



# **EHS Student Handbook**

**2016/2017**

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

Website: <http://easternhs.org>  
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Superintendent



Equal Opportunity/Affirmative Action Employer  
Offering Equal Educational Opportunities

**This Handbook Belongs to:**

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

  
  

\_\_\_\_\_

**Class Schedule**

<b>Period</b>	<b>Subject/ Teacher</b>	<b>Room No.</b>
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.	_____	_____

Advisory Teacher \_\_\_\_\_

### **EASTERN YOU-NIVERSITY BELL SCHEDULE**

EARLY DUTY TEACHERS REPORT TO THEIR SITES 7:25 A.M.

STUDENTS LEAVE THE FIRST FLOOR 7:30 A.M.

WARNING BELL 7:31 A.M.

FIRST PERIOD 7:36 A.M. 8:15 A.M.

ADVISORY 8:20 A.M. 8:55 A.M.

SECOND PERIOD 9:00 A.M. 9:40 A.M.

THIRD PERIOD 9:45 A.M. 10:25 A.M.

FOURTH PERIOD 10:30 A.M. 11:15 AM

FIFTH PERIOD 11:20 A.M. 12:30 P.M.

SIXTH PERIOD 12:35 P.M. 1:25 P.M.

SEVENTH PERIOD 1:30 P.M. 2:20 P.M.

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## Important School Information

Principal .....	485-8410 (Mrs. Gordon, School Secretary)
Assistant Principals .....	485-8121 (Appeals, behavior, medication forms)
Athletic Director .....	485-8432 (Sports schedule, eligibility)
Attendance.....	485-8414 or 485.8692 (Report 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 (Schedules, academic/social/emotional service)
Early Dismissals.....	485-8692 (Attendance Clerk)
Food Service/Lunchroom.....	485-8419 (Ms. Hall, Manager)
JROTC.....	485-8422
Leave a message for a teacher ..	485-8243 <b>OR</b>
Teacher e-mail addresses .....	<a href="http://easternhs.org/email">http://easternhs.org/email</a>
**note – questions about grades, assignments, classroom work or behavior, etc. should be discussed with the teacher before contacting a counselor or AP	
Orchestra .....	485-7993
Parent Portal Information.....	Email <a href="mailto:campus.portal@jefferson.kyschools.us">campus.portal@jefferson.kyschools.us</a>
Records Clerk.....	485-8423 (Immunizations, transcripts)
School website .....	<a href="http://easternhs.org">http://easternhs.org</a>

## **Conferences:**

Parent/Teacher Conferences can be scheduled throughout the school year.

How to schedule a conference:

- |                                  |                      |
|----------------------------------|----------------------|
| A. (with a Teacher)              | 485-8243 or 485-8434 |
| B. (with a Counselor)            | 485-8243 or 485-8434 |
| C. (with an Assistant Principal) | 485-8121             |

## **Welcome**

Welcome to Eastern High School. We are happy to have you as an Eagle this year. In this handbook you will find useful information to help you make responsible decisions and make your year the best it can be. Students are expected to be familiar with the policies and guidelines in this handbook and to follow them. We want to work with you to create a respectful, safe environment where learning is meaningful and activities are fun. If there is something you need to know or an activity you want to join and you can't find the information here, come see us in the front office and we'll point you in the right direction. Here's to a great year – GO EAGLES!

## **Arrival to School ~ Hours of Business**

Eastern High School office is open from 7:00 a.m. - 4:00 p.m.

Parent/guardians who are driving their student to school will drop their student off in the lower parking lot entrance (off of Jane Hite Road). Please pay attention to the parking staff and drive safely around pedestrians, other drivers, and student drivers. Students please make sure to use sidewalks and designated crossing areas.

Parents do not use the front parking area or upper lot for drop offs as those areas are for buses and assigned parking only. **Students will not enter at the front office entrance unless they are tardy and signing in at the attendance office.** Parents cannot drop off students on the Eastern High School campus prior to 7:00 a.m. as students must have appropriate supervision for safety. Students found on campus prior to 7:00 a.m. without supervision will be considered to be in an unassigned area and discipline can be assessed. If a student has a note from a teacher requesting permission for them to arrive early, the teacher will meet the student at the door, escort the student to their room and will be responsible for supervising the student.

