

SECTION I

EAST HIGH SCHOOL GUIDELINES

4025 East Northern Lights Blvd.
Anchorage, Alaska 99508
Telephone: 742-2100 Attendance: 566-2002 or 742-2169

TABLE OF CONTENTS

Faculty and Staff Message	I-1	Walkmans, CD Players, Radios, Tape Players.....	I-3
East High School Song	I-1	Weapons Reporting Policy	I-3
Student Information		Visitors.....	I-3
Absences	I-2	Discipline Policy & Sanctions	
Book Bags	I-2	Discipline.....	I-3
Computer/Internet Use.....	I-2	Detention.....	I-3
Safe Line.....	I-2	In-School Suspension.....	I-3
Daily Bulletin	I-2	Work/Detail	I-3
Hall Decorum	I-2	Activity Information	
Hall Passes	I-2	Dances	I-3
Identification Cards	I-2	Clubs & Organizations.....	I-4
Lockers.....	I-2	Eligibility Rules.....	I-4
Lost and Found.....	I-2	Interscholastic Athletic Programs	I-4
Mediation	I-2	Curriculum Information	
Pagers/Cellular Phones	I-2	Grade Improvement.....	I-4
Parking	I-2	Health Services	I-4
Spectator to an Altercation.....	I-3	Library Services	I-4
Student Dress	I-3	Section II: Anchorage School District High School Guidelines	II-1
Student Messages.....	I-3	Section III: Student Rights & Responsibilities	III-1
Tardy Policy.....	I-3		
Tobacco Policy	I-3		

Welcome to East High School

Please keep in mind several important points as you begin this year. The classes, programs, and scheduling options are designed to make school interesting and meaningful, and to encourage you to learn as much as possible while you are here.

Class attendance and punctuality are very important! Be sure you become familiar with the information in this Student Handbook on attendance and tardy policies.

East High School affirms the dignity and respect of all persons and has zero tolerance for all types of harassment.

We encourage you to take advantage of the variety of clubs, organizations, and school activities offered. Spend your time wisely, but get involved and make the most of your years at East.

The Administration, Faculty and Staff all wish you an enjoyable and productive year!

ADMINISTRATIVE STAFF

Mr. Mike Graham, Principal
Ms. Denise Edwards, Assistant Principal, Activities
Ms. Wendy Sept, Assistant Principal, Curriculum
Mr. Arthur Sosa, Assistant Principal, Special Programs
TBA, Assistant Principal, Student Services

East High School Song, Sally Mattson, March 1, 1962

Cheer for the Thunderbirds
The Mighty East Thunderbirds
Win, lose, or draw
We're always proud of you !Rah! Rah! Rah!
We'll fight and win this game
To bring honor to the name
Of our Loyal Thunderbird
And great East Anchorage High.

Student Information

Absences To excuse an absence send a note with your student on the day they return to school.

Academic Honor Code Academic honesty is required at all times. Dishonesty in any form, including cheating, copying, giving answers, plagiarism (taking credit for the work of others), copyright violations, false authorship, and theft or pre-examination of tests, is forbidden. Sanctions may include classroom-level discipline by the teacher (such as zero credit for the test or assignment, requirement to resubmit work, zero credit for the class period, and/or parent conference), or by the administration (such as withdrawal/failing from the class, suspension from school, work details, and/or required parent conference), or other appropriate discipline decided by the administration.

Book Bags All back packs, book bags, gym bags, tote bags, fanny packs, large purses, etc. must remain in students' hall lockers from their arrival time until students leave the building. Students arriving late to school must bring their bags to their lockers immediately after checking into school at the office. Small purses less than 8" x 10" in size are allowed. Students who do not comply with the book bag rule may be subject to confiscation, parent pick up, work details or suspension.

Computer/Internet Use Students are required to complete and adhere to the Internet and Electronic Mail Student Agreement form before access to school computers will be authorized. Inappropriate actions by students may result in loss of computer privileges and/or sanctions. Inappropriate actions include, but may not be limited to, accessing Internet sites/printing information which may be considered degrading, demeaning, sexual, or derogatory, sending or receiving inappropriate/dangerous mail, etc.

1st Offense—Loss of Internet/computer privileges for 90 days
Parent Conference after 90 days

2nd Offense—Loss of Internet/computer privileges for 180 days/
contract for future use

For either the first or subsequent offenses, the student may also be suspended from school, withdrawn/failing from class, recommended for expulsion from school, and/or subject to arrest from APD.

Daily Bulletin The Daily Bulletin will be read each day during the first period of the day. ALL STUDENTS ARE RESPONSIBLE FOR THE INFORMATION IN THE DAILY BULLETIN. Items to be included in the bulletin must be turned into the Student Services Office by 2:00 on the previous day.

Driving/Parking Driving a vehicle to school is a privilege and not a "right". Students are expected to adhere to all the laws pertaining to the operation of vehicles. Failure to do so will result in denial to operate a vehicle on school property and/or vehicle impoundment and tickets.

