

East High School

Student Handbook

2017-2018



CALENDAR 2017 – 2018

AUGUST – 2017

23 First day of school, 90 minute early dismissal

SEPTEMBER

4 Labor Day Holiday – no school, offices closed

22 Homecoming Football Game

23 Homecoming Dance

OCTOBER

27 Staff training, no school for students

NOVEMBER

22 Fall Conference Day, no school, offices open

23-24 Thanksgiving Holiday – no school, offices closed

DECEMBER

22-Jan 2 Winter Holiday – no school

25,26,29 Winter Holiday – offices closed

JANUARY – 2018

1 New Year's Holiday- offices closed

3 First day of school after winter holiday

15 Martin Luther King Day – no school, offices open

16 First day of second semester

22 Staff training – no school for students

FEBRUARY

2 Winter Formal

19 Staff EQ Development - no school

27 No school for 9th, 10th, and 12th grade students; 11th grade ACT Test AM only

28 No school for 11th grade students

MARCH

9 Spring Conference Day, No school, offices open

12-16 Spring Break – no school, offices open

30 Staff training – no school for students

APRIL

4 Iowa Assessments

21 Prom – Scottish Rite Temple

MAY

14-18 AP Testing

22 Last day of school for 12th grade

26 Commencement, 9:00am at the Knapp Center

28 Memorial Day Holiday, no school, offices closed

31 Last day of school

Des Moines East High School
815 E 13th Street
Des Moines, IA 50316
515-242-7788

Activities Office Activities Director	242-7740	Kim Smith Lyle Fedders
Attendance Office	242-7765	Mary Lou Hill
Bookkeeper	242-7759	Tracey Wildermuth
College and Career Center Community in Schools Counselors	242-7767	Jan Stewart Antonia Valadez Jana McClelland, 9-10 A-L Karen Mills, 9-10 M-Z Lauren Brandt, 11-12 A-Gom Linda Rossow, 11-12 Gon-Pec Ashley Duimstra, 11-12 Ped-Z
Health Services Nurse Nurse	242-7704	Vicki Bonnett Amy Cherry
Main Office Clerks At Risk Coordinators	242-7788	Alesia Harris/Matthew Stewart Kyle Reeping, 9 th JR Randall, 10 th and Special Education Mark Core, 11 th and 12 th Fred Niebaum, MTSS
Main Office Manager Principal School Improvement Leaders Vice Principals	242-7758	Diane Fleming Leslie Morris Sherry Poole, Kelly Rixner, Joe Spiess Elizabeth Ahrens, Chad Street
Registrar	242-7768	Sally DeGoey
SRO	242-7708	Trudy Simonson, DMPD

EHS SCHOOL SONG

Dear East High you are the school for me
You will always win the victory
Red and Black to you we'll be true
And we will bring great honors to you
Hip Hurray here's to the Black and Red
O'er the world your fame is widely spread
Onward we will do or die
For dear East High



EHS FIGHT SONG

We have the right to fight for East High
Our gallant team will always try
To be the best team in the nation
Although the odds are sometimes high
Fight! Fight!
We have the Black and Red tradition
We're fighting fair and square tonight
We're gonna fight, fight, fight for victory
A cheer for East
Fight! Fight!

East High School

2017-2018 Bell Schedules

Mon – Tues – Thurs – Fri	
Block 1 / 5	7:40 – 9:05 <small>(85)</small>
Block 2 / 6	9:10 – 10:30 <small>(80)</small>
Academy	10:35 – 11:10 <small>(35)</small>
1st Lunch	11:15 – 11:50 <small>(35)</small>
Block 3 / 7	11:55 – 1:15 <small>(80)</small> 11:15 – 12:35 <small>(80)</small>
2nd Lunch	12:40 – 1:15 <small>(35)</small>
Block 4 / 8	1:20 – 2:40 <small>(80)</small>

Wednesday (early out)	
Block 1 / 5	7:40 – 8:50 <small>(70)</small>
Block 2 / 6	8:55 – 10:05 <small>(70)</small>
Block 3 / 7	10:10 – 11:20 <small>(70)</small>
Block 4 / 8	11:25 – 12:35 <small>(70)</small>
Lunch	12:35 – 1:10 <small>(35)</small>

2-Hour Late Start	
Block 1 / 5	9:40 – 10:45 <small>(65)</small>
Block 2 / 6	10:50 – 11:50 <small>(60)</small>
1st Lunch	11:55 – 12:30 <small>(35)</small>
Block 3 / 7	12:35 – 1:35 <small>(60)</small> 11:55 – 12:55 <small>(60)</small>
2nd Lunch	1:00 – 1:35 <small>(35)</small>
Block 4 / 8	1:40 – 2:40 <small>(60)</small>

