



Student Handbook

2011-2012

EASTERN HIGH SCHOOL
12400 Old Shelbyville Road
Louisville, Kentucky 40243
(502) 485-8243

Website: <http://easternhs.org>

Board of Education

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Equal Opportunity/Affirmative Action Employer
Offering Equal Educational Opportunities

This Handbook Belongs to:

Name: _____

Address: _____

Telephone No.: _____

Homeroom: _____

Class Schedule

Period	Subject	Teacher	Room No.
1. 7:36 a.m. – 8:30 a.m.	_____	_____	_____
2. 8:35 a.m. – 9:25 a.m.	_____	_____	_____
3. 9:30 a.m. – 10:20 a.m.	_____	_____	_____
4. 10:25 a.m. – 11:15 a.m.	_____	_____	_____
5. 11:20 a.m. – 12:30 p.m.	_____	_____	_____
Lunch Period _____		Time _____	
6. 12:35 p.m. – 1:25 p.m.	_____	_____	_____
7. 1:30 p.m. – 2:20 p.m.	_____	_____	_____

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Important School Information

Principal	485-8810
Assistant Principals	485-8121 (Appeals, discipline, medication forms)
Athletic Director	485-8432 (Sports schedule, eligibility)
Attendance.....	485-8414 (Must be reported within 3 days of absence)
Band	485-8383
Bookkeeper	485-8410 (Fee waivers, refunds)
Bus Information	485-8121 (Assistant Principal's Office)
Bus Information	485-3162 (Blankenbaker Compound)
Chorus	485-8796
Counselors.....	485-8434/8433 (Schedules & schedule changes)
Early Dismissals.....	485-8434 or 485-8433
Food Service/Lunchroom.....	485-8419
JROTC.....	485-8422
Leave a message for a teacher ..	485-8243
Orchestra	485-7993
Parent Portal Information.....	485-8433
Records Clerk.....	485-8423 (Immunizations, transcripts)
School website	http://easternhs.org
Teacher e-mail addresses	http://easternhs.org/email

Conferences:

Parent/Teacher Conference October 11, 2011 and February 13, 2012

How to schedule a conference:

- A. (with a teacher) 485-8121 or 485-8434 or 485-8433
- B. (with a counselor) 485-8434 or 485-8433
- C. (with an Assistant Principal) 485-8121

Arrival Time to School

Hours of Business

Students may arrive at 7:00 a.m. Supervision is provided in the cafeteria. Students may go to classrooms at 7:30 a.m. The library is open from 7:15 a.m. to 2:30 p.m. The main office opens at 7:00 a.m. and closes at 4:00 p.m.

Arrival and Exiting Main Building

NO Morning drop-offs in front of school. Parents who are driving their student to school will not be allowed to drop their student off at the front door. This has been identified as an unsafe traffic and student drop off area. Parents should drop their student off at the upper parking lot near the gym entrance where they will enter the cafeteria and supervision is provided at 7:00 a.m.. They may also drop their student at the lower east wing entrance so they can proceed to the cafeteria. These areas are contained drop areas from Old Shelbyville Road.

- Students that are tardy to school and being signed in by their parent/guardian or students who are tardy to school without a parent/guardian **MUST** enter through the front doors to sign in at the front office.
- Students who enter through any other door are in an unassigned area and will receive discipline.

Students should not loiter in parking lots before or after school. Upon arrival on school property, students should enter the building and cannot leave without permission from an Administrator. Leaving the campus to go anywhere to purchase food, drink, etc. is prohibited. Discipline will be assessed. After school, students should leave expeditiously. Students are never allowed to exit through the main front doors into the parking circle unless being picked up by a parent/guardian prior to 2:00 p.m. No parent/guardian pickups exiting through the front doors are allowed after 2:00 p.m. Any parent/guardian arriving after that time to pick a student up for an early dismissal will be directed to the parking lots to meet their student. These guidelines assist in a safe school dismissal each day. Prior to the departure of school buses in the afternoon, no student is allowed to leave the campus (crossing street or Eagles Pass) and return to ride the bus home. Once a student has left the campus, they must walk home or catch a TARC bus. Students are NEVER allowed to cross the street and loiter in the apartment complex parking lot.

Assemblies/Student Programs

Eastern High School is a closed campus during the regular school day. Parent/guardians **are not** allowed to attend student assemblies or programs unless specifically notified by the Principal. Coaches/sponsors are never allowed to bring parent/guardians of students on campus to watch events unless cleared by an administrator.