All students must report to designated supervised areas immediately upon entering campus, which include the main lobby and hall, the cafeteria, and the library (as space allows).

Students driving to school should drive safely and follow instructions of parking staff. Students will 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 through the bus loading area and the doors to the lower lot. Student drivers parked in the lower lot must exit the lot by 2:45 1<sup>st</sup> Semester as that lot is used for band practice. No exit through the main front doors. Parents will pick up students in the lower lot. No parent/guardian may pick up students and exit through the front doors 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 lower lot to meet their student.

No student is allowed to leave the campus (crossing street or Eagles Pass) and return to ride the bus home. Students are not to remain in the building after the end of the school day unless they are directly supervised by staff for a specific event. Students found on campus after the end of the school day without supervision will be considered to be in an unassigned area and discipline can be assessed.



## **Assemblies/Student Programs**

Eastern High School is a closed campus during the regular school day. Parent/guardians attend only those student assemblies or programs during the school day to which they are specifically invited by the Principal.

## **Athletics/Extra Curricular Participation**

A student receiving consequences for offenses including alcohol, drugs, assault, or weapons will not be permitted to participate as a member of any Eastern High School extracurricular athletic team, competitive team, or performance group during the semester of the offense and the following semester or be permitted to attend a school dance during the semester of the offense and the following semester. Those students in a success pathway school will not be allowed to participate during their enrollment at the success pathway school. Upon enrollment to Eastern High School from a success pathway school, students will not be permitted to participate as a member of any Eastern High School extracurricular athletic team, competitive team, or performance group during the semester of their re-enrollment and the following semester or be permitted to attend a school dance during the semester of their enrollment in Eastern High School and the following semester. Students transferring or newly enrolling at Eastern High School will be subject to this requirement and violation(s) from the student's most recent semester at the previous high school will result in the same non-participation limits.\*

\*A student removed under this policy may appeal to be reinstated to activities after 45 school-in-session days for students beginning when a student completes consequences for the offense or enrolls. An appeal can be submitted if the student has not had any behavior referrals or incidents and has no outstanding detentions (excluding tardies). Should the student be reinstated, the student shall still be required to meet all eligibility requirements for the athletic team, competitive team, or performance group.

## **Attendance Policy - Absence – School Event/ESS/Athletic Participation**

Students must be in attendance for three (3) complete periods to be eligible to participate in after school activities.

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.**

### **Absence - Make-Up Work**

**Make-up work is not provided for unexcused absences.** A student receiving an **excused absence** shall have the opportunity to make up missed schoolwork. 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.** Make-up work will include only written daily work, tests, and major projects. Some classwork cannot be duplicated and therefore cannot be made up. 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.

### **School Notification**

Parents/guardians must notify the school on the day their student is absent by calling the Attendance line at 485.8414 or 485.8692 and upon return, provide notes to explain and confirm excused absences and tardies. Notes must be received within three **(3)** school days of the student’s return.

### **Valid Excused Absence**

An **excused** absence is one for which work may be made up. Excused absences include such circumstances & occasions as a death or severe illness in the student’s immediate family, health appointments, an illness of the student, religious holidays & practices, and one day for attendance at the Kentucky State Fair. College visits for juniors and seniors and other valid absences that meet conditions for educational enhancement should be requested on the forms available in the attendance office and must be approved by the principal prior to the absence. 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, etc.) for additional absences during the current school year in order for the student to be excused.

### **PTSA Bookstore**

The EHS Bookstore is operated by the PTSA. It is open from 11:15a.m – 12:30p.m.

### **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** - 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 (throw away garbage, clear tables, take all belongings with them)
- b. do not cut in lunch line
- c. be prepared to give your lunch number at the register

By following these protocols of courtesy in the cafeteria, students ensure everyone is able to eat lunch and return to class on time. Failure to follow these protocols or the conduct code will result in discipline which may include assigned seats or an alternate location for lunch.

