suspension and Recommendation for Expulsion

**Assaulting:** 1<sup>st</sup> Offense Up to a 10-Day Suspension and/or Referral to Court and/or Recommendation for Expulsion

***Rule 26 - False Alarms***

The act of initiating a fire alarm or initiating a report warning of a fire or catastrophe such as a tornado without cause.

OFFENSE

CONSEQUENCE

- |                 |   |
|-----------------|---|
| 1 <sup>st</sup> | Up to a 10-Day Suspension and/or Police Contact and/or Court Referral and Recommendation for Possible Expulsion |
| 2 <sup>nd</sup> | 10-Day Suspension, Police Contact, Court Referral and Recommendation for Possible Expulsion                     |

***Rule 27 - Bomb Threats***

The act of initiating a report warning of a bomb on school property, on Board of Education owned vehicles, or at Board of Education sponsored or supervised activities.

OFFENSE

CONSEQUENCE

- |                 |  |
|-----------------|--|
| 1 <sup>st</sup> | 10-Day Suspension, Police Contact, Court Referral and Recommendation for Expulsion of up to one year |
|-----------------|--|

***Rule 28 - Arson***

The willful and malicious burning of or attempt to burn any property of the Board of Education.

OFFENSE

CONSEQUENCE

- |                 |   |
|-----------------|---|
| 1 <sup>st</sup> | 10-Day Suspension, Police Contact, Court Referral, Recommendation for Expulsion |
|-----------------|---|

***Rule 29 - Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants***

During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, apply or be under the influence of any mood-altering chemical of any kind, including alcohol. "Possession" includes, with limitation, retention of a student's person or in a student's purse, wallet, locker, desk or automobile parked on school property. "Under the influence" is defined as manifesting signs of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other

behavior which is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and inhalants. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student's name and with directions for proper use. Prescription medications shall be kept in the school office. All other procedures outlined in school policy should also be followed.

- A. Legal authorities will be informed.
- B. The substance will be turned over to legal authorities.
- C. The student will be suspended and/or expelled from school.
- D. The student will be referred to an Insight Group.
- E. The student may be referred to an outside agency for an assessment. If this assessment is in conjunction with the 5/10 suspension option, then the student must follow through with the assessment recommendation.
- F. A first incident of selling, supplying or transmitting mood-altering chemicals shall be treated as a second offense as defined below.

OFFENSE

CONSEQUENCE

- |                 |  |
|-----------------|--|
| 1 <sup>st</sup> | 5/10 option and/or referral to an assessment with the recommendation being followed. Five days of out-of-school suspension are in effect with the remaining 10 held. If not the 5/10 option, then a 10-day out-of-school suspension and/or a police contact and/or a court referral and/or a recommendation for expulsion. |
| 2 <sup>nd</sup> | 10 days out-of-school suspension and a police contact, court referral and a recommendation for expulsion   |

***Rule 30 - Look-Alike Drugs***

A student shall not use, conceal, sell, purchase, accept or transmit any substances which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse. (Medications prescribed by a physician must follow the Board-adopted policy regarding student medication.)

- A. *A counterfeit controlled substance is defined as:*
  - 1. any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without

- authorization of the owner or rights to such trademark, trade name or identifying mark;
2. any unmarked or unlabeled substance that is represented to be a controlled substance;
  3. any substance that is represented to be a controlled substance or is a different controlled substance and
  4. any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.
- B. No student shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 29 (Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants).
- C. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
- D. No student shall knowingly make, offer to sell, give, package or deliver a counterfeit-controlled substance. Violations of this provision will be treated in the same manner as Rule 29 (Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants).

***Rule 31 - Drug Paraphernalia***

A student shall not possess, use, transmit or conceal any item which is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

OFFENSE

CONSEQUENCE

1 <sup>st</sup>	Up to 10-Day Suspension and/or Recommendation for Expulsion
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***Rule 32 - Fighting***

Students involved in fighting on school property, Board-owned vehicles or in attendance at any Board-sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
1 <sup>st</sup>	Up to 10-Day Suspension
2 <sup>nd</sup>	Up to 10-Day Suspension with a Possible Recommendation for Expulsion
3 <sup>rd</sup>	10-Day Suspension and Recommendation for Expulsion

***Rule 33 - Use of Tobacco***

The use of any tobacco products by students is prohibited. This applies to all extracurricular activities both on school property and away from school. Use includes possession; smoking is defined as holding a tobacco product, whether lit or unlit or having held it and tossed it aside.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
1 <sup>st</sup>	3-Day suspension or 3-Day in-school assignment and mandatory attendance at an educational seminar sponsored by the American Lung Association, American Cancer Society or another like health organization approved by the Board of Education, and issued a ticket under O.R.C. 2151.87.
2 <sup>nd</sup>	Up to a 5-Day Suspension, and issued a ticket under O.R.C. 2151.87
3 <sup>rd</sup>	10-Day Suspension and/or Recommendation for Expulsion, and issued a ticket under O.R.C. 2151.87

***Rule 34 – Disruption of School***

Students shall not engage in any activity/conduct that creates a disruption to the learning environment or endangers students, employees or visitors to the school in any way. This includes but is not limited to any act by a student or groups of students that induces panic or riotous behavior.

The superintendent shall publish to all students a policy outlining these and any other District rules regarding student conduct and the sanctions, which may be imposed for their breach. Said policy shall also be posted in a central location in each school and shall be made available to students upon request.

