

Wichita High School East • 2301 E. Douglas Ave. • Wichita, KS 67211

Telephone: (316) 973-7200 • Fax Number: (316) 973-7224

Website: <http://east.usd259.org>

STUDENT HANDBOOK 2009–2010

MISSION STATEMENT

Wichita High School East provides a collaborative community where students and staff are actively engaged in learning.

VALUES OF WICHITA HIGH SCHOOL EAST

We will ...

- ...engage students in learning through a variety of instructional activities and provide constructive feedback to students on a regular basis.*
- ...respect individual beliefs, ideas and perspectives while teaching students to develop and defend informed opinions using critical thinking skills.*
- ...teach established course objectives and provide evidence of student achievement while addressing individual needs.*
- ...commit to collaborative professional learning with an expectation of continual improvement in instruction.*
- ...provide clear expectations and appropriate consequences in a positive, respectful environment.*

ALMA MATER

“The Blue and White”

We hail the glory of East High, her honor shining bright.
In Wichita we proudly raise her banner, blue and white.
We stand before the whole wide world, Blue Aces soaring in the sky,
And ever will our voices raise in praise of old East High.

ADMINISTRATION

General Office

Ken Thiessen, Principal	973-7245
Lawna Kurtyka, Assistant Principal (A-E)	973-7251
Ashok Surender, Assistant Principal (M-R)	973-7241

West Complex Administrative Office

Matt Carroll, Assistant Principal (F-L)	973-7250
Sara Richardson, Assistant Principal (S-Z), AVID	973-7236

International Baccalaureate Office

Steven Shook, IB Coordinator	973-7289
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The administrators are responsible for the well-being of the students whose last names begin with the letters noted or in the IB program. Questions regarding attendance or discipline should be directed to the appropriate administrator.

This agenda belongs to _____

Name

A complete listing of all East High Activities is available at:
<http://www.digitalsports.com/school/id/30487/page/calendar.aspx>

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ACADEMIC HONESTY POLICY

Wichita East High School has established a policy on academic honesty that reflects the values of the District’s mission statement, and the belief that students should be held accountable for their actions. The faculty and staff of East High assume that students are honest until their actions demonstrate intent to deceive or misrepresent themselves or others. Violations of classroom standards include, but are not limited to:

1. Cheating on formal examinations or classroom assignments.
2. Plagiarism, i.e., purposely attributing the work of another to oneself.
3. Misrepresentation of the type, amount, or person completing class work or projects where grades for credit are given, or intentionally misleading faculty or staff in their efforts to reach correct conclusions.

4. Falsification, forgery, or alteration of any document or data base pertaining to academic, attendance, or other school records.

Students who violate standards of honesty are subject to disciplinary action deemed appropriate for the infraction by classroom instructors and/or administration.

ATHLETICS

Competition: Activities on the interscholastic level are a part of the total educational program at Wichita High School East. East High is a member of the Greater Wichita Athletic League and a member of the Kansas State High School Activities Association (KSHSAA).

Eligibility: To participate in KSHSAA sponsored activities, a student must have passed five (5) subjects of unit weight the previous semester and must currently be enrolled in five classes of unit

weight. Students become ineligible when their class load is below five (5) classes.

Outside competition: Students may not engage in outside competition in the same sport during a season in which they are representing their school.

Tryouts: A physical examination dated after May 1, 2009, must be on file in the activities office before a student may participate in any athletic practice, conditioning, or tryout.

Current Updated Schedules: To see current schedules of any East High sport, visit:
<http://www.digitalsports.com/school/id/30487/page/calendar.aspx>.

ATTENDANCE 973-7207

If a student is absent from school, a parent is asked to call the attendance office (973-7207) as soon as possible on the day of the absence.

Board Policy: Regular school attendance is required of all pupils enrolled in elementary and secondary schools under Kansas compulsory attendance statutes (KSA 721113). Parents must assume primary responsibility for assuring that pupils who have reached the age of 7 years and under the age of 18 years comply with this requirement unless exempted by statute. After a student has 96 hours of medical/illness absences, Board Policy requires a doctor's note in order to be excused.

East High School Policy: There is a direct correlation between regular attendance and academic achievement. It is expected that each student will attend all classes every day. Doctor and dental appointments, job interviews, etc., should be scheduled outside the school day. The parent/guardian is required to notify the attendance office (973-7207) of the student's absence on the same day that the absence occurs. If a phone call is not possible, the parent or guardian may send a note with the student on the first day of his/her return. Students who are going to be gone for a college visit or for a substantial number of days need to pick up a "request to be absent" form in their administrator's office or the attendance office. **Absences and tardies are excused for illnesses, funerals, court appearances (with a note from the court), religious holidays, and school-related absences.**

All East High School administration and staff have taken the initiative to improve the attendance of all students. The attendance plan has several levels. Initial contact is made through ParentLink, teachers' personal calls, direct contact with students, and/or letters from respective administrators.

Additionally, parents of juniors and seniors will be contacted by teachers and/or administrators at five absences. This includes both excused and unexcused absences. A total of ten absences could result in the student being withdrawn from class. School-related absences do not count toward the total of ten.

