



**EAST VALLEY**  
**H I G H S C H O O L**

*"Home of the Panthers"*

**PARENT/STUDENT**  
**HANDBOOK**  
**2024-2025**

# ACADEMICS - ARTS - LEADERSHIP

## TABLE OF CONTENTS

MISSION STATEMENT .....	4
ABUSE & MOLESTATION POLICY .....	5
ACADEMIC REQUIREMENTS.....	5
HIGH SCHOOL CURRICULUM GUIDE .....	6
CREDIT RECOVERY.....	7
ANIMALS ON SCHOOL GROUNDS .....	8
ARRIVAL TIMES AND PROCEDURES .....	8
ASSESSMENT OF LEARNING.....	8
ATTENDANCE AND TARDY POLICY .....	9
CELL PHONES AND OTHER ELECTRONIC SIGNALING DEVICES .....	9
CLOSED CAMPUS .....	11
COMMUNICATION.....	11
CURRICULUM .....	12
DISMISSAL.....	12
DRESS AND APPEARANCE.....	12
DRUG FREE CAMPUS.....	13
EMERGENCY DRILLS .....	13
FIELD TRIPS .....	13
HEALTH AND WELFARE.....	13
HOMEWORK.....	15
LUNCH.....	15
PARTICIPATORY PROGRAMS .....	16
PERFECT ATTENDANCE .....	16
PROGRESS REPORTS .....	16
REGISTRATION .....	17
SAFETY.....	17
SCHOOL-WIDE DISCIPLINE AND CITIZENSHIP PROGRAM .....	17
SPECIAL EDUCATION PROGRAMS.....	21
SPECIAL EVENTS .....	21
STUDENT COUNCIL.....	22
STUDENT RECOGNITION.....	22
STUDENT RECORDS.....	22
FERPA (The Family Educational Rights and Privacy Act).....	22
TEXTBOOK CHARGES .....	23
TRANSPORTATION.....	24

VISITORS TO EAST VALLEY HIGH SCHOOL.....	24
VOLUNTEER PROGRAMS.....	24
WITHDRAWALS AND TRANSFERS.....	24

## EAST VALLEY HIGH SCHOOL HANDBOOK

Executive Director: Kathy Tolman (ktolman@evhigh.com)  
 Principal: John Baker (jbaker@evhigh.com)  
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 Registrar: Cathy Lindblom (clindblom@evhigh.com)  
 Exceptional Student Services: Linda Okonowski (lokonowski@evhigh.com)

Address: 7420 E. Main St.  
 Mesa, AZ. 85207  
 Office Phone: 480-981-2008 x 0  
 Fax Number: 480-641-1342

Web Page: [www.evhigh.org](http://www.evhigh.org) (note - it is different from email address)

Email Address: Each teacher and staff may be contacted by email.

The address is:

- 1) First initial of the first name
- 2) Last name
- 3) @evhigh.com

For example, John Smith would be [jsmith@evhigh.com](mailto:jsmith@evhigh.com). Please contact the office if you have questions or difficulties.

*Traditional School Hours: 8:00 am to 3:30 pm, Monday - Thursday*

Lab Hours available: 8:00 am to 4:00 am (Monday – Thursday. Limited Friday)

Office Hours: 7:30 am to 4:00 pm, Monday – Thursday; 7:30 - 12:00 pm, Friday

First day of school: Monday, August 5, 2024

Last day of school: May 22, 2025

School Holidays:	September 2	Labor Day
	October 7 – 10	October Break
	November 11	Veteran’s Day – No School
	November 27 – 28	Thanksgiving Break
	December 19 – January 7	Winter Holiday
	January 20	Civil Rights Day/MLK Day
	February 17	President’s Day
	March 10 - 13	Spring Break
	April 18	Staff Holiday – Good Friday
	April 11	Spring Holiday – No School

Grading Periods end: October 3, 2024  
 December 19, 2024  
 March 6, 2025  
 May 22, 2025

## MISSION STATEMENT

Provide an educational program that challenges each student, including at-risk students, to attain his or her highest academic and character potential through a coordinated humanities curriculum, an integrated performing and fine arts program, community service and a traditional approach to education.

### School Responsibilities

#### **East Valley High School will:**

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet Arizona's student academic achievement standards as follows:
  - Employ Highly Qualified teachers.
  - Implement a tiered system of intervention to remediate any deficiencies a student may have.
  - Ensure a safe and secure school environment that allows students to feel protected, respected, and appreciated.
1. **Offer parent-teacher conferences at least two times per year or as needed to ensure student progress.**
  2. **Provide parents with frequent reports on their children's progress.** The school will provide progress reports as follows: School progress reports are sent out four weeks into each quarter.
  3. **Provide parents reasonable access to staff.** Staff will be available for consultation with parents as follows: Before and after school for consultation with parents. Parents may also contact teachers via email at any time.
  4. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:** Parents, grandparents, and other volunteers are warmly welcomed at East Valley High School. Contact the school office if you are interested in volunteering at the school.

### Parent/Guardian Responsibilities

#### **We, as parents/Guardian, will support our children's learning in the following ways:**

- a) Furnish your child a quiet, comfortable, well-lighted area in which to work, with adequate space and working materials. **Set a designated "homework time."**
- b) Encourage your children to complete assignments to the best of their abilities.
- c) Refrain from doing your child's homework but do provide interest and guidance.
- d) Call the school or write a note to the teacher to make arrangements to get homework for extended absences. Please allow 24 hours for the teacher to organize assignments and write out instructions for your child.
- e) Recognize that your child may not always have homework. Check with the teacher if you have reason to believe that your child is not bringing work home.
- f) Keep the lines of communication open with the school. We must work together to guarantee your child's success.

## **ABUSE & MOLESTATION POLICY**

It is school policy that any employee who reasonably believes that a minor is or has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which may reasonably result in abuse or neglect shall immediately make a report to authorities.

