



MIDDLE SCHOOL
**STUDENT/
PARENT
HANDBOOK**
2021–2022

HARVARD
WESTLAKE
S C H O O L

July 2021

To the Students and Parents of Harvard-Westlake Middle School:

This handbook is designed to provide helpful information, enabling you to experience to the fullest what the school has to offer. Please read it with care; we encourage each family to review it together. Although Harvard-Westlake encourages the development of individual talents and respects students' opinions, there must be commonly accepted standards of behavior and communication for our school to function optimally. These standards are published in this handbook. The school assumes that you will read them, understand them, and, by your presence in the school, intend to maintain them. We expect each member of the community to embrace the spirit as well as the letter of the law. Students are encouraged to monitor their behavior by asking themselves if their choices are in line with the established sense of community.

Rules and expectations simply impose limits; they do not define mature behavior. The school believes that respect for other people, honesty, and courtesy are fundamental and are the expected standards for behavior. These, coupled with an attitude of cooperation and mutual understanding, make for an enjoyable and creative community life. This is what we want for everyone. We trust that each student will help in making this a reality. It is our hope not only that you will learn much while at Harvard-Westlake School, but also that you will make friends, grow in spirit as well as in wisdom, and enjoy yourself.

Like any good school, Harvard-Westlake is always evolving. Teachers experiment with new curricula, and deans modify programs to suit the needs and interests of an ever-changing student body. Every year the *Harvard-Westlake School Middle School Student/Parent Handbook* is reviewed and revised to reflect those changes. So even if you're a returning Harvard-Westlake student or parent, we encourage you to peruse this book again. The care that goes into creating and editing the handbook reflects the thoughtfulness and creative thinking that goes into designing the entire middle school program.



Jonathan Wimbish
Head of Middle School

Contributions intended to improve the quality of this publication are appreciated. Please report errors found in this handbook to tbaris@hw.com. Revisions are made on an ongoing basis. The most recent version of this document can be found online at www.hw.com/students/handbook.

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**HARVARD
WESTLAKE
SCHOOL**

MIDDLE SCHOOL CAMPUS

700 North Faring Road
Los Angeles, CA 90077
(310) 274-7281



- AO - Admission Office
- BG - Bing Performing Arts Center
- BH - Booth Administration Center
- HC - Hazy Academic Center
- LL - Lower Lawn
- MC - Marshall Center
- MG - Munger Library
- SAF - Sprague Athletic Field
- SE - Seaver Science Center
- SG - Senior Garden
- WH - Wang Hall
- ① ② - Entrance 1/Entrance 2
- ③ - Exit
- ⚡ - Automated External Defibrillator
- ♿ - Handicap Accessible
- D - Student Drop-Off
- E - Elevator
- P - Parking Structure
- R - Reception Desk
- S - Security Kiosk



Revised 3-23-2019

MISSION STATEMENT

Harvard-Westlake strives to be a diverse and inclusive community united by the joyful pursuit of educational excellence, living and learning with integrity, and purpose beyond ourselves.

NON-DISCRIMINATION POLICY

Harvard-Westlake School does not discriminate on the basis of race, color, national or ethnic origin, disability, gender, gender identity, gender expression, religion, or sexual orientation in the administration of its educational policies, financial aid programs, and athletic and other school-administered programs. This policy applies to all rights, privileges, programs, and activities, including applications and admissions, generally accorded or made available to students at the school.

PERSONAL AND COMMUNITY EXPECTATIONS

Honor Code

As a member of the Harvard-Westlake school community:

I will let my conscience be my guide in my everyday actions and endeavors at Harvard-Westlake.

I will neither give nor receive unauthorized aid, as defined by my teacher both explicitly and implicitly, from any source on exams, homework, quizzes, papers, or any other academic endeavor.

I will not steal or violate others' property, either academic or material.

I will not violate the person of others or the person of the school.

I will pledge my honesty to the school community, and I expect others to be responsible and to do the same.

On all my work, my name affirms my honor.

Harvard-Westlake strives to empower students to flourish in college and life. We want our students to learn to embrace and overcome challenges, try their best, and accept any outcomes those efforts bring. We strive to bring students greater moral awareness so that they live examined, thoughtful, and informed lives.

We expect students to abide by the following precepts:

1. Be honest with yourself and with others.
2. Be courteous in your relationships.
3. Keep your word.
4. Be involved. There is always something constructive to do; find out what it is, and give it a try.
5. Support your school in a positive manner. Whether on the field, in the stands, or in an auditorium, support your peers with positive cheers.
6. Work hard. Learning to work hard and enjoy it is a great lesson you can master at Harvard-Westlake.
7. Be a good citizen. Know and keep the rules of the community.

DAILY LIFE

MIDDLE SCHOOL DAILY SCHEDULE

Assembly (Monday)

Period 1/Attendance	8:00 – 8:40
Period 2/Attendance	8:45 – 9:25
Assembly	9:30 – 10:00
Period 3	10:05 – 10:45
Period 4	10:50 – 11:30
Period 5	11:35 – 12:15
Period 6	12:20 – 1:00
Period 7	1:05 – 1:45
Period 8	1:50 – 2:30
Period 9	2:35 – 3:15

Special Assembly

Period 1/Attendance	8:00 – 8:40
Period 2/Attendance	8:45 – 9:20
Special Assembly	9:25 – 10:25
Period 3	10:30 – 11:10
Period 4	11:15 – 11:50
Period 5	11:55 – 12:30
Period 6	12:35 – 1:10
Period 7	1:15 – 1:50
Period 8	1:55 – 2:30
Period 9	2:35 – 3:10

Tuesday–Friday

Period 1/Attendance	8:00 – 8:40
Period 2/Attendance	8:45 – 9:25
Activities	9:25 – 9:50
Period 3	9:55 – 10:35
Period 4	10:40 – 11:20
Period 5	11:25 – 12:05
Period 6	12:10 – 12:50
Period 7	12:55 – 1:35
Period 8	1:40 – 2:20
Period 9	2:25 – 3:05

The middle school schedule follows a six-day cycle; weekdays are numbered one through six in rotation. The first day of each semester is Day 1. Academic courses generally meet five days out of six each cycle. Elective courses generally meet three days out of six. Class meetings are scheduled once per cycle.



ATTENDANCE POLICIES

Promptness and Tardiness

Students are expected to be on time for classes, assemblies, class meetings, school service assignments, and individual appointments with faculty or staff.

Arriving at School

Classes begin at 8:00 a.m. Students should arrive by 7:50 a.m., as we expect students to be on time for all classes.

Tardiness

Students are expected to report promptly to all classes, activities, and appointments. Deans will be notified of students who are routinely tardy to class or to school; a student may then be subject to disciplinary action as determined by the school.

Students arriving late to school must sign in at the security kiosk or at the reception desk located in the Booth Administration Center. Frequent tardiness impedes a student's academic progress.

Attendance

Attendance is taken during all periods. At the beginning of both first and second periods, since all students must be accounted for, those not scheduled to be in a class, whether on just one day or up to every day of the cycle, are assigned to a teacher and meeting place for Attendance.

Absences

Students are expected to remain on campus during school hours and to use unassigned time at the school responsibly.

A parent¹ should call the attendance office at 310-288-3388 before 9:00 a.m. to report an absence or email the attendance coordinator, Ms. Simon, at bsimon@hw.com.

Students absent for all or part of a school day may only participate in athletics, performing arts, or other extracurricular activities on the day of that absence if they have obtained permission to do so from their dean or the head of middle school.

1 "Parent" or "parents" refers to both parents and legal guardians throughout this handbook.



Parents have access to student absence information via the parent portal at hw.com (www.hw.com/parents). Parents must first log in by entering their username and password. Expand the menu for Student Records that will appear on the left side of the page and then click on the Attendance link.

Students may also access their attendance records online through the student portal at hw.com (www.hw.com/students). Students must first log in by entering their username and password. Expand the menu for Daily Life that will appear on the left side of the page and then click on the Attendance link.

Partial-Day Absences

- Students who miss a morning class must sign in upon arrival to school at the security kiosk or at the reception desk located in the Booth Administration Center.
- Students leaving school early for non-emergency reasons will only be released to parents, other authorized persons as specified under Early Pickup within the Health & Emergency Form section of the online enrollment contract, or other persons authorized by parents prior to the school's release of the student. The person picking the student up must sign out that student at the security kiosk or at the reception desk in the Booth Administration Center. Parents acknowledge and agree that the school is not responsible for students after they are released by parents.
- Upon returning to school, an adult must sign the student in at the security kiosk or at the reception desk located in the Booth Administration Center.

Excused Absences

Excused absences are those resulting from:

- illness
- injury
- medical appointments that cannot be scheduled outside of school hours
- family emergencies
- school team sports competitions

Excuses are also usually granted for such things as:

- field trips
- religious commitments



Students who know they will be missing more than one day of school can use an Advance Notice of Absence form to communicate with teachers and keep track of assignments. The form can be picked up from a dean or the attendance coordinator in Hazy Academic Center room HC333. It is also available online, accessible to parents by logging in to the parent portal of hw.com, expanding the Student Records menu that will appear on the left side of the page, and then clicking on Attendance. A link to the form is at the bottom of the Attendance page. Once completed, discuss the form with your dean, submit a copy to the attendance coordinator in HC333, and keep a copy for yourself.

Parents are asked not to excuse students to avoid tests or paper deadlines. Such action is unfair to other students and undermines school standards.

Notes

- A note, email, or phone call from a parent explaining the reason for a student's absence must be provided either in advance of an absence or the morning of the student's return. Parents may submit an excuse note electronically by using the Create Current/Future Day Absence Note form available online. To access this form, log in to the parent portal at www.hw.com/parents, expand the Student Records menu on the left side of the Welcome page, and then click on the Attendance link.
- If communication is not received by the end of the second day following the absence, the absence will be treated as unexcused.
- The school requires a doctor's note following five or more absences in any two-week period.
- To excuse a student from physical education for any reason, the school requires that a doctor's note be sent to Ms. Simon in the student health office. The note must state the nature of the injury or illness, the limitations it creates, and the duration of the excuse from those activities.

Unexcused Absences

Unexcused absences result from:

- truancy
- class cuts
- unauthorized early departure for or late returns from vacations
- official school suspensions
- participation in athletic competitions not sponsored by the school
- missing school to work professionally



Depending upon the nature of the absence, a teacher may be under no obligation to help a student make up missed work. Whenever a parent gives a student permission to be absent for reasons other than those stated under [Excused Absences](#), the absence is deemed unexcused and the student may receive a failing grade for work during that period.

Excessive Absenteeism

Students who have more than twenty absences per year in a full-year course or more than ten in a semester course, for reasons other than required school commitments (e.g., athletic early dismissals), may be denied credit in that class. In such cases, an attendance review with the student, the student's parent(s), the student's deans, and the head of middle school, will be convened. Parents remain financially responsible for all tuition and other payments in the event the school denies credit under this section.

Homework Assignments and Makeups

- Students should assume that all work must be made up.
- Students should consult The Hub for assignments or class work. They should also contact other class members and/or teachers.
- In the case of an extended absence, students can pick up a RAPA (return after prolonged absence) form from their deans to help keep track of assignments and assessments that need to be made up.
- Upon returning from an absence, students must make specific arrangements with each teacher to complete required class work.
- If further assistance is needed, see a grade-level dean.

Parent Absence

If no parent will be at home, notify the dean of the name of the guardian left in charge, provide authorization for that guardian to sign in or out the student if necessary, and leave phone numbers where the guardian can be reached.

Appointments During the School Day

The school's expectation is that students are on campus at all times during the school day. We view class attendance as crucial to a student's success. To minimize class absences, elective medical and dental appointments should be scheduled outside the school day whenever possible.



Illness

Sick students should stay at home and consult with their healthcare provider, especially if any of these symptoms are present:

- fever of 100 degrees or greater
- persistent or severe cough
- persistent or severe headache
- severe sore throat
- undiagnosed rash
- concussion or concussion symptoms not under the care and treatment of a physician

For the protection of other students and school employees, the following guidelines should be used to determine whether to allow a student to attend school if uncertain as to whether the student is ill or contagious. Please contact your healthcare provider or Ms. Simon in the student health office if additional guidance is needed.

