

**Parent Handbook**

**For**

**Happy Valley East**

**2018-2019**



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# **Special Notices**

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## **Asbestos Materials Assurances**

None of the material used in the construction or maintenance of the structures located on the campus of Happy Valley East contain dangerous, friable asbestos materials. However, the Management Plan for identifying and managing asbestos material, which was written specifically for Happy Valley East (as required by OSHA), is on file in the school office for public viewing. A designated representative of HVS is trained and certified annually by an EPA/AHERA approved agency in the identification and management of asbestos materials.

## **Documentation of Residency Required**

Parents are required by Arizona law to submit documentation of proof of residency each year as a prerequisite for their children to attend an Arizona public school. The form included in our registration packet lists the accepted documents for proof of residency

## **Emergency/Disaster Preparedness**

Happy Valley East has established written emergency plans and trains staff members in implementing specific actions for disaster and emergency situations. As part of that program, HVES requests cell phone, email and other contact information from parents so that contact can be made through our "School Reach" program if an emergency occurs.

Fire drills are conducted monthly; bus evacuation drills are held twice annually; training and practices for other emergency situations (lockdown/lockout/evacuation) are conducted several times throughout the year; and, the school maintains close contact with law enforcement and fire department personnel and resources.

During an emergency on campus, no one will be allowed to enter or exit the locked building, including the office. Law enforcement will cordon off the parking lot and surrounding area. They ask parents not to attempt to come to school, which creates congestion and confusion, and hampers their efforts to deal with the emergency. The Command Post will broadcast information and instructions to parents through "School Reach" about picking up their children.

## **Welcome Parents!**

We are honored to serve you and your family, and thank you for entrusting the education of your children to us. Working with your children throughout the year is truly a blessing. As we walk along the road into the future with our students, the Board, Administration and Staff want to partner with you in building strong character, outstanding academic skills, responsibility and success in these future leaders of our world.

## **Our Mission**

Our mission is to provide a learning environment that will improve pupil achievement in the basic skills of reading, writing and math. Our commitment is to have a teacher in every classroom that cares that every student, every day, learns and grows, and experiences success. We take responsibility and are accountable for the progress of each student.

## **Community Relations**

- ◆ It is important to us that we work in harmony with families, keeping an open line of communication. Our desire is to develop a relationship of mutual trust and cooperation between home and school so that our children develop positive attitudes toward school.
- ◆ If questions or conflicts arise, we ask that parents first go directly to the staff member involved in order to gather accurate information and try to resolve any concerns.
- ◆ The administration is committed to being proactive in resolving issues, and is always open to listen to suggestions and concerns.
- ◆ Together, we should be able to gain an understanding of almost any problem and reach a favorable solution—thereby avoiding suspicion and mistrust. Staff members are expected to set a good example by handling student and family concerns with respect, discretion and impartiality.
- ◆ Discussing problems with those directly involved is more likely to benefit everyone than complaining to third parties who cannot help resolve the situation.

## **Rules**

All of the policies and rules adopted by the school are based upon safety, compliance with state and federal laws, and the fulfillment of our goals and responsibilities in educating your children. Therefore, we ask that parents and students familiarize themselves with, and abide by, campus policies so that we may all be successful in our efforts to maintain a safe, healthy and productive educational environment.

**Notice of Non-Discrimination:** Happy Valley East does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, disability, or age in its hiring and enrollment practices, or in the administration of any of its programs or activities.

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## Enrollment

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Happy Valley East has an open enrollment policy and will enroll all eligible pupils who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. Students are eligible to attend regardless of their district of residence. Happy Valley East is a publicly funded charter school that does not charge tuition.

Open enrollment is on a first come first serve basis and is contingent on available classroom space. Families of returning students and their siblings have priority for class placement.

Enrollment information for the next school year can be found on the Happy Valley East website. Returning students and their siblings have priority in reserving class positions.

## Daily Schedule

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- Daily Office Hours are from 7:30 a.m. until 4:00 p.m. Day Care hours are listed below.
- Staff supervision for students at no charge is from 7:30 - 8:00 a.m., and from scheduled dismissal time for the student (see the dismissal schedules) until 20 minutes afterward.
- Teachers meet students at the playground at 8:00 a.m. and proceed to classrooms following morning assembly.
- Parents who arrive with their students at 8:05 a.m. or after need to go into the office and sign their children in, giving a reason for being tardy. Students will then be issued a late pass and escorted to class by school personnel. If students are just arriving on campus at 8:05 a.m., they are late and missing instruction since they cannot get to class, put away their belongings and get out the materials they need for class by 8:00 a.m.
- Parents are responsible for their children before and after school hours, and are expected to pick them up immediately after dismissal.
- Parents who need to drop their students off before 7:30 a.m. or arrange care for them after school must contact the office and sign up for Day Care.
- Lunch and dismissal times vary according to class and teacher. Schedules are available in the office and sent home with students periodically.
- All parents need to complete Emergency Day Care forms if they are not signed up for regular Day Care. If students are not picked up within 20 minutes after their dismissal time, they will be taken to Emergency Day Care and wait until parents arrive. A fee is charged for this service. Students will not be taken to Day Care or charged any fees if unreasonable congestion in our parking lot is the cause of the delay.

Students being picked up late may not stay in the office, wait in classrooms, on the playground or parking lot or in any unsupervised area on or off campus. This policy also applies to siblings of students who are enrolled in an after-school activity. All teachers have duties after school and the office is too congested for office workers to watch children.

## **Attendance & Timeliness**

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It is important that parents and students recognize the direct relationship that exists between academic success and regular school attendance. When students are absent, much of the classroom activity cannot be replicated. The benefit of lectures, discussions, and participation is lost forever. When students are absent, it places additional stress on teachers. Students should be absent only when it is absolutely necessary.

Students earn special awards for perfect or outstanding attendance and for being on time. Trophies are awarded for Perfect Attendance— **Zero days missed and no days tardy**. Outstanding Attendance Certificates are awarded for **no more than 1 absence and/or 3 times tardy**.

