East High School
School Supplement to the District Policy Guide
Find more information about the items discussed in this document in the district policy guide, found at [www.mmsd.org/policy-guide](http://www.mmsd.org/policy-guide).

**Mission Statement**

The mission of East High School is a commitment to provide, in collaboration with the entire community, each and every student with the opportunity to succeed in life. Academic and personal success will be achieved by preparing our young adults to be contributing members in a complex, rapidly changing society. During this period of preparation and exploration, our students will be provided a context within which they can develop and achieve via the following long-range objectives:

1. A curriculum which is meaningful and meets the academic and social needs of our students.
2. An environment where a positive climate is established and learning is the expectation.
3. A safe learning environment.
4. Opportunities for choices related to career options, involvement in decision-making and extracurricular activities.
5. Opportunities which encourage self-fulfillment goals and the skills and knowledge to achieve those goals.
6. Opportunities that develop self-respect, respect for others, and an understanding of basic human rights and responsibilities.
Welcome to East High School!

Rules of Conduct and School Climate

1. **IN SCHOOL ATTENDANCE**
   Students will attend in assigned areas.

2. **PUNCTUALITY**
   **Rule** Students and staff will be in their assigned classroom when the bell rings to begin the period.
   **Rationale** When students and staff are punctual, a better learning and instructional atmosphere exists.
   **Application** When people are punctual, they build positive working relationships and are more productive. Punctuality is essential to employability; therefore, developing the habit while in school is an investment in the future.

3. **RESPECT FOR PERSONS**
   **Rule** Students and staff will show appropriate respect for all members of our school and neighborhood community.
   **Rationale** Respect for persons and their rights is a necessary ingredient to a positive environment and will help students become better citizens of their school and their community.
   **Application** When people accept and respect others, regardless of differences, they have achieved a necessary ingredient for a productive personal life and success in the work place.

4. **RESPECT FOR PROPERTY**
   **Rule** Students and staff will treat personal and school property with care.
   **Rationale** When we treat personal and school property carefully, we assure the availability of needed materials.
   **Application** When people value property, they improve their opportunities to get along in a work place that is productive and safe.

5. **SAFETY AND ORDER**
   **Rule** Students and staff will contribute and be responsible for a safe and orderly environment.
   **Rationale** Academic learning and social responsibility will take place when the school environment is orderly and safe. When students understand their role in creating and maintaining this environment, they also learn social responsibility.
   **Application** When people maintain a safe and orderly environment, each is ensured a sense of security, comfort and acceptance. This allows the development of academic and personal social skills that lead to productive and socially responsible living and working in the future.
### Administrative Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>MICHAEL HERNANDEZ</td>
<td>Principal</td>
<td>Room 1037</td>
<td>204-1669</td>
</tr>
<tr>
<td>Kristi Vitale-Gerhardt</td>
<td>Administrative Assistant</td>
<td>Room 1037</td>
<td>204-1669</td>
</tr>
<tr>
<td>Michelle Galarowicz</td>
<td>Administrative Assistant</td>
<td>Room 1037</td>
<td>204-1733</td>
</tr>
<tr>
<td>Judith Parish</td>
<td>Finance</td>
<td>Room 1037</td>
<td>204-1746</td>
</tr>
<tr>
<td>Cecilia Capacio</td>
<td>Registrar</td>
<td>Room 2031</td>
<td>204-1629</td>
</tr>
<tr>
<td>Ed Ford</td>
<td>Dean of Students</td>
<td>Room 1023</td>
<td>204-1625</td>
</tr>
<tr>
<td>Ben Fieck</td>
<td>Dean of Students</td>
<td>Room 1025</td>
<td>204-1620</td>
</tr>
<tr>
<td>MAGGIE ZYWICKI</td>
<td>Assistant Principal</td>
<td>Room 2031</td>
<td>204-1638</td>
</tr>
<tr>
<td>Susan Harris</td>
<td>Administrative Assistant</td>
<td>Room 2031</td>
<td>204-1638</td>
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<tr>
<td>MIKKI SMITH</td>
<td>Assistant Principal</td>
<td>Room 1023</td>
<td>204-1613</td>
</tr>
<tr>
<td>Jessica Penning</td>
<td>Administrative Assistant</td>
<td>Room 1023</td>
<td>204-1613</td>
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</table>

### Assistant Principals
- Auto Dialer
- AVID
- Budget
- Calendar
- Clerical
- Culture & Climate
- Educational Assistants
- FACE Groups
- Leadership Team
- Literacy
- Lockers
- Math
- Multicultural Services Coordinator
- National Honor Society
- New Student Enrollment
- Obligations
- Parent Newsletter
- Positive Behavior Support
- Professional Collaboration Time
- Scholarship Committee
- School Keys
- School Organization
- Special Education

### Assessment Coordinator
- Bus Passes
- Clubs
- Congress
- English Language Learning
- Foreign Exchange Students
- Graduation
- MTSS
- Registration
- Social Studies
- Service E
- Student Achievement Program
- Student Activities
- Student Services
- Truancy