***SB 218 – Youth Tobacco Possession Bill effective Mar. 15, 2001,***

***Main components:***

- Makes it illegal for individuals under 18 to attempt to

- purchase, possess, use, or order cigarettes, other tobacco products or papers used to roll cigarettes.
- Prohibits a child from knowingly furnishing false identification to obtain or order cigarettes, other tobacco products or papers used to roll cigarettes.
  - Creates the offense of permitting children to use cigarettes or other tobacco products.
  - If juvenile court finds that a child violated the provisions of this law, the court may do either or both of the following: (1) Require the child to attend a youth smoking education program, (2) Impose a fine of not more than \$100.00 or, (3) Child and parent may choose to sign a waiver and pay the \$100. If the child disobeys a juvenile court order issued under this law, the court may do any of the following: (1) Increase the fine, (2) Require the child to perform 20 hours of community service or, (3) Suspend for 30 days the temporary instruction permit, probationary permit or driver's license issued to that child.

#### ***Conflict Management***

At the discretion of the counselors, prevention counselor or assistant principals, willing parties of a dispute may have their conflict(s) mediated by student members of the Westlake High School Peer Mediation team. The signed contract prepared as the culminating activity of the mediation will be on file in the office of the assistant principals.

#### ***Student Conduct on School Buses***

Student conduct on school buses is governed by the Transportation Department's School Bus Code of Conduct, the high school Code of Conduct, and B.O.E. policy JFCC and JFCC-R. Copies are available in the main office.

#### ***Detention Procedures***

By the time students reach Westlake High School they already know the difference between right and wrong behaviors. Most students demonstrate appropriate decisions and find no problem in adhering to the expectations of the school community. However, when students do not follow the established procedures, detentions are one means of dealing with this situation. Detentions are given to students as a warning that inappropriate behavior must be corrected. If the inappropriate behavior continues to occur, then a more serious disciplinary action will be assigned.

### ***Detention***

Students assigned detentions must report to the designated area and will serve from **6:55 a.m. to 7:25 a.m.** or **2:35 p.m. to 3:05 p.m.**

Transportation is the student's responsibility.

### ***Procedure:***

1. The individual assigning the detention will give a student a detention slip.
2. Students must report to detention, sign the log and, work quietly on study materials.
3. Cutting an Office a.m. detention will result in an Extended Day given by the assistant principals.
4. Students will have forty-eight hours to serve any detention assigned (2 days). Serving detentions is the student responsibility.

### ***Saturday School Detention***

Saturday school begins promptly at 8:00AM every Saturday morning, except over Holiday weekends. No one will be accepted into Saturday School after 8:00 AM for ANY REASON. Saturday school will end at 11:00 AM and all students must leave the building immediately.

Students are to bring textbooks or supplemental readings for classes, paper, writing utensils and other equipment necessary to complete work. No one will be allowed to go to his/her locker for materials. Students are to bring materials, books, paper, etc., with them. Students will enter and exit the building through the main gym entrance doors. Saturday school is an alternative to suspension in the discipline system. Failure to attend Saturday School, being late to Saturday School, and/or being removed from Saturday School for violations of guidelines and rules will result in a referral to an administrator for additional and progressive discipline.

Students are not to communicate with other students in any way between the hours of 8:00 AM and 11:00 AM. Sleeping is also not permitted. Students are expected to work on school-related assignments and/or read appropriate materials approved by the supervisor. Students are to remain busy on homework and other school related work for the entire 2 hours. No reading magazines, newspapers (unless for a class assignment), or leisure reading is permitted. All school rules apply while students are on school property for Saturday School. Students will be provided one restroom break at 9:00 AM. No other restroom passes will be written.

Parents of students who are ill and unable to attend Saturday School are to call the appropriate administrator's office no later than 9:00 AM on

the following Monday. The Saturday School will be rescheduled for the next available Saturday for verified illness called in before 9:00 AM on Monday. Saturday School assignments that have been rescheduled **must** be served on next available date. In addition once a Saturday School has been rescheduled it will not be rescheduled again for ANY reason.

***In-School Assignment as an Alternative to Out-of-School Suspension***

This step, in the Progressive Discipline Program, is issued at the discretion of the administration, upon infractions of the Code of Conduct, behavior referral from a teacher, or continual violation of school rules. The ISA (In-School Assignment) philosophy centers around student isolation as a consequence for inappropriate behavior in school, while permitting the student to complete school work within a controlled, separated environment from the school population. The ISA schedule is the same as the normal school day, beginning at 7:30 a.m. and ending at 2:30 p.m., with students receiving periodic restroom breaks and lunch (held in the ISA room). The purpose of this program is to offer an alternative to being suspended from school. However, failure or refusal to attend (including being tardy to the day(s) scheduled), or follow ISA procedures & rules may result in an out-of-school suspension pursuant to the Code of Conduct. (Section I, Rule 18 – Failure to accept discipline).

***Student Suspension***

Out-of-school suspension results in the loss of the privilege to participate in school, extracurricular, and co-curricular activities during the time of the suspension or expulsion. Students are not permitted on school grounds during a suspension or expulsion. Credit is permitted for work during out-of-school suspension for any first OSS offense. Upon any second offense resulting in OSS, credit for work will not be granted. Students in vocational programs are not permitted to go to their vocational job site during the suspension. The procedure for suspension will be in accordance with the Board of Education policy regarding suspension. Copies of this procedure are posted in the main hallway and are available upon request. In summary:

1. The principal may suspend. Each suspension will not exceed ten school days. (See Board Policy JGD)
2. Due process shall consist of:
  - a. The administrator will give written notice of the intention to suspend to the student. The notice will have the reason for the action.
  - b. The student will have an opportunity to appear at an

informal hearing before the principal or his designee to explain the situation. The hearing may take place immediately. Due process is guaranteed to the student.