### **Definition of Child Abuse and Neglect**

- Abuse means the infliction or allowing of physical injury, impairment of bodily function, or disfigurement.
- Physical abuse includes non-accidental physical injuries such as bruises, broken bones, burns, cuts or other injuries.
- Abuse shall include inflicting or allowing sexual abuse, sexual conduct with a minor, sexual assault, and molestation of a child, commercial sexual exploitation of a minor, sexual exploitation of a minor, incest, or child prostitution.
- Neglect includes a denial or deprivation of necessary care of illness or injury. Neglect may also include leaving children unsupervised or alone, locked in or out of the house, or without adequate clothing, food, or shelter. Allowing children to live in unsanitary conditions which could be a health hazard may also be considered neglect.
- Emotional abuse of a child is evidenced by severe anxiety, depression, withdrawal or untoward aggressive behavior, as diagnosed by a medical doctor or psychologist, and caused by the acts or omissions of the parent, guardian or caretaker.
- Exploitation includes use of a child by a parent, guardian or caretaker for material gain.
- Abandonment includes the failure of the parent, guardian or caretaker to provide reasonable support and to maintain regular contact with the child, including providing normal supervision, when such failure is intentional and continues for an indefinite period.
- Abuses classified by statute as “reportable offenses” are:
  - Indecent exposure [A.R.S. 13-1402]
  - Public sexual indecency [A.R.S. 13-1403]
  - Sexual abuse [A.R.S. 13-1404]
  - Sexual conduct with a minor [A.R.S. 13-1405]
  - Sexual assault [A.R.S. 13-1406]
  - Molestation of a child [A.R.S. 13-1410]
  - Furnishing items that are harmful to a child via the internet [A.R.S. 13-3506.01]
  - Surreptitious photographing, videotaping, filming, or digitally recording of a minor [A.R.S. 13-3019]
  - Incest [A.R.S. 13-3608]
  - Child prostitution [A.R.S. 13-3212]

Please see the School Policy Manual for the complete policy.

## **ACADEMIC REQUIREMENTS & HONORS**

**Mastery Level** – Mastery is determined to be a score of 80% or higher on each of the State Standards. Students’ progress toward mastery will be tracked in the Student Information System (SIS), PowerSchool. Students may receive credit for classes with a Grade of D (60%) or better.

There is one proficiency level for graduation. Traditional level is designed to be a rigorous general education curriculum. The curriculum meets or exceeds all Arizona State academic standards. This curriculum also targets a student population looking for an extensive fine and performing arts program.

**Remediation** - Any student not achieving Mastery at end of each quarter will meet with his or her advisor and a course of action will be determined. Additional support may be given through tutoring, resource classes and increased parental involvement.

## HIGH SCHOOL CURRICULUM GUIDE

The following information contains the curriculum outline for grades 9 through 12.

This outline is designed to help students and parents become acquainted with the graduation requirements at East Valley High School. Each student should use the course catalogue to develop a four-year plan to be used as a guide for completing the requirements needed for graduation. Please note that some classes are offered every other year and plan accordingly.

### East Valley High School Graduation Requirements

Subject Area	Courses	Credits
Social Studies	World History, American History, American Government, Economics	3
English	English Language Arts (ELA) 9, ELA 10, ELA 11, ELA 12	4
Mathematics	Algebra I, Algebra II, Geometry, Additional Math	4
Science	Earth Science, Biological Science, Additional Science Class	3
Physical Education	Physical Education	1
Electives	Must include 1 (one credit) Fine/Practical Arts elective	7

**2025 Cohort: Total number of Credits Required for Graduation: 22**

**Special Education:** All special education students are required to complete the course of study as described in their Individual Education Plan (IEP).

**Arizona Standardized Test:** The students who are required will take the AZ Standardized End-of-Course (EOC) tests in English Language Arts (ELA) and Math that will test their proficiency in these subjects. The ELA tests include a writing portion and a reading portion. AZ Standardized End-of-Course test is the ACT. The ACT goes beyond multiple choice questions. This means that the test results provide a better indicator of what students have learned during the school year. All 9<sup>th</sup> and 11<sup>th</sup> grade students are required to take the ACT EOC test.

### Courses Required for Graduation

#### Social Studies

East Valley High School will use a Coordinated Humanities program. Arizona state standards for English are incorporated into the course requirements. Freshmen or Sophomore students will take World History, Juniors will take American History, and Seniors will take American Government (one semester) and Economics (one semester).

The educational philosophy for East Valley High School comes from educator Dr. E.D. Hirsch. Hirsch is a proponent of teaching students a coherent curriculum that forms a base for learning. Recent research is showing that content knowledge provides the best learning partner with procedural knowledge. Hirsch believes that is not enough that students are taught how to do something, but they must also know how it is relative to the world we live in. It is this philosophy that is seen in EVHS's Humanities-based curriculum that presents lesson material sequentially based on historical timeline.

### **Mathematics**

EVHS students must complete at least Algebra I, Geometry and Algebra II to graduate. Four (4) math classes are required for graduation. A math placement test will be given to each incoming 9<sup>th</sup> Grade student to determine proper placement. Math classes will be available for students whose special needs require alternative courses. Students who enter EVHS below high school grade level in Mathematics must take a general Math class.

### **Science**

Standard science courses in Earth Science, the Biological Sciences, and the Physical Sciences as well as Chemistry and Physics will be offered. Three (3) science credits are required for graduation.

### **English**

English requirements will be met in the English Language Arts class. Courses include English 9, English 10, English 11 and English 12. Coursework will include grammar, composition, writing research papers and other literacy skills.

### **Foreign Language**

Two years of foreign language is required for honors/university bound students.

### **Physical Education**

Every student will be required to attain one credit of Physical Education courses. These will include sports or exercise programs, dance classes or other physically active electives. These courses will incorporate health & hygiene concepts of developing a healthy lifestyle through an understanding of the human body and its dietary requirements and habits that lead to poor health or obesity.

### **Technology**

EVHS founders believe that technology knowledge is integral to most forms of learning and communication. Technology based learning will be incorporated into the curriculum for all classes.

### **Electives**

Electives offered at EVHS will primarily complement core courses. Electives will incorporate a full spectrum of fine and performing arts courses including general art, drama, guitar, piano, and percussion. For complete list of electives offered see our website, [www.evhigh.org/evhs-courses](http://www.evhigh.org/evhs-courses)

### **Civics Test**

The Competency Requirements for Social Studies includes a graduation requirement that a pupil must correctly answer at least sixty percent of a test that is identical to the Civics portion of the naturalization test used by the United States Citizenship and Immigration Services. A district school or charter school shall document on the pupil's transcript that the pupil has passed this test with a score of sixty percent or higher. Arizona Revised Statute §15-701.01.