### Back to School Night
- 8th Grade Transition
- 9th Grade Curriculum Guide
- 9th Grade Writing Assessment
- Family & Consumer Sciences
- Bus Passes
- Congress
- Parent/Teacher Conferences
- Special Education
<table>
<thead>
<tr>
<th>Neighborhood/Pathways</th>
<th>Contact Information</th>
<th>Responsibilities</th>
</tr>
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<tbody>
<tr>
<td>Warner Neighborhood</td>
<td>BRENDAN KEARNEY, Assistant Principal, Room 1027</td>
<td>AP Administrator/EOS, Bus Passes, Congress, Credit Recovery Online, English, Fine Arts, Grade Reporting, Homecoming, Infinite Campus, Madison Virtual Campus, Master Schedule, New Staff Orientation, Virtual Learning Space, World Languages</td>
</tr>
<tr>
<td></td>
<td>Emily Nevel, 204-1614, Administrative Assistant, Room 1027</td>
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<tr>
<td>Yahara Neighborhood/IT Pathways</td>
<td>ALEX THOMPSON, Assistant Principal, Room 1027</td>
<td>Applied Technology, Business, Building &amp; Security, Behavior Education Plan, Bus Passes, Congress, ERO/Security Staff, Health/Physical Education, Parking Lot, Prom, Science, Student Teachers</td>
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<tr>
<td></td>
<td>Emily Nevel, 204-1614, Administrative Assistant, Room 1027</td>
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<tr>
<td>T.J. Rogness</td>
<td>Athletic Director, Room 1030</td>
<td>Athletic Code, Athletic Schedules, Building Permits, Booster Club, Coaches, Fees &amp; Waivers, Fundraising, Media Coverage, NCAA Eligibility, Physicals/Paperwork</td>
</tr>
<tr>
<td></td>
<td>Jeneene Olson-McConley, 204-1604, Administrative Assistant, Room 1030</td>
<td></td>
</tr>
</tbody>
</table>
Department Chairs
Applied Technology    Dennis Mossholder
Business            David Kruchten
English             Amy Isensee
ESL                Meghan Willauer
Family & Consumer Science Natalie Aguirre
Fine Arts           Paul Milisch
Mathematics         Kristin Brown
Physical Education  Erin Walker
Science             Michelle Tjugum
Social Studies      Kevin Attaway
Special Education   Lauren Zepp
Student Services    Shelby Arkin, Rene Staskal
World Languages     Joel Webber

Leadership Team Participants
Library Media Center    Jennifer Milne-Carroll
Literacy                Annie Potter
Professional Learning Coordinator Mark Nelson

Daily Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Purgolder Schedule</td>
<td>Basic Schedule</td>
<td>Basic Schedule</td>
<td>Basic Schedule</td>
<td>Basic Schedule</td>
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<tr>
<td><em>Professional Collaboration Time (PCT)</em></td>
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<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>Purgolder Schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 1</td>
<td>8:15am—8:57am</td>
<td></td>
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<td></td>
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<tr>
<td>Period 2</td>
<td>9:02am—9:42am</td>
<td></td>
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<tr>
<td><strong>Purgolder Time</strong></td>
<td>9:42am—10:02am (20 minutes)</td>
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<tr>
<td>Period 3</td>
<td>10:07am—10:50am</td>
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<tr>
<td>Period 4</td>
<td>10:55am—11:35am</td>
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<tr>
<td>Lunch</td>
<td>11:35am—12:20pm (45 minutes)</td>
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<tr>
<td><em>Teachers in classrooms @ 12:05pm</em></td>
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<tr>
<td>Period 5</td>
<td>12:20pm—1:00pm</td>
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<tr>
<td>Period 6</td>
<td>1:05pm—1:45pm</td>
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<tr>
<td>Period 7</td>
<td>1:50pm—2:30pm</td>
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</tr>
<tr>
<td>PCT</td>
<td>2:45pm—4pm (Staff Only)</td>
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| Basic Schedule                              |                             |                             |                            |                             |
| Period 1                                    | 8:15am—9:09am               |                             |                            |                             |
| Period 2                                    | 9:14am—10:06am              |                             |                            |                             |
| Period 3                                    | 10:11am—11:06am             |                             |                            |                             |
| Period 4                                    | 11:11am—12:03pm             |                             |                            |                             |
| Lunch                                       | 12:03—12:53pm (50 minutes)  |                             |                            |                             |
| *Teachers in classrooms @ 12:33pm*          |                              |                             |                            |                             |
| Period 5                                    | 12:53pm—1:45pm              |                             |                            |                             |
| Period 6                                    | 1:50pm—2:42pm               |                             |                            |                             |
| Period 7                                    | 2:47pm—3:39pm               |                             |                            |                             |
Behavior

Harassment Procedure
If a student is being emotionally, verbally or physically harassed by another student, he or she should fill out harassment report form, found in all offices). The report is turned into the Neighborhood office principal and the incident will be investigated by either the Neighborhood office principal, Dean of Students, social worker, or building principal. The report will be investigated and students will be interviewed. The report will be followed up with the appropriate action and the parties involved will agree upon the resolution. If the student feels the harassment is an emergency, he or she should report directly, and immediately, to any principal or counselor.

Loitering
All students are expected to be in class when the bells ring. Any student found loitering in the halls after classes have begun will receive a loitering notice. Upon the third loitering notice, students will receive suspensions from school.

Progressive Discipline Policy
The district’s Behavior Education Plan requires all non-essential educationally related paraphernalia to be kept out of sight, either in lockers or backpacks. We enforce an “Off and Away” attitude over the course of the school day. Students who do not abide by this requirement will receive consequences.

Suspension from School
Students who are suspended from school for the day are expected to remain home. A suspended student who appears on the school grounds is legally trespassing and is subject to police citation. Work missed during the period of suspension may be made up through the student’s own initiative. Work includes homework, class work, tests, and times missed in courses such as physical education/health. A readmit conference with a parent is required upon return to school.

