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## **Vision Statement**

The vision of East High School is to nurture the goals and aspirations of all students by a commitment to the individual potential of each student, to rigorous academic curricula, and to a climate of respect for self and others. Our goals are to equip our students to be responsible adults, contributing community members, lifelong learners, and effective communicators.

## **Philosophy**

Continuation high school programs are built on the belief that there are individual differences among students, and that every student has the right to an education. Continuation education has been established as another alternative for students who, for one reason or another, have experienced difficulties in the traditional high school setting.

Continuation high schools are not in competition with traditional high schools. We have a responsibility to provide new and different ways of reaching out to assist young people.

We, the staff at East High, believe that students are individuals and that we should help them assess and reach their potential by keeping the following in mind: Students learn in a variety of ways and at different rates of speed.

If continuation education is to be a meaningful experience, then teachers, counselors and administrators must provide each student with an individualized program (course of study) that will give the student the opportunity to prepare for life and the world of work. Completing the requirements for a high school diploma is a very important step in this process.

Continuation high schools give students, who have fallen behind in credits, the opportunity to catch up with their class so that they may complete the diploma requirements on schedule. When students are ready and willing to make a personal commitment to achieve a goal, the end result is SUCCESS!

### **For success at East High School and beyond...remember the ABC's:**

- A. ATTENDANCE: Attend School every day and show up on time.**
- B. BEHAVIOR: Exhibit good behavior and respect towards yourself, your peers and staff.**
- C. CREDITS: Work hard every day to stay on or ahead of the yearly academic schedule to graduate on time.**

## **East High's Expected Schoolwide Learning Results (ESLR's)**

An East High School graduate is:

1. A Responsible Adult who:
  - Is prepared for the future with an academic plan or career path
  - Adapts to changes in his/her personal or work life
  - Exhibits self-discipline and maintains a healthy lifestyle
2. A Contributing Community Member who:
  - Contributes time, energy, and talents to improve the community
  - Shows respect and tolerance for others
3. A Lifelong Learner who:
  - Sets and meets short- and long-term goals
  - Applies problem-solving processes to real-life scenarios
4. An Effective Communicator:
  - Reads, writes, speaks and listens reflectively and critically
  - Utilizes modern technology

### **Registration**

A parent/guardian and student conference with the principal is required prior to enrollment at East High. Transcripts will be reviewed and appropriateness of the enrollment will be determined. Eighteen-year-old students living at home must follow the same procedure. Parents of 18-year-olds, who are not living at home, will be notified of the impending transfer. Emancipated minors and married minors are exempted from this requirement, but parents may be notified, if appropriate.

During the intake conference, the principal will present and explain the Safe School and an Academic Contract that must be signed by both the student and the parent/guardian. Failure to comply with this contract may result in a referral to another program, a parent conference or both.

### **Orientation**

After enrolling at East High, all new students must complete the Orientation packet before beginning academic work. Students are encouraged to complete the packet at home. Orientation is designed to help the student understand the procedures and rules at East High, and also helps in getting to know the staff. English and math placement tests will also be included in orientation. Students will receive one elective credit for completing the orientation process. This is also part of the three-week initial probationary status and additional credits will be required in specific areas as explained later.

## **Grade Placement, Scheduling and Credits**

At East High, the student is placed in a grade according to how many years he/she has been enrolled in high school. For example, if you enrolled in high school two years ago, but only completed one semester, you would still be considered a junior if this were to be your third high school year, even if you had only completed 30 credits.

Students are scheduled into classes based on requirements they may need, as well as their interests and abilities. After completing the orientation packet, the student will meet with their advisor and tally all credits left to complete for a high school diploma on an East High Credit Report sheet. Students will be directed to finish deficient courses from classes they did not pass at a lower grade level first before they work on current grade classes. For example, a junior will complete sophomore World History before completing junior U.S. This means that past and current deficiencies in credits must be completed before working ahead in any course.

For elective subjects such as SSR (Silent Sustained Reading), shop, art, P.E. and cooking/sewing, eleven periods of participation earn a credit. For academic subjects such as English, math, science and social studies, completion of the assigned work earns a credit. The average academic credit takes an average of twelve hours to complete; however, it may take less, or perhaps more time to complete the assignment. Credits are then recorded on a digital card, which is a record of credits the student has earned in ALL classes. Shop, art, SSR and P.E., and cooking/sewing participation are recorded by the staff.

