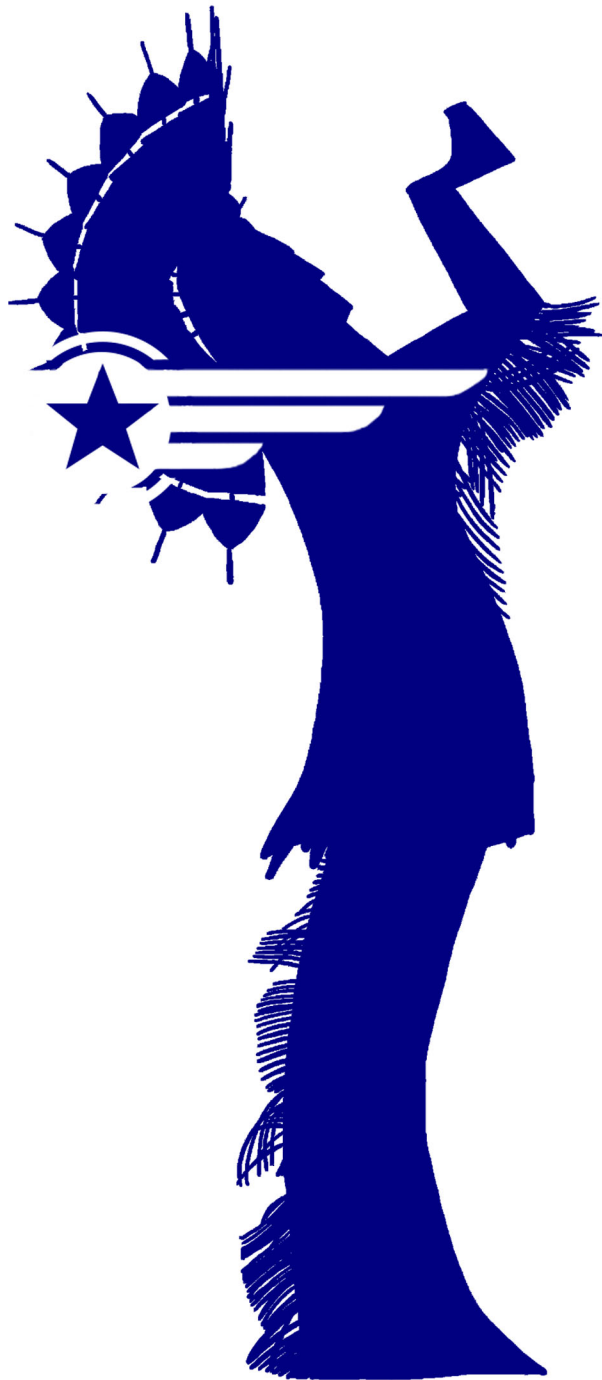


WICHITA

FEAST



2019-2020 Student Agenda



# STUDENT HANDBOOK 2019-2020

Cover Design by Emma Reed

## Vision Statement

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

## Core Values of Wichita High School East

We grow and learn together through

**C**ollaboration

**A**ccountability

**R**especting Individuals

**E**ngagement

## ALMA MATER

### “The Blue and White”

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

## ADMINISTRATION

### General Office

Sara Richardson, Principal	973-7245
Tom Perkins, Assistant Principal (F-L)	973-7250
Derrick Heckman, Assistant Principal (S-Z & AVID)	973-7250

### Main Entrance Office

Michael Boykins, Assistant Principal (IB)	973-7289
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### SSC

Claudia Cooper, Assistant Principal (A-E)	973-7236
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### West Office

Randall Rogers, Assistant Principal, (M-R)	973-7241
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The administrators are responsible for the well-being of the students whose last names begin with the letters noted, or in the IB or AVID programs. Questions regarding attendance or discipline should be directed to the appropriate administrator.

For a complete listing of all East High Activities,  
visit <http://usd259.org/east> and click on East High Main Calendar.

# BELL SCHEDULE

## DAILY                      ACE DAY

1 <sup>st</sup> 8:00    8:50	1 <sup>st</sup> 8:00    8:45
2 <sup>nd</sup> 8:57    9:47	2 <sup>nd</sup> 8:52    9:37
3 <sup>rd</sup> 9:54    10:44	3 <sup>rd</sup> 9:44    10:29
4 <sup>th</sup> 10:51   11:43	ACE      10:36   11:06
Lunch   11:43   12:26	4 <sup>th</sup> 11:13   11:59
5 <sup>th</sup> 12:26   1:16	Lunch   11:59   12:41
6 <sup>th</sup> 1:23    2:13	5 <sup>th</sup> 12:41   1:26
7 <sup>th</sup> 2:20    3:10	6 <sup>th</sup> 1:33    2:18
	7 <sup>th</sup> 2:25    3:10

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## ACADEMIC HONESTY POLICY

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

1. Cheating on formal examinations or classroom assignments.
2. Plagiarism, i.e.: purposely attributing the work of another to oneself.
3. Misrepresentation of the type, amount, or person completing class work or projects where grades for credit are given, or intentionally misleading faculty or staff in their efforts to reach correct conclusions.
4. Falsification, forgery, or alteration of any document or data base pertaining to academic, attendance, or other school records.

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

## ATHLETICS

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

**Eligibility:** To participate in KSHSAA sponsored activities a student must have passed 5 classes of unit weight the previous semester and must currently be enrolled in and attending 5 classes of unit weight. A student will become ineligible if their class schedule drops below 5 classes. A student must also be in good standing and meet the requirements of the transfer rule (if applicable).

**Outside competition:** A student must not engage in outside competition in the same sport while they are a member of a school squad. Some restrictions also apply during the school year/outside of season.

**Physical Examination:** A student must have passed a physical examination dated May 1, 2019, or after. This form must have all parent/legal guardian signatures and be on file in the West/Activities Office before a student may participate in any athletic practice, conditioning or camp. Physical/concussion

forms are available at <http://usd259.org/east/athletics> under Forms.

**Current Updated Schedules:** please visit <http://usd259.org/east> and click on the Athletic Calendar.

## ATTENDANCE 973-7207

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

**BOE Policy 1460:** Regular school attendance is required of all pupils enrolled in elementary and secondary schools under Kansas compulsory attendance statutes (KSA 721113). Parents must assume primary responsibility for assuring that pupils who have reached the age of 7 years and under the age of 18 years comply with this requirement unless exempted by statute. After a student has 96 hours of medical/illness absences, Board Policy requires a doctor's note in order to be excused.