Trespassing
Unauthorized persons in the building or on school grounds will be charged with trespassing per the City Ordinance. Students who are on a partial or limited schedule are required to leave the school grounds at the designated time. If the student remains and loiters in school or on the school grounds, s/he may be charged with trespassing. Students who have out-of-school suspension are expected to remain at home and will be charged with trespassing if they are in school or on the school grounds in violation of their suspension. Should unauthorized persons enter or remain on school premises, the principal or his/her representative may request assistance from the appropriate police department to remove such unauthorized persons. Unauthorized persons in the building or on school grounds may be charged with trespassing under City Ordinance 2346.
Communication

Automated Dial-Out
A message from the appropriate school personnel or the building principal may come to your home by way of the automated dial out process. This is one way the school can efficiently communicate information that all students and their families need to know. An example of information that might be shared this way is a reminder that the bus schedule is being changed to accommodate the tenth grade standardized testing days.

Newsletter
A newsletter for parents, guardians, staff and community containing articles by principals, teachers, other school district staff, and parents is published bi-monthly and is available on the East website. Hard copies are available for pickup in the Welcome Center and all offices.

The newsletter contains information on various grade level concerns, curricular programs, college and career information, extracurricular activities, parent-teacher-student network activities, and community activities. Principal Hernandez is in charge of this publication.

Key Policies and Guidelines

Attendance
To make sure students succeed in school and to prevent students from missing learning, MMSD has developed a comprehensive approach to attendance improvement. The process can be initiated by the student, his/her parents/guardians, or the school. Students, and/or their parent(s)/guardian(s), are strongly encouraged to contact the student’s principal or a member of the school’s Student Services Team as soon as attendance becomes a problem, to discuss and work together to find solutions that address the reason for the absences. When a student has excessive absences, contact with the student and family may also be initiated by members of the school staff.

Students are required to attend all of their scheduled classes, grade level meetings, and study halls. Parents will be notified when unexcused absences occur. When students are referred to their principal for non-attendance of classes or study halls, disciplinary action will be taken. Attendance and participation in classes are factored into grade calculation. Whether absences are excused or unexcused, attendance is an important component of academic achievement.

Full day absences should be called in to the attendance line, 204-1650. Partial day absences should be called in to the appropriate neighborhood office as early as possible.

Pre-approved Planned Absence Procedures:
1. Although extended absence is highly discouraged, this procedure allows the teacher and student time to arrange for completion of schoolwork in advance or during the absent period.-(Board Policy 4031)
2. The student must first present a written parent request for a Pre-approved Planned Absences to their principal’s office FIVE DAYS before the absence. S/he then takes the Pre-approved Planned Absence Form to his/her teachers. The form must be returned to the office three days before the absence. Non-compliance may result in absences being unexcused.
3. It is the student’s responsibility to make up all work.
Homework procedures for absences:

a) It is the student’s responsibility to contact the teachers to make arrangements for making up work during an absence.

b) Students who miss classes for reasons that are determined to be excused will be given the opportunity to make up work missed.

c) Teachers have been asked to grant one day make-up time for each day a student is absent with an excuse. This provision applies to all work assigned during the absence.

d) If a regular daily assignment is due on the same day an absence occurs, the student will be expected to turn in the assignment upon returning to school. This policy refers to work known about before the absence.

e) Deadlines may be set for long-term major assignments. In most cases these assignments do not require the student’s physical presence in class in order to be completed; therefore, teachers may decide to hold students to such deadlines in spite of excused absences.

When the above conditions exist and a student is absent on the deadline date, the absence itself does not absolve the student from meeting the deadline. However, consideration for extensions will be given in the event of extenuating circumstances, i.e. serious illness, family crisis, etc. Extensions will be granted at the teacher’s discretion. Teachers will inform students that should serious illness or family crisis prevent them from meeting the deadline, it will be the student’s (or parent’s) responsibility to notify the teacher in order to make arrangements to complete and turn in the assignment.

f) Students receiving an unexcused absence may be given a zero for all work missed. Students will have the obligation to collect and use all materials presented during their unexcused absence. Truancy is considered an unexcused absence.

Outside Permit:

1. An outside permit is issued upon written or verbal request by the parent for doctor or dentist appointments. We encourage the request to be presented to the appropriate Neighborhood office by 8:15am of the day the student has the appointment.

2. The student will receive an outside permit to show to his/her teachers. When the student returns to school, she/he will present the permit to the Neighborhood office and receive a pass to class.

3. Leaving the building for illness or appointments without an outside permit is considered an unexcused absence. Parents should call the Neighborhood office or write a note to excuse their son or daughter. Even with this parental excuse, students must sign out of the building in the Neighborhood office. Talk to an assistant principal or nurse before you leave the building if you do not have a written permission from parents. An outside permit will be issued to allow the student to leave and be excused. In the event that a student does not sign out before leaving the building, the absence can only be excused by an assistant principal upon presentation of a legitimate excuse from the parent of the student involved.

STUDENTS WHO LEAVE THE BUILDING WITHOUT AN OUTSIDE PERMIT WILL BE CONSIDERED UNEXCUSED. STUDENTS WHO VIOLATE THIS POLICY MAY BE SUBJECT TO DISCIPLINE INCLUDING A CITY CITATION.

Tardy

Students are required to be on time to all scheduled classes. Tardiness is handled by the classroom teacher and may result in make up time being assigned, points being deducted, or other sanctions. Teachers may have various policies concerning tardiness and attendance. Students should be aware of each of their teachers’ policies. No student should be in the hallways during class time without a designated pass. School-wide systematic tardiness interventions will be implemented including random hall sweeps. Cases of severe tardiness will be referred to an assistant principal and will result in progressive discipline.

