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# EASTSIDE HIGH SCHOOL STUDENT HANDBOOK 2015-2016



*IT'S GREAT TO BE AN EASTSIDE RAM!*



# Eastside High School

1201 SE 43<sup>rd</sup> Street • Gainesville, FL  
Phone: (352) 955-6704 Fax: (352) 955-7291

*A Tradition of Excellence*

August 2015

Dear Students,

Welcome back to another school year. It's going to be an awesome year!

We have a lot to be proud of at Eastside. We are ranked number 29 on the list of America's best high schools—out of thousands of schools in the country. Eastside leads the school district in graduation rate, average SAT scores, AP passing ratio, and in the number of National Merit Scholars and National Achievement Scholars. We are the reigning district champions in six sports. Both our Spanish and French teams are state champions. Our students compete nationally in math, engineering and science fairs, speech and debate, culinary arts, music and theater. Rams are leaders in student government and community service. Our seniors are admitted to top colleges and win many scholarships. You go to a great school. Whether you are a freshman or an upper classman, I hope you embrace the Ram Pride and are looking forward to an exciting year.

Our theme this year is Reach. We've all heard that we have to take risks in order to grow. But taking risks isn't easy and we sometimes hold back because we might fail. As the old saying goes, "You'll never succeed if you don't try." That's where the reach comes in. It requires a certain amount of audacity to take a big risk, to leave the familiar and try something new. The person who follows their dreams has to be willing to reach. So I challenge you: reach out and make new friends, stretch yourself to take an AP or honors class for the first time, take a step to try a new sport, put yourself out there and run for student government office. Or how about these: become the first in your family to graduate from college; reach to apply for a scholarship; audition to be a graduation speaker. It's okay if you lack the confidence to take the risk. Taking the risk will build your confidence.

Remember, if you don't reach beyond your comfort zone you will never learn and grow. Nobody ever achieved greatness without risk. And it's Great to Be an Eastside Ram.

Have a great year!

Sincerely,

Jeff Charbonnet  
Principal

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Learn the words to the Alma Mater and sing it with pride.

## ALMA MATER

*Dear Eastside High we love you.  
We'll always proclaim  
And cherish thy precepts and honor thy name.  
Onward, upward, be our watchword:  
Conquer and prevail.  
All hail to thee our Alma Mater,  
All hail, Eastside, hail.  
The orange and green, beneath the sunlit sky  
Proudly stands our Eastside High.  
Onward, upward, be our watchword:  
Conquer and prevail.  
All hail to thee our Alma Mater,  
All hail, Eastside, hail.*

### **1. ACTIVITIES**

To be announced or advertised at Eastside, activities for students must be approved for the official school calendar. Students must work with their club sponsor and follow procedures for getting activities on the calendar. Please check with the Activities Director if you have any questions.

The Principal must approve activities that require students to miss class. The Activities Director will present all requests for school-related absences to the Principal. The Activities Director will notify the activity's sponsor whether a school-related absence has been approved or denied.

### **2. ATTENDANCE POLICY**

The following policies and procedures reflect School Board Policy:

1. A student who is absent from school (other than for a published school-related activity) should bring a note from a parent or guardian or other documentation explaining the absence. The student is to give the note or documentation to the **first period teacher** within five school days of returning to school. The **first period** teacher will give the student an admit slip for other classes. The original note will be filed in the Attendance Office.
2. It is the **student's responsibility to show the admit slip to every teacher from whose class he/she was absent. Other teachers will consider any absence unexcused if they do not see an excused admit from the first period teacher.**
3. EXCUSED ABSENCES include the following:
  - Absence due to sickness, injury, death in the family, or some other insurmountable condition. A parent or guardian may document up to six days of absence for illness per semester, after which such absences will be ***unexcused unless documented by a physician or health care provider.***

- Documented appointments with health care professionals.
- Documented absence for religious instruction or a religious holiday.
- Absences due to participation in an academic class or school-sponsored activity approved by the principal as an excused absence.
- Court appearances. A copy of the subpoena or other court document must be provided.
- All other absences are ***considered unexcused, including suspensions from school.***

**MAKING UP WORK:** When a student returns to school from an excused absence an appropriate amount of time will be given to make up the work. **It is the student's responsibility to know each teacher's policies on making up work and to ask the teacher for make-up work.**

**SUSPENSIONS:** If suspended, it is up to the Student/Guardian to request work missed It will be graded and counted.

**TRUANCY:** If a student collects more than five unexcused absences during the school year, the school may start proceedings dealing with truancy.

