



Student Handbook 2011-2012

August 5, 2011

*Parents and Students should read and discuss the contents of this handbook together.
Students will be held responsible for adherence to all rules and policies contained herein.*

East Hollywood High School

EHHS Contact Information

EHHS Address	2185 S 3600 West West Valley City, UT 84119
EHHS Telephone	801 886-8181
EHHS Fax	801 972-9585
EHHS Website	www.easthollywood.org

EHHS Administration/Student Services

Director/Chief Administrative Officer	Eric Lindsey
Principal	Eric Lindsey
Vice Principal	Nicole Broberg
Business Manager/CFO	Ryan Marchant
Registrar	Dana Morley
Counselor	Jennifer Swan
Administrative Assistant/Receptionist	Heidi Anderson
Director of Special Education	Nicole Broberg

EHHS Board and PTSA Leadership

EHHS School Board Chair	Steve Winitzky
EHHS PTSA President	Lisa Schauerhamer

Faculty/Staff Email

For administration, support services, and teacher email contact information, please logon to www.easthollywood.org and view the “contact us” section.

Vision/Mission/Expectations

East Hollywood High School Vision

Be the Premiere Utah Program for Teens Interested in Film Production and Related Arts & Media.

East Hollywood High School Mission

- Provide authentic, career preparatory training to students with a passion for careers in film production, digital media production, and acting.
- Provide solid liberal arts education to students in preparation for college entry, as well as assisting student at risk of not graduating.
- Assist in the character education and development of each student.

East Hollywood High School Values

Integrity	We will act with integrity in expressing ourselves and meeting our ethical and legal obligations.
Community	We will maintain a strong, supportive, community atmosphere amongst and between students, faculty and our neighbors.
Excellence	We will always put our best effort in to all areas of our life, in and out of school.
Acceptance	We will accept and embrace on another regardless of our differences and strive to understand the unique qualities, needs and personalities of each individual.

East Hollywood High School Expectations for Students/Faculty

East Hollywood High Playbook

- **Respect yourself, those around you, and your school.**
- **Be on time, task, and location.**
- **Only bring attention to yourself in a positive way.**
- **Never leave a fellow student behind.**
- **No excuses! Play like a champion!**

Schedules and Calendars

Academic Calendar

Student Registration	August 8-15
Faculty Orientation	August 18-19 (Thur-Fri)
First Day of Classes/Begin Term 1	August 22 (Mon)
Labor Day	September 5 (Mon)
*Parent-Teacher-Student Conference (early out)	October 6 (Thur)
Student Holiday (No School)	October 7 (Fri)
Fall Break (no school)	October 20-21 (Thur-Fri)
End Trimester 1	November 18 (Fri)
Thanksgiving Break (no school)	November 21-25 (Tue-Fri)
Begin Trimester 2	November 28 (Mon)
Winter Break (no school)	December 19-December 30 (Mon-Fri)
Martin Luther King Jr. Day (no school)	January 16 (Mon)
*Parent-Teacher-Student Conference (early out)	January 26 (Thur)
Student Holiday (no school)	January 27 (Fri)
Washington-Lincoln Day (no school)	February 20 (Mon)
End Term 2	March 2 (Fri)
Begin Trimester 3	March 5 (Mon)
Spring Break (no school)	April 2-6 (Mon-Fri)
*Parent-Teacher-Student Conference (early out)	April 26 (Thur)
Student Holiday (no school)	April 27 (Fri)
Memorial Day (no school)	May 28 (Mon)
Graduation (early out)	June 5 (Tues)
Last Day of Classes (early out)	June 5 (Tues)

Faculty/Office Hours

Faculty/Staff are typically available between the hours of 7:45 a.m. and 3:45 p.m. to meet with students and parents. Refer to the school calendar and daily schedule to determine exceptions.

Students who wish to be in the building outside of these hours (for transportation, tutorial, or extracurricular reasons) should remain in the lobby or cafeteria unless they have specific permission and supervision from a faculty member. Simple loitering or wandering through the halls and in classrooms is not allowed.

Daily Schedule

	Regular Schedule	Early Out Schedule	Assembly Schedule
1 st Period	8:20-9:30 (Announcements first 10 min)	8:20-9:10	8:20-9:15 (Announcements first 5 min)
2 nd Period	9:35-10:40	9:15-10:05	9:20-10:20
3 rd Period	10:45-11:50	10:10-11:00	10:25-11:20
Lunch	11:50-12:45	No Lunch	11:20-12:10
4 th Period	12:45-1:50	11:05-11:55	12:10-1:05
5 th Period	1:55-3:05	12:00-12:50	1:10-2:05
Assembly Period (can be any period)			2:10-3:05

School Events/Activities

EHHS sponsors several events and activities during the school year. Dates and times for these activities can be seen online at www.easthollywood.org or through midterm and end-of term newsletters.

Academic Policies

Grading

Students are awarded letter grades for classes. These letter grades are based on the weighted percentage of points that students earn of the total possible in a class. Letter grades are converted to grade point values to compute student grade point averages.

Letter Grade	Percentage Grade	Grade Point Value
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	0-59	0
P	n/a	n/a
I	n/a	n/a

Incomplete Grades

Allowing extra time for courses and awarding incomplete grades are rarely appropriate. The principal must approve exceptions for both practices.

Progress Reports and Report Cards

Report cards will be mailed home at midterm and end-of-term. Teachers may send home additional reports with students. Student progress can also be viewed at any time through the online Student Information System (SIS).

Accessing SIS

Parents and students may access the online Student Information System at any time.

The web address is: <https://easthollywood.usoe-dcs.org/SIS/Login/Default.aspx>

For login questions or problems please contact our Registrar.

Graduation Requirements

It is the joint responsibility of the counselor, parents, and student to ensure that appropriate coursework is taken. Graduation requirements are as follows:

Mathematics (Beyond Pre-Algebra)	3.0
Science (Of the 4 major areas)	3.0
Language Arts (3.0 from req'd courses)	4.0
Social Studies (Geog, World Hist, US Hist, Gov't)	2.5
Financial Literacy	0.5
Computer Technology (Education Technology)	0.5
Physical Education	1.5
Health	0.5
Fine Arts Electives	1.5
Career and Technical Education	1.0
Electives	8.0
Total Credits Required	26.0

State-Mandated Testing

Criterion Reference Test (CRT)

End of level testing for all core math, science, and language arts classes. The test is typically taken in/as part of the core math, science or language arts classes to which it pertains. The test is typically given in mid-April.

Credit Recovery Policy

East Hollywood has designed its program assuming that students in specific grades will take specific required courses for graduation. Students who did not earn credit in these classes during the grade in which they were offered at EHHS (because of differences in school master schedules between EHHS and other schools or because the student did not pass the courses) may be required to take these courses through other programs. Students in this situation should speak with a guidance counselor about remedial program options – including taking a “release time for credit recovery”.

Work Experience

Students who have jobs or obtain employment may participate in the work experience program at EHHS. Students must sign up with the counselor to participate. A benefit of participating in this program is that students may earn up to 2.5 elective credits based upon their work hours. Students may earn .5 credits for every 120 hours.

The counselor will conference with the student’s employer to assess student success on the job. The employer will be asked to evaluate student success. Students are expected to turn in their work hours (check stubs, etc.) to the principal or counselor within 30 days of their completion; otherwise, the hours will not be counted toward credit.

Deadline for Senior Transfer Credit

Seniors wishing to transfer credit from another school to EHHS must meet the following deadlines in order to be eligible for participation in commencement exercises or to graduate late (receive a diploma, but not participate in commencement).

Commencement Eligibility: All credits must be received at EHHS prior to April 30.
Late Graduation Eligibility: All credits must be received at EHHS prior to July 31.

Student Education Occupation Plan (SEOP)

The SEOP is developed in joint effort by the student, parent, and representative from the high school. Graduation requirements are reviewed, career goals are discussed, and decisions are made as to what classes will be needed to attain these goals. Periodically, the student, parent, and counselor reevaluate the plan, monitor the student's academic progress, and manage the student's educational and career development.

Honor Roll Criteria

To be on the Honor Roll for a term, students must earn an average GPA of 3.5 during a term.

To be on the High Honor roll for a term, students must earn an average GPA of 3.75 during the term.