## **Computer Lab/Credit Recovery**

Life does not always go as planned. We understand this at East Valley High School. This is one of many reasons we are a school that provides alternatives for students who need them.

Grades for Edgenuity (computer-based instruction) are determined by the coursework, citizenship for attending class. Each student will have a timeline in which to finish the class in Edgenuity. The lab instructor will enter the grade from the course into PowerSchool.

If student takes Credit Recovery (CR) version of the class, they will receive a P for pass or an F for fail. They will not receive GPA points for this class since it is a make up and condensed version of the class. If a student is credit deficient, they will be enrolled in 7 class periods each day until the deficient classes are made up. This will be on a case-by-case situation and determined by admin.

## **ANIMALS ON SCHOOL GROUNDS**

Animals are **NOT** allowed on school grounds. We are very fond of dogs and other pets, but even the best-behaved pet can become irritated and snap when chased by a stranger wanting to pet it. The city Animal Control will be called to pick up all stray animals when their owners cannot be located. Students are only allowed to bring pets to school with parent and administration approval.

## **ARRIVAL TIMES AND PROCEDURES**

Students may not be on campus without adult supervision. Teachers report for their duty assignment 30 min prior to start of class. Please arrange your child's departure from home so that he/she does not arrive at school before 7:30 a.m. If a student is consistently on campus before 7:30 am or after 4:00 p.m., the parents will be contacted.

The first bell sounds at 9:00 a.m. Students may congregate in the main lobby or the lunchroom until the first bell sounds. Students may be in the classroom only with permission of that teacher. Students should not be in any other area of the building before school.

### **Signing Students Out (Prior to the End of the School Day)**

- For the safety and protection of students, a student will **ONLY** be released from school before the regular dismissal time when the parent/guardian comes to the High School front office and signs the student out. **A picture I.D. is required.**
- Students will only be released to persons authorized by the parent/guardian and those individuals specifically listed on the Emergency Information Sheet.
- ***Students 18 years old and over are required to get administrative approval.***
- **State law requires all students to attend school a minimum of 90% of the school days, REGARDLESS OF THE AGE OF THE STUDENT.**

## **ASSESSMENT OF LEARNING**

To ensure that EVHS students are being challenged academically, their performance is assessed continuously using a variety of measures. If a student is not making adequate progress in mastering basic skills, teacher and support staff can modify the instructional program as needed to facilitate progress. Assessments include:

- A report card: The report card's primary function is to communicate information to parents/guardians about their child's current achievement status about learning objectives in each curriculum area. Progress indicators or grades represent the degree of progress toward objectives rather than a comparison of achievement to other students. Report cards are sent home at the end of each semester. These dates can be found on the school calendar.
- Throughout the school year students are tested on basic skills that are appropriate to each grade level.
- Individualized evaluations are provided for any student with special needs. Results of these evaluations are used to make needed programming changes.
- Daily and weekly teacher observations of student's work in class.
- Regularly scheduled parent-teacher-student conferences.



**Assessment** -- Students' progress will be tracked using:

- Classroom assessment methods
- Tracking of Mastery based on semester score.
- Standardized testing such as Galileo and ACT and any other state mandated tests.
- Quarterly report card

## **ATTENDANCE AND TARDY POLICY**

Regular attendance and punctual arrival at school are two habits that dramatically impact student achievement. Absences and tardiness are disturbing for all students; both disrupt their schedules and require readjustment to the class routine. Parents/guardians are urged to schedule doctor, dentist, and other appointments for students at times outside the school day. This will reinforce the importance of school and prevent the student from getting behind in their work.

If your student is to be absent, please call the school office prior to the absence. The number is 480-981-2008 then press 0 when prompted. There is a recorder for calls before 7:45 am and after 4:00 pm. Please indicate the reason for your child's absence. This is required by state law. If you do not phone the school office, we will try to verify your child's absence by phoning you at home or work.

Absences may be considered excessive when the number of absent days exceeds 10% of the number of required attendance days (14 days).

- Students who accumulate a total of five (4) absences will have a phone call, and a warning letter via email.
- Students who accumulate a total of seven (7) absences will be sent a letter via email to attend a meeting. Parents and students (if necessary) will be required to attend a meeting with school administrators to discuss the absences and develop a success plan.
- Students with 14 or more total absences will have a truancy meeting with EVHS administrators. The student may be administratively withdrawn based on truancy.
- Students with 10 consecutive absences will be withdrawn per state requirement.

## **Chronic Illness Form**

If your child has a chronic illness such as asthma, diabetes, etc. please complete a Chronic Illness Form so the absences do not count against their semester total. These forms require a doctor's signature to be valid. The school office will provide information about this form.

## **Tardy Policy**

School begins at 8:00 am for students. Students arriving after 8:00 am are considered tardy and must check in at the school office before going to class. Students have three minutes of passing time between classes. When the bell rings, students not in their classroom are considered tardy.

Excused Tardy Policy: There are only three (3) excused tardies per class per semester for any student. Excessive tardies may result in disciplinary action.

## **CELL PHONES ON CAMPUS**

Cell phones have now become a part of every student's life. Use of cell phones while on EVHS campus will follow the guidelines listed below. Cell phones should be off and in the backpacks of each student. Students who violate the guidelines are subject to disciplinary action.

EVHS specifically requests that parents not contact their students directly via cell phones during school time. A parent or guardian may have immediate access to a student for an

emergency message or call by contacting the front office. The receptionist may call students out of class to accept an emergency phone call from a parent or guardian. Students may use their phones during lunch or other breaks.

### **Cell phones may be used:**

- On or off campus before or after school.
- Following a school state of emergency; the school principal or designee may allow contact with parents. Parents are asked to refrain from calling their student during an emergency and wait for the student/school to contact them.
- If a teacher approves the use for educational activities conducted in his/her own classroom (approval needed by the principal before the activity).
- If a teacher/coach approves the use during off-campus trips and/or sporting events.