The East High School curriculum offers all of the classes that meets the Common Core Standards and is required by the State of California and the Fortuna Union High School District for graduation, plus many elective courses. Several HROP and elective classes are available at Fortuna High for our students. If you are interested in any of these classes, contact the school secretary, your advisor, or the Student Support Counselor as soon as possible. Also, students transferring midyear from Fortuna High School may elect to remain in an elective class upon transfer to East High, as long as that student is passing that class. If at any time you are not passing an elective at FHS, you will be removed from that class. If you are enrolled in an elective class at FHS, you must use the track or the gravel trail behind Fortuna High's Ag Department, not the street to get to back and forth between East High School and Fortuna High School.

## **Student Advisors**

Each student at East High will be assigned to a teacher/advisor. Each student's advisor will, within the first week of the student's attendance, prepare an East High School Credit Report and a Personal Learning Plan (PLP) for that student. Students are responsible for keeping their East High Credit Report sheet in their binders or boxes so that they are available at all times. Your advisor will meet with you throughout the year to go over your progress, work on goal setting and make sure that your time at East High is both productive and enjoyable.

## Home Contact

Because we feel good communication between home and school is a positive help in our service to students, we will maintain close contact with your parent/guardian during the school year. Parents/guardians will be kept informed of your Attendance, Behavior, and Credit progress (ABC's) and the school program in the following ways:

- Quarterly report cards will be sent home
- Telephone calls
- Home visits (when needed)
- Letters sent home, which include Letters of Commendation, disciplinary actions, information of a general nature and other communications.
- Parent/guardian conferences
- Emails

Parent/guardians are encouraged to communicate with the principal, counselor, and/or teachers in regard to any questions they may have concerning their student and school. Parents are encouraged to visit the school, while school is in session, at any time.

## Return to Fortuna High School

A student must be enrolled at East High for one semester before s/he may request a transfer back to the Fortuna High campus. To transfer back, a student must have made up all of his/her work and be caught up with his/her class when the transfer is initiated. We strongly encourage students to work hard, make up the credits they are behind in, and transfer back to Fortuna High. The following general considerations should be taken into account when requesting to transfer back to Fortuna High at the beginning of a semester:

1. Contact your East High counselor, secretary or principal and your Fortuna High counselor and indicate your desire to transfer back at least 4 weeks prior to the close of the semester.
2. The student must have been enrolled at least one semester at East High and have demonstrated a willingness to conform to school standards in an acceptable manner.
3. The student should have earned enough credits at East High to be back on schedule with Fortuna High School and with their graduating class.

East High is a fine school, and we are proud to be able to offer assistance to those students who need another choice. If a student is not ready to return to Fortuna High, and needs more time, we will provide the support to help the student reach his/her goal.

It is important to remember that the student is in charge of his/her life and must take charge of the decision-making process. The student must be willing to accept the consequences of whatever decision s/he makes. It is too easy to transfer the blame on someone else when we do not meet with success. **If you finish high school you will never regret it! If you do not finish high school, you will always regret it! This is a thirteen year journey that started in Kindergarten...FINISH IT!!!**

## Bell Schedule

### Bell Schedule:

Monday, Tuesday, Thursday, Friday

### Bell Schedule:

Wednesday

Period 1	8:20 - 9:20
Period 2	9:40 - 10:40
Period 3	10:50 - 11:30
SSR	11:30 - 11:50
Period 4 (P.E.)	11:50 - 12:20
Lunch	12:30 - 1:15
Period 5	1:15 - 2:20
Period 6	2:25 - 3:15

Period 1	8:20 - 9:20
Period 2	9:40 - 10:40
Period 3	10:50 - 11:30
SSR	11:30 - 11:50
Period 4 (P.E.)	11:50 - 12:20
Lunch	12:30 - 1:15
Period 5	1:15 - 2:20

**Note: East High Staff has a weekly meeting every Friday afternoon. Therefore, on Friday, dismissal is at 12:30 and there is no afternoon session. Dismissal on Wednesdays is at 2:20 due to our district-wide Professional Learning Committees (PLC) meetings.**

Student/Staff break times are scheduled for 9:20 AM (20 minute break), 10:40 AM (10 minute break). Food from our snack shack is available during any break. These are the only times breaks are allowed, and they must be taken on campus.

### Attendance Policy:

Continuation students **must** be in school a minimum of 20 hours per week **or** as many periods and hours as the East High Staff has determined you must be in school in order to earn the credits you need to graduate with your class. Students who fail to make their required hours in a week will be:

1. Warned
2. Required to make up the hours in the next week
3. Parents will be notified

If attendance continues to be unsatisfactory, the student will be referred to the School Attendance Review Board (SARB) and legal actions will be taken.

Success in high school is directly related to regular school attendance. If you are serious about completing the requirements for a high school diploma, you will not miss school unless you are sick. If you miss a day of school, and you are under the age of 18, a parent/guardian must call the school before 8:20 AM the next day or send a note when you return. Failure to do this will result in **you** serving a detention.

