

Student Handbook

2011 - 2012 School Year

Mission Statement

The community of East Lake High School will increase student achievement by aligning curriculum, instruction, assessment and classroom learning tools in a safe, quality environment.

School Improvement

GOAL Statement - Quality educational improvement opportunities for achievement will be provided to all students.



Performance - Guaranteed
An Equal Opportunity Institution For
Education & Employment

Robert Poth, Principal (727) 942-5419

Pinellas County School Board

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From the Principal's Desk...

Welcome Eagles,

We are both honored and excited to have you as a student at East Lake High School for the 2011 -2012 school year. This school year will be the best one you have had so far –we guarantee it! All you need to do is to take advantage of the learning experiences happening each day in our classrooms as well as the extracurricular activities that are available to you. The opportunities both inside and outside the classroom at East Lake are diverse, plentiful and fun. We are confident there are activities and opportunities to meet your interests and passions and we strongly encourage you to take advantage of these.

The Student Handbook that is being provided for you has been written so that you will have a summary of the Pinellas County Schools "Code of Student Conduct;" our student/teacher calendar for 2011 -2012; student activities; student athletic information; and other information that will be helpful for you as a student at East Lake High School.

Each of you will be given a copy of the "Code of Student Conduct" for the 2011-2012 school year in your English class. We encourage you to read the Code and return the "Acknowledgement" form to your English teacher. Failure to return the acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the content of the Code of Student Conduct. As in every year, there are changes to the code from the previous year.

East Lake High School is comprised of the most talented and dedicated team of educators in the State of Florida. They're committed to making this school year the best year of your life. Your role will be to open yourself up to the learning opportunities they provide you each day. Your commitment to hard work, making the right decisions, and becoming engaged in school activities will assure you a highly successful school year.

On behalf of the staff of East Lake High School, Welcome and have an outstanding year!

Sincerely,
Robert Poth, Principal

1300 Silver Eagle Drive - Tarpon Springs, FL 34688

NAME: _____ **GRADE:** _____ **HOMEROOM:** _____



CODE OF STUDENT CONDUCT

Each student enrolled in Pinellas County Schools will receive a copy of the CODE OF STUDENT CONDUCT. Students and parents should understand and support the rules. Listed below are some highlights for the school year. These acts are not the only acts that may result in discipline (including suspension, reassignment or expulsion). Other acts that are not listed below are covered in the "Code of Student Conduct."

Code of Conduct Highlights

- ▶ A Directory Information Opt-Out form is provided for a parent to use regarding the release of directory information including the release of information to military recruiters and institutes of higher education.
- ▶ Dress Code: The dress code is the same for all elementary, middle and high school students and includes the following:
 - All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
 - Shorts, skirts, divided skirts, dresses, and culottes are allowed. They must be hemmed and be mid-thigh length or longer.
 - Clothing must be appropriate size, with the waist of the garment worn at the student's waist.
 - Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears shall not be worn.
 - Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
 - Sunglasses may not be worn inside unless a parent provides a doctor's note to the school.
 - Bandanas or sweatbands are not allowed

to be visible on school grounds during the regular school hours.

- Hats or other head coverings may be worn during outside P.E. activities and may not be worn during any portion of the regular school day without the expressed permission of the principal.
- If the school has a mandatory school uniform policy, the student must adhere to those requirements.
- ▶ Students have the right to attend a school where all ethnic and cultural heritages are welcome and respected. To ensure this environment each secondary school will create a Principal's Multicultural Advisory Committee.
- ▶ Bullying is not acceptable behavior and is addressed in our Guidelines to Prevent Sexual Harassment & Prohibition of Harassment.
- ▶ A first time drug or alcohol incident will lead to ten (10) days of suspension and disciplinary reassignment to an alternative school.
- ▶ Students in honors, advanced placement or magnet courses that are expelled or reassigned to an alternative school must be aware that their curriculum will be impacted. While every attempt is made to match schedules, it is rarely possible to replicate every class. Students taking these classes must be aware that when engaging in serious violations of the Code of Student Conduct they are jeopardizing their academic plan and the completion of some classes will be delayed.
- ▶ A student in a vehicle in which there is a gun or drugs or alcohol on school board property or at a school activity may be considered to be in possession of that gun, drugs or alcohol if the principal determines, based upon evidence, that the student was aware of the presence of the gun, drugs or alcohol.
- ▶ Students with attendance problems will be referred to the school's Child Study Team, which may result in a referral for social work

services, truancy court, or involvement of the Office of the State Attorney.