### **Cell phones may NOT be used:**

- During classroom time, including assemblies or other activities, which take place during the regularly scheduled classroom periods.
- In the computer lab classrooms
- To take pictures at any time without permission or to violate personal privacy.
- For cheating.
- On field trips or excursions, which are conducted during the normal school day and during regular classroom instructional hours.

\*Students are not allowed to listen to music, watch videos, use any social media platform, text or call someone during classroom time, including assemblies or other activities, which take place during the regularly scheduled classroom periods.

### **Consequences**

Students who violate the above guidelines shall be deemed to have created a disruption in the educational environment and are subject to disciplinary action. The severity of the disruption and whether other policies were also violated will determine the appropriate discipline.

### **Phone Confiscation**

EVHS maintains the right to collect a student's phone if they are in violation of the cell phone policy. Phones will be confiscated if a student is observed using the phone against school policy.

- First offense: Student's phone will be confiscated and will receive a verbal warning. The student may (this will be determined by the staff member who confiscated the phone) receive their phone back. Staff member will contact the parent/guardian (regardless of the age of the student) and will be documented in PowerSchool.
- Second offense: Student's phone will be confiscated and will meet with teacher after class. This WILL result in an unexcused tardy to their next class. The student may (this will be determined by the staff member who confiscated the phone) receive their phone back. Staff member will contact the parent/guardian (regardless of the age of the student) and will be documented in PowerSchool.
- Third offense: Student's phone will be confiscated and given to the administration. Student will receive disciplinary action This may be detention, Friday school or suspension.
- Students who repeatedly violate this policy will be asked to leave their phone at home or check them into the principal's office at the beginning of the school day, regardless of the age of the student.

- If any criminal violations may have been allegedly committed, the phone or electronic signaling device may be held or turned over to District Administration or police for evidence.

**East Valley High School will not be responsible for loss, damage, or theft of any electronic device brought to school.**

## **CLOSED CAMPUS**

East Valley High School is a closed campus; Students do not have permission to leave campus *during lunch* and are required to *stay on campus during the entire school day regardless of age*. Any student found off-campus will be considered ditching. Also, once on campus in the morning, students are not allowed to leave the campus, even if the school day has not started. Parents/Guardians are required to sign their student out at the front desk when leaving campus. If a student is 18 or older and still lives with a parent/guardian, the students parent/guardian is required to sign the appropriate documentation with the school administration prior to a student being allowed to sign themselves out of school. If the student is completely independent, documentation is required showing this (i.e. name on a lease, name on utility bill) prior to signing themselves out of school. Attendance policy still applies to all students enrolled at East Valley High School. \*Administration reserves the right to make changes to this policy as deemed necessary.

## **COMMUNICATION**

We believe school to home communication is important to the success of our students. Consequently, we make every effort to maintain good communication with our school families. Student accomplishments, coming events and other information of interest will be highlighted in a monthly school newsletter. Other materials, notices, and bulletins that list important dates and events, such as the cafeteria menu, will be sent home as needed.

We have also improved the school website ([www.evhigh.org](http://www.evhigh.org)) to include valuable communication tools. These include a school-wide calendar of events, important announcements, and information about the school and faculty academic progress. The new school information system also provides a dynamic parent portal for parents to follow their student's progress.

## **COMPUTER & INTERNET USE**

East Valley High School believes in the beneficial effects of internet and information technologies. They have shifted the way in which information is accessed, communicated, and transferred and have enriched instruction and learning opportunities. East Valley High School feels it is beneficial to provide these resources and supports access of students to such resources as long as the access is appropriate.

Use of the computer and its related technologies is integral to the classroom. It is expected that all students will:

- Use network resources for the express intent to support education goals.
- Not destroy, modify, or abuse system components including hardware and software.
- Not engage in hate mail, harassment, discriminatory remarks, or other antisocial behaviors. Such acts constitute a violation of school policy and will lead to disciplinary action.
- Not attempt to gain unauthorized access and/or damage the components of an entity on the network.
- Not attempt to circumvent the firewall/filtering proxy.

- Not search for, view, download, or disseminate inappropriate material as defined in the school CIPA policy.
- Not use a computer without the supervision of a teacher or staff member.
- Keep food and drink away from the equipment.
- Keep personal information such as complete name, home address, and identifiable photos confidential.
- Follow the rules set forth by the teacher, or lab instructor
- Be financially responsible for any damage caused

Each student and parent are required to sign the Computer and Internet Use Policy agreement form. Failure to follow the policy will result in disciplinary action.

## **CURRICULUM**

East Valley High School uses a curriculum plan based a philosophy and provides the High School student a rich content-based curriculum. The foundation of the curriculum will be the Coordinated Humanities approach to history, literature, geography, civics, and the fine arts taught along an historical timeline. Major tenets of the program will be an emphasis on content, alignment with Arizona State Academic Standards, high academic expectations for all students and moving all students forward in their learning. Another key piece of the foundation is a school culture that encourages academic excellence, high personal expectations and quality character.

### **Core Values**

- Provide a quality education for students of all ability levels where each student is challenged.
- Have a disciplined environment where academic achievement is valued.
- Offer an integrated Humanities curriculum that combines the subject areas of history, literature, geography, civics, and fine arts along with a historical timeline and based on model content standard.
- Offer Sciences and Math that integrate humanities, historical timelines and lab learning.
- Provide a safe, civil learning environment on a small, closed campus where students are encouraged to learn to their potential.
- Provide a small school atmosphere where no student “falls through the cracks.”
- Integrate character development education throughout the program, including academics, clubs, sports and personal integrity.
- Uphold high academic standards for all students regardless of background, socio-economic status, ability or disability.

Class Size – East Valley High School is based on the assumption that class size will not exceed 25 students per class. Obvious exceptions include performing groups.

## **DISMISSAL**

The school day ends at 3:30 p.m. Monday through Thursday. Students are expected to leave campus at dismissal time unless they are involved in an organized after-school program or have written permission from parents approved by staff members.