- c. The student and/or his parents may appeal a suspension to the hearing officer of the Westlake City Schools. This request must be done in writing. Appeals may be made because of the severity of the punishment or because of lack of due process. (See Board Policy JFA)
- d. The student and/or his parents have the right to be represented in all appeal proceedings.

***Appeal Procedure***

A student who is 18 or older or a student's parent(s) or guardian(s) who choose to appeal the suspension must do so within 10 days of the notice of suspension. A written request to appeal a suspension must be sent to the treasurer of the Westlake City Schools. The procedure for such will be provided in regulations approved by the Westlake Board of Education. A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, or guardian. Under Ohio law appeal of the Board's or its designee's decision may be made to the Court of Common Pleas. (See Board Policy JGD)

***Emergency Removal of Students***

If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process, then the student, principal, or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or co-curricular activities under his supervision but not from the premises.

If the emergency removal exceeds 24 hours, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

If an emergency removal takes place, the student can be kept from class

until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion. (See Board Policy JGE)

***Student Expulsion***

At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Expulsion should generally be viewed as a last resort. However, at times, the student's action may be so serious as to merit expulsion as its immediate consequence. Actions meriting expulsions are outlined in the Student Code of Conduct. Only the Superintendent may expel a student. Expulsion is a removal of a student for more than 10 days, but not more than 80 days in duration, except for a weapons violation. An expulsion can extend beyond the current semester but not beyond the end of the school year. (See Board Policy JGE) The procedure to pursue such appeal will be as provided in regulations approved by the Westlake Board of Education. Notice of appeal must be filed with the treasurer within ten (10) days of the Superintendent's decision. (See Board Policy JGD)

<b>APPEARANCE CODE</b>
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The Westlake Board of Education realizes that the dress and appearance of students is the joint responsibility of the schools and the home. While it is not the intent of the Westlake Board of Education to dictate styles of dress, it does accept its responsibility in the areas of appearance by providing the following standard of appearance for students in the Westlake Secondary Schools. Westlake High School is not the forum for inappropriate expressions of appearance. Students' appearance shall be appropriate to education, activities and the environment of the school. Attire or appearance that is considered unsafe, unclean, immodest, vulgar, and/or gang-related will not be permitted. In general, dress and grooming should be appropriate and be governed by good sense, good taste and cleanliness.

*Violations of the appearance code may result in detention, extended day, and/or suspension.*

1. Any type of dress or appearance constituting a disruption of the educational process will not be permitted.
2. All clothing will be clean.
3. Belt, waist, wallet or neck chains/collars are not permitted.
4. Outer garments must cover all undergarments. Bare midriffs

are prohibited. Proper undergarments are to be worn at all times.

5. Students hair will be clean and well groomed.
6. Students may not wear clothing that exhibits obscene statements, pictures, or gestures. Clothing with slogans or trademarks pertaining to alcohol, drugs, tobacco, or gangs will not be permitted.
7. Students are not permitted to wear hats or any type of headgear, such as bandanas, in school.
8. Gloves are not permitted
9. Coats are to be put in lockers and not worn around the building or in classes without permission.
10. Footwear must be worn at all times.
11. Shorts for all students and skirts for girls must be closer to the knees than the hips.
12. Halters, tank tops, tube tops, tops that leave shoulders bare and mesh clothing are not to be worn.
13. Patches, symbols, writings which "literally" or by implications are obscene or are such as to shock or affront the standards of common decency or propriety have no place in school and are not permitted. This guideline refers to "t-shirt" imprints that include "double meanings" relating to drugs, alcohol, and sexual behavior; hate groups/symbols or anything that could be considered improper by the community standards.
14. Jeans must not have holes above knees that expose skin or undergarments.
15. **In situations where a disagreement exists as to whether or not attire is appropriate, the administration shall make the final decision.**

Teachers may prescribe proper dress in any given laboratory or special situations.

Any student representing Westlake High School in any co-curricular activities may be required to adhere to a more rigid and specific appearance pattern. Therefore, it is the student's choice as to whether he/she wants to participate under these circumstances. The advisor, teacher, or coach, in conjunction with the building principal, may establish these appearance guidelines.

## ATHLETIC DEPARTMENT

### *Athletic Eligibility*

In order to be eligible to participate in interscholastic athletics and extra-curricular activities, students shall meet the following criteria.

In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period (interscholastic athletics only). During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation, and earn a grade point average of 1.50 or above. Summer School credit may not be used to substitute for failing grades from the preceding grading period of the regular school year. Fall incoming 9<sup>th</sup> grade student's eligibility will be determined on the last grading period of the 8<sup>th</sup> grade.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in the school the immediately preceding grading period and received passing grades during the grading period in 75% of those subjects carried the preceding grading period in which the student was enrolled, and earn a grade point average of 1.50 or above.

Students may participate in interscholastic athletics and extracurricular activities if they receive a failing grade for any course in the immediately preceding grading period provided they meet the eligibility requirements above.

Students with Individual Education Plans will be expected to meet the eligibility standards set forth in this policy unless a specific modification is included in the student's Individual Plan.