Symptom/Illness	Student may <i>not</i> attend school if:	Student may attend school when:
Chicken Pox (Varicella)	<ul style="list-style-type: none">• Itchy pink/red rash with small fluid-filled blisters• Fever	<ul style="list-style-type: none">• All lesions crusted over and dry with no new lesions, usually 5–7 days• No fever
Coronavirus (COVID-19)	<ul style="list-style-type: none">• Fever or chills• Cough• Shortness of breath or difficulty breathing• Fatigue• Muscle or body aches• Headache• New loss of taste or smell• Sore throat• Congestion or runny nose• Nausea or vomiting• Diarrhea	<ul style="list-style-type: none">• See the CDPH and LACDPH websites for current requirements and visit www.hw.com/about/School-Reopening-Information for additional information regarding the school's COVID-19 protocols• The school may require a doctor's statement certifying the student's health
Cough	<ul style="list-style-type: none">• Frequent or uncontrollable• Fever• Productive (brings up mucous)	<ul style="list-style-type: none">• Infrequent/non-disruptive• No fever

Symptom/Illness	Student may <i>not</i> attend school if:	Student may attend school when:
Diarrhea / Vomiting	<ul style="list-style-type: none"> • Diarrhea or vomiting occurs within 24 hours of school start time 	<ul style="list-style-type: none"> • Symptom-free for 24 hours • Able to tolerate regular food
Fever	<ul style="list-style-type: none"> • Temperature at 100°F or above • Student unable to participate in school activities as determined by staff 	<ul style="list-style-type: none"> • Temperature below 100°F without the use of fever-reducing medication for 24 hours
Flu (Influenza)	<ul style="list-style-type: none"> • Fever or feeling feverish/ chills • Cough • Sore throat • Runny or stuffy nose • Muscle or body aches • Extreme Fatigue 	<ul style="list-style-type: none"> • At least 24 hours after the fever is gone and other symptoms have resolved
Head Lice (Pediculosis)	<ul style="list-style-type: none"> • Live lice are present 	<ul style="list-style-type: none"> • Proof of treatment is provided, or • Release from healthcare provider and examination by the attendance/health office confirming lice-free
Mononucleosis	<ul style="list-style-type: none"> • Fever • Sore throat • Enlarged lymph nodes in the neck • Fatigue, which may be severe and can occasionally last for more than a month 	<ul style="list-style-type: none"> • Fever is gone and can swallow normally. Most children are ready to return to their normal routine in 2–4 weeks • All children with mono should avoid contact sports for at least four weeks or until cleared by their doctor. This is to prevent damage to the spleen if it becomes enlarged

Symptom/Illness	Student may <i>not</i> attend school if:	Student may attend school when:
Pink Eye (Conjunctivitis)	<ul style="list-style-type: none"> • Redness, itching, or burning in one or both eyes • Thick and purulent (pus) discharge • Matted eyelashes 	<ul style="list-style-type: none"> • Bacterial Conjunctivitis—After 24 hours of starting antibiotic drops • Viral Conjunctivitis—Note from healthcare provider stating “no longer contagious”
Rash/Skin Infection	<ul style="list-style-type: none"> • Rash or signs of skin infection that have not been seen by a healthcare provider • Accompanied by fever 	<ul style="list-style-type: none"> • Rash-free or written release from healthcare provider • After 24 hours on antibiotics/antifungals for skin infection
Strep Throat/Scarlet Fever	<ul style="list-style-type: none"> • Sore throat with swollen lymph nodes, headache, nausea, and/or fever • Positive throat culture 	<ul style="list-style-type: none"> • After 24 hours on antibiotics or negative throat culture • No fever
Whooping Cough (Pertussis)	<ul style="list-style-type: none"> • May look like the common cold, but cough begins to get worse • Runny nose, sneezing, low-grade fever, mild occasional cough 	<ul style="list-style-type: none"> • Written negative pertussis test or written proof of completion of 5 days of antibiotics

Students may not return to school until a temperature below 100°F has been maintained for at least 24 hours without the use of fever-reducing medication, such as ibuprofen (Advil®, Motrin®) or acetaminophen (Tylenol®). If a student is ill for more than five days in any two-week period, a note from a healthcare provider is required to verify the illness. A note from a healthcare provider may also be required, as determined by the school, if a student accumulates excessive absences due to a recurring illness. It is important to note that any medical form or note requiring a healthcare provider’s signature cannot be signed by a parent or family member, even if that person holds a medical license. The signature or cosignature of a physician who holds an MD license is always preferred.

While school attendance is very important, it is more important to be sure that the student is feeling well enough to attend school before sending a child back. A child who meets the symptom criteria for returning to school may still need an additional day to feel well enough to be at school for a full day. It is difficult for children to learn if they do not feel well, and often it will take longer to fully recover when students come back to school too soon.

Prior to returning to class, any student who has been out sick must check in with the attendance coordinator.

Family Trips

We strongly discourage family trips that result in students missing school. The Harvard-Westlake curriculum is demanding; class attendance is crucial. If absence due to a family trip is unavoidable, the student should, well in advance, fill out an Advance Notice of Absence form. This form can be picked up from a dean or the attendance coordinator in Hazy Academic Center room HC333. It is also available online, accessible to parents by logging in to the parent portal of hw.com, expanding the Student Records menu that will appear on the left side of the page, and then clicking on Attendance. A link to the form is at the bottom of the Attendance page. Once completed, the student should discuss the form with a dean, submit a copy to the attendance coordinator in HC333, and keep a copy.

Even if the school has been notified in advance of an absence for a family trip, the days missed are unexcused. Students must make up missed work without placing an undue burden on their teachers.

Emergencies and School Cancellation

The school will initiate its emergency notification system if there is an emergency or school cancellation. The system notifies parents via automated text, email, and voicemail. The system will contact every email address and phone number parents have provided to the school.

BEHAVIORAL EXPECTATIONS

Rules are essential to the functioning of any organization or community. At Harvard-Westlake, we have tried to make the rules few in number and clear in purpose. Fundamentally, students are expected to be responsible for their own conduct and to contribute to the general well-being of the community. It is assumed that everyone will understand and obey all rules.



Academic Integrity

The school's expectations for student behavior are described in its [honor code](#). Students are expected to have integrity and self-discipline and to display respect for themselves, others, and the school. The school considers as very serious any incident of academic cheating or plagiarism. Examples include:

- copying another student's class work or homework
- asking another student questions during a test or copying another student's test answers
- allowing a student to copy one's own homework or giving another student test answers
- turning in any material claimed as one's own but coming from another source (for example, copying material from an online resource without crediting the source)

These actions are dishonest, unacceptable, and violations of the honor code. Academic dishonesty is one of the most serious violations of school expectations and may result in dismissal.

Many colleges require the secondary school to report incidents of academic dishonesty to them when the student is applying to the college for acceptance.

Students affirm their support of the school's honor code by writing on every major assignment, "I have neither given nor received unauthorized aid on this assignment."

Alcohol, Smoking/Vaping, and Other Drugs

Harvard-Westlake views substance abuse as a health issue and strives to teach its students how to handle the challenges of adolescence by setting, explaining, and maintaining behavioral standards. The school has clear policies on the use of alcohol, nicotine products, and other drugs, which includes illegal drugs and marijuana and any other cannabis products. Inappropriate use of legal drugs, prescription drugs without a valid prescription, or the use of prescription drugs not in compliance with a valid prescription are also against school policy. It is essential that everyone involved with the life of the school community understands these policies.

Harvard-Westlake is dedicated to the health, safety, and well-being of our students and supports students and their families seeking help for any behavioral and health concerns.



- It is forbidden to possess, use, sell, or share alcohol, any form of nicotine, or other drugs on campus, when traveling to or from campus, or at any school function, including school-sponsored activities, events, trips, and occasions when one is representing the school, even during vacation time. This includes attending any school function when one is under the influence of alcohol or other drugs. Breaking this rule may result in dismissal.
- Smoking and the use of all nicotine products, including the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes (e.g., JUUL, vape pens, etc.), hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products are not permitted on campus, when traveling to or from campus, or at any school function, including school-sponsored activities, events, trips, and occasions when one is representing the school, even during vacation time.
- The possession of drugs by anyone, and the purchase of alcohol, marijuana, or nicotine products by minors, are illegal and against school policy. Violation of these policies may be deemed a major rules infraction by the school.
- It is illegal to make any form of a controlled substance available to minors in the state of California. Families who make any form of alcoholic beverages, nicotine, drugs, or other controlled substances available to students are in violation of the substance use policy and the [Parent Behavior Policy](#) set forth in this handbook. Infractions may result in the family being asked to withdraw from the school community and may result in discipline of the student, up to and including dismissal.

Harvard-Westlake encourages any parent or caregiver who is concerned about their child to contact the school's counselors or administration. Likewise, if a member of the school community is concerned about someone, including one's self, please contact a grade-level dean or a member of the school counseling team. Early intervention can be critical in recovery from substance abuse. In cases when the student and/or family contact the school indicating a concern about a student's use of alcohol, nicotine, or other drugs, the school and family work together to assess the student's needs and seek appropriate resources. Each case is handled on an individual basis, and the school may recommend that the student agree to a rehabilitative plan. Harvard-Westlake may confer with parents regarding students' participation in a rehabilitative plan or other outside support. Harvard-Westlake observes strict confidentiality in these matters and supports students and families getting the help they need.

If a school representative, including the head of middle school, a grade-level dean, an advisor, or a school counselor, has reasonable suspicion that a student is under the influence of, or has a problem with drugs or alcohol, the school may require a drug or alcohol screening test (at the family's expense). "Reasonable suspicion" shall mean a belief, based upon facts gathered from the totality of the circumstances, that would cause a reasonable school employee to suspect that the student is under the influence of, or has a problem with, drugs or alcohol. If the test is positive, the school may call for an intervention or recommend a professional assessment or enrollment in a treatment program.

If the student and parent(s) agree to participate in a rehabilitative plan, the student's parent(s) are strongly encouraged to provide releases permitting the school's counseling professionals to speak with the student's treatment team and to assess the student's readiness to return to school, in consultation with the relevant division head. Treatment may involve a medical leave of absence or withdrawal from the school. The school retains sole discretion to permit a student to return to school following any treatment or other appropriate outside support.

Copyright

Copyright Guidelines

Harvard-Westlake School encourages the use of multimedia and print resources to enhance learning while abiding by copyright and intellectual property law. The intent of these guidelines is to provide information to help students make informed choices when selecting materials for use in a classroom, whether it be a traditional, web-enhanced, hybrid, or online classroom.

Copyright Explained

Copyright is an area of federal law that protects your work or anyone else's work from being copied, changed, or used without permission. In other words, when a person creates a story, poem, picture, musical composition, computer program, or any other work, in most cases it belongs to that person. Other people have to obtain permission to use it, except where fair use (summarized below) applies.

Definition of Copyright Infringement

Copyright infringement is the use of works protected by copyright law without permission, infringing certain exclusive rights granted to the copyright holder, such as the right to reproduce, distribute, display, or perform the protected work or to make derivative works.



What is Fair Use?

Fair use is a set of guidelines that allow you to use part of a copyrighted work for commentary or educational purposes, such as a report or multimedia presentation. Each use of copyrighted material must be evaluated to determine fair use. Fair use consideration includes four factors: purpose, amount of work used, nature of work, and effect on the market for the work. Fair use is not unlimited.

Citations and Attributions

Citations and attributions are created to acknowledge original authorship and to signal that the works used were not your own creation. Always give credit to all materials that you have not created.

Best Practices for Following Copyright Law as a Harvard-Westlake Student

Stay within the limits of fair use when using copyrighted material in any and all school projects. Pay careful attention when doing the following common activities:

- using sections of copyrighted material in parody and projects
- adding copyrighted images to projects, posters, and presentations
- using information from websites and books
- incorporating copyrighted music in online videos
- screening movies or using popular music—students must work with their teachers or advisors to obtain the proper licensing agreement or obtain permission from the copyright owner

This is not a comprehensive list of all activities affected by copyright law. Ask a librarian or another school media professional for help when unsure about fair use and copyright specifics or visit the LibGuide on this topic. The [LibGuide on Copyright](#) can be accessed online through the link to LibGuides on the middle school library's home page menu (<http://academics.hw.com/mslibrary>).

Copyright and Student Rights

The following outlines the school's intellectual property policies with regard to works created by students.

Ownership of Rights

- All rights in original works created by a student for personal use belong to that student. Such works include, but are not limited to, computer programs, works of art, theatrical scripts, musical compositions, essays, and other assignments or independent works.
- All rights in works created by a student for use by faculty or staff, students, or Harvard-Westlake belong to the school. Such works include, but are not limited to, program/participant handbooks, admission ambassador materials, theatrical production programs, computer programs and applications, and other items intended for use by fellow students, student groups, classes, teams, programs, school administration, or the community as a whole.
- All works created by a group of students are subject to the guidelines above, with the additional stipulation that they must be handled with equitable respect to the rights of all students involved in their production.
- All derivative works, which are works based on preexisting works, including but not limited to class notes, outlines, etc., remain the property of the school.

Student-Owned Works

- Student creators may publish or otherwise use the works they own, as they see fit, and reap any/all profits.
- However, as agreed in the Harvard-Westlake enrollment contract, students grant the school the non-exclusive right without compensation to use student artworks/photographs, writings, and other works, along with photographs/likenesses/recordings of students, as the school sees fit. Such use may include, but is not limited to, commercial use and publication in the school's website, videos, social-media platforms, admission brochures, annual reports, newspapers, and other printed or electronic communications. Student creators, in their sale or licensing of works they own, may not abridge or compromise Harvard-Westlake's rights of use outlined in this bullet and must take whatever actions may be needed to preserve those rights explicitly.
- Student creators, in the sale, licensing, or publicizing of works they own, may not use the school's name, trade/mascot names, logos, or other identifying marks or intellectual property without written permission from both the head of middle school and the chief financial officer.
- Student creators, in the sale, licensing, or publicizing of works they own, may not use school facilities, equipment, website, or network or other data systems without written permission from both the head of middle school and the chief financial officer.

- Student creators may not utilize the school directory for the purpose of selling, licensing, marketing, or publicizing works they own without written permission from both the head of middle school and the chief financial officer.
- Permissions for the sale, licensing, or publicizing of student-owned works shall be at the school's sole discretion. Consideration may be given to factors including, but not limited to, legal consequences, impact upon public perception of Harvard-Westlake, and administrative/cost burdens.
- Based upon such factors, permissions, if granted, may be contingent upon student creator reimbursement of costs incurred by the school and/or sharing of sales/licensing revenues.

Works Owned by Harvard-Westlake School

- Students may not sell or license works owned by Harvard-Westlake.
- Students may not share works owned by Harvard-Westlake with individuals or organizations outside of the school without written permission from both the head of middle school and the chief financial officer.

Daily Rules

The school's daily rules are grounded in respect for each other as members of our community. We strive to create an environment where students learn to show respect for themselves, for others, and for their surroundings. Rudeness, unkindness, or malicious behavior, whether physical, verbal, or written, will not be tolerated. This includes behavior in all classrooms, class meetings, all-school assemblies, athletic venues, and any other location on the school's property and while on school transportation or at other school-related events. Students are expected to be courteous and use terms such as "please," "thank you," and "excuse me" when appropriate.

Assembly Behavior

In assemblies or any formal gathering, students are expected to:

- remove hats, visors, and hoods as these are not permitted in assemblies
- come to order and give their attention to the speaker—electronic devices should not be seen, used, or heard at any time
- refrain from using electronic devices unless expressly permitted
- refrain from working on items (e.g., reading, assignments) for class
- express enthusiasm and approval appropriately with applause
- wait to be dismissed
- leave without pushing or crowding



Noise

- Students are expected to be reasonably quiet and maintain order in the hallways, entryways, and outside areas adjacent to classrooms and offices. To help ensure that classes in session are not disrupted by noise, students are not allowed to congregate outside of classrooms during the school day.
- Electronic devices should not be heard during school hours.

Campus Cleanliness

- It is everyone's responsibility to keep our campus clean by disposing of litter properly, whether one's own or someone else's.
- Students should keep all personal property in their locked lockers.
- Students must not write on, mark, decorate, borrow without permission, or otherwise deface school property or the property of others.