## **DRESS AND APPEARANCE**

East Valley High School is a uniform school. We want the uniform to be easy and comfortable and we do not want to spend precious academic time enforcing the dress code. We ask parents to help their students be responsible for their grooming and dress standards. Administration has the right to make the final determination on all dress code issues. Items that are disruptive to the academic environment will not be permitted.

- Accessories: Accessories may not be vulgar, obscene, gang or drug related as determined by administration. Visible body piercing will be handled on a case-by-case basis.

- Shirts: The school will have shirts for purchase with the school logo on the front. These are the **only authorized uniform shirts students will be allowed to wear.**
- Pants: Jeans, khaki pants, carpenter style pants, and athletic style pants and shorts are acceptable. **No pajama-type pants.** Excessive holes in pants are not acceptable. *Administration has the right to determine if pants are out of dress code.*
- Skirts/Shorts: Skirts, shorts or walking shorts are acceptable depending upon length and as long as they do not cause a disruption to the learning environment. Extremely short skirts or pants are not appropriate.
- Shoes: Appropriate for the activity. **No house slippers.**
- Outerwear: Students must wear school shirt underneath outerwear and must show school shirt when requested. *Outerwear may not be worn in place of the school uniform shirt and is intended for outside activities. The teacher may determine if outerwear may be worn in class. Hoodies are not permitted to be worn inside during school hours.*

**If a student is not in the school uniform, they are in direct violation of school policy.** The student will be reminded about the proper dress code and his/her parents will be notified to bring appropriate clothing. If parents cannot be reached, students may borrow uniform items for the day. Continued violations are to be referred to an administrator for disciplinary action which may include detention, Friday school or suspension from school.

## **DRUG/TOBACCO FREE CAMPUS**

East Valley High School is a drug and Tobacco free campus. A drug and tobacco free campus provides for abstinence from the following substances, but not limited to alcohol, drugs (any form), and tobacco (including any type of vaping device). This also applies to adults and visitors on campus. If a student is found to be in possession of any items related to alcohol, drugs and tobacco (including paraphernalia) they are subject to disciplinary action that may result in Friday school, suspension, expulsion with law enforcement involvement.

## **EMERGENCY DRILLS**

Our fire signals include sound and flashing lights and are in compliance with fire codes. Drills are scheduled periodically to teach students the safest, quickest route from the school building. Students are asked to follow these procedures during an emergency drill:

- Follow the teacher's directions.
- Leave all work and line up immediately for exit.
- Know the emergency exit route from each room in which the student has a class. The teacher will have the route posted.
- Walk in a line without any talking until reaching the designated area.
- Remain in line away from the building and wait until the teacher directs the students to return to the classroom.
- Volunteers/guests must follow the same procedure.

## **FIELD TRIPS**

Field trip information will be sent home in advance of each trip. Please fill out the permission slip and return it to the teacher as soon as possible. Field trips are important to students and your cooperation makes their participation possible.

## **HEALTH AND WELFARE**

### **Emergency Information**

Parents/guardians must make arrangements to have either a parent or neighbor available at all times to pick up a child who is ill. Because it is occasionally necessary to contact parents/guardians, it is very important that parents/guardians inform the school immediately

of any phone number or address changes. **For your child's protection, please update your child's emergency information as soon as changes occur.** In this way we are assured that your child is safely released to the person you designate.

### **Health Information**

- Our main interest is to keep the main student body healthy and in school. For the protection of all students, please do not send your child to school when ill.
- Any student with a temperature of 99° or more may not attend school. If sent home from school with a fever, children may not return to school until they are fever free for twenty-four hours without medication.
- Parents/guardians are requested to keep students' home if the following symptoms are present: Any COVID symptoms, nausea and vomiting, elevated temperature, yellow or green nasal discharge, red or inflamed eyes, cold symptoms, any skin rash (unless it has been diagnosed by a physician as noninfectious) headache, or other pain.
- State law requires that students be excluded from school if they are suspected of having a communicable disease such as measles, influenza and COVID etc.

### **Medications**

Teachers may not dispense medications to students. Over the counter medicine such as Tylenol, cough drops, etc. will be dispensed from the front office only with a signed parent/guardian permission slip on file. Prescription medications that must be taken during school will be handled through the registrar's office and kept in a secure place. All medications must be brought to the front office by an adult and picked up by an adult. In the administration of medication to students during school hours, the following conditions must be met:

1. Whether a prescription drug or an over-the-counter drug, the medication must come in its original container with the pharmaceutical label intact.
2. The parent must provide written and signed directions for dispensing the medication to your child at school.
3. For all students on campus, medication shall be kept in the school office. Generally, the health-services staff administers any necessary medication, with exceptions made for such things as field trips.

### **Physical Education Excuses**

A student may be excused from physical education for three days upon written request from a parent/guardian. For any longer period, a request from the student's physician is required. P.E. excuses written by parents are received by the P.E. teacher. A physician's written excuse should be received through the front office.

### **Health Screening Programs**

All required health screenings are provided by the school. These include hearing and vision. Other screenings are provided as needed.

### **Lice Checks**

Lice are commonly transmitted when people share combs, brushes, hats, and coats. Lice checks are performed on students when the parent/guardian or teacher suspects the child has lice, or if classmates and/or siblings have lice. If a child is found to have head lice, the parent will be notified immediately to take their child home. The child must be treated, and all eggs (nits) removed from the hair shafts before the student may return to school. The child must check with the administration before re-entering school. If lice or nits are found on a student, the parents of every student in the classroom will be notified by a letter.

## **HOMEWORK**

The faculty at East Valley High School will try, at all times, to make sure that homework assignments are clear, concise and meaningful.

### **1. Goals for homework should include:**

- a. Extending the regular school program and reinforcing what has been learned.
- b. Providing additional learning time or drills so the student can continue at the same pace as fellow classmates.
- c. Broadening horizons for the more able learner and providing opportunities for gaining new ideas through exposure to more sources of information.
- d. Developing within the student the ability to utilize home and community services.
- e. Keeping parents aware of curriculum.
- f. Allowing additional means of pupil evaluation.
- g. Providing experience in problem solving, critical thinking, development of self-discipline, and good study habits.
- h. Allowing learning experiences that can be undertaken independently.