**Arizona State Law A.R.S. 15-901 (A) (1)** requires students to attend classes a minimum of 90% of the school year. This means students should be absent **no more than 18 days in a school year, whether they are excused or unexcused absences**.

### **Excused Absence:**

#### **Arizona Law Concerning Student Absences: ARS § 15-807**

Understandably, there are circumstances when a student cannot make it to school, however, students should attend class every day that they are able.

#### **Absence due to Religious Reason:**

Students may be excused from school for religious purposes, including participation in religious exercises or religious instruction. An excuse can be granted when the parent or other person who has custody of the student provides written consent and the religious instruction or exercise takes place at a suitable place away from school property designated by the church or religious denomination or group.

#### **Doctor/Dentist/Orthodontist appointments, family emergencies, bereavement, or district approved family vacation:**

The school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student. In cases of illness or other extenuating circumstances requiring attention from a medical provider, the parent is encouraged to schedule appointments during after-school hours or on non-school days. If an appointment with a medical provider is required during the school day, parents should sign the student out with the front desk shortly before the appointment and return the student to school shortly after the appointment has concluded.

**See Absence Reporting below**

### **Unexcused Absence:**

The state requires the school to administer consequences for excessive absences and tardiness. Further, the state penalizes the school if the school's average attendance falls below the 90% level.

The following consequences may be administered by the school:

<b>Number of Absences</b>	<b>Consequence of Absence</b>
5	Parent will be notified by letter of the student's absences and consequences of further absences.
8	Parent phone call or meeting with the principal.
10	Contact by truancy officer.
15	Possible citation by truancy officer.

**Excused Tardy:**

School begins at 8:00a.m. Students that do not arrive when students enter the classroom are considered tardy. Students that arrive after 8:05 a.m. will need to get a tardy slip to enter the classroom. If there is a reasonable explanation for the tardiness, the parent or guardian must accompany the child to the office, contact the school within one hour of the start of school to offer a verbal or written explanation. Only a parent or guardian will be able to have the tardiness excused.

**Unexcused Tardy:**

Failure to call or provide a written explanation will automatically be considered unexcused tardiness.

**The following steps will be followed should students be tardy to school for unexcused reasons:**

<b>Number of Tardies</b>	<b>Consequences of Tardiness</b>
3	<ul style="list-style-type: none"> <li>• Contact to home made by classroom teacher</li> <li>• Loss of attendance award</li> </ul>
5 or more	<ul style="list-style-type: none"> <li>• Contact to home made by principal</li> <li>• Attendance records will be marked and perfect attendance will be lost</li> </ul>
10 or more	<ul style="list-style-type: none"> <li>• Meeting with principal, homeroom teacher and/or truancy officer will be conducted during school hours</li> </ul>
13 or more	<ul style="list-style-type: none"> <li>• Truancy officer will make an in-home visit.</li> <li>• Time management will be offered</li> <li>• Other options will be discussed</li> <li>• Other agencies may be notified</li> </ul>

**Early Removal:**

- Parents must not go directly to classrooms to remove students, but should check in at the front office and the front office staff will call for the student.
- Students are required to stay in school until the dismissal time.
- Parents should not pick up students before that time.
- Students who are removed from the school before 3:00 must be signed out by the parent.
- Chronic early removals will result in administrative involvement.



## **Absence Reporting**

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### **Arizona Law Concerning Student Absences: ARS § 15-807**

- Parents are required by law to notify the school when their children are absent. Parents will be asked to specifically identify the absence reason for school record keeping purposes.
- When a student will be absent from school, the parent or guardian is required to call the school in advance or by 10:00 a.m. on the day of the absence. Voice messaging is available before and after office hours. Please identify yourself, your student, your student's teacher, the date/time and the specific reason for the absence.
- If your child needs to be picked up early from school, please call the school office in advance. Attendance is taken twice daily; at the beginning of the day and again in the afternoon.
- The parent/guardian is required to furnish the school with at least one telephone number where the parent/guardian may be contacted during the school day. If there is a change in telephone numbers during the school year, the parent/guardian is to promptly notify the school office.
- If a student is absent from school and the parent/guardian has not notified the school, school personnel will make a reasonable effort to telephone and notify the parent/guardian within two hours after the first class in which the pupil is absent.
- The school or governing board members of a school and employees or agents of the school are not liable for failure to notify the parent or other person who has custody of a pupil of the pupil's absence from school.
- We are responsible for reporting all absences and tardies to the Department of Education. Examples of excused absences and tardies are illness, doctor appointments and emergencies.

## **Bicycles, Skateboards, and Individual Transportation**

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If students ride personal transportation such as bicycles, skateboards, skates, rolling shoes or scooters to school, parents and students must assume responsibility for all risks involved, and parents sign a permission slip. For safety, we recommend that younger students riding bikes or other personal transportation to and from school be accompanied by an adult.

Students must walk their bicycles or scooters: onto school property when they arrive; off the campus as they leave; and, at all times while on school grounds. Immediately after students arrive, bicycles or scooters are to be parked and locked in the bicycle area. Skateboards must be carried, not ridden, to the bicycle area and secured. Skates must be removed and stored or rollers removed from skate shoes and stored. No personal, individual transportation or recreational equipment may be stored inside school buildings or used on campus at any time, 24 hours per day, 7 days per week. Happy Valley East is private property.

The school does not furnish locks nor assume responsibility for the security of bicycles, scooters, skateboards or other personal equipment. The bike pen is not locked after school or on weekends. Personal equipment should not be left in that area after school hours.

## **Birthday Celebrations at School (See "Parties" for more Information)**

Birthday parties are not held at school, but students are recognized by their teachers in the classroom on their birthday. Parents may drop off individually packaged treats in the office for their child to distribute to classmates at a time designated by the teacher. Health regulations require that all food items be purchased from a commercial establishment, not prepared, packaged or wrapped at home. It is not possible to cut and serve cake, scoop ice cream, pour drinks or distribute treats that require extra time and preparation, nor can we supply plates, napkins, cups or eating utensils.

