



East High School Student Handbook 2018-2019

Mission

To create purposeful opportunities through education for **every student** – every chance, every day.

Vision

To be revered as a leader in providing an inclusive, collaborative and innovative education for all.

Values

Trust, Collaboration, Balance, Inclusiveness, and Empowerment



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CALENDAR 2018 – 2019

AUGUST – 2018

23 First day of school

SEPTEMBER

3 Labor Day Holiday – no school, offices closed

6, 7 9-10 MAP Testing, 11-12 workshops

21 Homecoming Football Game

22 Homecoming Dance

OCTOBER

3 Fall Conferences (4:15)

25 Staff training, no school for students

26 Staff training, no school for students

NOVEMBER

21-23 Thanksgiving Holiday – no school, offices closed

DECEMBER

24-Jan 1 Winter Holiday – no school

JANUARY – 2019

2-3 Staff training – no school for students

4 Staff EQ Development - no school

7 First day back after holiday

16 First day of second semester

21 MLK day – no school

FEBRUARY

9 Winter Formal
20 No school for 9th, 10th, and 12th grade students; 11th grade ACT Test AM only
21 No school for 11th grade students
27 Spring Conferences (4:15)

MARCH

15-22 Spring Break – no school, offices open
25,26 Staff training – no school for students

APRIL

3-5 Iowa Assessments
13 Prom
25, 26 9-10 MAP Testing, 11-12 workshops

MAY

6-17 AP Testing
23 Last day of school for 12th grade
25 Commencement, 9:00am at the Knapp Center
27 Memorial Day Holiday, no school, offices closed
31 Last day of school

Des Moines East High School Directory

815 E 13th Street~Des Moines, IA 50316

515-242-7788

Principal		Leslie Morris
Vice Principal		Chad Street
School Improvement Leaders		Kelli Rixner
		Joe Spiess
		Steve Schappaugh
		Jill Versteeg
Activities Director		Lyle Fedders
Community in Schools	242-7767	Toni Valdez
Activities Office	242-7740	Kim Smith
Office Manager	242-7758	Vicki Tyler-McConnel
Bookkeeper	242-7759	Tracey Wildermuth
Attendance/Counseling Office	242-7765	Angela Baumeister
Main Office	242-7788	Matt Stewart
	242-8177	Hollee Stover-Milligan
Special Ed Consultant	242-7385	Lisa Fox
Social Worker	242-8134	Kirstin Tague
Juvenile Court Liaison	242-8183	Trish Pavelka
Counselors		Jana McClelland, 9 th Grade
		Natalie Mandsen, 10-12 A-D
		Dana Smith, 10-12 E-L
		Karen Mills, 10-12 M-R
		Ashley Duimstra, 10-12 S-Z
Nurses	242-7704	Vicki Bonnett
		Amy Cherry
Registrar	242-7768	John Buckton
SRO	242-7708	Trudy Simonson, DMPD

At Risk Coordinators

Kyle Reeping, 9th Grade

JR Randall, 10-12 A-L

Mark Core, 10-12 M-Z

Fred Niebaum, MTSS

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 2018-2019 Bell Schedules

Mon – Tues – Thurs – Fri			Wednesday (early out)	
Block 1 / 5	8:25 – 9:50 (85)		Block 1 / 5	8:25 – 9:40 (75)
Block 2 / 6	9:55 – 11:20 (85)		Block 2 / 6	9:45 – 11:00 (75)
Scarlet Hour	11:25 – 11:55 (30)		Block 3 / 7	11:05 – 12:20 (75)
1 st Lunch	11:55 – 12:25 (30)		Block 4 / 8	12:25 – 1:40 (75)
Block 3 / 7	12:30 – 1:55 (85) 12:00 – 1:25 (85)		Lunch	1:40 – 2:10 (30)
2 nd Lunch	1:25 – 1:55 (30)			
Block 4 / 8	2:00 – 3:25 (85)			
2-Hour Late Start			Pep Rally	
Block 1 / 5	10:25 – 11:30 (65)		Block 1 / 5	8:25 – 9:40 (75)
Block 2 / 6	11:35 – 12:40 (65)		Block 2 / 6	9:45 – 11:00 (75)
1 st Lunch	12:40 – 1:10 (30)		Block 3 / 7	11:05 – 12:20 (75)
Block 3 / 7	1:15 – 2:20 (65) 12:45 – 1:50 (65)		Block 4 / 8	12:25 – 1:40 (75)
2 nd Lunch	1:50 – 2:20 (30)		Lunch	1:40 – 2:10 (30)
Block 4 / 8	2:25 – 3:25 (60)		Pep Rally	2:15 – 3:25 (70)

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*

Absences

- In order for a student's absence to be excused, the Main Office must be notified as soon as possible. The list of excused absences is in the DMPS District Attendance Policy.

Tardies

- Beginning at 8:25 students must use the North entrance to enter the building.
- Students who are more than five minutes late to their first block of the day must get a pass from the Main Office.
- Students are issued tardies based upon how late they are to a class and/or how early they leave class for unexcused reasons. Their tardy will be classified as a level 1, 2, or 3.
 - Level 1 tardies are for tardies under 10 minutes.
 - Level 2 tardies are for those between 11-30 minutes.
 - Level 3 tardies are for being late more than 31 minutes.

