



Student Handbook 2020-2021

August 2020

*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

Principal/Co-Director	Katrina Walker
Business Manager/Co-Director	Ryan Marchant
Assistant Principal	Nolan May
Counselor	Carla Coleman
Registrar	Chelsie Dumas
Administrative Assistant/Receptionist	Krista Lilly
Director of Special Education	Nicole Broberg

EHHS Board

EHHS School Board Chair	Skip Francone
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Faculty/Staff Email

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

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Vision/Mission/Expectations

East Hollywood High School Vision

Be a safe place where film and individualized education help students discover and realize their life goals.

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 students 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 into all areas of our lives, in and out of school.
Acceptance	We will accept and embrace one 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

The Code of the Manbear

- **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!**

Parent, Student and School Learning Compact

PARENT/GUARDIAN RESPONSIBILITIES

I want my child to achieve therefore I will:

- Make certain my child attends school regularly and on time.
- See that my child is well-rested and has breakfast each day.
- Set aside a specific time and place for homework, assisting as necessary.
- Attend at least two conferences and communicate regularly with my child's teacher to ensure his/her academic success.
- Support the school and staff in maintaining proper discipline.
- Read with my child and let him /her see me read regularly.
- Encourage positive attitudes toward school.
- Volunteer in my child's classroom as appropriate.
- Review information and work sent home and respond as necessary.

STUDENT RESPONSIBILITIES

It is important that I learn, therefore I will:

- Attend school every day and on time.
- Complete assignments and homework.
- Bring homework and supplies to school each day.
- Work to the best of my ability.
- Work cooperatively with classmates, teachers and staff.
- Respect myself, other people, and my school.
- Follow all school rules.
- Accept responsibility for my own actions.

TEACHER RESPONSIBILITIES

It is important that my student achieve, therefore I will:

- Hold expectations high for all students, believing that all students can learn.
- Provide high-quality instruction in a supportive and non-threatening environment.
- Provide meaningful homework.
- Communicate regularly with my students and their families through conferences, notes, phone calls, etc.
- Provide opportunities for parents to assist in the classroom in meaningful ways and to observe classroom activities.
-

ADMINISTRATOR RESPONSIBILITIES

I support this compact therefore I will:

- Provide an equitable learning environment for all children.
- Encourage the staff to provide parents with information about the total school program.
- Encourage our staff to provide avenues for positive and meaningful parent involvement.

Schedules and Calendars

Academic Schedule

Student Registration	August 6-12 (Thurs-Wed)
Faculty Orientation (Contract Day)	August 17 (Mon)
Professional Development	August 18 (Tues)
First Day of Classes/Begin Term 1	August 19 (Wed)
Labor Day (no school)	September 7 (Mon)
Professional Development (no school)	September 21 (Mon)
End of 1 st Term	September 30 (Wed)
First Day of 2 nd Term	October 1 (Thurs)
Fall Break (no school)	October 15-16 (Thurs-Fri)
End of 2 nd Term	November 13 (Fri)
First Day of 3 rd Term	November 16 (Mon)
Thanksgiving Break (no school)	November 25-27 (Wed-Fri)
Winter Break (no school)	December 21-January 1
End of 3 rd Term	January 13 (Wed)
First Day of 4 th Term	January 14 (Thurs)
Martin Luther King Jr Day (no school)	January 18 (Mon)
Presidents Day (no school)	February 15 (Mon)
End of 4 th Term	February 26 (Fri)
First Day of 5 th Term	March 1 (Mon)
ACT's/Juniors Only (Emergency Make Up Day)	March 9 (Tues)
Spring Break (no school)	March 29-April 2 (Mon-Fri)
End of 5 th Term	April 16 (Fri)
Professional Development (no school)	April 19 (Mon)
First Day of 6 th Term	April 20 (Tues)
Last Day of School	May 28 (Fri)
Memorial Day	May 31 (Mon)
Faculty Check Out (Contract Day)	June 1 (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. The campus will close, and the building will be locked at 4:00, unless otherwise arranged. 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	Morning Assembly/ Advisory	Late Start Schedule
1 st Period 8:20-10:10	Breakfast served before school	Breakfast served before school	Breakfast served before school
Breakfast 10:10-10:25	1 st Period 8:20-9:40	1 st Period 8:20-9:50	1 st Period 10:30-11:50
2 nd Period 10:25-12:30	Break 9:40-9:45	Break 9:50-9:55	Lunch 11:50-12:10
Lunch 12:30-1:20	2 nd Period 9:45-11:20	Assembly/Advisory 9:55-11:00	2 nd Period 12:10-1:45
3 rd Period 1:20-3:10	Lunch 11:20-11:40	Lunch 11:00-11:50	Break 1:45-1:50
	3 rd Period 11:40-1:00	2 nd Period 11:50-1:35	3 rd Period 1:50-3:10
		Break 1:35-1:40	
		3 rd Period 1:40-3:10	

