HONOR ROLLS
There are two honor roll recognitions:
1. Principal's Honor Roll - Semester grades are "A" in all subjects with all citizenship marks satisfactory or better**.**
2. Honor Roll - Semester grades average at least 3.5 with all citizenship marks satisfactory or better**.**

Further requirements:
1. Minimum of five classes. (Only four grades will count if P.E. is one of the five.)
2. D, F, and U excluded.
3. "Pass" for Independent Study PE would count as one of five classes.

IDENTIFICATION CARDS
Students are issued identification/library cards at the Activities Office. **Students are required to carry the current identification card with them on campus and at school activities. Students must present ID when requested by any adult authority on campus or at any school event.** Lost cards must be reported at the Activities Office; replacement is $10. Should the card be damaged, take it to the Activities Office for repair. DO NOT ATTEMPT to repair it yourself. Identification cards must be turned in when student withdraws from school.

LIBRARY
The regular library hours are 7:30am to 4pm Monday-Thursday, and from 7:30am to 3pm Friday and are subject to change for alternative school schedules. Students are welcome to use the library at any time, but must have a signed pink pass from a teacher to come to the library during class time. Library books may be checked out for a three-week period and may be renewed for an additional three weeks. The student's I.D. card is required for checking out books. Books not returned on time will be subject to a fine of 25 cents per day that the book is late. Students have access to EBooks and valuable databases 24/7 through their eTUSD Library Resources Course.

LOST AND FOUND
A lost and found station is maintained in the Attendance Office.

OUTSIDE CREDIT
A student may apply for credit for instructional programs outside the school day. The application may be picked up in the Counseling Office. The application must be submitted and approved **prior** to beginning the course of study.

PARKING
Parking facilities are provided for students in the parking lot on Victor Street and Del Amo Boulevard. Students who drive to school are required to register their cars with the Principal's secretary. The first three rows in the parking lot are reserved for staff and visitors. Please refrain from:
1. Loitering in cars, on or near campus.
2. Excessive speed or other violation of traffic regulations.
3. Operating a vehicle in an unsafe manner.
4. Not using designated student parking spaces.

PHYSICAL EDUCATION REQUIREMENTS
Physical Education differs from other classes on campus in (1) granting credit each quarter, and (2) basing the grade earned on skills and the number of days a student is properly dressed and participates in the class. All students enrolled in a physical education class (9-12) are required to wear appropriate attire to participate in PE activities and have a West High combination lock for their locker. The lock can be purchased through the Student Activities office during Registration for $25. Make-up opportunities are provided for students who are absent or unable to participate for a short period of time. Students will take the Physical Fitness Exam in class. If a student does not pass, they will be required to take PE beyond their 10th grade year until they pass the exam or graduate from high school.

SAFETY
- For your safety, please use the crosswalk or cross at an intersection when leaving school. Jaywalking is dangerous.
- Please refrain from making U-turns on Victor Street in front of the school during drop-off and dismissal.
- If you ride a bike/skateboard to school, you may lock it up in the large student parking lot or smaller area between Bldgs 2 & 3 in the racks. If you lock your bike up on the rail next to the stadium/band room, your bike lock could be removed. Please refrain from locking your bike there.
- Students are not allowed off campus to go to cars during the school day. If you forgot something, you will need to turn it in after 2:57pm.

SITE AND CLASSROOM SECURITY
Once teachers leave for the day, their classroom will remain closed and locked. In an effort to secure classrooms and other facilities on campus, once class is "over" and a teacher has locked their room, the room will remain secure. Rooms will not be reopened for students who have left any items behind (this includes cell phones, backpacks, instruments, books, lunchboxes, water bottles, etc.) Items can be picked up the next school day when the classroom has reopened.

STUDENT SCHEDULES
Students receive a preliminary schedule during fall registration. The first day of school, students need to be to school by 7:15am to receive their official schedule. Second semester schedules are not printed, nor distributed; they are accessible through PowerSchool under "My Schedule" in the menu. Student initiated program changes are discouraged once the semester is underway. However, changes are at times necessary. In these instances, a new official program is issued by the Counselor. After the 10th day of school, course drops and leveling down from advanced to regular courses are discouraged and must be submitted to the Course Add/Drop Committee for approval. Per District Administrative Rule, a student who drops a course after the first six weeks of the semester shall receive an F grade.