Attendance is the first step toward learning. These attendance processes can benefit students only when they make a personal decision to be present on a consistent basis.

Missed Assignments: It is the responsibility of the student to complete assignments which are missed when the student is absent from a class. The teacher shall make reasonable efforts to encourage and assist the student in the completion of missed assignments.

BEHAVIOR

Students are expected to behave in a manner that is appropriate for high school age individuals and complies with all BOE policies. These behaviors would include attending classes, working on all tasks assigned by teachers, and complying with all reasonable requests made by school staff members. The staff's intention is to serve all the students. It is the staff's preference to focus on the business of education and avoid being disciplinarians. We ask that all students assist us in this endeavor. The right to attend a Wichita Public School carries with it the obligation to maintain acceptable behavior.

The staff does take a very aggressive posture in maintaining the safety of all students. We continue to have this as one of our main goals for the coming school year. We will not tolerate any person or persons threatening or intimidating students or staff.

All students are expected to carry their student ID card. Violation of this could result in a \$3.00 replacement cost.

The school day ends at 3:10 p.m. All students must be off campus by 3:30 p.m. unless they are participants in supervised East High extra curricular activities.

"BIG DO"

Plan to join us on September 2, 2009, for our annual open house. You will have the opportunity to meet teachers, listen to music, purchase food to support our many clubs and activities, and relax on the front lawn of East High School.

BULLYING

BOE Policy 1464: Pupil Behavior – Regulations Administrative Implemental Procedures, No. 2

USD 259 will not tolerate any type of bullying (physical, cyber, relational aggression) of a pupil by another pupil, employee, or others. Violation of this policy shall result in disciplinary action against any pupil or employee involved.

Bullying is:

- Purposeful behavior that intends to cause harm or distress
- Is usually repeated over time
- Occurs in a relationship where there is an imbalance of power

BUSES

U.S.D. 259 provides school bus service for all students living 2.5 miles from the school. A bus schedule showing times and street stops will be available in the Student Service Center. Students who miss their bus will be expected to arrange their own transportation. Students on buses arriving after 8:00 a.m. should report to the attendance office.

Riding the bus is a privilege. Every pupil riding the bus has this privilege as long as they follow the rules and regulations set forth by the State and the local Board of Education. The privilege to ride the bus may be **suspended or revoked** if the rules and regulations are not followed.

CELL PHONES, ELECTRONIC DEVICES

Board Policy 1464: Pupil Behavior - Regulations Administrative Implemental Procedures, No. 11:

The use of Personal Electronic Devices (PEDs) by pupils during the school day is prohibited. These devices must be kept out of sight and powered off during the school day. The school day is defined by each school site. PEDs include, but are not limited to, pagers, cellular phones, MP3 players, and other personal communication devices that have the potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited during the school day.

Students who violate this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary actions.

Students shall be personally and solely responsible for the security of their cellular telephones and other PEDs. The Wichita Board of Education shall not assume responsibility or liability for the theft, loss, or damage to a cellular phone or other PED, nor does it assume responsibility for the unauthorized use of any device.

Students may use their cell phones before 8 a.m., during lunch, and after 3:10 p.m. Visible and noticeable cell phones may be confiscated by a staff member during any unauthorized time and will be held in the designated administrative office. The use of iPods and MP3 players is permitted prior to school, during passing periods, at lunch, and after 3:10 p.m. Student use of iPods and MP3 players is prohibited in the classroom unless sanctioned by the teacher.

CLASS SPONSORS

Senior Class	Melissa Kalal, Maggie Purvis
Junior Class	Mary Covington
Sophomore Class	Linda White
Freshman Class	Kurt Brundage

CLUBS AND ACTIVITIES

Anime	Doug Biggs
Asian Club	Randy McMinn
	Yun-Hwa Mau
Book Club	Sandra Prevost
Bring Them Hope	Kelly Raines
	Jessica Chen
Business Professionals of Amer.	Joe Jackson
Choose Respect	Kim Voth
Debate and Forensics	Vickie Fellers
DECA	Shanna Zimmerman
	Brandon Reith
Drama Club	Derrick Gronewold
ECO (Recycle Club)	Susan Richardson
Eastern Indian Dance Club	Melinda Sears
FCCLA	Dana DeMarco
Fellowship of Christian Athletes	Kurt Brundage
Film Critics' Club	Brandon Williams
French Club	Laura Waggoner
French Honor Society	Betsy Stranathan
Future Educators of Amer. (FEA)	Marcia Uhls
	Alberto Ortiz
Gay/Straight Alliance Club	Keith Fellers
Global Awareness Club and Peace Promoters	Jennifer Fry
Interact Club	Tom Davis
Kitty Hawk Air Society	Lt. Col. Mike George
Laser Quest Club	Jay Agnew
Latino Club	Sara Farley