Attendance Policy

All students are required by law to attend school every day and to be on time for school and all classes. Tardiness is not just being late for school as traditionally interpreted; it is defined by law as “any amount of instructional time missed.” This includes being late to school or leaving school before classes are dismissed. Students are required to sign in on an Entry Log if they are late to school or to sign out of school on an Exit Log if they leave the building during any part of the instructional day.

The district records excused and unexcused absences daily to comply with Kentucky law, KRS 159.150, which states, “Any child who has attained the age of six years but has not reached his or her eighteenth birthday, who has been absent from school without a valid excuse for three or more days, or [who has been] tardy without a valid excuse on three or more days is a truant. Any student enrolled in a public school who has attained the age of 18 years but has not reached his or her twenty-first birthday, who has been absent from school without a valid excuse for three or more days, or [who has been] tardy without a valid excuse on three or more days is a truant.” The law defines a *habitual truant* as “any student who has been reported as truant two or more times.”

Kentucky law, KRS 159.990, holds accountable a public school student who has attained the age of 18, but who has not reached his or her twenty-first birthday, if the student fails to comply with school truancy laws; holds accountable the parent, guardian, or custodian of a public school student who has not reached his or her eighteenth birthday if the student fails to comply with school truancy laws; and holds accountable the court-appointed guardian

of a public school student who has been identified as an exceptional child or youth and has not reached his or her twenty-first birthday if the student fails to comply with school truancy laws. Any parent, guardian, or custodian who fails to comply with the requirements may face fines of \$100 for the first offense and \$250 for the second offense and may be charged with a Class B misdemeanor for each subsequent offense. Charges of educational neglect and/or unlawful transaction with a minor may also be filed. When a student is habitually absent, the local school clerical and/or administrative staff will:

- Refer the student to the FRYSC coordinators, where available, who will work with the student and his or her family in support of regular attendance.
- Notify the parent/guardian by telephone or in writing of unexcused absence(s).
- Send a letter to the parent/guardian stating that the student is truant after the third unexcused absence.
- Hold a conference with the parent/guardian after the sixth unexcused absence.
- Notify the Pupil Personnel Department electronically after the sixth unexcused absence and state any interventions conducted at the local school.

When a student has six or more unexcused absences:

- An assistant director of Pupil Personnel or a school social worker may visit the home of the student.
- A final notice may be served in person or sent by certified mail to the parent/guardian.
- An assistant director of Pupil Personnel or a school social worker may require a parent/guardian conference and/or file an educational neglect report with Child Protective Service (CPS).
- A student may be referred to Family Court by the assistant director of Pupil Personnel and may be subject to legal action if absences continue to accumulate.

The District records excused and unexcused absences daily to comply with Kentucky School Law KRS 159.150, which states, “Any child who has been absent from school without a valid excuse for more than three (3) days, or tardy on more than three (3) days, is a truant...” **Violators will be turned over to the County Prosecutor.**

Valid Excused Absence

An **excused** absence or tardy is one for which work may be made up. Excused absences & tardies include such circumstances & occasions as a death or severe illness in the student’s immediate family, as an illness of the student, as religious holidays & practices, as one day for attendance at the Kentucky State Fair, & as other valid reasons as determined by the principal, including trips qualifying as educational enhancement experiences. After a total of **10 cumulative** full-day absences due to illness, parents are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for additional absences during the current school year in order for the student to be excused.

Absence - School notification

Parents/guardians are to notify the school on the day on which their child is absent and provide notes to explain and confirm excused absences and tardies within **3** school days of the student’s return.

Absence - Make-Up Work

Make-up work for unexcused absences will not occur unless directed by the principal. A student receiving an **excused absence** shall have the opportunity to make up missed schoolwork and not have his or her class grades adversely affected for lack of class attendance or class participation due to the excused absence. A student returning to school after an excused absence or suspension may **request make-up work within three school days of his or her return to each class.** The student will have the number of school days of absence or suspension plus one school day from the time he or she receives the make-up work to complete the work and submit it to the teacher.

Blankets/Pillows

Students can never carry blankets/pillows/wraps in hallways or take to class during the school day for any reason. Students **WILL BE** disciplined if these items are brought from home. Blankets/pillows/wraps made in Family Living classes must be put into the student's locker.

Bookstore

The student bookstore is located in the front office of Eastern High School. This bookstore is operated by the Eastern High School PTSA. It is only open from 11:00 a.m. – 12:30 p.m. and staffed by volunteers. You may call 485-8243 to make sure the volunteers are working.