### **2. Student responsibility for homework should be:**

- a. Listen carefully and record all homework assignments.
- b. Organize work in a notebook. Dividers and a weekly calendar are helpful.
- c. Confer with the teacher if assignments are not clear.
- d. Look over assignments before submitting. Check completeness, as well as spelling and punctuation.
- e. Consult with teacher to obtain any missed assignment due to absences. Make an appointment with the teacher to discuss anything you don't understand.
- f. Complete all work within the allotted time.
- g. Ask you, "How can I organize my work and how do I learn best?"

### **3. What parents can do:**

- a. Furnish your child a quiet, comfortable, well-lighted area in which to work, with adequate space and working materials. Set a designated "homework time."
- b. Encourage your children to complete assignments to the best of their abilities.
- c. Refrain from doing the child's homework but do provide interest and guidance.
- d. Check neatness and completeness of assignments done at home.
- e. Call the school or write a note to the teacher to make arrangements to get homework for extended absences. Please allow 24 hours for the teacher to organize assignments and write out instructions for your child.
- f. Recognize that your child may not always have homework. Check with the teacher if you have reason to believe that your child is not bringing work home.
- g. Keep the lines of communication open with the school. We must work together to guarantee your child's success.

### **Homebound Services**

Homebound services are available for students with long-term illnesses. Contact the office for more information.

## **NATIONAL SCHOOL LUNCH PROGRAM**

East Valley High School is part of the National School Lunch Program. Students who qualify for Free and reduced lunch may participate in breakfast and lunch. Students may bring lunch from home. Students may place delivery orders that can be delivered to the school provided the orders are delivered and consumed within the timeframe of the lunch period. East Valley High School will provide a refrigerator for student lunches.

### **Leaving School Grounds at Lunch Time**

East Valley High School is a closed campus (See Closed Campus section for details). **Students do not have permission to leave campus during lunch without written and signed parent permission. This includes 18-year-old students who are still under their parents/guardians' authority.** \*Administration has the right to make changes to this policy as they see necessary.

### **PARTICIPATORY PROGRAMS**

Students may want to be involved in band, art shows, contests, fairs and exhibitions, musical performances, clubs, and after-school programs. Check with the office for information concerning these programs.

### **PERFECT ATTENDANCE**

Attendance is vital to your child's success at school. To encourage students to be in school, perfect attendance students will be recognized quarterly and at year's end. Please remember that 3 tardies per semester will equal one (1) absence against perfect attendance award, and the student will not be eligible for the perfect attendance award.

### **PROGRESS REPORTS**

Since each student is a unique individual, the most important thing in learning is the progress each student is making. Progress reports can be expected from your child's teacher. Report cards are issued four times a year, after each nine-week grading period. If your child is experiencing difficulty in school, there is a reason and a solution. Feel free to come to the school and discuss with the teacher any problems or questions you have concerning your child's progress.

All teachers at East Valley High School have an email address that parents and students can use to communicate questions and concerns in monitoring student progress. Administration and teachers will set up special monitoring and reporting for some students who need the structure. Parents can request this extra help.

#### **Grading Process**

Student achievement is evaluated by the following standards:

A = 90-100%	Exceeds Proficiency
B = 80-89%	Proficient
C = 70-79%	Minimally Proficient
D = 60-69%	Approaching Proficiency
F = 0-59%	Far Below Proficiency (No Credit)

#### **Achievement Tests**

Basic Skills Tests will be given in Math and English/Language Arts to help determine the appropriate curriculum for each student. East Valley High School also administers the Arizona State required AIMS (Science) test and the AZ Standardized test. As required by state law, these tests are given as end-of-course tests and measure mastery of state standards. In order for students to feel confident in their skills, the following suggestions may help ease test-day anxiety as well as improve test performance.

1. Get a good night's rest and a balanced breakfast.
2. Be calm and confident.
3. Wear glasses or hearing aid, if needed.
4. Listen!
5. Think! Read each question carefully. Don't rush.
6. Remember that your first choice is usually correct.
7. Check your answers. Work until time is up!



## **REGISTRATION**

Open enrollment is ongoing throughout the school year as space is available. Schedules will be available the day prior to the start of school and during parent/student Open House on August 1, 2024.

### **Late Registration**

Students wishing to change classes must do so within the first two weeks of the semester. Classes dropped after the first month of the semester will result in a “W” for withdrawal entered in the student’s transcripts.

Any classes added after the first two weeks of the semester must be approved by Administration. All students who are on campus must be enrolled in a class; no student will be allowed to loiter at the school.

## **SAFETY**

Each parent has the right to expect and demand a safe school. Most accidents are avoidable by using common sense. We try to instill good safety habits in our everyday school practices. Students who deliberately do not follow good safety habits will be referred to administration for discipline and parental contact. With parents, students, teachers, staff and administration working together, we can make the school year safe and enjoyable.

## **SCHOOL-WIDE DISCIPLINE AND CITIZENSHIP PROGRAM**

East Valley High School encourages students to take responsibility for their own actions, including attendance and academic performance. Emphasis is placed on the importance of each student working to his/her own ability level. Effort is expected and rewarded with frequent positive feedback. We allow students to make decisions that develop critical thinking skills. School-wide appropriate behaviors are expected, as students are taught and expected to understand appropriate behaviors.

1. All students are capable of success.
2. Parents/Guardians must be directly involved in their student's academic progress and behavioral maturity.
3. Appropriate choices made at school, coupled with open communication between home and school, will generate student success.

### **Student Behavioral Expectations**

- Students will exhibit positive behaviors at all times by respecting the rights of others.
- Students will foster a safe environment by respecting school property, using it responsibly, and respecting the right of all students to a physically and emotionally safe environment.
- Students are expected to choose positive alternatives to inappropriate behaviors (i.e., teacher assistance, avoidance of confrontations, and/or expressing concerns).
- Students are expected to be in class on time and to make proper use of the instructional setting by assuming the responsibility of being on task and successfully completing all assignments.
- Popular culture allows for vulgarity and sexuality that is inappropriate in a learning environment. Students are expected to use more precise and formal English without profanities and vulgarities. Profanity and vulgarities are not allowed while on school grounds.