Graduates will be listed as graduating with Honors or High Honors if their four-year GPA is at least 3.5 or 3.75 respectively.

Suggested College Entrance Preparation

The table below includes a generic list of coursework for college entry which meets or exceeds most college entrance requirements. Students and parents should check with individual colleges and universities to confirm entry requirements --which may be more or less than those shown.

English	4.0 credits
Mathematics	3.0 credits beyond pre-algebra
Biological and/or Physical Science	3.0 credits. (2.0 should include a laboratory experience)
History	1 year, American history and government.
Foreign Language	1st and 2nd year (level) of the same foreign language taken during grades 9 - 12
Additional units	4 years, from at least two of the following: history, English, mathematics beyond intermediate algebra, lab science, foreign language, social science, fine arts

College Entrance Tests/Concurrent Enrollment

Information on college entrance exams and concurrent enrollment options may be obtained from the school guidance counselor.

Accommodations for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act ("504 ") and the Americans with Disabilities Act (ADA), East Hollywood High School will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator. In compliance with the Equal Educational Opportunity Act of 1974 and Title VI of the Civil Rights Act of 1964, it is East Hollywood High School policy to provide alternative language services to Limited English Proficient (LEP) students so that students with language barriers have a meaningful opportunity to participate in East Hollywood High School educational programs. East Hollywood High School provides English Language Learners (ELL) instruction and other effective services to students who are identified as LEP by means of a thorough evaluation process. Parents or guardians who want to request alternative language services for their child should contact the principal at East Hollywood High School.

Forgery/Cheating/Plagiarism/Violation of Copyright

Forgery, cheating, plagiarism, and other violations of copyright are unacceptable. These behaviors will result in a one-day suspension (either in or out of school). Students who cheat or plagiarize on assignments will not receive any credit for the assignment and risk losing credit for the entire class. Students who forge signatures or violate copyright will become ineligible for one or more activities during the year.

Lockers

Lockers issued to students are the property of EHHS and may be searched by administrators at any time, with or without a student's knowledge or consent, if there is reasonable suspicion that such a search would find items that are illegal or dangerous. Lockers may also be inspected once between each term for cleanliness and to locate EHHS property (textbooks, etc).

No Backpacks, Bags, Purses In Classrooms:

Classrooms at East Hollywood High School were intentionally designed to be small to require small numbers of students in a class. For purposes of keeping classrooms free of clutter, open for quick exit in the event of emergency, protection of personal property kept in these items, and other safety reasons, backpacks, bags, purses, etc. are not allowed in classrooms. Backpacks, bags and purses must be kept in student lockers. Students have sufficient time between classes to go to their lockers and collect textbooks and other materials needed for the next class. Students bringing these items to class will be sent back to their lockers and run the risk of being tardy to class.

Cell Phones and Electronic Devices

Parents should call the front office (801 886-8181) to contact their student rather than calling the student's cell phone. Students may use cell phones before school, during lunch, and after school.

East Hollywood High School has determined that cell phones are a convenience for students and parents, yet their use may create a disruption in the learning environment. Student possession of cell phones and other personal electronic devices in the school is a privilege only allowable subject to appropriate rules and regulations. Additionally, EHHS prohibits the use of other communication devices when used for two-way communication in the classroom. EHHS reserves the right to define the educational value of any new electronic wireless devices that may become available in the future and to regulate their use.

Possession of a cell phone or other electronic device by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security and use of their cell phones or other personal electronic devices. East Hollywood High School shall not assume any responsibility for theft, loss, or damage of such devices.

Use of Cell Phones on School Grounds

The following conditions constitute acceptable use of cell phones by students.

- Students may use cell phones before and after school, as long as they do not create a distraction or disruption.
- Students may also use cell phones during passing time between classes and during the lunch break, as long as they do not create a distraction, disruption, or cause the student to be tardy for the next class period.

- Cell phones in the classroom shall be out of sight and powered completely off.

Camera or Picture Cell Phones:

While the use of cell phones by students is allowed subject to these rules, the use of a cell phone to take, store, or transmit pictures is strictly prohibited. It is the School's position that picture phones pose threats to privacy. Additionally, picture phones can be used to exploit personal information and compromise the integrity of educational programs. Accordingly, the use of the camera function of a cell phone is strictly prohibited on school premises at all times. Students who violate this provision of the policy will have their cell phone confiscated and only returned to a parent, upon written request. At no time may any electronic communication device or camera be utilized by any student in a way which might reasonably create an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

Sanctions

Students refusing to surrender their personal electronic devices to any faculty or staff member, when asked, will be subject to school discipline and will lose the privilege of having electronic devices at school for a period of not less than 5 days. Parents/Guardians will be notified.

Dress Code

EHHS student dress and grooming standards are based on safety, modesty, good hygiene and maintaining a non-distracting learning environment.

Safety standards:

- No weapons or look-alike weapons
- No gang apparel
- No clothing that promotes or depicts violence, drugs, alcohol, tobacco, harassment, vulgar language or gestures, sex, or immoral behavior.

Modesty standards:

- Underwear should not be visible (no sagging pants)
- Faux (or real) lingerie should not be worn as outerwear (including corsets, bustiers, etc)
- Abdomens should be covered (no short shirts)
- Chests should be covered (no cleavage showing)
- Legs should be covered (no short skirts or shorts). "Finger-tip" Rule.
- Tank-top straps must be three fingers wide.

- No strapless or spaghetti straps

If the principal or Vice Principal determines that an individual student's dress is inappropriate because it violates safety, modesty, good hygiene, or learning environment standards, they may create individually tailored dress-codes for that student. Students who do not abide by the dress code will lose two (2) citizenship points per violation.

Exceptions to these rules may be permitted by the administration for special school events and only for a short period of time. Administration also reserves the right to make decisions about dress code on a case by case basis.

School Lunch

Students will be given a fifty-five (55) minute lunch period. During this lunch period, East Hollywood High School will have an open campus. Students are welcome to bring lunch from home, purchase hot lunch from the school's lunch counter, or go to one of the local restaurants. Students who choose to eat in the cafeteria need to make sure that they clean their tables after they have finished eating their lunch.

Weather/Emergency Closures

EHHS will remain open, if at all possible, on all scheduled school days. On occasion, severe weather or road conditions may force school closures or delays in opening.

Parental Discretion Concerning Safety of Students

Sometimes localized weather and road conditions differ substantially across the Wasatch front. Should parents or guardians feel that their localized conditions are unsafe, they should exercise their discretion in keeping their children home, even if East Hollywood is not closing for the day. Such a decision will be supported by the school.

Events Triggering Closure of School

1) In the event that either Granite School District or Jordan School District closes all of their schools for the day (or announces a late start) because of weather/road conditions – EHHS **will also close**. The closure of any other school or district **will not** automatically mean that EHHS will close.

2) The principal/director (or designee) may also make a determination that EHHS will close (independent of any other district).

3) Any individual student whose resident school or school district closes for weather/road conditions will be excused from attendance at EHHS for the day – even if EHHS remains open.

Media Announcements

Parents should listen to designated radio/ television stations for school closure. All announcements regarding closures are for one day only.

East Hollywood Phone Lines

School telephones need to be open for emergencies; therefore, parents are asked not to call the school on closure days unless other methods of obtaining information have failed. If there is no media announcement, students and parents should assume the school is open.

Make-up Days

The Utah State Office of Education requires a minimum of 180 instructional days of school (or 175 days if the State Board of Education has approved a shortened year for budget reasons). Days lost because of extreme weather/road conditions will be made up first during teacher professional development days and then by adding days to the end of the school year.

Transportation

UTA Passes

Bus passes are available for purchase. The bus pass remains the property of UTA and EHHS and may be confiscated or revoked without refund by UTA or EHHS for failure to follow UTA rider policies, disrespecting others property rights, or violating school rules while riding on or waiting for the bus.

Carpooling

A list of student contact information is available at the front office for arranging carpooling. It is the responsibility of parents and students to arrange carpools.

Skateboards, Skates, and Bikes

Skateboarding, skating, and biking are not allowed on campus. Bikes are not to be brought into the building unless permission is granted by principal.

Skateboards must be checked-in at the front office when students arrive.

Skateboards may only be picked-up at the end of the day. Skaters, boarders, and bikers who violate the property rights of EHHS' neighbors may have the privilege of having their boards, bikes, or skates at EHHS revoked.