Bus/Transportation Questions

Questions about bus routes or transportation problems should be directed to the A.P.'s office, 485-8121 or the bus compound 485-3162.

Cafeteria/Competitive Foods/Food Sales

Students have approximately 20 minutes for lunch. To accommodate feeding 2,000+ students in a short time, it is important that students:

- a. clean up after themselves (i.e. throw away garbage.)
- b. do not cut in lunch line
- c. be prepared to give your lunch number at the register

Food Allergies-Vegetarianism-Ethnic and Religious Preference

Students with food allergies that affect a vital life function are permitted to request meal modifications when a medical authority completes a USDA-required form. These are available from the school Nutrition Services manager and must be completed and signed by a physician. Parent/guardians and Nutrition Service staff are encouraged to make the school office aware of all students' allergies.

Items specifically listed on medical referral forms by a physician as a life threatening allergen will be noted in the student's record and withheld from that student's meal service.

Meal prices and Free and Reduced Meal Program

The cost of breakfast is \$1.85 and Lunch - \$2.40. Extra milk is \$.35. Free and reduced-price meals are available to students who qualify. The prices for reduced meals are \$.30 for breakfast and \$.40 for lunch. Applications are available from the School and Community Nutrition Services office at (502) 495.7080. An application must be processed at the beginning of every school year for free or reduced-price service to continue. Students and Parent/guardians are never allowed to bring competitive food onto the campus during school hours unless prior approval by the Principal. Students cannot bring their breakfast or lunch from a fast food restaurant/store to eat on campus during school hours.

Students can never bring food items, whether home-made or from a restaurant/store, as a class treat or reward unless approved by the Principal.

The sale or serving of any food or beverage item to students in competition with the School Breakfast Program or the National School Lunch Program, outside of our business program, shall be prohibited on the school campus during the school day. Any student caught selling items to other students while on the school campus for their own personal gain will be disciplined by an Administrator.

Deliveries

Classes will not be disrupted by deliveries to students. Students will be notified to come to the front office at the end of the school day to pick up items left by parents such as flowers, balloons, etc. Students may check the front office to see if lunch or lunch money has been left by a parent/guardian. Restaurant or fast food can never be left for students. All food not picked up will be discarded at the end of the school day.

Dress Code

The purpose of the dress code is to provide a non-distractive atmosphere for the educational process. Changes may occur throughout the school year as fashion changes. This will be at the discretion of the Assistant Principal's office. Administrators will identify clothing that creates a distraction to the educational process and administer discipline accordingly. Dress code violations will be handled at the discretion of the Assistant Principals. The following rules shall pertain to the EASTERN HIGH SCHOOL Dress Code:

- Camouflage – No camouflage items are allowed to be worn unless it is issued in JROTC.
- Chains and Lanyards – May not be worn.
- Head Coverings – No hats, caps, curlers, head wraps, turbans, head scarves covering all hair, nets, etc. can be worn in the buildings during school hours. These items must be secured in locker prior to 7:36 a.m. and remain there until dismissal at 2:20 p.m. unless approved by Principal for religious or medical reasons.
- Jackets/Coats/Sweatshirts – All coats, other than jackets with school logo, must be secured in a locker by 7:36 a.m. Sweatshirts may be worn on the outside of pants/skirts but must be at waist level. Hoods can never be worn over the head while inside the school/gym building.
- Jewelry – No distracting jewelry or jewelry displaying profanity, drugs, alcohol and/or suggestive phrases.
- Pants/Shorts/Skirts/Dresses – All clothing must be knee length or longer. NO SAGGING! No leggings, pants, knee length shorts, skirts, etc. under a skirt that is shorter than knee length. Pajama pants, Yoga pants, leggings or pants that look like pajama pants are not allowed. No holes, frays, tears or slits in pants above knees. Covering holes with a patch or using pins or stitching to close is not acceptable.
- Purses/Bookbags/Back Purses –Purses can be no larger than 12" x 16" x 6". Specific SBDM approved mesh backpacks with solid bottom bearing the Eastern logo & sold through the school are okay.
- Shirts/Blouses – All shirts/blouses must have sleeves. Students must be covered from shoulders to knees. No tops with straps, tank tops, halter tops, tops with low necklines (cleavage showing) or bare midriff showing are allowed. No shirts/blouses made with see through material will be allowed. No clothing displaying profanity, drugs, alcohol and/or suggestive phrases are allowed.
- Shoes – Shoes must be worn at all times and must not be distractive or dangerous. Students can never wear house shoes.
- Sunglasses – Sunglasses are never allowed to be worn inside the buildings unless cleared by an administrator for medical reasons.