If a student doesn't want to comply with East High's attendance policy, he/she may enroll at Community School, a Charter School or Eureka Adult Education (if 18 years or older).

When a student turns 18 years of age, school becomes a privilege, not a right and so 18 year olds may check themselves out or have their parents check them out only twice during a 3-week Evaluation Block. The third time 18 year old checks themselves out or a parent checks them out during a 3-week Evaluation Block; they may be dropped from East High School. They can re-enroll at East High School the first day of the next 3-week Evaluation Block.

Students who find themselves in the following three situations will be required to attend both AM and PM sessions at EAST. The first situation is any student who is off-track by either academic credits or total credits to graduate high school on time. This will be explained to the student at his/her intake interview. The second situation is the probationary three-week period, which is explained below. The third situation is any student who has chronic poor attendance and needs to attend the afternoon session to make up for absent time.

A student who is absent for more than three weeks (75 hours) in a semester may be referred to another school, to complete their high school credits. A student who is referred to another school, will have the opportunity to apply for reinstatement into East High's regular classroom program at the beginning of the next semester, if they so desire.

Days:	Monday	Tuesday	Wednesday	Thursday	Friday	Total
School hours available:	5:35	5:35	4:35	5:35	3:35	24:55

Three weeks (15 days) absence = 24:55 (weekly hours) x 3 (weeks) = 74:75 hours rounded up to 75:00 hours.

\*When a student is absent for 75 hours in a semester, he/she may be referred another school. They can reapply for reinstatement into East High's regular classroom program at the beginning of the next semester, if they so desire.

### **Probationary Program**

1. All new students when enrolled will be on a probationary three-week program. During this time, students must attend school for both the AM and PM sessions every day. They must also complete 6 credits which include the orientation packet and one credit in each of the following: English, math, science, social studies, and elective. The student's behavior and attitude must be appropriate as outlined in the contract signed during the intake interview. At the end of the three weeks, an evaluation of that student's performance will be made by staff members and a decision will be made to move the student to permanent student status, continue as a probationary student for another 3-week block, or the student may be referred to another school program.

2. All students will be placed on a three-week mandatory AM/PM program meaning they will be required to attend East High School for both the morning and afternoon session when their total credits/academic credits fall behind schedule to graduate high school on-time. The On-Track TOTAL credit/ACADEMIC credit schedule is as follows: (Note: The numbers represent the amount of credits needed to be at or below **before** each 3 week block...ie. seniors need to have 44 academic credits and 88 total credits or fewer before Block 2 begins.)

Seniors	BLK 1	BLK 2	BLK 3	BLK 4	BLK 5	BLK 6	BLK 7	BLK 8	BLK 9	BLK 10	BLK 11	BLK 12
Academic Credits	48	44	40	36	32	28	24	20	16	12	8	4
Total Credits	96	88	80	72	64	56	48	40	32	24	16	8

Juniors	BLK 1	BLK 2	BLK 3	BLK 4	BLK 5	BLK 6	BLK 7	BLK 8	BLK 9	BLK 10	BLK 11	BLK 12
Academic Credits	96	92	88	84	80	76	72	68	64	60	56	52
Total Credits	192	184	176	168	160	152	144	136	128	120	112	104

3. When a student is on schedule to graduate and they have good weekly attendance, they will not be required, but encouraged, to attend the afternoon session. This is referred to as “Flexible Afternoon” schedule. However, the exception to this will be the student whose parent has requested they attend the afternoon session. That parent will be notified if their student does not come back for the afternoon.
4. **The 1-2-3 Rule for eligibility to participate in Shop/Art/Cooking/Sewing:** All East High students are eligible to participate in all elective activities on the East High campus by completing an average of at least 1 (one) academic credit for each week of a three-week Evaluation Block. If a student does not accomplish this one credit average by each Friday of the block, they will be placed on the “Elective Lock Out” list for the following week.

**To keep your afternoons flexible or to stay as an East High Student, remember the ABC’s:**

- A. **ATTENDANCE:** Attend School every day and show up on time.
- B. **BEHAVIOR:** Exhibit good behavior and respect towards yourself, your peers and staff.
- C. **CREDITS:** Work hard every day to complete enough credits to stay on or ahead of the yearly academic schedule to graduate on time.

## Tardy Policy:

1. Students are expected to be at school on time each morning. School starts at 8:20 AM. We expect you to be here by 8:15 AM, in order to gather school materials and be productively working at the 8:20 AM bell. Every 10 minutes of tardiness equals one detention up until 8:45 AM. Students are not allowed on campus after 8:45 AM with the exception of probation meetings, court or medical appointments.