EAST HOLLYWOOD HIGH SCHOOL

Citizenship/Attendance and Truancy Policy

Purpose

Daily attendance at East Hollywood High School is expected. It is a significant factor affecting student achievement in their school performance. East Hollywood's administration, teachers, and staff expect students to be in class, on time, and be held responsible for their behavior each and every day.

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 also 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. 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.

Attendance

Student Attendance Records

East Hollywood will make every effort to keep parents informed of their student's attendance and academic progress. The school will provide:

- **Online Access to Daily Attendance and Academic Progress** – Parent(s)/Guardians can track the attendance of their student(s) and academic progress through the school's online Student Information System (ASPIRE) located at <https://easthollywood.usoe-dcs.org/Login/>
- **Daily Telephone Notification** – Parent(s)/guardian(s) will receive daily notification if their student is absent or tardy through the schools auto dialer. Parent(s)/guardian(s) who may have questions or concerns in regards to the student attendance can call Krista Lilly, Attendance Officer at (801) 886-8181.
- **Mail Notification** – The school notifies parent(s)/guardian(s) by mail if their student has accumulated more than 3 days or 9 periods in any of their classes.

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. 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. Only the Principal can clear exceptions to teachers entering daily attendance into Aspire.

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 career 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.

Eight (8) or more excused absences within the school year are considered excessive and may require documentation

Students will lose citizenship points (4 points per class period absence) for **excused absences that exceed 3 days (9 periods) in one academic term** unless the parent/guardian(s) provides documentation

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.

Unexcused Absences

If a parent/guardian does not excuse a student’s absence it is recorded as unexcused. Unexcused absences are subject to the **truancy prevention proceedings** of this policy. Students lose four (4) citizenship points for each Unexcused Absence. Students who miss school for verified truanancies may not receive full credit for any assignments or activities they miss.

Actions Taken by EHHS for Truancies (Unexcused Absences) During a School Year

Truancy	Action
Tier I -- Early Intervention Council meeting with school administration and counselor.	
4 days (12 class periods)	<p>Attendance officer will send the 1st Truancy Letter to parent/guardian(s).</p> <p>The truancy letter will include the dates of unexcused absences and request the parent/guardian(s) schedule an Early Intervention Council meeting to discuss the importance of the attendance and academic progress at school as well as the legal implication of truancy.</p> <p>Once parent/guardian(s) receive a truancy letter they will have 10 school days to schedule and attend an early intervention meeting. Once the parent and student attends the scheduled meeting and completes the agreed upon terms the student will regain the citizenship points that were lost due to the absences identified in the truancy letter.</p>
Tier II – Truancy Intervention Hearing and Attendance Contingency Plan	
7 days (21 class periods)	<p>Attendance officer will send the 2nd Truancy Letter to parent/guardian(s).</p> <p>The truancy letter will include the dates of unexcused absences and require the student and parent/guardian attend a mandatory truancy intervention hearing. Attendance by both parent/guardian(s) and student is mandatory at this hearing.</p> <p>Parent(s)/guardian(s) and student will be given the opportunity to state reasons for acquired absences. Items to be discussed during this meeting could include, but are not limited to attendance contract, health concerns, whether or not the student meets qualifications to be placed on a section 504 plan or Individual Education Program (IEP).</p> <p>The student will be placed on an Attendance Contingency Plan. Once the terms of the agreed plan are met the student will regain half of the citizenship points that were lost due to the absences identified in the truancy letter.</p>
Tier III – Habitual Truancy Notification and Truancy Intervention	
10 days (30 class periods)	<p>Attendance officer will send a 3rd Truancy Letter to parent/guardian(s).</p> <p>The truancy letter will include the dates of unexcused absences and request the parent and student attend a mandatory after-school truancy course. Attendance to this class by both parent/guardian(s) and student is mandatory.</p> <p>If a parent is unable to attend a truancy intervention class they will have an option of having a school administrator, social worker and/or resource officer schedule at least four (4) home visits. Home visits will cover the content of the truancy intervention course.</p> <p>After successful completion of the truancy course and set attendance goals the student will regain half of the citizenship points that were lost due to the absences</p>

