

HARVARD–WESTLAKE SCHOOL

**UPPER SCHOOL
STUDENT/PARENT HANDBOOK**



2017–2018

August 2017

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

This handbook will help you make best use of our school's resources. Please read it carefully; we encourage each family to review it together. If you have questions or need more information, any faculty member will be glad to advise you or refer you to someone who can help. Although Harvard-Westlake encourages the development of individual talents and respects the right of every student to his or her own opinion, the school has standards of behavior and communication. It is assumed that you will read, understand, and, by your presence in the school, maintain these standards. We expect each member of the community to embrace the spirit as well as the letter of these standards.

Rules and expectations impose limits; they do not define mature behavior. Respect for other people, honesty, and courtesy are norms in which the school believes and that are expected of everyone. These, coupled with an attitude of cooperation and mutual understanding, make for an enjoyable and creative community life. We trust that each student will participate 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.



Laura Ross
Head of Upper 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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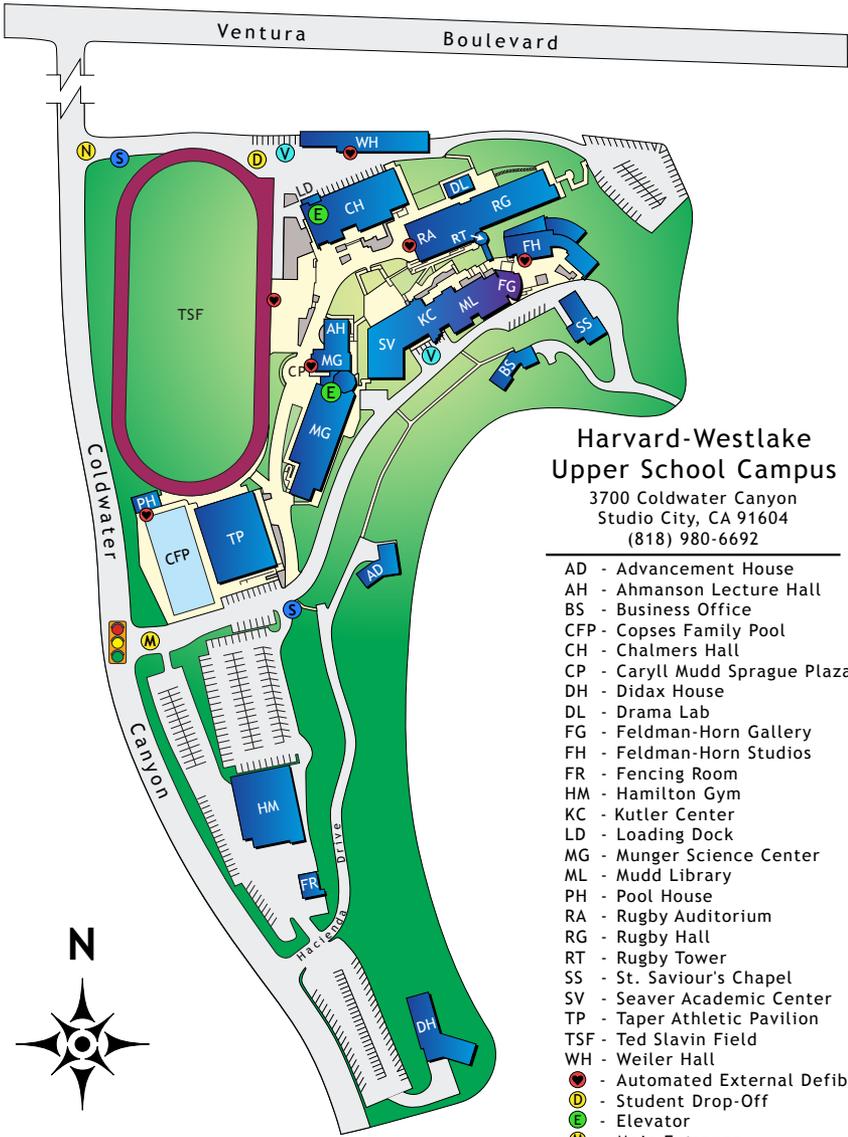
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Harvard-Westlake Upper School Campus

3700 Coldwater Canyon
Studio City, CA 91604
(818) 980-6692

- AD - Advancement House
- AH - Ahmanson Lecture Hall
- BS - Business Office
- CFP - Copes Family Pool
- CH - Chalmers Hall
- CP - Caryll Mudd Sprague Plaza
- DH - Didax House
- DL - Drama Lab
- FG - Feldman-Horn Gallery
- FH - Feldman-Horn Studios
- FR - Fencing Room
- HM - Hamilton Gym
- KC - Kutler Center
- LD - Loading Dock
- MG - Munger Science Center
- ML - Mudd Library
- PH - Pool House
- RA - Rugby Auditorium
- RG - Rugby Hall
- RT - Rugby Tower
- SS - St. Saviour's Chapel
- SV - Seaver Academic Center
- TP - Taper Athletic Pavilion
- TSF - Ted Slavin Field
- WH - Weiler Hall
- - Automated External Defibrillator
- - Student Drop-Off
- - Elevator
- - Main Entrance
- - North Entrance
- - Security Kiosk
- - Visitor Parking

Revised 9-14-2016

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 admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, or sexual orientation in the administration of its educational policies, financial aid programs, and athletic and other school-administered programs.

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.

Harvard-Westlake Upper School Honor Board

The honor board is composed of student prefects, faculty members, deans, and the board's adult chair. The honor board convenes when the school's community of trust may have been violated. After hearing a case, the board presents to the head of the upper school a summary of its deliberations, findings, and recommendations. The board and the head of the upper school then confer to reach consensus on a course of action.

Purpose of the Honor Code and Honor Board

This student-centered system is designed to promote trust within our community. In our quest for academic excellence, we must remember that Harvard-Westlake is a place to grow emotionally and personally as well as intellectually. The honor code and honor board system affirm the importance of personal integrity and that students are responsible for encouraging honorable behavior and acting with good character. Giving students responsibility for the honor code and honor board system more effectively encourages honesty and accountability and makes honor board outcomes more consistent and coherent. The system's basis in democratic student leadership gives every student pride in the school's character and a share in a vital aspect of the school's governance. Faculty and administration participate in the

system and help guide it through teaching and advising, but students ultimately are expected to be accountable for their own conduct. The ideals of the honor system bring the faculty and administration to a fuller trust of the students and students to a fuller trust of each other. The honor system also unifies our community with a responsibility, shared by all, for an explicit commitment to honor, accountability, and good character.

DAILY LIFE

UPPER SCHOOL DAILY SCHEDULE

Monday		Tuesday–Friday	
Period 1	8:00 – 8:45	Period 1	8:00 – 8:45
Period 2	8:50 – 9:35	Period 2	8:50 – 9:35
Activities	9:40 – 10:10	Period 3	9:40 – 10:25
Period 3	10:15 – 11:00	Period 4	10:30 – 11:15
Period 4	11:05 – 11:50	Period 5	11:20 – 12:05
Period 5	11:55 – 12:40	Period 6	12:10 – 12:55
Period 6	12:45 – 1:30	Period 7	1:00 – 1:45
Period 7	1:35 – 2:20	Period 8	1:50 – 2:35
Period 8	2:25 – 3:10	Period 9	Athletics
Period 9	Athletics		

ATTENDANCE POLICIES

Promptness and Tardiness

Students are expected to be on time for classes, assemblies, class meetings, appointments, and school service assignments.

Arriving at School

Classes begin at 8:00 a.m. Students are expected to:

- be on campus in time for their first scheduled school obligation.
 - Seaver Academic Center, the main administration building, is open from 7:30 a.m. until 6:00 p.m. each school day.
 - Students who arrive at school more than 30 minutes before their first scheduled class must sign in by the security kiosk at the main gate or on the board outside CH201. This is important for accountability in the event of an emergency.
- follow their daily schedules and attend classes, activities, and other school obligations.
- stay on campus during school hours.
 - To participate in athletics, performing arts, or other extracurricular activities, a student must attend that day's classes and meet all academic obligations unless excused *in advance* by a dean.



- Juniors and sophomores may not leave campus unless they have a note from a parent¹ or permission from a dean. Students must sign out in the attendance office and speak to the attendance coordinator. If they leave for appointments, they must sign in upon their return.
- If a student misses a class because of a doctor’s appointment or, for any unavoidable reason, attends school for only part of a day, the student is responsible on that day for turning in any work due to the teacher(s) of the class(es) the student missed.

Tardiness

Students who are late to school for any reason must first report to the attendance office to officially check in. This rule applies even though time spent checking in at the attendance office will further delay the student’s arrival to class.

Frequent tardiness to class impedes a student’s academic progress. Students who are often late to class may be subject to disciplinary action, which could include a lowered grade, expulsion from the class, detention, and/or probation, as determined by the school. Any student reported for being tardy to six classes in a given quarter is assigned detention.

Daily Attendance Procedures

Attendance will be taken by teachers each period of the day. If a student will be absent from or late to school for any reason, a parent should inform the attendance office by submitting an excuse note online via the parent portal at hw.com (www.hw.com/parents—after logging in, click on the Attendance link on the left side of the page) or by notifying the attendance coordinator at 818-487-6697 by 9:00 a.m. If sending a note through the parent portal or making a phone call is not possible, a written excuse note must be submitted within two school days of the absence.

Absences

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 user name and password. Click on the Attendance link on the left side of the page that appears after logging in.

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 user name and password. Click

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



on the School Resources link on the left side of the page and then on Attendance. Students are expected to check this site daily and to correct any discrepancies with the attendance coordinator or their dean before absences become tagged as cuts resulting in detention.

Students absent for all or part of a school day may only participate in athletics 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 upper school.

Signing Out/In for Early Release or Late Arrival

- A student leaving school early will only be released to parents, other authorized persons as specified under Alternative Contacts within the Health and Emergency Form section of the online enrollment contract, or other persons authorized by the parents prior to the school's release of the student. Parents acknowledge and agree that the school is not responsible for the student after he or she has been released by the parents.
- Upon returning to school, a student must sign in at the attendance office.