### (AM) Tardy Policy Example:

**Arriving to school after 8:20 AM = 1 tardy detention**

**Arriving to school after 8:30 AM = 2 tardy detentions**

**Arriving after 8:45 Am = Unexcused absence (not allowed on campus)**

2. Each student, at the beginning of each quarter, will be given three free tardies (freebies). These three freebies may be used at the student's discretion when they are late for school in the morning only. Any tardy, other than the three free tardies per quarter will be unexcused and detention(s) will be assigned as outlined above. Tardies may not be excused by your parent/guardian. It is your responsibility to be at school on time, not your parent's or guardian's responsibility. The only exception to the above will be for probation meetings, court or medical appointments and they must be verified by a note from the court, probation officer or doctor's office.
3. Students assigned to the mandatory PM session must attend school every morning and be back at school by 1:15 PM. An unproductive detention will be assigned to students who are not working quietly on academics by 1:20 PM. Cutting an afternoon session results in a PM Cut detention which is three detentions; (one tardy, one unproductive and one maturity detentions) to be served the next day at lunch. \*Note: A freebie **CANNOT** be used to excuse a tardy that is part of the PM Cut detention. **The 3<sup>rd</sup> PM cut in a 3-week block will result in a one day suspension.**  
Not communicating to staff of an excused PM absence on that day will result in one maturity detention to be served the next day at lunch.

Students on the mandatory PM program are not allowed on campus for the PM session after 1:30 PM and a PM Cut detention will be assigned to the student to be served the next day at lunch.

### (PM) Tardy Policy Example:

**PM session begins at 1:15 PM**

**Not working quietly on academics by 1:20 PM = 1 unproductive detention**

**Arriving after 1:30 PM = PM cut detention (not allowed on campus)**

The only exception to the East High School's attendance and tardy policies will be the result of a previously arranged meeting between staff and parents. This negotiated agreement will be placed on file and will describe that particular student's specific attendance requirements.

**Students will not be allowed on campus until 7:30 AM.**

## Graduation Requirements and Diplomas

East High School Graduation Requirements:

English	40 credits
Social Science	40 credits
Mathematics	
-Algebra	10 credits
-Geometry	10 credits
-Business Math	10 credits
Science	
-Physical	10 credits
-Life	10 credits
Career Education	5 credits
Physical Education	20 credits
Fine Arts	10 credits
Electives	65 credits
Total	230 credits

In addition to the course requirements listed above, each student will also be required to complete:

### SERVICE LEARNING REQUIREMENT:

Service Learning is time volunteered where students gain experience contributing and putting forth effort into our school and community. Service Learning is a **REQUIREMENT** for graduation. **Prior to graduation, the student will have to complete 15 hours of community service** with an agency or service-oriented group, or, completing an English Change The World Project assignment.

East High diplomas are awarded to those students who fulfill all State of California and Fortuna Union High School District requirements for graduation. Other high schools and colleges accept credits earned at East High. East High is an accredited high school by the Western Association of Schools and Colleges.

## Credits

Credits are earned **by the completion of quality work** in one of two methods:

1. **Mastery** - Students work on assignments and receive credit when the assignment is completed and graded.
2. **Productive Hour** - Students are given a productive hour for each period they satisfactorily participate in class. This system is used for electives; physical education (PE), silent sustained reading (SSR), shop, art, culinary arts and guidance counseling.

Credits are issued on an individual basis, one credit at a time. Students are expected to earn one credit per class every 12 hours. If you expect to graduate on-time with your graduating class, you must maintain this average.

## Grades

All work turned in must be 100% completed. No incomplete work will be accepted or graded. No grade lower than a C- is given at East High. Grades can be changed during each reporting period. If, after receiving a grade, a student wants a HIGHER grade, s/he may arrange ahead of time with the teacher to have his/her grade changed, in exchange for additional work. However, once the report cards have gone home, the grades recorded can no longer be changed.

## Grading Period and Report Cards

Quarterly report cards are sent home after the end of each quarter (last day of the following months: October, January, March and June). Report cards include the following information:

- Amount of credit earned & grade for each subject quarterly.
- Teacher comments about student progress.
- Number of days absent for the quarter and school year.
- Minimum number of credits that should have been earned that quarter.
- The number of credits required to be on-track to graduate.
- Whether the student is on schedule to graduate high school on time.

East High's newsletter/board report will be posted every month on the East High Web page (<http://www.easthighfortuna.org/>). Information regarding East High School is also shared at the monthly Fortuna Union High School Board Meeting held on the second Tuesday of every month at 7:00 PM in the Fortuna High School Library for which all students, parent/guardians, community members, etc. are invited to attend.