identified in the truancy letter. If the parent/guardian(s) and student do not attend a truancy class, a fine will be assessed.
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Procedure for Appealing Truancy Notifications

If parents feel the school's records are in error or the school's actions are unjustified given extenuating circumstances, parents may appeal truancy. Parents must request a meeting with the principal by contacting the school within ten (10) school days of the issuance of a truancy notice. 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 notices 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 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 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. *Students will still lose citizenship points for absences that exceed 3 days[9 periods] in one academic term.
Other emergencies	These will be excused on a case-by-case basis by the principal with appropriate documentation.

Withdrawal for Nonattendance

Students who are excessively absent are subject to disciplinary action, possible court referral, and/or withdrawal from school. Students having unexcused absences for ten (10) consecutive days will automatically be withdrawn from school unless they contact the school to explain mitigating circumstances.

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 ten (10) minutes, students are marked “excessively late”. Students lose two (2) citizenship points for each Tardy. Students lose three (3) citizenship points for each Late.

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.

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+).

Arriving Late/Leaving Early

Any student who arrives on campus after the beginning of school or who leaves school at any time after having been on campus must sign in or out at the main office. Parental consent via phone, writing, and or in person is required to sign out early. Students who are checked out are still subject to the attendance policy for excused and unexcused absences. Parents/guardians are advised not to check students out of school for anything other than emergencies, as this can significantly affect a student's academics. **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

Parents wishing to have their student excused from school for family travel or activities for more than four (4) days but not more than ten (10) consecutive days must notify the principal to make prior arrangements for student's absence. The

principal will determine if these extended absences will adversely impact the student's education. While some assignments may be made-up, some class experiences cannot be replicated and progress may suffer. Students will still lose citizenship points for any absences that exceed 3 days (9 class periods) in an academic term.

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

When a student's absence for personal illness is expected to exceed ten (10) 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 the guidance counselor and school principal.

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

Students should make up lost citizenship points due to unexcused absences or tardies (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 term.

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 50 points per term and are required to maintain these 50 points. It is required that each student have 1,200 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 term.

Ways to gain and lose Citizenship Points:

Ways to Gain Points	Points Gained	Ways to Lose Points Attendance	Points Lost	
Lunchtime Support	2	Unexcused Absences (after 10 excused)	-4/class period	
Lunchtime Club/Workshop	2	Tardies	-2/class period	
Before/After School Support	2/hr.	Truancy	-10/class period	
Work Credit (until all points are earned back)	2/hr.	Behavior Expectations	Classroom Level	Administrative Level
Manbear Card	3	Profanity	-10	-25
Champion Card	10	Dress code violation	-10	-25
Tracker Sheets	2	Cell Phone/ Electronic violation	-10	-25
Volunteering/Community Service/Political Activism	5/hr.	Learning Disruption	-10	-25
School Service	2-5 /30min	Destruction of property	-10	-25
Peer Tutoring	5/hr.	Plagiarism	-10	-25
Perfect Attendance in a Term	25	Defiance	-10	-25
Credit Recovery Attendance	10	Safe School	1st Offense	2nd Offense
Club Participation	2	Bullying/Fighting	-50	-100
Short Term Advisory Goal	25	Smoking	-50	-50/-100

Long Term Advisory Goal	50	Drugs/Alcohol	-100	Safe School Violation
		Suspension	-100	
		Drugs/Alcohol	-100	Safe School Violation
Any student who loses points is subject to suspension and/or restitution for damages.				