**East High School Policy:** There is a direct correlation between regular attendance and academic achievement. It is expected that each student will attend all classes every day. Doctor and dental appointments, job interviews, etc., should be scheduled outside the school day. In accordance with Board Policy 1460, the parent must notify the attendance Clerk (973-7207) either by telephone, letter, or in person when a pupil is absent. Notification should be made prior to the absence and must be made no later than 72 hours after the date of the absence. Failure to notify the school will result in the absence being recorded as unexcused. Request to be absent forms can be picked up at respective administrator's office or from the attendance clerk.

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

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

## BEHAVIOR

Students are expected to behave in a manner that is appropriate for high school age individuals and complies with all BOE policies. These behaviors would include attending classes, working on all tasks assigned by teachers, and complying with all

reasonable requests made by school staff members. The staff's intention is to serve all the students. It is the staff's preference to focus on the business of education and avoid being disciplinarians. We ask that all students assist us in this endeavor. The right to attend a Wichita Public School carries with it the obligation to maintain acceptable behavior.

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

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

**Students attending evening activities (games, dances, etc) should be picked up no later than 30 minutes after the activity has ended. Any student not picked up by this time will not be allowed to attend future activities that season.**

### "BIG DO"

Plan to join us on **September 18, 2019** for our annual open house. You will have the opportunity to meet teachers, listen to music, purchase food to support our many clubs and activities, and relax on the front lawn of East High School.

### BULLYING

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

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

Bullying is:

- Purposeful behavior that intends to cause harm or distress
- Is usually repeated over time
- Occurs in a relationship where there is an imbalance of power
- Cyber bullying sent via cell phone include harmful text or images using internet or digital media sources to send or post information.

### BUSES

U.S.D. 259 provides school bus service for all students living 2.5 miles from the school. Students who miss their bus will be expected to arrange their own transportation. Students on buses arriving after 8:15 a.m. should report to the Main Entrance Office.

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

### CELL PHONES, ELECTRONIC DEVICES

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

High Schools: While in the school building, students may use Personal Electronic Devices during class time for instructional purposes as approved by each teacher, before and after school, during passing periods, and at lunch. At all other times, these devices may not be used unless permission is granted by a teacher or administrator.

**Visible and noticeable electronic devices may be confiscated by a staff member during any unauthorized time and will be held in the designated administrative office for two school days.**

**Bluetooth speakers** and other devices that play music out loud are not to be used at any time inside the building.

### HEAD COACHES

Athletic Director	Kevin Hartley
Athletic Trainer	Jennifer Hudson
Baseball	Ryan Bensch
Basketball – Boys	Joe Jackson
Basketball – Girls	Brian Johnson
Bowling – Boys/Girls	Teresa Hall
Cross Country – Boys/Girls	Darham Rogers
Debate/Forensics	Mike Harris
Football	Ene Akpan
Golf – Boys/Girls	Tracy Anderson
Scholars' Bowl	David Shelly
Soccer – Boys	Fred Koepp
Soccer – Girls	Fred Koepp
Softball	Randi Godown
Spirit Squad – Cheer/Dance	Ashley Blanton
Swimming/Diving – Boys/Girls	Joe Hutchinson
Tennis – Boys/Girls	Kristin Kelley
Track – Boys/Girls	Darham Rogers
Volleyball	Alexis Head
Wrestling	Alfredo Malcom

## CLASS SPONSORS

Senior Class	Laurel Scott
Junior Class	Erin Sanger
Sophomore Class	Eric Torres
Freshman Class	Nicole Brown

## CLUBS AND ACTIVITIES

Ace Club	Jason Crippen
Asian Club	Carmela Buranday
Asian Cultural Dance	Yun-Hwa Mau
Bible Club	James Cole
Blue Ace Connection	Kim Voth
Business Professionals of Amer.	Jennifer Duncan
Chinese Yoyo Club	Yun-Hwa Mau
Clay Club	Brenda Lichman
DECA	Shanna Zimmerman
	Brandon Reith
	Mike Harris
Debate and Forensics	Derrick Gronewold
Drama Club	Susan Richardson
ECO (Recycle Club)	Tyson Scroggin
FCA (Fellowship of Chrst. Athl.)	Dana DeMarco
FCCLA	Stacy Chestnut
Feminist Club	Tyler Crighton
French Club	Tyler Crighton
French Honor Society	Eric Torres
Gay Straight Alliance Club	Betsy Machain
Interact Club	Lt. Col. Mike George
Kitty Hawk Air Society	Victoria Acevedo
Latino Club	Laura White
Lion Dance Club	Yun-Hwa Mau
	Victoria Acevedo
Latino Dance Club	Stan Reimer
Math Club	Brian White
Model UN	Steve Maack
Muslim Club	Shelly Salley
National Art Honors Society	Mike Harris
National Speech Debate Assoc.	Rob Compton
National Honor Society	Austin Clift
News Magazine	Austin Clift
Quill and Scroll	Josh Collette
Robotics	Josh Collette
SkillsUSA	David Shelly
Spanish Club	Maria Ozbun
	Julie Dunkelberger
Spanish Honor Society	Sandra Prevost
Spirit Cabinet	Julie Dunkelberger
Student Council (STUCO)	Alisa Abuzineh
Student Leadership	Katlyn Burson
	Steve Maack
Students Against Prejudice	Josh Collette
SWENext	Yun-Hwa Mau
Tae Kwon Do Club	Shelly Salley
Technology Student Assoc.(TSA)	Doug Biggs
	Eric Crawford
Tri-M Music Club	Austin Clift
Yearbook	Katlyn Burson
Young Life	Crystal Abasolo
Youth Court	

## COLLEGE ADMISSIONS TESTS

East High School code is 173-206

### ACT: American College Testing Program

ACT is used by all Kansas schools for admissions purposes. The cost for 2019-2020 is \$51 for the ACT and \$68.00 if the student wishes to take the ACT plus Writing Test. To register online, go to [www.actstudent.org](http://www.actstudent.org). Registration must be completed by the deadline to avoid a late fee.