If a student has more than **fifteen** unexcused absences within ninety calendar days, he or she will be considered **truant**. Under Florida's Compulsory Attendance Law, truant students and their parents face legal sanctions, including appearance in truancy court.

**ATTENDANCE AND HIGH SCHOOL CREDITS:** A semester course for one-half credit consists of seventy-five hours of instruction. **Each student must be in attendance in a semester course for a minimum of seventy hours out of the seventy-five total** (eighty-four fifty-minute class periods) to receive credit. Excused absences will not be counted against the seventy-hour minimum requirement.

If a student accumulates more than **six unexcused absences** in a course, in a semester or during homeroom, the student **will not receive credit** unless he or she demonstrates mastery of the student performance standards in the course by doing all of the following:

- Complete make-up work for all excused absences in a satisfactory manner.
- Earn a passing grade in the class for the semester.
- Show knowledge of the course content through class assignments, projects, and/or written reports; and
- Pass a comprehensive final examination.

**REMEMBER TO KEEP TRACK OF ABSENCES  
SIX UNEXCUSED IS THE LIMIT**

**CHECKING OUT EARLY:** To leave campus for any reason during the school day, **students must have parental/guardian permission and check out at the Attendance Office.** Medical emergencies, documented doctor's appointments, court appearances, school-related activities and illness are reasons for checking out.

- Go to the Attendance Office to check out with a parent note, an appointment card documenting a doctor's appointment or a copy of the court subpoena to the Attendance Office to check out.
- Students must leave campus immediately after checking out
- Failure to check out through the Attendance Office before leaving campus is considered skipping.
- Students who check out early must bring a parent note, a note from a health care professional, a copy of a subpoena, or other appropriate documentation the following day to their first period teacher to receive an excused admit. Without the excused admit, the student will be considered unexcused in the classes missed.
- Early check out days will be noted in Attendance by the letters "CO"

***If you are unsure of the number of absences accumulated in a class, ask the teacher. Every teacher keeps records of excused and unexcused absences. The best way to ensure that there is no problem with receiving credit is to have no unexcused absences!***

### **3. BUS TRANSPORTATION**

If a student must ride a bus other than the one assigned or get off at a different stop, a written note from the parent must be presented to the front office secretary. Bring your note to the office in the morning in order to allow time for verification by phone. The secretary will give the student an official pass to ride a different bus. If school officials cannot verify the authenticity of the note, school officials will not issue the pass.

The privilege of riding a school bus is contingent on good behavior and observance of the following rules, as well as the rules posted on each bus.

- a. The driver is in full charge of the bus and the students.
- b. Students must be at the bus stop on time; buses will not wait for those who are tardy.
- c. The school bus driver will develop a seating chart, and students will be required to sit according to the seating chart each day.
- d. Students will ride only their assigned buses to and from school. The driver will not permit a student to get off the bus at other than his or her regular stop without written permission from a parent or the principal.
- e. Damage to school buses or property through neglect, misconduct, or willful acts shall be paid by the student and the student's parent or guardian. Payment for damage must be made to the School Board of Alachua County within ten days after billing. If payment is not received, the student(s) responsible for the damage will be suspended from riding any school bus until a satisfactory settlement is made.
- f. Bus drivers will report flagrant student misbehavior to the Dean of Students in writing; the dean will take appropriate action. The school discipline policy applies to behavior on buses and at bus stops.
- g. Repeated misbehavior may result in suspension of bus riding privileges.

#### **4. CAFETERIA AND LUNCH**

The Cafeteria will be open each day from 8:00 AM until 8:20 AM for breakfast and prepayments. Prepayments for breakfast and lunch may be made at the manager's office until 9:20 AM. There are two lunch shifts. Approximately one half of Eastside students eat prior to their fourth period class. The other half eats after their fourth period class. School lunch prices are \$2.50 for full pay and .40 cents for reduced price. Breakfast costs \$1.00 for full price and .30 cents for reduced; Ala carte items prices will vary. Parents may go to [www.mylunchmoney.com](http://www.mylunchmoney.com) to create an account and pay for their children's lunch. You will need the student's ID number, date of birth, and the school name in order to create an account. There is a small fee for each transaction.

Students may eat lunch in the cafeteria, the mall area, or the picnic area between the main building and the Tech Lab. **The parking lots, the gym area, the temporary classrooms, the hallways of all buildings, and Buildings 9 and 15 are off limits during both lunch periods. Eastside is a closed campus; therefore, students may not leave campus during lunch.**

#### **5. CHANGE OF ADDRESS**

Proof of address, such as a rental agreement or utility bill, is needed in order to change an address in the records of the school and District. Please present a copy of such a document to the secretary in the guidance office.