### **Inappropriate Behaviors Include but not limited to:**

1. Being disrespectful to an adult: using sarcasm, profanity, inappropriate body language and gestures, talking back, and disregarding directions or instructions.

2. Using inappropriate language: profanity, vulgarity.
3. Sexual harassment
4. Racial, religious, cultural harassment
5. Disrupting classroom instruction or discussions: calling out, making excessive noises, humming, whistling, and tapping, playing with objects, throwing objects, and leaving one's seat in a disruptive manner.
6. Unsafe, disrespectful or destructive use of furniture and materials.
7. Using aggressive behavior: Pushing, shoving, tripping, spitting, kicking, etc.
8. Chewing gum or eating candy unless authorized by the teacher.
9. Eating out of an assigned area.
10. Tardiness and unexcused absences.
11. Unprepared for class participation and work.

**Behaviors Constituting Immediate Removal from Class and a Parent Conference (by phone or in person) to Determine Consequences:**

1. Willful tampering with, abusing, or destroying school or private property while at school. Students and parents will be held responsible for the replacement or repair of abused or destroyed property.
2. Bullying, intimidation, extortion, etc. of other students or school staff.
3. Defiance of valid authority (aides, teachers, parents, or administration). This includes the use of profanity or inappropriate language.
4. Leaving classroom without permission (subject to teacher or administrator interpretation).

**Behaviors Constituting Immediate Suspension from School and a Parent Conference to determine consequences:**

1. Possession and/or use of a vape device, tobacco, matches or lighters.
2. Possession and/or use of alcohol.
3. Possession and/or use of ~~illegal~~ drugs or related paraphernalia.
4. Possession and/or use of ~~illegal~~ weapons, knives, Chinese stars, firecrackers, or other objects of danger to others.
5. Theft or vandalism (the severity is subject to administrative interpretation).
6. Fighting.

**Cyber bullying**

Students who use electronic information and communication devices such as email messages, instant messaging, text messaging, cellular telephones, chat rooms, social networks (such as: Twitter, Snap Chat, YouTube or Facebook), blogs or text messaging to threaten, defame or intimidate other students or staff, or for 'sexting' or recording video of fights will be subject to disciplinary procedures. School personnel will also contact administrator of social network websites to request removal of information or pictures that negatively impact the instructional setting.

**Bullying and Intimidation Procedures**

**Respecting the** differences in each other, will guide our behavior towards one another. The school will prescribe and enforce policies and procedures to prohibit pupils from harassing, intimidating and bullying other students on school grounds, on school property, and at school sponsored events and activities that include the following components:

- Reporting for students:** Students may confidentially report to school official's incidents of harassment, intimidation or bullying. This can be done in writing.
- Reporting for parents or guardians:** Parents and guardians of students may submit written reports to school officials of suspected incidents of harassment, intimidation or bullying using the District Referral Form.

- Reporting for school employees:** School district employees will report suspected incidents of harassment, intimidation or bullying to the appropriate school official in writing using the District Referral Form.
- Documentation:** Reported incidents of harassments, intimidation or bullying will be documented in writing using the district referral form. No documentation shall be maintained unless the harassment, intimidation or bullying has been proven.
- Investigation Process:** An investigation will be conducted by the appropriate school officials of suspected incidents of harassment, intimidation or bullying using the District Referral Form and statements from witnesses.
- Disciplinary Action:** Students that have admitted or been found to have committed incidents of harassment, intimidation or bullying will be placed on a bullying contract.
- Consequences for False Reporting:** The scope of consequences for students submitting false reports of incidents of harassment, intimidation or bullying range from a conference to possible police referral and expulsion.
- Retaliation:** Retaliation is prohibited against any student or person who reports or participates in an investigation of bullying, intimidation or harassment.

## Discipline Consequences for Student Behavior

VIOLATION	OCCURRENCE	MINIMUM ACTION	MAXIMUM ACTION
Alcohol/Drugs	First	Suspension & Counseling	Long-term Suspension
	Repeated	Suspension & Counseling	Expulsion
Dress Code	First	Conference	Parent Involvement
	Repeated	Conference - Suspension	Suspension
<b>Arson *</b>	First	Suspension	Expulsion
Chronic Offenses	Repeated	Suspension	Long-term Suspension
Defiance of authority	First	Conference	Suspension
	Repeated	Suspension	Long-term Suspension
<b>Destruction of Property *</b>	First	Parent Involvement	Suspension
	Repeated	Suspension	Long-term Suspension
Disorderly Conduct	First	Conference	Suspension
	Repeated	Parent Involvement	Long-term Suspension
Drug Paraphernalia	First	Suspension	Long-term Suspension
	Repeated	Suspension & Counseling	Expulsion
<b>Explosive Devices *</b>	First	Suspension	Long-term Suspension
	Repeated	Suspension	Expulsion
Extortion	First	Parent Involvement	Suspension
	Repeated	Suspension	Long-term Suspension
Fighting	First	Conference	Suspension
	Repeated	Suspension	Long-term Suspension
Forgery	All	Conference	Parent Involvement
Gambling	All	Conference	Parent Involvement
Harassment/Bullying (Sexual, racial, cultural, religious harassment)	First	Conference/Suspension/ Parent Involvement	Counseling/Suspension/Community Service/Long-term Suspension
	Repeated	Suspension	Expulsion
Lying	First	Conference	Parent Involvement
	Repeated	Parent Involvement	Long-term Suspension
Gang Affiliation*	First	Conference	Suspension
	Repeated	Suspension	Expulsion
Physical Assault*	First	Conference	Suspension
	Repeated	Suspension	Expulsion
Tobacco use	First	Conference	Suspension
	Repeated	Suspension	Long-term Suspension
Vaping	First	Conference	Suspension
	Repeated	Suspension	Long-term Suspension
Theft	First	Conference/Restitution	Suspension/Restitution
	Repeated	Suspension/Restitution	Long-term Suspension/Restitution
Threats, verbal abuse or intimidation	First	Conference	Suspension
	Repeated	Suspension	Long-term Suspension
Trespassing	First	Conference	Suspension
	Repeated	Suspension	Long-term Suspension
Weapons	All	Conference/Suspension	Expulsion

Note: A conference could result in loss of privileges, in-house detention or Friday school.