Extracurricular activities are those activities not for academic credit that meet after school for two or more times per week on a regular basis or for a season. The principal of the high school and middle school shall publish a list of all activities and extracurricular activities subject to these standards at the beginning of the school year. (See Board Policy IGDK)

### ***Athletic Participation***

Student participation in the Westlake City Schools Athletic Program is a privilege not a right. All athletes shall abide by a code of ethics as stated in the Athletic Handbook. Students volunteering to participate must assume the responsibilities of these privileges and are required to meet expectations beyond those set for non-athletes.

### ***Sports Physicals***

Students must have a physical examination prior to their participation in interscholastic athletic programs. (See Board Policy JHCA)

### ***Absence/Attendance Prior to Contest or Practice***

*School Day* - Attendance is required from 11:00 a.m. until the end of the school day in order to be eligible to participate in an after school or evening practice or performance. The principal may approve special circumstances.

*Day Preceding a Weekend* - A student who is absent the entire day prior to a Saturday contest or performance may participate only if verification of the absence as being excused is received. The principal may excuse student in special circumstances. If this becomes habitual, the student may be denied permission to participate.

### ***Student Insurance Program***

A group plan of pupil accident insurance shall be made available on a voluntary basis to every pupil registered in schools of the district from kindergarten through grade 12. The Westlake Board of Education shall approve a specific plan. Insurance is required for all students who participate in secondary school athletic programs. (See Board Policy JHA)

### ***NCAA Eligibility***

NCAA eligibility requirements are subjected to change, it is imperative that student-athletes (especially seniors and/or parents) be informed about the "NCAA Initial Eligibility Clearinghouse" and its eligibility requirements. An internet-based NCAA video for prospective student-athletes, parents and high school administrators is currently available on the internet. Among the topics covered are eligibility requirements to compete in college; the recruiting process, and services available for students with disabilities. The address for the video is:

[www1.ncaa.org/membership/membership\\_svcs/eligibility-recruiting/index/html](http://www1.ncaa.org/membership/membership_svcs/eligibility-recruiting/index/html). For more information, call the NCAA

membership services staff at 317-917-6222. Based upon this review it may be necessary to initiate schedule changes in order to satisfactorily meet or exceed the NCAA requirements for course work, GPA and/or standardized test scores. If any questions exist, please contact your high school guidance counselor.

## **STUDENT SAFETY/EMERGENCY PROCEDURES**

### ***Fire Drills***

Fire drill procedures are posted in every classroom. Teachers will brief classes at the beginning of each semester regarding fire drill procedures. Students are to exit the building in a quiet, orderly manner. Upon leaving the building students are to remain with their classes and proceed to a designated area so attendance may be taken. Everyone must be at least 40 feet from the building and beyond access drives used by emergency vehicles. Students will return to the building in the same manner and route in which they left the building. Students will not return until teachers give the instructions upon hearing a re-entry signal. Pulling a fire alarm is a serious offense and will result in suspension, and possible recommendation and referral to municipal authorities for possible legal proceedings.

### ***Tornado Drills***

Tornado drill procedures are posted in every classroom. Teachers will brief their classes at the beginning of each semester regarding tornado drill procedures, specifically during spring semester. In the event of a drill or actual severe weather, proceed to the designated area in a quiet orderly manner. Personal protection is of vital importance. Assume the safety position as instructed by your teacher and listen attentively for additional instructions.

### ***School Closure***

When early morning weather and road conditions are deemed hazardous, especially for school transportation, the district will announce closure of schools on local radio and television stations. All activities scheduled in district facilities are cancelled. Interscholastic sports events, games, and practices are postponed.

### ***Delayed Start***

Should inclement weather or emergency situations result in the closing

of school, or in the adjustment to school starting or dismissal times, the information will be conveyed through Channel 22/18 WHBS and local radio and television stations. Vocational runs will be adjusted according to the schedule.

#### ***Video Surveillance***

All students, parents, and staff are advised that as a public school facility, students, parents, staff and building visitors do not have to expect privacy in connection with their actions and activities while in, on or about the campus. In an effort to increase school district security, provide greater safety for students, parents, staff, and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internally and externally, shall be subjected to video surveillance 24 hours a day/7 days a week. The tapes of such observations shall be available for use by the administrative staff if necessary to enforce the student Code of Conduct, provisions by the school district, and the law.

#### ***Student Visitors***

Westlake High School is a closed campus and has a “No visitor” policy. Under very special circumstances, prior permission may be granted by the administration. The Westlake High School student must present a signed written request from his/her parent or guardian to the assistant principal. Upon the evaluation of this request and the intended purpose of the visit, the assistant principal will make a decision and advise the student accordingly. If the request is granted the following protocol must take place prior to the visit: (1) All teachers must give permission in the form of a signature on the written request; (2) the assistant principal will confirm the consent of the teachers; (3) on the day of the student visit, the visitor must have permission in written form from his/her parent or guardian with phone numbers available; (4) on the day of the student visit, host student must present all documentation to the assistant principal; and (5) the assistant principal will be afforded the opportunity to meet with the host student and visiting student prior to issuing a visitor badge. Failure to follow these procedures will result in denial for the request.

#### ***Student I.D. Cards***

All students will be given a proper picture identification card. This must be carried at all times and must be shown when requested. I.D. cards will be used for library, lunch purchase, and, may also be

requested for: hall pass permission, computer use, student altercations in the building, discipline, riding the school bus and, co-curricular activities such as dances and athletic events.