#### **6. CLINIC**

The clinic is located at the south end of building 3 near the auditorium. The clinic is open during school hours and staffed full time by a nurse. The clinic provides basic first aid, health screenings, assessment of health and social service needs, and referrals to community agencies and health care providers. Information on various health and teen issues is available.

Students requiring prescribed or over-the-counter drugs while at school should report to the health room. Medication permission forms and the medications are kept on file in the health room. **Students risk violation of controlled substance policies as defined in the Code of Student Conduct if they carry medications or leave them in lockers.**

Except for emergencies, students must have a CLINIC PASS from their teacher to go to the health room during class time. Accidents and injuries must be reported to the health room immediately.

#### **7. DEBTS**

Students should pay debts promptly. Seniors with outstanding debts cannot attend:

- Prom
- Grad Night
- Commencement Ceremonies

#### **8. DRIVER LICENSES**

By state law, a student who accumulates 15 unexcused absences in a period of 90 calendar days may lose the right to obtain and hold a driver's license.

## **9. EMERGENCY CARDS**

All students are required to have *up-to-date* emergency cards on file.

## **10. EMERGENCY PROCEDURES**

**TORNADO OR SEVERE WEATHER:** With adequate warning the school will be closed. Phone and news media may alert the community and proper transportation will be provided.

Without adequate warning to allow students to leave the campus, they will be directed to safe areas. The signal for taking protective action for civil defense and natural disasters will be the school bell system and intercom (long ring-pause-long ring-etc.)

***Students in the mall area should report to the nearest interior hallway.***

**FIRE DRILLS/EMERGENCY EVACUATIONS:** The signal for leaving the building will be given by the bell system and fire alarms to inform everyone in the building of an emergency drill. Such warning systems will be sounded throughout the building at the same time.

- Students are to walk quickly in a single line to the nearest exit and safety area.
- Teachers will check roll outside the building to be sure that every student is accounted for in an emergency. Students should wait quietly in the safety area (at least 100 feet from the building).
- For evacuations before school or during lunch, students should go to the back field or the baseball field, whichever is closest.
- The signal for returning to the building will be a continuous ring of the bell system. Teachers will lead classes back into the building.

## **11. FLORIDA HIGH SCHOOL ATHLETICS ASSOCIATION REGULATIONS**

In order to try out for and participate in interscholastic extra-curricular activities, students must meet all Florida High School Athletics Association requirements, State of Florida requirements, and School Board of Alachua County requirements. For further information please contact the Athletic Director.

<b><u>Fall Sports</u></b>	<b><u>Winter Sports</u></b>	<b><u>Spring Sports</u></b>
Football	Boys & Girls Basketball	Baseball
Boys & Girls Cross Country	Boys & Girls Soccer	Softball
Boys & Girls Golf	Girls Weightlifting	Boys & Girls Track & Field
Boys & Girls Swimming & Diving	Wrestling	Boys Weightlifting
Girls Volleyball		Boys & Girls Tennis
		Boys & Girls Lacrosse

- All student-athletes are required to have a minimum grade point average of 2.0 in order to participate in any sport.
- Each student-athlete must have a completed physical form, a parental consent form, a sudden cardiac form and a concussion form. These forms must be completed before they participate in any sport, including practices. These forms are located in the front



**VIRTUAL CLASS REQUIREMENT** 1 complete course (Class of 2015 and beyond)

This means a complete course not just half a credit. For example: Health (.5 credit) would fulfill or English 2 (1 credit) would also work.

Driver's Ed does not qualify for virtual requirement.

**For the Class of 2016**

Students must pass the FCAT Reading 2.0 with a score of 245 (Level 3) out of 302

Students must pass the Algebra I EOC at a Level 3. (399)

Students must take the Geometry, Biology, and US History EOCs which will be 30% of their final grade.

**For the Class of 2017**

Students must pass Algebra I, earn a level 3 (399) or higher on EOC and will count 30% of final grade.

Students must pass Geometry; take EOC and will be 30% of their final grade.

Students must pass Biology; take EOC and will be 30% of their final grade.

Students must pass U.S. History; take EOC and will be 30% of their final grade.

Students must pass FSA English Language Arts 10<sup>th</sup> grade Assessment given by State.