<u>ACT Test Dates</u>	<u>Registration Deadlines</u>
September 14, 2019	August 16, 2019
October 26, 2019	September 20, 2019
December 14, 2019	November 8, 2019
February 8, 2020	January 10, 2020
April 4, 2020	February 28, 2020
June 13, 2020	May 8, 2020
July 18, 2020	June 19, 2020

### PSAT/NMSQT Information

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) will be given to interested juniors and sophomores on **Wednesday, October 16, 2019**. Students will receive registration information in their English classes in September. The registration fee will be approximately \$16.

### SAT I: Scholastic Aptitude Test

The SAT I is used by many colleges outside the state of Kansas in making admissions decisions. The SAT I Test measures critical reading, math, and writing skills. The registration fee is currently \$64.50 (47.50 without essay) late registration is an additional \$29. Students can register online at [www.collegeboard.com](http://www.collegeboard.com).

### SAT II: Subject Tests

SAT II Subject tests are one-hour examinations in specific subjects such as English, History, Mathematics, Science, and Foreign Language. The tests are used to demonstrate to colleges a student's mastery in a particular area. Students may take up to three exams in one sitting. The basic registration fee is \$26 plus \$21 for each subject test and \$26 for each language exam. More exams could be taken on a different day for an additional fee. Selective colleges may require up to three SAT II subject tests. Some colleges designate which tests; others allow the student to choose. **The SAT I and SAT II cannot be taken on the same test date.** Refer to [www.collegeboard.com](http://www.collegeboard.com) for test dates and more information.

## COMPUTER USE POLICIES

Parents and students are required to read **BOE Policy 1232** regarding student use of computers and the Internet at East High School. Failure to abide by these policies will result in a minimum 30-day suspension of computer privileges on the first offense

and a year-long suspension as well as other disciplinary measures on any subsequent offense. Depending on the nature of the offense, other actions – including legal – may be taken against a student.

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

### COUNSELING SERVICES

<b>(A-E) Counselor</b>	<b>Sandra Prevost</b>
<b>(F-L) Counselor</b>	<b>Diana Le</b>
<b>(M-R) Counselor</b>	<b>Tracy Anderson</b>
<b>(S-Z &amp; AVID) Counselor</b>	<b>Kim Gonzales</b>
<b>IB Counselor</b>	<b>Meghann Ewy</b>
<b>Social Worker</b> Personal/Social (Alpha A-L)	<b>Alison Despard</b>
<b>Counseling Coordinator</b> Personal/Social (Alpha M-Z)	<b>Kim Voth</b>
<b>CCC–College Career Coordinator</b>	<b>Brenda Jansen</b>

### DELIVERIES

The office will **NOT** accept flower, candy, or similar deliveries for students.

### DETENTIONS

(Lunch Detentions, Lunch Suspension, & After School Detentions)

Students may be assigned lunch detentions, lunch suspensions, or after school detention by an administrator for disciplinary reasons. Lunch detention is served for 15 minutes in their respective rooms. Lunch suspension is served for 30 minutes in the lunch detention room. After school detentions are served for an hour Monday through Thursday in the after school detention room. Any student who does not serve the detentions or lunch suspensions on the day assigned is subject to out of school suspension.

### DRESS CODE

Any staff member who deems a student's clothing to be inappropriate or distracting will send the student to an administrator.

- Student ID's must be visible and displayed at all times from the front, in the torso area.
- All tops and shirts must cover the entire torso in a modest manner. This means tops must cover the beltline and the material over the shoulders must be of a solid material and wider than the student ID.
- The length of skirts and shorts should extend past the tip of the index finger. After walking, students should not have to pull them down to the approved-length.
- Pants with rips or holes must not show skin above the approved dress code length. Leggings and tights must be of a solid material (not sheer, fishnet, or transparent) unless worn underneath approved-length shorts, skirts, or dresses.
- Sagging – shirts must cover the beltline.
- Footwear is to be worn at all times.
- Clothing with offensive pictures or language is inappropriate. Additionally, all images on clothing must also meet dress code.
- Hats or any other type of head-covering, unless for religious or medical purposes, are not allowed.
- Any attire deemed to be gang-related is prohibited. Any clothing displaying the bandana paisley pattern is not allowed.

**Administration reserves the right to make the final decision on appropriate dress.**

### EMERGENCY SAFETY INTERVENTIONS

**BOE Policy 5116:** The use of seclusion or physical restraint when any student presents an immediate danger to self or others or, in certain instances, is engaged in the violent destruction of property ("emergency safety interventions" or "ESI") must be performed in accordance with K.A.R. 91-42-1 and 91-42-2. Every effort will be made to prevent the need for the use of restraint or seclusion, which should only be employed where less invasive alternatives are infeasible. Restraint or seclusion is never to be used as punishment or discipline, as a means of coercion or retaliation, or as a convenience.

### FINAL EXAMS

All students are required to be in attendance during finals and take a final exam in all enrolled courses both 1<sup>st</sup> and 2<sup>nd</sup> semester. No early final exams will be allowed unless approved by administration.

### FIRE/TORNADO/EMERGENCY DRILLS

All drills will be conducted in accordance to state law throughout the entire year.



## GRADUATION REQUIREMENTS

Graduation requirements must be completed before the senior's last day in order to participate in graduation activities. The minimum requirement for a Wichita high school diploma is 23 units of credit. This includes credits earned in approved high school programs.

### Required courses for graduation are:

1. Four (4) units of credit in **English** ..... 4  
English 1, (Grade 9), English 2 (Grade 10), English 3 (Grade 11), English 4 (Grade 12)
2. Three (3) units of credit in **Social Studies** ..... 3  
Units must include study in U.S. History 1 (one unit), U.S. History 2 (one unit), U.S. Government (one-half unit), and World History (one-half unit).
3. Three (3) units of credit in **Mathematics** ..... 3  
Units must include Algebra 1 or higher-level math courses.
4. Three (3) units of credit in **Science** ..... 3  
A total of 3.0 credits in science course numbers 4000-4999. One (1) unit must be a lab class.
5. One (1) unit of credit in **Physical Education Foundations**..... 1
6. One (1) unit of credit in **Fine Arts** .....1
7. Students must earn 7 units of **Elective** credit..... 7
8. One half (.5) unit of credit in **Career & Technical Education**..... 5  
(CTE shall include business, computer, construction, family & community services, culinary arts, communications technology, and teaching).9. One half (.5) unit of credit of **Financial Literacy**

**Required:** .....16

**Electives:** .....7

**Total:** .....23

### For the College-Bound Student:

1. **Mathematics:** 3 units, including 1 unit each of Algebra 1, Algebra 2 and Geometry and a ACT math sub-score of 22 or 4 approved units, with one unit taken in the graduating year. Three units must be selected from the following: Algebra 1, Geometry, Algebra II. The fourth unit must be a class that has Algebra II as a prerequisite.