1. All vehicles must possess a current parking sticker. The sticker must be attached to the lower part of the front windshield on the driver side and be plainly visible.
2. Students may receive parking tickets for
 - Failure to display sticker on driver side of windshield
 - Improper parking
3. Driving privileges may be revoked for:
 - Operating a vehicle in an unsafe manner.
 - Speeding on school property. (Speed limit is 5 mph)
 - Pulling between buses.
 - Reckless driving.
4. All cars should be locked. Students are not allowed to be in the

parking lot or to sit in parked cars during the school day.

5. Tickets will be issued for operating/parking infractions on school property.
6. In accordance with ASD policy, East High staff will conduct random car searches. The driver is responsible for any and all items inside the vehicle that violate ASD policy.

Hall Decorum To facilitate student safety in the halls, students may not stand in halls, against walls, in doorways or other areas that potentially block the flow of traffic. Students who do not comply with these rules are subject to the following sanctions: verbal warning, detentions, work details, parental notification, suspension from school.

Hall Passes All students in the halls during class time must have a hall pass which identifies the student, the time the student left the classroom, the student's destination, the date, and the name of the teacher who issued the pass. It is the student's responsibility to have a hall pass when leaving the classroom. Failure to have a proper hall pass will result in a work detail or detention.

False Pass: A pass used at a later time or date, a fake pass or writing a false name will result in a suspension.

Identification Cards Each student is issued an identification card free of charge. You may be required to identify yourself as a student at school activities, athletic events, and at any time on school premises. You are required to show your ID card to check out books from the library or upon request of any member of the Anchorage School District staff. A lost ID card may be replaced for a fee of \$5.00.

Lockers are issued from the Student Services Office. Students are expected to use only the locker officially assigned to them. Students must understand that lockers are not fully secure and that valuables should not be stored in them. Students who do not have their lockers empty and clean on the designated day will be subject to at least a \$10.00 cleaning fee.

Lost and Found If you find an item, please return it to the Attendance office immediately. Using and/or distributing an item you find will be treated as theft. All items turned into Lost and Found and not claimed will be disposed of after 30 school days.

Mediation To help resolve student conflicts, staff or peer mediation services are available through either Student Services Office or the Counseling Office.

Pagers/Cellular Phones/Personal Electronic Devices These electronic devices are discouraged. If brought to campus, these devices should be turned off and not accessed from 7:30 am until 2:00 pm. However, students may access these devices during lunch time. This is both a school decorum and a safety issue.

Each Offense—Confiscation and parent pick-up.

Student Dress Each student shall attend school clothed in a manner which is clean, not hazardous to the safety of self or others, and which does not distract from the required educational environment. Clothing worn by students that is, in the reasonable opinion of the school administration, inappropriate is forbidden. Things not allowed at East include:

- Items displaying tobacco, alcohol, drugs, sexual references or profanity.
- Sexually provocative or revealing attire (i.e. bare midriff, spaghetti strap tops, low-cut/plunging neckline/revealing tops, tube tops, halter tops, short skirts, or any item showing undergarments.)
- Chains hanging from pockets or spiked necklaces.
- The wearing or displaying of color rags or bandannas.

- Sagging pants (waist must be above the buttocks).
 - Items displaying confederate flags.
 - Any items that are gang related or that display gang graffiti.
 - Headwear is not permitted to be worn in the building. Individuals may request exceptions to this rule for religious reasons.
- * This list may change or evolve as circumstances dictate. An announcement will be made.

Students who do not comply with the student dress rules are subject to the following sanctions: warning/cover-up/removal, work detail and parent contact, out-of-school suspension.

Tardy Policy Students must be in class, prepared to learn when tardy bell rings. A detention will be assigned for each tardy. Chronic tardies will warrant further discipline actions including work detail, parent conference or suspension.

Tobacco Policy The use of or possession of tobacco in any form by students on school property is prohibited. Student who do not comply with the tobacco policy are subject to the following sanctions:

- 1st offense** – Three work details and parent contact
- 2nd and subsequent offenses** – Out of school suspension

Truancy A student with an unexcused absence will be considered truant.

- 1st offense** – work detail
- 2nd offense** – Parent conference/in-school suspension
- 3rd offense** – Parent conference/in-school suspension
- 4th and subsequent offense** – out-of-school suspension/parent conference

Vending Machines dispensing snacks and juices are available throughout the building. Students may not use the machines during class time.

Weapons Reporting Policy Students are required to report the presence of a weapon or other dangerous objects or situations on campus or on the school bus. Such reports must be made immediately to any staff member. The identity of the student making reports will be held in confidence. Students who knowingly withhold information are subject to disciplinary action.

Visitors Visitations within the school require advance arrangements and approval by the administration. Persons having business with the school should report to the office for proper clearance. Student visitors are not permitted. Parents desiring to visit a class in which their student is enrolled may contact the student’s counselor in advance and make arrangements to visit.

Discipline Policy & Sanctions

Discipline Policy Teachers will make every reasonable attempt to work with students who exhibit behavioral or disruptive behaviors. This will include conferencing with students, implementing strategies such as seat assignment changes, and calling parents. If behavioral problems continue, or if a student has a discipline problem severe enough to warrant a referral to the discipline office, a discipline referral will be filled out and sent to the discipline principal. This referral will include as explicit an explanation of the problem as possible. Disciplinary consequences will be in accordance with school policy.