For the Scholar Designation: must pass all EOCs, Florida State Assessment, and take at least one AP, IB, or Dual Enrollment course.

For the Merit Designation: All EOCs count 30%, must pass Algebra I EOC. Must take 1 Industrial Standard course and pass the Industry Certifications. (At this time we do not offer this Designation.)

***GRADE POINT AVERAGE***

***A cumulative grade point average of 2.0 on a 4.0 scale, or its equivalent,*** is required for graduation.

***EXTERNAL CREDITS***

The Board shall recognize high school credits awarded by accredited public and private day schools, public and private boarding schools, and Santa Fe College. Ordinarily, the maximum number of credits which may be transferred is seven (7) per school year and one (1) per summer. External high school credits awarded by any other institutions, agencies, or individuals will not be accepted for calculating credits toward graduation.

The Board shall recognize a maximum of three (3) credits from the public Adult Education

Program and a maximum of one (1) credit from the State University System High School Extension Program toward graduation from the regular high school program.

High school credit shall be awarded for college or university level course work successfully completed at accredited institutions in accordance with Board Policy IGCD regarding early college admission, dual-enrollment, or advanced college placement.

#### **14. STUDENT SERVICES**

There are four full time school counselors and a part time counselor. The counselors provide many services for students and their parents/guardians. Some of these services are personal guidance and counseling, academic advisement and course selection, career counseling, college preparation and selection, standardized testing, information and referral to community resources and services, scholarship awareness, and hospital and homebound services.

Students are assigned a school counselor alphabetically, based upon their last names. Any student, who wishes to see a counselor, should set up an **appointment with the student services secretary.**

#### ***HOMWORK FOR EXTENDED ABSENCES***

If a student needs to request homework assignments for extended absences, the student or the parent/guardian should call the secretary in the guidance department. Please give teachers sufficient time to turn in assignments prior to having them picked up from the guidance office.

#### **15. HONOR ROLL**

Eastside High School is proud to honor students who demonstrate high academic achievement. Students with a 3.0 grade average meet the criteria of Honor Roll Students. At graduation, seniors with a 3.9(unweighted GPA) receive Highest Honors, High Honors (3.75 and above) and Honors (3.5 and above). Seniors are also recognized as Eastside Scholars with an unweighted cumulative average of 3.0.

#### **16. LOCKERS**

If a student needs a locker, he or she should fill out a locker request and turn it in at the Deans' office. The Deans' secretary will make locker assignments on a first request, first assigned basis. Locker assignments will be given to first period teachers who will then give them to the student. Students must use school locks which are leased annually. The school assumes no responsibility for goods left in lockers. Money and valuables should not be kept in lockers.

Representatives of the Principal may enter and search a locker at any time (without permission or prior notification), may remove locks in case of emergency, and must be granted access to any locker upon request. A record of locker assignments is kept in the Deans' Office. Writing on and/or in lockers is vandalism. Appropriate action will be taken against violators. Requests to cut locks from lockers should be made through the Deans' Office.

## **17. LOST AND FOUND**

The collection of lost and found materials is located in the Attendance Office. Articles found on campus should be taken there. Items not claimed after two weeks are donated to Goodwill. A textbook found on campus is returned to the teacher who issued the book or to the bookroom.

If a student is reasonably certain that an item has been stolen, he or she should speak with the School Resource Officer. Safeguard valuables at all times. Never bring large amounts of money to school, and never leave money in a locker. Do not bring any valuable items to school. Items brought to school for a class project or other necessary use should be carefully safeguarded. Consult with a teacher or a Dean. Do not leave such items in a locker or unprotected in a classroom. **Please, never leave your backpack, purse, wallet, or other valuables unattended.**

## **18. THE MEDIA CENTER**

Media Center hours are as follows: Monday through Thursday, from 8:00 AM to 3:30 PM; Friday and days before student holidays from 8:00 AM to 2:45 PM. **Hats, food, candy, and drinks are not permitted in the Media Center.** Students are not allowed to talk on their cell phones and must follow school and district guidelines for wireless communication devices while in the media center. Please read the Discipline Plan regarding the use of computers. When using the computer labs, it is highly recommended that students use their own flash drives to protect their data from loss or from tampering by others. Files remaining on the computer hard disks are routinely erased. If you need assistance, please ask a media specialist.