TEXTBOOKS
West High School provides the necessary textbooks for use in the classroom free-of-charge to its students; however, students are accountable for all textbooks checked out to them. Any previous damage to textbooks must be reported within 24 hours of checkout, or the student will be held responsible for all damages. The student must pay for the lost or damaged book. Textbooks must be covered with book covers. The textbook window is open from 9:30am to 1:30pm, Monday through Thursday. The student's ID card is required for checking out textbooks. All textbooks are due by 3pm on the last day of school.

TEACHER REQUESTS
Teacher requests are not accepted and will not be considered. Teacher changes within a subject will not be approved. If a student is changing levels (AP to Honors or Honors to a leveled Academic), the student will be placed in a class based upon class loads and the scheduling needs of the student.

TICKETS
West High students may purchase tickets for dances, athletic events, plays, concerts, etc., at the Student Activities Office before school, at lunch and after school on designated days. Tickets are also available for most events online at GoFan.co.

TUTORING
Tutoring is offered at lunch Mon-Fri in the Library Media Center. Students do not need to sign up ahead of time & can drop in as needed & bring their lunches. Tutoring is also offered in the main Library after school Mon-Thurs until 4pm. Tutors are approved by their teachers. For a list of scheduled tutors & their respective subjects please visit our website.

TRANSPORTATION CONTRIBUTION
TUSD has established a contribution schedule to pay the cost of transportation for high school activities. Schools do not receive budgeted transportation funds and depend on the donations of our families to provide transportation for our programs. Thank you in advance for assisting in this matter. Please consider contributing to keep our programs running. The following donation amounts have been approved for drill teams, cheer, marching bands and interscholastic athletics:
1. An annual donation of $130 per activity; not to exceed $200 for the year for student engaged in multiple activities.
2. Families with multiple children participating shall not exceed $300 for the year.

YEARBOOK
If a student does not purchase an ASB Warrior Package, a yearbook may be purchased individually at a later date.

A school where every student is empowered to be a Warrior -- *Creativity ● Character ● Resilience*

WEST HIGH WARRIOR WAYS

West High School's Mission:
Warriors create a collaborative community where all students engage in a caring and rigorous learning environment to acquire essential skills and maximize their potential to become effective contributors to society.

Our vision is supported by following the Way of the Warrior:
- **Creativity**: Warriors apply critical, analytical, and strategic thinking skills to create innovative products and seek solutions to complex problems.
- **Character**: Warriors look beyond themselves and work collaboratively to employ trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- **Resilience**: Using a growth mindset, Warriors respond to challenges with positivity, resourcefulness, integrity, and determination to succeed.

WARRIOR WAYS
2021-22

ADMINISTRATION
Principal .....Mrs. Jenna Murata
Assistant Principal.....Mr. Ian Eddy
Assistant Principal.....Mrs. Michaele Scheerle
Assistant Principal.....Mr. Eric Spotts
Dean of Students.....Mr. Keita Kadono
Student Activities Advisor .....Ms. Sue Eriksen
Athletics Director .....Mr. Jason Druten
Site Supervisor.....Mr. Kevin Knapp

ACADEMIC COURSE CHANGES

General core course and elective course schedule changes are discouraged after the start of school and not allowed after the 10th day of the school year. Prior to the 10th day of school, all schedule changes are dependent on space availability. *AP/Honors courses are bound by the AP/Honors Year-Long Commitment Contract and do not follow the General Academic Core Course and Elective Course Schedule Change Policy. Refer to the *AP/ Honors Course Change Policies under the 'Academics'* page at whs.tusd.org. **Course Changes within a Subject:** If a student's schedule changes within a subject the student will be required to make up any work they missed in the new class and turn it in at a teacher-determined deadline.

ACADEMIC HONESTY

West High School expects every student to perform all academic work with honesty and integrity. Assignments must be the result of his/her own work and uphold truthfulness in all aspects. Dishonesty or cheating in any form will not be tolerated. See: whs.tusd.org "Our School" top tab, under "Discipline Matrix" for full WHS Academic Honesty Policy.

ACADEMIC RECOGNITION

National Honor Society (NHS): Students are nominated by the faculty. To be eligible you must have a minimum grade point average of 3.0 and demonstrate and maintain qualities of service, leadership & character. Members receive special recognition at graduation. California Scholarship Federation (CSF): To be eligible, a student must apply & be at least a second-semester freshman with a minimum of 3 A's and 1B in Academic subjects, no U's in citizenship and no D's or F's and no behavior record. Students who have qualified for membership for at least 5 semesters receive special recognition as seal bearers at graduation and on their transcripts.