Disciplinary Policies and Procedures

The school has the right and sole discretion to impose discipline and penalties for conduct occurring both on and off campus. The violation of the rules and policies in this handbook may occur in either context. In addition, on-campus and off-campus behavior may be punished when the school determines, in its sole discretion, that the behavior constitutes a major rules infraction, is a violation of the basic standards of ethics and morality, or is illegal.

Students who break the rules are referred to their class dean or to the head of middle school. Multiple minor rules infractions may be treated cumulatively as a major rules infraction. A student who has committed a major rules infraction or multiple minor rules infractions may be subject to all of the penalties in this handbook, including detention, loss of privilege, suspension, probation, and dismissal.

Detention

A student who receives three or more detentions in a semester may be subject to further disciplinary action.

In-School Detention

A student who receives detention will be given a notification slip. This slip is to be signed by a parent and then returned to the detention supervisor when the student serves the detention. Detention is served in HC301 during break on the Wednesday following the infraction. Students must sit quietly for the duration of the detention period.

After-School Detention

After-school detentions are served at the end of the school day. Parents are notified ahead of time.

Loss of Privilege

Students who abuse a privilege on campus, on school transportation, or on school trips may have that privilege revoked. For example, students who are inconsiderate in the library may not be allowed to use the library. Other penalties, such as loss of free time, are assigned as the class dean or head of middle school deems appropriate.

Suspension

Violation of school rules may result in suspension from school as determined by the school. Students suspended from school must be prepared to turn in homework the day they return to school. Additionally, students who have assessments during days when they are suspended will take those assessments on the day they return to school. Suspended students who have assessments scheduled for the day they return will not be offered extensions.

Probation

Students whose behavior demonstrates serious or recurring disregard for the spirit of the rules and expectations of the Harvard-Westlake community will be placed on probation as determined by the school. Students who commit a subsequent major rules violation while on probation are likely to be dismissed from school.

Dismissal

The head of middle school may dismiss a student for a serious violation, even on the first offense, if the school determines a student's conduct is egregious or a student's continued presence is deleterious to Harvard-Westlake School, the student, other students, faculty, and/or staff. The school may suspend a student or take other interim measures while the head of middle school is investigating and deciding the matter. A student or family who wishes to appeal a dismissal may submit a written appeal to the head of school within five days of being notified of the decision to dismiss the student. The head of school may delegate review of the appeal to the associate head of school. The head of school or associate head of school may conduct additional review as they deem appropriate. The student or family may provide additional information as part of the appeal. Once the head of school or associate head of school reaches a decision on the appeal, the head of school or the associate head of school will communicate the final and binding decision to the student or family.

Disciplinary Reporting Policy

Harvard-Westlake reports major disciplinary measures taken against a student to any college, university, scholarship program, or educational program that requests such information. The information is reported at the time of application. Major disciplinary measures include, but are not limited to, suspensions and dismissals occurring while the student is enrolled in grades nine through twelve. When such measures are taken against a student after the initial application has been sent, Harvard-Westlake provides updated information reflecting the change in the student's status.

Search of Property

Lockers, cubbies, and desks are the property of the school and subject to search at any time. Students should not have any expectation of privacy in the use or storage of belongings in these locations. The school reserves the right to inspect any lockers, cubbies, or desks or other school property at any time. The school may also search students' property, including backpacks or outer clothing, such as pockets, if the school has reasonable cause to believe that a student has violated any school rules. In the case of reports that a student has engaged in conduct that threatens the safety of the school and its students, the school may confiscate the student's personal property and turn it over to law enforcement.

Dress Code

Harvard-Westlake asks students to come to school dressed to learn. They are expected to dress in a manner that demonstrates respect for the school environment and the Harvard-Westlake community.

The following guidelines will help you make good choices about what to wear to school.

- Clothing must be clean and tidy.
- Clothing must be sufficient to conceal undergarments at all times.
- Clothing must cover the chest, stomach, sides, back, and buttocks completely at all times (both when stationary and during all movement and activity).
- Hats, visors, and hoods are not permitted in assemblies.
- Footwear is required at all times.



The following are not allowed:

- any clothing that is too short or too revealing, as determined by the school, including, but not limited to, mesh/sheer/see-through materials, halter tops, tube tops, and muscle shirts
- pajamas
- clothing with printing determined by the school to be offensive

If your athletic uniform does not meet the dress code, you may not wear it during the school day.

Students have the right to dress in accordance with their gender identity, within the constraints of the dress code.

The school has sole discretion to determine if a student's attire adheres to the dress code. Those who are not properly dressed will be asked to change clothes. Parents may be notified of dress code violations. A violation may result in detention, or other disciplinary action, as determined by the school.

Gambling and Exchanges of Currency

Carrying and exchanging of currency on campus is strongly discouraged. The selling of any items for any reason is not permitted. (Students wishing to sell items for a charitable purpose must apply to HW-Give for permission to do so.) Gambling is prohibited. "Friendly" gambling for athletic contests or card games is included in this prohibition.

Harassment, Discrimination, and Retaliation

Harvard-Westlake is committed to maintaining a working and educational environment that is free of harassment, including sexual harassment, discrimination, and retaliation. This policy includes behavior that occurs on and off campus, including conduct via social media or other electronic communications, that impacts or affects the school community.

This policy prohibits harassment based on actual or perceived sex, race, color, national origin, ancestry, religion, gender identity, gender expression, sexual orientation, physical or mental disability, medical condition, marital status, age (40 and over), military and veteran status, or any other basis protected by federal, state, or local law ("protected classifications"), as applicable, or association with an individual who has an actual or perceived protected classification. This policy prohibits harassment by students and parents towards other employees, as well as harassment by others in the community towards students and employees. Any form of harassment, by students and/or parents, including sexual harassment, whether verbal, physical, visual, or electronic, is strictly prohibited and will be subject to discipline, up to and including dismissal.



Examples of Harassment

Harassment can take many forms, and may include verbal, written, visual, and physical conduct:

- Verbal, written, and visual harassment includes, but is not limited to: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual's protected classification(s), threats of physical harm or statements designed to intimidate, abuse, or humiliate another, whether communicated verbally, in writing, electronically, or in posters, cartoons, drawings, or gestures. This may include comments on appearance including dress or physical features, dress consistent with gender identification, or making stories or jokes focusing on race, national origin, religion, or other protected classifications identified in this policy.
- Physical harassment includes, but is not limited to: intimidating conduct, such as touching of a person or a person's property, hazing, assault, grabbing, stalking, or blocking or impeding a person's movement.

Definition of Sexual Harassment

California Education Code section 212.5 defines sexual harassment as any unwanted or unwelcome sexual behavior, including, but not limited to, unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature made by someone from or in a work or educational setting, under the following conditions:

- submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress
- submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution

Examples of sexual harassment may include, but are not limited to:

- unwelcome verbal or written conduct, including by notes, letters, emails, text messages, social media postings, such as suggestive or derogatory comments; sexual innuendos; slurs; offensive sex-oriented jokes; unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance
- unwelcome visual conduct, including notes, letters, emails, text messages, social media postings, such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; sending sexually explicit or nude photos; or use of obscene gestures or leering
- unwelcome physical conduct such as hugging, patting, pinching, pantsing, touching, kissing, blocking of normal movement, constant brushing against another's body, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression
- threats, demands, or pressure for sexual favors accompanied by implied or overt promises or preferential treatment or threats concerning student status, such as pressure to submit to sexual requests in order to keep academic standing or to avoid other loss
- any other form of intimidation or unsolicited objectionable comments

Complaint Procedure

If a student or parent becomes aware of harassment of any kind, whether it be personal or not, or feels a victim of harassment, this information should be communicated immediately to one of the student's deans, the head of middle school, or the school psychologist, either orally or in writing. Alternatively, students and parents may choose to report harassment or retaliation to any other employee of the school with whom they are comfortable, such as a counselor or coach, all of whom must report the matter to the head of middle school under this policy. Any such complaint must be specific and should include all relevant information so that the school may conduct a thorough investigation. School employees are required to report such complaints to the head of middle school. The school will investigate the complaint. While the school does not limit the time period for reporting, immediate reporting is important as the school may not be able to investigate as thoroughly or consider as wide a range of corrective actions the longer time has passed between the alleged misconduct and the report.

Interim Measures

The school may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The school will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

Investigation Process

Upon receipt of a report of alleged harassment and any related initial inquiries, the school may request clarification and/or conduct an initial inquiry to determine whether the oral report or written complaint alleges a potential violation of this policy. To request clarification and/or conduct an initial inquiry, the head of middle school, or designee, may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this policy.

If the school has determined that the report pertains to behavior that may be in violation of this policy, the school will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated school personnel or by an outside investigator, in the school's sole discretion.

Students and parents are expected to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the head of middle school as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

Confidentiality

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

Discrimination

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a protected classification as defined in this policy by taking an adverse action against or denying a benefit to that individual. Students or parents who believe they have experienced, witnessed, or are otherwise aware of discrimination by the school should immediately report the matter using the same complaint procedure provided for in this policy under the above section on harassment, and the above sections on interim measures, investigation, and confidentiality for harassment reports will also apply to reports of discrimination.

No Retaliation

The school prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination. However, anyone who knowingly makes a false claim of harassment will be subject to discipline up to and including dismissal.

Remedial and Disciplinary Action

Upon conclusion of the investigation, the school will determine if the conduct violates school policy and, if so, take necessary action to remedy the situation. The school will not tolerate any retaliation against a student who files a complaint or participates in an investigation regarding a complaint of harassment. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

Hazing and Bullying

Harvard-Westlake School will not tolerate any form of hazing or bullying or anything that prevents any student from enjoying a safe and respectful school environment. This policy covers conduct that occurs both on and off of the school campus and includes use of technology that is not owned by the school. This policy prohibits students and any other member of the school community, including teachers, staff, parents, and volunteers, from engaging in conduct towards students that is prohibited under this policy.

“Hazing” is defined as committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to any person in order for the student to be initiated into or affiliated with an organization or for any other purpose. Hazing may include, but is not limited to:

- any type of physical brutality
- any type of physical activity that may adversely affect the mental or physical health or safety of the student
- any activity that may intimidate or threaten the student

“Bullying” is defined as any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, email, instant messaging, text messages, blogs, posting on a social network, and via mobile phones, online games, or chat rooms), directed towards one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- placing a student in reasonable fear of harm to that student’s person or property
- causing a reasonable student to experience a substantially detrimental effect on one’s physical or mental health
- causing a reasonable student to experience substantial interference with one’s academic performance
- causing a reasonable student to experience substantial interference with one’s ability to participate in or benefit from the services, activities, or privileges provided by the school

While the California Education Code defines bullying as conduct meeting the above requirements that is severe or pervasive, conduct need not be severe or pervasive in order for the school to determine that there has been a violation of this policy.

Examples of bullying behavior include, but are not limited to:

- verbal—taunting, malicious teasing, name-calling, threatening, or intimidating
- physical—hitting, kicking, spitting, pushing, stalking, or attempting to make physical contact or inflict physical injury
- psychological—spreading rumors, public humiliation, manipulating social relationships, or promoting social exclusion, extortion, or intimidation

The school has the right and discretion to discipline students for bullying and cyberbullying that occurs both on campus and off campus. Cyberbullying is defined as abusive behavior toward another student by use of technology via the internet and any social-networking sites, cell phones, or other devices

used to send or post text and/or images that are intended to hurt, intimidate, or embarrass another person. Cyberbullying methods include, but are not limited to:

- sending hate emails or text messages or images
- posting hateful speech to a website with the sole purpose of humiliating a victim
- forwarding private emails or texts without permission
- impersonating someone else by using that person's email address or cell phone number to send a malicious, intimidating, or embarrassing text, email, or image
- taking potentially embarrassing photos and posting the images on the internet or sending them via a cell phone

Cell phones and any other student-owned electronic devices, such as iPads or computers, may not be used for bullying, hazing, harassment, aggression, or sexually explicit behavior at any time.

Complaint Procedure

Students who believe they have been victims of hazing or bullying or who believe they have knowledge of conduct which may constitute hazing or bullying should report the alleged acts immediately to one of their deans, the head of middle school, the school psychologist, the head of athletics, or to any teacher or administrator. Any such complaint must be specific and should include all relevant information so that the school may conduct a thorough investigation. Any school employee who receives such a complaint is required to report it to the head of middle school.

Investigation Process

After the school receives an oral report or written complaint, or otherwise learns of an alleged potential violation of this policy, and also receives any clarification requested, the head of middle school or designee will determine the appropriate course of action, which may include the initiation of an investigation. If the school initiates an investigation, it will conduct the investigation as it deems appropriate, in its sole discretion.

The school will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis, including with school personnel with knowledge related to the information reported and with those involved in an investigation or the conducting of an investigation, and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.



Interim Measures

The school will provide appropriate interim support and reasonable protective measures, if and as needed based on the individual applicable circumstance during the pendency of any investigation. The school will determine the necessity and scope of any interim support or protective measures.

No Retaliation

The school will not tolerate any retaliation against a student who files a complaint or participates in an investigation regarding a complaint of hazing or bullying.

Remedial and Disciplinary Action

All instances of hazing or bullying may be subject to disciplinary action, up to and including dismissal. Any violation of this policy by a parent will be considered a violation of the school's parent behavior expectations and may be grounds for dismissal of the offending parent's child(ren).

Parent Behavior Policy

A positive and constructive working relationship between the school and parents is essential to the fulfillment of the school's mission. Parents understand that Harvard-Westlake School reserves the right to suspend or dismiss a student if the school, in its sole discretion, determines that the actions of a parent impair the positive and constructive relationship with the school. The school's expectations about the behavior and actions of its students and their parents include both on- and off-campus behavior and actions.