Families should celebrate birthdays and other special events outside of school. Class time and lunch periods cannot be used because of schedule constraints. Balloons, flowers or other decorations distract from the learning environment in the classroom and should be reserved for home celebrations. Latex balloons, fresh flowers and other items may trigger allergy or asthma attacks in some students and cannot be taken into classrooms.

Responsibility for the distribution of birthday and other private party invitations or announcements cannot be assumed by school personnel, nor may school time be used for distributing invitations. Teachers may help by discreetly putting invitations into student folders, but they are not responsible for ensuring that invitations get home with students. Privacy laws prevent school personnel from giving out names, class lists, addresses or telephone numbers of students or other parents. Please see "Parties" for more information.

## **Buses and Bus Rules**

Happy Valley East provides transportation to and from school along specified bus routes and for field trips. Buses are operated in accordance with state and federal safety regulations. Parents and students sign an agreement regarding bus policies and acceptable behavior on the bus.

***The information below is a reprint of the policy which parents sign in the Registration Packet and agree to support as part of the enrollment process.***

Bus rules have been established for the safety, security and protection of all students who ride the bus. It is imperative that parents go over the bus rules with their children so that they: know what is expected; understand the rules; understand why the rules have been established; and understand the consequences of not following the rules.

It is important that parents understand bus procedures so that students do not miss the bus. Bus citations will be issued to students who do not follow the rules, and they may lose the privilege of riding the bus. Bus citations need to be signed by a parent and returned to school the next day.

After 3 citations, students may lose riding privileges for up to 5 days, depending on the severity of the problem. Severe violations may result in immediate suspension of privileges without prior citations. The student and parent are responsible for any repairs needed to

correct damages to the bus by the child. All conduct rules for school apply on the bus (including field trips) and at bus stops.

- Children should be at their assigned bus stop 10 minutes prior to pick up time. The driver could arrive early, but will wait until the exact pickup time before leaving for the next stop.
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- If you arrive late, please do not attempt to flag down the bus or block the driver from departing the stop. That is unsafe for everyone! Proceed to the next pickup point for boarding the bus.

### **SAFETY RULES FOR BUS RIDERS**

- Obey the bus driver and all adult supervisors.
- Wait until the bus is completely stopped to cross in front of it or get on board.
- Cross at least 10 feet in front of the bus—not behind it.
- Stay away from the bus tires and do not go under the bus. Tell the driver if you drop something.
- Stay seated and face forward at all times when the bus is in motion. No changing seats or crawling under seats.
- Wait for the bus to stop completely before standing. On field trips, wait for the driver to tell you when to stand.
- Keep hands and feet to yourself. No horseplay, scuffling or fighting.
- Never put objects, head, hands, arms, feet or other body parts out the bus windows.
- Throwing objects inside or outside the bus is not allowed.
- Quiet student conduct is expected. No screaming, yelling or excessive/distracting noises allowed.
- No eating, open food or drinks, glass, animals, skateboards, scooters, radios, cameras, cell phones, CD or MP3 players or IPODs allowed.
- The emergency door may only be used as an exit for real emergencies.
- Written permission by the student's parent must be given if a student is going home with someone on the bus.

### **Violations of the following rules may result in immediate suspension of bus privileges:**

- Weapons, alcohol, drugs, cigarettes, fireworks, explosives, flammable material or dangerous objects of any kind, even in backpacks or closed containers. Also applies at bus stops.
- Foul language, sexual harassment, or obscene gestures inside or outside the bus, or at bus stops.
- Threats, acts of violence or destruction and dangerous activities (pushing, shoving, fighting, going into the street, or refusal to obey those in authority on the bus or at bus stops.

## **Campus Environment/Public Order**

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**Arizona Law (ARS 13-2911)** requires the governing board of all publicly funded schools to adopt rules for the maintenance of public order on school campuses, and to provide a program for the enforcement of its rules. "This law may be enforced by any peace officer in the State of Arizona wherever or whenever a violation occurs." Violation of this law constitutes a Class 1 misdemeanor or a Class 6 felony, depending on the violation. **A copy of the law is included in Appendix A at the back of this Handbook.**

The rules adopted by Happy Valley East to govern the conduct of students, staff members, parents or other members of the public while on the property are as follows:

The Director, the Principal, the Vice Principal and their designated representatives are charged with the responsibility of maintaining order at Happy Valley East.

They may order anyone whom they consider to be interfering with or disrupting the order and reasonable peacefulness of the educational environment at Happy Valley East to leave the property immediately.

Law enforcement officers will be called if anyone threatens the safety or peaceful operation of the school or refuses to leave the property when so ordered.

**E-mail/Correspondence Warning:** E-mail, electronic messages, written or other documents sent to or from the School, Governing Board Members, Administrators or any Happy Valley employee are considered a public record and released upon appropriate request pursuant to the Arizona Public Records Law. Such records may be used in a court of law.

"Interference with or disruption of an educational institution" includes causing an employee of an educational institution to take any action to protect the educational institution or the employees, students or property of the institution.

A person commits interference with or disruption of Happy Valley East as an educational institution by doing any of the following (in person, on or off campus, by telephone or electronic transmission, written communication or any other means):

- Refusing to abide by the policies of Happy Valley East that relate to: student safety; building, classroom, playground and campus security; the emotional peace and security of students, staff and parents; and, the educational environment in the classroom.
- Threatening to cause physical injury to any employee or person attending Happy Valley East.
- Threatening to cause damage to the school, any of its property, the property of any employee, or the property of any person attending Happy Valley East.
- Knowingly going on or remaining on the property of the school for the purpose of interfering with or disruption of the lawful use of the property or, in any manner, deny or interfere with the lawful use of the property by others.

- Knowingly refusing to obey a lawful order given by a designated representative of Happy Valley East.

To constitute a violation of this section, the acts that are prohibited are not required to be directed at a specific individual, specifically at Happy Valley East or any specific property of the school.

Interference includes off-campus threats or actions, and applies to the described persons and property outside of school hours.