Latino Remix Club	Sophie Gonzales	Scholars' Bowl	David Shelly
Math Club	Molly Easley	Soccer, Girls and Boys	James Griffis
	Stan Reimer	Softball	Shelby Griffith
Model United Nations	Steve Maack	Swimming, Diving	Joe Hutchinson
Muslim Club	Larry Smith	Tennis, Girls	Laurel Scott
	Damaris Johnson	Tennis, Boys	Mont Yourdon
National Art Honor Society	Wen Gartner	Track, Boys and Girls	Michael Draut
National Forensics League	Vickie Fellers	Volleyball	Randi McClellan-Godown
National Honor Society	Michael Boykins	Wrestling	Chris Wyant
Native American Club	Janice Feyen		
	Casey Christofferson		
Newspaper	Sharon Martin		
Odyssey of the Mind	Shelly Jarrett		
Parents as Teachers	Glenna Haney		
	Susan Flickner		
Peer Mediation	Kim Voth		
Protecting Animal Welfare and Safety (P.A.W.S)	Yun-Hwa Mau		
Quill and Scroll	Sharon Martin		
SADD	Glenna Haney		
Scholars' Bowl	David Shelly		
	Larry Smith		
Spanish Club	David Shelly		
	Maria Ozbun		
Spanish Honor Society	David Shelly		
Spirit Cabinet	Sandra Prevost		
Student Council (STUCO)	Roberta LaCosse		
Student Leadership Advisory Council	Sherri Elliott		
	Kim Gonzales		
	http://studentleadership.usd259.org		
Students Against Prejudice (TSA)	Steve Maack		
Technology Student Assoc.	David Rayson		
Teen Fellowship	Doug Biggs		
Teens Hope	Glenna Haney		
Tri-M Music Club	Eric Crawford		
Ultimate Frisbee Club	Steve Maack		
Yearbook	Sharon Martin		
YoungLives	Sherri Elliott		
Youth Court	Joan Kornelson		
	Sherri Elliott		
Youth Entrepreneurs Kansas (YEK)	Brandon Reith		

HEAD COACHES

Activities Director	Kevin Hartley
Assistant Activities Director	Vicky Gegen
Baseball	Ryan Bensch
Basketball, Boys	Ron Allen
Basketball, Girls	James Cole
Bowling, Boys & Girls	Teresa Hall
Cheerleading	Samone Thomas
Cross Country	Michael Draut
Debate/Forensics	Vickie Fellers
Football	Brian Byers
Golf, Boys	Rick Hansen
Golf, Girls	Hans Widener
Pom Pon	Melissa Kalal

COLLEGE ADMISSIONS TESTS

East High School code is 173-206

ACT: American College Testing Program

ACT is used by all Kansas schools for admissions purposes. The cost for 2008-2009 was \$31 for the ACT and an additional \$15 if the student wished to take the ACT + Writing. 2009-2010 fees will be available at a later date. Registration packets are available in the SSC, but online registration is preferred. To register online, go to www.actstudent.org. Registrations must be completed by the deadline to avoid a late fee. See www.act.org for more information.

ACT Test Dates

September 12, 2009
 October 24, 2009
 December 12, 2009
 February 6, 2010
 April 10, 2010
 June 12, 2010

Registration Deadlines

August 7, 2009
 September 18, 2009
 November 6, 2009
 January 5, 2010
 March 5, 2010
 May 7, 2010

PSAT/NMSQT Information

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) will be given to interested juniors and freshmen and all sophomores on Wednesday, October 14, 2009. Students will receive registration information in their English classes in September. The registration fee will be approximately \$15.

SAT I: Scholastic Aptitude Test

The SAT I is used by many colleges outside the state of Kansas in making admissions decisions. The SAT I measures critical reading, math, and writing skills. The registration fee is currently \$45. Late registration is an additional \$23. Students can either register online at www.collegeboard.com or by mail. Registration packets are available in the SSC or the IB Office.

SAT II: Subject Tests

SAT II Subject tests are one-hour examinations in specific subjects such as English, history, mathematics, science, and language. The tests are used to demonstrate to colleges a student's mastery

in a particular area. Students may take up to three exams in one sitting. The basic registration fee is \$20 plus \$9 for each subject test and \$20 for each language exam. More exams could be taken on a different day for an additional fee. Selective colleges may require up to three SAT II subject tests. Some colleges designate which tests; others allow the student to choose. **The SAT I and SAT II cannot be taken on the same test date.** Refer to www.collegeboard.com for more information.

SAT I AND SAT II EXAM SCHEDULE:

<u>Test Dates</u>	<u>Registration Deadlines</u>
October 10, 2009	September 9, 2009
November 7, 2009	October 1, 2009
December 5, 2009	October 30, 2009
January 23, 2010	December 15, 2009
March 13, 2010 (SAT I only)	February 4, 2010
May 1, 2010	March 25, 2010
June 5, 2010	April 29, 2010

COMPUTER USE POLICIES

Parents and students are required to read BOE policy 1232 regarding student use of computers and the Internet at East High School. Failure to abide by these policies will result in a minimum 30-day suspension of computer privileges on the first offense and a year-long suspension as well as other disciplinary measures on any subsequent offense. Depending on the nature of the offense, other actions – including legal – may be taken against a student.