Sophomore and Junior Privileges

Sophomores and juniors in good standing may leave after their last obligation of the day *if they have a permission slip on file* in the attendance office. Students must sign out at the attendance office before leaving campus. Juniors are not required to arrive on campus until their first obligation of the day if they are in good standing, they have no carpool obligation, and a permission slip is on file in the attendance office. Students must sign in at the attendance office. Failure to sign in before going to class will result in detention.

Senior Off-Campus Privileges

Seniors in good standing may leave during any free period and are not required to arrive on campus until their first obligation of the day. All school and grade-level assemblies, scheduled appointments, and emergency drills are considered obligations. If a senior leaves campus during the school day, he/she must sign out and then sign back in at the security kiosk. *All other attendance rules apply to seniors.* If a senior leaves campus for any reason and misses class without the proper permission, the absence is deemed a cut and an excuse note received the next day will not clear the student. Senior privileges may be revoked. Seniors must maintain a solid attendance record throughout the year to keep their senior privileges and to be considered eligible for Cum Laude Society and any other senior honors/awards.



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

“Personal business” is not an acceptable reason for absence. The school must know the nature of the personal business to determine if it can justifiably excuse the absence. In such cases, students are required to fill out a request for special attendance consideration form well in advance. This form allows students to make specific arrangements with each teacher to complete required class work. The form is available in the attendance office and requires that teacher and dean signatures be obtained.

Notes

An excuse note from parents 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. A note with a parent signature may be handed in or parents may electronically submit a note via the parent portal at hw.com. The note may not be submitted by email. If a note is not received by the end of the second day following the absence, the absence will be treated as unexcused and will result in detention.

To create and submit an electronic note, log in to the parent portal at hw.com (www.hw.com/parents) and click on the Attendance link on the left side of the page. To provide advance notice of an absence, expand the Current/Future Day Absences panel to reveal the Current/Future Day Absence Note form. To address a previous day’s absence, expand the Unresolved panel.

The school requires a doctor’s note after an absence of five days or longer in any two-week period. A doctor’s note may also be required for classes missed due to medical appointments.

Forged notes will result in disciplinary action.



Unexcused Absences

Unexcused absences result from official school suspensions or breaches in attendance policy such as truancy, failure to submit an excuse note, failure to sign in/out upon early school departure or late arrival, and departing early for or returning late from a vacation without obtaining prior permission from a dean. Classes repeatedly missed for any reason, with or without a parent note, may be deemed unexcused absences. 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 zero or failing grade for work during that period. Such absences are serious offenses against school rules. A student with an unexcused absence can expect detention before or after school, which may mean missing an athletic or extracurricular responsibility, regardless of its importance, or another consequence as determined by the dean. Repeated unexcused absences may result in suspensions, disciplinary probation, lowered grades, loss of class credit, or expulsion.

Excessive Absenteeism

Students who have more than 20 absences per year in a full-year course or more than 10 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 parents, the student's dean, and the head of upper 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

When students miss school, they are responsible for getting assignments and should consult The Hub and contact other class members and/or teachers. If the illness is a protracted one, the family should contact the student's dean for assistance. Students must be prepared to make up tests and/or quizzes within two days of their return to school unless arrangements for an extension have been made with the teacher. The maximum extension is one week. Students who must be absent for scheduled medical procedures or for religious reasons are asked to turn in work due in advance or make arrangements with their teachers.



Parent Absence

If parents are away from home, they should 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

Elective medical and dental appointments should be scheduled outside the school day. If, however, such appointments are unavoidable, students must sign out with the attendance coordinator and must have a note from a parent stating the reason, time of departure, and estimated time of return. The school may consider the absence unexcused if the student does not provide this note.

Illness

Sick students should stay at home and consult with their physician, 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
- an undiagnosed rash
- concussion or concussion symptoms not under the care and treatment of a physician

See also [Communicable Diseases](#) under the [Health and Safety](#) section of this handbook for additional health-related circumstances when students should stay at home.

A student with a fever of 100 degrees or greater must be fever-free without medication for 24 hours before returning to school. A student must be free of diarrhea for 24 hours to return to school.

Any student who becomes ill during the day must go to the attendance office or the upper school office. Before the student is released from school, a parent must be contacted and the student must sign out. If a student is ill for more than five days in any two-week period, a doctor's note may be required to verify the illness. A note from a doctor may also be required, as determined by the school, if a student accumulates excessive absences due to a recurring illness.



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 a request for special attendance consideration form.* This form is available in the attendance office and requires that teacher and dean signatures be obtained.

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.

Examination Days

Students and their families must make every effort to avoid absences on examination days. Unexcused absences on these days may result in a grade of “zero” on any missed examination.

Advanced Placement Examinations

A student may miss all classes only on the day on which he/she is taking an Advanced Placement (AP) examination. Students are not excused the day before an AP examination.

College Visits

Students are encouraged to visit prospective colleges during the spring break of their junior year and the summer before their senior year. Fall visits to college campuses are discouraged given the importance of first-semester senior-year grades in the college admission process. If a student plans to apply early to colleges, visits to schools being considered should be made during the summer.

Students can take up to three excused absence days to visit colleges if a dean approves the visits. When a senior will miss classes due to the college application process, he/she must clear it with his/her dean by completing the appropriate paperwork and acquiring the requisite signatures. The student must make up daily assignments and class notes, but missed quizzes and labs usually will not be readministered. Therefore, college visit days must be chosen carefully. *If a student does not fill out the appropriate paperwork ahead of time, the absence is deemed “unexcused.”*



Some students who take their three “excused” days in the fall may want to see more colleges in the spring after acceptance letters have been sent out. A student may apply to his/her dean for permission by writing a letter requesting to take one to three extra days. The dean will grant permission based on the student’s previous attendance record and academic progress. Quizzes and labs usually will not be readministered to students missing school to visit colleges. If a student does not receive prior permission from the dean to take extra visiting days, the absence is deemed “unexcused.”

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

Students attend Harvard-Westlake to learn in an environment free of inappropriate distractions and behavior. In general, student consciences and common sense are sufficient guides for appropriate behavior. The school expects students to take responsibility for their conduct as well as for the general well-being of the community. Harvard-Westlake’s upper school is not designed for students who cannot regulate their behavior in the high school years.

Academic Integrity

Living with integrity, in and out of the classroom, is part of the school’s mission. Academic dishonesty is considered a major infraction of school rules and may be handled by the honor board. Cheating or plagiarism may result in expulsion from the school. Plagiarism is using another person’s material in a paper or presentation without giving proper credit to the author. Cheating includes copying someone else’s homework, copying information from the Internet or other published material, or dishonestly acquiring information about a test. *Cheating also includes assisting another student in either of these activities.* Expectations can differ from class to class, so students must be sure they understand teacher expectations.

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.”

Students are expected to abide by U.S. copyright law. Unauthorized use of copyrighted materials, including the creation or use of unauthorized copies of software, shall be considered a major breach of academic integrity.

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.

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 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 upper school library's home page menu (academics.hw.com/uslibrary).

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 his/her 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, 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, 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 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 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 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 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 say "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
- 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.
- Electronic games, cell phones, and smartphones are not permitted to be used inside buildings during school hours except in designated areas such as the student lounge.
- Electronic music devices are permitted on campus during school hours in designated areas if played at reasonable volumes.

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

Harvard-Westlake's disciplinary policies and procedures are based upon the values espoused by the school's mission and honor code.

Penalties

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 expulsion.

Unless otherwise specified, the school has the right and sole discretion to impose discipline and penalties for conduct occurring both on campus 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, 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 deans and the head of upper school and may also be referred to the honor board. Violations of school rules will result in appropriate sanctions, including, but not limited to, detention, loss of privilege, all-day detention, probation, suspension, and expulsion.

Detention

Students who have detention must be on campus at the time specified or risk suspension. Six detentions in a given semester will result in a one-day suspension.

Loss of Privilege

Students who demonstrate a lack of concern for the expectations and rules of the school may have their privileges restricted or removed.

All-Day Detention

Students who receive an all-day detention must spend the day removed from the community in a designated area on campus. During this time, the student is expected to do schoolwork and may not communicate with teachers or peers. Work missed during an all-day detention must be made up without assistance from the teacher. Any class material that is discussed during the all-day detention must be obtained from classmates.

Suspension

Students who are suspended may not attend class or school events. Work missed during a suspension must be made up without assistance from the teacher. Any class material that is discussed during the suspension must be obtained from classmates.

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 expelled from school.

Expulsion

The head of upper school, deans, and the honor board may recommend expulsion for a serious violation, even on the first offense, or if the school determines a student's conduct is egregious or a student's continued presence is deleterious to Harvard-Westlake School or to the student involved. When expulsion is recommended, a student is automatically suspended. During the suspension period, the head of upper school will review the matter with those involved before reaching a final decision.

Fair Expulsion Process

Harvard-Westlake seeks to promote a disciplinary process for expulsion that is fair and provides equitable treatment of all students. This policy addresses the process and rights of students and families based upon his or her actions or inaction. This policy does not alter the school's right to suspend or dismiss the student for other reason(s), including, but not limited to, failure to pay tuition or parent behavior issues.

- **Investigation.** The school will conduct an investigation into the alleged misconduct.
- **Preliminary Determination.** If the investigation leads to a finding of misconduct, the school will inform the student of the school's preliminary determination.
- **Written Response.** Within two school days after the school informs the student of its preliminary determinations, the student may provide the school a written response. This response is the student's opportunity to provide any additional information that the school should consider before rendering a final determination. The student may request more than two school days to prepare a response which may be granted at the school's discretion.

- **Pre-Decision Meeting.** The school will set up an in-person meeting with the student after receipt of his or her written response to the preliminary determinations. The purpose of this meeting is to permit the student to explain his or her positions in person. The only individuals who may attend this meeting on behalf of the student are (1) the student, (2) his or her parents, and (3) the student's dean.
- **Formal Determination.** The school will make a formal determination regarding any finding of misconduct after the preliminary determination, receipt of the student's written response if applicable, or the pre-decision meeting if applicable. The school will inform the student of this formal determination.
- **Written Appeal.** If the formal decision is to expel the student, the student may submit a written appeal to the head of upper school within two school days of the school informing the student of its formal determination. The student may request more than two school days to prepare a response which may be granted at the school's discretion.
- **Appeal Meeting.** The head of upper school will set up an in-person meeting with the student after receipt of his or her written appeal to the school's formal determination. The purpose of this appeal meeting is to permit the student to explain his or her response to the school's formal determination. The only individuals who may attend this meeting on behalf of the student are (1) the student, (2) his or her parents, and (3) the student's dean.
- **Appeal Determination.** The head of upper school will make a final determination. The school will inform the student of this final determination. The head of upper school's decision on the appeal will be final and binding.