ACCIDENT OR INJURY

Any accident or injury occurring on the school grounds between 7am and 4pm must be reported immediately by the student to the Health or Attendance Offices.

HORIZONS

Our literary magazine is published once a year and is issued to students who paid for an ASB Warrior Package. It may otherwise be purchased for $3.

ASB WARRIOR PACKAGE

A student can save money by purchasing an ASB Warrior Package which includes an Associated Student Body logo, yearbook and a copy of our literary magazine. The Associated Student Body logo entitles the student to attend our athletic games free as well as reduced prices for most other school activities. The ASB logo entitles athletes to awards and letters. This could save well over $100 throughout the year. The ASB Package is available online beginning in August. All purchases can be made through the West High webstore. To set up an account, you will need your Student's ID number & add a zero to the end. Event tickets may be purchased through gofan.co.

ATHLETICS – BOYS AND GIRLS

West High will compete within the Pioneer League.
ATHLETIC LETTERS AND AWARDS – At the close of each sport's season, the ASB awards letters, inserts, and/or certificates to varsity team members who have fulfilled requirements.
To be eligible for an athletic letter or award, a student should:
1. Receive the recommendation of the coach.
2. HAVE PURCHASED ASB.
3. Be academically and citizenship-wise eligible. A certificate and an insert will be awarded to those athletes who have previously lettered in a sport at the same level. A letter will not be awarded if an athlete has not purchased ASB.

ATTENDANCE

Regular attendance is the first requirement for a successful high school experience. Students need to regard daily attendance and punctuality as fundamental for future success. Irregular attendance is a detriment in school and on the job. Additionally, California State law requires daily school attendance until a student graduates, reaches the age of eighteen or passes the CA High School Proficiency Exam (CHSPE). Should your student be absent on a school day, parents are requested to email the Attendance Office at WHSAttendance@tusd.org to verify knowledge of the absence and student whereabouts. All absence verifications must include:

Student's LEGAL name
Date of Absence(s)
Reason for Absence
Parent/Guardian Signature/Authorization*
(Authorization will be implied when communicating through Parent/ Guardian account(s) listed in PowerSchool)

Alternatively, a parent may send a note with their student stating the information above to be submitted to the Attendance Office.

All Absences must be verified by a parent/guardian listed in PowerSchool upon 48 hours of a student returning to school.

When a student is absent from school due to a contagious disease, they must provide a doctor's note to the Health Office upon returning to school.

Make-up Work for Verified Absences
Classwork for any verified absence MUST be made-up during a reasonable time specified by the teacher. Failure to do so will be reflected in the course grade.

Off-Campus Passes
Students needing to leave campus during regular school hours MUST obtain an off-campus pass from the Attendance Office—this includes students in zero-7th periods. Parent/Guardian requests for off-campus passes should be made by 8:30am by sending an email or note to the Attendance Office. Off-campus passes will only be issued after the Attendance Office verifies the parent request by contacting them on the telephone number on file in PowerSchool. Once students are on campus, including zero period, they may not leave campus without an off-campus pass. This includes Late Start Schedule on Tuesday. Students are to go to one of the cafeterias or cafeteria patios, to quietly work until first period begins.

Students who become ill during the school day are to report to the Health Office with a pass from their teacher. They will be released to go home after their parents are contacted by an authorized employee, the parent approves such release and an off-campus pass is issued. Students leaving without an off-campus pass will receive a truant. **Students who leave campus without permission at lunch or during school hours are subject to disciplinary action which may include receiving truants for all classes missed.**

Activity Passes and Participation in Activities
Such requests must be issued by teachers or staff twenty-four hours in advance of the activity. Teachers of whom requests are made have the option to refuse the request (too frequent absences, lack of achievement, and/or poor citizenship.) Teachers refusing to honor requests are expected to notify the requesting teacher or staff member in sufficient time. Students released for an activity will be marked as "School Business" in the class(es) they miss. Activity absences will be included in the total count of absences on the report card. Students shall attend all classes on the day of an afternoon or evening event to be eligible to attend or participate in the activity.