All dress code violations must be corrected before the student may return to class.

Early Dismissal

Students seeking to be released before 2:20 P.M. must submit a written request, signed by parent/guardian, to student services before lunch. A parent/guardian must be contacted for verification. Only upon verification does a request for an early dismissal become granted. A student must verify that the request for early dismissal has been granted by signing out in Student Services and obtaining an early dismissal form. Failure to follow early dismissal procedures may result in disciplinary action.

Early dismissals will be handled individually. Parent/guardian may sign their students out early due to illness or personal reasons **a total of six times during the school year.** After six early dismissals, a statement must be presented from a physician, dentist, or in the form of a court order showing the student had an appointment.

Parent/guardians must pick up students for an early dismissal prior to 2:00 p.m. at the front office. The student and parent/guardian will exit through the front door. Any parent/guardian arriving after 2:00 p.m. to pick a student up

for an early dismissal will be directed to the parking lots to meet their student. These guidelines assist in a safe school dismissal each day. On days preceding major holidays a written request for an early dismissal is due before the date of dismissal. Parent/guardians may pick up their student in person without previous written request. They should however telephone in advance of their arrival. Sign out procedures still apply. Phone (502) 485-8434 or 485-8508. Statements from professionals will be kept on file in the Attendance office and must be presented by the student, parent, or guardian within two school days from the date of the early dismissal.

Educational Enhancement Excused Absences

Educational Enhancement forms are available in the front office and must be completed one week prior to the absence. Excused absences for the purpose of educational enhancement may be granted for up to ten school days in order for a student to pursue an opportunity that the local school administrator determines to be of significant educational value, provided that the date(s) requested does not conflict with state or district testing periods or during Eastern High School final exams. This opportunity may include, but is not limited to, participation in an educational foreign exchange program or an intensive instructional, experimental, or performance program in one of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. A principal's determination may be appealed to the superintendent/designee, whose decision may then be appealed to the Board. A student receiving an excused absence to pursue an educational enhancement opportunity shall be considered present in school during the excused absence. As referenced under **Student, Staff, and Parent/Guardian Responsibilities**, parents/guardians are to notify the school on the day on which their child is absent and send notes to explain and confirm excused absences.

Electronic Devices

Cell phones, Walkman, Discman, iPod, radios, telecommunication devices, Cameras/Cell Phone

Cameras/Videos, etc. By 7:36 a.m., all electronic devices must be secured and remain there until dismissal at 2:20 p.m. A student in the JCPS District may not use/activate and/or display a telecommunication device on school property during the course of the school day unless he or she is acting in the capacity of a volunteer firefighter or Emergency Medical Service worker. Students are responsible for keeping up with devices they bring to school. The district shall not be responsible for loss, theft, or destruction of devices brought on school property. Cell phones can never be used as calculators or clocks. The entire cell phone must be handed over when confiscated, including memory card and battery.

While under the authority of JCPS, students will use computers and other electronic equipment in compliance with applicable rules and state law. Students are prohibited from using electronic equipment (including, but not limited to, computers, audio and video players/records, faxes/telephones, and duplicating machines) to send, receive, access, or duplicate material which is pornographic, threatening, harassing, or otherwise violates classroom, local school, or district rules. Violations may result in suspension and/or alternative placement.

Students are never allowed to use Cameras/Cell Phone Cameras/Videos on campus unless they are being used in conjunction with an art class, yearbook or newspaper and have been approved through the Assistant Principal's Office. Unauthorized pictures cannot be taken by students with cell phones/cameras inside classrooms, during assemblies, in the lunchroom, in the hallways, etc. Cameras/Cell phones/Video cameras will be confiscated and discipline administered.

Telecommunication devices include pagers, cellular telephones, and other telecommunication devices as defined by KRS 158.165. This offense will be treated as "refusal to follow directives" under the *Code of Acceptable Behavior and Discipline*. All confiscated items must be picked up by a parent as per the JCPS guidelines, after at least a 24 hour processing period. Students must serve penalty prior to pickup. Any student that has any type of electronic device confiscated more than twice, on the third time the item will be held a longer period of time and discipline assessed for failure to follow a directive. Devices will only be kept one (1) week after the last day of school.