Personal Safety and the Safety of Others

The following are prohibited whenever the school is responsible for student safety—both on campus and off campus, during school-run trips, and at all official school functions:

- possessing or using any gun (including stun and taser guns and water pistols), water balloons, fireworks or other explosives, knives, or any other weapon (toy or real)
- smoking and vaping
- possession or use of alcohol or other drugs
- entering a classroom before an adult is present
- hitchhiking to and from school or to and from any school activity
- leaving campus or a school group or activity without permission
- unsupervised use of bats, golf clubs, lacrosse sticks, and similar items and kicking or throwing of hard balls (i.e., baseballs, lacrosse balls)
- rollerblading, skating, skateboarding, or hoverboarding

Respecting the Rights of Others

Absolute respect for the rights of others is expected of all students. The following are prohibited on or off campus, during school-run trips, and at all official school functions:

- rudeness, unkindness, or malicious behavior of any sort, including physical, verbal, and written communication
- bullying, hazing, or harassment of any kind, including sexual harassment and harassment by phone, mail, internet, or email
- profanity or socially offensive language
- name calling of any kind
- entering into a locker that is assigned to and/or being used by another student, or entering another student's book bag or other personal effects, without express permission of the other student
- accessing another's network folder or email account without permission
- displays of affection that embarrass others
- academic disruption, which includes behavior inside or outside of any class in session or in any part of the library or lunch area

Violation of the rights of others may result in disciplinary action.

Respecting Property

Absolute respect for the property rights of others is expected of all students. Violation of these expectations will not be tolerated and may result in disciplinary action.

The following are prohibited:

- stealing or vandalism in any form, including the unauthorized "borrowing" of another's belongings
- taking and/or eating food from the cafeteria without paying for it
- unauthorized use of athletic equipment
- removing books from the library without signing them out
- defacing or vandalizing desks, walls, bulletin boards, or other property
- selling of any items for any reason (students who wish to sell items for a charitable purpose must apply for permission from HW-Give)
- littering or not picking up after oneself or others
- food or drink outside specified areas

In addition to respecting the property belonging to the school or to others on the campus, students must respect the neighborhood and neighbors' property, including not trespassing on it.



BOOKSTORE

Students may purchase textbooks/course materials, school supplies, electronic device accessories, specialty clothing, replacement school identification (ID) cards, bus passes, novelty gift items, hygiene products, and tickets to school productions from the bookstore with a school ID card. To complete each purchase, students must present their ID. Parents may also pay with cash or a personal check. Credit cards are not accepted. The bookstore is open from 7:45 a.m.–3:30 p.m., Monday through Friday.

CAFETERIA

Students must obey rules posted in the school cafeteria.

Food

- Students may bring lunch or buy food at the cafeteria.
- Students should be aware that, in the cafeteria as well as areas in which food is eaten, the school does not maintain an allergen-free environment.
- Fruit, beverages, and other snacks may be purchased between 7:30 a.m. and 4:30 p.m.
- Lunch is available from 10:00 a.m. to 2:30 p.m. Hot lunch choices (including a vegetarian option), sandwiches, snack foods, and a salad bar are available every day.
- Students may eat during any free period.
- Eating and/or drinking are not allowed in the library, in hallways, on playing fields, or in any locker areas.

Cafeteria Purchases

- Students may purchase food with their school identification (ID) cards, which are issued to new students at the beginning of the school year. No cash may be used. The cost of the items purchased in the cafeteria will be charged to the student's account. Students should inquire about the cost of their purchases if that information is not volunteered.
- Parents may contact the business office to arrange for a monthly dollar limit to be imposed on student cafeteria purchases.
- Students may purchase food charged to another student's ID card only if that student is present. Unauthorized use of another student's ID card may result in a serious penalty.
- The cafeteria staff is not permitted to extend credit to students without a physical or digital ID card.



Cafeteria and Lunch Area Rules and Courtesy Guidelines

- No book bags, lunch bags, or food should be taken into the cafeteria service area.
- Students are expected to say “please” and “thank you” to the people serving the food and monitoring the lunch line and to treat all cafeteria personnel with respect.
- Eating is allowed on the Cody & Cassidy Horn Commons, lower lawn, and surrounding paved areas where tables are provided for this use.
- Tables must be cleared off for those who will be coming next.
- Trash must be thrown into trash cans and used trays stacked on top of the trash can.
- Eating and/or drinking are not allowed in classrooms unless a student has permission to do so from a teacher or dean.
- Students are expected to be considerate of others and keep noise to a respectful minimum.

CAMPUS, SCHOOL, AND COMMUNITY SERVICE

Campus Service (“SQUID”)

SQUID is a campus clean-up program designed to help students take responsibility for their actions, promote pride in the campus, and gain a sense of ownership of Harvard-Westlake. Seventh-grade students perform SQUID service after school. Eighth- and ninth-grade students may be assigned SQUID as part of their school service responsibilities. During SQUID service, students pick up trash, clean tables, and maintain campus cleanliness. Students who do not fulfill their campus service obligation during the school year will fulfill this requirement on the day of the year-end class trips.

School Service

School service is required for one quarter, one period per cycle, each year for students in the eighth and ninth grades. Students are assigned to help in a particular office or work in an area on campus. Some of the middle school work sites include the attendance office, bookstore, library, and physical education office. Students who do not fulfill their school service during the school year will fulfill their requirement on the day of the year-end class trips.

Volunteer school service helps on campus, assisting in various sites such as the library or at school events such as Back-to-School Day or Homecoming and ushering at Performing Arts productions.



Community Service

The community service program has three major objectives:

- to provide students with direct knowledge of social problems
- to instill in them a sense of responsibility for helping to solve those problems
- to develop a sense of cooperation and community spirit within the school

Harvard-Westlake students must participate in community service every year. Announcements, guidelines, and other information pertaining to middle school community service are available on the program website at <http://students.hw.com/msoutreach>.

Students in the seventh grade complete six outreach hours by participating in a school-planned trip/activity or an approved activity outside of school in addition to attending a community service class that meets once each cycle for one quarter of the school year. Students in eighth and ninth grades must complete twelve outreach hours each year. Students who choose to do a school-organized activity complete their outreach by working with a faculty or staff leader and other students. Information about school-organized outreach activities is available in the community service office (HC218). Typically, seventh-grade students work on projects involving environmental issues, animal concerns, and people with special needs; eighth-grade students work with young children; and ninth-grade students choose from a variety of activities, including helping elementary-school children and working to improve the environment.

Students may fulfill their community service obligations during the summer and/or outside of school during the academic year by working with an organization that meets Harvard-Westlake's outreach guidelines. Students who are interested in working with people are required to work for organizations that help people who are physically, emotionally, and/or economically disadvantaged. Students *must* complete their grade-level community service requirement before registering for the next grade.

Students *must* complete their assigned school service and their grade-level community service outreach before the end of the school year to be eligible for the honor roll.

Additional School and Community Service Opportunities

Participation in certain performing arts events may be counted toward fulfilling some school or community service requirements.



Humanitas

The Humanitas award recognizes eighth- and ninth-grade students who demonstrate a great commitment to community service. The recipients of this honor are determined by a selection committee composed of the community service advisors, grade-level deans, and the head of middle school.

Students *must* apply to be considered. Because this award is based on demonstrating outstanding citizenship on campus and in the greater community, selection is based not only on fulfilling requirements, but also on the quality of service given. Middle school students may apply for Humanitas in December of their eighth- and ninth-grade years. Students eligible to apply are those who meet the following criteria.

- A minimum of twenty-seven hours of community outreach service completed between January and December of the calendar year.
- Completion of scheduled school service. This on-campus work is assigned to eighth- and ninth-grade students each year for one quarter.
- At least four hours of volunteer school service between January and December of the calendar year.

CAMPUS CONCERNS

Campus Boundaries

The middle school campus has a variety of settings ranging from classroom buildings to the senior garden, where students can study, eat, or just relax. Students are expected to remain in those areas of the campus that are developed for their use and within sight of adults.

Campus Curfew

Students can only remain on campus after regular school hours if they are participating in athletics or other supervised after-school activities, working in the library, or studying on the Cody & Cassidy Horn Commons. Most after-school activities end by 5:30 p.m., before the late buses depart campus. Students, even those working on activities such as publications or performance rehearsals, for example, should normally leave campus by 6:00 p.m., when there are few adults remaining on campus.



Security

A full-time security team protects students, faculty and staff, and guests at school. Video surveillance is conducted throughout the campus. People who enter the campus may be monitored and have their images recorded. These video recordings generally will not be released, except as required by law.

Although the atmosphere on campus is a relaxed one, theft can occur. Our definition of theft includes everything from permanently “borrowing” a book left out to taking an unattended phone, camera, or backpack. Some specific ways to help prevent theft follow and will also help in making sure that lost or stolen items are returned to you.

- Students are encouraged to lock belongings in lockers.
- All personal possessions should be identified with the student’s name and kept in lockers.
- Students are expected to lock their lockers and not give their lock combinations to others.
- Students should always write their name in their books. Writing names on the outer edge of the pages (opposite the book’s spine) makes books particularly easy to identify.
- Students should use only their own school identification (ID) card or a printed copy of the card to purchase food in the cafeteria. Students may purchase food charged to another student’s ID card only if that student is present.
- Students should not bring cash or other valuables to school.
- Students should report theft to a dean immediately.

Student Visitors

Harvard-Westlake does not generally allow students from other schools on campus during the school day. Student visitors may attend if they are of middle-school age and attend a school outside of the Los Angeles area if their visits have been arranged with the head of middle school and cleared in advance with the appropriate faculty. Visits should last no longer than half a day. Student visitors are expected to respect the work of the school day and follow all school rules, policies, and procedures.

Strangers on campus should be reported to any faculty or staff person immediately.

Parent and Other Visitors

Harvard-Westlake is committed to the safety of all students and visitors to our campus. Parents or visitors must check in at the security kiosk upon their arrival to campus during school hours. Parents should not bypass security or accompany their child to the classroom. Parents wishing to meet with a school employee should schedule an appointment in advance.



Use of School Facilities

The school's facilities are available for club meetings, class activities, and other school-sponsored gatherings. The school does not make its facilities available for activities unrelated to Harvard-Westlake unless special arrangements have been made with the chief of campus operations.

The middle school campus operates under a conditional use agreement (CUP) with the City of Los Angeles and the Holmby Hills Homeowners Association. These documents outline the myriad operating and use-of-property/facilities conditions, permissions, and prohibitions. Included in the CUP are limits on the number of events that can be hosted on the campus each year, hours during which events can occur, and the number of people who may attend. Much thought and planning goes into scheduling the school's annual master calendar, as any event that attracts over 100 visitors must be on file with the city by the beginning of that school year. In accordance with the CUP, certain events have predetermined maximum capacities and therefore require all guests to RSVP. Failure to comply with the CUP can result in fines levied against the school.

DAILY BULLETIN

Each day, the middle school publishes a daily bulletin that contains official school notices, extracurricular activities, and social events.

- Students wishing to include a notice in the daily bulletin must have a faculty or staff sponsor submit the announcement via an electronic form.
- Second-period teachers are expected to make the bulletin available to their students.
- Students should make a definite point of checking the bulletin, which is emailed to each student in the evening after every school day and posted by each dean's office, in the library, and in other areas around campus. The bulletin is also available online at www.hw.com/students (after logging in, the bulletin will appear on the home page).
- Parents have access to the bulletin at www.hw.com/parents under Resources.

EXTRACURRICULAR ACTIVITIES

Middle School Retreat Program

Every October, our students join their classmates on grade-level retreats. Our goals for this program fall into three categories: to develop relationships among the members of our community, to foster an understanding of and appreciation for the outdoors, and to cultivate self-confidence and independence in our students.



In the course of the three-year program, students make new friends, get to know teachers outside the classroom, learn new skills, and become familiar with the natural beauty of several California venues. Naturalists who work with the retreat groups teach students respect and responsibility for the environment and engage them in activities that are often challenging. With the shared experience of learning new skills and meeting personal challenges, the retreat program promotes class unity and the development of close friendships.

Seventh Grade

The seventh-grade class spends four days and three nights together at El Capitan Canyon, located approximately 20 miles north of Santa Barbara. The camp offers access to a challenging ropes course, a perennial stream, ocean kayaking, and boogie boarding. Students learn outdoor skills and develop both self-reliance and a sense of community.

Eighth Grade

Eighth graders spend four days and three nights together on Catalina Island. Students sleep in cabins and participate in activities such as snorkeling, kayaking, and hiking. For students who prefer a more challenging camping experience and extensive outdoor program, the option to spend the four days and three nights in Joshua Tree State Park is available. Students continue to build outdoor skills, self-reliance, and class unity.

Ninth Grade

The ninth graders' four-day retreat is normally a canoe trip down the Colorado River. The students paddle two-person, 17-foot canoes and carry all of their own gear and food. Each night, they camp on the riverbank. Students swim, have water fights, spend time in the sun, and have a positive and community-building outdoor experience.

Field Trips

The student and a parent must sign the trip release form available on hw.com to take part in a field trip. Students access the form through the student portal (click on this link to www.hw.com/students/Daily-Life/Trips-Athletics-Activities). Parents access the form through the parent portal (click on this link to www.hw.com/parents/Student-Records/Trips-Athletics-Activities). If anything on the [health/medical information form](#) completed when enrolling each year needs to be updated, parents can also make those changes online. If a student will miss class, teachers must be notified in advance. Students are expected to comply with the rules and regulations of any field trip location, as well as the rules of Harvard-Westlake.



Study Abroad

The school supports voluntary participation in travel/study as a means for students to develop a better understanding of the world and to improve their world-language skills. Harvard-Westlake frequently sponsors trips to Latin America, Asia, and Europe during spring break and summer vacation.

Once students reach the upper school, opportunities open for deeper involvement in language immersion and international study since Harvard-Westlake is a member of the School Year Abroad (SYA) consortium. Students accepted into the SYA program spend their junior or senior year in France, Italy, or Spain. The program is recognized internationally and is enthusiastically supported by top universities. Mr. Patterson on the upper school campus can provide further information to students interested in learning more about this program.

Clubs

The particular interests of students and faculty or staff determine the clubs offered at the middle school. The daily bulletin keeps students informed about meeting times and places. Students interested in forming a club should contact the middle school director of student affairs. Any student is welcome to take on the leadership opportunity of initiating a new club. A list of current clubs can be found online at www.hw.com/students/Resources/Groups-Clubs (click on the Clubs at Middle School link).

Social Events

Student Council sponsors a number of social events throughout the year, including movie nights, talent shows, and the ninth-grade dance. Due to conditional use agreement (CUP) requirements, parents must pick-up students promptly at the end of these events, typically no later than 9:30 p.m.

Student Ambassador Program

Student ambassadors assist the admission office by helping introduce the school to prospective applicants and their families. Activities include giving weekday tours of either the middle or upper school campus, hosting applicants and their parents at Saturday family visiting days, and participating in student panels or parent coffees. Students apply in the spring to serve as ambassadors for the following academic year.