EHHS Manbear Code

	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 hand 	<ul style="list-style-type: none"> • Be kind to everyone • Positive Interactions with others 	<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/Welcme 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.

No Excuses, 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
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Manbear Recognition

Students who earn above and beyond the required amount of citizenship points will be invited to attend the Manbear banquet held at the end of the school year. Students will be awarded pins to be worn on their graduation robes during the graduation ceremony. The following chart details the required points for each grade level to qualify for Manbear recognition awards. Students involved with the truancy/attendance process (received 10 day letter) not eligible for the Manbear Banquet or Lagoon. Students who are not current on credits aren't eligible for the Manbear Banquet of Lagoon.

Grade Level	Points	Reward
Freshmen	400	Manbear Banquet & Paw Pin
Sophomores	800	Manbear Banquet& Paw Pin
Juniors	1200	Manbear Banquet & Paw Pin
Seniors	1600	Manbear Banquet, Lagoon Trip & Manbear Pin

Student Support

In an effort to further student success, students that struggle in the classroom in the areas of behavior, attendance, and grades are encouraged to attend our Student support programs. These programs include the following:

Lunchtime & Before/After-School Support

Lunchtime & Before/After School Support will assist students by providing access to one on one teacher support during the lunch hour. Students may make arrangements with teachers to receive help during lunch, before and after school. The teachers, advisors, and/or counselor may also assign a student to attend school support sessions. Students will also be able to earn citizenship points for the time they are working with their teachers. It is recommended that students who are failing one or more classes work with their advisor and teachers to attend school support sessions. Parents will be notified weekly via a phone call if their student is failing.

After-School Credit Recovery/Support

After-School is offered on Tuesdays and Thursdays from 3:30-5:30. Students must sign up to attend. After-School enables a student to complete credit recovery and to receive additional tutoring. Students will also be able to earn citizenship points during this time.

Tracker Sheets

Tracker sheets are available for students to take class on a daily basis. Tracker sheets are signed by each teacher, which enables the teacher to continually communicate with students who are struggling with attendance, missing assignments and low grades. Tracker sheets are turned into the front office for citizenship points, and can also be copied so students can take them home to parents.

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/co-director or business managers/co-director.
- (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.)

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 person's 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.
- 2 .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.

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 and online)

Discipline and Conduct Policy

East Hollywood High School defines discipline as a process that uses teaching, modeling, and appropriate consequences to change unacceptable behavior to acceptable behavior in order to ensure a safe, orderly, and productive learning environment. Every student has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe. EHHS expect all students to behave in a manner that promotes positive school climate, supports academic achievement, and emphasizes civility, fairness, mutual respect and acceptance of diversity. This policy is intended to be instructive, not punitive, and is based on the principal of preventative and positive discipline practices.

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.

Consequences for Violation of Contract

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.

Students may be subject to suspension from school for:

- Verbal abuse of other students, faculty, or staff
- Using vulgar and obscene language in speech, writing, gesture, or on clothing
- Habitually violating school rules
- Wearing apparel or personal belongings that promote or advertise tobacco, alcohol, drugs, sexual information, or gang affiliation
- Any violation of rules in this agreement or other published school rules.

Prior to suspending or expelling a student for repeated acts of willful disobedience or 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.

Alternatives to suspension, including parental supervision of the student while at school, will be considered in these circumstances.

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.

Dangerous or Disruptive Conduct

The following conduct is defined as “dangerous or disruptive conduct” and is prohibited on school property, at school-sponsored activities, or while traveling in school-funded or school-dispatched vehicles.

1. Possessing (regardless of intent), using, selling or attempting to possess, use or sell any firearm, weapon, knife, explosive device, noxious or flammable material, firework, chemical weapon, martial arts weapon or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.
2. Causing, or attempting, threatening or conspiring to cause damage to personal or real property, or causing or attempting, threatening or conspiring to cause harm to a person.