### **Internet Rules**

1. Internet access is provided for students to pursue information and research which supports the educational mission of Eastside High School and the School Board of Alachua County. Each student is responsible for his/her behavior on school computer networks. Students shall not create, copy, receive, or use data, language or graphics which are obscene, abusive, or otherwise inappropriate at school.
2. Transmission of any material in violation of any state or U.S. regulation is prohibited. This includes but is not limited to: copyright material, threatening or obscene material, or material protected by trade secret.
4. Any malicious attempt to harm or destroy data of another user or the Internet, including the uploading or creation of computer viruses is prohibited.
5. Damaging computers, computer systems, or computer networks in any way is prohibited.

**Violations of these rules may result in a loss of access as well as other disciplinary or legal actions. Please refer to additional regulations in the Code of Student Conduct.**

**CIRCULATION INFORMATION:** There is no limit to the number of books students may check out. Books will be checked out for two weeks unless otherwise indicated. Students may check out some, but not all reference and audiovisual materials. Periodicals are for use in the Media Center only. Overdue notices will be distributed through first period classes. Checkout privileges will be restricted for students having overdue and/or lost library materials. **Reserved books** may be checked out after school and must be returned before school on the following day, unless otherwise specified by the teacher. New books are displayed in the Media Center when they are ready for check out.

**SPECIAL SERVICES:** A coin-operated copy machine, interlibrary loans (books and periodicals from other schools), and periodical searching on electronic databases, electronic atlases, electronic encyclopedias and laminating are provided for student use.

## **19. REPORT CARDS AND PROGRESS REPORTS**

Students receive report cards after each quarter.

**It is the student's responsibility to check each report card for accuracy. Check the number of absences, the recording of the grades, and whether credit has been awarded for the course.** Occasionally mistakes can be made when the information is recorded. Please check as soon as possible with the teacher if there is incorrect information on the report card.

The Interim Progress Report is given to students at the mid-point of the grading period. Please discuss any areas of concern with the teachers and parents or guardians. The Progress Report offers an update on how the work is going in each class while there still might be time to make necessary changes in work habits or behavior.

To have the final report card mailed home over the summer, bring a stamped, self addressed envelope.

Students will receive a login and password to access grades and attendance information through the Infinite Campus student portal. Parents may request a parent portal account by coming into the school and completing an application. The application must be signed in front of a school representative and a picture I.D. is required.

## **20. SCHEDULE CHANGES**

To request a schedule change, students fill out a student services appointment form. School counselors will review the requested change by the following criteria: **if the course is needed for graduation (senior priority) and/or course was already taken and credit given. Other requested changes will only be made if the change does not result in overcrowding of any course on the student's schedule.**

## **21. STUDENT PARKING**

All student parking is in the west parking lot. No parking is permitted on the street. Students planning to drive to school must register the vehicle and purchase a parking permit. The permit is good for the entire school year and allows the driver to park in his/her assigned numbered space. Senior Parking Permits may include the student's name painted on the space for an additional fee.

When a student purchases a parking permit, he/she will be required to sign a **Statement of Responsibility**. Students may purchase parking permits from the Deans' Office. To purchase a permit, each of the following must be provided to the Deans' secretary:

1. A photocopy of the student's driver's license and proof of insurance.
2. A photocopy of the car registration for each car to be driven on campus;
3. A signed statement of responsibility (obtained from the Deans' Office); and \$100.00.  
\*There will be an additional charge if Seniors want to have their name painted at their space.

Students have the right to park a car on campus if they:

1. Drive responsibly and safely at all times --traveling to and from school;
2. Place all litter from vehicles in trash receptacles;
3. Remain on campus during school hours unless checked out through the Attendance Office;
4. Pay the \$5.00 for each parking violation promptly; and
5. Refrain from sitting in cars or from staying in the parking lot during lunch.

**Parking permits must be displayed with the number visible at all times when the car is on campus.** Failure to display a parking decal will result in a \$5.00 parking violation. Parking regulations are strictly enforced throughout the school year.

Parking privileges may be revoked with cause at the discretion of a school administrator. Possession and/or use of weapons, alcoholic beverages, or illegal substances; smoking;

excessive absences and/or tardies; skipping; discipline referrals; reckless driving; and leaving campus without permission may be grounds for losing parking privileges.

***Eastside High School is not responsible for any items found missing from an automobile.***

## **22. TELEPHONES IN EHS OFFICES**

Students may use the telephone in the Attendance Office in Building 15 for calling home in an emergency during lunch or after school. In the main building students should report to the main office Deans' area for emergency phone use during lunch or after school.

Cell phones should be turned off and put away during class.