Student Government

Student Council provides opportunities for students to exercise their willingness to serve the school community, both as representatives and as leaders.



Elections

Seventh Grade

In the seventh grade, four class senators (two identifying as male and two identifying as female) are elected in the fall, after retreat, to serve on the student council. A second election is held in the spring to determine who will serve on the student council the following year.

Eighth and Ninth Grade

Four class senators are elected in the spring to serve on the student council the following year. Eighth-grade senators are automatically enrolled in Student Leadership, as are ninth-grade senators who have not previously taken this course. The course meets three days per cycle and concentrates on the development of leadership skills.

Responsibilities of Student Council

The responsibilities of Student Council are as follows.

- Know and obey school rules, as well as set positive examples for other students.
- Work in collaboration with students, faculty and staff, and administration to generate ideas to improve student life.
- Be active in overseeing, coordinating, planning, and attending middle school assemblies and activities (dances, spirit days, and so forth) under the supervision of the student council advisors, the deans, and the head of middle school.
- Meet at least one day per cycle with the other senators from all three grade levels to discuss events and issues related to Student Council, the school, and the larger community.

Student Council membership is a privilege, and students who do not meet their responsibilities may be asked to resign or may be removed from the Student Council by the school.

HW-Give

Harvard-Westlake encourages students to find purpose beyond themselves; raising awareness for people and causes that need help is one way to do that. Students who wish to sell items to raise funds for non-profit groups or hold drives on campus should submit an application to HW-Give and then work with HW-Give faculty or staff and students to ensure that these events both educate and involve the student body. HW-Give primarily seeks to partner within the Los Angeles community, but is open to helping international organizations.



HEALTH AND SAFETY

Accidents and Insurance

Harvard-Westlake students are enrolled in an independent accident insurance plan. The premium is included in the tuition and fees. It is an excess coverage policy that pays for what the family's personal insurance does not and applies to students during school hours, in school games and practices, on school trips, and while attending or participating in any school-sponsored or school-supervised activities. To enroll at Harvard-Westlake, all students must be covered by personal medical insurance.

All accidents must be reported to the school's business office no later than ninety days from the date of the accident. The school's insurance policy offers coverage for up to two years. Please call the business office for further information or assistance.

Communicable Diseases

If a student acquires or is exposed to a communicable disease, parents are to notify the school at once by calling Ms. Simon at 310-288-3388. Communicable diseases include chicken pox, coronavirus (COVID-19), Coxsackievirus (hand, foot, and mouth [HFMD] disease), croup, fifth disease, the flu, hepatitis, impetigo, lice, measles, meningitis, mononucleosis, mumps, Pertussis (whooping cough), pink eye, pinworms, ringworm, scabies, and strep throat. Before a student returns from such an illness, the school may require a doctor's statement certifying the student's health.

Earthquake Procedures

At the first indication of earth movement, students will be directed to positions below their desks and away from windows and falling objects. When the tremors have subsided, and if there is sufficient reason for doing so, students will be directed to proceed to the athletic field in a calm and orderly manner and to report for attendance.

In an actual disaster, students remain on campus under the supervision of Harvard-Westlake faculty and staff until a family member or a person authorized by a student's parent(s) picks up the student. As a part of emergency preparedness, the school stores food, water, blankets, and first-aid kits on campus.



Emergency Procedures and Drills

The middle school has periodic drills during which students, faculty, and staff practice emergency procedures. During an evacuation drill, all students report to the athletic field, where attendance is supervised by the class deans. During a lockdown drill, students not in class should proceed to the nearest classroom or office.

First Aid

Students can receive first aid in the student health office (HC333) and in the athletic trainer's office (located on the bottom level of the Marshall Center). Automated external defibrillators (AEDs) can be found in every building on campus as well as in a number of outdoor locations.

Health and Safety Rules

No prescription or over-the-counter drugs are allowed on campus unless an [authorization to administer medication form](#) signed by a parent is on file in the student health office (HC333).

No athletic equipment (racquets, bats, lacrosse sticks, balls, etc.) should be used in school buildings. Students are expected to keep athletic equipment in their physical education lockers or other designated areas and to use it in field/gym areas only.

See also [Illness](#) under the [Attendance Policies](#) section of this handbook for additional rules related to health and safety.

Psychological Wellness and Safety

In the rare situation when a school psychological counselor believes a student is exhibiting behaviors or feelings indicating a potential for harm to self or others, the school reserves the right to require a psychiatric or psychological evaluation of that student by an outside licensed mental health professional. The school further reserves the right to require that the student not come to campus until the evaluation has been completed and the determination made that the student is not at risk of harm to self or others. In such circumstances, the school will require written confirmation from the outside mental health professional that the student is not believed to be at risk or a risk and, further, will strongly recommend that the student's parent(s) sign a release of authorization allowing the school to consult with any outside mental health professionals involved.

Sudden Illness

Students who become ill during the school day should go to a dean or to the student health office (HC333). If parents are called to arrange for transportation home, we ask that a parent or emergency contact pick up the student within an hour. Any student who leaves school before dismissal must be signed out by a parent or parent-authorized adult at the security kiosk or the reception desk located in the Booth Administration Center.

Students who leave school because of an illness may not return on the same day for particular classes or extracurricular activities.

LIBRARY

Books and Other Materials and How to Find Them

- The Munger Library on the middle school campus holds a collection of approximately 18,000 volumes and 50 periodicals.
- The library's [online catalog](http://academics.hw.com/mslibrary) can be accessed through the Book Catalog sidebar link on the library's home page at <http://academics.hw.com/mslibrary>. This catalog allows students to search not only Harvard-Westlake's middle and upper school library collections, but also the collections of 12 independent school libraries in Southern California, holding a total of more than 250,000 volumes. Students are able to borrow materials from any of these schools through interlibrary loan. Materials are transferred between the upper and middle school libraries on a daily basis.
- The library also provides access to electronic books and audiobooks and periodical, subject, and image databases through its website. All of these resources can be accessed from home by navigating to the library's home page at <http://academics.hw.com/mslibrary>.

Library Use

Hours

The middle school library is open Monday through Friday from 7:30 a.m. to 5:30 p.m.



Borrowing Materials

Materials borrowed for personal interest are loaned for up to two weeks from the date of checkout and are renewable. Reference materials may be borrowed overnight; books used for grade-level projects may be borrowed for two nights. Digital cameras, video cameras, e-readers, chargers, headphones, headphone splitters, and audio books are also available for checkout. Students are responsible for any materials borrowed and may be billed for damaged or lost materials.

Material is included in the library collection for the educational and/or recreational use of the entire school community. In keeping with the school's honor code, students are expected to use the library's facilities and materials with respect and to share resources with other students. It is expected that material will be returned in a timely manner and in the same condition in which it was checked out.

Appropriate Behavior

The library is a shared space enjoyed by the entire middle school community. In the general study areas, students may study together as long as they are considerate of others. Students are responsible for keeping this area clean, neat, and pleasant. Students whose behavior disrespects the library's purposes may lose their privileges for a period of time or be required to work in cooperation with librarians until they can reliably meet expectations.

Food

Food and beverages, other than bottled water, are not allowed in any part of the library.

Silent Study

The library has a silent study area where talking of any kind, including whispering, is not permitted. Students are asked to use this space only for silent, individual work and to respect classmates using this space by not disturbing them.

Photocopying

Two black-and-white photocopy machines in the middle school library are available for student use.



LOCKERS

- Students are assigned two lockers, one located near their deans' offices and the other in one of the Marshall Center locker rooms.
- Both lockers should be locked at all times to protect personal property.
- All locks used on campus must be purchased in the bookstore. Other locks will be cut off lockers.
- Lockers are school property and must be kept neat and undamaged.
- Students must respect the privacy of others' lockers. Opening another's locker or tampering with the lock is a violation of the honor code.
- Students may decorate lockers using only adhesives provided by the deans.
- School administrators may search student lockers at any time, and students should not have any expectation of privacy in the use of any school locker.

LOST AND FOUND

- Students should check lost and found, their classrooms, and the library for items lost on campus.
- Physical education clothing may be found in the Marshall Center.
- Valuable items (i.e., wallets, cameras, jewelry) may be claimed from Ms. Simon in Hazy Academic Center room HC333 or from the deans.
- All other items (books, binders, lunch boxes, hats, backpacks, etc.) are brought to the bottom level of the Bing Performing Arts Center (take the stairs closest to the ninth grade lounge).
- All unclaimed lost items will be donated to charity at the end of each quarter.

MESSAGES FOR STUDENTS

Because delivering personal messages interrupts classes, students will only receive messages during class in the event of an emergency. In an emergency, students will be notified as soon as possible.



PERFORMING ARTS

The Performing Arts department offers a range of courses in choral music, instrumental music, dance, and theater arts; these courses are described in the [*Harvard-Westlake School Curriculum Guide*](#). What follows is a description of department procedures, guidelines, and expectations for students. All students at Harvard-Westlake are encouraged to participate in classes, concerts, and productions throughout the year.

In addition to singing, playing instruments, dancing, and acting, students are invited to become involved behind the scenes of every production. Behind-the-scenes activities include:

- publicity and poster and program making
- sound, lighting, property design, costume assistance, and ushering
- photography and filming
- general “theater tech”

Time Commitment

Students who participate in productions and concerts must:

- be aware of the extra time required to prepare for performing arts presentations
- consider carefully the commitment they make to a given production in terms of responsibilities, attendance, and absolute completion of duties

Extracurricular Theatrical Productions

There are two extracurricular theatrical productions presented each year: one play and one musical. Productions are cast by an audition process and are open to the entire middle school.

Student Audiences

Students are encouraged to attend performances to gain a perspective of the performing arts. While appropriate audience behavior varies at these events, all productions require common courtesy and manners during a performance. A performance is not the same as an athletic event. The audience participates at the end of a performance by showing appreciation with applause.

POSTERS

Student clubs are allowed to post advertisements for meetings and special events. Every posting must be approved by a dean before it is duplicated and posted. Notices are not allowed on windows, doors, stucco, or metal surfaces.



PUBLICATIONS

The following pertain to school publications:

- the audience for school publications is the entire school community, comprising students and faculty and staff of the middle and upper school campuses and their families, alumni, and other independent schools
- the school is the publisher of all school publications, with all that that entails
- the school's rules and behavioral expectations apply to written and visual expression in school publications. If an article expresses an attitude or uses language not normally condoned by the school, the publication's editorial board and its faculty or staff advisor must jointly decide that the expression is justified and its publication warranted
- the faculty or staff advisor reviews the final version of the publication before it is printed and distributed
- publications being distributed for the first time must receive prior authorization from the head of middle school

The Spectrum

The Harvard-Westlake middle school news magazine is published several times a year and keeps students and faculty and staff abreast of the school's current events and topics. Students who participate learn about journalism and the process of producing a publication.

The Tenth Muse

Published once each school year, the Harvard-Westlake middle school art and literary magazine features the works of students and faculty and staff.

Vox Populi

Vox Populi is Harvard-Westlake's yearbook. The student staff has responsibility for layout, photography, editing, financial operation, and final publication. Both middle and upper school students are invited to participate by taking Introduction to Yearbook Journalism (I or II) at the middle school or one of the yearbook journalism classes at the upper school.

Pathways

Pathways is the middle school publication devoted to community service and is produced by middle school students.



STUDENT LOUNGES AND COMMON AREAS

Student lounges and common areas are dedicated to students as a privilege and are meant to be places for quiet relaxation and conversation. Students are responsible for keeping these areas clean, neat, and pleasant. No food or drink, other than water, is permitted in the lounges.

STUDENT SUPPORT

Fast Start

Transitioning to a new school can be a challenging experience. Making new friends and navigating an unfamiliar campus are among the concerns common to new students. In order to ease the transition, Harvard-Westlake offers a five-day orientation program that takes place two weeks before the school year begins. It welcomes new students by acquainting them with some of their prospective teachers, fellow classmates, and the middle school campus. The program promotes a sense of community, and students learn many practical tips to help them enjoy a smooth transition to the school.

There is no homework, just opportunities to:

- get to know others
- learn how to read schedules and find classroom locations
- attend Science, Mathematics, English, and Library and Information Technology classes
- learn how to navigate The Hub, use school email, and the student portal
- become familiar with school procedures, policies, culture, and honor code

HW Sibs Program

This program aims to help new students become a part of the larger school community, build collegiality among all grade levels, and provide a space to ensure every student is known, heard, and supported. Each HW Sibs group consists of twelve to fifteen students and includes a mix of seventh, eighth, and ninth graders. The groups meet the first four Fridays of the school year during an extended break period. After retreat, groups meet once per month. The curriculum is designed to nurture students' academic, social, emotional, and character development.

Middle School Deans

There are seven grade-level deans on the middle school campus. Two seventh grade deans work exclusively with that class, helping students and families acclimate to their new school. The two deans who work with students in the



eighth grade stay with the class through ninth grade. Because the size of the ninth-grade class is increased by the admission of new students, a third dean is dedicated to working on the ninth grade team. The seventh through ninth grade deans provide support, stability, and continuity to students during their middle school years. They have a global view into the lives of their students and serve as resources for both students and parents.

Counseling Services

Students may experience personal, social, or academic challenges. Many find, at such times, that it is easier for them to decide how to manage the situation if they discuss it with someone—not necessarily to find a solution, but rather to identify and clarify the issues and to define some alternative ways to respond to them.

If students would like such help, we hope they can find it at school. One place to start is with friends or teachers. Beyond this, the deans at each class level are available to students. The chaplain, head of middle school, school psychologist, and learning resource specialist are also available.

The goals of the counseling program are to help students to make the most of their school experience, to assist students facing academic or emotional hurdles, and to challenge students to grow into their own best selves. Students seek out or are referred to counselors for help with a variety of challenges, including family relationships, difficulties in school, questions about sexual orientation and gender identity, health-related issues, concerns about friends, and other personal matters. Individual counseling is offered to students struggling with social, emotional, and mental-health concerns. Outside referrals are made as needed. Parents are contacted whenever any serious emotional challenges, perceived eating disorders, and/or substance use challenges are identified. In addition to these therapeutic activities, prevention is promoted through education, helping students to become healthy, concerned, responsible citizens by informing them about how to help themselves and each other.