## **Carpools**

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Happy Valley East does not set up carpools or provide transportation to or from school other than busing. Parents may fill out a form and add it to the file in the office containing information about others who are interested in forming a carpool. Happy Valley East does not update the list, verify information, nor make arrangements or telephone calls to help set up carpools.

Happy Valley School East does not endorse anyone on the list or in any way guarantee the driving record or personal responsibility of those who have completed carpool sheets. We cannot assume responsibility for the character and behavior of those on the carpool list, even though you may have met them through the school. Due to parent requests, we will provide forms, keep the file in the office and make it available to anyone who asks for the information; however, it is incumbent on parents to contact and evaluate prospective carpool drivers.

## **Cell Phones**

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Cell phones and paging devices are inappropriate for student use at school since they create a disruption in the learning environment. Cell phones cause a distraction if they ring or vibrate in class. Students may not talk on phones during class nor use the photo, game or text messaging functions. Cell phones that cause a distraction will be taken to the office where parents may retrieve them. Students may not keep phones on their person or at their desks at school. Phones should be secured in their backpacks since we cannot be responsible for breakage or loss. The cell phone policy also applies on the bus and on the playground. If parents feel there is a reason for an exception, they should contact the office.

We also ask that visitors refrain from using cell phones in the office, hallways or in school buildings during school hours. It is distracting to staff members in the office who are conducting business, and it disturbs students when cell phones ring and cell phone users are engaged in conversations in the halls, in the cafeteria, at Assembly, or at other times in other rooms. Thank you for being considerate.

## **Change of Address, Email and Phone Numbers**

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It is vital that parents keep addresses and all telephone numbers current so that the school may reach a family member in case of emergencies. Important information is sent out using this information. Please report immediately, any: changes of home address or email

address, changes of home, work and cell phone numbers; and, any changes in emergency contact information (relatives or friends you may have listed). The office has update forms, or the information may be called in to the office.

## **Child Find**

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**In accordance with 34 CFR 300-111, 300.131 and A.R.S 15-761 (26) and A.A.C. R7-2-401 (B) (3) and (16) (D) (4):**

All children with disabilities who are in need of special education and related services are identified and evaluated at Happy Valley East. Screening and testing activities are used to determine the need for special services. Records are kept for students currently receiving services, including highly mobile children with disabilities and children suspected of having a disability and in need of special education, even though they are advancing from grade to grade. Records of these activities are reported to the Arizona Department of Education.

School procedures include:

- Promoting public awareness of resources available to all parents who have reason to believe their child is not progressing at an appropriate level of development. Infants and preschool age children through the age of 36 months may receive special help through Arizona Early Intervention Program (AzEIP), a program run by the Arizona Department of Economic Security.
- Service coordinators at AzEIP will assist parents in finding programs for children with developmental needs who are between 36 months and 5 years of age by referring them to local school districts, a Head Start program or a local childcare center.
- AzEIP is available online, or call (602) 532-9960 or (800) 237-3007, toll free in Arizona.
- Screening activities for disabilities or special needs are conducted for all newly enrolled students at Happy Valley East, including those transferring into the school without sufficient records. Screening is accomplished within 45 calendar days of enrollment.
- Screening activities include consideration of academic or cognitive skills, vision, hearing, communication, emotional and psychomotor domains.

The school maintains documentation and annually reports the number of children with disabilities. Office staff will assist anyone who needs assistance. Reporting is done within each disability category that has been identified, located and evaluated.

## **Communicable Diseases**

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Communicable diseases constitute a serious health threat to students, teachers and school families. Anyone with a communicable disease should not come to school during the time that they are contagious. Please refer to the section entitled "Nurse" for specific information.

## **Curriculum**

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Happy Valley East offers a "Back-to-Basics," traditional program of direct instruction that is aligned with state and national content standards, including all concepts covered in Common Core. We also participate in the established statewide achievement testing programs.

The curriculum includes phonics, spelling, reading, mathematics, penmanship, grammar and composition, science, music, art, history, civics, geography, technology (computers), health and safety, physical education, character training and citizenship.

## **Custody and Other Legal Issues**

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Parents must notify the school in writing if there are custody issues or other considerations that affect students, their oversight and management. The most current court documents regarding divorce decrees, legal separation, restraining orders, custody rights, adoptions and name changes must be kept in student files in order for school personnel to honor requests regarding release of students or information. School personnel may not physically restrain anyone from visiting with or picking up a student; however, written instructions from the custodial parent should be on file in the office regarding the action desired on the part of the school (call 911, etc.) if an unauthorized event occurs. School employees cannot accept the responsibility of supervising visits in custody cases. Students' legal names must be used on all official, permanent records such as report cards, enrollment files and state reports.

## **Day Care Options**

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Day Care is available on our campus for students enrolled at Happy Valley East. A fee is charged for these services. Day Care is available on all regular school days and on certain days during school breaks. A fee schedule is available in the office as well as a schedule of the holidays when the service is not available.

Hours are from 6:30 - 7:30 a.m., and from student dismissal time until 6:00 p.m. Students go to the playground at 7:30 a.m. to be supervised by school employees without charge.

To avoid confusion and concern when students have off-campus day care, please give written notice to Happy Valley East detailing the arrangements that have been made. Please give us the name of the provider, how children will be transported and by whom, and the phone number and address of the day care provider you are using. Also, please provide us with a schedule of the days and times your student will be using the service. If you are using another day care provider and they provide transportation, it is your responsibility to inform them if your child will not be in school or advise them of any changes in your schedule.

## **Discipline and Student Conduct**

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*The information below is a reprint of the policy which parents sign in the Registration Packet and agree to support as part of the enrollment process.*

Happy Valley East has an orderly atmosphere. Every student should practice respect and courtesy daily. To ensure orderliness, teachers establish and teach both school and classroom rules. Students are to follow the dress code and all rules adopted for the purpose of maintaining safety and order.

Students are given positive reinforcement when they are observed doing things right. The school staff will use positive reinforcement to guide children's behavior. Consequences for inappropriate behavior are clearly spelled out and are enforced.