## **23. TEXTBOOKS**

Students are financially responsible for all textbooks assigned to them. If a textbook is lost, report the loss to the teacher and pay the Assistant Principal for Administration for the book. Students will be charged the replacement value of the book. Seniors will not be able to pick up caps and gowns or diplomas until they have paid for any lost books. Make sure the student's name and the teacher's name are written clearly on the inside front cover of each book. This way if the book is found, it will be returned to the teacher. If a book is damaged during the year beyond what would be considered normal wear, the student may be charged a damage fee not to exceed the purchase price of the book.

## **24. VISITORS**

Eastside High School is a closed campus. **Friends, guests, or younger siblings of students are not permitted on campus during the school day, including lunchtime.**

## **25. WEB SITE**

The Eastside Web site is a valuable source of information. Students and parents can also provide information. Eastside's web site address is: [eastside.sbac.edu](http://eastside.sbac.edu)

## **26. WIRELESS COMMUNICATION DEVICES (WCDs)**

Students may use personal WCDs during classroom instructional time ONLY as permitted by the classroom teacher. Cell phones should be turned off and put away during class.

## **27. STUDENT DISCIPLINE POLICY AND GLOSSARY**

### **Eastside High School Discipline Policy and Plan**

At Eastside High School, we have limited our school rules to those necessary to ensure everyone's rights to teach and to learn. To make the most of your education, please follow these school rules in class, on the campus, in the parking lot, and at all school-related activities.

All members of the faculty and staff have the authority to enforce school rules.

**1) School Uniforms:** You are required to wear a school uniform at all times while attending school or any school-sponsored activity **during** the school day.

A. Basic Uniforms

Girls: The basic uniform for girls is a long or short-sleeved, collared blouse or shirt or school t-shirt with skirt, pants, walking shorts, jumpers, or skorts of corduroy, cotton, twill, or denim fabric. Dresses may be worn but must be solid color with short or long sleeves and follow the other requirements of this policy. All tops must have sleeves.

Boys: The basic uniform for boys is a long or short-sleeved collared shirt, such as a polo, oxford, or dress shirt or school t-shirt, with pants or walking shorts of corduroy, cotton, twill, or denim fabric. All tops must have sleeves.

Clothing must be the appropriate size for you, not be oversized or undersized. The waist of the garment shall be worn so that the waistband is worn at the waist and not below the waist. You may not wear baggy/saggy pants.

Clothing may not have holes, rips, or tears.

Shirts/blouses/dresses must cover midriff, back, and sides at all times; should be fastened with no visible cleavage or undergarments.

Shorts/skirts/jumpers/skorts/dresses shall be worn no shorter than "mid thigh." Mid thigh is determined by extending the arms to the sides of the body and finding the tip of the longest finger (using normal posture).

**B. Exceptions**

If you enter the Alachua County Public School system after the start of the school year, you will have a grace period of ten (10) school days before being required to wear the school uniform.

You may wear special clothing necessary for a school-sponsored activity, as permitted by the principal.-

The Superintendent, in consultation with the principal, may waive the school uniform policy on a case-by-case basis for reasons such as, but not limited to, medical necessity or sincerely held religious belief.

**C. Shoes must be safe and appropriate. You may not wear bedroom slippers or shoes with wheels. A manufacturer's logo/image is acceptable.**

**D. Outer Garments**

You may wear coats, jackets, sweatshirts, sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons. The outer garments must be of the appropriate size for you and shall not be overly baggy or violate any other provisions of the dress code. You may not use outer wear to cover up a dress code violation.

**You may not wear:**

- A. Clothing that is not properly fastened;
- B. Clothing that is torn, has holes, or pants that are frayed;
- C. Athletic shorts, sweat pants, cut-off pants, short-shorts, or running shorts;
- D. Visible undergarments, sleepwear, or outer garments traditionally designed as undergarments such as boxer shorts, or bras; -
- E. Outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that:
  - promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior or

- denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion, or gender.
- F. Hats, headgear, or other head coverings, except when approved by the principal/designee;
  - G. Body piercings, except for earrings on the ears. All other body piercing jewelry must be removed or concealed;
  - H. Jewelry or accessories that may be used as weapons, such as chains, spiked jewelry or arm bands;
  - I. Combs, curlers, or hair picks; or
  - J. Sunglasses inside the school building.

### **Discipline:**

The principal or designee has the authority to decide if your clothing complies with Board policy.

If the principal determines that your clothing does not comply with Board policy, your parent/guardian may be asked to bring an appropriate change of clothes to school, or you may be asked to leave an after-school activity. You may also receive a disciplinary consequence for violating the school's dress code policy. Repeated violations may result in progressively more serious consequences.