The school's counselors are available to parents and students when classes are in session; they are not, however, on call after the conclusion of the school day. If a concern arises after school hours regarding a student's physical or emotional safety, families are advised to call 911 or to take the student to the nearest emergency room.

In compliance with California law, the school is required to report cases of suspected physical, sexual, or emotional abuse to the state child protective agency.

Academic counseling is handled by the deans.



TECHNOLOGY USAGE

Personal Electronic Devices

Students are encouraged to become proficient with technology and to use computers and other electronic devices as learning tools. All students are required to bring a laptop to school. In addition to the required laptops, students may also bring other electronic devices (phones, iPads, Kindles, etc.) to school. While students are allowed to read for pleasure, listen to music, and communicate with parents via their electronic devices, all other uses should be for school purposes. Parents must sign an [electronic devices contract](#) and students acknowledge the expectations it contains by signing a copy. Students must agree to follow the [universal principles for responsible use of information and communication technologies](#). Harvard-Westlake maintains the right and sole discretion to prohibit any student from using any electronic device at any time.

Students are wholly responsible for the care, maintenance, and storage of their electronic devices. When not in use, personal electronic devices should be kept in locked lockers.

Students are required to have a calculator for some of their in-class work. At no time may calculators be shared by students on examinations.

Laptops and Related School Resources

Students are required to install the latest version of Microsoft Office, which is provided by the school via a Harvard-Westlake website, onto their laptops. For instructions on how to download and install the software, go to the student portal at hw.com (www.hw.com/students), log in, expand the Resources menu, and then click the On Campus Technology link. Students should not purchase Microsoft Office because such individual purchases will not tie into Harvard-Westlake's cloud storage and will not provide iPad access to student documents. Other programs such as OpenOffice and Apple's iWork (Pages, Numbers, Keynote, etc.) should not be used for school. For those courses requiring specialty software, students may work in specialty labs that contain computers on which such software has been installed.

Wireless access and printing are available throughout the campus. Harvard-Westlake will provide students with instructions and assistance with connecting their laptops to the network and wireless printers, as well as try to answer basic questions. Technical support for minor problems during the school day is provided. However, extensive technical support for student laptops is not available. Students who experience problems that require their laptops to be out-of-use for an extended period of time can borrow a school-provided loaner from the Information Technology (IT) department.



At home, students are required to have internet access to utilize online resources for checking homework, obtaining assignments, and submitting work. The school provides each student with an email account that should be used for all school-related electronic communications. The school also uses Google's G Suite for Education, giving students privacy-protected access to various Google Apps using their @hwemail.com accounts.

Although students save their work to their laptops, they are expected to have an alternative means of storing and backing up their work, such as an external storage device or a cloud-based service.

Students should plan to have a laptop that can work over the course of the school day and come to school with the battery fully charged and/or with a charger of their own. Although the school is unable to provide power cords for all models of laptops, loaners for certain models are available in the library and bookstore.

Software companies issue updates frequently. These updates not only provide necessary security patches, but they also allow other features to continue to operate properly. Students should immediately update all software, such as Microsoft Office, web browsers, Java, and Flash, once an update becomes available. Students should also install operating system updates and service packs when available; since they can take a while to download and install, this process should be completed at home not only to preserve campus bandwidth but also to ensure that students can continue to work.

Students should have sturdy protective cases for their laptops. They should also label their laptop to ensure its speedy return if it is lost or misplaced. It is recommended that students lock devices in their lockers when not using them.

To maintain an optimal working environment, students must follow the [universal principles for responsible use of information and communication technologies](#). Students are expected to use technology legally, appropriately, responsibly, and kindly (LARK). When using one of the specialty labs, any additional rules must be followed. The school network and school printers are shared resources, and careless or excessive use hurts everyone by slowing them down. Students should be considerate and use them wisely. Excessive use may result in the loss of privileges.

Access to and the use of all electronic hardware (whether personal or provided by the school), software, and facilities is a privilege. Repeated disturbances, rude or disrespectful behavior, or unwillingness to obey rules may result in the loss of privileges. Students working in the specialty labs assume full responsibility for computer equipment and may be billed for damaged or lost materials.



Universal Principles for Responsible Use of Information and Communication Technologies

The universe of information and technology resources continues to evolve rapidly and plays a vital role in the academic and social life of Harvard-Westlake. The same standards that govern how we treat each other in-person—honesty, integrity, respect for others’ privacy, and compliance with behavioral expectations—apply to how we treat others through our use of technology.

All members of the Harvard-Westlake community are responsible for using the resources provided by the school, as well as personal electronic devices that use the school’s network, in a manner that is legal, appropriate, responsible, and kind. The school sets terms and conditions of technology use, and members of the Harvard-Westlake community should have no expectation of privacy or anonymity while using technology resources provided by the school.

The following guidelines apply to the posting of information or content of any sort on the internet (such as social media platforms), including to your own or someone else’s web log or blog, shared drive, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the school, as well as any other form of electronic communication such as email or text message. When you click “post,” “share,” “submit,” or “send,” information or content is leaving your personal device and may be visible to others online.

Follow the Golden Rule

Do not say something online about someone else that you wouldn’t want said about you.

- Communicate only in ways that are kind and respectful. Inappropriate, unkind, offensive online behavior is not acceptable.
- The posting or transmitting of any inappropriate or offensive words, images, or videos is prohibited.
- The posting or transmitting of false, harmful, or defamatory information is prohibited.

Use Good Judgment

Not all technology resources are appropriate. Some are even harmful or illegal. The school cannot shield the community from all of it so please use good judgment when deciding which websites to visit, which resources to share, with whom you communicate, and whether or not to meet in-person with someone who you originally met online.



If You Want Something to Remain Private, Do not Send It or Post It

Remember that there is no privacy online. Do not send anything that you would not be happy to see posted in the hallway. Do not assume that messages intended for a single recipient will not be shared with others—accidentally or intentionally.

Everything Is Permanent

One of the challenges of the digital age is that everything written or posted online leaves a long lasting and potentially permanent record that could affect your reputation and even future opportunities in education or employment. Ultimately, you are solely responsible for what you post online, including the right to reuse content created by others and how you interact electronically with others.

Protect Your Identity and that of Others

- Do not share your identity casually. When using sites that are accessible to people outside your trusted network, avoid sharing your full name or other personally identifying information whenever possible.
- Use your real identity when using any Harvard-Westlake online resource.
- A non-Harvard-Westlake email address is recommended for all non-school uses.
- Never share information about others without their consent, and never use another person's account or password.

Use Strong Passwords and Change Them Regularly

Many websites require a password in order to gain access. It is recommended that different passwords be used for different websites and that care is taken to keep track of passwords and keep them secure. Never use your Harvard-Westlake password to register for another website.

Get Permission

Do not post or send photos or recordings of people, or copies of messages to or from them, without their permission unless you are reporting to a school administrator conduct that you believe is harmful, illegal, or violates Harvard-Westlake's community standards.

Respect the Personal and Intellectual Property of Other People and Entities

- Leave other people's files and personal electronic devices alone. Removing, examining, copying, altering, or forging the files of another is no different from stealing, reading a personal letter, or destroying someone's personal property.
- Using another's phone, computer, or device without permission is unacceptable.
- Be respectful of electronic equipment provided by the school; take care to ensure that it is not damaged, stolen, or misused.
- Ensure that ownership rights and license agreements are acquired and updated for all of your software and digital media.
- Obtain the owner's permission before transmitting copyright-protected materials. Any material protected by trade secret or any other proprietary information should not be posted or transmitted. When in doubt, assume that all digital material is copyrighted.
- Obtain permission from the school's head of communications when using Harvard-Westlake logos or other trademarks, photography, or video or when creating websites or other online properties (i.e., social media accounts) that use the name of the school or link to school accounts.

Report Harmful or Illegal Conduct

Online conduct or content that is harmful, illegal, or violates Harvard-Westlake's community standards, should be reported to a school administrator or dean. Reports can also be made electronically by sending an email to techabuse@hw.com.

Any use of technology or behavior that does not follow the above rules may result in disciplinary action.

Legal Notices

- Harvard-Westlake makes no guarantee of any kind to provide information technology.
- The school is not responsible for damages suffered by users, including loss of data, delays, or other problems resulting from use of its technology. Use of any information obtained via such technology is at the user's risk; its accuracy cannot be guaranteed.
- Harvard-Westlake reserves the right to access school email and student accounts for any reason at any time.
- Harvard-Westlake may delete anything at any time from a school forum, network device, school-owned technological device, or website and may restrict students' use of school technology.
- Any information contained on any Harvard-Westlake computer's hard drive or information storage solutions that were purchased by Harvard-Westlake are considered property of Harvard-Westlake.



TELEPHONES

- Telephones are available for student use in the grade-level lounges.
- Students are not permitted to use the telephones in school offices unless special permission has been given by a faculty or staff member.
- Cell phone use on campus is restricted. During the school day, cell phones need to be kept in backpacks or lockers. Between first through eighth period, students may only use cell phones in student lounges for the purpose of communicating with parents, teachers, and coaches. During these periods, a teacher may also authorize cell phone use in the classroom. In Munger Library, cell phones may only be used before and after school, never during the periods of the school day.

TRANSPORTATION

Drivers are reminded to use caution while driving on campus. Please be considerate of our neighbors when visiting the school and park on campus.

Car Pools

The school encourages the use of car pools and, to facilitate the arrangement of car pools, provides a [Carpool Zip Code Lookup](#) feature on the parent website to help families locate others in their area.

Carpool Drop-Off/Pick-Up

- Parents must drop off and pick up students in the designated lanes only.
- As a safety precaution, students may not be picked up or dropped off on North Faring Road.

School Buses and Other School-Arranged Transportation

Harvard-Westlake provides bus services for the convenience of students and their families. The school also uses vans, charter coaches, and other vehicles driven by faculty, coaches, and staff to transport students. On rare occasions, circumstances may lead a teacher, coach, or staff member to drive a student in a private vehicle.

Parents acknowledge that the Risk Management—Blanket Agreement section of the Harvard-Westlake School enrollment contract applies to all of these transportation activities.



Bus Rules

The rules and expectations that apply to students on the campus apply to students on school buses. Specific rules regarding bus behavior are posted on the bus. Students must wear seat belts at all times and are responsible for observing bus rules, following all directions given by the bus driver, demonstrating courtesy to others, and exercising responsible, safety-oriented judgment. Students who fail to do so, or who otherwise compromise the bus environment for themselves or others, may be reported to their deans and may receive detention or be suspended from bus ridership. The student's family is responsible for providing transportation during a suspension period.

Single-Day Bus Passes

Harvard-Westlake students who do not purchase a yearly bus pass may ride the bus on any given day by purchasing a one-day pass in the bookstore provided that space is available to accommodate additional passengers.

Additional Bus Service Information

Questions about the school's bus service should be directed to the transportation coordinator in the business office on the upper school campus.

Ridesharing Services

While not endorsing the practice, the school recognizes there may be instances when families find it convenient for students to use a third-party ridesharing service (e.g., HopSkipDrive, Uber). The decision to do so rests exclusively with each family, and parents are strongly encouraged to review the operating policies and safety records of these services prior to student use. Harvard-Westlake does not have a relationship or program with any ridesharing services and will not screen, monitor, or otherwise review or assess the safety of any ridesharing service or any ridesharing driver or vehicle. If you allow your child to be dropped off or picked up at school by a ridesharing service, you expressly acknowledge that Harvard-Westlake and its employees have no responsibility for your decision and have no responsibility or liability to you or your child related to the ridesharing service. With that said, any parents of middle school students who decide to allow their child to be dropped off or picked up at school or at any school-related activity by a ridesharing service, and any student that is dropped off or picked up at school or any school-related activity by a ridesharing service, must meet the following requirements:

- drop-off at the start, or pick-up at the end, of the regular academic day—any ridesharing use in this context must have been discussed and agreed upon between students and parents in advance
- for early pick-up—written parental authorization must be on file with the school and is valid for that day only
- at the end of an off-campus activity (e.g., field trip, sports game) if the group isn't required to return to campus following the activity—written parental authorization permitting their child to use ridesharing services must be on file with the school (students are not permitted to use a ridesharing service to travel to an off-campus activity)

All rideshare vehicles must enter through the gate adjacent to the security kiosk, where drivers are asked to await instructions from security personnel. The waiting area for rideshare vehicles is across from the security kiosk, to the right of the Harvard-Westlake sign.

WOLVERSCREENS

Wolverscreens are digital screens installed in various locations on campus. They are used to project information and announcements relevant to the school community. Students who have obtained permission from an adult advisor may seek approval to post materials promoting clubs and events, including short (15 seconds or less) silent video clips and PowerPoint slide shows, on the Wolverscreens by sending an email to wolverscreens@hw.com. Students may also use this email address to request advice or help with designing slides.



ACADEMIC LIFE

ACADEMIC PROGRAM

School Requirements

Students are required to complete five academic classes per semester.

Core Requirements

- English—six years (required each year)
- History and Social Studies—five years, through eleventh grade
- Mathematics—five years, through eleventh grade; six years strongly recommended
- Science—five years of laboratory sciences, usually taken in the seventh through eleventh grades
- World Languages—the completion of study of one language through level III (strongly recommended) or two languages both through level II

Harvard-Westlake offers a language waiver to students who have educational testing that reveals a specific language-based learning difference and have a demonstrated difficulty in second-language acquisition. The families of students who have had testing that may qualify them for this waiver must contact the school's learning resource specialist who will determine whether a waiver is warranted.

Arts Requirements

- Visual Arts, grade 7—one semester
- Performing Arts, grade 7 or 8—one semester
- Arts (Performing Arts or Visual Arts), grade 8 or 9—an additional semester of either a performing or visual art
- Arts (Performing Arts or Visual Arts), grade 10, 11, or 12—an additional year (one full-year course or two semester courses) of either a performing or studio-based visual art

Physical Education Requirements

- Physical Education 7, grade 7—one year
- Physical Education, grade 8—one year
- Physical Education or Interscholastic Sports, grades 9–12—six trimesters; three trimesters in grade 9 strongly recommended

Other Academic Requirements

- Knowledge Integration and Tools for Success, grade 7—one year
- Debate or Public Speaking, grade 8—one semester (under special circumstances, deans may grant a deferral allowing a student to satisfy the requirement in grade 9)
- Human Development 8, grade 8—one semester
- Class Meeting/LifeLab—10th Grade, grade 10—one year

Service Requirements

- Campus Service (SQUID), grade 7—twice after school
- Community Service, grades 7–12—one class period per cycle for one quarter in addition to six outreach hours in seventh grade and twelve outreach hours per year in eighth through twelfth grades
- School Service, grades 8 and 9—one period per cycle for one quarter per year

Scheduling

Course Sign-Ups

Sign-ups for courses occur in the spring preceding the academic year. The school's curriculum guide is made available online in February. Students should, with their parent(s), carefully read the guide to become familiar with the school's requirements and the options available to them. While most of the academic program is prescribed for middle school students, a range of elective courses exists in the Communications, English, Mathematics, Performing Arts, Visual Arts, and World Languages departments.