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 expulsions 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.



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.

Drugs, Alcohol, and Smoking

Harvard-Westlake 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 drugs, alcohol, and tobacco products. It is essential that everyone involved with the life of the school community understand them.

- It is forbidden to use, sell, or possess drugs or alcohol on campus, when traveling to or from campus, or at any school function, including school-sponsored 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 drugs or alcohol. Breaking this rule may result in expulsion.
- Smoking, other tobacco use, and electronic nicotine delivery systems are not permitted on the campus, on the surrounding streets, on any school bus, or when students are representing the school in public.
- The possession of drugs by anyone and the purchase of alcohol or tobacco by minors are illegal and against school policy.

Violation of these policies may be deemed a major rules infraction by the school.

Eating

Eating is prohibited outside the lunch area, unless a student has a dean's or teacher's approval. *Littering is prohibited, and students are expected to pick up after themselves and others.*

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 the student government advisor for permission to do so.) Gambling is prohibited. "Friendly" gambling for athletic contests or card games is included in this prohibition.

Harassment

Students must be allowed to work and study in an environment free from harassment and unsolicited and unwelcome sexual overtures. Harassment is a form of discrimination on the basis of a protected characteristic, such as race, national origin, religion, gender, sexual orientation, disability, etc. Harassment, whether verbal, physical, or psychological, is strictly prohibited. Verbal harassment refers, but is not limited to, to unsolicited banter, abusive or humiliating ridicule, criticism, tricks, verbal bullying, or intimidation.

Any form of harassment, including sexual harassment, whether verbal, physical, visual, or electronic, is strictly prohibited and will be subject to discipline, up to and including expulsion.

Sexual harassment does not refer to occasional compliments or other generally acceptable social behavior. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature made by someone from or in the 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.

Harvard-Westlake School further defines harassment as including, but not limited to:

- harassing messages communicated by email, the Internet, or telephone
- cyberbullying of any kind
- the sending of sexually explicit or nude photos by email, over the Internet, or by telephone
- demands for sexual favors accompanied by implied or overt promises or preferential treatment or threats concerning student status
- pressure for sexual activity
- offensive, unwanted physical contact such as hugging, patting, pinching, pantsing, or constant brushing against another's body
- offensive unwanted sex-oriented verbal "kidding," jokes, or abuse
- any other form of intimidation or unsolicited objectionable comments

If a student becomes aware of harassment of any kind, whether it be personal or not, or feels that he/she is a victim of harassment, this information should be communicated immediately to his/her dean, the head of upper school, or the school psychologist. Any

such complaint must be specific and should include all relevant information so that the school may conduct a thorough investigation. The deans are required to report such complaints to the head of upper school. The school will investigate the complaint. Upon conclusion of the investigation, the school will 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. However, anyone who makes a false claim of harassment will be subject to discipline up to and including expulsion.

Hazing and Bullying

Hazing and bullying activities are prohibited at all times. “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

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

- verbal—taunting, malicious teasing, name-calling, or threatening
- physical—hitting, kicking, spitting, or pushing
- psychological—spreading rumors, manipulating social relationships, or promoting social exclusion, extortion, or intimidation

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. A student shall not verbally, physically, or psychologically bully or harass another student on campus, at a school-sponsored activity (on- or off-site), or when using the school’s electronic resources.

The school has the right and discretion to discipline students for 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 his/her 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.

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 their dean, the head of upper school, one of the school psychologists, or the head of athletics. 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 upper school. The school will conduct an investigation and take appropriate action to remedy the situation.

A student's cell phone or other student-owned electronic device may be searched by the school upon reasonable suspicion that the student is violating or has violated the law or school rules and policies. The search will be reasonably related in scope to the circumstances. In such circumstances, the student must provide the dean or head of upper school with any appropriate passwords. 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. All instances of hazing or bullying may be subject to disciplinary action, up to and including expulsion.

Parent Behavior Policy

A positive and constructive working relationship between the school and a student's 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
- 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)
- running, throwing balls or Frisbees or other objects, or playing contact or non-contact sports outside of the field/gym area
- rollerblading, skating, skateboarding, or hoverboarding

Respecting the Rights of Others

Absolute respect for the rights of others is expected of all school members. Violations of these expectations are regarded as serious breaches of conduct and may result in expulsion from the school. 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 (including negative electronic postings)
- dishonesty, lying, or insolence
- verbal abuse or bullying
- hazing, bullying, or harassment of any kind, including sexual harassment and harassment by phone, mail, Internet, or email
- physical abuse or acts endangering the safety of others
- profanity or socially offensive language
- name calling of any kind
- violating another's personal privacy, which includes entry into another's locker, book bag, or other personal effects
- accessing another's network folder or email account without permission

- displays of affection that embarrass others
- academic disruption, which includes inappropriate behavior inside or outside of any class in session and in any part of the library, lunch area, or student lounge

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 members of the school. 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, which includes entry into another’s locker, purse, book bag, or other personal item
- removing food illegally from the cafeteria
- unauthorized use of athletic equipment
- removing books from the library without signing them out
- writing or carving on desks, walls, bulletin boards, or other property
- littering or not picking up after oneself or others

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, laptop computers, 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 or its digital equivalent, the HW ID app. To complete each purchase, students must present their ID. The bookstore is open from 7:45 a.m.–3:30 p.m., Monday through Friday.

CAFETERIA

Students must obey all rules posted in the school cafeteria.



Food

- Students may bring lunch or buy food at the cafeteria.
- 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.
- Permission to eat during class must be obtained from a student's dean and instructor.
- The upper level of the library and the computer labs are off-limits for eating unless special permission from a dean is obtained.
- Food may not be taken into any classroom unless a student has written permission to do so from a teacher or dean.
- Eating and/or drinking is not allowed on playing fields or in any locker areas.
- Tardiness resulting from a food purchase will not be excused.

Cafeteria Purchases

- Students who wish to buy food on campus must use their ID cards or the HW ID app. Cash is not accepted in the lunch line. The cost of the items purchased will be charged to the student's account. Students should inquire about the cost of their purchases if that information is not volunteered.
- Students should use only their own ID card to purchase food in the cafeteria.
- 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 be considered an honor-code violation.
- The cafeteria staff is not permitted to extend credit to students without an ID card or the HW ID app.

Cafeteria and Lunch Area Rules and Courtesy Guidelines

- No book bags, lunch bags, or food should be taken into the cafeteria service area.
- Students must throw their trash into trash cans and stack their used trays on top of the trash can.
- Students are expected to be considerate of others and keep noise to a respectful minimum.

CAMPUS CONCERNS

Campus Boundaries

The upper school campus comprises a variety of settings that range from buildings (academic, athletic, and administrative) to student gathering areas (a quadrangle, athletic stadium bleachers, gardens, a “flag court,” and patio and fountain areas). Students can study, eat, or just relax in these gathering spaces. Students are expected to remain on campus.

To help ensure safety, students may not traverse the campus using hillsides and undeveloped pathways. Students should only use the walkway between the alumni relations house and the business office when necessary and after notifying a faculty or staff member. Students should be aware of their surroundings at all times and use sidewalks whenever walking to and from vehicles on campus.

Campus Curfew

Students on campus after regular school hours are expected to be supervised by a school employee. Students, even those working on publication deadlines or performance rehearsals, are expected to be off campus by 10:00 p.m.

Security

A full-time security team protects students, faculty, 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 seems serene, theft does occur—from permanently “borrowing” a book or eating someone else’s lunch to taking an unattended phone, camera, or backpack. Students are encouraged to lock belongings in lockers. Report any theft immediately to Mr. DeMatte, the chief of campus operations, by calling 818-512-4256 or sending an email to jdematte@hw.com. Valuables should not be brought to school; but if they are, they should not be left unattended in backpacks, purses, or cars. The school is not responsible for lost or stolen items.

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 high-school age and attend a school outside of the Los Angeles area if their visits have been arranged with the head of upper school and cleared in advance with the appropriate faculty. The student and visitor should go to the upper school office the day of the visit and meet the assistant to the head of the upper school. 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 an administrator or the security staff 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 at the main entrance or reception desk in the Seaver Academic Center upon their arrival to campus during school hours. Parents should not bypass security/reception 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.

COMPUTER LABS

Students are expected to use computers as learning tools. Students are allocated a limited amount of storage space on the school network for storage of files but also are expected to carry a USB flash drive for backing up saved work.

The school uses Microsoft productivity software, including Microsoft Word and Excel. All computers print through an HP LaserJet printer. Scanners are also available for student use.



Students must follow the [technology responsible use policy](#) when using computers on campus. Students are expected to use technology legally, appropriately, responsibly, and kindly (LARK).

The use of computer hardware (whether personal or provided by the school), software, and facilities is a privilege. Repeated disturbances, rude or disrespectful behavior, or unwillingness to obey use policy may result in the loss of computer privileges. Students using school-owned computers assume full responsibility for the equipment and may be billed for damages or lost materials.

DAILY BULLETIN

The upper school publishes a daily bulletin that contains official school notices, extracurricular activities, and social events. Students are expected to read the bulletin each day. It is available online at www.hw.com/students (after the student logs in, the bulletin will appear on the home page). A modified version of the bulletin is sent via email to all upper school students on Day 5 of the cycle. Parents have access to the bulletin at www.hw.com/parents under School Resources. Entries for the next day's bulletin must be signed by a member of the faculty or administration and submitted to the upper school receptionist by 12:30 p.m.

EXTRACURRICULAR ACTIVITIES

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 at hw.com. Students must first log in by entering their user name and password. Click on the School Resources link on the left side of the page and then on Trips, Athletics, & Activities. Parents access the form through the parent portal at hw.com. After logging in, click on the Trips, Athletics, & Activities link. Select the appropriate outing under Trips and then, on the Release Form tab, sign each section of the online release. If anything on the health/medical information form completed at the beginning of the year needs to be updated, log on to the parent portal to make those changes. Additionally, 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.