Pep Rally	
Block 1 / 5	7:40 – 8:50 <small>(70)</small>
Block 2 / 6	8:55 – 10:05 <small>(70)</small>
Block 3 / 7	10:10 – 11:20 <small>(70)</small>
Block 4 / 8	11:25 – 12:35 <small>(70)</small>
Lunch	12:35 – 1:10 <small>(35)</small>
Pep Rally	1:10 – 2:40 <small>(90)</small>

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Academic Letters

Academic letters are awarded to students who meet the following standards:

1. 3.5 grade point average for two consecutive semesters of the same year.
2. The GPA is figured on a minimum of four academic classes.
3. A student cannot have any failed classes.

Attendance/Tardies *Please refer to the DMPS District Attendance Policy for additional information*

1. All doors to the main building will be locked at 8:15am each morning for building security. Students will use the North entrance after 8:15am to enter the building.
2. Under our attendance policy, once a student reaches a total of 15 unexcused absences that student will be ineligible to attend or participate in extracurricular activities such as athletic events, dances, shows, or concerts. The unexcused absences will reset at the beginning of each grading period.
3. In order for a student's absence to be excused, the Attendance Office must be notified as soon as possible. The list of excused absences is in the DMPS District Attendance Policy.
4. Students are allowed up to 12 tardies within a nine-week period to remain eligible to participate or attend extracurricular activities. Students can serve 30 minutes of detention to buy back tardies to become eligible. Each 30 minute detention will buy back one tardy. Detentions are Wednesday from 1:30-2:30 in 2021N.

Leaving During the Day

1. If a student has a medical/dental appointment scheduled during the day, they need to see the nurse to receive a pass to leave early and sign out. The student will show the pass to their teacher and then sign out at the attendance office window before leaving the building. When the student returns from the appointment, they need to return to the attendance window to receive a pass to class.
2. If a student needs to leave early for other reasons, they must receive a pass from the attendance office to sign out early. The student will show the pass to their teacher and then sign out at the attendance office window before leaving the building. When the student returns from the appointment, the student needs to return to the attendance window to receive a pass to class.

End of the Day Procedure

Students, including those that have early release, should be out of the building and off campus 15 minutes after their last class of the day unless under the direct supervision of a staff member.

Early release students who violate this rule will be referred to the office for disciplinary action which may result in release time being revoked.

Bus Transportation

Some areas are served by the yellow school bus and others are served by the DART bus. All students may ride the DART bus after 4:00 p.m. each day and on weekends at no charge if they have their student ID.

The yellow buses drop off/pick up students in the north circle drive before and after school. Drop off/pick up is at the west drive during the school day.

Car Registration

Parking permits will be issued to juniors and seniors. Parking permits will only be issued for the number of parking spots available in the **west** parking lot. Students are not allowed to park in the **north, or Walker Building** parking lot. These lots are reserved for staff and visitors. Parking in the student lot is by permit only. Student parking is authorized by written parental permission, registering with the office and displaying a current parking permit. Parking in an East High parking lot is a privilege, not a right. Street parking or stadium parking is available without a permit.

Unauthorized parking may result in suspension of parking permit and cars being ticketed and/or towed at the owner's expense. Parking lots are painted and students are expected to park within the marked space. Parking in unauthorized areas such as loading areas, posted areas, restricted areas and parking aisles is prohibited. Students are not permitted to loiter in the lots or sit in cars at any time during the day. Good driving habits will be enforced in the parking lots and the area around East High School. Careless and reckless driving will not be tolerated. Such violations will result in parking permits being revoked and possible notification to the police.

Change of Address

Change of address or telephone number should be reported to the Vice Principal's office.

Counselors

The counselors are here to help you with personal/social, academic, or college/career planning issues. Our counselors provide individual or small group counseling related to many different issues. If you want to see your counselor, stop by the College/Career Center on the 2nd floor. Students need to sign in and out each time they visit their counselor for attendance purposes.

Discipline Code and Procedures – Please see DMPS Discipline Code/Procedures.

Students will not be able to attend dances/pep rally's/extra-curricular events, etc. if they have a level 2 referral or above that involves fighting, drug paraphernalia, or alcohol. Administration will have the final decision as to the duration of this resolution for each student.