### **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 - \$2.85. Extra milk is \$.50. 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) 485-6237. An application must be processed at the beginning of every school year for free or reduced-price service to continue. Students and Parent/guardians will not bring competitive food (fast food restaurant/store) onto the campus during school hours.

### **Competitive Foods/Food Sales**

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 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 – Food, Flowers, Forgotten School Work or Projects**

Only deliveries made by a parent/guardian will be accepted by Eastern High School for a student. Eastern High School has the right to check any container that is left for a student in the front office to ensure safety. Students will not be called from class to receive items.

**Food** – **Restaurant/fast food can never be left for students.** Students with outside restaurant food may be disciplined. Restaurant food that is left without our knowledge & is found, will be discarded immediately. Food can never be stored/saved until the end of the school day & given to a student after school.

**Forgotten homework/projects** - Classes cannot be disrupted by deliveries to students. Students are encouraged to check the front office between classes or at lunch to see if lunch, lunch money or needed homework/projects have been left by a parent/guardian.

### **Detention**

Students are required to attend detention assigned for behavior issues. Failure to attend will result in further discipline including loss of parking privileges or bus suspension. After school detention is from 2:30 pm – 3:20.m. in the cafeteria. Students must sign in. If students are removed from detention, it will be treated as a failure to attend detention. If a student is absent from school or signs out when they are scheduled to attend detention, the day will roll over to the next school day the student is present and any additional days will be added to the end.

### **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 or body art such as body piercing or tattoos that they determine 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 – Headphones, ear buds, head bands greater than 1”, hats, caps, curlers, head wraps, turbans, bandanas, head scarves covering all hair, nets, etc. must be removed upon entering the building. 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. If a student wears a head band it must be less than 1” in width and the head band cannot cover ears.
- Jackets/Coats/Sweatshirts – All coats, other than coats with school logo, must be secured in a locker by 7:36 a.m. Sweatshirts/fleece 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/tattoos – No distracting jewelry or jewelry/tattoos displaying profanity, weapons, 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". During the school day students may carry Eastern mesh sling bags sold in bookstore. All other bags must be secured in locker by 7:36 a.m.
- 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, weapons, alcohol and/or suggestive phrases are allowed.
- Shoes – Shoes must be worn at all times and must not be distracting 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 the attendance office 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 eastern lower parking lot 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) 485-8692. 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.

## **Electronic Devices/Non - BYOD**

**Cell phones, MP3, 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 school or 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 a class 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. Electronic Devices may be returned to student after the hold period per parent permission. Devices can **ONLY** be picked up between 7:15 a.m. and 3:30 p.m. on days school is in session for students. Devices will only be kept one (1) week after the last day of school.

Electronic Devices may be returned to student after the hold period per parent permission. There will be no exceptions.

1<sup>st</sup> offense – 1 calendar day detention/hold for one day (including Friday)