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 China, France, Italy, or Spain. The program is recognized internationally and is enthusiastically supported by top universities. Mr. Patterson, director of the Kutler Center, can provide further information to students interested in learning more about this program.

Clubs

Clubs are an integral part of student life at Harvard-Westlake. Student and faculty interests determine the clubs that are offered each year. An activities fair held in the fall provides a showcase for available clubs. There are no restrictions on the number of clubs a student can join. The director of student affairs is available to assist students who would like to learn more about joining a club. The upper school daily bulletin posts club meeting times and places. Club members may also make announcements in grade-level class meetings or during First and Third Wednesday all-school assemblies. Requests for time to speak at any class meeting or assembly must be approved by the director of student affairs.

Examples of upper school clubs that have been established include Amnesty International, Asian-American Culture Club, Black Leadership and Culture Club, Chinese Cultural Club, Christian Club, Darfur Awareness Club, Environmental Club, French Club, Habitat for Humanity, Indian Club, Jewish Student Union, Junior Statesmen of America, Math Team, Mock Trial, Model United Nations, Peer Support, Spanish Club, Speech and Debate, Straight-Gay Alliance, Youth Ending Hunger, and others. A list of current clubs can be found online at <http://www.hw.com/students/Groups-Clubs> (click on “Student Clubs at the Upper School” in the Links of Interest box on the right side of the page).

Students interested in starting a new club should contact the director of student affairs for assistance. All new clubs must create a club charter and present it to the student government for approval. Club charters must include:

- the mission or purpose of the club
- the goals of the club
- how the club will benefit the Harvard-Westlake community
- the leadership structure of the club, including a treasurer
- how leaders are elected or selected from year-to-year
- the expectations and duties of club members
- when and where the club will meet
- the name of the faculty advisor

The following rules pertain to upper school clubs.

- Student organizations should be reflective of the philosophies and goals of Harvard-Westlake as stipulated in the school's mission statement.
- No club shall be formed that, through its bylaws or practices, excludes or harms any student because of race, creed, religion, gender, or sexual orientation or that in philosophy or practice does not comply with the mission, expectations, and rules of Harvard-Westlake School.
- Clubs must be of demonstrable service to the school community.
- Clubs must have a faculty advisor/sponsor.
- Club officers must be chosen by the full membership of the club according to a clearly articulated election procedure. Club officers may be from any grade level, unless the bylaws specifically impose a restriction.
- Clubs, regardless of leadership structure, must have a designated treasurer who is responsible for the financial life of the organization. This should be an officer chosen by vote of the membership.
- Clubs may exercise the privilege of levying dues on their members. The rationale for such dues must be clearly stated in the club's charter and must be approved by the student government. The maximum amount of dues that can be levied is set by the student government and may be collected only at the times designated by the student government and/or the school's administrative body. This money must be deposited in an account designated for a particular club's use and held by the school's business office as a subaccount of the student government. Funds may be withdrawn by the signatures of the club's treasurer and the faculty advisor/sponsor. Any additional funds may be obtained through petition to the student government.
- Club presidents or designated leaders must provide for club participation in the fall activities fair.
- Club presidents or designated leaders must attend the Harvard-Westlake leadership summit.

- Clubs must renew their club charter with the student government at the end of each year.
- The school may, in its sole discretion, disband any club at any time and for any or no reason.

Dances and Social Events

At the upper school, all dances and other social events are organized by students. Before each event, a letter is sent via email to students and parents outlining the expectations specific to that function.

Student Ambassador Program

Student ambassadors assist the admission office by helping to introduce the school to prospective applicants. 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. In April, students apply to serve as ambassadors for the following academic year. Acceptance into the student ambassador program is competitive. Students who have not served as ambassadors before their junior year are ineligible to participate in the program.

Leadership Training at Harvard-Westlake

A variety of extracurricular programs provide students with opportunities to lead and serve other students. In addition to student government, the school sponsors a student ambassador program, a peer support program, a community council, and a social committee. These programs provide students with the opportunity to serve others, develop skills for the promotion of positive change, and feel a sense of pride as they learn that they can make a difference in the Harvard-Westlake community and the world at large. A systematic curriculum of communication and listening skills, problem solving and decision making, assertiveness, group dynamics, self-awareness, and issues of confidentiality prepares students to provide quality service and leadership at all levels of the community.

Student Government

The purpose of the upper school student government is to develop responsible student leaders who will represent and advocate for the interests of their fellow students to the faculty and administration. Upper school student government members are visible and active leaders among their peers.

Elections

Prefects

Four ninth-grade students, four tenth-grade students, and four eleventh-grade students (two boys and two girls from each class) are elected by their peers in the spring to serve on the student council the following year as upper school class officers. The prefects carry out the responsibilities delegated by the head prefects and those recommended by the administration.

Head Prefects

Two twelfth-grade students (one boy and one girl) are elected by their fellow students to serve as head prefects. The head prefects serve as the chairs for the honor board and are responsible for the overall operation of the student government. They systematically delegate substantial duties to the other prefects to ensure that the student government fulfills its mission.

Responsibilities of Student Government

Responsibilities of the upper school student government include setting a standard for conduct within the school community by knowing and obeying the rules in this handbook and the honor code; sponsoring new initiatives; responding to student requests; maintaining campus traditions; organizing dances; approving, reviewing, and funding school clubs and organizing an activities fair in the fall to promote them; volunteering to assist at school events; knowing and informing the student body about upcoming changes, events, and programs; and serving on the honor board.

The twelve class prefects bear responsibility for all class-specific activities run by the student government and serve as rotating members of the honor board. They must attend and participate in meetings of the full student government, serve on subcommittees of the full student government, sponsor policy and planning initiatives submitted for approval by the full student government, coordinate class assemblies, and make announcements to disseminate information in class assemblies and other venues.

The student government is empowered to facilitate the creation of ad hoc committees responsible for organizing various facets of student life. These committees allow non-elected members of the student body to participate in shaping everyday life in the student community.

The student government maintains its own budget and, when necessary, is responsible for its own fundraising.

Student government membership is a privilege. Students who do not meet their responsibilities may be asked to resign or may be removed from the student government by the school.

Student-Initiated Fundraisers

Students interested in hosting a fundraiser on campus must obtain approval from the school's Planning Committee. To present an idea to the committee, students must prepare a formal proposal with the help of the director of student affairs, who is available to guide students interested in proposing a fundraiser through the approval process.

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.

All accidents are reported to the school's business office, which handles the necessary paperwork and can answer questions for individual situations. 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 Mr. Preciado at 818-487-6619. Communicable diseases include chicken pox, 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 is required by law to receive a doctor's statement certifying the student's health.



Counseling Services

Students may experience personal, social, or academic problems. Many find, at such times, that it is easier for them to decide how to manage the problem 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 need such help, we hope they can find it at school. Some places to start are friends, peer support, or teachers. Beyond this, the deans are available to students. The chaplains, head of upper school, Choices and Challenges faculty, school psychologists, and school counselors 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 issues, 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 for special problems, such as learning differences, serious emotional problems, perceived eating disorders, or drug use. Parents are contacted in any of the above situations. 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.

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.

Earthquake Procedures

In the case of an earthquake, the most important thing to remember is not to panic. At the first shock, students should assume the “drop, cover, and hold” position, crouching below desks and tables, away from windows and falling objects. When the shaking stops, students should proceed to the athletic field in a calm and orderly manner, escorted by their teacher or members of designated “search and rescue” teams. Students are to assemble on the athletic field in the location designated for their dean and to be seated after the dean or other assigned personnel takes 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

Emergency drills are held intermittently throughout the school year. During these drills, students are instructed either to leave their classrooms in a quiet and orderly manner and proceed to the athletic field or to follow lockdown procedures. Students not in class at the time of an evacuation drill must proceed quickly to the athletic field and join their grade. All students must line up in their dean groups. The attendance person will take role. After each name is called, the student must remain in line until further instructions are given by the administration. Students not in class during a lockdown drill should proceed to the nearest classroom or office.

First Aid

First aid is available in the athletic training room, upper school office, and deans' offices. 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 or guardian is on file in the upper school office.

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.

Sudden Illness

Students who become ill during the school day should go to the attendance office or the upper school office. Parents will be called to arrange for transportation home. Any student who leaves school before dismissal must be signed out in the attendance office by an authorized adult.

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

LIBRARY

Library Resources

The Seeley G. Mudd Library on the upper school campus holds approximately 20,000 books, DVDs, and sound recordings as well as more than 70 periodicals. The library also subscribes to online periodical databases that give students access to the full text of hundreds of other newspapers, scholarly journals, and popular periodicals.

The automated catalog allows students to search holdings of both the upper and middle school libraries in addition to the library collections of 12 other independent schools in Southern California, comprising more than 250,000 volumes. Interlibrary loan agreements allow students to borrow from any of these libraries. The library's website lets students search the catalog and databases from any computer on campus as well as from home.

Yearbook cameras and accessories are also available for checkout.

Library Use

The library provides resources to support the curriculum and to enrich and extend students' academic and personal development. The librarians work with teachers to help students prepare to be effective and efficient users of information. The school expects students to honor the purpose of the library, to use the library's facilities and materials with respect, and to share resources with other students.

Hours

The upper school library is open Monday through Thursday from 7:30 a.m. to 5:00 p.m. and from 7:30 a.m. to 4:00 p.m. on Fridays.

Borrowing Materials

The library lends its circulating books and other materials for up to two weeks. The length of the circulation period for books in high demand may be limited in an effort to make these resources available to as many students as possible. Students are responsible for any materials borrowed and may be billed for damaged or lost materials.



Appropriate Behavior

Students whose behavior disrespects the library's purposes may lose their privileges for a period of time.

Cell Phones

Cell phones may be used in the library for texting, note taking, or other silent purposes, but not for talking. If a cell phone rings or is used for talking, it will be confiscated temporarily.

Studying

The library has a silent study room where no talking is permitted. Students are asked to respect classmates using this space by not disturbing them. In the general study areas, students may study together as long as they are considerate of others.

Photocopying

The upper school library has two photocopiers available for student use.

Technology Center

- The technology center is located on the top floor of the upper school library and provides a variety of technological resources for students and faculty.
- Duo-language laboratory consoles enable two foreign-language classes to concurrently access digitized interactive materials.
- Microsoft Office, the Internet, and software related to coursework are available for student use.
- The library catalog is accessible from all computers.
- Students must follow all computer lab rules and the [technology responsible use policy](#) when using the computers. Students are responsible for using technology legally, appropriately, responsibly, and kindly (LARK).