Reasons for Absence
Absences will be *excused* for reasons listed in CA ED CODE 48205: illness, quarantine, medical appointments, bereavement for immediate family member and jury duty. All other reasons are marked as *unexcused* unless prior written approval is given from an administrator.

Tardiness
Promptness in reporting to school and to the classroom is vital to academic success. Any student who is not in his/her class when the bell rings, is tardy. Four tardies will result in an unsatisfactory citizenship grade for the class at the quarter. Repeated tardiness may result in additional interventions.

Unverified Absences
Any absence that has not been verified by parent/guardian upon 48 hours of a student's return to school will be considered unverified. Students with unverified absences may be assigned Saturday Enrichment, to include single period unverified absences.

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION

A Proficiency Examination is given by the State to those applying who are at least 16 years of age or who will complete grade 10 during the semester they take the test. A Certificate of Proficiency is issued if the examination is passed and students may leave school with written parent approval on file.

CELL PHONE

Use of cell phones and electronic devices are a privilege at school and must be used in keeping with the Acceptable Use Agreement and school and classroom rules. Devices may only be used during class time with teacher permission and for educational purposes. Students out of class during class time may not use phones or have listening devices in or around ears. Violation of use will result in confiscation of device. First time-returned at the end of the day. Second time-parent/guardian must pick up. Subsequent violations will result in additional interventions.

DANCES

To make our dances more enjoyable, we have some simple rules. YOUR WEST HIGH IDENTIFICATION CARD IS REQUIRED FOR ADMITTANCE. If you leave the area, you will not be permitted to come back. **Dance privileges will be lost for the following:**

- Receiving two or more U's on the quarter report card. Dance privilege is lost until the next report card even if summer intervenes--summer school cannot clear this.
- Three or more separate incidents of all day truancies will result in loss of dance privileges for the remainder of the year
- Failing to serve three or more assigned Saturday Enrichment sessions may result in loss of dance privileges for the remainder of the year.

Students who are not full-time WHS students may only attend dances as a guest of a full-time WHS student. If you bring a guest to a dance, you are responsible for that guest and their behavior. You must fill out a guest application prior to purchasing a ticket for your guest. While at dances, all individuals must adhere to the WHS Dance Policy or they are subject to dismissal.

DISCIPLINE POLICIES AND PROCEDURES

In general, the teacher will deal with problems that are of a basic classroom nature, such as tardiness, non-participation and excessive talking. If the problem continues, the student will be referred to the Dean for further action. Continuing or serious unsatisfactory conduct may result in one or more of the following measures: 1) Case conference; 2) Group counseling; 3) Additional parent conferences; 4) Assignment of Saturday Enrichment; 5) Psychological referral; 6) Suspension; 7) Probationary status; 8) Referral to police; and 9) Expulsion. The T.U.S.D. Discipline Matrix (on the website) outlines the procedures to be used if it has been determined that the pupil, while on school grounds or during a school sponsored activity off school grounds related to school attendance has:

1. Used phone or other electronic devices during class time unless directed by a teacher. (These items may be used during passing periods, snack time and lunch).
2. Disrupted the classroom or was disobedient.
3. Been illegally off campus.
4. Used a skateboard, bicycle, roller skates on campus, and/or laser pointer during class.
5. Used profanity, vulgarity, inappropriate language or an ethnic slur.
6. Cheated in the classroom or plagiarized.
(See Academic Honesty Policy on West High website)
7. Possessed or used nicotine on campus.
8. Possessed, used, or negotiated for sale of drugs/alcohol or has otherwise furnished, or been under the influence of same.
9. Sold a controlled substance.
10. Possessed or used firecrackers or other explosives or has started fires or set off fire alarms.
11. Stolen or attempted to steal school or private property.
12. Assaulted, intimidated, fought, or attempted to cause or threatened to cause injury to another person.
13. Caused serious physical injury to another person, except in self-defense.
14. Graffitied, vandalized or defaced school property or property of others including books.
15. Possessed, used or sold firearms, knives, explosives, or other dangerous weapons or objects.
16. Accrued excessive unexcused tardiness or truancies.
17. Resorted to extortion or robbery.
18. Committed sexual harassment of any nature.
19. Committed hate, violence, harassment, threats, intimidation, or bullying.
20. Engaged in inappropriate use of computers (see Electronic Information Contract).
21. Shared inappropriate images via social media.
22. Thrown anything over 2nd/3rd floor of any building including spitting
23. Use or possession of e-cigarette/vaping devices is prohibited and subject to discipline.