NOTE: Circumventing the district Internet filter (see "Inappropriate Use" – section 4m and 4q) by using proxy sites is a violation of Board policy and disciplinary action will result.

P1232 ACCEPTABLE USE OF COMPUTERS, NETWORKS, INTERNET, ELECTRONIC MAIL, AND OTHER ONLINE SERVICES – STUDENTS

BOARD POLICY:

USD 259 is committed to making advanced technology and increased access to learning opportunities available to all students. The goal of the district in providing access to students is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. The use of computers, networks, the Internet, or other online services shall be in support of education and research consistent with the district's educational objectives.

Administrative Implemental Procedures:

1. Student Responsibilities. Regardless of any "technology protection measure" implemented by

the District as may be required by the Children's Internet Protection Act, students are responsible for good behavior on computers, networks, the Internet, or other online services just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Network storage areas will be treated like school lockers. Network administrators, teachers, and other appropriate district staff may review student files and student communications from time to time to prevent misuse and to ensure students are using the system responsibly and in compliance with laws and district policies. Communications on the network are often public in nature; students should not expect that files stored on district servers will be private.

2. Permission. Students must have permission from and be under the supervision of school district professional staff before utilizing district-provided computers, networks, the Internet, or other online services. Permission is not transferable from one student to another and may not be shared. Students shall not be allowed to utilize electronic communications unless a signed Student Access Contract is on file. To remain eligible as users, students' use must be consistent with the educational objectives of the district. Access is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of those privileges. Students will display school-appropriate conduct when using the computer equipment or network and shall maintain an environment conducive to learning.
3. Violations. Administrators, teachers, and other appropriate district employees will decide what is inappropriate use. Violating this policy may result in:
 - a. Restriction or loss of network access; and/or
 - b. Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state, and federal laws; and
 - c. Assessment of the cost of damages to hardware/software.
4. Inappropriate Use. The following uses of school-provided computers, networks, the Internet, or other online services are not permitted on the part of USD 259 students:
 - a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
 - b. Transmitting obscene, abusive, sexually explicit, or threatening language;

- c. Violating any local, state, or federal statute;
 - d. Accessing another individual's materials, information, or files without permission.
 - e. Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
 - f. Using others' passwords;
 - g. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
 - h. Intentionally wasting limited resources;
 - i. Using the network for commercial purposes;
 - j. Harassing, insulting, or attacking others;
 - k. Using, disclosing, or disseminating personal information online such as full name, home address, phone number, etc., except with approval by certified or administrative district staff;
 - l. Using e-mail lists from the district's Internet site, network, or servers to create mailing lists for non-school purposes;
 - m. Gaining unauthorized access to resources or entities;
 - n. Invading the privacy of individuals;
 - o. Improperly altering the set up of computers (e.g., desktops, icons, wallpapers, screensavers, installed software) as determined by the network administrator;
 - p. Using software that has not been assigned or approved by staff;
 - q. Failing to follow a district policy while using computers or failing to follow any other policies or guidelines established by district administration, teachers, or other appropriate district staff; and
 - r. Seeking to gain or gaining unauthorized access to information resources or other computing devices.
5. Security Risk. Any student identified as a security risk or having a history of problems with other computer systems may be denied access.
6. Disclaimer. The district makes no warranties of any kind, whether express or implied, for the access it is providing. The district will not be responsible for any damages suffered. This includes loss of data resulting from delays,

nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The district denies any responsibility for the accuracy or quality of information, or for any commercial transactions conducted through its system.

7. Statements of Personal Belief. Any statement of personal belief found on computers, networks, the Internet, other online services, or other telecommunication system is implicitly understood to be representative of the author's individual point of view, and not that of USD 259, its employees, or the participating school. No representations to the contrary shall be published without written approval from the district. Principals or district administrators may review all content in any Internet or online accounts paid for, in whole or in part, by the district or any school, without notice of any kind.
8. Student Access Contract. Prior to use of school computers or networks, (e.g. the Internet or other online services), each student shall submit a signed Student Access Contract for filing in the school office. Prior to use of computers at any other district facility, each student shall also submit a signed Student Access Contract for filing with the main office of the facility at which these computers are located. If a student is under the age of 18, a parent/guardian shall also sign the contract(s). New Student Access Contracts must be signed and submitted each school year. BOE Policy 1232 applies to all students regardless of whether they have submitted a signed Student Access Contract. If a student does not have a current Student Access Contract on file as required above, access to computer services and accounts is prohibited.
9. District Technology Plan. The Administrative Implemental Procedures contained in this policy shall be consistent with the District Technology Plan adopted by the Board of Education.

Administrative Responsibility:

Instructional Technology P1232

Latest Revision Date: January 2002

Previous Revision Date: March 2000

Approved as to form and content by Board attorney.