### ***Student Lockers***

Lockers are school property and are under the control of Westlake High School. Students accepting use of the lockers must also accept the related responsibilities, including keeping the assigned locker clean both inside and outside. The contents of the locker and the student belongings are subjected to a search at any time when there is reasonable suspicion that the contents may violate the student code of conduct or when the health, safety, or welfare of other students may be at risk. Westlake High School assumes no responsibility for lost or stolen property or money kept in hallway or locker room lockers. Lockers are assigned to specific students and should not be shared with another student.

### ***Restricted Areas***

There are specific areas that are off limits to Westlake High School students during school hours. Students found in these areas may be subject to discipline. The following areas are restricted:

1. Any area outside of the school building.
2. During lunch periods, all students must remain in the cafeteria; all other areas are restricted. The restrooms across from the cafeteria may be used during lunch periods. **Leaving campus without permission will result in student discipline.**

<b>MISCELLANEOUS INFORMATION</b>
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### ***Cable Channel***

The Westlake City Schools are very proud to have their own student-operated station WHBS Channel 22/18 which broadcasts school related information and co-curricular activities over the cable channel to the community.

Students are invited to appear on the weekly “Demon Zone Sports Show” by a special “TV pass”. This is a privilege and any classroom teacher may deny a student missing a class to be on the show. All students that do miss a class to be on TV are responsible for any and all work missed in that class.

Students that are crew members of WHBS-TV occasionally are required to work with the station on special broadcasts inside and outside of the school. Prior notice of these events will be given to all class teachers and these excused students are responsible for all classwork missed as per the Handbook guidelines.

### ***Cafeteria Regulations***

*The use of the cafeteria is a privilege; all students are expected to adhere to the following:*

1. All students must present a valid WHS Student I.D. Card.
2. All students using the cafeteria are encouraged to use a tray.
3. Keep the cafeteria clean and free of litter.
4. Return and empty the trays promptly when finished eating.
5. Be considerate of others and clean/bus your table and surrounding area.
6. During a student's lunch period, food and beverage items are to be consumed in the cafeteria only.
7. Possession of any food or beverage item is prohibited in the classroom, unless given permission by the classroom teacher.
8. No glass containers are permitted.
9. One table is designated as a nut-free table. This table is made available for students who have a medical history of an allergic reaction to nut products. While sitting at this table is voluntary, it is required that no nuts or products containing nuts be brought to or consumed while seated at the nut-free table.

During the lunch periods all students will remain in the cafeteria for the entire period. The restrooms directly across from the cafeteria are the only ones that may be used during lunch periods. All other areas are restricted unless special authorization is granted by administration and/or teacher.

### ***Performing Arts Center***

Westlake High School students have been provided a state of the art performance facility on the campus. Students use the building for a variety of school and school related activities from lectures to class meetings to performances. All students are expected to adhere to the following when visiting the Performing Arts Center (PAC).

- Food and drink are strictly prohibited within the auditorium itself, but allowed in all other areas of the building.
- No student is allowed to enter the Center without proper supervision from a staff member either certified or classified by the district.
- Restrooms and open areas of the building are off limits to students without supervision.
- Students may not store any property at the PAC without permission from a staff member or the PAC Coordinator.
- Students attending events at the Center are expected to use proper etiquette when in the auditorium – loud talking, cell phones, and general disruptive behavior are strictly prohibited. This also applies to putting feet up on chairs, rails, other areas not intended for such use.
- The Control Booth and Catwalk areas are strictly off limits to non-staff members.

Any student caught breaking the above rules will be subject to disciplinary action.

***Elevator***

The elevator is used for transporting approved people and materials to the second floor. Students who have a disability or temporary injury and need to use the elevator must get a key from the office. There is a \$10.00 fee for obtaining a key. This deposit is returned to the student when the key is returned to the office.

***Field Trip Participation***

Students who demonstrate poor behavior in school may be denied participation in field trips as a consequence. Students attending trips must also maintain acceptable academic performances. A student field trip participation form must be completed (parent signatures) prior to approval of attending a field trip.

***Hall Passes/Hallway Behavior***

Hallway passes are located in the back of this handbook. Students must

have in their possession this handbook if a hallway pass is to be issued. One page is devoted to each quarter. Hallway passes are not to be abused. Students will lose hallway privileges if this occurs. Students must respect the rights of others during period exchange time. Running, shouting, and public displays of affection are unacceptable behaviors. After the start of the school day food and beverages may only be consumed in the cafeteria. Any food or drink items in the hallway or classrooms may be confiscated.

### ***Health Services***

The Westlake Board of Education realizes the responsibility of the schools to help protect and improve the health of students. The services of a registered nurse will be available to the district. Services relating to general health problems, acute illness, emergency first-aid, and general health related materials are available to all students and staff. Each school will have on file for each student an emergency medical authorization card providing information from the parent/guardian on how they wish the school to proceed in an event of a health emergency involving the student and a release for the school in case emergency action must be taken. (See Board Policy JHC)

In the event of a medical emergency, parental instructions will be followed as indicated on the emergency medical authorization card regarding doctors, dentists, and hospitals, as well as persons to contact in the event parent/guardian contact cannot be established. If the emergency medical card is not on file or no person listed on the card can be contacted, and paramedics are called, all decisions regarding treatment and destinations to a medical care facility will be made by the emergency medical team. It is extremely important that each student turn in a completed emergency medical authorization card with correct phone numbers every year.

- Notification to the attendance office regarding any changes and/or updates in phones numbers, address changes, and any other information pertaining to the medical card is the responsibility of the student or parent.