LOCKERS

Lockers for books and other possessions are assigned online in mid-August. Lockers are school property on loan to students and should be kept neat and undamaged. They should be locked at all times. The school is not responsible for lost or stolen items. Additional oversized lockers are available in the Taper Athletic Pavilion for day use. Locks



for lockers must be purchased in the bookstore. Students should record their lock combinations with the bookstore in case they forget them. All lockers—regular, day, and physical education—must be cleared out by the last day of examinations in June.

School administrators may search student lockers when they have a “reasonable suspicion” that laws or school rules or policies have been violated. “Reasonable suspicion” shall mean a belief based upon the totality of the circumstances that would cause a reasonable school administrator or employee to suspect that the student has violated laws or school rules or policies.

LOST AND FOUND

Books, binders, and apparel found on campus are put in the lost-and-found cabinet next to the bookstore. Wallets, money, jewelry, and other valuables may be picked up in the upper school office. Property left in Taper Gymnasium is placed in the lost and found in the athletics office.

At the end of each term, lost and found is cleaned out, and the items left there are either thrown away or given to a homeless shelter.

MESSAGES FOR STUDENTS

Delivering personal messages to students is difficult and disturbing to classes; however, in the event of an emergency, students will be notified in class as soon as possible.

PERFORMING ARTS

Harvard-Westlake offers an extensive program in dance, music, and theater arts. Students enrolled in Performing Arts department courses are required to participate in those classes, attend occasional after-school rehearsals, and perform in concerts, recitals, or productions throughout the year. Technical theater students are involved in aspects of production, including theatrical lighting, sound and set design, prop and set construction, costume design and fabrication, publicity, and box office management. Extracurricular opportunities in playwriting and directing are also offered.



The Harvard-Westlake Performing Arts department philosophy emphasizes the value of the ensemble as a teaching and learning experience. The department is sensitive to the challenge of providing significant performance opportunities for every student enrolled in the program. Questions about the casting process, auditions, “call-backs,” and placement in upper-level courses are encouraged. Discussions, feedback, and constructive criticism can be useful to the performer and auditor alike. However, final decisions regarding casting or placement are entirely at the discretion of the instructor.

Time Commitment

Students who perform in or work behind-the-scenes on school productions must consider the time commitment required in terms of responsibilities, attendance, and absolute completion of duties. They must communicate clearly and in a timely manner with all parties—teachers, directors, coaches, parents—regarding any scheduling conflicts that may arise.

Students who choose to participate in extracurricular performing arts productions must be in good academic standing.

Extracurricular Theatrical Productions

There are two or more extracurricular theatrical productions presented each year. Productions are cast by an audition process and are open to the entire upper school, regardless of enrollment in a Performing Arts department course. Open auditions are also held for the school’s improvisational comedy troupe.

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.

General Audience Behavior Guidelines

- Electronic devices must be silenced or turned off. Cell phone use during a performance, including text messaging, is inappropriate and not allowed.
- No photographic or video equipment is allowed.
- No talking.

- If it is necessary to leave your seat during a performance, please wait for an appropriate time to leave the theater, when the action on stage has momentarily stopped, preferably during the applause.
- No calling out to performers while they are performing.

PHOTOCOPYING

Photocopy machines for student use are located in the library. Students may not use faculty copiers without permission. The machines in Seaver, Chalmers, and Rugby are exclusively for faculty use.

POSTERS

Students are allowed to hang posters around campus, but the notices must first be approved by the director of student affairs. Posters that do not display a stamp of approval will be taken down. Up to ten copies may be posted as long as they are not affixed to windows, doors, or stucco surfaces.

PUBLICATIONS

The *Chronicle* is Harvard-Westlake's upper school student newspaper. It is written, edited, and laid out by members of the intermediate and advanced journalism classes and serves as a forum for the Harvard-Westlake community. The *Chronicle* is also available online at www.hwchronicle.com.

Babel is a publication supervised by the World Languages department that aims to showcase student work (photographs, illustrations, poetry, stories, articles, etc.) and expose the school community to cultures and languages in the world.

Big Red is a sports magazine that is published several times each year by the *Chronicle* staff. It includes photos and articles about sports at Harvard-Westlake.

Harvard-Westlake Journal of Science is an annual publication of the Studies in Scientific Research class. It contains photographs, charts, and articles that explain research projects conducted by the students enrolled in this course.

Stone-cutters is the upper school literary magazine issued annually in the spring. It features the literary and visual work of students.

Vox Populi is Harvard-Westlake's yearbook. The student staff has the responsibility for layout, photography, editing, financial operation, and final publication of the book. Both upper and middle school students may enroll in yearbook classes.

The following pertain to school publications:

- The audience for school publications is the entire school community, comprising students and faculty 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 advisor must jointly decide that the expression is justified and its publication warranted.
- The faculty 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 upper school.

SCHOOL AND COMMUNITY SERVICE

School Service

Sophomores must perform school service one period per week for one semester. Students are randomly assigned to help in a particular office or work in an area on campus such as the bookstore, library, upper school office, attendance office, and performing arts office. Duties vary and may include selling items at the bookstore, placing books back on shelves in the library, or labeling envelopes for school mailings. Students are required to make up all unexcused absences. Arrangements are to be made with the attendance coordinator or specific service supervisor. Failure to make up unexcused absences may result in detention or another semester of service.

Community Service

The community service program has three major objectives: (1) to provide students with direct knowledge of social problems, (2) to instill in them a sense of responsibility for helping to solve those problems, and (3) to develop a sense of cooperation and community spirit within the school.

Students must participate in at least twelve outreach hours each year, which may be completed during the summer that precedes a given school year. Projects must include “hands-on” experience through which students interact directly with those served.

Community service must directly aid an underserved population or, in the case of environmental causes, involve students in activities that require direct physical interaction with the environment. The community service program is promoted and directed by the upper school community council and overseen by faculty advisors. Students may initiate their own projects or may attend one of the school-sponsored projects scheduled throughout the year by the council. School-sponsored projects vary in focus and include volunteer work with social service agencies, environmental clean-up, after-school tutoring, and other outreach programs.

STUDENT LOUNGE (CHALMERS EAST AND WEST)

The lounge is dedicated to students as a privilege and is meant to be a place for quiet relaxation and conversation. Students are responsible for keeping the lounge neat and pleasant.

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 their parents via their electronic devices, all other uses should be for



school purposes. Students must sign an [electronic devices contract](#) and agree to follow the [technology responsible use policy](#) rules. 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 Computer Labs

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) and click the On Campus Technology link on the left side of the home page. 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.

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 Apps for Education, giving students 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 or with the ability to charge their computer. 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. All web-based software, such as Java, Flash, and web browsers, should be updated immediately once an update becomes available. Operating system updates and service packs should also be installed 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 [technology responsible use policy](#). 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 is a shared resource, and excessive use hurts everyone by slowing it down. Students should be considerate and use it 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.

Technology Responsible Use Policy

Harvard-Westlake allows for and provides students with a wide range of information technology for educational purposes, including but not limited to the network, lab computers, peripheral devices,



and printers. The use of these, any other technologies, and personal electronic devices, including cellular data, is a privilege, not a right, and students are responsible for using them legally, appropriately, responsibly, and kindly (LARK). The school sets terms and conditions upon technology use, and students should have no expectation of privacy or anonymity while using equipment or software provided or established by the school.

Use of information technology is governed by the same [honor code](#) that applies to all other aspects of life within the Harvard-Westlake community. Honesty, integrity, respect for others' privacy, and compliance with the [behavioral expectations](#) set forth in this handbook are expected at all times.

Universal Principles of Safer Internet Use

- Remember that there is no privacy online. Do not send anything that you would not be happy to see posted in the hallway.
- Things posted online stay there in archives—at Harvard-Westlake and in the outside world—even after you think they have been deleted. Do not post anything that you would not want future college administrators or employers to see.
- Harvard-Westlake cannot protect students from all inappropriate or illegal materials. If you are sent anything inappropriate, offensive, or illegal, it is your responsibility to report it to a teacher or dean.
- When using sites that may be viewed by people outside the Harvard-Westlake community, such as Facebook, consider the context and audience of the website before communicating your full name, age, phone number, or other personal information. Never provide such information about other people without obtaining their consent. A non-Harvard-Westlake email address is recommended for all non-school use.
- Many websites require a password in order to gain access. Use different passwords for different websites and carefully keep track of passwords and keep them secure. Never use your Harvard-Westlake password to register for another website.
- Talk to your parents or guardians before agreeing to meet in person with someone you met online.

Rules

The following rules apply to all students at all times. In the classroom, personal computing and other electronic devices may be used as permitted by the instructor.

Respect and Protect the Privacy of Others

- Keep your passwords private. Maintain and safeguard password-protected access to both personal and confidential Harvard-Westlake files and folders and all electronic resources provided by the school.
- Always obtain permission from those being photographed or recorded before taking their photographs, before recording them, or before posting or transmitting their pictures or recordings.
- 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. Likewise, using another's phone, computer, or device without permission is unacceptable.
- Use your real identity when using any Harvard-Westlake online resource. Never use another person's account or password.

Respect and Protect the Integrity, Availability, and Security of all Electronic Resources

- Be respectful of electronic equipment; take care to ensure that it is not damaged, stolen, or misused.
- Support computer and network security by not interfering with the operation of any computer or network or bypassing restrictions regarding technology use.
- Use bandwidth wisely. Excessive use hurts everyone by slowing down the network. The use of bandwidth for non-academic purposes is discouraged.

Respect and Protect the Intellectual Property of Others

- 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 director of communications before copying or reposting material from the Harvard-Westlake intranet or from the school's official website (www.hw.com).
- Obtain permission from the director of communications before creating a link to the Harvard-Westlake intranet or to the school's official website (www.hw.com) from an external site.
- Obtain permission from the author before copying or reposting messages or emails.

- If you intend to create an online presence for a school-related organization, you must obtain permission from the director of communications before you publish.
- Obtain permission from the director of communications before using the school’s logo, mascot, or photographs in any publication, electronic or otherwise.