COUNSELING SERVICES

Co-Coordinating Counselor **Joan Kornelson**
 Coordinator, Scholarships, Advanced Placement,
 Youth Court

Co- Coordinating Counselor **Kim Voth**
Personal/Social Counselor
Coordinator, Personal Problems, Conflicts, ESOL,
ACT, Community Service

Post-Secondary Counselor **Levan Gerstner**
12th Grade Academic Concerns, Colleges, Internships

11th Academic Counselor **Shari Weatherson**
Academic Concerns, NCAA Consultant, Military
Liaison, Futures Fair

10th Academic Counselor **Kim Gonzales**
Academic Concerns, Career Pipeline, AVID, Foreign
Exchange

9th Academic Counselor **Sandra Prevost**
Academic Concerns, Tutoring Program, AVID

Regular Ed Social Worker **Sherri Elliott**
Support Groups, Homebound, 504, Youth Court

IB Counselor **Matt Gallagher**
International Baccalaureate Program, PSAT, SAT,
College

CCC-College Career Center **Brenda Jansen**
College and Career Planning, Scholarships, Financial
Aid, ACT Workshops

DETENTIONS

Students may be assigned detentions by an administrator for disciplinary reasons. These detentions are served from 3:20 p.m. to 4:10 p.m. Monday through Thursday in the dining room. Any student who does not serve the detention on the day assigned is subject to suspension.

DRESS CODE

Any staff member who deems a student's clothing to be inappropriate or distracting will send the student to an administrator. All tops and shirts must cover the shoulders, show no cleavage, and cover the beltline. Skirts and shorts should be a modest length. The shortest point on the apparel must be at least as long as the tip of the index finger. Sagging is not allowed. Pants are to be worn at the natural waist. Footwear is to be worn at all times, and house shoes/slippers are not allowed. Clothing with offensive pictures or language is inappropriate. Hats or any other type of headgear, unless for religious or medical purposes, are not allowed. Administration reserves the right to make the final decision on appropriate dress.

FINAL EXAMS

A final is required in all classes at the end of first semester. Students may opt out of their 2nd-semester finals in **full-year** courses only. The student must have a **"B" or better** grade and **five (5) or fewer** absences, not including school-related absences, in each semester in order to qualify for this exemption.

First-semester finals:

December 16-1st hour (2nd-7th hour, regular day)
December 17-2nd, 4th, and 6th hour
December 18-3rd, 5th, and 7th hour

Second-semester finals:

May 24-7th hour (1st-6th hour, regular day)
May 25-2nd, 4th, 6th hour
May 26-1st, 3rd, 5th hour

FIRE AND TORNADO DRILLS

Fire Drills: Fire drills will be held monthly. Directions are posted in each classroom. Students should move quickly and quietly to their assigned exits.

Tornado Drills: Tornado drills will be held at various times throughout the school year. All students should move quickly and quietly to their assigned places in the hall during each of the drills.

FLOWER DELIVERIES

The office will not accept flower, candy, and similar deliveries for students.

FLYING ACES

"Flying Ace" awards are given each semester to promote academic success and good attendance. Current students are eligible if their previous semester GPA at East High was 3.0 or above OR if for that semester they had a 2.0 or above and had improved from the previous semester their GPA by .5 or better. To be eligible students also must have maintained good attendance during that semester.

GRADUATION REQUIREMENTS

Graduation requirements must be completed before the senior's last day in order to participate in graduation activities. The minimum requirement for a Wichita high school diploma is 22 units of credit. This includes credits earned in approved high school programs.

Definition: Each high school shall organize its program on the basis of units of credit. Depending on the course and the nature of course delivery, units of

credit will be awarded in increments of one full (1.0) credit, one-half (.5) credit or one-quarter (.25) credit.

Required courses for graduation are:

1. Four (4) units of credit in **English**..... 4
English 1, (Grade 9), English 2 (Grade 10), and English 3 (Grade 11) are required courses. The fourth unit must be earned in the final two semesters prior to graduation.
2. Three (3) units of credit in **Social Studies** 3
Units must include study in U.S. History 1 (one unit), U.S. History 2 (one unit), U.S. Government (one-half unit), and World Studies (one-half unit). (The World Studies requirement can be met through either World Cultures, Geography, or World History.)
3. Three (3) units of credit in **Mathematics** 3
Units must include Algebra 1 or higher level math courses.
4. Three (3) units of credit in **Science** 3
A total of 3.0 credits in science course numbers 4000-4999. One (1) unit must be a lab class.
5. One (1) unit of credit in **Physical Education Foundations (9211-9212) or Modified Physical Education (9201-9202)**..... 1
6. One (1) unit of credit in **Fine Arts**1
(Fine Arts shall include art, music, dance, theatre, or forensics, and other similar studies selected by the local board.)
7. Students must earn 7 units of **Elective** credit in at least two additional fields 7
The fields of study and course ranges are: Business 6000-6999, Computer Studies 5700-5998, Family and Consumer Sciences 7600-7999, Art 8000-8499, Foreign Language 5000-5699, Language Arts 1000-1999, Physical Education 9200-9399, Music 8500-8999, Mathematics 2000-2999, Science 4000-4999, Social Studies 3000-3999, Technology 7000-7599, Vocational Education 0000-0999.