Parking and Drop-off/Pick-up

Students should leave "Visitor" parking stalls open for visitors. To prevent parking lot congestion during pick-up, parents should wait for their students in a queue in the alley to the east of the building (Note that this is a one-way alley).

The south parking lot is reserved for Physical Education classes and should be left open (No Parking).

EHHS Transportation

East Hollywood or UTA will provide transportation for student participation in most school sponsored activities. Students are required to use buses arranged for by the school if they are available. Occasionally, student or employee personal vehicles may be used, but only with prior authorization of administration and parents. Faculty members may never ride in a student vehicle. Adults representing EHHS (either as faculty or volunteers) may never be in a vehicle with students unless a second adult is present.

Student Fees

East Hollywood High School has a general student fee of \$165 (for new students, this is all due with an enrollment application). The uses of this fee are listed below. Specific courses may require student provided supplies or additional fees for consumable/depreciable items. **Course fees are subject to change**, but changes may not exceed the fee limits listed below (for each course).

Required General Fees	Fee
Textbook Replacement	\$ 42
Camera/Lights Replacement	\$ 40
Software/Computer Replacement	\$ 40
Activity Fee	\$ 21
Locker Maintenance	\$ 4
Transportation (Non-Course Field Trips)	\$ 15
Student Handbook	\$ 3
Total	\$ 165
Required Course Fees	Maximum Fee Allowed
Core Courses	\$ 30
Non-Production Elective Courses	\$ 10
Production Courses (within Film, Multimedia, Visual Art, Acting)	\$ 80
Optional Fees	Cost
Yearbook	\$ 50
UTA Pass (may be used until September 2012)	\$ 180
Concurrent Enrollment-SLCC One-Time Enrollment Fee (fee waiver does not apply)	\$ 40
Class Change (after registration dates)	\$ 5
Ticket to EHHS events (per person maximum)	\$ 20

Fee Waiver Policy

Students who wish to apply for fee waivers are invited to obtain an application and a copy of the policy from the office. Applications must be made each school year to be valid. **Applications should be returned to the school no later than September 30, 2011.** Fee waivers from a previous school are not valid at EHHS. Verification is required.

Public Displays of Affection

Students should take care that their displays of affection are appropriate for a school setting. Appropriate expressions are only permitted in between classes and during lunch. Never during class. Inappropriate displays of affection may be sexual harassment (subject to criminal, civil, and administrative penalties)!

Allowed expressions of affection:

- Brief hugs (2-3 seconds)
- Handholding
- Pecks (1 per break between classes)

Prohibited expressions of affection:

- Laying or sitting on another person
- Long hugs
- Back/shoulder rubs or massages
- Touching, slapping, pinching, grabbing, etc. another's backside (or more personal areas).
- Kissing sessions

Appropriate Communication/Language

Student should use appropriate language when communicating with others. Speech, gestures, or writing that are profane, vulgar, harassing, threatening, or that encourage or facilitate criminal activity are not allowed. Repeated violation of this rule will result in suspension or expulsion.

Care of the Facility and Equipment

Students should take pride in and care for the school facility and equipment. Food, candy, gum, and non-water beverages are only allowed in the areas of the school with vinyl composite tile flooring and outside the building except with specific permission of the supervising member of the faculty. There is to be absolutely no food, candy, gum, or beverage (including water) in any computer lab, in proximity to any film production equipment or non-lab computers, or in any carpeted areas of the school.

Students/parents are financially responsible for damage done to facilities or equipment (whether damage was intentional or not).

Student-Teacher Interaction

While we want community between and amongst students/faculty – this does not mean students and faculty are peers.

- Faculty may give direction to students.
- Students are expected to follow staff direction.
- The relationship between faculty and students should be professional (not personal).

Visitors and Shadows

Any individuals visiting the school for any reason must report and check-in at the office and wear a Visitor ID badge if they are anywhere but the lobby.

Students wishing to bring a shadow may do so if they have completed a “Shadow Application”. Shadows must be in grades 9,10 or 11. 12th graders will **not** be allowed to shadow.

The school may refuse to permit visitors at anytime when such visits are inappropriate or when circumstances warrant such action.

Changing Class Schedules

In order for a student to change out of a scheduled class, they must pick up a drop/add form from the counselor’s office and obtain the necessary signatures from teachers and parent. The counselor will look at the request, and if class sizes and graduation requirements allow, the change may be made and the students will be notified. ***Filling out the request form and getting signatures does not guarantee the change!* Parents will be called if the change is not advisable. If changes are made after the first week of the new trimester, a \$5.00 fee will apply.

Acknowledgement of Special Notices (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that East Hollywood High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, East Hollywood High School may disclose appropriately designated “directory information” without written consent, unless you have advised East Hollywood High School to the contrary in accordance with East Hollywood High School procedures. The primary purpose of directory information is to allow East Hollywood High School to include this type of

information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide colleges and military recruiters, upon request, with three directory information categories; names, addresses and telephone listings -unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want East Hollywood High School to disclose directory information from your child's education records without your prior written consent, you must notify East Hollywood High School in writing by 9/1/2010.

East Hollywood High School has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

EHHS Citizenship Program

In an effort to further support students at East Hollywood High School we have implemented a Citizenship program. This program will be a requirement for graduation.

The Citizenship program is a points system. Students are given 100 points per trimester and are required to maintain these 100 points. It is required that each student have 1200 points to graduate. Points can be earned or lost.

Citizenship points will be pro-rated depending on when a student enters East Hollywood High. Parents will be given an update on their student's points at the end of each trimester.

Students who graduate with 1500 points or more will be invited to attend the Manbear banquet held at the end of their senior year.

Ways to Gain Points	Points Gained	Ways to Lose Points	Points Lost
Lunchtime Accountability	2	Unexcused Absences (after 10 excused)	-2
Before/After School Accountability	2	Dress code violation	-2
Volunteering/Community Service/Political Activism	5/hr.	Lunchtime Accountability Referral	-5
BEST Program (.25 credit)	25	Office referral	-10
Champion Card	5	Sluffing	-5
Lunchtime Workshop	2	Smoking	-25
Non-Smoking Program (.25 credits)	25	Drugs/Bullying	-100
Perfect attendance in a trimester	25		

EAST HOLLYWOOD HIGH SCHOOL
Citizenship/Attendance and Truancy Policy (approved August 5, 2011)

Purpose

By law, school-aged minors in Utah are required to attend school and parents of school-aged minors are responsible to have their students meet compulsory attendance requirements (UC 53A-11-101). EHHS' attendance and truancy tardy policy is aimed at 1) assisting parents and students in understanding and meeting these legal obligations; and 2) meeting East Hollywood's legal obligation to assist parents/students in resolving attendance problems (UC 53A-11-103).

Students leaving school during class time must be signed out and signed in by a parent or guardian through the school attendance officer. Teachers are not authorized to sign students in and out and should not be asked or expected to do so.

The school recognizes that some absences may be unavoidable. It will be the student's responsibility, through a parent or guardian, to verify the legitimacy of absences by completing the EHHS Absence Excusal & Validation Form available in the Main Office or online on the EHHS Website. Parents may call the office between 8:00 and 10:00 AM the day of the absence, or in the case of a student going out of town, the day before the absence, but excusal will not be granted until the signed form is received by the Attendance Office. The telephone number for the main office is 801-886-8181.

Authority

East Hollywood High School's (EHHS) attendance policy has been developed in accordance with Utah Code (UC) section 53A-11-101, Utah Administrative Code (UAC) R277-607 (modified as allowed by R277-607-5C), UAC R277-609-5, and the NCLB Consolidated State Application Accountability for the State of Utah.

Annual Review

This policy will be reviewed at least annually by the EHHS Board of Directors.

Consequences for Absenteeism

Students who have frequent unexcused absences are subject to lower grades, referral to Lunchtime Accountability, loss of citizenship points, and criminal prosecution. Parents of students who have frequent unexcused absences are subject to fines and criminal prosecution, as authorized by Utah State Statute.

Attendance

Student Attendance Records

Tracking school attendance is a shared responsibility of students, parents, teachers and other EHHS staff. Parents should check their student's attendance online on a weekly basis (or call the attendance office if internet access is unavailable).