## Work Experience

Credit is awarded to students properly enrolled in the Work Experience Program. This credit is granted on the basis of 1 unit of credit for each 18 hours of work verified by an employer. During high school, a student can earn a maximum of 40 credits in Work Experience but cannot earn more than 20 credits during one school year.

Requirements for participating in the Work Experience program are as follows:

1. Student must hold a valid work permit, unless s/he is 18 years of age or older. Applications for work permits are available at the student info center.
2. The place of employment must be a valid business where the student is under the direction of a supervisor, and the minimum wage for minors is paid.
3. Hourly records of employment must be kept and reported to the school at the end of each month. This must be in the form of written verification by the work supervisor.
4. Students must be employed on a regular basis, where s/he reports to work at a specific time and works specific hours.

It is important for all work experience students to understand that attendance at school is **mandatory** if the student expects to receive work experience credit. If a student misses school, they cannot go to work that day. If a student misses school on Friday, they cannot work Friday, Saturday, or Sunday. If a student gets suspended, they cannot work any of the suspended days. Work permits will be canceled and called back in by the school authorities if a student fails to make their required attendance two weeks in a row.

1. Students must be enrolled in East High to receive a work permit and work experience credit from East High.
2. Students on work experience must complete two units of credit per week to continue on the program. (Work experience credit does not count in these units.)
3. Students who work over 30 hours per week must still attend East High for a minimum of 4 hours per week and earn two credits each week.

The federal or state governments may sometimes fund job opportunities for those students who come from low-income families, or might qualify under state or federal guidelines. Information concerning these programs may be obtained by contacting the school secretary or the agency handling these job placements.

## Homework Program

At East High School, students are not assigned or required to do homework. We consider homework to be an earned privilege. If a student demonstrates motivation and productivity and they want to get ahead or 'accelerate' their studies, they can apply to take work home through our Homework Program.

To take school books and work home, you must have permission from you advisor. Your credit production from the work you take home will be evaluated at the end of each three-week evaluative block. If a student, at the end of each block, completes less than the number of credits agreed upon by their advisor, he/she will be asked to return the school books from home until the student completes a number of credits agreed upon by their advisor. At all times, students are responsible for the proper care of East High's school books and are responsible for damaged and lost books.

## Electives

If a student has any electives left to complete for graduation, he/she will be required to participate in the daily P.E. period. A P.E. elective credit will be applied to their transcript.

## Library

Books and curriculum materials needed by the students are housed in the library area for the convenience of the student. Curriculum materials used on a daily basis must be returned to the library before P.E. at 11:50 AM unless the student makes arrangements with the librarian. They are not to be taken from the campus without authorization. Not returning checked out library materials by 11:50 AM will result in a detention. It is not the responsibility of the librarian to retrieve any checked out materials. Also, taking books without permission will result in a detention.

Library books may be checked out by the students to satisfy reading requirements, or simply for pleasure. When checked out, the books and instructional material become the student's responsibility, and we ask for cooperation in caring for the material being used. To safeguard our materials, students are not permitted in the library without permission. Library/textbooks must be returned or paid for prior to graduation, or you will not receive your diploma until the books are returned or the fines are paid.

## Counseling

At East High, our goal is for each student to have at least one adult on staff that they feel comfortable asking for help with personal issues as well as schoolwork. As well as staff assistance, a student support counselor will be on-campus for students' academic and short term crisis counseling support.

## School Breakfast and Lunch

Students may eat breakfast and lunch at the Fortuna High cafeteria. Breakfast is also available on the East High campus during first break (9:20 – 9:40). Some students may be eligible for free or reduced breakfast/lunches. If you think you qualify, ask the secretary for an application and bring the completed application back to the secretary. We encourage all students that may qualify for this program to apply and use it. Please note that East High is a separate school from Fortuna High School. If you create a problem on the Fortuna High campus, you will not be allowed to be there, even for lunch.

## Bus Transportation

The Fortuna High School District provides transportation to and from school for those students who wish to use this service. While waiting for the bus and while riding the bus, students are expected to conduct themselves in an acceptable manner. The bus driver is the school authority during this time, and students are expected to follow the bus driver's directions. Failure to do this may result in a bus slip submitted to the Principal for action. We do not operate school buses as a taxi service. Students riding the bus **must** attend school. Transportation home will be denied to those students who ride the bus to school, but do not attend school that day, and there will be consequences for cutting. Riding the school bus is a privilege, not a right.