All confiscated items will only be released to parent/guardian listed in Infinite Campus.

There will be no exceptions.

1st offense – 1 calendar day detention/hold for at least 24 hours (including Friday)

2nd offense – 2 calendar day detention/hold for 1 calendar week

3rd offense – 5 calendar day detention/hold for 30 calendar days

Every telecommunications device infraction thereafter will result in progressive discipline (detention, STOP or suspension) and an additional 30 calendar day confiscation.

Failure to Follow Classroom Rules/Teacher Empowerment Policy

The Teacher Empowerment Policy allows each teacher to have a classroom management plan that sets classroom policies for behavior. Teachers may use a variety of strategies to deal with student violations such as talking, having food in the classroom, not having materials, sleeping, being off task, etc. The strategies may include but are not limited to parent conferences, writing assignments, detention with the teacher, or changing student seat assignments. *Students who do not comply with the consequences assigned by their teachers will receive discipline from an administrator for failure to follow a directive.

Fees for Supplies/Textbooks

Textbooks are distributed through Eagle Prep days & it is the student’s responsibility to return books at the end of the school year. If a textbook is not returned, a fee will be assessed. Some classes require fees that can be paid at Eagle Prep days.

Fire Lanes in Front of School/Parent Parking

The parking area in front of the school is closed until 7:36 a.m. It is also closed at 2:00 p.m. Parent/guardians may use the parking spaces along the street. After the driveway has been opened, please do not leave your car in the fire lane to sign in your student tardy to school or to enter the building. This is a safety issue. Never enter the driveway through the exit.

Glass Objects

Glass containers of any kind are not allowed. Students cannot bring drinks/food in glass containers onto the campus. If they are found, they will be confiscated and discipline may be administered.

Grade Placement Procedure

The Jefferson County Board of Education has approved the following guidelines for assessing and reporting to parents/guardians the achievement of high school students.

Grading Policy

A = 93% - 100%	D = 70% - 78%
B = 86% - 92%	U = Below 70%
C = 79% - 85 %	I = Incomplete

Placement of students in grade Nine through Twelve is determined by the number of credits earned. A student earns ½ credit for each class that he/she passes per semester. A student who passes all seven classes will earn 3.5 credits each semester.

Freshman - 0 – 4.99 credits

Sophomore - 5 – 10.99 credits

Junior – 11 – 15.99 credits

Senior – 16 – and up credits

To graduate – 22 credits (minimum)

Graffiti/Defacing School Property: Any student that defaces school property will be disciplined and charged the cost of repairing, painting or replacing the property, including labor costs. Restitution must be made prior to returning to school if the student is suspended.

Lockers

All students must have a locker to store books, coats, hats, backpacks and personal belongings. **Students cannot share lockers or combinations with others.** Any problems that occur with a locker will be the responsibility of the student to whom the locker belongs. All lockers and combinations will be registered with the A.P.'s office. You must rent your lock and locker from Eastern High School.

Medications: **ALL MEDICINE**, both prescription and over-the-counter, **MUST** be kept in the Assistant Principal's office and have medical forms completed by a doctor. Students who share medication of any kind with other students or who receive medication of any kind from other students (aspirin, etc.) will receive discipline.

No Pass-No Drive Law

The "No Pass-No Drive" Statute results in the denial or revocation of a student's drivers license for

- 1.) Academic deficiency, or
- 2.) dropping out of school as a result of unexcused absences.

Academic deficiency is defined as a student who does not have passing grades in at least 5 courses or 66% in the preceding semester. A student is deemed to have **dropped out of school** when he/she has **nine (9) or more unexcused absences** in the preceding semester. **Any absences due to suspension shall be unexcused absences.**

Any sixteen (16) or seventeen (17) year old applying for a drivers license permit (Instruction Permit) will be required to have a completed school Compliance Verification Form. The form is verifying that the student is compliant with the components of the statute. If the student is not compliant, a form will not be issued. If a sixteen (16) or seventeen (17) year old student (with a driver's permit or license) accumulates nine (9) or more unexcused absences, the school will report the student as noncompliant. Any absences due to suspension shall be unexcused absences. Additionally, if a sixteen (16) or seventeen (17) year old driver drops out of school, a report of noncompliance will be made.

Parking

Students who wish to park on campus must obtain and display a parking permit. Revocation of parking privilege will occur when the privilege is abused. The parking permit costs \$25.00 and may be purchased from Mr. Morris.