Occasionally, errors will be made in attendance recording. Parents and students should consult with teachers and the attendance office to clear up any such errors.

Teachers will take attendance at the beginning of each period on a hard-copy roll and update the roll as necessary during the period. Teachers will enter attendance into the

electronic student information system as soon as possible, but never later than 4:00 pm each school day. At the end of each school day, the attendance officer will update student attendance making necessary corrections. Exceptions to teachers entering daily attendance into SIS can only be cleared by the principal.

If a student arrives to class without a “tardy pass” teachers will mark the student tardy. Teachers will only excuse tardiness if a student has a “tardy pass” from another teacher, the attendance, counseling, special education, or administration office or (in the event of mass tardiness due to special circumstances) a public address announcement from the attendance officer.

The attendance officer will require that any changes to a student’s attendance record (teacher or staff excusals) be documented in writing.

Activity Absences

Students are counted as present if their “absence” from a class is due to participation in a school sponsored activity or if the student is attending a film industry related event, and has prior authorization. All such absences need to have appropriate documentation, including a signed “Activity Authorization Form”.

Excused Absences

All absences for medical reasons are excused provided that parents submit documentation from a physician stating that the student was attending a medical appointment, was hospitalized, was physically incapable of attending, or had a condition that was likely to be contagious in a normal school setting.

All absences for legal appearances are excused provided that parents submit documentation from an officer of the court stating that the student was attending to necessary legal issues.

Ten (10) absences in a class may be excused in a term (even if there is a valid reason for additional absences). Exceptions for additional excused days are allowed for extended illness. Forged requests will result in lunchtime accountability of students for the amount of time the forged form was attempting to excuse.

Students will lose two (2) citizenship points per absence for any absences exceeding ten (10) excused absences.

Forged requests will result in loss of citizenship points for the amount of time the forged form was attempting to excuse.

Unexcused Absences

Unexcused absences include those for which activity, vacation, medical, or legal excuses do not apply. Students must make up Unexcused Absences through the Citizenship program. Unexcused absences are also subject to the truancy prevention provisions of this policy.

Tardy

Students are tardy if they come into the class late up to fifteen (15) minutes after the bell rings. Students who are missing from a class for more than 15 minutes are considered absent. Three tardies (less than 15 minutes late) will constitute one unexcused absence.

Missed Work/Participation for Excused Absences

Excused absences do not excuse students from classroom assignments, participation, and assessments. Students will have two (2) school days for each excused absence to make-up work when absences are unforeseeable.

In situations where it is not possible for a teacher to recreate a graded learning experience, teachers will provide an alternative assignment. In cases where absences are foreseeable, assignment alternatives and due dates should be negotiated between the student and teacher prior to the excused absence.

In all cases, it is the student's and/or parent's responsibility to see that make-up work is collected and turned-in. Parents or students may contact their guidance counselor to make necessary notifications to teachers arranging for assignments to be picked up from the office.

Missed Work/Participation for Unexcused Absences

Students who miss school for verified truancies may not receive full credit for any assignments or activities they miss.

Actions Taken by EHHS for Truancies (Unexcused Absences) during a School Term

Truancy	Action
3 days	Counselor will call or meet with parents and student to discuss the importance of attendance and the legal implications of truancy.
4 days	Attendance officer will schedule a meeting with the principal, counselor, and parents to discuss attendance.
7 days	<p>Student will lose one-half of the available credit for the term for each class with 7 or more absences. Such loss of credit will occur regardless of the student's grade in the class.</p> <p>Attendance officer will send a 1st truancy citation to parents. (Truancy citations will include: dates of unexcused absences, a request for parental support in resolving attendance problems, a copy of the truancy fee schedule, an invoice for any outstanding fees, and a copy of UC 53A-11-103.)</p> <p>Attendance officer will refer parents who fail to respond to the appropriate County Attorney, District Attorney, or Juvenile Court for the issuance of a Class B Misdemeanor.</p> <p>Counselors will monitor student attendance (for up to 30 days) and may adjust student curriculum/schedule if necessary.</p>
9 days	<p>Attendance officer will send a 2nd truancy citation to parents.</p> <p>Attendance officer will refer parents who fail to respond to the appropriate County Attorney, District Attorney, or Juvenile Court for the issuance of a Class B Misdemeanor.</p> <p>The attendance officer will schedule a pre-court hearing between the principal,</p>

	parents, and student where the potential for and alternatives to court referral will be discussed.
11 days	<p>Attendance officer will send a 3rd truancy citation by certified letter to parents.</p> <p>Attendance officer will refer parents who fail to respond to the appropriate County Attorney, District Attorney, or Juvenile Court for the issuance of a Class B Misdemeanor.</p> <p>Attendance officer will issue a Habitual Truant Citation and refer the student to the appropriate County Attorney, District Attorney, or Juvenile Court. (Habitual Truant referral will include: documentation of attendance, achievement, school efforts to improve attendance, copies of truancy citations, and copies of mailing certificates.)</p>
14+ days	<p>Attendance officer will send additional truancy citations by certified letter to parents.</p> <p>If appropriate, attendance officer will initiate referral of parents to appropriate County Attorney, District Attorney, or Juvenile Court for Educational Neglect.</p>

Withdrawal for Nonattendance

Students absent for ten (10) consecutive days will automatically be withdrawn from school unless they contact the school to explain mitigating circumstances.

Procedure for Appealing Truancy Citations

If parents feel the school's records are in error or the school's actions are unjustified given extenuating circumstances, parents may appeal truancy citations. Parents must request a meeting with the principal by submitting an "Attendance Review Form" within ten (10) school days of the issuance of a truancy citation (for citation) or posting of term grades (for loss of credit).

The principal will convene an appeals committee meeting with the student's teachers, the student's counselor, and the attendance officer. The committee will act to correct any errors in student attendance records.

Students and parents must justify to the committee why citations or loss of credit should be overturned. It shall then be the determination of the committee (not the parent or student) whether to change the attendance record or modify the consequences for absences. The committee will only rule favorably on appeals in which absences are both valid and documented (see list of valid reasons and required documentation below).

Valid Reasons for Excusing Absences & Required Documentation

Reason for Absence	Documentation
Personal illness	Letter from parent, guardian, or physician
Hospitalization/Medical emergency	Letter from parent, guardian, or physician
Participation in a legal proceeding	Letter from the court
Death in the Family	Funeral program or letter from parent or guardian
Medical/dental appointments	Letter from parent, guardian or physician
EHHS sponsored activities	Activity Participation Authorization Form (this authorization must be turned-in to the attendance office before the absence.
Film shoots/auditions (not sponsored by EHHS)	Activity Participation Authorization Form (this authorization must be turned-in to the attendance office before the absence. & Letter from the film shoot/audition (turned in after shoot/audition).
Family Activity / Travel	Letter from parent or guardian at least 2 weeks prior to the vacation.
Other emergencies	These will be excused on a case-by-case basis by the principal with appropriate documentation.

Invalid Reasons for Excusing Absences

Except for extenuating circumstances, EHHS **does not excuse student absences for any reason not listed above**. Students who are at the school, but who miss twenty (20) or more minutes of any class without a valid excuse will likewise receive an unexcused absence. The following are *examples* of invalid reasons for excusing absences:

- Car trouble
- Oversleeping
- Missing the bus or carpool
- Babysitting
- Ski/Snowboard trips

Tardiness

Punctuality is an important life skill and tardiness is extremely disruptive to the educational process. A student is considered tardy if he/she is not in the classroom when the tardy bell rings and does not have a valid excuse for being late. After fifteen (15) minutes, students are marked absent unless they have an excusal note for legitimate reasons as listed in excused absence section above.

Actions Taken by Teachers for Unexcused Tardies during a Term

Tardy	Action
1	Verbal warning given to student. Counseling given to student regarding the consequences for further tardies and the disruptive nature of tardies.
2	Same as for 1 st tardy.
3	Phone, email, or in-person contact with parents will be made to discuss the student's lateness and its impact on the class and on the student. One absence is given for each three tardies.
4	Student will be referred to accountability center (i.e. detention) for one lunch period.
5+	Student will be referred to the accountability center for one lunch period for each additional tardy.

Teachers may also award participation points (or use similar devices – e.g. tardy quizzes, bell-ringers) to encourage punctuality so long as such points do not amount to more than 10% of a student's grade in the course. At their discretion, teachers may refer students to the counseling or principal's office for egregious tardies (5+).