Respect and Protect the Practices of the Community

- Each student is responsible for appropriate online behavior, both on and off campus, any time the student represents him/herself as a member of the Harvard-Westlake community, either as an individual or as a member of a school club or organization.
- Follow the Harvard-Westlake honor code at all times.
- Appropriate language, manners, and ethics are required. Ask yourself, “Will my actions reflect well on me?” and “Will my actions reflect well on the Harvard-Westlake community?”
- Communicate only in ways that are kind and respectful. Inappropriate, unkind, offensive online behavior is not acceptable and may lead to disciplinary action.
- 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.
- All-school, all-upper-school, all-middle-school, or all-grade-level email can only be sent with permission of the appropriate division head.
- Engaging in commercial activities while using Harvard-Westlake’s technology is not permitted. Gambling, political lobbying, and the sending of advertisements, spam, chain letters, or other mass mailings are also prohibited. Requests for potential exceptions to this rule should be proposed in advance for consideration by the school’s administration.

Harvard-Westlake’s Rights and Responsibilities

- 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 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.

Consequences for Violations

Any inappropriate use of technology or behavior that does not follow the [above rules](#) may result in disciplinary action. Students may lose their access to the school's information resources as well as be subject to standard disciplinary procedures. Additionally, students may be billed if hardware and/or software needs to be repaired, restored, or replaced.

Reporting Computing Abuse and Irresponsible Behavior

Abuse and/or questionable behavior should be reported to a teacher or dean. Reports can be made electronically by sending an email to techabuse@hw.com.

TELEPHONES

Students are not permitted to use the telephones in school offices unless special permission has been given by a faculty or staff member. Cell phones may not be used in any building, with the exception of the student lounge in Chalmers Hall. Cell phones should be turned off and put away while in class or assemblies; any phone that is used or creates noise in class will be confiscated by the teacher. Policies for returning cell phones are at the discretion of each teacher. Students should speak to the teacher after class to find out how and when they may retrieve a confiscated phone.

TRANSPORTATION AND PARKING

Permits

Application for a parking permit is made in May for the upcoming school year. Rising juniors and seniors may apply. No motorcycles are allowed on campus. A fee is charged for parking privileges.



Students willing to car pool or share a permit will receive priority. The more people involved in a car pool, the more likely it is that the driver will receive a permit. Carpool drivers must commit to transporting those students listed on their applications for the entire school year. If the number of students in a car pool changes during the year, the driver of the car pool may lose the permit if he/she does not clear the change with the chief of campus operations in advance.

Rules and Regulations

Parking on campus is a privilege that may be revoked at any time. Student parking is permitted only by permit and only in designated areas. Students parking on campus are expected to respect the school's request that they not park on neighborhood streets, most of which are posted as restricted parking. Any student who parks in violation of school rules may be sent home, and missed time will be considered an unexcused absence. Violation of parking regulations can also result in booting, fines, towing, loss of permit, or loss of future privileges. Students' presence in parking areas is restricted to arrival and departure only. No loitering is permitted at any time, even for purposes of study. Students are not permitted to drive up the driveway beyond the security kiosk from 7:00 a.m. to 6:00 p.m.

Students must notice and adhere to all parking (vehicle) signs and red zone areas or their cars may be ticketed and booted.

Parent and Visitor Drop-Off/Pick-Up and Parking

Parents unloading or picking up students are reminded to do so only in designated areas: on the upper school campus, students may be dropped off and picked up only at the circle behind Chalmers Hall or near the main entrance as directed by a member of the security team. Visitors are asked to park only in designated visitor parking areas. Parents on campus for dean meetings should park in designated visitor spots in the Chalmers lot.

Bus Passes

Applications for rapid transit district (RTD) student identification cards are available in the upper school office.

Car Pools

The school encourages the use of car pools. To facilitate the arrangement of car pools, the school provides access to locating other families in your ZIP code via the parent website. After logging in on the home page (www.hw.com/parents), click on School Resources and then on the link to the Carpool Zip Code Lookup.

Carpool Drop-Off/Pick-Up

Student drop-off and pick-up should take place at the loading dock accessed through the north entrance—not at the main entrance in front of the Taper Athletic Pavilion, not in front of Seaver Academic Center, and not on Coldwater Canyon. Parents should not double-park. Cars that are temporarily stopped pose a serious threat to pedestrian safety.

Driving up the center lane on Coldwater Canyon is illegal and forbidden by school rules.

The sidewalk that starts at the fencing room and traverses to the security kiosk must be used by students arriving to or leaving school in cars parked in the junior and senior lots. Students who ride the school bus and those who arrive in cars that park in front of the Taper Athletic Pavilion should move to the sidewalk in front of that building as quickly as possible and use it to access the rest of the campus.

Safety

Drivers are reminded to use caution while driving to and from school as well as while driving on campus. Reckless or careless driving may result in the driver losing parking privileges on campus.

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 student accounts office in the business office on the upper school campus.

WORK PERMITS

Students in need of a work permit can obtain an application in the registrar's office. This government form is provided as a convenience to families who would otherwise need to make a trip to downtown Los Angeles to pick one up. The original form must be returned once completed; forms sent by email or fax cannot be accepted. The work permit will be issued after the completed application is returned to the registrar's office.



ACADEMIC LIFE

ACADEMIC PROGRAM

The academic program is designed to prepare students for a rigorous college course of study. It is composed of a sequential series of full-year courses in each academic department with a certain number of semester courses. Students are required to take five academic courses each semester.

At every level, particular attention is paid to developing critical-thinking skills and teaching students to write accurately and clearly. Teachers make time available to provide individual help when necessary. Teaching methods and course materials vary widely.

The school's program and scheduling are designed to encourage independence, responsibility, and initiative. Students are given much freedom and independence to direct their own studies and to work out the best way to use their time.

School Requirements

Following is a summary of the school's curricular requirements.

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

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 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

- Library and Technology 7, grade 7—one year
- Debate or Public Speaking, grade 8—one semester
- Human Development 8, grade 8—one semester
- Choices and Challenges, grade 10—one year

Service Requirements

- Campus Service (SQUID), grades 7–9—one time per year after school in seventh grade, one time per year after school and one period per year during school in eighth grade, and three periods per year during school in ninth grade
- 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 8–10—one period per cycle for one semester per year

College Admission Requirements

The school's criteria for graduation satisfy the requirements of the universities and colleges in the United States to which Harvard-Westlake students typically apply. They are similar to and, in some subject areas, exceed those for admission to University of California (UC) system schools. During the course-selection process, deans ensure that all requirements will be met, not only for the UC system but for any college or university to which a Harvard-Westlake student seeks admission.

Advanced Placement and Honors Policies

Students are encouraged to take honors and/or Advanced Placement (AP) courses when the course is appropriate for them and when the content interests them.

Enrollment in AP courses requires approval of either the AP instructor and/or the student's current teacher. The *Harvard-Westlake School Curriculum Guide* gives the specific prerequisites and necessary approvals for each course. Faculty may recommend that a student transfer out of a course if it becomes clear, early in the year, that the placement is inappropriate.

Students who enroll in AP classes must take the AP examinations. If a student neglects to take this examination, then the AP designation is removed from the title of the course on the student's transcript and the weighted grade option is removed.

Students not enrolled in AP classes are permitted to take the AP examinations, provided they have properly registered for them.

Independent Study

The senior independent study program offers an opportunity for a senior to develop an independent tutorial course in either semester of the senior year. Application for an independent study does not guarantee its approval. The applicant must be in good academic standing and have demonstrated self-discipline, independence of mind, and self-motivation.

An independent study may be on any topic not wholly unrelated to subject matter taught in courses or activities at the school and may involve any of a wide range of learning activities, but it must have minimal attributes.

- It must involve a substantial intellectual effort by the student.
- It must be judged by the student and faculty advisor as central to the student's intellectual development.
- It must result in a product that can be clearly specified by the student in advance and subsequently evaluated by the faculty member supervising the project.
- It must involve a clearly reasoned set of learning activities or steps that can be monitored as the project unfolds.
- It must be designed to culminate in time to be graded by the supervising faculty member before the end of the relevant semester.

Independent studies culminate in a presentation to a faculty committee that reads and evaluates the final product. The faculty advisor recommends a grade to the committee which then issues the final grade.

Scheduling

Daily Schedule

The upper school academic day begins at 8:00 a.m. and ends at 2:35 p.m. and is divided into eight forty-five minute periods. On Mondays and on some Wednesdays, the academic day ends 35 minutes later to accommodate the inclusion of an activities period in the morning.

Every student must take at least five academic courses each semester. Most of those courses meet four periods per week, although many science classes have an extra period to allow time for laboratory work. Arts and Physical Education courses meet three or four times per week. Choices and Challenges meets once per week. Class meetings occur once per week, and all-school assemblies occur several times per year.

Course Sign-Ups

Each February, the school's curriculum guide for the subsequent academic year is made available online. The guide includes information about the prerequisites, corequisites, and workload for each course. Deans help students choose courses for the following year. A student's online course selection form must be signed by a parent and approved by a dean. While every effort is made to enroll students in their first-choice courses, the school cannot guarantee that requests will be accommodated. If enrollment in a particular elective is limited, seniors are given priority. When a student's requests cannot be met, a dean works closely with the student to find the best alternative.

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 academic weaknesses, discuss course material, 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 come to Harvard-Westlake from different parts of Southern California. For students who live far away from one another, school is the only opportunity to see each other face-to-face.

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

Students learn best when they prepare carefully for each class meeting. Upper school students receive, on average, three hours of homework per class each week (of course, reading and assimilation skills affect the length of time required for any assignment). Homework is generally assigned one week or more in advance. Students learn to manage their time so that they can complete homework thoroughly and thoughtfully in their daily routines. This can be a challenge in courses that give students several days to complete a long assignment and requires forethought and discipline.

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 prolonged absence, the family should contact the student's dean for assistance.
- Upon returning from an absence, students must make specific arrangements with each teacher to complete required class work.

Study Skills

The Harvard-Westlake Upper School Study Skills Committee established the following guidelines to serve as a starting point for students as they develop a personalized approach to studying. Students should refer to these guidelines any time they need a quick review of how to begin to organize their work. In the upper school program, suggested study habits, such as reading and note taking, vary by discipline. Students should always check with their teachers for advice.