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

3<sup>rd</sup> offense – 3 calendar day detention/hold for 30 calendar days

4<sup>th</sup> offense – Progressive Discipline/Hold for 30 days

# POLICY

EASTERN HIGH SCHOOL  
Schools

Jefferson County Public

## Operation Procedures: Student Acceptable Use Policy/Digital Device User Agreement

TOPIC	STATEMENTS
Purpose	<p>Eastern High School strongly believes in the educational value of electronic services and recognizes their potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication. In this belief, Eastern High School offers students the opportunity to bring their own device under the following guidelines:</p> <p><b>Bring Your Own Device (BYOD) Specifications:</b></p> <ul style="list-style-type: none"> <li>• A device supporting the android operating system. School materials and applications may not be compatible with other operating systems.</li> <li>• Non-cellular device; Wi-Fi-capable.</li> <li>• Minimum 6-inch screen; maximum 13-inch screen; measured diagonally.</li> </ul> <p><b>Device Care &amp; Security</b></p> <ul style="list-style-type: none"> <li>• Students are responsible for care and security of school issued devices.</li> <li>• Students are responsible for care, security, and maintenance of their personally owned devices.</li> <li>• Students will be held financially responsible for damage to Eastern High School/JCPS devices and equipment.</li> <li>• Eastern High School and JCPS are not responsible for damage or theft of personally owned devices.</li> </ul> <p><b>Students will:</b></p> <ul style="list-style-type: none"> <li>• observe appropriate use policies on JCPS provided email accounts;</li> <li>• use the network and digital device for educational purposes such as accessing a digital textbook or resource consistent with the JCPS academic expectations;</li> <li>• exercise all possible care in maintaining the best condition of the device;</li> <li>• use appropriate language, avoid swearing, vulgarities, bullying, threatening, sexual, or abusive language.</li> </ul> <p><b>Students will not:</b></p> <ul style="list-style-type: none"> <li>• transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening or obscene materials, including sexually explicit materials;</li> <li>• use JCPSNet for personal or commercial activities, product promotion, political lobbying, or illegal activities;</li> <li>• break into/attempt to break into another computer network;</li> <li>• damage/attempt to damage, move, or remove software, hardware or files on school owned devices;</li> <li>• use unauthorized multi-user games;</li> <li>• send or forward chain letters;</li> <li>• download unauthorized applications or programs onto school owned devices;</li> <li>• download or use unauthorized software products, applications, or programs which adversely affect network performance or are in direct violation of the acceptable use policy;</li> <li>• root or attempt to root a school owned device;</li> <li>• create or share computer viruses;</li> <li>• pass lock the school device;</li> <li>• use the device's camera inappropriately;</li> <li>• share access to their JCPSNet account, or use another person's account;</li> <li>• maliciously attempt to harm or destroy data of another user;</li> <li>• use network resources to otherwise violate the JCPS Student Support and Behavior Intervention Handbook</li> <li>• use network resources to disrupt the efficient operation and/or educational programs of JCPS.</li> </ul>

<p>Procedures</p>	<p><b>EASTERN HIGH SCHOOL STUDENT ACCEPTABLE USE POLICY CLASSROOM TECHNOLOGY EXPECTATIONS</b></p> <p>Students must adhere to classroom expectations established by the teacher, administrator, or Eastern High School adult representative. Though students have the opportunity to bring their own device, use of all devices is guided by classroom expectations. Students must also adhere to network access guidelines throughout the school day as posted on color placards throughout the school building. The guidelines are as follows:</p> <p><b>APPROPRIATE Wi-Fi ACCESS ALLOWED</b> When posted, students may use their digital device as directed by the teacher. Eastern High School staff has the authority to review content, current use, and device history when devices are in use to ensure a safe and productive learning environment. This applies to school issued and personally owned devices. Devices are also subject to search as determined in the JCPS Student Support and Behavior Intervention Handbook.</p> <p><b>Wi-Fi NOT ACCESSIBLE</b> When posted student may not use any device.</p> <p>The color placards will be posted in the classrooms, gyms, library, and student service center. Areas with <u>no placard</u> are always considered <u>no access</u> sites during the school day unless a school administrator has given express permission for a specific event. Students are required to first identify the network access allowance <u>before</u> using a digital device.</p> <p>JCPSNET communications are not private, and may be reviewed by JCPS personnel, or by someone appointed by them, to ensure that all guidelines are followed. A review may occur without warning or cause. Devices are also subject to search as determined in the JCPS Student Support and Behavior Intervention Handbook. Violation of the terms of acceptable use may result in a loss of access to JCPSNET and the use of the device, and may result in other disciplinary action under the guidelines of the JCPS Student Support and Behavior Intervention Handbook and the Eastern High School Student Handbook. Use of public property for personal gain is a felony. Violators or parents of student violators may be subject to prosecution. Acceptable use for school owned devices applies to students in and outside of school and during or beyond normal school hours. Acceptable use for personally owned devices applies to students during the school day including on school transportation to and from school; and while on school property, at a school event, or while using JCPSNET regardless of time of day.</p>
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**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.