3. Possession or distribution of drugs or alcoholic beverages.
4. Sexual harassment or fabrication of sexual harassment charges with malicious intent to defame character.
5. Arson—the willful and malicious destruction of any part of a building or its contents or occupants by use of fire or explosive.
6. Burglary—breaking, entering or remaining in a structure without authorization during the hours when the premises are closed to students.
7. Theft/Larceny/Stealing—the intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
8. Criminal Mischief—willful or malicious injury or damage in excess of \$300 to public property or to real or personal property belonging to another.
9. Battery—the unlawful and intentional touching or striking of another person against his or her will.
10. Assault—placing another person in fear or apprehension of a harmful or offensive touching, whether or not a touching is actually intended.
11. Hazing— to harass with unnecessary or disagreeable tasks.
12. Vandalism—willfully defacing, cutting, marring, injuring, damaging, or losing school or staff property. Official grade transcripts and diplomas may be withheld until the student or the student's parent(s)/guardian has paid for the damage or made appropriate restitution.
13. Gang-related Activity—dangerous or disruptive activity, which may include but is not necessarily limited to the following: (1) wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang; (2) using a name which is associated with or attributable to a gang; or (3) designating turf or an area for gang activities, occupation, or ownership.
14. Bullying—aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the

part of one or more students. (1) Physical bullying: hitting and/or punching (2) Verbal bullying: teasing or name calling (3) Non-verbal or emotional bullying: intimidation through gestures, social exclusion and relational aggression (4) Cyber-bullying: sending insulting, threatening or harassing messages by phone or computer, or electronic messaging

Involvement in any activity which violates federal, state or local law or regulation, disrupting normal school proceedings, or causing, or attempting, threatening or conspiring to cause other students to violate federal, state or local law or regulation or to disrupt school proceedings, or attempting, threatening or conspiring to do any of these. These activities include, but are not limited to: extortion, forgery, lewdness, and distributing obscene materials. Students with prior knowledge of dangerous or disruptive behavior have the duty to report such behavior to school administration. Students that fail to report such behavior are subject to appropriate disciplinary sanctions.

Following the conference, and prior to suspending a student for repeated acts of disruptive behavior which are not of such a nature to warrant immediate removal, good faith efforts to implement a remedial discipline plan should be made. Should a disciplinary sanction be determined appropriate, alternatives to suspension should be considered before imposing a suspension from school attendance. A local school administrator shall take appropriate disciplinary action which interventions and/or disciplinary sanctions may include one or more of the following:

Interventions

Referral to:

1. School counselor;
2. Anger management/self-discipline classes;
3. Court/ law enforcement agency;
4. Division of Family Services, Child Protective Services or other agency.

Sanctions

7. Behavior contract;
8. Community or school service;
9. Inter-class timeout;
10. Lunch/after-school detention;
11. Restitution for damage/harm;
12. Parent/guardian attending class with student (requires teacher permission)

Discipline Options - Procedure

Students, who violate school rules, disrupt the learning environment, or otherwise cause problems for students, teachers, or staff may be referred to the office for Administrative Intervention and will lose citizenship points. Documentation of the student's behavior and consequences for behavior will be added to the student's personal file.

Administrative Intervention Model Step-by-Step Intervention Process

1. **Classroom Management:** Teacher attempts to defuse and redirect student behavior by handling initial discipline problems within their respective classrooms.
2. **Referral:** If a student habitually has problems with classroom behavior and does not respond to the teachers defusing strategies, the student will be referred to the office for an administrative intervention.
3. **Teaching:** The principal/vice principal will provide specific intervention strategies. Administrators will teach specific alternative behaviors that help students return to and stay in the classroom.
4. **Consequences** will be administered that encourage the use of appropriate behaviors and behavior contingency plans will be created.
5. **Re-entry:** The students will prepare an apology that includes a statement of accountability and a plan for future success. The teacher will work with the student to ensure successful reintegration into class activities.

Any behavioral issue that threatens the safety and welfare of a teacher and/or other students will be dealt with immediately by the Principal or Vice Principal.

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.

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 Safe School 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 control, distribution, sale, or arranging for the sale of a drug or controlled substance (which includes alcohol), 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 A 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.

General Guidelines for Searches of Person or Property

Given the school's custodial and tutelary responsibility for children, and the school's intent to preserve a safe environment for all students and staff, school officials recognize that they must have the authority to conduct reasonable searches of students and student property. School officials engaging in searches of students and property shall abide by the following guidelines:

Student Locker

Students have no right or expectation of privacy in school lockers. While lockers are under the joint control of students and the school, lockers are solely school property and may be searched at any time by school officials with or without cause. Once a locker is opened for search, any search of student belongings contained within the locker must comply with the guidelines for searches of personal belongings of this policy.