X Periods and Other Unassigned Time

Students at Harvard-Westlake are given responsibility for managing a substantial amount of unscheduled time. We trust that students will use their unassigned time responsibly and learn to manage free time wisely. This time is provided so that students can:

- meet with teachers—meeting with a teacher is the primary purpose of an X period. The X period ensures that the student and teacher have a common free time. X periods are a good time to obtain help with course content and engage with teachers
- prepare for classes—students can do homework assignments, study for tests, work on research projects, or read. We recommend that students do homework the day before it is due so that they have time to seek help if an assignment is difficult



- study or read in the library—in addition to doing school work, students are encouraged to read for pleasure. The library subscribes to many magazines, and librarians and teachers are more than happy to recommend good books
- eat lunch—students may eat during an X period instead of their assigned lunch period
- socialize with friends—students can sit at one of the many tables on campus or stroll through the senior garden. Students can enjoy such activities as playing card games or sports

X periods occur throughout the day, and areas near classrooms must be quiet. Whatever the activity, students must respect classroom activities and follow all school guidelines for appropriate conduct.

Homework

Philosophy

Harvard-Westlake teachers assign homework that complements and enhances the classroom experience, supports course learning objectives, and contributes to the joyful pursuit of educational excellence. Homework is assigned to reinforce concepts presented in classes and to prepare students for classes through pre-learning activities, practice, synthesis, review, or self-assessment. Homework is designed to be completed without teacher or outside assistance. By completing homework, students also learn to effectively manage their time.

In practice, this means teachers craft homework assignments that:

- are developmentally appropriate and in accordance with the school’s published homework time limits
- have clear parameters and expectations and, when possible, include models of completed assignments
- have clear deadlines and turn-in procedures
- will be incorporated into class activities

Harvard-Westlake believes that there are times when students need a break from homework and, as a result, students may not be assigned homework over published “no homework” days and vacations.

Policy

An important part of the learning process occurs through the interaction in classes; students learn and are able to participate best when they prepare carefully for each class meeting. Homework assignments vary from class to class, and the amount of time it is reasonable to expect students to spend on class preparation increases with their age. Total time spent preparing and reviewing for classes should not exceed the following guidelines:

- Grade 7—30 minutes per class meeting
- Grade 8—40 minutes per class meeting
- Grade 9—45 minutes per class meeting

No extra homework should be assigned for weekends or for days when a class does not meet (the X period).

Students must learn to plan time so that they can complete homework thoroughly and thoughtfully in their daily routines. This is relatively easy to do in those courses that require a complete assignment for the following class session. It becomes more difficult, however, in courses that give students several days to complete a longer assignment. Students must budget time accordingly and remember that daily time estimates are averages.

Makeup Work

- Students should assume that all work must be made up.
- Students should consult The Hub for assignments or class work. They should also contact other class members and/or teachers.
- In the case of an extended absence, students can pick up a RAPA (return after prolonged absence) form from their deans to help keep track of assignments and assessments that need to be made up.
- Upon returning from an absence, students must make specific arrangements with each teacher to complete required class work.

Assessments

Most regularly scheduled homework assignments fall into one of two categories: they serve as practice of a lesson, extending the student's mastery of a topic, or they function as preparation for the next day's lesson. In either case, this daily practice helps students to maintain a consistent pattern of work and skill progression, preventing them from postponing study until right before a formal quiz or test. Students should prepare for tests, but not let their anxiety about the results lead them into excessive study patterns. Cramming is never necessary nor a good idea. Diligence in completing the daily homework—regular preparation, practice, and review—will serve students well as they study for tests.



As a rule, students should adhere to assessment schedules. Getting things done on time is an important life skill to develop. However, some things are not under one's control—and we all make mistakes. That is why at the middle school, Harvard-Westlake provides the option to postpone one assessment in each subject once per semester. Students request this postponement by filling out a form and submitting it to their teacher by 8:00 a.m., at the very latest, the morning of the assessment. The form is to be used whenever a student wishes to postpone an assessment for a reason other than illness, injury, or scheduling conflicts. Students must go to class when the assessment is given. When students request multiple postponements, that becomes a useful indication that a larger issue may be involved. In that case, rather than continuing to offer postponements, the teacher will seek help from deans, parents, the learning specialist, and/or the school psychologist, as appropriate.

Papers and projects in courses with final examinations are due no later than three days before the beginning of the examination period. This rule ensures that students are not finishing a paper and preparing for an examination in the same subject concurrently.

Seventh- and Eighth-Grade Year-End Assessments

Seventh- and eighth-grade students take year-end assessments in English, history, math, science, world languages, and in some elective classes. The scope and nature of these assessments vary by department, but each is a culminating exercise to measure student progress in that course. Although the assessments are cumulative in nature—requiring students to review material and practice skills learned throughout the year—they differ from the traditional final examinations given to ninth graders. Seventh- and eighth-grade assessments are shorter in length than ninth-grade examinations, focus on skills and/or important themes, and include a variety of evaluative techniques. Depending on the course, a student might take a laboratory practical, complete an oral report, compile a portfolio of work, or take a traditional test. One of the most important functions of seventh- and eighth-grade assessments is to teach students how to take cumulative tests before they begin regular “finals” in ninth grade. Toward that goal, teachers spend ample class time teaching review and study techniques before students take assessments.

Ninth-Grade Examinations

At the end of the school year, ninth graders take two-hour final examinations in their English, history, math, science, and world languages classes. These cumulative examinations emphasize second-semester content.



Scheduling

- All ninth graders are expected to take each examination during the scheduled time period.
- Students who cannot take an examination during the scheduled time period will be given the examination during the makeup period or during a time arranged by the student and teacher.

Examination Week

- The last three regular classes before the final examination are spent in review, not in the introduction of new material.
- No graded work is assigned the last three class meetings before examinations.
- During review time, teachers inform students about the examination's structure and content.
- The week of year-end examinations will not be interrupted by major extracurricular activities. No middle school athletic contest, drama or musical production, speech tournament, or the like is scheduled during the year-end examination period.

Grades

Grade Point Averages

The system for computing a grade point average (GPA) utilizes the following values:

<i>Grade</i>	<i>Value</i>	<i>Grade</i>	<i>Value</i>	<i>Grade</i>	<i>Value</i>
A	4.000	B-	2.667	D+	1.333
A-	3.667	C+	2.333	D	1.000
B+	3.333	C	2.000	D-	0.667
B	3.000	C-	1.667	F	0.000

Honors and AP classes are not weighted. The highest grade awarded is an A, which is valued as a 4 on a 4-point scale. The school computes a cumulative average at the end of each semester in grades 9 through 12.

Grading Policy

The grades assigned to a student's work are indicators of progress. The following is a definition of each grade as a description of a student's performance in a course. Only those grades that are given at the conclusion of a course are recorded on a student's transcript.

- The grade “A” is reserved for the student who consistently demonstrates outstanding work in all aspects of a course.
- The grade “B” is for the student whose work demonstrates solid accomplishment in most aspects of the course.
- The grade “C” is for the student who has demonstrated basic competence in some, but not all, aspects of the course.
- The grade “D” indicates that the student has not satisfactorily mastered the essential elements of a course and may not be eligible to continue to the next level.
- The grade “F” indicates that the student has not met the course objectives and will receive no credit for the course.

Students work at different levels and develop at different paces. The school expects that students will work for the highest grade commensurate with their abilities and that they will seek help when needed. Students who perform poorly while exhibiting little effort may be placed on academic probation, an indication that the school is assessing a student’s commitment to remaining at Harvard-Westlake.

Grade Reporting and Written Comments

Grades are posted online at the end of each quarter. Only the year-end grade appears on the student’s transcript.

Teachers write narrative comments about seventh graders twice yearly and about eighth and ninth graders once yearly. If a student has a grade of “C” or below or if a grade changes by a full letter grade, a written comment will accompany the grade report. In these comments, teachers describe a student’s work habits, effort, class participation, and understanding of course content and skills. If there are any questions about a comment, parents and students are encouraged to discuss them with the teacher.

Honor Roll

Students achieve a place on the honor roll by:

- earning a final grade point average of at least 3.333
- having all grades of at least a B
- completing both school service and community service by the last day of the school year

Students receive a written letter indicating this honor after final grades have been issued.



Academic Transcripts

Seventh- and eighth-grade reports remain a part of a student's permanent file at Harvard-Westlake and are shown on the middle school transcript, which is used if a student is applying to a summer program or another school. A grade point average (GPA) is not placed on the middle school transcript. Each institution receiving a middle school transcript computes a student's GPA according to its own formula.

The highest grade awarded is an A. Class rank is not included on the transcript, nor is a rank reported to colleges.

SUMMER SCHOOL

Many students attend summer school for enrichment, remediation, or advancement—participating in programs at Harvard-Westlake, at other secondary schools, or on college campuses. Students who have received a C- or below in a Harvard-Westlake class may be asked to take a summer-school course at an approved school that offers that class. No summer school course may replace any of the five academic courses required every term or any of the other required courses.

Summer school grades can be placed on the Harvard-Westlake transcript but will not be calculated towards a student's grade point average (GPA).

Information about Harvard-Westlake's summer programs for the following summer is available beginning in February at www.hw.com/summerprograms. Information about other summer programs can be found at www.hw.com/summeropportunities.

ACADEMIC COUNSELING SERVICES

Counseling and Monitoring

The school is sympathetic to any student's academic struggles and will make every effort to assist the student in learning and improving. Of course, the ultimate responsibility for success and mastery of material lies with the student. The following explains the course of action and recommendations to follow when difficulties arise.



- Students having difficulty with a course should first seek assistance from the teacher who, generally, will then schedule extra help sessions or discuss the difficulty with the student's dean. X periods and other free periods provide an excellent time for one-on-one help from teachers.
- Students should not wait until right before tests or the end of the marking period to seek help. They should see their teachers as soon as they have difficulty understanding material. Many courses are cumulative (i.e., one day's work depends upon the previous day's work), and the longer a student waits, the more difficult it will be to catch up.
- Before seeking outside aid from a tutor, students who find themselves facing challenges during their course of study at the middle school are strongly encouraged to schedule meetings with their teachers. Teachers know the curriculum, course expectations, and are invested in the education and well-being of their students. If an outside tutor is desired, the students should seek the advice of a teacher/dean.
- In more extreme cases of student difficulty, such as a student who is failing a subject or is experiencing difficulty in several classes, a dean may initiate academic monitoring by teachers. Under this monitoring system, teachers fill out weekly reports outlining the student's academic performance and any notable observations. These reports are sent to parents. Teachers, deans, and parents need to communicate regularly so everyone can decide on the best course of action to help the student.
- All new eighth- and ninth-grade students are monitored for the first quarter to ensure they are not having academic or social adjustment difficulties.
- In cases of persistent difficulty, academic probation may be recommended. Deans may limit the free time of students on academic probation.

Academic Probation

Teachers and deans regularly evaluate the performance and commitment of students, both informally in grade-level discussions about students and formally through monitoring forms and report cards. A student who has persistent difficulties with the academic program may be placed on academic probation at any time during the school year. After a meeting with the student's parent(s), the student is presented with certain performance goals and a timeline for making the necessary improvements in work habits and grades. Deans and teachers work closely with the student toward meeting the conditions of the probation, usually through regular monitoring. In most cases, a student on academic probation will not receive a contract from the school for the following year until the terms of the probation have been met.

To be removed from academic probation, a student must meet certain specified performance goals, which usually include improvements in effort and grades. The school expects Harvard-Westlake students and their parents to accept fundamental levels of academic and personal responsibility.



Learning Differences

Harvard-Westlake enrolls a diverse student body with a variety of talents, interests, and backgrounds. Due to the demanding nature of the curriculum, we seek students who have been academically successful before their acceptance at Harvard-Westlake. Some of the students we enroll have diagnosed learning differences, and other students may discover they have learning differences as they mature. Although the school is not equipped to offer a different program, any accommodation that is reasonable and fair is supported. To the extent a student needs a reasonable accommodation due to a disability, see the [Title III reasonable accommodations policy](#).

Students requesting special academic accommodations must submit diagnostic testing results to the school's learning resource specialist. For currently enrolled students, the school requires at least two weeks to review the complete assessment report and testing results in order to make a determination of eligibility for school-based accommodations. A family meeting with the learning resource specialist, student's grade-level dean(s), and, if appropriate, school counselor will then be scheduled to review the academic accommodation plan for the student and the procedures for carrying it out. During the meeting, the family will be advised about special academic accommodations for the College Board and other standardized testing for which students with learning differences may qualify.

Title III Reasonable Accommodations Policy

Harvard-Westlake adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits discrimination against qualified individuals with disabilities in public accommodations. As part of this policy, students with qualified disabilities, or their parents, may request reasonable accommodations to have full and equal access to the goods, services, and operations of the school.

Request for Accommodation

A student with a qualified disability, who desires a reasonable accommodation to access the goods, services, or operations of the school, or that student's parent(s), should make a request in writing to the learning resource specialist. The request must identify: a) the goods, services, or operations to which the student requests full and equal access and b) the desired accommodation(s).

Reasonable Documentation of Disability

Following receipt of the request, the learning resource specialist may require additional information, such as reasonable documentation of the existence of a disability.



Interactive Process Discussion

After receipt of reasonable documentation of a qualified disability, the school will arrange for a discussion with the student and the student's parent(s). The discussion may include other individuals who may help the school better understand the student's disability or limitations or the need for accommodations. The purpose of the discussion is to work in good faith to fully discuss all feasible potential reasonable accommodations.