Leaving Early

Any student who leaves school at any time after having been on campus must have parental consent to check-out. Students who are checked out are still subject to the attendance policy for excused and unexcused absences.

Parents should not call students directly on their cell phones to have them sign-out, but should call or send a written note to the attendance office, which will then release a student from school.

Family Vacation Leave

EHHS allows students to make application to an administrator to miss up to ten school days each year for prior approved family vacation release using a "Family Vacation Application". These prior approved release days will not contribute to the accumulated total absences. Students may take no more than five (5) prior approved family vacation release absences per class per term without being required to makeup the absences or have them excused through the absence review process.

Homebound and Hospitalized (Due to Long-term Medical Condition)

When a student's absence for personal illness is expected to exceed ten consecutive days, the student may apply for homebound instruction. Parents of students in this situation should submit a home/hospital instruction application to their student's counselor. Students with contagious illnesses will not be approved.

When a student enrolls in homebound instruction, it is sometimes necessary to adjust the schedule to meet the needs of the student. Elective courses not offered by homebound teachers may be dropped until the student returns to school. Core classes will remain on the student's schedule and the classroom teacher retains the responsibility for assignments.

Students will receive a total of 2 hours of instruction per week from homebound teachers. Students will not be marked absent during the period of homebound instruction. Homebound instruction must be arranged with a guidance counselor.

Attendance and Truancy and ADA/IDEA

If students with disabilities under the Individuals with Disabilities Education Act (IDEA) or students protected under Section 504/ADA of the Rehabilitation Act have excessive absences and fall within the criteria of this rule, the student's IEP team (IDEA) or school team (Section 504) shall ensure that attendance and truancy procedures apply consistent with state and federal law and regulations.

Attendance Make Up Policy

To make up an absence or tardy, a student may make up citizenship points. (see citizenship table for more information). This make up can be scheduled before or after school or during lunchtime with that contract individual or during lunchtime accountability. Teachers are not required to work with students to make up absences or tardies, but may do so voluntarily, if they choose.

Incentives for Punctual Attendance

Aside from likely being provided with more learning, earning higher grades, and earning more credit, the following incentives will be employed to encourage attendance.

- Participation in school sponsored activities will be allowed based on positive attendance.
- Students with perfect and near perfect attendance will be recognized at term awards ceremonies.
- Students with perfect attendance will earn 25 citizenship points per trimester.

Discipline and Due Process

For information about discipline procedures and due process rights, please refer to the full policies and procedures manual (at the school) or extended student handbook (online).

DISCIPLINE AND CONDUCT POLICY


EHHS is committed to fostering a safe environment for students, staff, and visitors that is conducive to the learning process and free from unnecessary disruptions. EHHS has adopted a Safe School policy that is in accordance with Utah State Law. A safe school environment includes school facilities and grounds; school sponsored activities and school related locations where students can function without threat of impending harm.

A student may be denied admission to EHHS on the basis of having been expelled or having committed a Safe School Violation at any other school during the preceding twelve (12) months.

Utah Behavior Initiative

The Utah Behavior Initiative program that is designed by the State Office of Education focuses on academics, behavior and coaching. We are fortunate to be one of only two Charter schools in the state to be accepted into this program. Through it we have created a model for other schools to follow. The following pages outline some of the interventions and policies our team has implemented.