Searches of Students, Student Property, and Student Vehicles

Searches of a student's person, personal property (coats, hats, backpacks, book bags, purses, wallets, notebooks, gym bags, etc.) or vehicle may be conducted whenever the student's conduct creates a reasonable suspicion that a particular school rule or law has been violated and that the search is reasonably related to the suspicion and not excessively intrusive in light of the age and sex of the student and nature of the infraction. Circumstances warranting a search include

those in which school officials have reasonable suspicions that the student or student property is concealing weapons, drugs, alcohol, tobacco, unsafe contraband, pagers or lost/stolen/misplaced items.

Searches of Personal Belongings and Vehicles

Personal belongings and vehicles may be searched by school officials whenever school officials have reasonable suspicion to believe a student is concealing evidence of a policy violation or criminal activity and the items being searched are capable of concealing such evidence. The student may be asked to open personal belongings and vehicles, and to turn over personal property for search by a school official. All searches of student property by school officials shall be witnessed by an objective third party (such as another administrator, teacher, or police officer) to observe that the search is not excessively intrusive.

All contraband discovered in a search by school officials shall be immediately confiscated and turned over to law enforcement officers if school officials have reason to believe the contraband is related to the commission of a criminal act.

Searches of Person

School officials shall make sure the search meets the following guidelines:

- The search shall be conducted in a private area of the school by a school official;
- The search shall be observed by an objective third party (i.e., administrator, teacher, police officer);
- School officials may ask the student to remove his/her hat, coat, shoes and socks, turn pockets inside out, and roll up sleeves to see if the student is hiding contraband;
- Under no circumstances may school officials require students to remove any other items of clothing or touch students in any way during the search.
- If this limited search does not turn up suspected contraband and school officials have reasonable suspicion that the student is concealing contraband in his/her inner clothing (i.e., hiding drugs, weapons or other contraband underneath shirts, pants or underwear), law enforcement officers shall be summoned immediately to conduct further search and investigation.

Documentation of Searches

School officials shall thoroughly document the details of any search conducted of a student's property or person. Documentation shall be made at the time of the search, or as soon as possible thereafter, and shall include the following:

- The time, place and date of the search;
- The reasonable suspicion giving rise to the search (what did school officials suspect to find during the search);

- The name and title of individuals conducting and observing the search; • A statement about evidence that was found or not found as a result of the search;
- A statement about who took possession of contraband (i.e., police, school, etc.);
- Information regarding the attempts of school officials to notify parents about the search.

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. The individual's right, however, is balanced by the schools' responsibility to protect the health, safety and welfare of its students. It should be made clear to all that lockers are the property of the school. A student's locker and/or its contents may be searched by building administrators without prior permission in order to uphold the safety and security of pupils and personnel in accordance with Act 451, Section 380.1306.

It is strongly recommended that the student also be present for the search of his/her locker. Except in an emergency it is recommended that the building principal or his/her designee have another adult present during a locker search.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in the course of conducting a locker search. The principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy or rules.

Drug Detecting Canines

EHHS recognizes that it is the responsibility of the school principal to establish a school climate conducive to preventing and combating student drug use and abuse.

Within this expectation, school administrators have a legal and moral responsibility to be fair and to protect students from excessive and unreasonable intrusion of their individual rights.

The invasion of individual privacy should be minimized and students should not be unduly frightened or humiliated within the school setting. Because the sniffing of students by drug detecting canines may be embarrassing or frightening and significantly intrusive **it shall not be permitted.**

Students do not have an exclusive right to possession of individual school lockers and no reasonable expectation of privacy. Because control of lockers is shared

between the student and the school, the sniffing of a locker by drug detecting canines will be permitted on a random basis periodically throughout the school year.

If a searched locker contains drugs, alcohol, or tobacco or other contraband, students assigned to the locker and the owner of such materials shall be subject to school disciplinary action. Information about such prohibited materials may be referred to law enforcement officials for appropriate action.

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.

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.