1. All EASTERN HIGH SCHOOL students that plan on parking on campus must have all fees, current and prior, paid before applying for a parking permit.
2. All EASTERN HIGH SCHOOL students parking on campus must purchase a Parking Permit from Mr. Morris for \$25.00. To purchase a valid EHS parking permit, the student must provide the following:
 - Clearance from previous year of all fees owed
 - A copy of a valid Kentucky operator's license
 - A completed permit application including parent signature and all vehicle information (make, model & license tag)
3. All students are to park in the designated student parking areas before, during, & after school unless the principal has granted prior approval.
4. Seniors will pay \$50 to have the privilege of a parking spot in the lower parking lot that can be painted appropriately by the student. All spaces must be bought & painted before the first day of school. There will be a total of 48 spots sold in the lower lot & 14 spots in the lower/lower lot. Spots are on a first come, first serve basis & they will not be sold after school starts. Please see Ms. Bowling for approval of proposed design. In the lower/lower lot, the top three rows are reserved for staff and the bottom three rows are reserved senior spaces. In the lower lot, the bottom row is reserved senior spaces. There are not any other reserved spaces in the lower lot and there aren't any reserved spaces in the upper lot.
5. Parking on campus is a privilege and not a right. The Jefferson County Board of Education, EASTERN HIGH SCHOOL, nor school officials are to be considered liable for vandalism, theft, damage, nor any other problems

that may occur while parked in the school parking lot. The parking tag only reserves a space for the parking privilege and does not cover insurance claims.

6. All Kentucky traffic codes and laws apply on school property.
7. Parking tags are not transferable to other students. If a student loans a tag to another student, the owner of the registered tag will lose his/her tag & parking privileges.
8. Students who have not purchased a parking permit and that are parking on campus will receive the following discipline:
 - 1st time \$10 fine and 3 hours of detention
 - 2nd time \$20 fine and 4 hours of detention
 - 3rd time \$25 fine and 5 hours of detention plus revocation of parking privileges for the year.
 - 4th time Referral to an Administrator

If a student parks illegally on campus (blocking cars, fire lane, non-designated spots, etc.) they will receive the following discipline:

- 1st offense 3 hours detention
- 2nd offense 4 days suspension
- 3rd offense 5 days detention and revocation of parking privileges for the year.
- 4th offense Referral to Administrator

Students that have purchased a parking permit, but do not have it displayed, a warning will be given the first offense of the year. For any other offenses during the school year, the discipline will apply as if the student has not purchased a parking permit. If a student has his/her permit taken by an administrator and isn't allowed to park on campus, an administrator will determine the appropriate discipline.

If a student loses his/her parking permit, the student must pay the full price of \$25 for a replacement permit.

For new drivers during the school year, they must also purchase a parking permit to park on campus, even if it's for a short period of time.

9. Students are not permitted to go to their vehicle during the school day unless they are leaving for an officially approved dismissal or have been given permission by an administrator.
10. Parents and Students can never park in the bus loading dock before school or after 1:00 p.m.
11. The Principal, Assistant Principal or Security of the school, reserves the right to search any vehicle at any time if there is reasonable suspicion that a Jefferson County Board of Education policy has been broken. The contents of the vehicle may be retained by the school officials, or, if appropriate, delivered to law enforcement officials; and the contents of the vehicle may be used as evidence by school officials in any disciplinary proceedings brought against the student by the school Principal, Superintendent of Schools, Board of Education and/or used in any court proceedings.

Program Requirements

Regular Program

4 credits in English

3 credits in Mathematics (Graduation class 2012 & beyond – must take 4 math courses and must pass a senior math class)

3 Credits in Science (Physics/Earth Space Science or Physics, Biology I, & Chemistry1)*

3 credits in Social Studies (Survey of Social Studies, World Civilization, U.S. History)*

1 credit in Health and Physical Education

2 credits in Computer Arts and Science

1 credit in Visual & Performing Arts/Humanities with a concentration in a sequential visual, music or drama course of study.

5 credits in Electives

22 credits total

Honors Program (student must maintain 2.5 GPA):

To graduate with an Honors diploma, a student must maintain a 2.5 G.P.A. and earn 12 credits in Honors, Advanced Placement or Advance Program classes.

4 credits in English

3 credits in Mathematics (Graduation class 2012 & beyond – must take 4 math courses and must pass a Senior math class)

3 credits in Science (Biology 1, Chemistry, Physics)*

3 credits in Social Studies (Survey of Social Studies, World Civilization, U.S. History)*

1 credit in Health and Physical Education

2 credits in Computer Arts and Science

2 credits in Foreign Languages

1 credit in Visual & Performing Arts/Humanities with a concentration in a sequential visual, music or drama course of study.