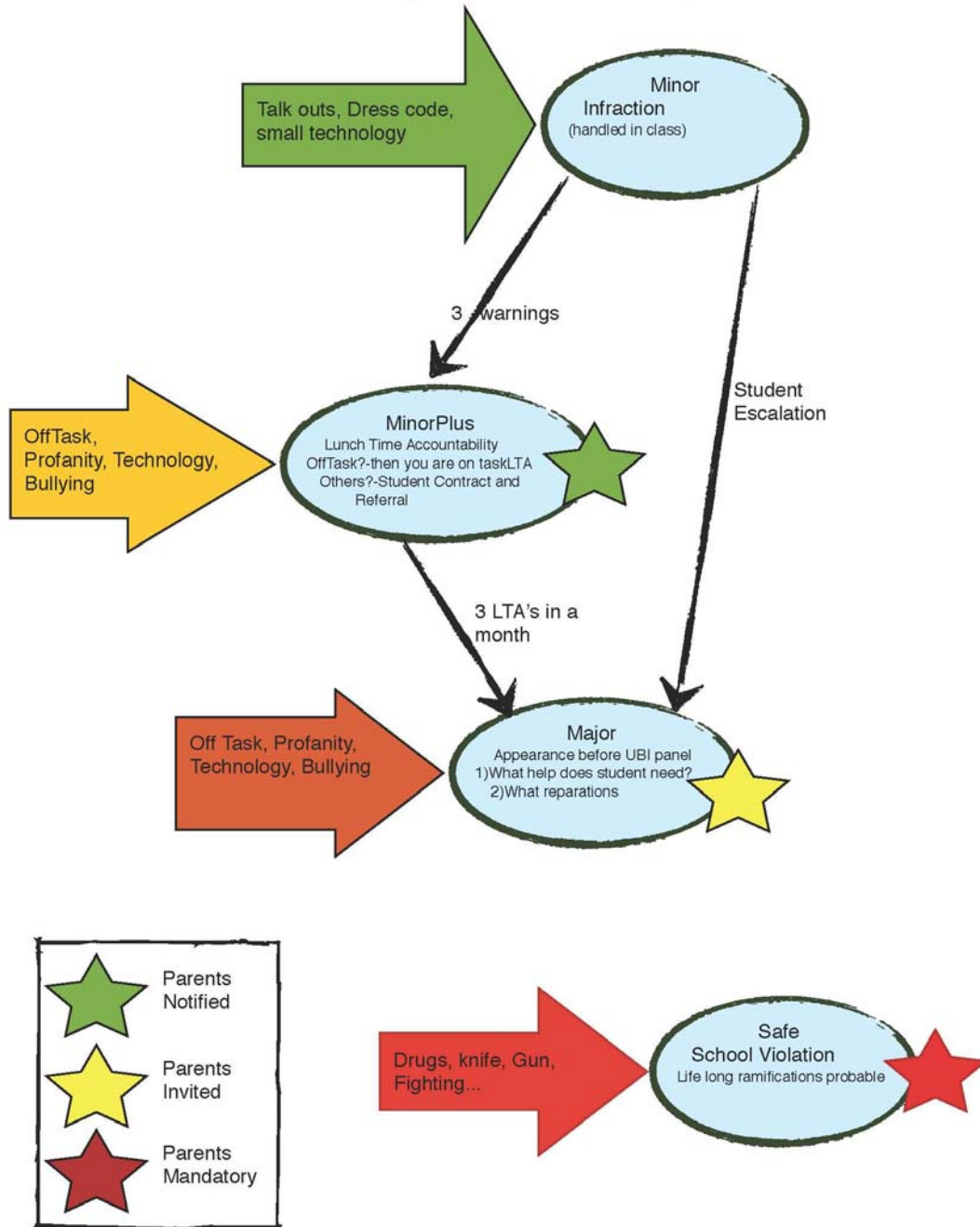
EHHS Playbook

	Classroom	Hallways/Lobby/ Lunchroom	Outside	Studio	Bathroom
Be Respectful Respect Yourself Others Your School	<ul style="list-style-type: none"> • Pay Attention! • Do Your Best • Leave the classroom better than you found it! • Electronics must be put away 	<ul style="list-style-type: none"> • Keep it clean! • Keep it safe! 	<ul style="list-style-type: none"> • Keep it clean! • Keep it safe! 	<ul style="list-style-type: none"> • Take Care of it • Take Ownership/Pride in it! • Treat it like you would if you owned it! 	<ul style="list-style-type: none"> • Keep it clean!
Be On-Time-Task and Location	<ul style="list-style-type: none"> • Be in your seat working when the bell rings 	<ul style="list-style-type: none"> • Walk straight to your destination • Be out of these areas as much as possible during class time 	<ul style="list-style-type: none"> • Only be outside during appropriate times - before school, after school, at lunch, or with a teacher 	<ul style="list-style-type: none"> • When filming, be accompanied by a teacher • Be at all assemblies 	<ul style="list-style-type: none"> • Make your best effort to go in between classes.
Only bring attention to yourself in a positive way	<ul style="list-style-type: none"> • Ask the question no one else is asking • Make positive comments • Raise your hands 	<ul style="list-style-type: none"> • Positive ????? • Be kind to everyone 	<ul style="list-style-type: none"> • Courteous driving • Be courteous to our neighbors 	<ul style="list-style-type: none"> • Do your best work! • Filming is a privilege 	<ul style="list-style-type: none"> • Report problems to the front office
Never leave a fellow student behind	<ul style="list-style-type: none"> • Participate in other people's education • Help your classmates succeed 	<ul style="list-style-type: none"> • Invite/Involve/Welcome others 	<ul style="list-style-type: none"> • Invite/Involve/Welcome others • Let folks know the bell has rung 	<ul style="list-style-type: none"> • Support the students that plan events and those who participate in them 	<ul style="list-style-type: none"> • If someone is sick, get Help!
<div style="text-align: center;">  </div> PLAY LIKE A CHAMPION	<ul style="list-style-type: none"> • Do your work and seek help if needed • Accept responsibility for yourself • The bigger you are, the higher you lift others 	<ul style="list-style-type: none"> • Introduce yourself to new students at lunch • Participate in lunchtime activities 	<ul style="list-style-type: none"> • Develop a positive relationship with the businesses around us 	<ul style="list-style-type: none"> • Be involved in a positive way • Take a chance on yourself, try something new 	<ul style="list-style-type: none"> • Use it, Don't abuse it • Fix your mistakes

Lunchtime Accountability

In an effort to further student success, students that struggle in the classroom in the areas of behavior, attendance and grades are assigned lunchtime accountability. The flow chart below will outline the pathways to lunchtime accountability further. Keep in mind, this is meant to be an intervention to help struggling students, not a punitive measure.

Pathways-Minor/Major



UBI Team Minor/Major Matrix

	Minor	Major
Talk-Outs	Making random comments Speaking out of turn Loud Voices during work time	Minor Repetitions Loud, profane, aggressive speech
Off-Task	Not Working Not Working on correct task	Not Working and Disrupting others work
Profanity	Swearing without intent to insult or demean another	Any profanity intended to demean, insult, or bully another
Dress Code	Spelled out in dress code	Repetitive violations
Technology	Use in class when not allowed Texting,music	Misuse of school computers Repetition of minor infractions
Bullying		All bullying is major

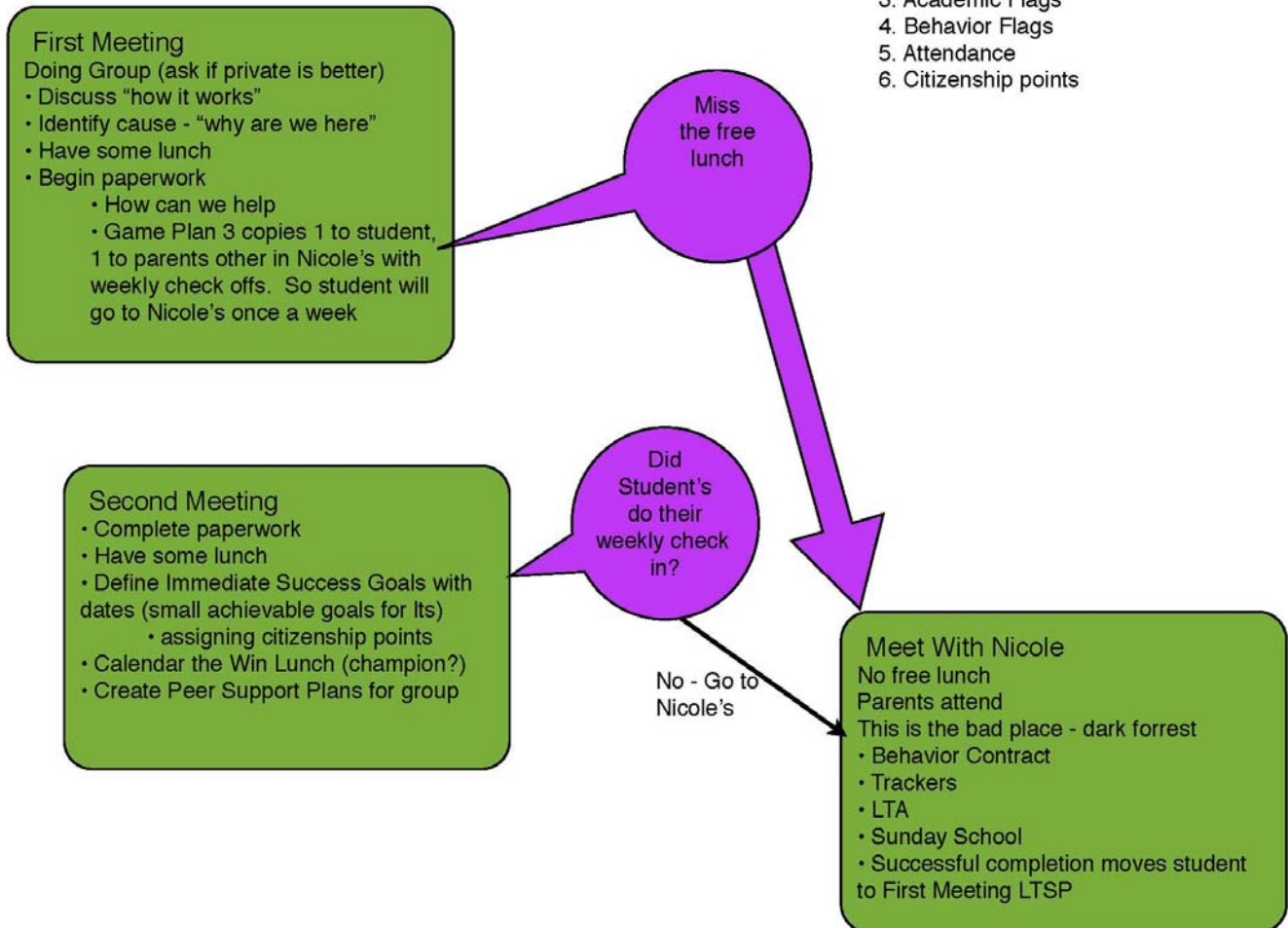
Lunchtime Success Panel

Lunchtime Accountability Panel has been implemented as a further intervention to ensure student success. When a student is called to lunchtime accountability panel the parent/guardian is invited, requested and at times required. Below is a chart that outlines the pathways to Lunchtime Accountability Panel.

Lunch Time Success Panel

How Students get to LTSP:

1. Failure to attend LTA
2. Referrals from PLC's
3. Academic Flags
4. Behavior Flags
5. Attendance
6. Citizenship points



DISCIPLINE OPTIONS - Procedure

Students, who violate school rules, disturb, or otherwise cause problems for students, teachers, or staff may be referred to lunchtime accountability or for more serious offenses, be referred to the office, and will lose citizenship points.

Students will be referred to the West Valley City Police Department or other civil authorities and suspended from EHHS for the following:

- Possessing, using, selling or coming to school under the influence of alcohol or drugs
- Possessing or using fireworks, knives, weapons, or other dangerous objects
- Stealing or damaging school or personal property
- Engaging in intimidating, threatening, demeaning behavior, or actual physical assault against other students, faculty, or staff member
- Using cigarette lighters to burn, threaten, or tease other students, destroy school property or personal property.
- School officials shall consult with local law enforcement authorities and gang detectives whenever they have questions regarding gang-related clothing, apparel, or other gang activity.

Prior to suspension, every effort will be made to provide an alternative. Alternatives to suspension include parental supervision of the student while at school, Lunchtime Accountability Panel and the BEST program.

Suspensions: Teachers, principal, or counselor may remove a student from class for one day or less for serious misbehavior. The teacher, counselor, and/or principal will make contact with the parent/guardian. A conference will be required with the parent/guardian, student, teacher, counselor, and principal prior to returning to school. The parent/guardian is responsible for taking their child home from school.

The principal may suspend a student from school for up to ten days for more serious misbehavior. Long term suspension or expulsion are also options for extreme misbehavior. The principal will make contact with the parent/guardian. A conference will be required with the parent/guardian, student, teacher, and principal/director prior to returning to school. The parent/guardian is responsible to take their child home from school.