Required: 15
Electives: 7
Total: 22

Students must earn credit in at least seven (7) different fields. The fields of study are:

- | | |
|--------------------------|----------------------|
| Art | Music |
| Business | Physical Education |
| Computer Studies | Science |
| Foreign Language | Social Studies |
| Family/Consumer Sciences | Technology Education |
| Language Arts | Vocational Education |
| Mathematics | |

For the College-Bound Student: The following courses are recommended for those who plan to further their formal education after high school. These recommendations meet or exceed the Kansas Board of Regents qualified admissions requirements if completed with a 2.0 or better GPA. For a copy of the Kansas Board of Regents Pre-College curriculum, please see a counselor.

- a. **Mathematics:** 3 units, including 1 unit each of Algebra 1, Algebra 2 and Geometry. Additional math courses are suggested (one more higher-level unit is required for state-sponsored scholarship applicants).
- b. **Natural Science:** 3 units including 1 unit each of Biology, Chemistry and Physics.
- c. **Foreign Language:** 2 units of the same language.
- d. **English:** .5 unit of either World Literature or Modern Literature and .5 unit of English Composition or 1 unit of Advanced Placement English.
- e. **Technology:** .5 unit of Computer Applications and .5 unit of Computer Presentations.

ID CARDS

Picture ID cards are required of all students attending East High. The ID card will be used for admittance to all activities and sporting events, library check-out, lunch cards, etc. **All students are expected to carry their ID card during the school day.** Violation of this mandate could result in a \$3.00 replacement cost. Pictures will be taken during fee payment in August. Late enrollees will be photographed in the security office.

ILLNESS OR INJURY

Students who are ill should request a pass from their teacher and report to the nurse. **Students must have a pass to go to the nurse’s office.**

In case of serious illness, a student may be dismissed from school after a parent or guardian has been contacted by the nurse and transportation has been arranged.

All dismissals of students who are ill are made by the nurse. Parents are asked not to take a sick student from school without following the appropriate procedures. All students must check out through the attendance office. A student who fails to follow these procedures will be considered truant from class and/or school. A student going home during the day must be excused beforehand.

If a student knows that he/she will be absent from school for a prolonged period of time for a medical

reason, it is the student's responsibility to notify the nurse, counselor, or the attendance clerk. A student returning to school after a prolonged absence is to present a doctor's note stating that the student may return to school. It is the responsibility of the student to complete all assignments missed during an absence.

INSURANCE

East High School does not provide insurance for personal items that may be stolen or lost. It is suggested that parents contact their homeowner's insurance agent to inquire about coverage.

INTERNATIONAL BACCALAUREATE PROGRAM

Any student wishing to apply for admission to the International Baccalaureate Program should speak with Mr. Shook at 973-7289.

LIBRARY

Library hours: 7:15 a.m. - 4 p.m.

The library is open before school, during lunch, and after school to accommodate students. **No food or beverages are allowed in the library computer labs.**

All students who are not scheduled with a class must have a pass to use the library during class periods. Students should have school work to complete during class periods. No passes will be accepted from study hall unless the student has made prior arrangements with library staff.

To use library computers, students must have a current ID with an "I" indicating he/she has signed and agrees to BOE policy regarding acceptable use of computers. Students are expected to follow BOE policy and posted requirements for computer use in the library. A student ID is required to check out library materials. The library charges fines for overdue and/or lost materials.

Board games and headphones for use in the library are available for check out with a student ID at the library circulation desk before school, during lunch, and after school. Headphones may be checked out during class periods for school work with teacher and/or library staff approval.

LOCKERS

Student lockers are the property of the school district and may be periodically inspected for cleanliness or

storage of illegal items. A student's rights will be protected if a locker search is initiated by a law enforcement official. Students should keep their lockers clean and should not leave money or valuable items in school lockers.

Students should not share lockers unless assigned by security. All duplicate books will be removed and returned to the department chairperson. Contact security personnel in the security office regarding problems with lockers.

LOST AND FOUND

All items should be taken to the security office on the first floor of the east building. Persons should call 973-7278 or check with the personnel in the security office when an article is lost.

LUNCH

East High follows a one-lunch schedule. This schedule allows all students to participate in activities during a common time period. Staff and students are encouraged to conduct club activities, tutoring sessions, and make-up work during this time. **Board of Education policy mandates that freshmen and sophomores remain on campus.** Any violation of policy will be met with disciplinary consequences. Juniors and seniors may leave the campus during lunch.

Lunch is served daily in the cafeteria. The normal menu includes cheeseburgers, deli sandwiches, pizza, taco salads, chef salads, and light lunch selections. Special menu items include local vendor's pizzas, hoagies, coney hot dogs, salad bar, chips, cookies, fruit, beverages, and hot line foods. Food vending machines are also available throughout the building.

Students are served on a first come, first serve basis. Students should not cut in line or allow others to "cut." Additionally, students are not allowed to buy more than one lunch at a time and must show their ID.

MEDICAL INFORMATION

State Law requires a complete set of immunizations for admission to school. Parents were notified in the summer of 2009 if their student needed immunizations. Verification of the immunization update may be mailed to the nurse during the summer, or brought with the student during enrollment. Any updates must have a doctor signature, health department stamp, or hospital official's signature/stamp. Any questions can be directed to the school nurse at 973-7247 or 973-7176.