All students are assigned to a study hall during their unscheduled time. Attendance is mandatory for all students and quiet study is the expectation. Absence policy for study hall is the same as for all other classes and can affect truancy procedures.
Habitual Truancy
The school will initiate prevention efforts if a student is at risk for becoming habitually truant. The purpose will be to identify the causes of school absences and the student will meet with a school staff member for assistance in identifying solutions. Wisconsin Statute 118.16 defines a habitual truant as “a pupil who is absent without an acceptable excuse under sub. (4) and s. 118.15 for part or all of five (5) or more days on which school is being held during a school semester.”

Students who are habitually truant and their parent/guardian will be invited to attend a Habitual Truancy Conference (HTC). The purpose of the HTC is to identify the reasons for the absences, develop an appropriate Attendance Improvement Plan with specific steps to help with missed learning and connecting back into school, and identify supports within the school and community that can assist the student and family.

It is important to understand that failure to improve attendance is a violation of Wisconsin law and a student and his/her parent(s)/guardian(s) may be required to appear in court. The judge has a wide array of penalties that he/she may impose. The law permits the judge to impose sanctions and require that the parent/guardian cause the child to attend school. The court may also require that a parent/guardian attend school with their student. The consequences for the student may be that his/her work permit be revoked, driving privileges be suspended, and/or he/she be placed under a curfew. Also the court could order that the student receive counseling and perform community-service work.

Cafeteria Policies
Students can purchase their meals with cash or use their student ID card to access money previously deposited into their accounts. Students are required to have their ID card to access their account.
Families of students eligible for free/reduced lunches must complete an online application.

Eating should be in designated areas only. Cafeteria is open before school for breakfast and during lunch hours.

Cheating Policy
Cheating of any kind will not be tolerated. Students found cheating will be referred to Grade level offices and subject to the provisions of the East High School conduct and discipline code. Cheating can have serious consequences that affect character evaluations, scholarship eligibility, club membership, National Honor Society membership and grades.

Fee Waiver Policy
Madison East High School will be following the Madison Metropolitan School District Fee Waiver Policy, 3340, which indicates that no student can be denied participation in a school activity because of financial situations. Madison East High School may waive part or all student fees if the student or parent/guardian demonstrates an inability to pay. The principal will determine the ability of a student or parent/guardian to pay upon their request.

Fire, Tornado, Evacuation Drills

Fire Alarm Policy
State law requires monthly fire drills in all schools. Fire drills at East High School will occur each month at various times. Most fire drills will be unannounced to students, but some may be announced for practice purposes. The alarm is a series of intermittent blasts and flashing lights. Whenever the alarm sounds, students should leave the building as quickly as possible and in an orderly fashion under the supervision of their classroom teacher.

Tornado Drill
Every school will conduct a tornado drill annually. Students will be expected to comply with all requirements of the drill.

Evacuation
In the event that the school will need to participate in an evacuation of the school due to a bomb threat, we will move all students to the field house. All students will be expected to remain in the field house for the duration of the search and will then be returned to classes. Please do not encourage your student to leave the building as they will be marked absent and cannot be legitimately excused for that period of time.
Student Visitor Request
In order for a student to bring a guest to accompany him/her to classes on a specific day, the following requirements must be met and approved by the Neighborhood office Principal.

• No visitors allowed on Mondays or Fridays.
• The visitor must be a non-MMSD high school student at a school that is not in session on the date of the visit. No children under high school age will be permitted to visit.
• Students must receive all written permissions prior to submitting the form for principal approval.
• Students must obtain approval from the Neighborhood office Principal at least 3 school days prior to the day for which a visitor pass is desired.
• The visitor must obtain wear a Visitor Pass name tag throughout the day.
• Student is expected to be with his/her guest at all times and is responsible for making sure that the visitor follows all East High rules.

ID Policy
All East High School students are required to wear or carry their school ID at all times and present it to staff upon request.

FAILURE TO IDENTIFY SELF TO STAFF WILL RESULT IN DISCIPLINARY ACTIONS.
Students and Student Achievement

Student Records and Transcripts

Student Transcripts (Official and Unofficial)
The student’s transcript contains the following information: student’s name, date of birth, courses, grades, credits, grade point average, and date of graduation. Updated transcripts are available at the end of each semester in Infinite Campus. Official transcripts will be sent directly from Parchment.com to the college/university. Unofficial transcripts may be given directly to the student or parent or printed directly by the parent or student in Infinite Campus.

Student Cumulative Folder
The cumulative folder contains teacher, counselor, administrator reports, health records, copies of correspondence regarding the student, accident report information, test scores, etc. If a student transfers to another school, the cumulative folder is forwarded to that school upon their request. If a student withdraws or graduates, all records are kept for one year. After one year, all records are destroyed except progress and attendance records.

A parent/guardian or student 18 years of age or over may see the cumulative folder in the presence of a counselor. Permission should be obtained in advance from the Neighborhood office or building principal. An appointment should then be scheduled with a counselor.

Eighteen-Year-Old Adulthood
Wisconsin State Statutes indicate that eighteen year olds are legally considered adults and have all the rights, privileges, and responsibilities of adulthood. Consequently, eighteen year olds may write their own excuses, receive all school notices, establish their own residence, and be totally on their own in school matters. 18 year old students may begin to excuse themselves beginning with the quarter after they turn 18 years old

Locker Policy (Board Policy 4132)

Locker Inspections
The provision of lockers to pupils is a privilege granted by the BOARD. Therefore, the PRINCIPAL of a school shall have the right to inspect pupil lockers.

All lockers & locks in East High School are the property of East High and are assigned to students to protect their schoolbooks and materials, coats, books, etc.

A student may use only the locker that is assigned. If a locker is damaged and needs repair, the student may be assigned another locker in room 1037.

Students’ personal possessions and money should not be left in an unlocked locker. Students are advised not to bring large sums of money, expensive jewelry, or other valuable articles to school. Lockers should be locked at all times.