Discrimination

It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact the Dr. Anne Sullivan at 2323 Grand Avenue, Des Moines, IA 50312, (515) 242-7911, anne.sullivan@dmschools.org

Dress Expectations

There is a strong connection between academic performance, student appearance and student conduct. Inappropriate student appearance may cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school property. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

- **Male Dress Guidelines:**
 - No muscle shirts, no sleeveless shirts
 - No visible undergarments
 - Pants may not sag lower than four fingers from the hip
 - No bandanas or head covering of any kind unless it is for religious purposes

- Hoodie sweatshirts may be worn as long as the hood is down when in the building
- Shoes with hard soles are required at all times
- **Females Dress Guidelines:**
 - No halter tops
 - No bare midriffs
 - No visible undergarments
 - Tank top straps must be at least three fingers wide
 - Shorts and skirts must be at least as long as the student's thumb when hands are at the student's sides
 - Shoes with hard soles are required at all times
 - No head covering may be worn in the building unless it is for religious purposes
 - Decorative scarves or headbands may be worn as long as they are not more than three fingers in width. (no bandanas)
 - Hoodie sweatshirts may be worn as long as the hood is down when in the building
- Students are prohibited from wearing gang related apparel to school or school events.
- Students may not wear clothing or jewelry promoting items illegal for use by minors such as alcohol, tobacco, or drugs; and clothing displaying obscenities, profanity, vulgarity, racial or sexual innuendoes, or any other reference which may be offensive to others.
- For sanitary and safety reasons, hairbrushes, combs, and hair picks should be kept in bags or lockers.

The administration reserve the right to judge what is acceptable and what is not. Students in violation of this policy will be sent home from school or told to change their clothing at school to meet the acceptable standard. Students refusing to adhere to this policy and/or continue violations of this policy will be subject to disciplinary action.

Hallway Expectations

- Students are expected to maintain a reasonable noise level when moving through the hallways and must have a pass and their East ID to be allowed in the hallways during class time. Students without a pass or an ID in the hallway will be directed back to class or to the At Risk Coordinator's office.
- There will not be any student passes issued during the first 20 minutes of a block or the last 20 minutes of a block unless there is an emergency recognized by the classroom teacher.

Healthy Kids Act

The Healthy Kids Act:

- Established nutritional content standards for food and beverages sold or provided on school grounds during the school day.
- Requires school districts to ensure every student in grades K-5 has 30 minutes per day of physical activity and every student in grades 6-12 has 120 minutes per week of physical activity.
- Requires every student to complete a course that leads to certification in CPR by the end of Grade 12.
 - Completed during Physical Education course
- Requires Iowa's Area Education Agencies (AEAS), or a consortium of two or more AEAs, to contract with a licensed dietitian.

Healthy Kids Act/Physical Activity Requirements:

As the Iowa Legislature enacted "The Healthy Kids Act," (requiring all students in grades 6-12 engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school), the law also requires that we monitor how students fulfill this requirement. Parent(s)/Guardian(s) are to fill out the form provided during registration (see below for the form example) to account for the extra physical activity each student will be doing to fulfill this requirement.

Name of Student: _____ Grade: _____

If you have any questions, contact the DMPS PE Curriculum Coordinator or your Building Administrator.

School Activities that the student will be involved in during the current School Year:

Activity	Semesters	Activity	Semesters	Activity	Semesters
Baseball		Marching Band		Trapshooting	
Basketball		Pom Squad		Volleyball	
Bowling		Show Choir		Wrestling	
Cheerleading		Soccer		Other:	
Cross Country		Softball			
Drill Team		Swimming			
Football		Tennis			
Golf		Track and Field			

Non-school activities (may include non-school sport teams, gymnastics, dance, individualized exercise program, etc.) that the student will be involved in during the 2013-14 school year, including description of the activities estimated time student participates per week: (E.g. I attend private dance lessons 2x/week for a total of 100 minutes, plus I walk two miles every day for another 150 minutes each week.)

Activity	Times Per Week	Hours Per Time	Total Per Week	Semesters

Signature of Student _____ Date Signed: _____

Signature of Parent/Guardian _____ Date Signed: _____

Signature of Designee ___ Tim Schott _____ Date Signed: _____

Open Campus/Cafeteria

East High School is an open campus during lunch for students. Students must have their ID to purchase food in the cafeteria. First lunch is from 11:15-11:50 and will be all classes on 2nd/3rd Floor Main, North/South Wings, and the East Activities Wing. Second lunch is from 12:40-1:15 and will be all classes on 1st/4th Floor Main and 2nd/3rd Floors of the Connector Building. One lunch will be from 12:35-1:10 on Wednesday's for the entire building.