2. **Natural Science:** 3 approved units from the following: Biology, Chemistry, Physics, Advanced Biology, and Earth/Space Science. One unit must be Chemistry or Physics.
3. **English:** 4 units of English, one unit taken each year of high school, ½ unit may be Speech.
4. **Social Science:** 3 approved units including the following: 1 unit of U.S. History, ½ unit of U.S. Government, and ½ unit of World History, and any courses from the following: Psychology, Economics, Sociology, Anthropology, Current Social Issues, U.S. History, and U.S. Government.
5. **Electives:** 3 units from the following: English, Math, Natural Science, Social Science, Fine Arts, Computer Information Systems, Foreign Languages, Personal Finance, Speech, Debate, Forensics, Journalism, and Career and Technical Education.
6. **Foreign Language:** No requirement for Board of Regents; however, 2 units of a Foreign Language is required to be a Kansas State Scholar.

### AP Course Level Guidelines for Students and Parents

All students who wish to accept the challenge of an Advanced Placement (AP) course are welcome to participate in the AP program. As students and parents consider the commitment of enrolling in AP, they should be aware of the rigor in these courses, so they can make informed decisions regarding course selection. The following guidelines are provided to assist both students and parents in their consideration of these courses:

- AP curricula are written two grade levels above traditional curricula.
- AP classrooms are fast-paced and challenging environments, with most lesson preparation done at home.
- Students taking these courses should be self-motivated learners willing to invest time and energy into their activities and assignments.
- Students should be independent learners who have demonstrated prior success in the classroom.

### AP Enrollment Considerations and Commitments

- Enrollment in Advance Placement Course(s) is for the full school year.
- Requests to withdraw from Advanced Placement Course(s) will be denied.

The scores earned on an Advanced Placement Exam will have no bearing on the grade earned in an Advanced Placement Course.

## ID CARDS

**Student ID's must be visible and displayed at all times from the front, in the torso area. If ID is defaced, damaged or lost, it must be replaced for \$3.00. If a student is unable to purchase an ID he/she may get a temporary sticker ID from any one of the offices.**

## ILLNESS OR INJURY

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

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

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

If a student knows that he/she will be absent from school for a prolonged period of time for a medical reason, it is the student's responsibility to notify the nurse, counselor, or the attendance clerk. A student returning to school after a prolonged absence is to present a doctor's note stating that the student may return to school. It is the responsibility of the student to complete all assignments missed during an absence.

## INSURANCE

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

## INTERNATIONAL BACCALAUREATE PROGRAM

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

## LIBRARY

**Library hours: Mon – Thu 7:00 am – 4:00 pm  
Friday 7:00 am – 3:30 pm**

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

All students who are not scheduled with a class must have a pass to use the library during class periods.

Students should have school work to complete during class periods. No passes will be accepted from study hall unless the student has made prior arrangements with library staff

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

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

## LOCKERS

Student lockers are the property of the school district and may be periodically inspected for cleanliness or storage of illegal items. A student's rights will be protected if a locker search is initiated by a law enforcement official. Students should keep their lockers clean and should not leave money or valuable items in school lockers. Students should not share lockers unless assigned by security. All duplicate books will be removed and returned to the department chairperson. Contact security personnel regarding problems with lockers.

## LOST AND FOUND

All items should be taken to the security office on the first floor across the hangar entrance. Persons should call 973-7278 or check with the personnel in the security office C105 when an article is lost.

## LUNCH

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

Lunch is served daily in the cafeteria. The menu includes a variety of hot entrees, chef salad, and a peanut butter and jelly "to go" bag. Special offerings daily include a large variety of fruits and vegetables

on the choices bar, and other fresh options. Three food vending machines are available in the building.

Though the lines may seem long, most students are served within 20 minutes. Students should not cut in line or allow others to "cut." Your ID is your lunch card, so have it available when getting a meal.

### MEDICAL INFORMATION

State Law requires a complete set of immunizations for admission to school. Parents were notified in the summer of 2019 if their student needed immunizations. Verification of the immunization update may be mailed to the nurse during the summer, faxed to the nurse at 973-7299, or brought with the student during enrollment. Any updates must have a doctor signature, health department stamp, or hospital official's signature/stamp. Any questions can be directed to the nurse's office at 973-7176.

### MEDICATION

By board policy, medication is administered at school only upon written request from both the parent and a licensed physician or dentist. This includes both prescription and over the counter medication. The medication must be brought to school in the correctly labeled container. Please see the nurse for questions, or to obtain the "Authorization for Medication/Procedure" paperwork. Any questions can be directed to the school nurse at 973-7176.

### NONDISCRIMINATION

Wichita USD 259 does not discriminate on the basis of race, color, national origin, sex, handicap/disability, religion or age. Persons who have inquiries may contact the school district's ADA and Section 504 Coordinator at 903 S Edgemoor, Wichita, KS 67218, (316) 973-4650.

### OBLIGATIONS

Student obligations are due at the **end of each semester**. All obligations not paid at the end of the school year may be turned over to a collection agency.

### PARKING REGULATIONS

All vehicles must be registered with security. A \$10 decal will be issued and must be displayed in the **lower front window of your car**. This decal is not transferable to any other vehicle and is required for East High parking privileges. Vehicles without decals will be required to park off campus. The only restricted student parking is senior lot, marked with orange stripes and painted personal spaces. **The staff parking areas are marked with white parking**

**stripes**. Students who do not follow the regulations will be ticketed. A \$10 fine will be assessed for each violation. Students who do not follow these rules may have their parking privileges revoked.

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

**Boot:** Students parking illegally are subject to having a "boot" placed on their tires. The boot will be removed between 3:30–3:45 p.m. the day it was applied. Operating the vehicle with the boot may cause damage to the vehicle.