Harvard-Westlake Study Skills Guidelines

- **Control your study time.**
 - *Schedule study periods in your planner.*
- **Control your study space.**
 - *Create a study environment without distractions, including those found online.*
- **Listen and take notes in class.**
 - *Have note-taking materials ready at the beginning of class.*
 - *Listen to your teacher and classmates.*
 - *Revise and review notes soon after taking them.*
- **Read with attention and without distractions.**
 - *Adjust your reading style to the text, course, and type of material you are reading.*
 - *Read and reread. Use varied reading techniques: survey, question, read, recite, and review your text.*
- **Review class material at the end of each week.**
 - *Prepare daily; review weekly.*
- **Quiz yourself regularly.**
 - *Ask yourself, without looking at your notes or books, “What is the main idea?”*
 - *Work through practice problems or quizzes in your books or online.*

Consult with your teachers for specific test preparation strategies.

Adhere to the [Harvard-Westlake Writing Standards Guidelines](#).

Writing Standards

The Harvard-Westlake Writing Across the Curriculum Committee, composed of teachers from a variety of academic disciplines, established the following guidelines. These standards were adopted to support students in their efforts to produce their finest written work. Students should refer to the writing standards guidelines whenever called upon to record their best thinking in their classes at Harvard-Westlake.

Harvard-Westlake Writing Standards Guidelines

In all academic disciplines, the following standards apply:

1. **Write with purpose.**
 - *Have a point.*
2. **Write logically.**
 - *Make sense.*
3. **Write within the rules.**
 - *Craft correct, complete sentences.*
4. **Write with clarity.**
 - *Be specific.*
 - *Avoid vagueness and generalities.*
5. **Write with precision.**
 - *Make every word count.*
 - *Avoid repetition.*
6. **Write what you are asked to write.**
 - *Address the given task in the required format, whether a lab report, a term paper, or an essay.*
7. **Write in stages.**
 - *Remember: your first thought is not always your best thought.*
 - *Revise your early drafts to meet the above criteria.*
 - *Proofread your final draft.*
8. **Write your own paper.**
 - *All ideas and wording must be your own.*
 - *Cite any and all sources that you consult.*

Testing, Final Examinations, and Term Papers

Students should expect to be tested in any course. Many teachers regularly ask short questions on unannounced quizzes to help the student maintain a consistent pattern of work. For longer, more formal tests, students should prepare carefully. Schedules of students in the upper school vary so a test schedule is rarely feasible and students may, on occasion, have heavy test days. Because of this, students should keep up their daily studying and not rely on cramming the night before tests.

Students with three or more assessments in one day may ask one of the teachers for a postponement if the request is made at least one day in advance. This option applies to in-class essays and quizzes or tests that last a full class period. It does not apply to projects or papers for which students are given several days to prepare. If the issue cannot be resolved this way, students should consult their deans.

Term 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 term paper and preparing for an examination in the same subject concurrently. The exception is a paper that substitutes for a final examination.

The last day or two of regularly scheduled classes before final examinations will be spent in review, not in the introduction of new material.

Athletic practices during the examination period are limited to one-and-a-half hours. Coaches are responsive to special circumstances at any time during the season and encourage self-discipline, proper allotment of time, and responsibility in decision-making.

Students in math courses are required to have calculators and/or other types of technology or software for in-class work and, when required, for examinations. The bookstore sells calculators. At no time may calculators and other approved devices be shared by students on examinations.

Cell phones are not allowed to be carried by students during an examination. Cell phones should be kept in backpacks and/or left outside the building. If a student accidentally brings a cell phone into an examination, it should be turned in to the teacher.

A student who misses a test or examination and has an unexcused absence might not be allowed to make up the test. A student who misses a test or examination due to illness will be expected to make up the test within a day or two of his/her return to school.

For seniors, Advanced Placement courses generally conclude with the examination. Exceptions to this rule may occur with the agreement of the teacher, the department head, and the head of upper school.

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 Advanced Placement classes are weighted, with an A being a 5 on a 4-point scale. The school computes a cumulative average at the end of each semester in grades 9 through 12. Please note that the highest grade awarded is an A.

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:

- 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.



- The grade “I” (Incomplete) will not be used at the end of any grading period unless the student, due to sickness or other unavoidable emergency, has not had reasonable time to complete the required work.
- The grade “W” (Withdrawn) is used if a student withdraws from a class after the final deadline for course changes has passed. The deadlines for semester and year-long courses differ. An exception is made if a student transfers to a different level of the same course.

There is a great difference between a passing grade (D- and above) and a college-recommending grade. For instance, a college may rescind an offer of admission to a student whose grade in any subject falls below a C. Students should work for the highest grade within their reach. Students with poor grades may be placed on academic probation, which would jeopardize their future at Harvard-Westlake and seriously limit their college options.

Failure to attend class regularly may affect one’s grade or result in a loss of course credit.

Grade Reporting and Written Comments

Grades are posted online at the end of each quarter.

Grades of “C” or below are accompanied by a written comment, which attempts to explain this grade and recommend ways to improve it. Parents and students should carefully review these comments; students should discuss them with their teachers.

Teachers write a comment to parents on every student at least once each year in full-year courses. Teachers write narrative comments once each semester for semester-long courses. The intention of these reports is to describe for parents the student’s commitment to his/her work and progress in mastering the material. These reports are not necessarily accompanied by grades.

The information noted is made available according to the following reporting schedule:

- | | | |
|----------|---|------------------------------------|
| November | — | First-quarter grades |
| | — | Sophomore comments |
| December | — | Senior comments |
| January | — | First-semester grades (cumulative) |
| | — | Junior comments |

February	—	Sophomore comments
March	—	Third-quarter grades (cumulative)
	—	Comments for all second-semester courses
June	—	Year-end grades

Awards and Honors

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, and completing both school service and community service by the last day of the school year. Students receive a letter indicating this honor after final grades have been issued.

Awards

The school recognizes and lauds students for their achievements. Awards include recognition of National Merit Finalists, Semi-Finalists, and Commended Students; National Achievement Scholars; and departmental awards. Although a few awards are given to younger students, the bulk of the awards go to seniors and recognize accomplishments over the course of study in a particular department.

Harvard-Westlake's most significant awards honor students not only for intellectual and academic excellence, but also for excellence in character, service, and commitment. The faculty determines the recipients of these awards, which are given at special assemblies or at commencement.

The Cum Laude Society

The Cum Laude Society, founded in 1906 for the purpose of recognizing outstanding scholarship at the secondary level, has a chapter at Harvard-Westlake School. Membership is determined on the basis of academic standing and personal integrity.

To be eligible, students must have attended Harvard-Westlake from tenth grade on. Selection for membership is based on grades from tenth grade through the third quarter of the senior year; grades are weighted for honors and Advanced Placement courses. Students in the top twenty percent of the senior class are selected in spring of their senior year and are inducted into the society in a ceremony in May.



Academic Transcripts

The official Harvard-Westlake transcript is the academic record of a student's coursework at Harvard-Westlake. It includes the classes taken while enrolled at Harvard-Westlake and the grades earned in those classes. Once a course has been completed, a student's transcript shows only the final grade. At the end of the first semester, a transcript will show the first-semester grade for all full-year courses; however, those first-semester grades are replaced with final grades at the conclusion of the second semester. Students should check with their teachers regarding individual course grade computation systems.

Transcripts may also show grades for courses taken at summer schools or at schools other than Harvard-Westlake during the school year. Any coursework taken as a full-time student at another institution during the ninth through twelfth grades is automatically included on a student's transcript. Summer work can also be included provided the student receives a grade for that work and Harvard-Westlake received an official grade report from the summer program. Test scores from SAT Reasoning tests, SAT Subject tests, AP tests and/or ACT tests are not included on the transcript.

A weighted grade point average, in which one additional point is added for an Honors or Advanced Placement class, with an A being a five on a four-point scale, is placed on the transcript at the end of each semester. Grades for work completed during the summer or with unaffiliated institutions are not included in the grade point average. A cumulative grade point average is also recorded. Class rank is not included on the transcript, nor is a rank reported to colleges.

Letters of Recommendation

Students at Harvard-Westlake may need letters of recommendation from a teacher, dean, or other faculty member when applying to college or for a job, summer program, internship, or other opportunity. Faculty and staff will write these letters if given sufficient time to do so. These letters will be confidential and mailed directly to the programs to which the student is applying.

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.

No summer school course may replace any of the five academic courses required every term or any of the other required courses. The exception is in the case of a student who has failed one or more of the required five solids or another requirement such as physical education. Such a student will be required to repeat the failed work in an approved summer school or summer college program. If the student is a senior, the work must be completed before a diploma or transcript showing the graduation date will be issued.

Summer school grades can be placed on the Harvard-Westlake transcript but will not be calculated towards a student's grade point average (GPA). Colleges may compute their own GPAs, and many include summer school work.

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

College Counseling

Harvard-Westlake prepares students for college with its rigorous academic program and rich extracurricular opportunities. The school also aims to prepare students for the independence they will find in college.

Students' deans serves as their college counselors. Deans meet individually with students and their parents during all three upper school years to discuss individual guidance regarding college applications, admission requirements, curriculum, and testing.

Evening educational programs about college planning are provided for parents of seniors, juniors, and sophomores during the school year. Parents are strongly urged to attend these presentations. The deans provide information about course selection, private college admissions, University of California requirements, and the SAT



(including Subject Tests), PSAT, and ACT tests. Parents and students should review the [standardized testing calendar](#) in this book for test dates. These dates also are posted in the deans' offices, along with application deadlines and the school's code numbers.

Standardized Testing for College Admission

The Preliminary Scholastic Aptitude Test (PSAT) is taken in October. Sophomores take the test to get practice in standardized test taking and to evaluate strengths and weaknesses. The scores are never reported to colleges and are only for student use. Juniors take the test to qualify for National Merit Recognition. They have the option of reporting their scores to colleges. A practice ACT is taken in November of the sophomore year to provide exposure to the test. This score is never reported to colleges and should only be used for informational purposes.

Either the SAT or the ACT is required for admission to many colleges. These are normally taken at designated testing sites in the spring of the junior year and the fall of the senior year.

The SAT Subject Tests in two academic areas are recommended by the most competitive colleges. Some colleges require three Subject Tests. The tests must be taken before January of the senior year and, for certain courses, may be taken at the end of tenth or eleventh grade.