MEDICATION

By board policy, medication is administered at school only upon written request from both the parent and a licensed physician or dentist. This includes both prescription and over the counter medication. The medication must be brought to school in the correctly labeled container. Please see the nurse for questions, or to obtain the "Request to Administer Medication at School" paperwork. Any questions can be directed to the school nurse at 973-7247.

NONDISCRIMINATION

Wichita USD 259 does not discriminate on the basis of race, color, national origin, sex, handicap/disability, religion or age. Persons who have inquiries may contact the school district's ADA and Section 504 Coordinator at 201 N. Water, Wichita, KS 67202, (316) 973-4650.

OBLIGATIONS

Student obligations for such things as textbooks, elective class fees, uniforms, and parking tickets are due at the **end of each semester**. Any senior obligations not paid at the end of the school year will be turned over to a collection agency.

PARKING REGULATIONS

All vehicles must be registered with security. A \$10 decal will be issued and must be displayed in the **lower front window of your car**. This decal is not transferable to any other vehicle and is required for East High parking privileges. The purchase of a decal does not guarantee a parking space. Vehicles without decals will be required to park off campus. The only restricted student parking is senior lot. **The staff parking areas are marked with white parking stripes**. Students who do not follow the regulations will be ticketed. A \$10 fine will be assessed for each violation. Students who do not follow these rules may have their parking privileges revoked.

Vehicle Searches: Vehicles parked on school property are subject to searches within the limits of the law at the discretion of administration. This can include the use of law enforcement canine units.

Boot: Students parking illegally are subject to having a "boot" placed on their tires. The boot will be removed between 3:45–4:00 p.m. the day it was applied. Operating the vehicle with the boot may cause damage to the vehicle.

PASSES

Students have a seven minute passing period and are expected to take care of any personal needs during this time. Passes will only be issued for emergencies.

POSSESSION OR USE OF DRUGS

Board Policy 1465: Any pupil who is selling or trafficking drugs, drug paraphernalia and/or other controlled substances at school, on school property, or at a school supervised activity shall receive a mandatory expulsion from the Wichita Public Schools for 186 school days.

Possession/First Offense:

1. A pupil who is in possession or uses alcoholic beverages, drugs (except as medically prescribed), drug paraphernalia, and/or other controlled substances at school, on school property, or at a school supervised activity will be on an immediate short term suspension of ten school days and recommended for an extended suspension of 25 additional school days to a district hearing officer who will act on the recommendation at a district level due process hearing.
2. In lieu of the procedures outlined in number one above, at the time of suspension, parents and/or legal guardians will be afforded the option to have the suspended pupil meet with a community resource (which may include a mental health agency counseling program, an alcohol and drug service agency, a physician, or a USD 259 Substance Abuse Specialist, etc.) to discuss the pupil's problem with drugs. Upon receipt of written documentation that the pupil is complying with the agency's recommended action, the suspension shall immediately be revoked and the pupil allowed back in school.

Possession/Second and Subsequent Offenses:

On second and subsequent offenses, pupils will be placed on an immediate, short-term suspension of five school days, and a hearing will be scheduled where recommendation will be made for an extended suspension of 25 school days up to expulsion from the Wichita Public Schools for 186 days.

East High reserves the right to randomly use breathalyzer testing at any after-school activity.

POSSESSION OR USE OF WEAPONS

Board Policy 1466: Any pupil who is found to have brought or to have been in possession of a weapon,

as defined in K.S.A. 72-89a01, including any firearm or replica firearm at school, on school property, or at a school supervised activity shall receive a mandatory expulsion from the school district for 186 school days.

Any pupil who is found to have brought or to have been in possession of any article (as defined in AIP 1c) at school, on school property, or at a school supervised activity shall be subject to disciplinary action up to and including expulsion from the school district for 186 school days.

Any pupil who uses any article (as defined in AIP 1d) to inflict bodily harm or to place a person(s) in fear of bodily harm at school, on school property, or at a school supervised activity shall be subject to disciplinary action up to and including expulsion from the school district for 186 school days.

Student involvement in gang activity could result in a 186 day expulsion from USD 259.

PROFESSIONAL LEARNING COMMUNITIES

The East High staff is dedicated to meeting the challenges of the diverse student body of East High School. Professional Learning Communities allow teachers the time necessary to collaborate on enhancing teaching to improve student learning. A Professional Learning Community (PLC) is a way in which teachers are able to collaborate and address our four guiding questions:

1. What do we expect students to learn?
2. How will we know what students have learned?
3. How will we respond to students who are not learning?
4. How will we respond when the students do learn?

On Wednesdays, the schedule for PLC's will be followed. Teachers will be involved in PLC activities while students will have the opportunity to take advantage of tutoring and other activities. Students are not required to be in class until 8:20 a.m. on Wednesdays when PLC activities are occurring.