### PASSES

Students have a seven-minute passing period and are expected to take care of any personal needs during this time. No passes will be issued during the first 10 minutes of class; passes for the remainder of class will be issued at the teachers' discretion.

### POSSESSION OR USE OF DRUGS

**BOE Policy 1465:** Any pupil who intends to or is selling, manufacturing or trafficking (as defined in AIP #1) alcoholic beverages, drugs, drug paraphernalia, inhalants and/or other controlled or uncontrolled substances, such as, but not limited to, over the counter medications or unauthorized prescription drugs, or any pupil who possesses such substances in an amount that exceeds the reasonable personal need of the average user of the substance possessed (as determined in accordance with AIP #2), at school, on school property, or at a school supervised activity shall receive a mandatory expulsion from the Wichita Public Schools for 186 school days. For information about the request for school assignments pending a final decision of an extended suspension/expulsion, please see **BOE P1472** – *Pupil Makeup Work*.

Any pupil who uses or appears to be affected by or whose conduct appears to be altered by alcoholic beverages, drugs (except as medically prescribed) and/or other controlled substances, such as, but not limited to, unauthorized prescription drugs, any pupil who possesses any of such substances in amounts that do not exceed the reasonable personal needs of the average user of the substance or any pupil who possesses drug paraphernalia at school, on school property, or at a school supervised activity will receive disciplinary actions.

### POSSESSION OR USE OF WEAPONS

**BOE Policy 1466:** Any pupil who is found to have brought or to have been in possession of a weapon, as defined in K.S.A. 72-89a01, including any firearm

or replica firearm at school, on school property, or at a school supervised activity shall receive a mandatory expulsion from the school district for 186 school days.

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

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

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

### **PROGRESS REPORTS/REPORT CARDS**

Grades will be posted every two weeks and printed prior to conferences. Parents are encouraged to use ParentVue and students to use StudentVue to access their grades and attendance information. Parents are able to contact teachers through ParentVue when their students' progress is unsatisfactory. Alpha offices may be contacted for access to ParentVue or StudentVue. If a parent/guardian wishes additional reports, please contact the academic counselor.

### **PUPIL BEHAVIOR: ASSAULT AND/OR BATTERY OF STAFF MEMBER**

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

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

### **SCHEDULE CHANGE POLICY**

During the spring of each year, the master schedule is determined by student needs and enrollment course selections. Student and teacher schedules are established for the entire school year. The schedule change procedure is designed to assure that students will start all their classes on the first day of the semester, increasing their chances for success. **(Course selection during enrollment is extremely important.)**

### **Schedule change requests may occur for the following reasons:**

1. Schedule is missing class periods.
2. Duplication of course.
3. Requesting a Pass Card – SENIORS ONLY.
4. Replace a study hall with an actual class.
5. Missing a required class for graduation.

### **Schedule change requests are NOT made for the following reasons:**

1. Request withdrawal from Advanced Placement Course(s).
2. Preference for a different teacher, period or semester.
3. Preference to be with a family member or friend.
4. Change of mind about taking a course.
5. Student or Parent request.

Per **BOE Policy 1227**, schedule change requests are to be discouraged except for valid educational reasons.

### **SEXUAL HARASSMENT/HARASSMENT**

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

Sexual Harassment is:

- Unwanted and unwelcome sexual behavior that interferes with your right to get an education or to participate in school activities.
- Words or conduct of a sexual nature that offend, stigmatize, demean, frighten or threaten you because of your sex.
- Uncomfortable, embarrassing or threatening.
- A situation that happens once or many times.

Harassment is:

- Verbal or physical behavior that puts another person down or shows hostility towards another person or group of persons based on their race, color, religion, gender, national origin, age or disability.

- Creating an intimidating, hostile or offensive school environment.
- Behavior that unreasonably interferes with an individual's school performance or educational opportunities.

### **SIGNAGE (POSTERS)**

All signs/ posters must be approved with a signature and date in the lower right-hand corner by a sponsor and/or administrator. Signage may be removed one month from the date posted. Signage is only allowed to be posted on all blue strips and windows except for the windows in the second floor alumni hall.

### **STUDENT ADVOCACY**

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

### **TARDY POLICY**

Late arrivals create unnecessary interruptions to organized class activities that have already begun.

It is important that classes are free from interruption and that students be available for organized class activities as soon as the bell rings. A tardy will be defined as any student not in the classroom when the bell rings. After 30 minutes, students will be marked absent; however admit slips from administrators, counselors, and teachers will be honored. All students will be assigned a consequence for each tardy.

### **TEXTBOOKS**

Textbooks and other instructional materials are the property of USD 259, Wichita Public Schools. They are provided for the use of students who are enrolled in district schools and centers with the expectation they will be returned in the condition they were issued

less reasonable wear and tear. Students who lose or damage instructional materials will be charged the replacement cost of the lost or damaged item(s). Each student shall return all textbooks issued to the student at the time they withdraw from the school, at the end of the first semester for all classes that do not continue, or at the end of the school year. Students shall write their names inside in the appropriate place and properly use and care for the textbooks. Each, student or their parent or legal guardian shall be responsible for textbooks not returned or damaged by the students. Any student failing to return textbooks or who fails to pay for lost or damaged items may as a result have holds placed on transcripts and diplomas, be excluded from participation in graduation ceremonies, extracurricular activities, sports and special programs/events. All fines must be paid by no later than the last instructional day of the school year. **All fines not paid at the end of the school year may be turned over to a collection agency.**

The costs of books and materials are available in the district's Textbook Manager System.

### **VENDING MACHINES**

Vending machines are to be **used at your own risk**. None of the East High offices give change or offer refunds. **NO EXCEPTIONS**. All concerns can be directed to Wichita Vending at 524-2254.

### **VISITORS**

All visitors to East High must enter through the Main Entrance (door #4) located on the south side of the school near the gym. Visitors will be checked in through the Hall Pass system and receive a visitors badge.

### **WEBSITE**

The following website provides useful information about East High School: <http://usd259.org/east> Available on this site are important dates and information regarding ParentVue, clubs, scholarships, athletic information, upcoming events, community service opportunities, the Learning Center, the International Baccalaureate Program, and a calendar of athletic events and activities.