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 and Personal Electronic Devices on School Grounds

Cell phone and personal electronic device during class time causes significant hindrance to student learning and is a disruption to the learning environment.

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.
- Teachers may direct students to utilize their cell phones to complete class related activities. Students may use their cell phones in class **only** under the express direction of the teacher.
- Cell phones in the classroom shall be out of sight and powered completely off.

Students who are caught using cell phones for any purpose other than activities expressly directed by the teacher (social media, texting or receiving phone calls, regardless of who is calling) are subject to the following consequences:

1 st Offense	Loss of 10 citizenship points & teacher takes the phone for the class
2 nd Offense	Loss of 25 citizenship points. Phone given to administration – parent must pick up.

Students refusing to surrender their personal electronic devices to any faculty or staff member, when asked, will be subject to school discipline. 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.
 - Any display of gang symbols, monikers, insignia, and other gang identifiers are not permitted.
 - Colored bandannas are not permitted.
 - Administration reserves the right to decide when an item is or is not gang related.
- No clothing that promotes or depicts violence, drugs, alcohol, tobacco, harassment, vulgar language or gestures, sex, or immoral behavior.

Professionalism standards:

- Underwear should not be visible
- Faux (or real) lingerie should not be worn as outerwear (including corsets, bustiers, etc)
- All students must be covered from mid-thigh (finger-tip rule) to top of chest in non-see-through material.
- Tank-top straps must be three fingers wide.

A student committee will review the professionalism standards at the beginning of the school year and the dress code may be updated at that time.

If administration 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 twenty-five (25) 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.

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.

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).

School Lunch

Students will be given a fifty (50) 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. Campus will be closed to students who habitually return from lunch late.

Public Displays of Affection

Inappropriate display of affection in the school building on the campus, or surrounding areas, or at any school-sponsored function is not acceptable and may lead to administrative action.

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 not allowed in any classroom and are only allowed in the common 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 prospective student 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. Shadow Applications must be filled out completely and turned into the front office at least one day prior to shadowing. The school may refuse to permit visitors at anytime when such visits are inappropriate or when circumstances warrant such action.

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 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 (Aspire).

Accessing Aspire

Parents and students may access the online Aspire System at any time. The web address is: <https://easthollywood.usoe-dcs.org>
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 (3 different levels of common core math)	3.0
Science (2.0 credits from 4 major areas)	3.0
Language Arts (3.0 from req'd courses)	4.0
Social Studies (Geog, World Hist, US Hist, Gov't, s.s. elective)	3.0
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	7.5
United States Citizenship Test	Passing score
Total Credits Required	26

Advisory Requirement for Graduation

Students need to earn a passing grade in advisory each school year. Students are required to have one (1) passing advisory grade for each year that they attend EHHS for graduation. An overall grade of 80% or more is required to earn a passing grade (P) in advisory.

Citizenship Requirement for Graduation

1,200 citizenship points are required for a student to participate in graduation ceremonies and receive an East Hollywood High School Diploma. Citizenship points are determined by behavior and attendance.

State-Mandated Testing

College Readiness Assessments

9th and 10th grade students will take the ACT Aspire Plus assessment. 11th grade students will take the ACT test. EHHS will provide the opportunity for all Juniors to take the ACT test at the school.

Credit Recovery Policy

Students who have failed a content class, or are at risk of failing a content area course, will be enrolled in an intervention class, work through online courses, or use computer assisted software. They may also participate in credit recovery opportunities provided every Tuesday and Thursday, afterschool at EHHS. Credit recovery options are also offered to students during the summer months.

The school counselor will monitor student progress toward graduation.

Work-Based Learning & CTE internships

Students who wish to earn credit through work-based learning, CTE internships, work release or apprenticeships must have completed a related CTE career pathway course and have a SEOP/CCRP (Student Education Occupation/College to Career Readiness Plan) with a career goal on file. Students in grades 11-12 may earn credit through work release and individual internships. Students in 10th grade may only earn credit through group internships.