You may appeal the principal's decision through the Student Grievance Procedure in Policy 5710, *Student Grievances*.

**Failure to comply with the Dress Code will result in a dress code violation referral, and the student will not be allowed to return to class until he/she is appropriately dressed.**

## **2) Display responsibility.**

- a) Display respect for adults, other students, and yourself.
- b) Behave and speak appropriately at all times.
- c) Be on task at all times.
- d) Leave toys, radios, skateboards, at home.
- e) Cell Phones, Wireless Communication/Electronic Devices - Rules for Possession, Display and Use:
  - You may possess wireless communication or electronic devices at school with teacher permission, otherwise, they should be turned off and put away.
  - Under no circumstances should your wireless communication or electronic device be used inappropriately. Such inappropriate use includes, but is not limited to: taping conversations; photographic or videoing self or others; and any other activity that could in any way infringe on the rights of others including, but not limited to, teachers, students and staff.

The School Board is not responsible under any circumstances for the loss, destruction, damage and/or theft of wireless communication or electronic devices or any communication bill associated with the authorized or unauthorized use of the

wireless communication devices. You are responsible for locating any lost or stolen items.

The misuse of a wireless communication or electronic device may result in the imposition of disciplinary action by the school and/or criminal penalties if the device is used in a criminal act. Misuse may also result in the confiscation of the device.

- f) Items covered in D and E is subject to confiscation.

### **3) Demonstrate appropriate behavior:**

- a) Refrain from inappropriate displays of affection.
- b) Behave appropriately when involved in school related activities.
- c) Take care of your school and school materials including furniture, texts, library books, equipment (audio-visual, computers, etc.), and all other school property.

### **4) Be prepared for class:**

- a) Bring text, paper, and pencil or pen.
- b) Bring completed homework and other materials required by the teacher.
- c) Be in class when the tardy bell rings.
- d) Attend classes.

Any instructional staff member may remove a student from class for repeatedly interfering with the instructor's ability to communicate effectively with the class, or for being unruly, disruptive, or abusive so that classmates cannot learn. Under these circumstances and subject to federal and state mandates, the student will not be returned to the Instructor's class without the instructor's consent. If the instructor withholds consent, a Placement Review Committee will determine the student's permanent placement.

## **DISCIPLINE PLAN**

All students are responsible for following the Code of Student Conduct of the School Board. This Code establishes the guidelines for appropriate school behavior and serves as the basic framework for the Eastside Discipline Plan. In the case of a discrepancy between the two, the policies, rules, and guidelines of the Code of Student Conduct of the School Board of Alachua County take precedence over those of the Eastside Discipline Plan.

Sometimes students do not accept the responsibility of following school rules. It is the student's responsibility to know the consequences of breaking the rules. Please read this plan carefully. Failure to comply with alternatives to suspension will result in Out-of-School Suspension.

An Educational Planning Team (EPT) conference may be convened for inappropriate student behavior at any time. The team will develop an individual behavior plan for the student referred. The plan may include recommendation that the student be placed at an alternative school.

## **LEVEL 4 INFRACTIONS**

Examples of Level 4 Infractions:

1. Failure to comply with classroom and/or school rules.
2. Minor cheating,

3. Minor disturbances.
4. Conversational profanity.
5. Correctable minor damage to property.
6. Unintentional computer hardware/software violations (see glossary).
7. Eating or drinking in the classrooms, Media Center, or halls without specific teacher permission.
8. Visible cell phone.

Consequences: If a student chooses to behave in such a way that minor infractions become a problem to the teacher, any of the following may occur:

1. Teacher reprimand(s), teacher/student conference, contracts, teacher detention, or other teacher interventions (recorded on Individual Behavior Record).
2. Warning of Level 3 Referral.
3. Parent contact (recorded on Individual Behavior Record).
4. Deans' referral with documented interventions on Individual Behavior Record.

### **LEVEL 3 INFRACTIONS**

Level 3 Infractions include repeated Level 4 misconduct or serious misconduct that disrupts the learning atmosphere of the class or school. Acts directed against persons and property, which do not seriously endanger the health and safety of others in the school, are also included. These infractions require the intervention of a dean because Level 4 disciplinary options have failed to correct the situation.

If a student's behavior becomes so defiant that the teacher is unable to conduct class, that student will be sent to the deans' office immediately with documentation of the misconduct.