The AVID program at East High School is designed to help students become successful scholars. The ultimate goal of AVID is to ensure that students develop the necessary skills and work habits that will enable them to perform quality work at the college level. The AVID classroom will meet the needs of students through (1) various modes of instruction; (2) high intensity experiences involving immediate feedback, and attention from the teacher and tutors; and (3) a variety of activities and resources. The AVID curriculum builds heavily on the WICOR (writing, inquiry, collaboration, organization, and reading) methodology to improve student success in all subjects.



### **Wichita High School East International Baccalaureate Diploma Program**

Internationally recognized as one of the most rigorous college-preparatory curricula available, with over 6,000 programs being offered worldwide in 3,182 schools ([www.ibo.org](http://www.ibo.org)). All IB students at East enroll in the full Diploma Programme and complete four-year programs in English, math, science, social studies, foreign language, and optional courses in music, theater arts, computer studies, or art. They also complete a 4,000 word Extended Essay, participate in numerous community service projects, and complete a Theory of Knowledge course. Students earning the IB Diploma may earn college credit and/or advanced standing. Students are accepted to the IB program through an application process held during the spring semester. The 2019 graduating class included 65 IB Diploma Candidates.



## **Section 504 Parent Rights**

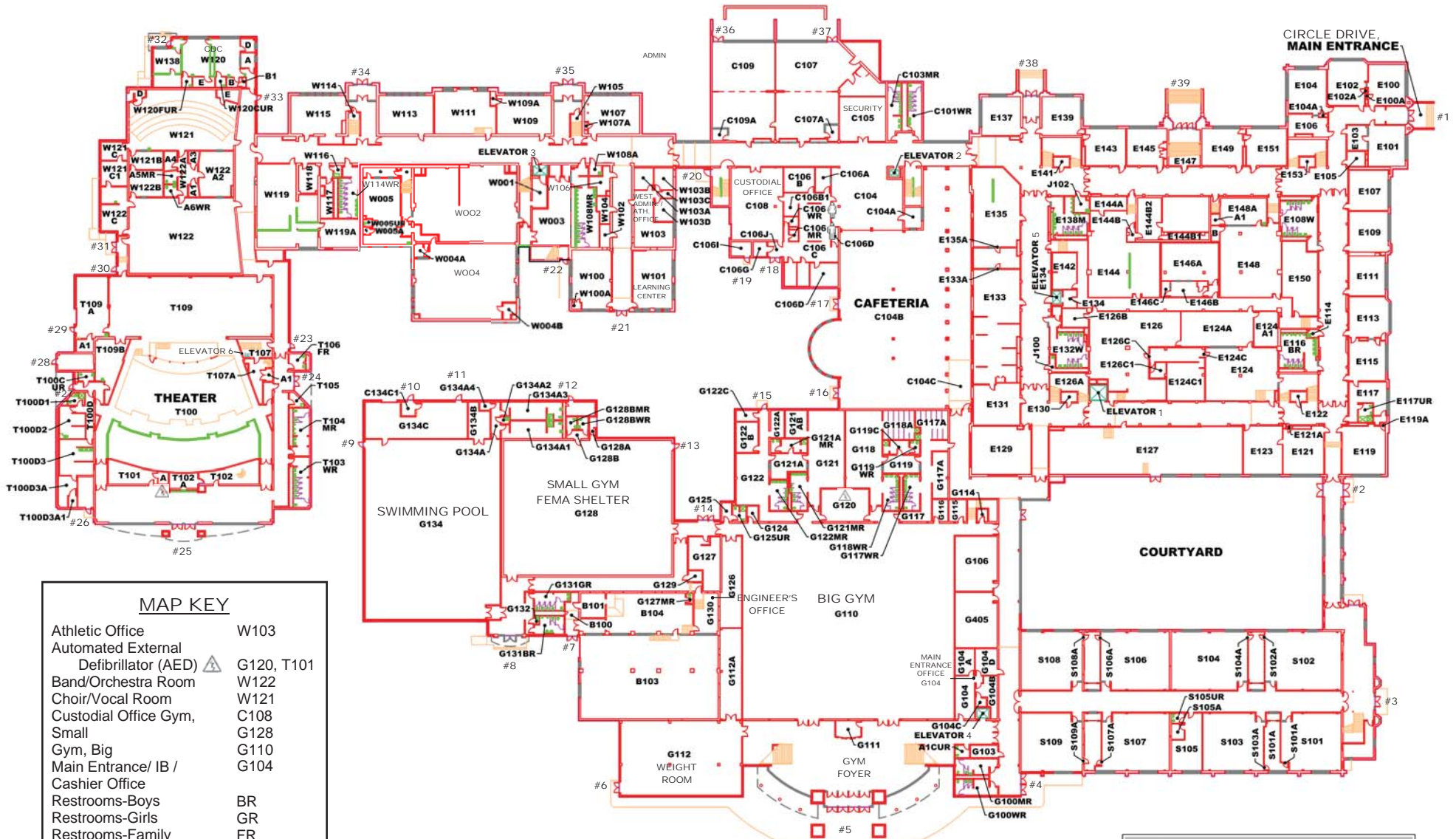
The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

### **You have the right to:**

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluations or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (I.D.E.A.);
7. Have evaluations, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
9. Examine all relevant records relating to decisions regarding your child's identification, evaluations educational program, and placement;
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. Receive a response from the school district to reasonable requests for explanation and interpretation of your child's records;
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for the amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
13. Request an impartial due process hearing through the district's grievance procedure related to decisions or actions regarding your child's identification, evaluations, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the district Section 504 Coordinator listed below.
14. Request an appeal of the final decision of the impartial hearing officer to a court of competent jurisdiction.