Lost and Found
Inquire about lost items and bring found items to the Main Office, room 1037.

Parking Lot Policy
Students are NOT allowed to park in East High School parking lots during school hours: 7:30am to 4:00pm. Students who do so will be ticketed by MPD.

Authorized visitors must sign in at the Welcome Center upon arrival and register any vehicle in the parking lot.
Part-Time Jobs
Part-time jobs are posted on a bulletin board in Student Services. Information listed includes the job description, hours of work, pay scale, and the age of the prospective employees.

Tutoring
Students wanting extra help with their studies can be tutored by either high school or university students. See your counselor for details on all tutoring opportunities.

Grades and Grading

GPA Rank In Class
The grade point average (GPA) and rank in class are calculated for each student on work done in grades 9-12 (at the end of seven semesters). All full credit classes are included. Grade values: A=4, B=3, C=2, D=1, F=0. Subjects with other grades (e.g., P for pass) are not included. Students can find out their GPA and rank from their counselor. All seniors (assuming they complete graduation requirements) with a GPA of 3.50 after 7 semesters will wear honor cords in the graduation ceremony.

Grade Explanation

<table>
<thead>
<tr>
<th>Traditional Grades</th>
<th>Pass Fail System</th>
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<tbody>
<tr>
<td>A = Excellent</td>
<td>P = Pass</td>
</tr>
<tr>
<td>B = Above Average</td>
<td>F = Fail</td>
</tr>
<tr>
<td>C = Average</td>
<td></td>
</tr>
<tr>
<td>D = Below Average</td>
<td></td>
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<tr>
<td>F = No Credit</td>
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</tbody>
</table>

Pass Fail grades are to be used only for a specific course, which has been approved as a “Pass Fail” course. Students receiving “Pass” grades will receive graduation credit, but neither grade will be used when calculating student GPA (grade point average).

Other Grading
INC = Incomplete Student progress is incomplete for a specific reason and should be made up within two weeks.
ME = Medical Excuse Used for classes when a student is excused by a physician from a class section, i.e., physical education.

*Grading Students with Disabilities (Asterisk Grades)
Students involved full time in a standards-based general curriculum will receive a number and letter grade. A student is considered full time in the general curriculum when the student works on approximately the same standards with accommodations. It is not permissible to lower/alter a grade due to accommodations specified in an Individualized Education Program (IEP). The use of an asterisk following a grade (i.e. A*) will be used when the content of the curriculum has been modified to meet a student’s ability level, and the student is not expected to become as proficient in the same number of curricular goals/standards as other students in the class. Curriculum is “modified” when significant changes in the content or level are made. Parents need to be informed of the rationale behind the asterisk designation, and the comment section of the report card should be used to provide additional information about the student’s performance in that content area.

Senior Status
In order to be considered a “senior” you must have earned 15 credits by the end of the summer school session after your junior year.

Partial Credit Policy
Due to the mobility of our student body and the Board of Education policy on students at risk, this partial credit policy has been developed. The partial credit policy enables teachers to grant 1/4 credit within a semester (1/2 credit) course. We want to emphasize that such a policy makes it possible to grant 1/4 credit under certain circumstances, but the granting of credit shall be at the discretion and with the approval of the teacher.
Teachers could consider granting 1/4 credit to students under the following circumstances:
1. If a student receives an F for the first quarter of any semester, he/she may talk with the teacher of that class
to determine if credit can still be earned for the entire semester. If it is determined that 1/2 credit is no longer
possible, the teacher may approve the earning of 1/4 credit for the second quarter of the semester.
2. If a student finds he or she needs to enter a semester class during the second quarter, he/she can seek teacher
approval with the understanding that only 1/4 credit can be earned. This process must be signed off on by a
guidance counselor and appropriate principal.

Procedural points to be followed are:
• Students who receive a grade for first quarter but an F for second quarter and an F for the semester shall NOT
receive any credit.
• Students cannot request 1/4 credit for just the first quarter of a semester and then drop the class unless
authorized by the teacher and the principal.
• Requests for 1/4 credit should be made with the teacher of the class during the second quarter of the semester.
At grade reporting time, teachers will fill out a partial credit form for each student receiving a 1/4 credit for only the
second quarter of the semester and turn in this form to the appropriate neighborhood office.

NOTE: Seniors are expected to maintain credits necessary to qualify them for graduation. A student must achieve
20.5 credits by the end of semester 2 and be enrolled for the remainder in summer school in order to participate in the
graduation ceremony.

Grade Changes
Grade changes must be made no later than the semester following that in which the grade was issued.

Graduation Requirements
The Madison Metropolitan School District requires students to successfully complete 22 credits for graduation from high
school.

Credits are required in the following areas:
1. English – 4 credits to include:
   - English 9  2 semesters
   - English 10  2 semesters
   - English 11  2 semesters
   - English Elective 2 semesters

2. Social Studies – 3 credits to include:
   - Grade 9 U.S. History  2 semesters
   - Grade 10 World History  2 semesters
   - Grade 11 U.S. History Since 1950  1 semester
   - Grade 12 Social Studies Elective  1 semester

3. Mathematics – 3 credits to include:
   - Students must complete 2 years of high school Math with a minimum of Algebra and Geometry.

4. Science – 3 credits

5. Physical Education – 1.5 credits to include:
   - Grade 9 Physical Education  1 semester
   - Grade 10 Physical Education  1 semester
   - Grade 11 or 12 Physical Education Elective  1 semester

6. Health – .5 credit
   - Grade 10 Health  1 semester (State Requirement)

Students may fulfill elective requirements by taking additional courses the required courses in the areas listed above, as
well as in the following areas:

Art  AVID  Business, Marketing & IT Education  Family & Consumer Sciences/Health Sciences
Library Media Center  Music  Technology & Engineering  Theatre Arts  World Languages
We recommend that students earn one credit in each Career/Technology (CTE) area and Fine Arts (FA) area.