Examples of Level 3 Infractions include the following but not limited to:

1. Repeated documented Level 4 Infractions.
2. Skipping class.
3. Minor altercation.
4. Defiant failure to observe classroom rules.
5. Minor non-correctable damage to property.
6. Entering unauthorized areas, including all parking lots.
7. Leaving campus without permission.
8. Minor bus misconduct (referrals by the driver).
9. Intentional computer hardware/software violations (see glossary).
10. Card playing that is not for instructional purposes or under the direct supervision of a teacher.
11. Repeated tardies.
12. Failure to identify oneself or to produce ID card for faculty/staff.
13. Threats/Harassment.
14. Cell phone use during school hours which includes lunch.
15. Use of profanity that disrupts the learning environment.

Consequences:

First referral: 1 day In-School Detention (ISD), parent notified.

- Second referral: 2 days In-School Detention, parent notified.  
Third referral: 3 days of In-School Detention (ISD), parent notified.  
Fourth referral: 1day Out-of-School Suspension, with parent conference requested.  
Fifth referral: 2 days Out-of-School Suspension, with parent conference requested.  
 Referral to Student Services when appropriate. An EPT will be convened to develop an Individual Behavior Plan.

Subsequent referrals will be an automatic Level 2 infraction.

## **LEVEL 2 INFRACTIONS**

Level 2 Infractions are misconducts of a serious nature that result in damaged property or that endanger the health and safety of others. Also included in Level 2 Infractions are repeated referrals for Level 3 Infractions. Eastside High School will comply with all state laws.

Examples of Level 2 Infractions include the following but not limited to:

1. Failure to report to In-School Detention (ISD).
2. Refusal to leave a classroom, Media Center, office, or other area in the school.
3. Repeated documented Level 3 misconduct.
4. Cheating, "major" or repeated.
5. Use of tobacco products.
6. Gambling (pitching pennies, flipping cards, etc.).
7. Forgery/altering a teacher's signature.
8. Failure to report to Deans' office.
9. Receiving a referral while in In-School Detention (ISD).
10. Fighting.
11. Threatening or extremely defiant, abusive behavior or language.
12. Hazing.
13. Repeated documented harassment.
14. Direct profanity towards any adult or student on campus or during any school function.
15. Serious bus misconduct.

Consequences: An EPT/IEP Meeting may be called for any Level 2 referral.

I. Items 1-9 above:

First referral: 3-5 days Out-of-School Suspension. Referral to Guidance.  
 Required EPT/IEP referral.

Second referral: 5-7 days Out-of-School Suspension.

Third referral: 7-10 days Out-of-School Suspension.

Subsequent referral: Automatic Level 1 infraction– Could result in a recommendation for an alternative placement.

II. Fighting: Incidents involving fighting on campus, but excluding the use of any type of weapon, would result in an automatic five (5) day suspension for all students involved with a possible recommendation for expulsion. Law enforcement officials will be notified if applicable. Clear-cut cases of self-defense will be dealt with on an individual basis.

III. Threatening or extremely defiant, abusive behavior or language; hazing; repeated, documented harassment; direct profanity toward any adult or student on campus or during any school function; and serious bus misconduct:

First referral: 3-5 days Out-of-School Suspension. Law enforcement Officials notified if applicable.

Second referral: 5-7 days Out-of-School Suspension. Law enforcement officials will be notified if applicable.

Third referral: 7-10 days Out-of-School Suspension. EPT/IEP referral after the Third Referral. Law enforcement officials will be notified if applicable.

Subsequent referrals: Automatic Level 1 infraction.

### **LEVEL 1 INFRACTIONS**

Level 1 is our most serious infraction. Any repeated Level 2 infractions will become an automatic Level 1 infraction.

Examples of Level 1 Infractions include the following but not limited to:

1. Stealing
2. Vandalism
3. Extortion
4. Malicious computer hardware/software violations/vandalism
5. Weapons
6. Drugs
7. Staff assault
8. Serious fight
9. Battery
10. Major Campus Disruption

First referral: Ten days Out-of-School Suspension, recommendation for expulsion, alternative placement, and/or restitution. Law enforcement officials will be notified.

### **TARDY POLICY**

A student is tardy if he/she is not in the classroom or appropriate area when the tardy bell rings and the student does not have an official admit. Students arriving late to school without proper documentation are also considered tardy. Students will accumulate tardies and referrals for tardies for nine weeks only.

Consequences:

First, second, and third tardies; Warnings.

All tardies *after* the third tardy will result in a referral to the dean, resulting in in-or out-of-school suspension.