**Kimber Kasitz, Director of Section 504**  
**903 S. Edgemoor St. Wichita, KS 67218 316-973-4475**

# 1st FLOOR



MAP KEY	
Athletic Office	W103
Automated External Defibrillator (AED)	△ G120, T101
Band/Orchestra Room	W122
Choir/Vocal Room	W121
Custodial Office	C108
Gym, Small	G128
Gym, Big	G110
Main Entrance/ IB / Cashier Office	G104
Restrooms-Boys	BR
Restrooms-Girls	GR
Restrooms-Family	FR
Restrooms-Men	M / MR
Restrooms-Unisex	UR
Restrooms-Women	W / WR
Security	C105
Swimming Pool	G134
Theater	T100
West Office	W103



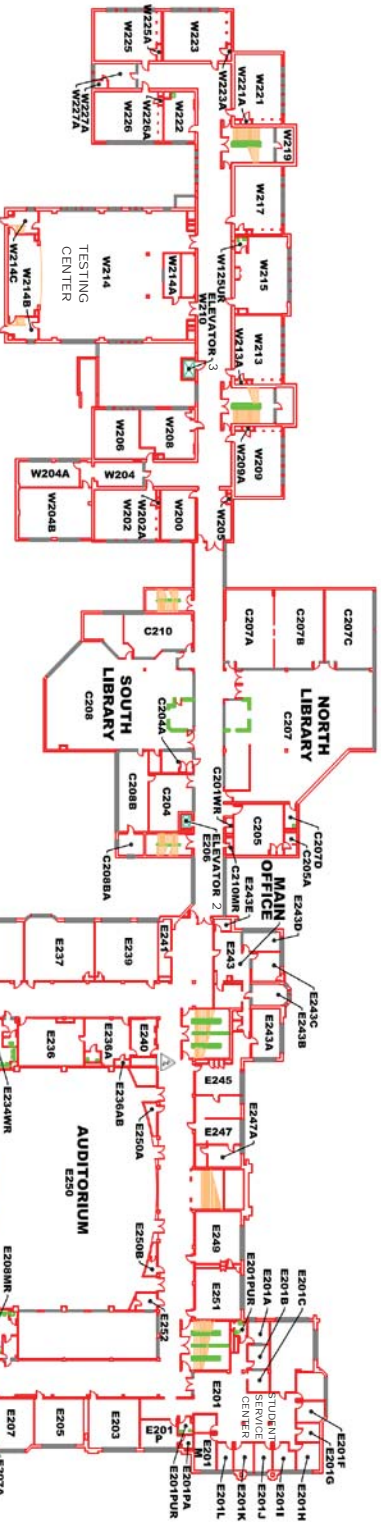


**120 - EAST**  
High School

2301 E Douglas, WICHITA, KANSAS 67211

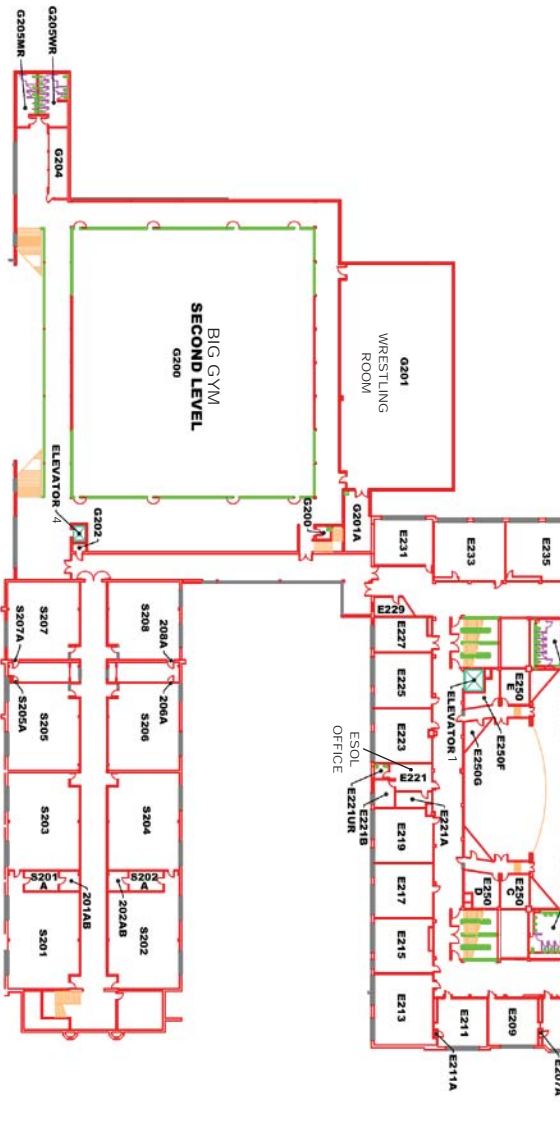


# 2<sup>nd</sup> FLOOR

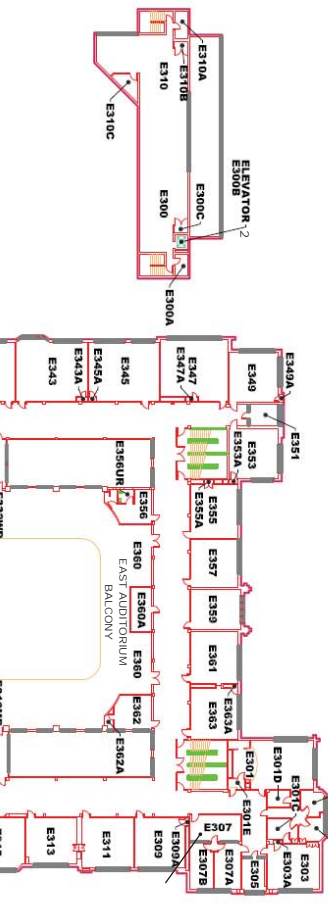
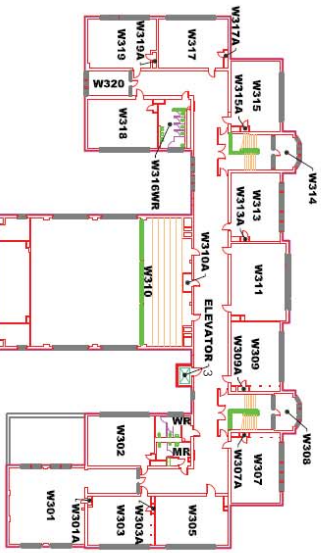


MAP KEY

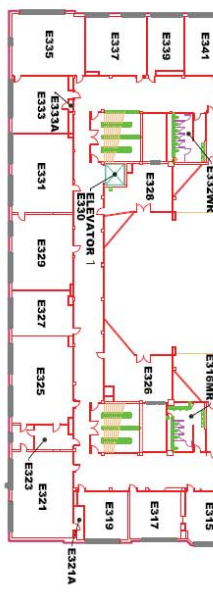
Automated External Derbrillator (AED)	E240
Bookkeeper's Office	E247
ESOL Office	E221
General Office	E243
Nurses's Office	E201P
Principal's Office	E245
Restrooms-Men	MR
Restrooms-Women	WR
Student Service Center	E201
Testing Center	W214