**Early Graduation**

Early graduation is open to all East High students meeting the regular graduation requirements. A student interested in graduating early should secure an application from his or her counselor. Normally this is done at least one semester prior to the date of early graduation. Before final approval of an early graduation request, a parent-principal-counselor conference is recommended.

**Rank in Class/GPA**

The student’s grade point average (GPA) and rank in class are available after each semester. Grade point average is figured by equating A=4, B=3, C=2, D=1, F=0. Classes that grade on a pass/fail basis are not included in calculating grade point average. Physical Education classes are included in the GPA unless parents sign off on GPA.

**Transcript Procedures for Retaken Classes**

To increase proficiency/mastery or gain credit, students are allowed to retake a course if an F, D, C, or B grade has been earned. There are three categories of course retakes:

1. The identical course (may be a different instructor) taken during the school year at the next scheduled offering of the course unless an exception is granted by the principal.
2. An “equivalent” course (e.g., Algebra I) taken during the school year at the next scheduled offering unless an exception is granted by the principal.
3. A summer school “equivalent”. High school principals will determine each year those courses in the summer school offerings which are “equivalent”; e.g., U.S. History-semester 1 summer school equivalent to U.S. History 9, semester 1.

The transcript for students reflects all the courses taken and grades earned. For categories 1, 2, and 3 retakes, both grades original and retake, will appear on the transcript. The higher of the two grades, original and retake, becomes the GPA grade. The lower of the two grades is not included in GPA calculations, nor is credit granted.

**Honor Roll Guidelines and Procedures**

**Semester Honor Roll Eligibility**

A 3.5 to 3.79 GPA qualifies for semester Honor Roll; a 3.8 to 4.0 GPA qualifies for semester Honors with Distinction. Courses that count for 1/2 credit should have the following point count: A=4, B=3, C=2, D=1.

Courses that count 1/4 credit or meet fewer than five times a week for a semester should have the following point count: A=2, B=1.5, C=1, D=0.5.

**Important Points to Remember**

- If a student received an incomplete in any course, the student is not eligible for Honor Roll until such time as the student completes the course work and receives a grade.
- If a student receives an F in any course (including physical education and pass/fail courses) at the end of the semester, he/she is not eligible for Honor Roll. Students with medical excuses for physical education are eligible.
- Student must receive credit in at least four academic subjects that meet five days a week to be eligible for Honor Roll.

**Honors**

Many non-financial honors are given to East students for achievement in a variety of areas. These areas include citizenship, athletics, speech, academic achievement, service to school and/or community, writing, art, music, departmental honors, semester honor roll, and semester honors with distinction.

**Independent Study Program**

The Independent Study program at East High School provides an opportunity for students to pursue a study or research program in areas of their own choosing without following the organizational structure of a class. Students interested in an independent study should see their school counselor for information on the process. Independent Study credit is awarded on a pass/fail basis.
Library Media Center
The Library Media Center staff is able to assist students and staff with resources, both print and electronic, for class assignments and other needs. We are also able to collaborate with teachers to co-teach information literacy skills, do book talks, offer professional development on technology and library resources. Library Media Center hours are 8:00 - 4:00 p.m. most days.

Physical Education Make-Up Policy
Any absences of less than six weeks per semester total accumulation that are covered by a doctor’s excuse need not be made up. If absences beyond this total are accumulated, the grade will be "ME" (Medical Excuse) unless a mutually acceptable agreement between teacher and student, which results in credit being granted, can be reached.

Any excused absences not covered by a doctor’s excuse are to be made up within two weeks following the absence. If extenuating circumstances exist, the teacher and student should work out a mutually acceptable make up plan.

Scholarship/Financial Aids
Financial support to help students continue their education post high school graduation is available for colleges, universities, technical and vocational schools and various other one and two year training institutions. See Ms. Olson in Student Services, room 2031, for detailed information on grants, loans, scholarships, and awards.

Opportunities for State and Local Scholarships
Madison East High School is fortunate that a variety of state and local organizations award annual scholarship monies to graduating seniors. Each agency or organization sets the criteria which must be met. The criteria vary widely, but most often relate to grade point average, service to school or community, leadership, participation in extra-curricular activities, character, or some combination of the above.

Special Education
The Madison Metropolitan School District’s Division of Special Education works closely with East in the identification and programming of students with disabilities who require special education and related services. These services are provided in accordance with the Individuals with Disabilities Education Act (IDEA), a federal law reauthorized in 2004 that guarantees that all students with a disability receive a free, appropriate, public education. The special education needs of students are met through a coordinated effort between regular education and special education staff.

Both special education and related services are documented in the student’s individualized educational program (IEP) plan and are based on the student’s individual needs as determined by the IEP Team. The parent and regular education teachers are full participants of the IEP Team in all decision-making.

Study Hall
The study hall provides opportunities for students to quietly study, read, or do research. This time should be used wisely for academic work completion to facilitate student achievement. Different students have different needs. Some students may need to learn study skills or get tutorial help. Others may be independent learners who complete their assignments. The whole purpose of study hall is for students to improve their G.P.A. and become lifelong learners.

Transferring or Dropping Subjects
Students will receive their class schedules during Registration Week.