**Family Email**

The Eastern High School Family Email is sent out on Friday supplying parent/guardians with important information about Eastern High School. Please begin the school year checking to see what is happening on and off the Eastern

campus. If you are not receiving the weekly email please contact Ms. Williams, Clerk, at Jennifer.williams3@jefferson.kyschools.us.

### **Fees for Supplies/Textbooks**

Printed textbooks are distributed to students for some courses & it is the student’s responsibility to return books at the end of the school year. If a textbook is damaged or not returned, a fee will be assessed. Some classes require fees. Failure to pay any school fees will result in a student being placed on a debt list. Students on the list must clear their debt with the bookkeeper and will not be allowed to purchase items such as dance tickets until they are cleared by the bookkeeper.

### **Fire Lanes in Front of School/Parent Parking**

The parking area in front of the school is closed until 7:30 a.m. It is also closed at 2:00 p.m. After the driveway has been opened, please do not leave your car in the fire lane to enter the building.

### **Front Office**

The front office of Eastern High School is a business office which often contains underage students. We are happy to assist our visitors and will make every effort to connect you with an appropriate staff member, make an appointment for you, or answer your questions. We ask that you remain respectful if you are waiting to see a staff member or waiting to pick up your student. Calling in advance for an appointment is always helpful for specific needs such as a meeting with a counselor or teacher. Any parent/guardian who disrupts or threatens to disrupt normal school and/or office operations, threatens the health and safety of others, willfully causes property damage, uses offensive language, or who has established a continued pattern of unauthorized entry on school property will be directed to leave school district property promptly by the Principal or designee. Any parent/guardian who uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner will be politely asked to communicate in a courteous manner. If corrective action is not taken by the abusing party, the meeting will terminate. If the meeting occurs on school district property, the offending person will be directed to leave the property. If an individual refuses to leave upon request, the appropriate law enforcement officials will be notified and a “No Trespassing” letter will be served.

### **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 following is approved by the Board and shall be used by schools for the assessment of individual student progress:

A = Above Standards.....	90–100%
B = Meets Standards.....	80–89%
C = Approaching Standards.....	70-79%
D = Below Standards.....	60-69%
U = Substantially Below Standards.....	Below 60%

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  
**Senior** – 16 – and up credits

**Sophomore** - 5 – 10.99 credits  
**To graduate** – 22 credits (minimum)

**Junior** – 11 – 15.99 credits



## **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**

Students have a locker to store books, coats, hats, backpacks and personal belongings. Any problems that occur with a locker or its contents will be the responsibility of the student to whom the locker belongs. Students should not share lockers. Items in the locker are the responsibility of the student to whom the locker belongs.

## **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. Parents are responsible for delivering the medical items and appropriate forms. Students must report to the AP office to take medication of any kind. Students who are in possession of unapproved medication or 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.

## **Parent Portal/Infinite Campus**

With the **Campus Portal** you can access your student's schedule, attendance, immunization records, standardized test results, bus info, email teachers, view assignments/grades, view report card/transcript and important school notices. **Sign Up Today!** If you do not currently have a Campus Portal User Account, please send an email to [campus.portal@jefferson.kyschools.us](mailto:campus.portal@jefferson.kyschools.us) and provide your name, student's name(s), school and contact phone number. Once your info is verified you will receive an email with login instructions. If you have forgotten your Parent Portal Infinite Campus information, please contact Ms. Williams, Clerk, at [Jennifer.williams3@jefferson.kyschools.us](mailto:Jennifer.williams3@jefferson.kyschools.us),

## **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 Ms. Bowling.

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 Ms. Bowling 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. **Students parking in the lower lot must move by 2:45 as band practice is held in that lot.**
  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. Spots eligible to be painted are limited and are sold on a first come, first serve basis. See Ms. Bowling for approval of proposed design.
  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. Students should not cut in line in front of other drivers or pedestrians and must follow all parking/driving rules.
  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 will lose their parking privileges for the semester on their 6<sup>th</sup> unexcused tardy to school for the semester. \*\*\*\*\*
  9. Students who have not purchased a parking permit and that are parking on campus will receive the following discipline:
    - 1st time                   \$10 fine and 2 hours of detention
    - 2nd time                   \$20 fine and 2 hours of detention
    - 3rd time                   \$25 fine and 2 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:

- 1<sup>st</sup> offense               2 hours detention
- 2<sup>nd</sup> offense               2 hours detention
- 3<sup>rd</sup> offense               2 hours detention and revocation of parking privileges for the year.
- 4<sup>th</sup> offense               Referral to Administrator

Students that have purchased a parking permit, but do not have it displayed, will receive a warning for 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.
11. The Principal, Assistant Principal or Security of the school, reserves the right to search any vehicle at any time if there is 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**

**Yearly completion of the Individual Learning Plan is required each year of high school.**

### **Regular Program**

4 credits in English

3 credits in Mathematics\*\*\*

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 Business and Information Technology, including Computer Literacy

1 credit in Visual & Performing Arts/Humanities or 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 all core content courses must be taken at the Honors Level or above.

4 credits in English

3 credits in Mathematics\*\*\*

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

3 credits in Social Studies (Exploring Civics, World Civilization, U.S. History)\*

1 credit in Health and Physical Education

2 credits in Business and Information Technology, including Computer Literacy

2 credits in World Languages

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

3 credits 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 be accepted into the district's gifted and talented program, maintain a 3.0 G.P.A. and earn 12 credits in Advance Program classes.

4 credits in English

3 credits in Mathematics\*\*\*

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

3 credits in Social Studies Exploring Civics or AP Human Geography, World Civilization, U.S. History)\*

1 credit in Health and Physical Education

2 credits in Business and Information Technology, including Computer Literacy

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 World Language

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.

\*\*\*must take a math course each year, pass senior math course, and complete 3 math credits

## **Schedules**

Students discuss scheduling needs with parent/guardians and counselors to prepare their course requests. Administrators create courses based on schedule requests. Teachers are hired within contract limitations to teach requested courses. Schedules are year long, two semester courses that can only be changed when there is a scheduling error or a need to balance courses. Class change requests for social reasons or student/teacher preference will not be allowed. A student or parent request for a schedule change must occur within the first five school days of the course. Only one English class is taken during the regular school year unless approved by the principal/designee. Students failing any semester of English should talk with a counselor and enroll in eschool, ESS, or summer school to make up failed English credits immediately and remain on track to graduate.

## **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:

- Check-out Textbooks/tablets
- 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 at school and all JCPS functions. Students may receive discipline for not following these guidelines.

## **Tardies**

All students are required by law to attend school every day and to be on time for school and for 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 sign out on an exit log if they are leaving the building during any part of the instructional day.

## **Tardy to school or first period**

Students need to exercise responsibility in getting to school on time. Setting an alarm, preparing clothes/lunch/homework/etc. the night before, maintaining vehicles appropriately, are all examples of responsible behavior that can eliminate tardies. Should a student arrive to school or to first period tardy (not in his/her first period class when the bell rings), the student must report directly to the attendance office to sign in.

A student who has an excused tardy will be given a note to class from the attendance office. Excused tardies will be issued for: Doctor’s appointment (statement required). Court appearance (documentation required), car accident (police report required), late bus. Teachers should not admit students who are late to first period without a pass from the attendance office. Tardy to school for any reason other than those listed above will be regarded as unexcused. If the tardy is unexcused, the student will sit in tardy hall until the end of first period to avoid disrupting learning for others. All students in tardy hall must follow all tardy hall rules and must have something to work on and if they do not have something to work on, they will be given an alternative assignment until the end of the period. Students will not be allowed to make up academic work missed. Car trouble or traffic is not an excused tardy. Students will sign in at the attendance office. Unexcused tardies to school in a semester will be handled as follows:

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> unexcused tardy to school or first period – WARNING  
4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> unexcused tardy to school or first period – 1 day detention  
7<sup>th</sup> and above – referred to Assistant Principal