## Student Rights

A student has the right to:

- Pursue the course of study.
- Learn in a classroom free of disruptions.
- Expect help from the teachers.
- Be free from physical or verbal intimidation.
- Be treated as a young adult.
- Be treated with respect.

## Dress Standards

Students are expected to be well groomed and neatly dressed at all times. Shorts are acceptable on campus **only** if they are mid-thigh length. East High staff and the administration reserve the right to determine clothing which detracts from the educational environment. All students, for safety reasons, must wear shoes or sandals. The following list defines clothing items or apparel **not** allowed to be worn or brought onto East High campus:

- Clothing or hats that symbolize gang affiliation or representation as determined by administration
- Clothing that advertises alcohol or tobacco products
- Clothing that is sexually explicit, suggestive or revealing
- Clothing which represents illegal substances or paraphernalia
- Bandannas, hair nets, or du rags may not be worn.
- Pocket chains are not allowed
- Pants that will not stay up without a belt, pants worn below the hips are not allowed
- Belts must be appropriate to waist size and no letters or numbers on either the belt or buckle
- Sunglasses are not to be worn in the classroom, art room or shop

1<sup>st</sup> Offense: The student will be given a warning and the clothing item/apparel will be dealt with accordingly (ex. apparel or clothing item must be removed or turned inside out).

2<sup>nd</sup> Offense: The student will be given a detention and the clothing item/apparel will be dealt with accordingly (the apparel or clothing must be removed or turned inside out).

3<sup>rd</sup> Offense: The student's parent will be notified and the student will be sent home.

## Cell Phones

Students are allowed to use cell phones on campus **ONLY** before school, after school, during lunch, during breaks, and during P.E. on the track. If a cell phone is used (texting, games, checking for messages, talking on the phone, changing music, etc.) during class time, then the student will be assigned one cell phone detention. If you forget to turn off your phone and it rings in class you will be assigned one cell phone detention. If a student's cell phone becomes a problem, a parent conference will be set up and it will be requested that the student's phone not be allowed at school. Please turn your cell phone off before you enter the school grounds. If you need to call home during class time, ask a staff member for permission to use the school phone. Otherwise, you must wait until the allowed times to use your cell phone. (Students, who choose to listen to music, must use headphones. No portable speakers are allowed during the school day, including P.E. and breaks.)

## Telephone

Office telephones are for school business. We will be happy to assist a student should an emergency arise. If you need to use a telephone, ask permission from the Principal, teacher, teacher aides or school secretary.

## Lost and Found – Personal Property

Students are expected to take care of and be responsible for the personal property they bring onto campus. If you lose something, you might check at the office or the lost and found box, as it may have been turned in for safe keeping from another student. It is advised that large sums of money not be brought on campus, as theft can occur. Your purses, wallets, cell phones, I-pods, video games, etc., are your responsibility, so be careful where you leave them. East High will not replace stolen possessions. Keep valuables with you at all times.

## Eating on Campus

A twenty-minute break is provided in the morning to enable the student to purchase and consume food at that time. Food items at our snack shack will be sold during breaks only. There is to be absolutely no eating or drinking near computers or in the library.

Our rule is: **All students must clean up after themselves and dispose their own trash.** Several trash and recycling containers are provided around our campus for this purpose. No “shell” foods are allowed on campus (sunflower seeds, pumpkin seeds, peanuts in the shell, etc.) as they are too difficult to clean up and tend to make an unsightly mess.

**Students are not allowed to send out for food during the school hours (hamburgers, fries, pizza, etc.) or have friends/family deliver fast-food to East.** It follows that if a student is off campus during the morning, they are not to stop at a fast-food restaurant and bring food back to the campus.

## Cars on Campus

Students must park on campus whenever possible in order for our neighbors to be able to park in front of their homes. Students are not allowed to be in their cars at all during school hours. All stickers and decals on cars must be school appropriate.

## Visitors

You must obtain a guest pass from the principal or school secretary when you bring a guest on campus. While on campus, visitors must follow all rules and regulations established for the operation of our school. If they fail to do so, they will be asked to leave the campus.

## Leaving Campus

Students may not leave the campus during the school day unless they first check out with the principal, secretary or obtain a pass from a staff member. Students **must** bring a note from their parent/guardian if they are requesting to leave the campus during the school day. Students must make up the time missed. Students getting a pass to go onto the Fortuna High campus must use the campus access through the track or on the trail through the Ag Department field only. They may not take city streets during the school day. **Students who leave the campus without permission (a pass), during the time school is in session, will receive three days of suspension.**

## Personal Problems

Some students have personal problems either at home or with other students. East High has a full-time Student Support Counselor to assist students with these problems. If asked, we will help to resolve a conflict, but acting out will result in suspension. If a student persists on acting in a highly emotional state while on campus, the principal will call the parent/guardian and request that the student remain at home until they can conduct themselves in an acceptable, controlled manner while on campus. ALL STUDENTS involved in a dispute may be subject to disciplinary action. Leave your personal problems and drama at the school's front gate or seek out the Student Support Counselor to personal assistance.