PROGRESS REPORTS/REPORT CARDS

A progress report will be sent home with students on the designated dates below. Parents are encouraged to call teachers (973-7200) when their students' progress is unsatisfactory. If a parent/guardian wishes additional reports, please contact the academic counselor. The **nine-week grade card** is a formalized version of the progress report and reflects the progress of a student for the first half of the

semester as well as the student's attendance. The **grade card** reflects the final grade the student receives for the ½ unit of credit recorded on the student's transcript. The final semester report card will be mailed to the student's home at the end of the school year. All other progress reports/report cards will be issued to students on the dates listed below. Please note: **Parent/Teacher conferences will be held as noted below.**

Schedule of dates on which reports will be issued

Progress Report	September 9, 2009
Progress Report	September 30, 2009
Parent/Teacher Conferences	Sept. 30-Oct. 1, 2009
1 st -Nine Week Report Card	October 21, 2009
Progress Report	November 4, 2009
Progress Report	December 2, 2009
1 st -Semester Report Card	January 6, 2010
Progress Report	January 27, 2010
Progress Report	February 24, 2010
Parent/Teacher Conferences	February 24-25, 2010
3 rd -Nine Week Report Card	March 24, 2010
Progress Report	April 21, 2010
Progress Report	May 12, 2010
Final-Semester Report Card	June 4, 2010

PUPIL BEHAVIOR - ASSAULT AND/OR BATTERY OF STAFF MEMBER

Board Policy 1462: Any pupil who is found to have committed battery (as defined in AIP #1) upon any school district staff member at school, on school property, or at a school supervised activity shall receive a mandatory expulsion from the school district for 186 school days.

Any pupil who is found to have committed an assault (as defined in AIP #2) upon any school district staff member at school, on school property, or at a school supervised activity shall be subject to disciplinary action up to and including expulsion from the school district for 186 school days.

SCHEDULE CORRECTION POLICY

The schedule correction policy is designed to assure that students will start all their classes on the first day of the semester and therefore increase their chances for success. Requests for schedule corrections must be completed for first semester by August 14, 2009, and second semester by December 18, 2009. A student may correct his/her schedule for one of the following reasons during the designated schedule correction period.

1. Any period not scheduled.
2. Duplication of a course.

3. Courses in incorrect sequence or student does not meet prerequisite.
4. Student lacks a course required for graduation.
5. Re-enrollment in a course the student previously failed.
6. Inappropriate skill level for class.
7. Repeated course can be taken with a different teacher.
8. Replace a study hall with a class.

Students who request a schedule correction after the deadline will be required to perform community service or be given the option to pay a fine.

Students will receive an "F" on their transcript if they drop a class after three weeks into a semester.

SEXUAL HARASSMENT OF PUPILS

Board Policy 1116: USD 259 will not tolerate sexual harassment of a pupil by another pupil, employee, or others. Violation of this policy shall result in disciplinary action against any pupil or employee involved, including possible expulsion of the pupil and termination of the employee. Others who violate this policy shall be reported to local law enforcement authorities for appropriate action and may be prohibited from being on school property and/or attending school activities. Administrators who fail to follow the policy or fail to investigate complaints shall also be disciplined.

STUDENT ADVOCACY

One of the major high school reform initiatives in USD259 is student advocacy. At East High, advocacy time is called **Ace Time** and is scheduled every Wednesday. Students are assigned to a teacher who will monitor academic progress, review transcripts, provide activities to increase student awareness, promote student involvement, and encourage students to challenge themselves. Ace Time also allows students to receive college and career information and to review assessment information.

TELEPHONES

Telephone messages will not be taken for students. If there is an emergency, please ask for an administrator.

Students may use their cell phones before 8 a.m., during lunch, and after 3:10 p.m. Visible and noticeable cell phones may be confiscated by a staff member during any unauthorized time and will be held in the designated administrative office. The use of iPods and MP3 players is permitted prior to school, during passing periods, at lunch, and after 3:10 p.m. Student use of iPods and MP3 players is prohibited in the classroom unless sanctioned by the teacher.

VENDING MACHINES

Vending machines are to be used at your own risk. None of the East High offices give change or offer refunds.

VISITORS

All visitors to East High must come to an office and sign in.

WEBSITES

The following two websites provide useful information about East High School: <http://east.usd259.org> and <http://www.digitalsports.com/school/id/30487/page/calendar.aspx>. Available on these sites are parent newsletters, important dates and information regarding upcoming events, clubs, scholarships, community service opportunities, sports information, names and e-mail addresses of faculty and staff, Parent Assistant, the Learning Center, the International Baccalaureate Program, and a calendar of sporting events and activities.

YOUTH COURT

Youth Court is a unique educational program that is designed to involve interested youth in addressing disruptive, anti-social, and delinquent behaviors. In this program the youth serve as defense attorneys, prosecuting attorneys, jurors, clerks, probation officers, bailiffs, and judges.

Only administrators are allowed to refer students to Youth Court. A teacher, student, or counselor must see an administrator if there is a problem. Youth courts provide schools with a program that allows youth to assume leadership roles and actively participate in addressing the problem behaviors within our school building.

**A complete listing of all East High Activities is available at:
<http://www.digitalsports.com/school/id/30487/page/calendar.aspx>**