Every effort is made to keep parents informed should their intervention be warranted.

Teachers will contact the parent if a child has initial minor offenses. For continuing or more serious offenses, students will be sent to the office with a Principal Referral form. The Principal or Vice-Principal will counsel the student about the inappropriate behavior, and the form is sent home to inform parents about the outcome of the conference.

The Administration makes the final decision on all behavior/discipline problems and the Principal is the only staff member who assigns points for infractions. When a student has accumulated points during the school year, the following consequences will be given:

10 Points	Suspension for up to 5 days
20 Points	Suspension for up to 10 school days
30 Points	Expulsion from Happy Valley East recommended

STUDENT BEHAVIOR	No. OF POINTS	STUDENT BEHAVIOR	No. OF POINTS
Not following rules	2	Bullying/Harassment/Threats	10
Excessive talking in class	2	Drinking Alcohol	10
Dress Code violations	2	Fighting	10
Leaving area without permission	3	Gang Activity	10
Restroom violation	3	Possession of:	10
Severe teasing/Name calling	3	Alcohol	10
Swearing/Inappropriate language	4	Dangerous objects	10
Throwing food or other objects	4	Fireworks/Lighters/Matches	10
Cheating/Lying/Deception	5	Pornography	10
Horseplay/Roughhousing	5	Putting self/others at serious risk	10
Disturbing the learning of others	5	Smoking	30
Endangering/Hurting	5	Stealing	30
		Vandalism (minor)	30

**Note:** Administration Referral/Discipline Action forms sent home must be signed by the parent/legal guardian and returned to school. Parent signature acknowledges receipt of the information, but does not necessarily indicate agreement. Space is provided on the form for parent comments. A written appeal should be submitted to the School Board if parents disagree with disciplinary decisions after talking with the administration.

- The school must have an orderly atmosphere. Every child should practice respect and courtesy daily, and cooperate with staff members in the teaching-learning process.
- Fred Jones' Tools for Teaching, which rewards positive behavior and cooperation, and emphasizes that "time on task equals learning" has been adopted as a school-wide plan. As part of the instructional process, teachers train students in the expected behavior in the



classroom, on the playground and all other areas of the campus.

- Teachers and other staff members use positive reinforcement throughout the day to guide student behavior. Students are given positive rewards when they are observed doing things right. Citizenship awards, monthly school-wide rewards, classroom prizes and "Preferred Activity Time" may be earned by students for positive behavior.
- No one is permitted to interfere with the learning of others or to disregard classroom, campus, playground or dress code rules—all of which are clearly communicated.
- Consequences for inappropriate behavior are explained to students and enforced.

Every effort is made to keep parents informed of discipline issues should their intervention be warranted. Teachers contact parents when a child's behavior needs improvement. For subsequent or more serious offenses, students will be sent to the Office on a Discipline Referral form which is sent home with the student for parent signature. The signed original should be returned to school the next school day. Parent signature does not necessarily indicate agreement with discipline measures, but is evidence that parents are aware of the problem. A telephone call from the Principal may or may not be made. Parents may call or make an appointment to discuss serious behavioral issues, but the teacher should be contacted first for details. The administration of the school is the final authority regarding all behavior/discipline issues. A written appeal should be submitted to the School Board if parents disagree after talking with the administration.

Parents and students sign an agreement in the registration packet stating that they understand the Dress Code, the Discipline Policy and Point System, and Bus Rules, and agree to abide by the policies of the school. Specific safety, classroom, playground or other campus rules that are regularly communicated to students are available upon request.

## **Dress Code**

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The Dress Code adopted by the Happy Valley East Board is designed to help encourage a wholesome learning environment, to provide safety, and discourage negative influences.

### **SCHOOL UNIFORMS HAVE BEEN ADOPTED BY THE SCHOOL BOARD.**

Uniform tops are collared, Polo, shirts in red, white or navy blue with the school name imprinted on the front. Pants, shorts, skirts, skorts or jumpers must be either navy blue or khaki, and may be purchased at local discount or department stores. The lower portion of the uniform may not be gray, black, green, royal blue, pastel blue, red or any color other than navy blue or khaki. Jeans/denim may not be worn as uniform attire. Please call the front office for the latest information on ordering uniforms.

Stripes, plaids, flowers or other designs or colors such as pink, green, purple, anything neon, or hues that clash with the uniform colors may not be worn as the bottom portion of the uniform or as accessories.

**Accessories** such as sweaters, pullovers, light jackets, sweatshirts, vests, jumpers, tights, leggings, socks, t-shirts with long sleeves exposed or other articles of visible clothing must match the uniform's colors. Neutral gray accessories are fine. Coats and jackets that are worn only on the playground or outside in cold weather may be any color, fabric or design (except for those designs listed as inappropriate).

**Inappropriate/prohibited clothing/accessories** include anything with questionable language, pictures, images, or depictions of negative, unwholesome or controversial subject matter, such as gangs, violence, skulls, skeletons, political, anti-social or social protest messages or actions.

**The proper size uniform must be worn.** Tops that are too long, too large or too small, or lower parts of the uniform that are too tight or too short may not be worn. No part of the uniform may be altered by cutting, tying, fraying, tearing, shortening or otherwise distorting its normal appearance, size or length.

**Student appearance, outer attire, and accessories** must be modest and avoid creating a distraction. Clothing must be gender appropriate, clean, neat, in good repair, and fit properly at all times. Baggy, saggy, excessively tight, worn, torn or frayed clothing or accessories may not be worn. These standards apply to "free dress" or special theme days, as well as uniforms.

*Please keep in mind that the intent of having uniforms is to promote attire that is in harmony with, not different from what others are wearing.*

**Uniform tops** are not required to be tucked in, nor are belts required. Suspenders may not be worn outside of clothing.

**Shorts, skorts, skirts and hem length of dresses or jumpers** must be at least mid-thigh in length and have a "finished" hemline.