### ***Medication Procedures***

Medication is defined as any prescription or non-prescription substance that a student must take during school hours. If a student must take medication, a completed medication form must be on file, and the

established procedures must be strictly followed. All medications administered in the nurse's office must be in the original manufacturer's bottle or in the original pharmacy container, labeled with the student's name, name of medication, dosage, time to be administered, and physician's name. Medication consent forms can be obtained in the main office or from the school nurse. Over-the-counter medication must be accompanied by a permission statement signed by the parent and physician prior to the school nurse administering the medication to the student.

Under no circumstances should students share their medications with other students. Students involved in this activity will be subjected to discipline action (Section II Rule 29).

#### ***Library/Media Center***

The use of the library/media center is your privilege as a student at Westlake High School. Students are encouraged to utilize the resources and services available there. Refer to the Library Information packet for more details.

#### ***Computer Ethics/Acceptable Use Policy***

Telecommunication technologies are available to students and teachers of Westlake City Schools. This access provides vast, diverse and unique resources to both students and teachers and proper use of the Internet is encouraged. This acceptable use policy applies to situations where any person or persons utilize the technology resources of the Westlake City Schools. The Westlake City Schools' computer network is connected to the Lake Erie Computer Association (LEECA) network and is also subjected to the LEECA Acceptable Use Policy.

The following principles have been adopted to insure that users of the technology resources of the Westlake City Schools comply with the Acceptable Use guidelines. *Users are only authorized to utilize the technology resources for the following purposes:*

1. Learning activities to facilitate Westlake City Schools' instructional objectives.
2. Research conducted in support of research programs authorized by Westlake City Schools.
3. Utilization by specifically authorized persons for the administration of Westlake City Schools and its programs.
4. Communications between faculty, staff, parents, and students

containing messages or information in support of Westlake School District instructional objectives, the content of which is not in conflict with this policy.

*Unauthorized uses include:*

1. Any utilization infringing the rights or liberties of another.
  2. Illegal or criminal use of any kind.
  3. Utilization involving communications, materials, information, data or images prohibited by legal authority as obscene, pornographic, threatening, abusive, harassing, discriminatory, anti-social or violation of any other Westlake City School's policies.
  4. Accessing, viewing, printing, sorting, transmitting, disseminating or selling any information protected by law or subject to privilege or an expectation of privacy.
  5. Utilization that causes or permits materials protected by copyright, trademark, service mark, trade name, secret, confidential or proprietary data and information statutes, or communication or another to be uploaded to a computer or information system, published, broadcast or in any way disseminated without authorization.
  6. Any attempts to access any resources, features, content or controls of the technology resources that are restricted, confidential or privileged.
  7. Granting access to person not authorized to use technology resources of the Westlake City Schools.
  8. Utilization requiring privacy of any kind or purpose.
- It is further understood that violation of this policy may result in revocation of utilization privileges and/or administrative discipline and could lead to criminal prosecution.

***Lost and Found***

There is a Lost and Found located in the high school main office.

***Messages and Gifts***

Only emergency messages will be delivered to the classroom. An emergency is an accident, illness or serious family problem. If information about transportation, house keys, etc. is not available before leaving for school, please instruct your child to check in throughout the day. Pay phones are available in the main hallways for student use.

We cannot accept gift deliveries for students. Items such as balloons, flowers, etc. should be sent to the home address not the school.

***Posters in the Building***

All posters must be approved through the principal/assistant principals' office. Posters must be neat, professional looking with appropriate language. Posters may be posted on information boards, hallways, and the cafeteria. Posters may not be put up on painted surfaces anywhere in the school. The sponsoring group following the event must remove posters

***Selective Service Registration***

Westlake High School offers Selective Service Registration through the guidance office or through the library.

***Senior Privilege***

Westlake High School's senior release program is a privilege that is given to seniors to help them develop responsibility for an unassigned period and to allow them to leave the school for one designated period, plus lunch. This privilege may be lost if the student fails to follow the school rules and Senior Privilege Guidelines.

Senior Privilege requires the approval of an administrator.

Administrator reserves the rights to deny privileges to students based on academic, attendance or behavioral issues

***General Criteria***

1. Students must apply for privileges
2. Senior privileges will not be given unless proper application form is signed by the parent and student and on file in the main office.
3. Students must be taking and passing five courses each quarter to qualify for this program.
4. All fees and fines must be paid.
5. Seniors must be in school or accounted for the official six-hour day. They may only leave during the periods on their contract and if found leaving at other times without school authorization will face suspension and loss of privileges.
6. Students must attain senior status, i.e., 14 credits.
7. Students are not eligible if they have been suspended or have received 2 or more in school assignments.
8. Student cannot miss more than 10 days per semester, exclusive of documented medical absences, death in the family, court appointment, or religious observance.

9. Must have and carry a current Westlake High School student ID.

*Checkout/Check in Procedure:*

This procedure must be followed or loss of privilege will occur.

1. Seniors eligible for program will obtain a Senior Privilege Card. Senior must possess release card in order to be released on a daily basis.
2. Students eligible for privilege must turn in their senior privilege card to their study hall teacher. If taking privilege during a lunch period, seniors must display their card to the door monitor upon exiting.
3. STUDENTS MUST ENTER AND LEAVE BY GYM DOORS ONLY. If found leaving out of any other exit, senior may lose privilege.
4. Seniors may enter the building five (5) minutes before class, but must remain in the cafeteria/senior hallway area. Seniors are not to go to any other area until classes change.
5. Seniors may go to the library during a privilege period but they must arrive on time at the beginning of the period and stay the entire period.