Students may request a change for the following reasons:

- Incorrect course level
- Missing a requirement for graduation
- Summer school adjustments
- Course is needed for college or technical college entrance
- Course prerequisite not met
- Insufficient credits
- Ill skilled for course (skills need to be verified)
Students may not change a course for the following reasons:

- Teacher shopping
- Join other friends in classes

Once school begins, unless there is a computer error that has not been corrected, NO SCHEDULE CHANGES WILL BE MADE.

Withdrawal from Class Policy
With parent/guardian, teacher, counselor & principal permission, a student may drop/withdraw from a class through the seventh week of first or second semester, as long as the drop does not put the student below the required number of credits and courses for the semester and school year. No grade is given for a class dropped during that time. After the seventh week, a semester grade of “F” is given for any class dropped. Please see your counselor for the exact procedures.

Student Support Services
East High School Student Services Department is a collaborative team of school professionals working with students, parents, and school staff to support students’ academic and social-emotional needs. This department is comprised of school counselors, school psychologists, school social workers, nurses, an alcohol and other drug (AOD) coordinator, a multicultural services coordinator and a student engagement coordinator. These professionals collaborate through teams (determined by student last name and grade) to work together to best meet the needs of students.

The Student Services Department is located in room 2031, housing counselors, psychologists, social workers and the AOD coordinator. Students may obtain an appointment with their counselor or other student services team members by contacting them directly. The majority of students make their appointments this way. Sometimes parents, teachers, or principals request that a student services team member talk to a student. If a student services team member wishes to see a student, a pass is sent to the student’s class or the teacher may be notified to send a student to room 2031. Students should respond as quickly as possible to these notices.

Alcohol & Other Drug Coordinator
Each Madison high school has an Alcohol and Other Drug coordinator. The role of the coordinator includes responding to specific concerns about student AOD use and making referrals to services in the community, involvement in school suspensions and Athletic Code violations related to AOD, and coordinating school-wide prevention efforts with students, parents, and staff.

Multicultural Services Coordinator
The Multicultural Services Coordinator collaborates with staff, students and families to promote learning, engagement and relationships of students of color by monitoring student data and progress, developing and implementing intervention and support strategies. The Multicultural Services Coordinator is Ebrahim Amara, 204-1688.

Health Office
The Health Office at East High School is located in room 1029. It is staffed by nurse Bonnie Ohm, 204-1619, nurse Kelly Sexson, 204-1621 and nurse’s assistant Maria Vasquez, 204-1622. In addition to providing first aid and assessment of minor illnesses, the health office supports students with health conditions to succeed at school. We provide health education and counseling in the areas of physical and mental health, protective behaviors, and accessing health care in the community.

School Counselors
The Madison East High School Counseling Program is an integral part of the primary educational mission of the school. This program supports, facilitates and encourages classroom instruction and student achievement. The counseling program is proactive and preventive. It assists students in acquiring and using life-long learning skills. More specifically, this school counseling program employs strategies to enhance academics, encourage self-awareness, foster interpersonal communication skills, provide career awareness, develop employment readiness, and impart life skills for all students. For counselor assignments, please refer to the counselor site on the East High School web.
Definition and Rationale
The Madison East High School Counseling Program is based on the National Standards for School Counseling Programs and the Wisconsin Developmental Guidance Model, which integrates academic, career, and personal/social development. The school counseling program reflects the progression of student development from Grade 9 through Grade 12. It is delivered through the direct service program components of:

- School Counseling Curriculum
- Individual Planning
- Responsive Services
- System Support

The program is systematic, sequential, clearly defined, and accountable. Licensed school counselors develop, implement, and assess all program components through collaboration with teachers, parents/guardians, administrators, students, and community/businesses. Curriculum delivery is a collaborative effort of all school staff. The school counseling program helps ensure equal opportunity for all students to participate fully in the educational process.

Psychologists
Psychologists provide individual and group counseling to help students solve problems, support for students concerned about grades or other issues, behavior modification, crisis intervention, assistance and information about teen depression and protective behaviors, and referrals and information to community services. They are available to students and parents through self-referral or through referral from a peer, faculty member or principal.

Social Workers
Social workers help students in crisis or in conflict, aid students if they are in an abusive or violent relationship, give support so students graduate and deal with truancy concerns, help students with dating issues, decision-making skills, protective behaviors and alcohol and other drugs and provide referrals to outside community services. They are available to students and parents through self-referral or referral from a staff member, peer, or principal. Our social workers are Pam Herman, 204-1633 & Jessie Cudney, 204-1632.

Youth Options Program
The Youth Options Program allows any public school pupil enrolled in the 11th or 12th grade to take post-secondary courses in a center or institution within the University of Wisconsin system, a Wisconsin technical college or a private, nonprofit institution of higher education. Students need a 3.0 cumulative GPA to participate in this program at U.W. Madison and a 2.5 cumulative GPA to participate at Madison College.

The pupil does not have to pay for a post-secondary course if the School Board determines the course is not comparable to a course offered in the school district. If approved by the School Board, the pupil will receive both high school credit and post-secondary credit for a successfully completed course.

If you wish to participate in the Youth Options program, please discuss your plans with your school counselor.
Preface

Student activities are an important part of your high school experience. Studies show that students who are involved in student activities are more likely to achieve academically in high school. Student activities encourage you to develop socially and mature in social situations. In addition, student activities provide you with an opportunity for growth in terms of leisure, lifetime interests. We encourage you to make the most of your high school experience and participate in all the activities East has to offer.

Student Congress

Student Congress is made up of students from each grade level. Members are elected each spring for the following school year. Freshman members are elected in the fall. Student Congress main purpose is to lead in creating a partnership between all students, staff, and community. Main focus: leadership, student representation & engagement, community, and diversity.

Student government is organized into community (i.e. external & internal community), student engagement, and a social committee, with each responsible for their own fundraising. This allows for a sharper and more effective focus. All students at East are encouraged to become involved in Student Congress.