Personal Property Guidelines

- It is strongly recommended that personal property not be brought to school:
 - Office areas in the building are Red Zones, no cell phone usage allowed.
 - Students who bring personal property to school do so at their own risk.
 - The school assumes no liability for lost or missing personal property and cannot spend time during the instructional day to investigate missing or stolen items.
 - Students may have only one ear bud in while in the hallway. The volume of the device should not be able to be heard by others.
 - Violation of the electronic devices policy:**
 - 1st Violation-returned to student at end of class by the teacher
 - 2nd/3rd Violation-given to the campus monitor/teacher clearly marked with student name. Campus Monitor/teacher will deliver the device to appropriate Administrator. The student may pick their item up at the end of the school day.
 - 4th Violation-the electronic device will be held by the administrator until the parent/guardian picks up the item.
- Any incendiary (e.g. lighters) or explosive devices are not allowed at school.
- Laser pointers of all kinds (pens, flashlights, key chains, etc.) are not allowed anytime on school property, before or after school during the school day, or school related activities, or on school owned and operated buses/vehicles (including school buses, school chartered buses and DART buses)

- Skateboards/Scooters/etc
 - Skateboards are not allowed to be used on school grounds.
 - Skateboards must be given to the campus monitor or administrator at the entrance when entering the building. The skateboard will be kept in the attendance office until the end of the day, where the student may pick it up on their way out of the building.
 - School property, sidewalks, steps, railings, drives, etc are off-limits to skateboarders at all times during the entire calendar year.
- Use of (or possession of) prohibited items during the school day will result in the item(s) being confiscated from the student by a teacher, administrator, campus monitor, or School Resource Officer, and may result in disciplinary action if the item was used in an inappropriate manner. Confiscated items will be held for pick-up by a parent or guardian. Items will not be kept over the summer and must be picked up by the last official day of school for students.

Searches by School Staff

The Board of Directors has adopted the following policy addressing searches by school staff:

Code519

Title: Search by School Staff Relating to Students, Protected Student Areas, Lockers, Desks, and Other School Facilities or Spaces

The superintendent shall implement search procedures by school staff relating to students, protected student areas, lockers, desks and other facilities or spaces that are consistent with Iowa Code Chapter 808A.

The Superintendent has adopted the following administrative procedures addressing searches by school staff:

Series500

Code519

Title: Search by School Staff Relating to Students, Protected Student Areas, Lockers, Desks, and Other School Facilities or Spaces

I. Searches of a student or protected student area.

A. A school official may search an individual student and a protected student area if:

1. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law, or a school rule or regulation, or any other reasonable expectation of student conduct, and
2. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

B. All searches of students or protected student areas must be reasonably related in scope to the circumstances which gave rise to the need for the search and based upon consideration of relevant factors which include, but are not limited to, the following:

1. The nature of the violation for which the search is being instituted.
2. The age and gender of the student who may be searched, and
3. The objective to be accomplished by the search.

C. If a student is not or will not be present at the time a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.

II. Inspections of lockers, school desks and other provided spaces.

A. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to students. Periodic

Inspections of school lockers, desks, or other facilities or spaces owned by the school and provided as a courtesy to a student may be conducted by a drug/contraband sniffing animal

B. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space. Allowing a student to use a separate lock on a locker, desk, or other facility or space owned by the school and provided to the student shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space.

C. Students are permitted to park on school premises as a matter of privilege, not a right and parking provided as a courtesy to students. The interior of a student's automobile on the school premises may be searched without a search warrant if there is reasonable suspicion that a student has violated or is violating the law, or has illegal, unauthorized, or contraband items contained inside.

D. Each year when school begins, all district schools shall provide written notice to all students and the students' parents, guardians, or legal custodians, informing them that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to students without prior notice. An inspection under this policy shall either occur in the presence of the student whose locker is being inspected or in the presence of at least one other person.

III. Prohibited Searches.

A. School officials shall not conduct a search which involves:

1. A strip search.
2. A body cavity search.
3. The use of a drug/contraband sniffing animal to search a student's body
4. The search of a student by a school official not of the same sex as the student.

IV. Definitions.

A. "Protected student area" includes, but is not limited to:

1. A student's body.
2. Clothing worn or carried by a student.
3. A student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student.

B. "School official" means licensed school employees, including but not limited to principals, vice principals, deans of students, teachers, counselors and social workers, and also means unlicensed school employees employed for security or supervision purposes such as campus monitors.

Tobacco

Tobacco use or possession in any form is not permitted in the building or on school grounds. This includes parking lots and street areas in the vicinity of the school. Students in violation of this policy will be assigned a consequence and may also receive a citation from the School Resource Officer. The use of E-cigarettes is prohibited on school grounds.

Vandalism or Damage to School Property

Students and/or their parents will be responsible for damage or vandalism to school property. The amount of this obligation shall be determined by the usual and customary cost of replacement or repair. The administration will determine if disciplinary action and notification of police is also appropriate.