- ▶ Teachers shall record zero (0) for an incident of cheating. Note: The use of the word "shall" means that the teacher must record a zero (0).
- ▶ Use of tobacco on school property or at a school-sponsored activity will lead to three (3) days of suspension and a possible fine. A student holding a lit cigarette will be presumed to be using tobacco.
- ▶ During a disciplinary reassignment, a student may not participate in any school activity or be on any Pinellas County School campus without specific approval of the Director of School Operations. For seniors, this may include participating in their home school graduation ceremonies.
- ▶ In order for a stepparent who is not the legal guardian of the child to have information about a student or sign forms related to the student, there must be on file written permission from the parent or legal guardian. This permission must be updated annually.
- ▶ The use of the following electronic items is prohibited:
 - Pager or beeper
 - Tape player/recorder
 - CD player
 - Radio
 - Camera
 - Cellular phone (including the camera that may be part of the phone)
 - Camcorder
 - Television
 - MP3 player
 - iPods

*****Cell phones, CD players, or iPods may not be used during the school day (7:05 am - 1:50 pm) If used, they will be confiscated and parents will have to pick them up. School staff is not responsible if these items are stolen, lost or broken.**



SCHOOL CALENDAR 2011-2012

Aug. 22, 2011 – Schools open – classes begin
 Sept. 5, 2011 – Labor Day – schools closed
 Sept. 23, 2011 – Professional Learning Day – schools closed
 Oct. 14, 2011 – Professional Learning Day – schools closed
 Nov. 21-25, 2011 – Thanksgiving Holidays – schools and district offices closed
 Dec. 19, 2011 – January 2, 2012 – Winter Holidays – schools closed
 Jan. 3, 2012 – Schools reopen
 Jan. 16, 2012 – Martin Luther King Jr. Day – schools closed
 Jan. 20, 2012 – Professional Learning Day – schools closed
 Feb. 24, 2012 – Professional Learning Day – schools closed
 March 26 - 30, 2012 – Spring Holidays – schools closed
 April 2, 2012 – Schools reopen
 April 30, 2012 – Professional Learning Day – schools closed
 May 28, 2012 – Memorial Day – schools closed
 June 7, 2012– Last day of school (early dismissal for students)

EAST LAKE H.S. STUDENT ACTIVITIES

There are many opportunities for you to become an active partner at East Lake High School. There are many service and interest clubs open to all students. In order to participate in extra-curricular activities, students must have a 2.0 grade point average during the previous grading period and maintain satisfactory school conduct.

EXTRACURRICULAR ACTIVITIES REQUIRING MANDATORY INSURANCE

All students participating in certain extracurricular activities are required by School Board Policy to purchase the student accident insurance.

Band Ensembles	Flag Football
Baseball	Football, Varsity & JV
Basketball	FFA/Hero
Intramurals	Golf
Cheerleading	Marching Band
Choral Music Groups	Orchestra
Color Guard	Soccer
Cross Country	Softball
Dance Team	Swimming
Diving	Tennis
Drama	Track
Drill Team	Volleyball
Executive Internship	Wrestling

School supplemental insurance must be purchased online. ALL ATHLETES are REQUIRED to purchase this school insurance. All registration must be done online at www.k12studentinsurance.com.

com. After registration, please print a verification sheet as proof of purchase. Athletes are required to give this to their coaches. For questions, please call 1-866-313-4512.

CLUBS

Students are encouraged to get involved with campus organizations. There are 50+ organizations on campus. Watch for "Club Day" in September when you can sign up.

WHEN YOU NEED HELP, SEE...