Major Large Group Student Organizations

Academic Clubs/Activities

A complete list of Clubs and Organizations is available on the East High School website.

Drama Productions

All students at East High School are welcome to audition for the school drama productions. A general information meeting is held a week or more before auditions. The productions are typically held in the Fall and Spring each year.

Fine Arts Week

This program, which is held in the spring, brings together many members of our school community to celebrate our diverse culture. It is an explosion of creativity from dance, music, drama and showcases the many talents that East and our Madison community has to offer.

Homecoming Week

Homecoming Week is the biggest all school festival in the fall. The social committee of Student Congress organizes all aspects of the week’s activities. All students, staff, and parents are eligible to participate in the activities, including the Homecoming Aud, which includes coronation of the queen, Homecoming Parade, football game, half time events, and the Homecoming Dance.

Junior Class Prom

Prom is a Junior/Senior dance held in the spring. It’s our most formal of dances and very memorable for all. It is sponsored by the Junior Class. With principal permission, East Sophomores may attend prom if accompanied by an East Junior or East Senior. East and non-East Freshmen are not allowed to attend Prom.

Guests (High school age or no older than 19) may come to Prom and Homecoming with appropriate forms completed. Dances end at 10:30pm unless otherwise indicated.

Other Dances

On any given year, an additional dance may be held at school. All guest and extracurricular activities rules would apply.
Extracurricular Activities

- Extracurricular activities, (including dances) at East High School are a privilege.
- Habitually truant students and students on the NO PASS LIST will be ineligible to attend activities during the semester in which they are identified.
- Any student with an out of school suspension the week of an event will not be allowed to attend. If the suspension is carried through to the following week, the student is not allowed to attend any weekend school functions.
- A current East ID card must be presented at the door. Once students have entered the activity, they may not leave and return again.
- Students must leave school premises 15 minutes after the activity is concluded.
- All provisions of the MMSD conduct and discipline code (i.e. dress, behavior, harassment, etc.) apply at the activity.
- The purpose of these events is to provide social activities for East students. Some of these activities are closed to the general public.

Achievements

National Honor Society

Membership to the National Honor Society is an honor granted to qualified students. Criteria for selection are outstanding scholarship, leadership, character and service. Service consists of contributions to the student’s school and community. Leadership involves elected as well as non-elected positions.

Junior and senior students who have attended East High School for at least two semesters and have a GPA of 3.5 or higher at the end of the third semester, will be eligible for consideration. In addition, students must complete the necessary activity/service record and all required forms.

Students who desire membership must be involved in school activities and community service. School activities are defined as participation in any club, organization, team, function, or elected office, which is recognized by East High School or the Madison Metropolitan School District. Community service is defined as volunteer work for any established athletic, ethnic, political, religious, social or service organizations beyond East High School. Community service may be performed through identified school activities.

After students submit their applications, the actual selection process involves:

1. Teacher/staff ranking and evaluation
2. Committee review of submitted materials, comments, evaluations, ratings and service/activity records
3. Selection Committee nominations for new membership

Students not invited may re-apply the following year. Once inducted, members are expected to become active N.H.S. members and to model N.H.S. standards. N.H.S. membership is considered to be one of the highest awards a student can attain.

Honor Roll

Honor Roll recognition is designed to honor our high-achieving students. The program is held as part of the Student Achievement Night. Categories for recognition are as follows:

- Honors with Distinction: 3.8 or above for a semester
- Honors: 3.5-3.79 for a semester
- Academic Letter: Students who have earned Honors or Honors with Distinction for at least five semesters
- Pin: Students who have earned Honors or Honors with Distinction for at least six semesters

World Language Honor Society

The World Language Honor Society recognizes those who have maintained an “A” for three consecutive semesters of high school foreign language with special recognition going to those who study more than one language. Students are invited to join annually in the spring.

Service “E” Awards

The Service “E” is an award in the form of a certificate and/or a pin given at Student Achievement Night as recognition of service to the school or community. Service “E” is the highest non-academic honor a student may earn at East High.
Service “E” pins are non-academic pins that may be worn at graduation.

**Student Achievement Night**
Student Achievement Night recognizes student achievements in the areas of Honor Roll, Service E, attendance and other school based awards. The evening serves as a wonderful opportunity for family and to gather and honor the many accomplishments of the students in grades 9 through 12. The achievement night is held in the spring at East High School.

**Athletics**
Madison East High School has an outstanding athletic tradition. The following are the sports that are currently offered:

**Fall Sports**
- Cheerleading
- Cross Country
- Football
- Golf (Girls)
- Poms
- Soccer (Boys)
- Swimming (Girls)
- Tennis (Girls)
- Volleyball

**Winter Sports**
- Basketball
- Cheerleading
- Gymnastics
- Hockey
- Poms
- Swimming (Boys)
- Wrestling

**Spring Sports**
- Baseball
- Golf (Boys)
- Soccer (Girls)
- Softball
- Tennis (Boys)
- Track & Field

Contact the Athletic Department for tryout and other information.
East High School Alma Mater
To thee our East Side High School
Our Alma Mater dear,
We’ll ever sing thy praises
Through all the coming years.
Thy loyal sons and daughters
Although they leave the fold,
Will always be defenders of the
PURPLE AND THE GOLD.

East High Pep Song
We’ve got the old East Side pep
We’ve got the team with the rep
We’re gonna show you one and all
We’ve got the team that ne’er will fall
We’ll FIGHT, FIGHT, FIGHT for dear East Side High
With the banners in the sky
We’re a bunch with a hunch
That you’re gonna get a trimming
From the old East Side High