Internships must be approved by the counselor and the CTE coordinator. The amount of credit will be determined by the SEOP/CCRP

Students completing work release may earn credit based on the following:

Working – Not attending school (i.e. Summer)	480 hours = 1.0 credit
Working – Attending school 1 period/day	360 hours = 1.0 credit
Working –Attending school 2-3 periods/day	240 hours = 1.0 credit

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. Students may earn up to 4.0 credits, a maximum of 2.0 credits per year, in work release in grades 11-12.

Competency Based Credit

State and school competency assessments and other performance appraisal measures, where available, will be accessible to all EHHS students. These assessments may be used by students to accelerate their education, for a course previously failed, or for a course in which a student received an “NG” (no grade).

The school counselor and school administration will coordinate **competency assessments**. A competency assessment may only be taken one time each year for an individual course. A fee for the cost of administering the assessment will be charged each time the test is taken. Credit for demonstrated competency will be issued with a “P” passing grade on the student’s transcript and will not count toward the student’s GPA.

Performance appraisal requests must be submitted in writing to the principal/director of academic services. Students must work with their school counselors when submitting a request. Students may be asked to submit work samples, portfolios, or other scholarship examples as part of a performance appraisal measure. Students may request only one performance appraisal per subject.

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/College and Career Readiness Plan (SEOP/CCRP)

The SEOP/CCRP is developed in joint effort by the student, parent, and school counselor. 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.

Early Graduation

EHHS allows interested students the option to graduate early. A student interested in this option **must** work with the school counselor and the intention to graduate early **must be indicated in the SEOP/CCRP**. The SEOP/CCRP stating this intention should be developed as early as possible, preferably at the beginning of the ninth grade school year.

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	4.0 or more credits through at least Secondary Math III
Biological and/or Physical Science	3.0 credits. (2.0 should include a laboratory experience)
History	1 year, American History and Government.
Foreign Language	1 st and 2 nd 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 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 may 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 be suspended for at least one day and become ineligible for one or more activities during the year.

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 consider 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!*

Due to the longer class periods and shortened terms, Changes will only be made during the first two days of each term.

Student Fees

East Hollywood High School has a general student fee of \$165 (for new students, this is all due with an enrollment application). It is required to apply for a fee waiver if you are unable to pay the student fee at the time of registration. 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
Non-Production Elective Courses	\$ 20
Production Courses (within Film, Multimedia, Visual Art, Acting)	\$ 80
Optional Fees	Cost
Yearbook	\$ 40
UTA Pass (may be used until June 15, 2020)	\$ 50
Replacement UTA Pass (if lost or stolen)	\$ 20
Concurrent Enrollment-SLCC One-Time Enrollment Fee (fee waiver does not apply)	\$ 40
Replacement Student ID	\$ 5
Ticket to EHHS events (per person maximum)	\$ 20

Fee Waiver Policy

Students who wish to apply for fee waivers are asked to apply for the free and reduced lunch program. All students who are approved for free and reduced lunch will automatically qualify for an EHHS fee waiver. Please contact Chelsie Dumas, registrar (cdumas@ehhs.us) for an application.

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.

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 administration.

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

Skateboards may only be picked-up at the end of the day or during lunch.

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.

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.

Parking and Drop-off/Pick-up

To prevent parking lot congestion during pick-up, parents should yield to cars needing to park and/or leave parking spaces. Handicap parking stalls should not be blocked. 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 an individual student unless a second adult is present.

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.

Notification of Closure & Media Announcements

In the event of school closure or adjusted schedule, East Hollywood will notify parents via text, automated phone call. Parents should also 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 176 instructional days of school. 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.

Freedom of Expression

Student speech is protected by the First Amendment of the United States Constitution. Thus, students have the right to express themselves openly on school premises about matters of social, political, and religious importance. However, students may not express themselves in a way that causes a disruption of, or interference with, the orderly conduct of school activities or is inconsistent with the school's basic educational mission. Teachers and administrators may also edit the style and content of student speech at school assemblies, in the school newspaper, in school theatrical productions, and in other school-sponsored activities, where teachers and administrators have legitimate educational concerns.

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 8/5/2016.

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

Appeals Committee

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

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 Technology Acceptable Use 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.

The internet safety policy provides for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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.

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 counselor.

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:

Ryan Marchant
Chief Financial Office/Co-Director
East Hollywood High School
2185 S 3600 West
West Valley City, UT 84119