**Underclothing** must not be exposed, partially or otherwise, and see-through attire is not permitted. Uniform shorts are to be worn under dresses or skirts on physical education days and at any time when girls are climbing or playing on the playground equipment.

**Shoes** with closed toes and heel straps are encouraged. For safety reasons, high heels, platform shoes (including raised-heel tennis shoes), cowboy boots, hiking boots, footwear with rollers or cleats, other recreational footwear, soft cloth, bedroom slippers, clogs, or flip-flops may not be worn to school anytime. As with other coordinating accessories, shoes may not be bright, neon colors.

**P.E. Attire:** Conventional Velcro fastened or lace-up tennis shoes **must** be worn for physical education classes, and are recommended as daily wear for all students since schedules may be changed unexpectedly. Time does not allow for individual evaluations of alternative footwear anytime, especially during P.E. classes.

**Hats, caps and sunglasses** are appropriate outdoors, but may not be worn indoors by boys or girls. All headwear must be worn in conventional style, not sideways or backwards. Do rags, skull caps, sweatbands, stocking caps and similar headgear are not permitted. Sun block is encouraged, but must be applied at home. School staff cannot apply sunblock at school, nor may students keep it with them.

**Hair** should be neatly groomed and clean. Distracting hairstyles are not permitted, including, but not limited to: unnatural colors; Mohawks; "fauxhawks," spikes; cut or shaved designs; partially shaved or cut; shaggy or excessively unkempt hair. Hair must not hang below

eyebrows or impair normal vision. Boys' hair should not fall below the bottom of the shirt collar line, be pinned up or worn in a ponytail.

**Jewelry, makeup and nail polish:** Girls may wear earrings in/on the ears only. Girls in grades 5 and 6 only may wear lightly applied makeup. Nail polish may not be black or dark purple. Boys may not wear earrings, makeup or nail polish. Piercing, other than girls' earrings, may not be visible on exposed areas of the body.

**Tattoos, transfers, writing or markings** on exposed areas of the skin are not permitted.

**Enforcement:** Students out of dress code may not attend class. Parents are responsible for ensuring that their children are properly dressed for school each day, and will need to bring proper attire to school for their student if the student is out of dress code. Since no dress code can address all of the changing fads in clothing and attire, the final decision regarding dress code issues rests with the administration.

Parents and students sign the dress code as part of the enrollment agreement each year. Thanks for helping keep us all focused on learning, and maintaining a positive, safe environment for everyone.

One objective of wearing uniforms is to create an environment that raises student awareness that we are in a school setting which focuses on learning and academics. We believe that concentrating on developing character and positive personality traits (rather than being distracted by an emphasis on style and clothing fads at school) will serve students better in becoming more interesting and successful in the future.

## **Drug/Alcohol/Tobacco/Weapon Free Zone**

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Happy Valley East is a drug free zone with zero tolerance. Students accepting, purchasing, selling, distributing or using illegal drugs or substances will be expelled. Students in possession of illegal drugs or found to be abusing prescription drugs or other substances will be expelled. If a situation involving illegal use of drugs arises with students or any other person on campus, on school property, or within school jurisdiction, the police will be called.

Tobacco use by anyone, students or adults, is prohibited anywhere on school property, including the parking lot and playground, at any time (before, during or after school hours).

### **Drug/Alcohol Free Zone**

A.R.S. **13-3411**. Possession, use, sale or transfer of marijuana, peyote, prescription drugs, dangerous drugs or narcotic drugs or manufacture of dangerous drugs in a drug free school zone; violation; classification

### **Tobacco Free Zone**

A.R.S. **36-798.03**. Tobacco products prohibition at schools and school-related areas; exception; violation; classification

- A. Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at Off-campus School sponsored events. For purposes of this subsection, "school" means any public, charter or private school where children attend classes in kindergarten programs or grades one through twelve.
- B. Subsection A of this section does not apply to an adult who employs tobacco products as a necessary component of a school sanctioned tobacco prevention or cessation program established pursuant to section 15-712.
- C. A person who violates this section is guilty of a petty offense.

Parents/staff may not smoke or consume alcohol on or around the school property. Students accepting, purchasing, selling, or distributing illegal substance will be expelled. Students in possession of illegal drugs will be expelled.

### **Weapon Free Zone**

**A.R.S. 13-3101 - 3122** [Weapons and Explosives](#)

### **English Language Learners**

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If a student's enrollment papers indicate that the student speaks another language predominately, the student will need to be assessed for his/her English fluency. This will be done within 60 days of enrollment. Upon assessment, the student will be classified as either English Proficient or English Learner. English Learners will be placed in a classroom with other English Learners to assist with their English Fluency progression. Parents are permitted at any time to request a meeting to discuss his/her child's assessment and classification.

Pursuant to **A.R.S. 15-751 through A.R.S. 15-756**, all children will be taught in English speaking classrooms, and all English learners will be placed in Structured English Immersion (S.E.I.) classrooms. All of our teachers have been trained for the necessary methods these classrooms require. The instruction is designed to best develop student's mastery of the English language.

Before the end of the school year, all English Learners will be reassessed for their English proficiency. If they test above the publisher's designated score for their grade level, they will be reclassified as English Proficient. Happy Valley East will monitor the students for 2 years after fluency is achieved to be sure he/she is still staying above the acceptable level for their grade. If, at any time, he/she falls below the acceptable range, the student will be reclassified as an English Learner and a meeting will be scheduled with the parents to discuss the best academic options for their child.

If your child is classified as an English Learner and you do not want him/her to participate in a Sheltered English Immersion classroom, a waiver must be obtained by the Front Office exempting them from the program. There are three acceptable reasons that your child could be excluded from the classroom.

1. The child already knows English, and his/her results meet the requirements for the grade level.
2. The child is ten years of age or older.
3. The child has special individual needs (physical or psychological) that would hinder his/her ability to be involved with an alternate course of English acquisition and education.