Assistant Principal	All School Activities
	Early Exams
Data Management Tech	Transcripts
Sr. Data Management.....	Report Card errors
Student Service Clerk.....	Absences/Illness
	Permit to leave campus
Guidance	Graduation Options
	Parent/Teacher conferences
	Scheduling of students
	Homework assignments for extended illness
	Schedule corrections
	Extended Learning
	Summer Term
	Homebound instruction
	Technical training information
	G.E.D. information
	Armed Service information
Records Clerk.....	Change of Address/Phone
	Withdrawal forms
Bookkeeper	Pay for lost books/parking decals
Attendance Clerk.....	Transcripts
Principal - Robert Poth	
Assistant Principals	
	Attendance & Discipline -
	Mr. Kyle Johnson 9th & 12th (G-M)
	Dr. Osvaldo Piedra 10th & 12th (N-Z)
	Ms. Ruth Riel 11th & 12th (A-F)
	Mrs. Carmela Haley Engineering (9-12)
Guidance Counselors -	
	Mr. Randy Morris Grades 10 & 12 (N-Z)
	Mr. Scott Eline Grades 11 & 12 (A-F)
	To Be Announced Grades 9 & 12 (G-M)
	Mrs. Bev Elend Engineering (9-12)

Media Center – Mrs. Glenda O'Donnell
 Secretary to Principal — Mrs. Susan Kovacs
 Bookkeeper – To Be Announced
 Front Office Clerk – Ms. Linnea Williams

Guidance Secretary – Ms. Karen Small
 Records Clerk– Mrs. Lynn Pusch
 Senior Data Prep Clerk– Mrs. Mary Heldt
 Student Services Clerk — Ms. Diane Hess
 Parent Connect & Attendance - Mrs. Sally Walker
 Family & Community Liaison – Mrs. Teresa Peterson
 Cafeteria Mgr – Ms. Mary A. Palmatier
 Head Plant Operator – Mr. Scott Duncan
 School Resource Officer - Deputy K. Frazho

LUNCH

Our cafeteria is a clean, friendly place. To make the cafeteria run smoothly we all must be polite and considerate of one another. We all need to help in maintaining the cafeteria by:

1. Joining the serving line at the end.
2. Disposing of trash after eating.
3. Refrain from throwing food.

Lunch Prices:

Breakfast - \$1.25
 Lunch - \$2.00

Reduced Prices:

Breakfast - \$.30
 Lunch - \$.40

LIBRARY INFORMATION CENTER

Reading is good for you — today's Library Information Center is a service agency that has many print and non-print resources available.

The library is open in the morning before school starts and after school. Students should sign in upon entering the library.

1. Students must have a library pass signed by a teacher if they are to use the library during the class period.
2. Students who have overdue material or owe fines may not check out other materials until their obligations are met.
3. Students are responsible for all materials including books that are checked out from the library.
4. Lost and damaged books must be paid for by the borrower.
5. Students withdrawing from school must check out with the librarian and be cleared of all obligations before records will be sent out to other institutions (schools).
6. Students on a pass to the media center will be required to return to class prior to the period ending.

The Library Media Center is open from 6:45 a.m. - 3:00 p.m. Students will be admitted by passes signed by a faculty member.

- BOOKS are checked out for three (3) weeks and may be renewed unless reserved by others.
- REFERENCE MATERIALS AND CURRENT MAGAZINES may be checked out overnight.

- MAGAZINES may be checked out for one week.
- AUDIO VISUAL MATERIALS & EQUIPMENT will be available for student use in the media center or in the classroom when requested by a teacher.
- Returning materials on time is the responsibility of the person who checked them out.
The Library Information Center is open to students during break and lunch.

LOST AND FOUND

Valuables/articles are turned into the front office or the School Resource Officer.

HALLWAY LOCKERS

As in past years, students will be assigned lockers in the location assigned to their homeroom. Students will purchase their padlocks and be allowed to keep them to use each year until they graduate. When they graduate, they may take the lock with them since they have purchased it. Students must use a lock purchased from the school and they must use the lock only on the locker assigned to them each year during homeroom. Locks will be sold from 9:00 am – noon on August 15th-19th for \$4.00.

FINAL EXAMINATION

Students shall take the final examination as a requirement for the completion of the courses for which such examinations are prescribed.

SEMESTER GRADES

1. To obtain the semester grade, the value of the three (3) six (6) weeks grades and the value of the exam grade will be added, and the total will be divided by four (4).
2. This formula may be nullified in any course in which passing of a county test is part of the requirements. At the discretion of the teacher and the principal, a student may be given a failing grade for the semester if:
 - a. A student fails the final marking period and the final examination regardless of the grade point average.
 - b. A student fails all three (3) marking periods or two (2) marking periods and the final examination regardless of the grade point average.
3. At the mid-point of each grade level (3.5, 2.5, etc.) it will be the option of the teacher, subject to review by the principal, as to whether the higher or lower grade will be given.