Testing Dates

2017–2018 Standardized Testing Dates

The deans' office provides students with information about dates and applications for standardized college entrance tests. The deans supervise the administration of the tests. Students should note the following dates on which tests are administered on the Harvard-Westlake upper school campus.

Test Dates for SAT/PSAT

SAT & Subject Tests/August 26, 2017
SAT & Subject Tests/October 7, 2017
PSAT/NMSQT/October 11, 2017
SAT & Subject Tests/November 4, 2017
SAT & Subject Tests/December 2, 2017
SAT only/March 10, 2018
SAT & Subject Tests/May 5, 2018
SAT & Subject Tests/June 2, 2018

Test Dates for ACT

ACT/September 9, 2017

ACT/October 28, 2017

ACT/February 10, 2018

ACT/June 9, 2018

2017–2018 Advanced Placement Examination Dates

<i>Date</i>	<i>Morning Session</i> <i>(8 a.m.)</i>	<i>Afternoon Session</i> <i>(12 p.m. or as noted)</i>
Monday, May 7	Chemistry Spanish Literature and Culture	Psychology
Tuesday, May 8	Spanish Language and Culture	Art History Physics 1: Algebra- Based
Wednesday, May 9	English Literature and Composition	Physics 2: Algebra- Based
Thursday, May 10	United States Government and Politics	Chinese Language and Culture Environmental Science
Friday, May 11	United States History	Computer Science Principles Studio Art (portfolios due by 8 p.m. EDT)
Monday, May 14	Biology Music Theory	Physics C: Mechanics Physics C: Electricity and Magnetism (2:45 p.m.)
Tuesday, May 15	Calculus AB Calculus BC	French Language and Culture Computer Science A
Wednesday, May 16	English Language and Composition	Macroeconomics
Thursday, May 17	Comparative Government and Politics World History	Statistics
Friday, May 18	Human Geography Microeconomics	European History Latin



Academic Difficulties

A student having trouble with a course should immediately speak with his or her teacher. The teacher usually will schedule extra help sessions or may assist in making arrangements for assistance.

Students should not wait until just before tests or the end of a marking period to go for help; they should go as soon as they have difficulty understanding material. Many courses are cumulative (i.e., one day's work depends upon understanding of the previous day's work); thus, the longer a student waits, the more difficult it will be to catch up.

Outside tutors are generally not as helpful for students in the upper school as are Harvard-Westlake teachers, who know the curriculum, course expectations, and what will be on any test or quiz. If a tutor is desired, the student should seek the advice of a dean and/or teacher.

Academic Probation

Students may be put on academic probation for a variety of reasons, but any student with more than one D or one F in a quarter is automatically placed on probation. If a student is on academic probation at the beginning of the school year, the faculty and administration evaluate the student's performance in November. If a student is placed on probation during the school year, after two quarters the faculty and administration evaluate the performance and commitment of the student. A student's contract for the next fall may be withheld if it is believed this is in the best interest of the student and the school. The faculty and administration reevaluate the student's performance, cooperation, and attitude following final examinations in June.

To be removed from academic probation, a student must demonstrate a substantial improvement in grades and effort and, in particular, the maturity required to meet the school's expectations. The school expects every Harvard-Westlake student and his/her parents to accept academic and personal responsibility for timely preparation and completion of assignments.

[Probation for behavioral reasons](#) is discussed under Behavioral Expectations within the Daily Life section of this handbook.



Learning Differences

Harvard-Westlake enrolls a diverse student body with a variety of talents, interests, and backgrounds. Because of the demanding nature of the curriculum, we seek students who have been academically successful before their acceptance at Harvard-Westlake. As some of these students mature, however, learning differences may emerge. 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 accommodations must submit diagnostic testing results to the school's learning specialist. Within two-to-three weeks from the date these results are received, a family meeting with the learning specialist and the student's dean is scheduled to review the accommodation plan for the student and the procedures for carrying it out. At this time, the family will be advised about special 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 his or her parents, should make a request in writing to the head of the upper school. 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 head of the upper school 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 parents. 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

UPPER 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

During the ninth through twelfth grades, students must complete six trimester units of physical education, dance, and/or interscholastic sports team participation.

Attendance and Participation in Physical Education Classes

Students are expected to be present, prepared, and ready to participate each time a class meets. Students with excuses from home or a doctor must attend class. The student will be the teacher's assistant for that day, earning participation credit without being an active participant. 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 exercise attire.
- Uniforms for physical education may be purchased in the bookstore.
- Shorts and sweatpants must be worn at the waist.
- Socks must be worn.
- Laced shoes appropriate for sports must be worn.

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

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

INTERSCHOLASTIC SPORTS

Harvard-Westlake Athletic 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 Fan Behavior Policy

In accordance with the California Interscholastic Federation, our school is committed to teaching young people to set goals, strive for excellence, and handle properly any adversity. To that end, the school's Co-Curricular Council has approved the following 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 opponent is weak or the game is a blowout. Insulting, jeering, or mocking behavior or criticizing personal characteristics of our opponents is never acceptable.

Fans must realize that it is a privilege to observe a contest, not a license to verbally assault others or generally be obnoxious. In that regard, fans are expected to respect the decisions made by officials, applaud good plays by both teams, and never criticize a student-athlete for making a mistake.

Upper 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.

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

Fall

Boys/Girls Cross Country
Field Hockey
Football
Girls Golf
Girls Tennis
Girls Volleyball
Boys Water Polo

Winter

Boys/Girls Basketball
Boys/Girls Soccer
Girls Water Polo
Wrestling

Spring

Baseball
Boys Golf
Lacrosse
Softball
Boys/Girls Swimming and
Diving
Boys Tennis
Boys/Girls Track and Field
Boys Volleyball

Yearlong

Cheerleading
Drumline
Equestrian
Fencing

Athletic Guidelines

Upper 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.
- Tryouts are held before each season. Students interested in trying out for a team should contact the head of that program for further information.

Junior Varsity and Varsity Team Practices

Junior varsity and varsity teams practice five to six days per week. Some team practices are not finished in time for participants to catch the late bus.

Games and Contests

- 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 junior varsity and varsity teams are announced in the daily bulletin.
- Information about athletic competitions can also be obtained by calling the athletic office at 818-487-6584 or by accessing the school's athletics website (www.hw.com/athletics). Directions to away locations are also available on the website (click on the hyperlink to the location in the Team Schedules information box).

Guidelines for Student–Athlete Travel to Athletic Contests

Athletic teams normally travel to and from school-sponsored activities together. This is the most effective way to guarantee proper supervision of the team. It also provides additional opportunities for interaction among players and coaches, reinforcing the concepts of teamwork and unity that are critical elements of athletic competition. Riding with the team on the bus adds another positive dimension to the total athletic experience.

Nevertheless, it may sometimes be prudent to allow students to make alternate arrangements for traveling to and from games or practices. Students may be permitted to do so under the following conditions only with the coach's approval.

1. Students may leave after a game or contest with their parents.
2. Students may leave from an athletic event with other parents.
3. It may be necessary for students to use their own cars to go to or from an athletic activity. This practice should be limited. Students should not be given permission to use their own cars unless:
 - a. they will save considerably on time and fuel or school transportation is unavailable. Mere convenience should not justify a request.
 - b. they will not assume unreasonable risk by driving. Returning from some games or areas at night may be unnecessarily dangerous for students driving their own cars.

Every student on an athletic team must submit the online Athletics enrollment packet that is electronically signed by both the student and a parent before participating in practices and contests. That packet includes a Transportation Release that must be completed before students are permitted to use any of the above alternate transportation options. Students access the packet via the student portal at [hw.com](http://www.hw.com) (www.hw.com/students). After logging in, click School Resources and then Trips, Athletics & Activities. Expand the Athletics panel, select the appropriate sport, and then click on the Release Form tab to find the Transportation Release. Parent access is available via the parent portal (www.hw.com/parents). The instructions are the same with the exception that parents can click directly on Trips, Athletics & Activities after logging in.

For details on travel policies for a particular sport, please contact the Athletics department.

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 upper 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.
- Junior varsity and varsity team members may be required to meet in the summer, on Saturdays, and/or during winter, semester, and spring breaks.

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 and/or shake hands with 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 campus throughout the school day and remains available whenever there is an on-campus after-school sports activity.
- 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 both junior varsity and varsity teams and events. 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

Upper School Athletic Office: 818-487-6584
Upper School Trainers' Office: 818-487-6689

Activity Conflicts Resolution Guideline

Unless there is an excuse time, students may not miss class for a school-sponsored activity without the consent of the classroom teacher. When conflicts arise involving school-sponsored activities outside of regular class hours, students, aware of the commitments to each of the conflicting activities, are expected to notify the appropriate faculty and coaches in a timely manner. All involved should attempt to resolve the conflict. If the conflict cannot be resolved to the satisfaction of everyone concerned, the matter should be referred to the appropriate division head(s).

The following ordered list is not comprehensive, but is intended to serve as a guideline to facilitate the conflict resolution process by prioritizing commitments. It is recognized that there may be exceptional circumstances, and, in those cases, this guideline may not apply:

1. Playoff/performance and final dress rehearsal
2. Mandatory field trip
3. League game/tournament
4. Rehearsal/non-league game
5. Try-outs
6. Practice
7. Optional field trip
8. Off-season training and practice

LEAGUE AFFILIATIONS

At the high-school level (grades 9–12), Harvard-Westlake competes in the Mission League (boys) and the Los Angeles Athletic Association (girls) in most sports. There are, however, a few exceptions.

- Football competes in the Angelus League.
- Field Hockey competes in the Sunset League North.
- Equestrian competes in the Interscholastic Equestrian League (IEL).
- Fencing competes in the Southern California Scholastic Fencing League.
- Cheerleading is a non-competitive sport.

Boys

<i>Mission League</i>
Harvard-Westlake
Alemany
Bishop Amat (wrestling only)
Chaminade
Crespi
Notre Dame
Loyola
St. Francis

Angelus League (football)

Harvard-Westlake
Cathedral
La Salle
Salesian
St. Francis
St. Paul

Girls

<i>Los Angeles Athletic Association</i>
Harvard-Westlake
Alemany
Chaminade
Flintridge Sacred Heart Academy
Immaculate Heart
Louisville
Marlborough
Marymount
Notre Dame
Notre Dame Academy