Eligibility for Extra-Curriculars

Once a student reaches a total of 8 unexcused blocks of class (including Scarlet Hour), or six T3 tardies, that student will be ineligible to attend or participate in extracurricular activities such as athletic events, dances, shows, or concerts for the remainder of the month.

Make-up time/Additional Consequences

- Students will be issued a 20-minute academic/restorative session after school on Wednesdays for every tardy after 10 have been accumulated in a month. Failure to complete an academic study hall will result in a level 2 referral.
- Other consequences/remedies may be applied per administration for excessive absences or tardies.

Leaving During the Day

1. If a student has a medical/dental appointment scheduled during the day, they need to sign out in the main office. When the student returns from the appointment, they need to return to the main office to receive a pass to class.
2. If a student needs to leave early for other reasons, they must receive a pass from the main office to sign out early. The student will show the pass to their teacher and then sign out at the main 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 4:30 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.

Parking Permits

Parking in the student lot is by permit only. Parking permits are available for purchase for juniors and seniors. Students are required to have their car registration, insurance card, and driver's license at the time of parking permit purchase. Students may purchase their parking permits for **\$15** from the bookkeeper. Parking permits will only be available for the number of parking spots in the **west** parking lot. Students are not allowed to park in the **north or Walker Building** parking lots. These lots are reserved for staff and visitors. 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. East High School cannot be held liable to lost, stolen or damaged items.

Change of Address

Change of address or telephone number should be reported to the main office.

Counselors

The counselors are here to help you with personal, social, and academic needs as well as college and career planning. Our counselors provide individual or small group counseling related to many different topics. If you want to make an appointment to see your counselor, please see the Counseling Clerk in the main office. If you need immediate assistance, go directly to the School Counseling 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 rallies, 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 Equity Coordinator, at 2323 Grand Avenue, Des Moines, IA 50312 or 515-242-7662.

Dress Expectations

When students attend school, it is important to remember that the way they dress represents who they are. We believe students should dress in a way that authentically represents themselves. We encourage students to dress their personal best! That said, it's important to remember these factors when determining what students wear:

- Clothing or jewelry that endorses violence, guns, drugs, alcohol, vulgarity, sexual innuendoes, etc. is not allowed.
- Clothing should not be a disruption to your or your peers' education.
- Students are prohibited from wearing gang related apparel to school or school events.

The administration reserves the right to determine what is acceptable and what is not. Students in violation of this policy will be asked 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 to be allowed in the hallways during class time. Students without a pass 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.

Electronic Use Expectations

School-wide Electronics Expectations

- A visual cue system will be used to notify students of appropriate times for electronics.
 - This cue system will be visible to students at all times.
 - Teachers can determine what the visual cue system looks like in their classroom.
- Appropriate electronics usage will be defined by the teacher for students and will be included in the class syllabus.
- Within the guidelines of the Classroom Behavior Intervention Protocol, a list of possible consequences for inappropriate usage will be generated by teacher & shared with students and families.
- Support staff will support teachers in carrying out their electronics usage policy.
- Policy will be posted in the classroom so that students and support staff can reference the policy.

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	Semester s	Activity	Semester s	Activity	Semester s
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 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	Semester s

Signature of Student _____ Date Signed: _____

Signature of Parent/Guardian _____ Date Signed: _____

Signature of Designee ___ Tim Schott _____ Date Signed: _____

Minor School License

Students seeking a Minor School License from the Iowa Department of Transportation will need to go to 2323 Grand Ave between 8:00am and 4:00pm for the required authorized signature. Students need to be present with a valid student driver permit, a parent, and a valid parent driver license.

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 11:55-12:25 and will be all classes on 2nd/3rd Floor Main, North/South Wings, and the East Activities Wing. Second lunch is from 1:25-1:55 and will be all classes on 1st/4th Floor Main and 2nd/3rd Floors of the Connector Building. One lunch will be from 1:40-2:10 on Wednesdays for the entire building.

Personal Property Guidelines

1. It is strongly recommended that personal property not be brought to school:
 - 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.
 - For safety reasons, students may have only one ear occupied and/or covered by an earbud/headphone while in the hallway.
 - The volume of any musical devices should not be able to be heard by others in the hallway.
- 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/Longboards/etc.
 - Skateboards are not allowed to be used on school grounds.
 - Skateboards must be given to an At-Risk Coordinator at the entrance when entering the building. The skateboard will be kept in the At-Risk Coordinators' 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.^[SS11]
- 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, At-Risk Coordinator, 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.

Student IDs

Students will be issued a district ID at the beginning of the school year. Students are held accountable for keeping their Student IDs throughout the year. Students must show their Student ID to be admitted to all East extra-curricular events, including but not limited to dances, sporting competitions, and theater productions. Student IDs also serve as DART passes and as a means to receive school breakfast and lunch.

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.

Vaccines

Students are required to have all vaccines required by Iowa State Law and submit proper documentation to the nurses' office. For example, students are required to provide documentation of having a meningitis vaccine before entering 12th grade.

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.