Prior to suspending or expelling a student for repeated acts of willful disobedience of authority or disruptive behavior which are not of violent or extreme nature where

immediate removal is required, good faith efforts shall be made to implement a remedial discipline plan that would allow the student to remain in school.

Drugs and Controlled Substances - Mandatory Suspension or Expulsion

[U.C.A. § 53A-11-904\(2\)\(a\)](#).

A student shall be suspended or expelled from EHHS for any of the following reasons:

- use, control, possession, distribution, sale, or arranging for the sale of an illegal drug or controlled substance (which includes alcohol), an imitation controlled substance, or drug paraphernalia in a school building, on school grounds, within 1000 feet of campus, in a school vehicle, on District property, or in conjunction with any school activity;
- misuse or abuse, distribution, sale or arranging for the sale of prescription medication at school or a school function; or
- misuse or abuse of over-the counter remedies, or sharing, distribution, sale, or arranging for the sale of over-the-counter remedies. Any medications, prescribed or over the counter, must be kept in the front office and will be administered by school officials according to written instructions and permission by the Parent or Guardian.

Drug Testing

- Any student who is reasonably suspected of violating the above drug policy may be subject to a drug test, arranged and paid for by the school.
- Any student who has been suspended or expelled for a drug violation may be required to provide a clean drug test and evidence of drug assessment and drug counseling programs as a condition of readmission to school. Testing and counseling required as a condition of re-admission rather than for the purpose of providing justification for the initial suspension or expulsion shall be arranged and paid for by the student's parent or guardian.
- Students who refuse to submit to required drug testing and counseling programs, or to cooperate with school officials with respect to the sharing of appropriate information, may be expelled from the school. Any student who is suspended or expelled for drug violation may be subject to random drug testing, at any time and for any reason, for a period of one year from the date of offense. If the student tests positive, he/she may be expelled from School. Any student who refuses consent for random drug testing under these conditions shall be expelled from School.

Gang Activity

Students who engage in any form of gang activity on or about school property, or at any school activity may be suspended or expelled under the terms of this policy.

Gang Activity Prohibited

For the purposes of this policy, prohibited “gang activities” include, but are not limited to any of the following:

- committing any act or omission or using any speech, either verbal or nonverbal, (flashing signs, gestures, hand shakes, etc.) that demonstrates membership in or affiliation with a gang ;
- soliciting others for membership in a gang;
- requesting any person to pay for “protection”, claiming “turf”, or otherwise intimidating, bullying, retaliating against, threatening, or harassing any person;
- possessing a weapon, controlled substances, drug paraphernalia, or other contraband;
- committing any illegal act;
- encouraging or inciting another person to act with physical violence upon any other person or cause damage to property.

Gang Apparel Prohibited

Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, apparel, emblems, badges, tattoos or manner of grooming, accessories, symbols, signs, or other thing which is evidence of membership in or affiliation with any gang is prohibited. Recognizing that gang styles and clothing continually evolve and change, and that no list could comprehensively define all clothing affiliated with gangs, the Board provides the following representative list of prohibited clothing items that, according to gang detectives, commonly denote gang membership or affiliation:

- excessively baggy clothing;
- belts worn excessively long in the front and hanging on either side;
- boy Scout-style belt buckle with the initials of the person or gang etched on it;
- baseball hat or other cap with gang symbols, moniker, or insignia on it, particularly on inside of brim;
- bandannas, or “rags,” worn on a person or displayed;
- shirts or apparel with gang symbols, monikers, insignia, colors, or other gang identifiers;
- clothing or apparel displaying Old English style or “graffiti” style writing;
- hair nets;
- button shirts with the top button fastened and shirt tails hanging out;

- pants with one pant leg rolled up or shirts with one shirt sleeve rolled up;
- any apparel or style of wearing clothing that school officials, in light of the totality of the circumstances, and after consultation with law enforcement authorities, view as denoting gang membership or affiliation.
- ICP and Straight Edge clothing and insignias are prohibited.

Confiscation of Gang Items

Subject to the search and seizure provisions of this policy, gang paraphernalia, apparel, or weapons may be confiscated by school officials at any time.

Administration reserves the right to decide when an item is or is not gang related.

Exclusion: For severe cases of misbehavior, the principal may order the exclusion of a student from EHHS for up to one year. A conference will be required with the parent/guardian, student, and principal prior to exclusion to discuss the student’s behavioral history and other possible school options. The student will not lose his/her space at EHHS. After the exclusionary period, a parent/student conference with the principal will be required prior to returning to school.

Expulsion: In cases where a student has received his/her 4th offense or student behavior requires more restrictive measures, the principal may order the expulsion of a student from EHHS. Suspension, exclusion, or expulsion is mandatory for the following violations:

1. Any serious violation affecting another student or staff member, or occurring in the school building, in or on school property, or in conjunction with any school activity, including the possession of a weapon, explosive, or flammable material under 52A-3-502 of the Utah Code, or the sale, control, or distribution of a drug or controlled substance as defined in 58-37-2 of the Utah Code, an imitation controlled substance as defined in 58-37b-2 of the Utah Code, or drug paraphernalia as defined in 58-37a-3 of the Utah Code: or
2. The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or Class misdemeanor.

Least Restrictive Interventions – Restraint

EHHS employees or volunteers may not inflict or cause the infliction of physical pain upon the body of a minor child as a discipline measure. Corporal punishment is defined as the intentional infliction of physical pain upon the body of a minor

child as a disciplinary measure. This policy does not prohibit the use of reasonable and necessary physical restraint or force in self-defense or otherwise appropriate to the circumstance to:

1. Obtain possession of a weapon, other dangerous objects, or controlled substance in the possession or under the control of a child
2. Protect the child or another person from physical injury
3. Remove from a situation a child who is violent.

In the event that a student's behavior requires emergency interventions to prohibit danger to him/her, others or the threatened abuse to the aforementioned, emergency procedures may be implemented. Emergency procedures include the use of redirection, physical restraint, manual restraint, time-out, suspension, etc.

In the event that emergency procedures are utilized, staff will document all periods of emergency behavior control with a justification and authorization for each period. A parent or guardian will be contacted. If student's behavior continues to escalate in terms of severity, additional assistance will be sought through outside agencies (i.e. City Police, Mental Health Services, etc.).

The ultimate goal of discipline is to help the student deal with the concern and to assure that the student becomes accountable for his/her own behavior.

DUE PROCESS

1. The administrator shall:
 - a. make reasonable attempts (documented) to notify a parent/guardian immediately of the decision to suspend, exclude, expel, discuss grounds for action, time period for suspension, and time and place for parent/guardian to meet and review the action.
 - b. prepare documentation of charges, evidence, behavioral history, and action taken that will be explained and made available to the student. This documentation will be signed by the student and the principal. If the student refuses to sign documentation, the principal will document the refusal.
2. The student shall be given an opportunity to be heard and counseled by school officials.
3. If the student denies the charges, an explanation of the evidence and an opportunity to present his/her version when the student version differs from the charges shall be offered in a hearing with parent or guardian.

4. Parent/guardian notice shall precede the student's removal from school. If, in the judgment of the principal, notice is not possible because of unavailability of the parent/guardian and/or the student's presence poses a danger or disruption to the education process, he/she may be removed immediately. However, in such cases, the necessary notice shall follow as soon as possible.
5. A student's re-admission to school is contingent upon a parent conference. This conference is for the purpose of planning for the student's success and the school receiving the assurance that repeated violations will not occur.
6. Student's non-attendance due to the failure of a parent/guardian to promptly schedule and/or keep appointments for the due process shall be considered truant.
7. The school shall maintain a record of all suspended or excluded students and a record of follow-up contacts which shall be at least once a month during the period of disciplinary action.

Student Rights

1. Students may exercise their constitutionally protected rights of free speech, and/or expressions, giving due consideration to the rights of others - time, place, and manner of the expression.
2. Students have the right to fair, consistent, and respectful treatment by staff members and other students.
3. Students have the right to be informed about rules of the school. When a student is referred for disciplinary action, the student has the opportunity to respond to the allegations.
4. Students sixteen years of age and older, or under sixteen with parental consent, have the right to see their own personal files, cumulative folders, transcripts, and other school records during school hours. Students have the right to insert rebuttals to information and opinions in their files.
5. Students have the right to present complaints or grievances to school authorities and the right to receive authoritative replies within a reasonable time regarding the disposition of their complaints or grievances.