### **Tardy to class (2<sup>nd</sup> – 7<sup>th</sup> period)**

All students should be on time to their classes. Showing respect for learning, the teacher and other students means taking steps to be in the classroom ready to work before the bell rings. Any student tardy to class (enters room after the bell finishes ringing) for periods 2<sup>nd</sup> – 7<sup>th</sup> should be admitted to class, but should be counted as tardy unless they have a note from an administrator or the attendance office. Any student over five minutes late should be counted absent and written up as skipping class. Students tardy to class should be told by the teacher they are being marked tardy. Tardies accumulated for periods 2<sup>nd</sup> – 7<sup>th</sup> in a semester will be handled as follows:

1<sup>st</sup> & 2<sup>nd</sup> tardy to class – WARNING from the teacher  
3<sup>rd</sup> & 4<sup>th</sup> tardy to class – consequences from the teacher  
5<sup>th</sup> & Above – Referral to Assistant Principal and 1 day detention

At times, security will conduct hall sweeps and escort tardy students to the cafeteria. Hall sweeps will be performed randomly to ensure that students are not loitering in halls, stairwells, or restrooms, and the school environment remains safe. A student swept to the cafeteria will remain there until the end of the period to avoid disrupting learning for others and will need to request necessary make up work from the teacher the next time the class meets. Make up tests will be scheduled after school.

### **100% Tobacco-Free Policy**

**JCPS is a tobacco-free district.**

Smoking or other use of tobacco is prohibited. Students may not carry or possess tobacco products on school property or at school functions. School personnel have the authority to confiscate tobacco products. If a student violates this rule, he or she will be subject to in-school disciplinary measures and the parent/guardian will be notified and/or asked to come in for a conference. Violators will be given information about the health risks of tobacco use and information about the help available if they decide to quit. After repeated offenses, a student may be suspended. The length of the student's suspension may be reduced by his or her participating in programs recommended by JCPS Safe and Drug-Free Schools/Student Relations. Electronic smoking or vapor devices are considered drug paraphernalia and discipline consequences for that offense will be followed.

### **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 misbehavior. Students who violate school behavior rules can expect consequences to be administered according to the following behavior guidelines. Additional offenses and consequences are listed in the district Student Support and Behavior Intervention Handbook. (Which can be accessed on the parent or student page of the district website) **An administrator has the authority to adjust the discipline at his or her discretion.** 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. Individual cases may vary.

	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>	<u>4<sup>th</sup> Offense</u>
Cell Phone/Electronic Device	1 Day Detention / Device held For 24 hours	2 Days Detention/ Device held for 1 week	3 Days Detention/ Device held for 30 days	Progressive Discipline/device held for 30 days
Cheating	2 Days Detention/ No Credit for Assignment	3 Days Detention / No credit for Assignment	5 Days Detention / No Credit for Assignment	
Classroom Disruption	1 Day Detention	2 Days Detention	3 Days Detention	4 Days Detention
Cuts	2 Days Detention	3 Days Detention	4 Days Detention	5 Days Detention
Dress Code Violation	Warning	1 Day Detention	2 Days Detention	3 Days Detention
Failure to Attend Detention	2 Days Detention	2 Days Detention	2 Days Detention Loss of Parking Pass Bus suspension	2 Days Detention
Failure to Follow Directive	2 Days Detention	3 Days Detention	5 Days Detention	Suspension
Failure to Sign In/Out of School	Warning	2 Days Detention	3 Days Detention	4 Days Detention
Fighting	Suspension			
Forgery	2 Days Detention	3 Days Detention	5 Days Detention	
Gambling/Possession of Gambling Items	3 Days Detention	5 Days Detention	Suspension	
Leaving School Grounds Without Permission	3 Days Detention	5 Days Detention	Suspension	

Smoking/Tobacco on School Grounds	2 Days Detention	3 Days Detention	5 Days Detention	
Unassigned Area	Warning	2 Days Detention	3 Days Detention	5 Days Detention

**\*\* Failure to attend detention 3 or more times will result in loss of parking pass or bus suspension**