Detention Students must serve detentions within 2 days. Detentions may be served Monday-Friday during lunch or after school 2:10 to 2:40. Failure to serve will result in further sanctions.

In-School Suspension: In-School Suspension will be assigned for missed detentions. It may also be assigned for missed work details or

various infractions. Failure to successfully complete in-school suspension will result in out-of-school suspension.

Work/Detail is Monday-Thursday from 2:10pm-3:00 pm. Students assigned to work detail must meet promptly at 2:10 pm at the Student Services Office. Failure to serve work detail will result in suspension.

Activity Information

All students need to exit the building by 2:15 unless they are involved in a sponsored activity.

Dances will be held from 8:00 until 11:00 p.m. East dances are for East students only. It is possible for an East student to bring one guest who has been cleared through the Activities Principal. The guest must be a student in another ASD high school but may not be a middle school student. *Student ID will be required for admission.* In an effort to provide a safe and healthy environment, East High student leadership groups have developed a Dance Policy that each student must sign to be eligible to attend East dances. Any student removed from a dance for breaking the policy will also be ineligible to attend one or more future dances.

Clubs and Organizations To start a club, you need a group of interested students, a faculty advisor, and a constitution which states the name and purpose of the organization or club. It must be approved by the Activity Principal. The club must follow criteria established by the school board. The following is a list of clubs at East High School. Information concerning these clubs, interscholastic athletics, and intramural programs is available in the activity office.

Chess Club	Model United Nations
Close Up	Multicultural Club
Contempo Dance Club	National Honor Society
DDF	Native Culture Club
International Club	Native Youth Olympics
Key Club	Science Club
Mu Alpha Theta Club	Student Government

Eligibility Rules for Interscholastic Competition

To be eligible for interscholastic competition, the student must abide by all regulations determined by ASAA (Alaska School Activities Association) and the Anchorage School District.

Interscholastic Athletic Programs

The following interscholastic athletic programs are available:

Baseball—Boys	Soccer—Boys
Basketball—Boys	Softball—Girls
Basketball—Girls	Swimming—Co-Ed
Cheerleaders—Co-Ed	Tennis—Co-Ed
Football—Boys	Track & Field—Co-Ed
Flag Football—Girls	Volleyball—Girls
Gymnastics—Girls	Wrestling—Co-Ed
Hockey—Boys & Girls	X-C Running—Co-Ed
Riflery—Co-Ed	X-C Skiing—Co-Ed
Soccer—Girls	

Curriculum Information

Grade Improvement Any student who elects to repeat a course for the purpose of improving his/her knowledge of the subject matter

and improving his/her grade may have the higher grade recorded on the transcript in the place of the lower grade. Only the higher grade will be used when figuring GPA.

duction and online research. Student I.D. and user agreement signature required.

Health Services

The Nurse's Office is open from 7:00 a.m. to 2:30 p.m. Except in case of an extreme emergency, a student is required to obtain a hall pass signed and dated by a teacher before coming to the nurse's office. Services available through this office include:

- Verification of immunizations.
- Administration of TB skin tests.
- Emergency treatment in cases of injury.
- Completion of Accident Reports on injuries received in school or during school related events.
- Hearing and vision testing.
- Physical assessments.
- Monitor chronic illnesses, i.e. asthma and diabetes.
- Referral for medical evaluation and care.
- Conference with student about lifestyle activity.
- Drug assessment.
- Blue passes issued with parental permission for illness or medical appointments.

Please notify the school nurse of any changes in your student's health history or medical condition. **Prescription medication needed at school MUST be cleared and administered by the nurse.** Medication forms for this are available in the nurse's office. Non-prescription medications should be limited to acetaminophen (i.e. Tylenol) and alcohol-free cold and cough preparations. These must be maintained in the original manufacturer's package, labeled for the student's personal use only, and in a small quantity (i.e. one or two day supply). Students will be held accountable for the safe keeping of their non-prescription medications and will be subject to disciplinary action if they do not comply with these medication restrictions.

Library Services

Library Services The East Anchorage High School library provides services to over 2,300 student and staff. Currently, the collection contains approximately 25,000 titles. In addition to these print resources, East High Library has Internet access to a web-based library catalog and numerous research databases.

Library Passes If you want to come to the library during class time, you must obtain a pass from your teacher. This pass should include your full name, the date, the time that you left the classroom, and your teacher's signature.

Hours The library is open from 7 a.m. to 3:30 p.m. on school days. Extended hours may vary from semester to semester. Please check at the entrance for our current hours posting.

Circulation Books may be checked out for 14 school days. A current East High Student I.D. card or another photo I.D. is required for check out and renewal of books. Students without overdue books may borrow as many as 6 books.

Overdue Books Overdue notices will be distributed periodically during second period. If your name appears on such a list, please return or renew your overdue book(s) as soon as possible.

Housekeeping Students are not allowed to bring food, beverages, backpacks or book bags, etc. into the library.

Computers are available for students for word processing, project pro-