Case-by-Case Determination

The school determines, in its sole discretion, whether reasonable accommodation(s) can be made and the type of accommodation(s) to provide. The school will inform the student of its decision as to reasonable accommodation(s) in writing.

ATHLETICS

MIDDLE SCHOOL PHYSICAL EDUCATION PROGRAM

The Program

Physical education and interscholastic sports are interwoven so that each curriculum complements the other. The Athletics division strives to help each student develop an appreciation for the importance of an active lifestyle. Their programs are designed to help shape good character and a positive self-image. While teaching skills and strategies specific to each sport or activity, an emphasis is placed on:

- lifelong habits that contribute to a well-rounded person
- team building and sportsmanship
- development of leadership skills
- cooperation among peers

The program also challenges students to raise their fitness levels and develop an understanding of the relationship between fitness and lifelong wellness. Some will choose to participate in interscholastic sports. Others will choose to fulfill their requirement through physical education and/or dance classes. Students who wish to earn credit for participation in more than one physical education activity in a single trimester must obtain approval in advance of enrollment from the Physical Education department chair.

Requirements

- Physical Education 7, grade 7—one year
- Physical Education, grade 8—one year
- Physical Education or Interscholastic Sports, grades 9–12—six trimesters; three trimesters in grade 9 strongly recommended

Attendance and Participation in Physical Education Classes

Students are expected to be present, prepared, and ready to participate each time the class meets. Students with excuses from home or a doctor must dress in physical education clothing and attend the class. They will be the teacher's assistant for that day, earning participation credit without being an active participant. Students with physical injuries that prohibit them from changing into the physical education uniform will be excused from this requirement. A student with an extended injury or illness who cannot be an active participant must bring a medical exemption from a doctor stating the problem and the duration of the exemption. These students will be sent to the department head for alternative assignments.



Uniform Requirements

- Students are required to attend class in proper attire as described below.
- Uniforms for physical education must be purchased in the bookstore before classes begin in the fall.
- Shorts or sweatpants with a Harvard-Westlake logo must be worn.
- When enrolled in swimming or aquatics, girls must wear one-piece suits, boys must keep the waistband of their suits at the waist, and long hair must be held back in a rubber band or in a cap.

Students may wear any red, black, or white athletic apparel during physical education classes provided each garment has a Harvard-Westlake logo. The standard uniform includes:

- tee shirt—choice of red or black with a Harvard-Westlake logo across the chest
- shorts—red or black with a Harvard-Westlake logo on the left side
- warm-up suit—black with a Harvard-Westlake logo across the chest of the sweatshirt and across the left side of the sweatpants
- socks—socks must be worn
- athletic shoes—laced shoes appropriate for sports must be worn

Students are permitted to wear black or gray leggings underneath the required uniform, but outerwear that does not have a Harvard-Westlake logo will not be permitted to be worn during physical education classes.

Lockers

Lockers for clothing are assigned to students by the Physical Education department. They should be locked at all times to protect personal property. Locks must be purchased in the bookstore.

Grading Policy

- Physical Education students receive letter grades.
- Grades are based on students' being in proper uniform, timeliness, participation, effort, attitude, and cooperation.



INTERSCHOLASTIC SPORTS

Harvard-Westlake Athletics Philosophy

Harvard-Westlake Athletics strives to embody the mission of the School by building community through teamwork, pursuing athletic excellence, and promoting integrity through sportsmanship while enthusiastically representing the School with purpose and pride.

Harvard-Westlake Athletics Principles

Sportsmanship

- *Good sportsmanship, strong character, and fair play are central to the Harvard-Westlake athletics philosophy and to the experience and expectations of all athletes.*
- *Harvard-Westlake coaches and athletes exemplify the mission and values of the school to our community, to the broader public, and in every aspect of their programs.*
- *Harvard-Westlake values school spirit while respecting teams and fans from other schools.*

Excellence

- *Harvard-Westlake defines athletic excellence by the quality of student experience as well as the level of team or individual achievement.*
- *Harvard-Westlake offers a mixture of single-season, multiple-season, and year-round athletic programs for a range of abilities with varying time commitments consistent with the school's philosophy for each program.*
- *Harvard-Westlake maintains proper and productive relationships with outside club programs and coaches.*
- *Harvard-Westlake's admission process seeks qualified applicants who possess unusual athletic talent.*



Balance

- *Harvard-Westlake athletic programs are structured to balance the time commitments of practices, strength and conditioning training, competitions, and travel with academic responsibilities.*
- *Harvard-Westlake strives to make it possible for students to participate in multiple athletic programs and co-curricular activities.*
- *Harvard-Westlake athletic programs promote healthy habits of nutrition, appropriate rest, and strict adherence to school rules against the use of alcohol and drugs.*
- *Harvard-Westlake provides opportunities and resources for students of all grades, genders, and abilities who wish to participate in athletics.*

Teamwork

- *Teamwork and self-sacrifice for the collective good are central to the Harvard-Westlake athletic experience and are expected of all athletes.*
- *Harvard-Westlake coaches and teachers partner to resolve time conflicts for students involved in athletics and demonstrate a shared commitment to their academic, athletic, and personal growth.*
- *Harvard-Westlake coaches and parents partner to care for the well-being of our students and pursue our principles for sportsmanship, excellence, and balance.*
- *Educational excellence at Harvard-Westlake combines academic and co-curricular endeavors, and we fulfill our mission through teamwork and mutual support among all programs and disciplines.*

Harvard-Westlake Fan Behavior Policy

We expect all members of our community to respect the athletes and support the officials who join us in competition. All members of the Harvard-Westlake community attending sporting events are expected to refrain from disrespectful conduct including verbal abuse, trash-talking, taunting, and inappropriate celebrations.



We expect our fans to support our teams by positive cheering. Rattling or distracting behavior is acceptable in those sports where such behavior is the norm; however, our fans are expected to observe restraint when the opposition is not competitive. Insulting, jeering, or mocking behavior or criticizing personal characteristics of our opponents is never acceptable.

Middle School Athletics

Harvard-Westlake considers athletics to be an important extension of the classroom. The intent of the athletic program is to teach skills, sportsmanship, cooperation, and leadership and help build confidence, a feeling of self-worth, and the desire for self-improvement. Coaches work to develop the players' overall physical and psychological well-being while laying a strong foundation for continued participation. The athletics program involves as many students as possible in a variety of activities, further strengthening the sense of community gained through the achievements of group efforts.

Athletic Teams

Unless indicated otherwise with a parenthetical note, all students are eligible to play.

Middle School Teams (Seventh and Eighth Grade)

Fall

Cross Country
Football
Swimming and Diving
Tennis (girls)
Volleyball (girls)

Winter

Basketball
Fencing*
Soccer
Wrestling

Spring

Baseball
Field Hockey
Golf
Lacrosse
Softball
Tennis (boys)
Track and Field
Volleyball (boys)

Yearlong

Equestrian

*The Fencing program extends into both the fall and spring seasons.



Freshman, Junior Varsity, and Varsity Athletic Teams (Ninth through Twelfth Grade Interscholastic Sports)

Fall

Cross Country
Field Hockey
Football
Golf (girls)
Tennis (girls)
Volleyball (girls)
Water Polo (boys)

Winter

Basketball
Soccer
Water Polo (girls)
Wrestling

Spring

Baseball
Golf (boys)
Lacrosse
Softball
Swimming and Diving
Tennis (boys)
Track and Field
Volleyball (boys)

Yearlong

Cheerleading
Drumline
Equestrian
Fencing

Athletic Guidelines

Middle School Team Selection and Tryouts

- For reasons of safety and instruction, most teams limit the number of athletes allowed to participate. Some teams, however, involve all who are interested. For example, cross country, football, swimming, track and field, water polo, and wrestling are no-cut sports offered by the school.
- Tryouts are held before each season. Students are informed through the middle school daily bulletin of when and where tryouts will be held. This information is also projected on the Wolvercreens on campus.

Practices

Middle School Teams (Seventh and Eighth Grade)

These teams practice three times per week. Practices begin immediately after ninth period and finish in time for the participants to take the late bus. Practice times are approximate.

Freshman Teams

These teams practice five times per week. Practices begin immediately after eighth period and finish in time for the participants to take the late bus. Practice times are subject to change with facility availability.



Junior Varsity and Varsity Teams

These teams practice up to six times per week. Ninth graders on these teams take the shuttle to the upper school for practices. Some team practices are not finished in time for participants to catch the late bus.

Games and Contests

- Home games for middle school teams are played on the middle and upper school campuses with the exception of baseball, cross country, equestrian, golf, and tennis.
- Home games for freshman, junior varsity, and varsity teams are played at the upper school campus with the exception of baseball, cross country, equestrian, golf, softball, and tennis.
- Locations for away games for middle school teams are announced in the daily bulletin and on the school's athletics website (www.hw.com/athletics). Directions to away locations are also available on the website under Schedules. After navigating to the schedule for a particular sport, click on the hyperlink embedded in the name of the location for that contest.
- Locations for away games for junior varsity and varsity teams are announced in the daily bulletin and on the school's athletics website (www.hw.com/athletics). Directions to away locations are also available on the website under Schedules. After navigating to the schedule for a particular sport, click on the hyperlink embedded in the name of the location for that contest. Information about athletic competitions can also be obtained by calling the athletic office on the upper school campus at 818-487-6584.

Transportation

- The school provides transportation departing from Harvard-Westlake to and from practices and games.
- On game days, the school cannot guarantee that the teams will return to the middle school campus in time for participants to use the late bus. Parents should arrange for transportation home on game days.
- The school provides an athletic shuttle bus between the middle and upper school campuses for the primary purpose of transporting ninth graders who participate on athletic teams. It is not available for general use. On Monday, the shuttle leaves the middle school ten minutes after ninth period begins; Tuesday through Thursday, five minutes. It returns to the middle school campus in time for participants to use the late bus.
- If a team practices at an off-campus facility or plays a game at another school, the players may be picked up by their parents at that facility only with the coach's knowledge.



- No players will be left at an off-campus facility or at another school to wait for a ride home. If a student has not been picked up by the time of departure, that student must return to the middle school campus with the rest of the team.
- Information about the school's athletic facilities, including directions to off-campus locations used for practices and games, is available on the school's athletics website (www.hw.com/athletics/Facilities-Locations).
- Directions to most of the venues at which away competitions take place can be accessed on the athletics website (www.hw.com/athletics) under Schedules. After navigating to the schedule for a particular sport, click on the hyperlink embedded in the name of the location for that contest.

Behavioral Expectations for Student–Athletes

Attendance

- Attendance at practices and games is mandatory.
- If students are in school, they must attend practice.
- Students absent for all or part of a school day may not participate in athletics or other extracurricular activities on the day of the absence except at the dean's or head of middle school's discretion.
- Any conflict must be discussed with the coach well before the conflict date.

Commitment

- If students are interested in trying out for two teams at the same time, they should communicate with both coaches to avoid conflicts.
- Athletes are expected to attend practices and contests, to arrive on time, to stay for the entire scheduled time, and to give 100% effort.
- Freshman, junior varsity, and varsity teams often meet on Saturdays and over school breaks. For example, cross country, football, girls volleyball, and waterpolo begin before the school year commences, basketball and soccer meet during winter and semester breaks, and baseball, swimming, and track and field meet during spring break.

Although specific team policies may differ, the inability to fulfill practice and game commitments may jeopardize a player's status on a team.

Sportsmanship

- Players must show respect for their teammates, coaches, officials, opponents, and the game.
- Following each game, it is appropriate to conduct a cheer for the opposing team.
- Profanity is not acceptable at any time. Athletes will be removed from a contest if they use inappropriate language.



Student–Athlete Responsibilities

- Because students are required to attend practices and games, students should look ahead in their schedules and make every effort to balance their academic and nonacademic responsibilities with their athletic commitments.
- Student–athletes are responsible for handing in, on-time, all assignments due on days they are excused from class to attend athletic contests and events.
- On game days, student–athletes may need to be excused early from school. Players are responsible for informing their teachers of their scheduled absences in advance and for making up all work in the agreed-upon amount of time.
- Students are responsible for athletic uniforms and equipment issued to them by the school. Students will be billed for items not returned within one week of a season’s conclusion. If the equipment is returned after that time, a refund will be credited to the student’s account, except for a \$20.00 handling fee per student per season.

Safety

- An athletic trainer is on staff from 10 a.m. to 6 p.m. daily.
- Harvard-Westlake sports and training equipment may be used only after proper instruction and with appropriate supervision.
- Students are expected to be courteous and to consider their own safety and that of others at all times—whether on campus, at an off-campus facility, at another school, or on school transportation.
- Students should make their coaches aware of any health problems.
- A doctor’s clearance is necessary to participate after a serious injury.

Uniforms

- Uniforms for most sports are provided by Harvard-Westlake. Students may not substitute their own clothes for pieces of a uniform that are provided.
- At contests, athletes must wear their complete uniforms.
- Uniforms must be worn appropriately. For example, shirts should be tucked in and shorts are to be worn at the waist.
- Uniforms ordered for specific students are billed to their accounts. These items are often personal in nature (swimsuits, cheerleading uniforms, etc.) and cannot be given to another student. A student who quits a team after ordering such items is still responsible for paying for them.

Athletics Website

Harvard-Westlake has a website dedicated to the school's sports programs. The website address is www.hw.com/athletics. The website provides daily updates on athletic games/contests concerning times, locations, and directions. Canceled and postponed games are also posted. The athletics website gives information on middle school, junior varsity, and varsity teams and events. Additional information regarding middle school teams may be obtained by contacting the athletic office on the middle school campus. Additional information regarding junior varsity and varsity teams may be obtained by contacting the athletic office on the upper school campus.

Important Athletic Phone Numbers

Middle School Athletic Office: 310-288-3284
Upper School Athletic Office: 818-487-6584



LEAGUE AFFILIATIONS

The Junior High Delphic League

Brentwood
Buckley
Calvary Christian
Campbell Hall
Chaminade
Crossroads
Culver City Middle School
Faith Baptist
Harvard-Westlake
Heritage Christian
Huntington Middle School
Immaculate Heart
La Reina
Laurel Hall
Marlborough
Oaks Christian
Paul Revere
Sierra Canyon
St. Matthew's
St. Mel's
St. Paul
Viewpoint
Village Christian
Wesley
Westside Neighborhood
Windward