*Reasons for Loss of Privileges*

1. Suspensions or two in school assignments will result in loss of privileges for the entire year.
2. Ten days of absence per semester exclusive of documented medical absences, death in the family, court appointment, or religious observance will result in loss of privilege for the entire year.
3. Failing a class will result in loss of privilege.
4. Failure to follow proper checkout/check-in procedure may result in loss of privilege for the entire year.

Seniors that fail a Core Class at the end of the 3<sup>rd</sup> grading period will be removed from privileges and placed in Academic Coaching. This is to prevent a possible loss of graduation.

***Student Fees, Fines and Charges, Materials Fees***

Students enrolled in district schools will be furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the individual programs will be established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating fund of

the Westlake Board of Education to defray the cost of the materials and supplies.

Please note the school district will assess a **\$30 fee** for any check returned because of non-sufficient funds, stop payment, or account closure. This fee will be in addition to the amount of the returned check. Payment to settle accounts will only be accepted in the form of cash, money order, or bank certified funds. The school district will not accept further personal checks until the above debt has been satisfied. Final report cards will not be released until all debts have been satisfied.

When school property, equipment, or supplies are damaged, lost or taken by individuals, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for expense or loss incurred. However, grades and credits of the students may be withheld because of outstanding fines. The late return of borrowed books or materials from the school library will be subject to appropriate fines. All fines collected will be sent to the Treasurer for deposit in the general fund of the Board of Education. All checks should be made payable to the Westlake Board of Education. (B.O.E. JN)

#### ***Study Halls***

Students are able to have study halls built into their schedule. Study halls are for study purposes and are viewed as such. No sleeping or card playing is permitted.

#### ***Telephone Usage***

Students will not be called to answer calls coming into the office except in an emergency.

#### ***Toys and Games***

Toys and games, such as hacky-sack playing, cards, fingerboards, etc. are not to be played in the building. Students engaged in such activity will have these items confiscated by staff. At that point, the toy will be returned to a parent of the student.

#### ***Voter Registration***

Voter registration is available at Westlake High School. Information is available through the guidance office, Mr. Paul Hammond, or the library.

### **Westlake Police Department – School Resource Officer**

Officer Scott Fortkamp is located in our building. His office is in the science wing. He can be contacted at 250-1032. Officer Fortkamp is here in an effort to assist with the education of our students in regard to law related issues. He is not here to discipline students for violations. Officer Fortkamp may be involved in most situations that require a police presence. Students can go to Officer Fortkamp for a variety of different reasons. The Westlake Schools will at all times and in all circumstances cooperate to the fullest extent with the Westlake Police Department. Any request to interview a student will automatically follow the Board Policy that has been established. The Westlake Police telephone number is 871-3311.

### **TRANSPORTATION**

#### ***Student Drop-Off and Pick-Up Procedures***

Parents who drive students to school drop off and pick up their students at the designated areas.. **Please do not enter the east drive of the building.**

#### ***Driving Privilege***

Driving to school is a privilege and by permit only. Students may obtain a parking permit provided that the established regulations are followed. Specific guidelines will be distributed to students at the beginning of the school year. Parking permits may not be shared! The priority for handing out parking permits is as follows: (1) Vocational students, (2) Seniors, (3) Juniors and, (4) Sophomores.

#### ***Parking Permit Procedures and Regulations***

*Cost for a Parking Permit is \$30.00. Students that fail to submit a parking application and/or pay fee will have name submitted to fee's owed at cost of \$40.00. No school correspondence will be distributed once this fee is in Debt Status.*

*Parking at the high school lot will be determined by the following criteria:*

1. No student will be permitted to drive a car to school without written application from a parent or guardian. The completed application does not guarantee parking privileges for the student.

2. When permission is granted, it will be with the following limitations:
  - a. The vehicle driven to school must display an official tag issued by the school.
  - b. Upon arrival at school, the car is to be parked and locked for the duration of the student's school day. Should the car be driven off campus without permission, the student will be subject to the provisions of the Code of Conduct.
  - c. The laws of the State of Ohio and the City of Westlake are to be observed at all times.
  - d. The school cannot assume responsibility for the driver or his passengers.
  - e. Students who drive to school must show that they have current car insurance.
3. Students may lose their driving privilege for violation of either Code of Conduct or other school rules.
4. **The student who violates school rules and regulations, parks illegally or, parks without a permit may be towed at the owner's expense in accordance with the Ohio Revised Code 4513.60 paragraph B. Please be advised, this is posted clearly as you enter the lot, parking by permit only.** The student will also be subject to disciplinary action and loss of parking permit.
5. Students who are granted parking tags are expected to drive every day.
6. Parking permits MAY NOT be shared. Students must park in student designated spots; violation of this may result in towing and loss of driving privilege.
7. Please note, when you decide to drive to school it becomes your responsibility to get to school on time. The attendance office will not excuse students who miss classes due to a flat tire, engine trouble, and car won't start, train held me up, or other car related excuses.
8. The speed limit for vehicles in the Westlake High School lot is 5 M.P.H. Students are not permitted in the east lot or driving through the front oval at any time unless dropping off/picking up other students.
9. The replacement cost for parking tags is \$30.00.
10. At the conclusion of the school day, drivers must exit towards the correct end of the lot. At no time should students drive

between parked cars or cut through the lot. Inappropriate driving may result in loss of permit.