## **Equal Opportunity and Non-Discrimination Statement**

Happy Valley East is committed to a policy that opposes discrimination based upon race, color, gender, disability, religion, and national and ethnic origin with respect to our students, parents and staff member

Acts of discrimination are not tolerated at Happy Valley East. Please report any occurrence to the principal immediately. Incidents will be kept confidential and discussed with the principal and the parties involved. If a resolution cannot be met, the Board will intervene to settle the dispute.

## **FERPA Rights**

*Annual Notification to Parents Regarding Confidentiality of Student Education Records and School Directory Information.*

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Education Rights and Privacy Act (FERPA). Under these laws, "educational records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in public school. The types of information gathered and maintained includes, but is not limited to: the student's and parents' names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order 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 must assure that at all stages of gathering, storing, retaining, and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U. S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20204605

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:

The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notices of these rights are available, upon request, on audio tape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.

## **Field Trips (Regular Bus Rules Apply - See Bus Rules)**

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Parents sign a written permission form in order for their children to participate in field trips. Students are required to follow all policies and rules that apply at school at all times while they are on the field trip, including the time that they are being transported to and from their destination. Students who are transported by the school are under the authority of the operator of the school approved vehicle and all other supervising adults.

Parents, volunteers and all who supervise students on field trips must read and sign our "Volunteer Agreement" (see Appendix E) prior to the trip. Adult sponsors/volunteers may ride school provided transportation if there is space. Siblings of students and other children may not ride school provided transportation, and should not accompany or join the class on field trips, which are for the benefit of students in the class. "Extras" are a distraction.

## **Grades**

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Numeric grades are given for academic subjects to reflect the percentage of correct answers the student achieves on graded work. Although tests are given which demonstrate mastery of State Standards in these areas, music, physical education, computer and penmanship grades are based upon a combination of academic achievement, effort, cooperation and participation. Grades for these subjects may be expressed as A, B, C, D or F.

Success at Happy Valley School ~ East Campus is mastery based. If the student does not achieve 85%, the material will be re-taught and re-tested (up to three times). If a student cannot consistently achieve 85% mastery, a move to a less rigorous academic class/level will be considered for the purpose of strengthening the student's academic foundation.

## **Harassment, Threats, Bullying**

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Aggressive behavior, including harassment, threats, bullying or sexual harassment have no place in an educational environment. Such actions violate state and federal laws, and will not be tolerated at Happy Valley School ~ East Campus. Teasing, name-calling and making fun of others falls into the category of harassment. The Discipline Policy makes provisions for dealing with these violations which may result in immediate suspension or expulsion.

Anyone who believes they are a victim of harassment, threats or bullying at Happy Valley School ~ East Campus, or knows of someone else who is, should report it immediately to a staff member. Parents or students are encouraged to file a formal, written complaint concerning these issues. All threats are taken seriously, evaluated by the Threat Assessment Team and law enforcement or other legal authorities are contacted in cases of viable threats.

## **Homeless Students**

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Happy Valley East will enroll homeless children identified by school personnel and through coordinated activities with other agencies or entities.

Homeless children are enrolled in and have a full and equal opportunity to succeed in Happy Valley East School.

Homeless families and children will receive educational services for which such family's children are eligible including referrals to health care services, dental services, mental health services and other appropriate services.

Parents or guardians of homeless children are informed of the educational and related opportunities available to their children. Parents of homeless children are encouraged to participate in the education of their children. Any enrollment disputes are to be mediated in accordance with Title X, Part C. Section 722(g)(I)(A) paragraph (3) (E).

Parents of homeless children are informed of all available transportation services at the school.

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## **Homework**

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It is our philosophy that there is adequate time during the school day for academic learning. Teachers instruct, drill, review and supervise students as they do their work in class, making the best use of time at school and assuming responsibility for teaching students the concepts they need to learn. Any work students do at home should be a review of what was already taught and practiced in class. Students in higher grade levels may have more at-home review and practice than students in lower grade classes, as well as more responsibility



for recording assignments and directions in their planners.

Homework for students each night should consist of oral reading to an adult at home for 20 minutes, and review of math facts taught and practiced at school. It is critical that parents listen to their children in kindergarten and lower form read every day, although that practice should continue throughout all form levels. Reading comprehension is improved in students when parents ask questions about the material being read.

Parents may request additional practice/review work (in writing) from their child's teacher. Teachers may help by looking over the student's work, but extra practice is not graded by the teacher and does not become part of the student's grade. Academic review and support at home improve student achievement and establish a climate of expectation of success.

## **Honor Roll**

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Students who maintain a combined average of 94-100% in all academic subjects during the semester are eligible for First Honor Roll. Students who have maintained an average grade from 90-93% are eligible for Second Honor Roll.

## **Immunizations**

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Parents must give copies of immunization records to the school. The State of Arizona has revised the immunization requirements for kindergarten and first grade children entering school. Parents should contact their physicians, the Arizona Immunization Program Office at (602) 230-2552, or the school nurse if they have any questions or need clarification.

Inadequately immunized children must have at least one current dose of each vaccine to attend school. Additional vaccine doses must be received when they are due for children to continue attending school.

If there is a personal or religious beliefs exemption, the parent must sign an Arizona Department of Health Services form provided by the school or health department. If there is a physical exemption, the same form must be signed by both the parent and physician. The school includes this form in the registration packet. In the event of an outbreak of a vaccine preventable disease, children who are exempt from immunization will not be allowed to attend school until the risk period ends.

## **Insurance**

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The school does not carry medical or dental insurance for students. Consequently, if they are injured during school activities, their parents must be responsible for medical or dental costs and for the cost of medical transport if an ambulance is called.

## **Kindergarten Acceptance**

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Children entering Kindergarten must be five years of age prior to September 1st of the current school year. Parents and guardians are required to furnish proof of their children's date of birth.

The school may admit children who turn 5 after September 1st if it is in the best interest of the child. In order to determine if it is in the best interest of the child, they will be given a readiness assessment during the summer prior to the first day of school.

The regular, full day kindergarten curriculum and State Standards are followed in all kindergarten classes.