\***Bolded:** Restitution is required. [A.R.S. 15-842]

School officials will notify appropriate law enforcement authorities.

## **SPECIAL EDUCATION PROGRAMS**

The Individuals with Disabilities Education Improvement Act (IDEIA, or IDEA 2004) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individual Education Programs and related notices and consents, progress reports, material related to disciplinary actions, and mediation agreements. Such information is gathered from several sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA 2004 must assure that all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. (See Confidentiality of Student Records) In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA 2004 regulatory requirements.

It is the East Valley School's responsibility to inform the public and all parents of students enrolled in our school of our responsibility to make available special education services for students with disabilities and how to access those services. We will also make available to parents the new Federal Register regulations and interpretations for IDEA 2004. In addition, we have a responsibility to provide information regarding early intervention services for children birth through 2 years of age.

East Valley High School is responsible for identifying, locating and evaluating all children with a suspected disabilities to determine needs for services. Referrals may be made to the Child Study Team at any time. The school is responsible for providing a free and appropriate public education (FAPE) which includes special education and related services for students with disabilities, under the public school's supervision and direction and without charge to the parents.

For all new students to the school, the classroom teacher will complete screening activities within 45 days of enrollment. This screening is a first step in identifying students with possible learning challenges. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional, and motor skills. If any concerns are noted, the child may be referred for additional help.

If you have concerns about a child you know, please contact Linda Okonowski, Special Education Director ([lokonowski@evhigh.com](mailto:lokonowski@evhigh.com)) or (480) 981-2008 for more information.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or (800) 877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

Arizona Department of Education  
Exceptional Student Services  
1535 W. Jefferson, BIN 24  
Phoenix, AZ 85007

## **SPECIAL EVENTS**

East Valley High School offers many special student activities including field trips, field days, assemblies, Student Council, after-school activities and classes, fine arts presentations

(music, art shows, and plays), academic teams, contests (speech, math, spelling, and writing), Read-a-thons, and talent shows. Parent help is always welcome for these special events.

## **STUDENT LEADERSHIP COUNCIL**

Student Leadership Council is offered as an elective class for credit. Student Council activities include planning special events, raising funds for school projects, involvement in a school newsletter, school improvements, and communicating school policy. Participants will be trained in leadership and goal setting and personal achievement skills.

Students interested in participating on the Student Leadership Council must obtain Teacher approval to participate. Student Leadership Council participants must display leadership qualities, good citizenship; good work habits, respect East Valley High School rules and standards and demonstrate a positive attitude. Parental permission is required to participate in the Student Council.

## **STUDENT RECOGNITION**

Students perform best when their efforts are recognized and rewarded. We ensure student achievement in the areas of scholarship, citizenship, and participatory programs are recognized in a manner which will foster continued and increased effort on the part of all students. Citizenship is identified as exemplary behavior, acceptance of responsibility, positive attitude, and good work habits. Achievement involves the mastery of and/or improvement in academic areas.

## **STUDENT RECORDS**

Parents/guardians have access to their children's school records. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records. The policy and procedures for maintaining students' school records is governed by a federal law, the Family Educational Rights and Privacy Act (FERPA). Student and family privacy rights are carefully protected to ensure that records are used only for educational purposes and in the child's best interest.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

This directory Information could include the following:

Student name	Student photograph
Student address	Weight and height for athletic teams
Student phone number	Achievement or honors
Date of birth	extracurricular participation
Class designation	Parents' name
Previous district attended	

## **Confidentiality of Student Records:**

**The Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible

for parents or eligible students to review the records without copies. Schools may charge a fee for copies.

- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - \* School officials with legitimate educational interest. A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks.
  - \* A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
  - \* Other schools to which a student is seeking to enroll;
  - \* Specified officials for audit or evaluation purposes;
  - \* Appropriate parties in connection with financial aid to a student;
  - \* Organizations conducting certain studies for or on behalf of the school;
  - \* Accrediting organizations;
  - \* To comply with a judicial order or lawfully issued subpoena;
  - \* Appropriate officials in cases of health and safety emergencies; and
  - \* State and local authorities, within a juvenile justice system, pursuant to specific State law.

#### **Custody:**

- In most cases, parents shall be given reasonable access to their children at school and to the children's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of the other parent to access a child and /or the child's official school records.
- It shall be the responsibility of the parent who has a court order restricting the rights of the other parent to notify school officials of the conditions and to provide school officials with a current copy of the court order.
- In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation or changes.

## **TEXTBOOK CHARGES**

Textbooks are furnished to your children free of charge. Students are held responsible for the care of school equipment. Students should preview their assigned textbooks, noting any marks or damage in the books when they are assigned. Students are required to pay for replacement of lost or damaged books. Please discuss this with your child. They are responsible for returning their books in good condition.

## **TRANSPORTATION**

Parking for student drivers is ONLY in the front parking lot of the school. Student drivers MAY NOT park on the side or back of the school property. Parent drop-off and pick-up should be done in a safe manner that does not endanger others. For safety concerns, pick-up and drop-off should be done going from the east to the west at the front sidewalk of the school. Please do not park along the front driveway to wait for you student. This causes a safety hazard for students crossing the driveway to the parking lot.

### **Bus Transportation**

There is a City bus stop in front of the school. Please see administration for help with bus tickets.

## **VISITORS TO EAST VALLEY SCHOOL**

- Parents/guardians who wish to schedule classroom observation must make an appointment with the teacher or the principal.
- All visitors on campus must first sign in at the front office and receive a badge.
- We ask that visitors refrain from bringing younger children with them to the school.
- Visits from adults will be limited if they interrupt the educational process.
- Visitors at lunch are limited to parents/guardians

## **VOLUNTEER PROGRAM**

Parents, grandparents, and other volunteers are warmly welcomed to East Valley High School. Please contact your student's teacher through the office if you are interested in becoming involved in helping young people by giving a little of your time each week.

## **WITHDRAWALS and TRANSFERS**

Every student planning to move or transfer to/from EVHS will need an exit interview conducted by our Principal or Assistant Principal. Please notify the school at least three days in advance to set up your appointment. The school will prepare transfer materials to help the student get started at the new school.