# 3<sup>rd</sup> FLOOR



**120 - EAST**  
**High School**  
 2301 E Douglas, Wichita, Kansas 67221



# 2019-2020 Calendar Dates

For a complete listing of East High Activities  
visit <http://usd259.org/east> and click the calendar icon

Tue	8/13	9th Grade Orientation	Fri	1/3	No School–District Inservice
Wed	8/14	First Day of School–ACE Day	Mon	1/6	First Day of 2nd Semester
Mon	8/19	Fall Sports Practices Begin–Physical Required	Wed	1/8	Report Cards–1st Semester
Wed	8/28	Fall Individual Portraits	Mon	1/20	No School–Martin Luther King, Jr. Day Observed
Fri	8/30	Fall Sports Scrimmages (tentative)	Fri	2/7	Winter Homecoming Game/Hall of Fame
Mon	9/2	No School–Labor Day	Sat	2/8	Winter Homecoming Dance (8pm)
Fri	9/6	Fall Pep Assembly	Sat	2/8	ACT Test Date
Sat	9/14	ACT Test Date	Mon	2/17	No School–Presidents' Day
Wed	9/18	Big Do (5:30-7pm)	Tue	2/18	No School–District Inservice
Thur	9/19	Blood Drive	Wed	2/19	Progress Reports
Sun	9/22	ICT Open Streets (12-5pm)	W-Th	2/19–2/20	Parent/Teacher Conferences (4-7pm)
Tue	9/24	Progress Reports	M-F	2/24–2/28	Ancient Aces One (Campaign Week 1)
Tu-W	9/24–9/25	Parent/Teacher Conferences (4-7pm)	Tue	2/25	ACT Test Day for Juniors
Thur	10/3	Aces Got Talent (4th Hour)	Mon	3/2	Spring Sports Practices Begin–Physical Required
Fri	10/4	Aces in the Alley	M-F	3/2-3/6	Ancient Aces Two (Campaign Week 2)
Fri	10/11	Fall Homecoming Game	Fri	3/13	No School–Non-Teaching Duty Day
Sat	10/12	Fall Homecoming Dance (8pm)	M-F	3/16–3/20	No School–Spring Recess
F-Sa	10/11–10/12	Alumni Weekend	Tue	3/24	Spring Pep Assembly (7th Hour)
Wed	10/16	PSAT Testing Day	Wed	3/25	Report Cards–3rd Nine-Weeks
Thur	10/17	Fall Individual Retakes	Fri	3/27	Multicultural Assembly (5th Hour)
Fri	10/18	No School–Non-Teaching Duty Day	Sat	4/4	ACT Test Date
Mon	10/21	No School–District Inservice	Thur	4/9	Aces in the Community
Wed	10/23	Report Cards–1st Nine-Weeks	Fri	4/10	No School–Conference Release Day
Sat	10/26	ACT Test Date	Mon	4/13	No School–District Inservice
M-F	10/28–11/1	United Way Week	Wed	4/15	No School–State Music Festival
Mon	11/11	No School–Veterans Day	Sat	4/25	Prom (8pm)
Mon	11/18	Winter Sports Practices Begin–Physical Required	Wed	5/6	Athletic Physicals Night (6-8pm)
Wed	11/27	No School–Conference Release Day	Wed	5/6	8th Grade Visitation (6:30pm)
Th-F	11/28–11/29	No School–Fall Recess	Fri	5/8	Seniors' Last Day
Thur	12/5	Winter Pep Assembly (7th Hour)	Tue	5/19	Graduation at Koch Arena (7pm)
Sat	12/14	ACT Test Date	Thur	5/21	Last Day of School–2nd Semester
Thur	12/19	Last Day of School–1st Semester	Fri	5/22	No School–Non-Teaching Duty Day
Fri	12/20	No School–Non-Teaching Duty Day	Mon	5/25	Memorial Day Holiday

































































































# BLUE ACES ACHIEVE



<b>A</b> <small>Activity</small>	<b>Tests &amp; Quizzes</b>	<b>Instruction &amp; Note Taking</b>	<b>Independent Work</b>	<b>Cooperative Group Activity</b>	<b>Student Sharing &amp; Presentation</b>
<b>C</b> <small>Communication</small>	<b>Level 0:</b> Silence	<b>Level 0 – 1:</b> Silence/Whisper	<b>Level 1:</b> Whisper	<b>Level 2:</b> Group Voice <small>(low volume)</small>	<b>Level 3:</b> Presentation Voice
<b>H</b> <small>Help</small>	Raise your hand; Wait for teacher instruction	Raise your hand; Wait for teacher acknowledgment; Quietly ask a neighbor	Use content material & resources; Raise your hand; Wait for teacher instruction	Collaborate with partner/group members; Use classroom resources; Raise your hand; Wait for teacher	Collaborate with group members; Use presentation materials & classroom resources
<b>I</b> <small>Integrity</small>	Complete work independently; Keep eyes on your own paper; Be prepared	Be an active listener; Participate in class discussion; Complete notes	Complete work independently; Avoid copying work from another student	Actively collaborate with partner or group members; Unique product	Be prepared with both content knowledge & materials; Unique product
<b>E</b> <small>Effort</small>	Focus on completing all questions with integrity	Focus on listening & completing notes; Ask questions; Do not distract others	Focus on completing work; Use classroom resources; Do not distract others	Focus on collaborating with partner/group members only; Use classroom resources; Do not distract others	Focus on presentation guidelines & content delivery; Use classroom resources
<b>V</b> <small>Value</small>	Assess content mastery; Identify misconceptions & reinforcement needs	Content knowledge & practice; Create resource; Clarify misconceptions	Practice content material; Identify content strengths & weaknesses; Receive individual instruction; Less homework	Differentiate Instruction; Collaborate with and use classmates as resource; Less homework	Demonstrate content knowledge & mastery; Enhance communication & presentation skills; Student by-in
<b>E</b> <small>Efficiency</small>	Work at an appropriate pace; Avoid spending too much time on one question	Use pauses to review notes; Ask questions for clarification; Maintain binder for organization	Ask questions for clarification; Record assignments in Agenda; Use notes & classroom resources	Assign duties; Manage time wisely; Complete all task components	Assign duties; Manage time wisely; Complete all task components