Bullying

Bullying, hazing, and retaliation towards those reporting incidents of bullying or hazing reduce a student's ability to achieve academically and reduces an employee's ability to perform their job responsibilities. In addition, bullying, hazing, and retaliation can directly affect a student's or an employee's health and well-being, and may contribute to excessive absences, physical illness, mental and emotional anguish, and long-term social and psychological consequences. The Board encourages educators, employees, students, and parents to develop procedures to stop and prevent bullying, hazing, and retaliation by reporting incidents of bullying or hazing to the EHHS administration.

Definition of Bullying

Bullying is defined as any behavior that is intended to cause personal harm or distress, and exists in situations or relationships in which there is an imbalance of power or strength, and may be repeated over time. It is intentionally or knowingly committing an act that endangers the wellbeing, health, or safety of a student or employee. Bullying may be physical, verbal/written, or psychological. The conduct described in this policy constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.

Examples of different types of bullying may include, but are not limited to:

Physical Bullying: Involves physical activity that endangers the health and safety of a student or employee that includes, but is not limited to, pushing, grabbing, pinching, whipping, beating, branding, bruising, electric shocking, shoving, poking, tripping, kicking, hitting, placing a harmful substance on the body, exposure to the elements, and destroying property. Bullying may involve coerced consumption of any food, liquor, drug, or other substance. Bullying may also involve any forced or coerced act or activity of a sexual nature or with sexual connotations such as asking a person to remove articles of clothing or expose or touch private areas of the body. It may also involve the physical obstruction of a student's or employee's freedom to move if done for the purpose of creating fear of physical harm to the student or employee or to the property of the student or employee.

Bullying may also include:

- writing notes making fun of an individual
- preventing someone from participating in a group activity (marginalization)
- making threatening gestures or faces

Racism / Intolerance: Verbal or physical abuse directed at an individual or group based on race, religion, ethnicity, disability or socio-economic status.

Examples:

- Addressing a victim with a racial slur
- writing graffiti denouncing a victim based on their ethnic background

Sexual Bullying: Initiating and/or attempting unsolicited physical contact, making sexually threatening and/or abusive comments attacking a victim based upon their gender or sexual orientation

Examples:

- verbally referring to an individual in a demeaning manor, examples include terms such as a “slut” or “faggot” or “gay” or “Ho”
- touching a persons body in a sexual nature against their wishes

Cyber-Bullying: Engaging in harassment, threats, teasing or other form abuse via online or computer-based means including but not limited to social media (such as Facebook, MSM, etc.), texting, email, blogging or other forms of electronic information exchange.

Examples:

- Posting derogatory comments about an individual or group using Facebook or other social networking sites.
- Threatening an individual via e-mail or text messaging

Objectives

- All members of the school community including students, teaching and Nonteaching staff, administration and parents/guardians will have a full understanding of what constitutes bullying and harassment.
- School faculty and staff will be thoroughly familiar with the bullying policy and follow the appropriate protocols when bullying is reported or observed
- Students and parents will be thoroughly familiar with the bullying policy and will be aware of the reporting process for bullying incidents
- All incidents of bullying will be taken seriously, investigated immediately and dealt with in a fair, consistent manner
- Where appropriate, disciplinary procedures taken in response to bullying will include strategies intended to modify or change behavior.

Bullying Response Protocols

1. All bullying incidents should be reported immediately to a staff member or member of the administrative team. All incidents of bullying will be documented.
1. The particulars of the incident will be reported to the Principal or designate for the appropriate follow-up investigation.
3. The perpetrator, victim and witnesses will be interviewed by a member of the administrative team.
4. Parents of both the victim and the perpetrator will be informed of any serious incident(s) and may be required to meet at the school to discuss the problem.
5. As part of the disciplinary consequence to a bullying incident, the Perpetrator may be required to participate in strategies intended to change or modify behavior, including, peer mediation or involvement of other agencies, in-school or out-of-school suspension or expulsion.

ANTI HARASSMENT POLICY

EHHS is committed to providing an environment free from illegal harassment and other forms of discrimination based upon sex, race, color, ethnic background, sexual orientation, national origin, religion, creed, age, citizenship, disability, and/or veteran status. It is the belief of EHHS that an environment free from discrimination and harassment is a necessary part of a healthy learning and working atmosphere.

Discrimination, harassment and retaliation are prohibited by Title IV, VI, and VII of the 1964 Civil Rights Act and Title IX of the Education Amendments of 1972. Employment discrimination is also prohibited by the Utah Anti-Discrimination Act, UCA 34A-5.

EHHS is committed to eliminating illegal discrimination through education and administrative support.

Within the educational environment, sexual harassment is prohibited between students, between employees and students, between non-employees and

students, between employees and employees, and between employees and other persons.

Complaint Procedures

Informal Resolution:

Employees, students, or other individuals who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the persons engaging in such conduct that such conduct is offensive and must stop.

Employees, students, or other individuals who feel aggrieved because of conduct that may constitute sexual harassment shall inform the principal or counselor so that he/she may take remedial action.

Formal Complaints:

- (1) Complaints brought by students — an aggrieved student should file a written complaint with the principal.
- (2) Complaints brought by employees or other individuals — an employee or other individual should file a written complaint with either the principal or the Chief Administrative Officer (CAO).
- (3) The informal resolution procedures set forth in paragraph A above are not a precondition to the filing of a complaint. (A complete copy of the Anti Harassment policy is available upon request.)

APPEALS COMMITTEE

This select committee of faculty members, counselors and administrators deals with written appeals in accordance with EHHS grievance procedures.

CHILD FIND

If you have a student or know of a student that may be in need of special education services please refer them to our school registrar.

BULLETIN BOARDS

There are several bulletin boards placed throughout the school in an effort to provide current information to students and staff. The only place that notices/bulletins/signs/artwork may be put up is on these approved bulletin boards. Permission must be granted by the principal in order for anything to be placed on these bulletin boards. Other notices placed in our hallways will be taken down.

CLASSROOM PARTIES

Utah State Law prohibits students from consuming “homemade” food in a classroom setting. Classroom parties also create added expenses—not only for food but maintenance and cleaning of school facilities. For these reasons classroom parties are discouraged.

INTERNET AND NETWORK ACCESS

Students will have Internet access as a support to the educational program at EHHS. All students and their Parents/Guardians must agree to and sign the Internet Policy. Students who access the Internet for appropriate purposes may benefit greatly from the information offered in terms of report writing, research, etc. Any students who violate the acceptable use policy may lose the privilege of using the Internet, be suspended or expelled from school, and/or have civil and criminal charges filed against them.

ELIGIBILITY POLICY

Students representing EHHS in interschool activities, in elected or appointed positions, or by way of competitive try-outs shall be full-time students. They must maintain acceptable scholarship, display satisfactory conduct and maintain a minimum standard of attendance in all classes. Elected officers found ineligible will be removed from office for the remainder of the term. Students will lose the privilege of participating in all extracurricular activities including being an elected officer for the rest of the calendar school year upon a second offense.

SPECIAL EDUCATION

At East Hollywood High School we provide a full continuum of services to ensure the success and progress of special education students with a focus on providing their education in the least restrictive environment.

**EAST HOLLYWOOD CHARTER HIGH SCHOOL
EQUAL EDUCATION AND EQUAL EMPLOYMENT OPPORTUNITY
STATEMENT**

EHHS is committed to providing equal education and employment opportunities regardless of sex, marital or parental status, race, color, religion, age, sexual orientation or national origin. Title VII of the Civil Right Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Title IX of the Educational Amendments of 1972 is similar in its prohibition of discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contract, or loan. Equal opportunity includes: employment, admission, course offerings, and extracurricular programs, including sports, counseling, and testing.

The policy of the East Hollywood Board of Trustees is that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, or disability in any educational program, activity, or employment.

Responsibility for equal employment and educational opportunity throughout the school system rests with the EHHS Board of Trustees. All questions, concerns, grievances and requests for information should be referred to:

Eric Lindsey
Chief Administrative Officer
East Hollywood High School
2185 S 3600 West
West Valley City, UT 84119