California Code of Regulations, Title 5 Section 4622 - Requires pupils to conform to school regulations; obey all directions; be diligent in study and respectful to teachers and others in authority; and refrain from the use of profane and vulgar language.

Education Code Section 44807 - Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

DROP OFF POLICY

School office drop-off ability and policies are in place for safety and security purposes. **There is no access to the office lobby to deliver or drop off items for your student.** To encourage responsibility, your student needs to ensure their lunch, class assignments and projects are in their backpack and organized prior to leaving home and brought to school with them on time. Plan ahead for lunch –either bring a sack lunch or purchase lunch at school. To purchase lunch through our TUSD Nutrition Services, parent's first sign up for a Titan account at tusd.org/nutrition-services for their student. Through Titan, parents can add funds to student meal accounts, apply for free or reduced meals, track student transactions, and take advantage of the option to prepay for meals.

DRESS CODE—STUDENT—WEST HIGH/TUSD

1. Shoes must be worn at all times.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, wallets, etc.) shall be free from writing, pictures or any other insignia which are, vulgar, profane, or which advocate racial, ethnic, sexual orientation, or religious prejudice and not have chains attached.
3. Only medically/religiously required headgear, approved by the principal, may be worn indoors.
5. Clothes shall conceal underwear at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
6. Swimwear, nightgowns, and excessively oversized clothing are not appropriate school wear.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066). The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

ELIGIBILITY—ACTIVITY, ATHLETIC, AND FINE ARTS

To be eligible for activity participation at West, a student must, as a minimum requirement:

1. Have passed and earned a 2.0 grade point average in the equivalent of 20 semester credits of new work in the preceding quarter (five of these semester credits may be from SCROC if the student is enrolled for the morning session);
2. May not receive more than one U in citizenship in all classes in the preceding quarter.
3. May only use one PE class to determine 2.0 G.P.A.
4. Must follow CIF blue book regulations for academic eligibility.
5. Athletes may be removed from 6th period athletics when they have been ineligible two consecutive quarters.

GRADUATION REQUIREMENTS

1. Each student shall maintain a satisfactory citizenship record with six or more semesters of composite satisfactory or excellent citizenship grades required for graduation.
2. Each student will have a minimum of 220 credits for graduation.
3. Each student will be enrolled in six classes during each semester in attendance except seniors who may be authorized to take fewer classes.
4. Each student shall obtain the following graduation requirements:
a. Mathematics – 20 credits.
b. Science – 20 credits - 10 credits in biological science and 10 in physical science.
c. English – 40 credits (Journalism or ELD support classes are not allowed as part of English requirements, but may be taken as part of the elective credit requirement).
d. Social Studies – 30 credits. - World History A/B – 10 credits; U.S. History A/B – 10 credits; Government – 5 credits; Economics – 5 credits.
e. Health – 5 credits
f. Physical Education – 20 credits (required in grades 9 and 10)
g. Visual and Performing Arts or Foreign Language – 10 credits
5. Limitations on credit counting toward graduation:
Aides – 10 credits only
Physical Education – 40 credits only of regular P.E.
Correspondence Courses—40 credits
6. A high school diploma shall be granted to any student who satisfactorily completes the regular high school curriculum requirements of the district & meets the citizenship requirements. No student will be allowed to participate in commencement exercises unless all graduation requirements are met.

HEALTH SERVICES

The Health Office is open from 8:00am to 3:00pm. If an emergency occurs during other hours, report to the Attendance Office. One of the functions of the Health Office is to administer first aid.

Health Office Pass: Students who are ill or injured at school must obtain a pass from the teacher before going to the Health Office. If a student goes to the Health Office between classes without a pass, he/she will be sent back to class to obtain one. A pass is not required if a student becomes ill during lunch. Students will be allowed to rest for 10-15 minutes and then must return to class.

While students might text/call their parent from campus when they are ill and need to go home—they MUST obtain a pass from their teacher and go to the Health Office. For safety reasons, the Health Office will contact the parent/guardian before a student can go home. With parent/guardian consent, the Health Office will issue an Off Campus Pass. For his/her protection, a student who is ill is not to leave the campus without permission from the Health Office. Students experiencing dizziness will not be permitted to walk home on their own.