DEAN'S LIST

East Lake High School will recognize superior student achievement by establishing a Dean's list.

1. A student must be enrolled in East Lake High School for a minimum of six (6) weeks.
2. Dean's list students will be recognized every six (6) weeks.
3. A student may be on the Dean's list provided

he/she does not have any grade lower than an 'A' in any subject.

HONOR ROLL

East Lake High will recognize superior student achievement by establishing an Honor Roll.

1. A student must be enrolled in East Lake High School for a minimum of six (6) weeks.
2. Honor Roll students will be recognized every six (6) weeks.
3. For a student to make the Honor Roll, he/she must have an unweighted GPA of 3.0 with not more than one 'C'.

ACADEMIC LETTERS AND CHEVRONS

East Lake High School will establish a system of academic letters and chevrons for students who have demonstrated outstanding grades.

1. Students are enrolled at East Lake High School for one (1) semester.
2. Students earn an unweighted GPA of 3.8571 or above.
3. Students earn no grade less than a "B" for one (1) semester.
4. A chevron will be earned each time a student repeats their achievement

First Semester: Students qualifying during the first semester will be recognized and receive the award at the annual awards ceremony.

Second Semester: Students qualifying during the second (2) semester will be recognized and receive the award at the annual awards ceremony.

TEXTBOOKS

Textbooks are the property of Pinellas County. You are provided with textbooks worth approximately \$400.00 each year. Students are expected to return them in good condition at the end of the semester. Return of textbooks is the student's responsibility regardless of the circumstances surrounding the loss. If students have lost a book, you should: (a) check with the classroom teacher; (b) if still not found, obtain lost and damaged textbook form from the teacher and pay the bookkeeper; (c) teacher will issue another book upon proof of payment. Fines for damaged books will be assessed by the subject teacher and paid to the bookkeeper at the end of the semester. Failure to take care of textbook obligations will result in students not receiving additional instructional materials and will not be permitted to participate in extra-curricular activities.

TARDIES

Every 3rd tardy will count as an absence for exam exemption qualification to accumulate per semester. Classroom tardies will be handled per six weeks as follows:

- (1) Verbal warning, tardy logged in Portal.
- (2) Verbal warning, tardy logged in Portal.
- (3) Verbal warning, tardy logged in Portal

and counts as an absence for exam exemption qualification.

(4-6) Tardy logged in Portal, teacher assigns IC. Every additional tardy results in one period of IC for that class.

(7) Referral, the 7th tardy and every additional tardy will result in one day of ABS.

*** If tardies in a class become excessive, the administrator may implement additional discipline.***

VISITORS

All visitors of the school must report to the front office to sign-in and receive a visitor's pass. Visitors are not allowed to go directly to classrooms or walk the campus without checking in the front office in the Administration building.

WITHDRAWALS

If a student wants to withdraw from school, a parent must contact the Records Office for withdrawal procedures.

NEED TO LEAVE CAMPUS?

Any student who needs to leave campus during the instructional day must see the Student Service Clerk for a Permit to Leave Campus. Any violation of this policy will result in disciplinary action which may include an out-of-school suspension.

TRANSPORTATION

The privilege of driving motor vehicles on school property will be denied if it becomes a detriment to the health, safety or welfare of the school/community. Specifically, behaviors that will not be allowed are speeding or reckless driving, storage of illegal substances, apparatus or weapons, or parking in unauthorized locations on school property.

Student parking is allowed only in the lot directly north of the gymnasium. No student vehicle traffic will be permitted on other areas of the school grounds between 6:50 a.m. - 1:50 p.m. Student cars found improperly parked or in areas other than in the designated lot may be towed away. Students should not be in their vehicles in the parking lot during the school day unless they have permission to leave from the administration.

All students must have a parking hang tag properly attached to the rearview mirror. After the initial sale in August by the S.R.O., decals may be purchased in the bookkeeper's office. The decals are \$5.00 for the year. Violators will lose parking privileges on campus.

PINELLAS COUNTY SCHOOL BUSES

The school bus driver is the sole judge of disruptive behavior and a referral to an administrator may result in the removal of the student from the bus. A student who fails to maintain appropriate conduct when on the bus, waiting for the bus, or walking to/from the bus stop may be suspended from riding the bus or may be subject to other actions. No food or drink may be consumed on the bus. A student may ride only the bus to which she/he is assigned.