11. Double-parking on the ends of rows is only permitted at the direction/permission of an administrator. There will be consequences for students who illegally park.
12. Bumping into/accidents on school property may result in a nine week parking permit suspension for person(s) at fault.
13. A student shall never park in a handicap spot or a staff parking spot. Parking permit may be suspended.
14. Student vehicles parked in the school parking lot may be searched if reasonable suspicion warrants, indicating a possible code of conduct violation.
15. Student cars parked on school premises are subject to search for controlled and other inappropriate materials. **Applying to drive and park on school premises constitutes acceptance that there is no expectation of privacy for materials stored in the car while on school premises.**

### ***Bicycles***

Students may ride their bicycles to school. There are bicycle racks available at both the sides of the building. Please lock your bicycle when parking it for the day.

### **Student Conduct On School Busses**

The School Board provides students – both public and nonpublic – transportation based on eligibility. Transportation service is a privilege and, as such, demands certain responsibilities and behaviors from the passengers.

#### **Rules and Obligations of Students**

All rules as stipulated are to be enforced by the school vehicle driver (with common sense) with a feeling for the nature of the situation and the student.

The rules **are important** with respect to student safety (the degree of eminent danger such an act could pose), respect for authority and the personal rights of others.

**All Westlake City School District Student Code of Conduct rules and consequences apply (Policy JFC & JFC-R). In addition, the following rules specific to bus safety will be followed.**

1. All students will enter or leave a school vehicle in an orderly fashion (no pushing or shoving).

2. All Students will be absolutely quiet at all railroad crossings and other areas designated by the driver.
3. All students are forbidden from changing seats, once seated.
4. All passengers are forbidden from throwing or propelling in any way, any object while in a school vehicle, or at a school vehicle.
5. All students are to refrain from hanging any object or any part of their body outside a school vehicle.
6. All students must, upon a signal from the driver, cross at least 10 feet in front of the school vehicle.
7. All students will refrain from crossing behind the school vehicle.
8. All students will refrain from committing acts of vandalism to a school vehicle. Such acts would involve but not be limited to defacing, taking, breaking or altering in any way the physical condition of the interior or exterior of a school vehicle or to the personal property of others on the vehicle. In such cases where culpability is established for any of the above, the student to blame and his/her parents will be charged for such damages.
9. All students will refrain from causing, committing, participating in, encouraging or inciting any disruption on a school vehicle or at a school vehicle stop by virtue of their verbal or physical behavior.
10. All students will comply with the instructions of the driver or other personnel in authority in the District.
11. All students will ride the school vehicle they have been assigned and refrain from loading or unloading at a stop other than designated.
12. All students will refrain from eating or drinking and/or littering a school vehicle.
13. All students will refrain from loud talk or noisemaking. Talk at a normal level is permissible.
14. Students will refrain from bringing animals of any kind on a school vehicle.
15. Students will refrain from delaying the departure of a school vehicle by being frequently or habitually late to the designated stop or departure point.

16. Students will refrain from spitting on, at or out of the school vehicle.
17. Students may not use cell phones on school vehicles unless granted permission by the adult supervising an extra-curricular event.

#### Discipline

The Board authorizes the superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. Suspension from bus riding privileges follows the same due process procedures as with any violation of the bus riding privileges follows the same due process procedures as with any violation of the Westlake City Schools Student Code of Conduct. This includes notice, hearing, and appeal.

#### Procedures for Implementation

1. An immediate verbal reprimand to the student followed by a written statement and a completed bus conduct report (see attached) from the driver to the transportation supervisor.
2. The principal of the school that the student attends will be notified so that the principal or designee can review the bus misconduct report and review the response of the student.
3. Based upon the review of the misconduct report and student response the building administrator will take appropriate disciplinary action in accordance with the district Code of Conduct and/or Bus Discipline Policy. The administrator is responsible for notifying the transportation department and the student's parents of the decision.
4. Suspensions from transportation privileges and/or suspension from school will be assessed for any infraction of transportation rules and regulations. Normally suspensions will be assigned in the following sequence. However, serious misconduct may result in a longer suspension or suspension from school.
  - A. First offense – up to 3 school days
  - B. Second offense - up to 5 school days
  - C. Third offense – up to 10 school days

D. Fourth and subsequent offenses – up to the remainder of the current school year and into the next school year.

5. If a bus suspension is given, the administrator will follow due process procedures and notify Transportation.
6. The building principal and transportation director will maintain a record of all bus infractions.

## 1. CLUBS and ORGANIZATIONS

Academic Challenge Team	National Art Honor Society
AFS	National Honor Society
Bowling Team	PEP Club
Cheerleading	PRIDE
Choir – Several choices	Project Support
Dance/Drill Team	Orchestra
Debate Club	S.A.D.D. (Students Against Destructive Decisions)
Drama Club	Ski Club
Foreign Language Clubs	Student Council
Jazz Band	Tech Mates
Green & White - Newspaper	Yearbook
Key Club	WHBS Radio & TV
Literacy Magazine	
Marching Band	

### Fight Song

Stand up and cheer,  
Cheer loud and long  
for Westlake High School.  
For today we raise,  
the green and white.  
Above the rest,  
above the rest.  
Our boys are fighting  
for we are bound to win this game.  
We've got the team, Rah! Rah!  
We've got the steam, Rah! Rah!  
For this is Westlake High School's game

### Westlake High School Alma Mater

High school days are forever dear  
But Father Time takes his toll;  
Yet the memories will still be near  
As we strive toward our goal  
So, Westlake, while we are here  
Let's be friends firm and true;  
We'll all be faithful, dear Alma Mater,  
For we'll always be part of you