## Sexual Harassment Policy

It is the policy of the School Board to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by law. Within the educational environment, sexual harassment is prohibited between students, between employees and between students and employees. **Written examples of sexual harassment include:** suggestive or obscene letters, notes or invitations. **Verbal examples include:** crude comments, slurs, and jokes. **Physical examples include:** assault, touching, or blocking movement. **Visual examples include:** leering, gestures or pictures. Any student feeling they have been the subject of sexual harassment from another student or staff member should report the incident to the principal or staff member with whom they feel most comfortable.

## East High Discipline Policy

The students of East High School are expected to demonstrate good citizenship. Students who exhibit acceptable behavior will:

1. Treat others with dignity and respect.
2. Create positive interactions with students, teachers and staff.
3. Create positive relationships with adults and peers.
4. Become better educated and more capable of success.

We have developed a School-Wide Discipline Plan designed to let students and parents clearly understand what the consequences are for certain kinds of behavior. It is the hope of the staff that none of these consequences will have to be used. However, many students are in this school because they have been unable or unwilling to follow rules in the past. Part of the student's failure to follow rules has been because the system is slow to respond, the responses have been inconsistent, or the accumulated misbehaviors of the student have not been taken into account. These students have developed longstanding bad habits, and the East High behavior modification system is designed to have the student attend to and modify their own bad habits as soon as possible.

As a staff at East High, we are committed to being consistent, to making sure there are immediate responses and consequences for misbehavior, and to making sure that accumulated behavior is noted.

East High rules have been established to fit the crowded nature of our school and to make sure that students are clear about what is expected of them. Students have the opportunity to CHOOSE to follow the rules or to CHOOSE the consequences. We do not punish students! Students CHOOSE consequences for themselves when they CHOOSE to not observe the rules!

We believe **that every teacher has the right to teach, and every student has the right to learn! At no time will a student interfere with a teacher's right to teach or another student's right to learn.**

The above is a simple statement, but it says exactly what East High School Discipline Policy is all about. When students choose to follow the rules, school will be a supportive place, and productive work will take place. On the other hand, if a student chooses to not observe the rules s/he should be prepared to accept the consequences.

Consistent truancies, absences not made up or discipline problems may result in that student being dropped from East High and referred to another school. The student may not attend East High for the remainder of the semester, but may enroll at Fortuna Independent Study, Community School or Charter Schools.

## Detentions

East High is set up to encourage students to make good choices relating to their own personal welfare. We are counting on students to make POSITIVE CHOICES when decisions have to be made. The rules are necessary in order to keep East High a clean, safe, healthy, comfortable environment where learning can take place. If any student chooses not to follow the rules, disciplinary action WILL AND MUST be taken to protect the rights and safety of the other students and teachers.

If a student chooses to not follow the rules, they may be given a warning by a staff member, and/or assigned to serve a detention to be served during that day's lunch period. **Failure to serve detentions during lunch will result in students choosing suspension for the rest of the school day and the following day.**

The following behaviors will result in the following detentions:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| • Tardy (late to AM session)         | tardy detention(s)             |
| • Tardy (late to PM session)         | unproductive detention         |
| • Not following school rules         | maturity detention             |
| • Unexcused absences/cutting school  | maturity detention             |
| • Cutting PM session                 | maturity/unproductive (2)      |
| • Disrespect*                        | disrespect detention           |
| • Disruptive *                       | disruptive detention           |
| • Unproductive                       | unproductive detention         |
| • Cell phone misuse                  | cell phone detention           |
| • Use of obscene language            | obscenities detention          |
| • Dress code violation               | inappropriate attire detention |
| • Inappropriate display of affection | respecting boundaries det.     |
| • Showing lack of personal space     | respecting boundaries det.     |
| • Not returning library materials    | responsibility detention       |
| • Lack of responsibility in art/shop | shop/art detention             |
| • Showing disrespect for a speaker   | speaker detention              |
| • Not participating in P.E.          | P.E. detention                 |
| • Smoking outside of campus          | smoking detention              |

\*Examples of disruptive/disrespectful behavior include: Talk or drawings of anything alcohol, drug or gang related, negative remarks about race, nationality, sexual orientation, body size or lifestyle, spitting, throwing things, horseplay, kicking volley or basketballs, destroying ping pong paddles and balls, constant or loud talking, inappropriate language directed at staff members, etc.