3 credit in an Elective

22 credits total

Advance Program Requirements (student must maintain 3.0 GPA):

To graduate with an Advance Program diploma, a student must maintain a 3.0 G.P.A. and earn 12 credits in Advance Program classes.

4 credits in English

3 credits in Mathematics (Graduation class 2012 & beyond – must take 4 math courses and must pass a Senior math class)

3 credits in Science (Biology 1, Chemistry, Physics)*

3 credits in Social Studies (Survey of Social Studies, World Civilization, U.S. History)*

1 credit in Health and Physical Education

2 credits in Computer Arts and Science

1 credit in Advance Program Visual and Performing Arts/Humanities or a concentration in a sequential visual, music or drama course of study.

3 credits in Foreign Languages

2 credits in Electives

22 credits total

*core requirements

*College entrance requirements list a Lab Science in addition to Biology I, World Civilization in addition to U.S. History, and a minimum of two years of a foreign language.

Security System

EASTERN HIGH SCHOOL maintains an extensive security system with cameras inside and outside. Any student who alters a security camera by hitting, touching, slapping, etc. may receive discipline at the discretion of the Assistant Principal.

Student Identification Information

All students will receive an identification card for the following purposes:

- Purchase lunch
- Check-out Textbooks
- Check-out Library/Media Services materials
- Verify identification at school and school functions
- Process discipline and attendance

Students are responsible for having their identification card on their person anytime they are on the Eastern High School campus or attending an Eastern High School function.

Replacement identification cards will cost \$5.00.

Student Public Behavior/Expectations

No pushing, shoving, touching or horseplay is allowed in halls or classrooms. Public displays of affection are not allowed on this campus. Students may receive discipline for not following these guidelines.

Tardy to School (1st period)

All students are required by law to attend school every day and to be on time for school and all classes. Tardiness is defined by law as “any amount of instructional time missed.” This includes being late to school or leaving school before classes are dismissed. Students are required to sign in on an Entry Log if late to school or to sign out of school on an Exit Log if leaving the building during any part of the instructional day.

For an excused parent/guardian sign-in to school, the parent/guardian must be present at the time of the sign in. We will not allow parents to come in to sign a student in without the student present or allow a parent/guardian to come in later in the day after the student has already signed in to excuse their tardy. Parent/guardian may sign their students in tardy **a total of six times during the school year.** After six tardies, a statement must be presented from a physician, dentist, or in the form of a court order showing the student had an appointment he/she had to attend. Any student arriving tardy to school without a parent to sign them in or a note from a doctor, dentist or court order, will not be allowed to go directly to class. Students must report to SSC as soon as they sign in at the front office ~ Students cannot go to their lockers, restroom, etc. before signing in at SSC. This is a safety measure. Progressive discipline will be used to determine whether or not that student will be allowed to go to class. Unexcused tardy totals are counted throughout the entire year and do not start over at the beginning of second semester.

Tardy to Class (2nd - 7th period)

Any student tardy to class should be admitted to class by a teacher. A tardy should be recorded and classroom procedures followed. This should include a parent conference, as well as other intervention strategy. The Assistant Principal office will administer consequences for class tardies.

Unassigned Area

All students must be supervised at all times. Any student found to be unsupervised may be disciplined for being out of his/her assigned area, i.e. students may not visit their cars during lunch. This is an unassigned area.

Conduct Code

Our goal is to help students learn to live within guidelines which lead to their own improvement. However, consequences will be administered where self-discipline is lacking. The consequences administered will depend upon the nature and/or frequency of the misbehavior. Students who violate school behavior rules can expect consequences to be administered according to the following behavior guidelines. An administrator has the authority to adjust the discipline at his or her discretion when necessary. For any behavior that is threatening or disruptive to the learning process but is not named specifically, administrators will use their discretion to assign consequences. Progressive discipline is always used. Individual cases may vary.

CELL PHONES, ELECTRONIC DEVICES: All confiscated electronic items will only be released to parent/guardian listed in Infinite Campus. There will be no exceptions.

1 st Offense	1 calendar day detention/hold for at least 24 hours (including Friday)
2 nd Offense	2 calendar day detention/hold for 1 calendar week
3 rd Offense	5 calendar day detention/hold for 30 calendar days

Every telecommunications device infraction thereafter will result in progressive discipline (detention, STOP or suspension) and an additional 30 calendar day confiscation.

CHEATING

1 ST Offense	2 hours detention no credit for assignment/ parent conference
2 nd Offense	Failure to follow a directive ~ 3 hours detention
3 rd Offense	STOP/Suspension

CUTS

A cut is defined as being gone without permission from one's assigned area more than 5 minutes or leaving the assigned area without permission. Work missed while cutting cannot be made up.

1 st Offense	2 hours of detention
2 nd Offense	Failure to follow a directive ~ 3 hours of detention
3 rd Offense	STOP

DELIBERATE CLASSROOM DISRUPTION

Students who are loud, argumentative, uncooperative, belligerent, aggressive, use profanity, and otherwise disrupt the learning process will receive In-school measures / STOP/ suspension

DRESS CODE VIOLATIONS

1 st Offense	1 day of Detention
2 nd Offense	2 days of detention
3 rd Offense	2 days of detention
4 th Offense	Failure to follow a directive ~ STOP

FAILURE TO ATTEND DETENTION

1 st Offense	2 hours of detention
2 nd Offense	Failure to follow a directive ~ 3 hours of detention/Parent/guardian conference
3 rd Offense	STOP

FAILURE TO FOLLOW DIRECTIVES

1 st Offense	3 hours of detention-parent/guardian contact
2 nd Offense	STOP

FAILURE TO IDENTIFY SELF TO STAFF OR RESPOND TO ADMINISTRATION-Suspension

FAILURE TO SIGN-IN OR OUT OF SCHOOL

1 st Offense	2 hours of detention and parent contact
2 nd Offense	Failure to follow a directive ~ 3 hours of detention and parent contact
3 rd Offense	STOP

FIGHTING Suspension

FORGERY

1st Offense 2 hours of detention
2nd Offense Failure to follow a directive ~ 3 hours detention-parent/guardian contact
3rd Offense Suspension

GAMBLING/POSSESSION OF GAMBLING RELATED ITEMS (dice, chips, cards, etc.)

1st Offense 3 hours detention parent/guardian conference
2nd Offense Failure to follow a directive ~5 hours detention
3rd Offense STOP/Suspension

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION-Once a student arrives on school property, he/she must remain until the end of the school day.

1st Offense 4 days detention - parent/guardian conference
2nd Offense STOP/Suspension

OUT OF AREA / AREAS OFF LIMITS FOR STUDENTS

1st Offense 1 hour of detention/parent conference
2nd Offense Failure to follow a directive ~ 3 hours of detention - Parent/guardian contact

SMOKING/TOBACCO ON SCHOOL GROUNDS

1st Offense 2 hours detention /parent/guardian conference
2nd Offense Failure to follow a directive ~ 3 hours detention
3rd Offense STOP/Suspension

TARDY SWEEPS are unannounced and can happen from 2nd – 7th period. Students caught in a tardy sweep will be directed to report to the school official that is recording the sweep and will be assigned detention.

THEFT/ VANDALISM (\$300 or less)

1st Offense 1 – 5 days suspension and restitution made before they are allowed to return to school

THEFT/ VANDALISM (over \$300)

1st Offense 6-10 days of suspension and restitution

TRUANCY In school measures

UNEXCUSED TARDIES TO SCHOOL (A tardy to school is excused only for illness with a doctor's note, doctor or dental appointments, death in the immediate family, or court appearance.)

Students tardy to school report to the front office to sign in and then they will be sent to Student Services for documentation of their tardy. Tardy students may miss a portion of the class that is in progress when they sign in.

1st unexcused tardy Warning
2nd unexcused tardy 2 days detention
3rd unexcused tardy 3 days detention
4th unexcused tardy 4 days detention
5th unexcused tardy 5 days detention
6 or more tardies STOP

UNEXCUSED TARDIES TO CLASS ~ 2ND – 7TH PERIODS:

Tardies to class are cumulative. (Example, if a student is tardy 3rd period, then tardy 6th period in the same day, that would count as two tardies and would result in two days of detention. The next tardy to any class would be their 3rd tardy and would result in three days detention.)

1 st unexcused tardy	Warning
2 nd unexcused tardy	2 days detention
3 rd unexcused tardy	3 days detention
4 th unexcused tardy	4 days detention
5 th unexcused tardy	5 days detention
6 or more tardies	STOP

*Students tardy to school after first period will sign in at the front office, go to Student Service Center and a parent/guardian will be notified.