Note: Any behavior that has been omitted from above and that causes disruptions of any kind will result in a detention.

## Suspensions and Expulsions

The following offenses may result in a **three** to **five** day suspension and certain offenses may result in prosecution and arrest by law enforcement officials:

- Being behind the school buildings
- Being at FUHS, Bob's Footlongs, or within two blocks of either campus while school is in session
- Cheating (copying or allowing others to copy work, tests, detentions)
  - a. 1<sup>st</sup> Offense: 3-day suspension and you will lose the credit
  - b. 2<sup>nd</sup> Offense: 5-day suspension and you will lose the credit
  - c. 3<sup>rd</sup> Offense: 5-day suspension, loss of credit, recommend for expulsion
- Defiance of school authority
- Destruction of school or another student's personal property (property must be replaced)
- Earning four or more detentions in one school day
- Failure to serve detention
- Fighting
- Leaving campus without permission
- Obscene act or vulgarity
- Possession of an illegal substance or alcohol
- Robbery or extortion
- Smoking or chewing tobacco on campus
- Tampering with school records or teacher grade book
- Theft or unlawful possession of school or private property
- Threatening or harassing another student or school personnel (includes cyber bullying)
- Under the influence of drugs, alcohol or any illegal substance (will also result in arrest)
- Wearing gang attire/hand signs, etc.
- 3<sup>rd</sup> afternoon (PM) cut in a block

Please be aware that any staff member may suspend a student for the balance of that day, plus the following day for disrespectful words/actions or defiance of school rules.

A suspended student is required to stay home during the hours that school is in session. He/she is not allowed to be on or within two blocks of any school nor attend school activities during suspension time. If a suspended student is seen and/or identified by school personnel on or near any school or attending a school activity during their suspended time, that student's suspension time will be increased. Suspended students are encouraged to take school work home and complete credits, at home, while on suspension.

The following offenses are of a more serious matter and may result in expulsion proceedings and certain offenses may result in prosecution and arrest by law enforcement officials:

- Arson or attempt to commit arson
- Assault and/or battery of another student or a staff member
- Bomb threat
- Intentionally engaging in harassment, threats, or intimidation (includes cyber bullying, hate language, etc.)
- Participating in, attempting to cause or threatening to cause an act of violence/hate
- Possession or sale of drugs, alcohol or any illegal substance
- Possession or sale of any firearm, knife, explosive or dangerous objects
- Tampering with data equipment
- Threatening a student or staff member
- Vandalism or destruction of school property

Note: Any continuation high school student is limited to 15 days of suspension in any one semester of school. Once those 15 days is reached, the student will be dismissed from school for the remainder of the semester and referred to another school. Students who are removed from our rolls may petition to re-enroll at the start of the next semester.

### **Confiscations**

The following items will be confiscated if brought onto school campus:

- Gang/drug/alcohol clothing, accessories or magazines
- Drugs, alcohol, or drug paraphernalia
- Lighters
- Knives
- Tobacco products
- Laser pointers

**Confiscated Items must be picked up by a parent or guardian within 10 school days or the item(s) may be disposed of appropriately. (Some items will be turned over to law enforcement if requested by the officer.)**

## Omissions and Additions

This information is shared with students so they will know the extent of staff expectations. Within these parameters are much freedom and flexibility, and the rules help us create a desirable climate and environment where learning can take place. Our job as staff is to provide the opportunity for students to achieve their goals. If students are not able to conform to our standards, they will be sent home or referred elsewhere until such time as they agree to be cooperative. Unruly behavior on the part of students will not be tolerated, and is a waste of everybody's time. When we respect the rights of others, we earn their respect.

During the school year, we may discover that we have omitted a rule or decide to create a rule when a situation arises that is not covered by our guidelines. The staff reserves the right to add any control measure that will contribute to the positive conduct of our school.

## Emergency Forms

Each student is required to have an emergency form on file in the office, just in case the student becomes sick or injured and we need to get in touch with someone in the family. The emergency form is especially important in case your parent/guardian cannot be reached. Listing of close neighbors or friends can be very helpful should an illness or accident occur while the student is on campus. Message phone numbers are very important for this purpose if the student does not have a phone in the house.

### **Bottom line...remember the ABC's:**

- A. ATTENDANCE: Attend School every day and show up on time.**
- B. BEHAVIOR: Exhibit good behavior and respect towards yourself, your peers and staff.**
- C. CREDITS: Work hard every day to complete enough credits to stay on or ahead of the yearly academic schedule to graduate on time.**