## **Leave at Home**

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Items that might disrupt class or cause injuries must be left at home. These items include such things as chewing gum, fidget spinners, skates, radios, squirt guns, skateboards, baseballs, electronic pets, yo-yos, toys, trading cards, magazines. These and other items that become a problem will be taken away by the teacher or principal and returned only to a parent/guardian.

Weapons, including guns and knives of any type are prohibited on campus by any student or adult. Bringing a weapon of any type onto campus by a student will result in law enforcement being contacted and immediate expulsion of the student.

**Electronic Devices** are prohibited on campus. Cell phones, radios, CDs and CD players, iPods, MP3 players, Gameboys, Nintendo DS and PSPs. Bus students may use their devices while on the bus; however, these devices must be stowed in a secure backpack or given to the teacher upon entering campus. If you feel there is a reason your child needs these items, please contact the office. Abusing this policy will result in the confiscation of the device. Parents must come to retrieve it.

## **Lost and Found**

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Please put your child's **first and last name** on clothing and personal belongings that will be brought to school (lunch boxes, backpacks, coats, hats, etc.). There are many look-alike items and many students with the same first names. Names should go on the outside of lunch boxes (and anything other than clothing) for easy identification. Our Lost and Found is in the Nurse's Office. Periodically, we donate all unclaimed articles to a charity.

## **Lunch**

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Students eat lunch in the cafeteria whether they bring a lunch from home or purchase hot lunch. If you are bringing lunch for your student, please be sure you know the time your child has lunch. Parents are always welcome to come and have lunch with their children at the Visitors Table, but children may not have classmates or students from other classes join their family for lunch. All visitors must sign in at the office and get a visitor's pass.

Hot lunch calendars are sent out monthly with a deadline date for ordering. Hot lunches must be ordered and paid in advance. A catering company delivers fresh food every day that meets or exceeds national nutritional requirements, and milk is served with hot lunch.

Students may order milk even though they do not order hot lunch, or they may order an additional milk to go with their lunch.

Hot lunch orders cannot be adjusted on a daily basis. Our caterer requires that we order lunches in advance and does not refund payments we make to their company, regardless of the reason the student did not take the lunch that was ordered.

Happy Valley East participates in the National School Lunch Program and offers lunches free or at a reduced price. Free and reduced price lunch applications are sent out at the beginning of the school year and are also available in the office. Students on free or reduced lunch must fill out a lunch order with the days marked in order to receive hot lunch.

All lunch and milk orders must be paid by debit, credit, check or money order.

## **Nurse**

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- A nurse or health assistant is on duty during regular school hours. All medications must be checked in at the nurse's office, be in the original container and have a form filled out with dosages and times for administration clearly stated.
- Students may not keep any medication with them at school, whether it is prescription or over-the-counter. The nurse will answer questions concerning laws about medications.
- We ask that all parents complete an Emergency Card for each of their children. Cards must be filled out completely on both sides. In addition to filling out the card, we ask that you tell your child's teacher about any allergies or serious health issues or concerns.
- We want to do what is best for your children. If we cannot reach you in an emergency, we will call paramedics who may decide that an ambulance should be called. The cost of this service is the responsibility of parents.
- Children may not return to school until 24 hours have passed after: diarrhea, vomiting or having a fever of 100° or higher. Children must remain out of school for the recommended time period for specific illnesses, be on medication for the recommended period of time, and be free of symptoms before returning.
- Students who become ill or have an emergency at school must be picked up within a half hour of parent/emergency contact being notified.

### **The school medication policies are:**

- Parents must deliver to and pick up medication from school. Students may not bring in their own medications, keep any form of medication with them or self-medicate.
- A medical consent form must be completed and signed by a parent/legal guardian in order for medications to be given at school.
- Medications must be in the original prescription container. A separate prescription container for school can be obtained from the pharmacy when ordered by the physician.
- If medical instructions change, a written order from the physician must be sent to the school nurse unless the medication is brought in a new prescription container from the pharmacy reflecting the changes.
- A student may carry an inhaler if the physician and parents sign a consent form.
- The school may dispense non-prescription medication on a one-time basis only with the verbal consent of the parent/guardian. After the initial dose, a medication consent form must be signed by the parent/guardian and the non-prescription medication must be brought to

school in its original container by an adult. The medication will be locked in the nurse's cabinet with the student's name on it and dispensed by the nurse or health aide, as needed. Non-prescription medication includes cough drops.

- The school reserves the right to refuse to give any medication.
- All medications, prescription or non-prescription, will be destroyed one week after the last day of school if not picked up by the parent/legal guardian.

## **Parent-Teacher Conferences**

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Happy Valley East does not schedule formal Parent-Teacher conferences; however, parents or teachers may arrange a meeting concerning a student at any time they deem necessary. Parents should arrange such meetings before or after school. School policy prohibits teachers from having conferences with parents during class time or when they are on duty watching students since their focus must be on the children. Teachers also need their breaks and lunch periods, and often have extra duties during the day.

Teachers send home graded student work every week to keep parents informed about their child's progress. We have found this more effective than closing school for several half-days and having teachers spend many hours preparing for formal conferences.

## **Parent Team**

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Happy Valley East has a very active, dedicated and productive Parent Team which hosts a variety of activities throughout the year to support and benefit students and teachers.

The Parent Team holds book fairs in order to acquire more books for our students. They also volunteer their time and efforts to sponsor field trips, host luncheons for teachers and arrange class parties. If you are interested in becoming part of this dynamic group, you may sign up at any time. Watch for their newsletters.

## **Parties at School (We do not have birthday parties at school. See page 9)**

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Parties are limited to Winter Holiday, Valentines, and End-of-Year. Teachers welcome parent participation in those events, and have sign-up sheets for parent assistance. They may also host brief parties during the year for special student accomplishments.

As with all school activities, we are not able to accommodate siblings or children who are not enrolled in the class at parties. Their presence takes the focus off our students. Our liability insurance also precludes the use of the playground by anyone not enrolled in the school.

## **Phone Calls**

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Please have your children arrange rides home, sleepovers or visits to friends' homes outside of school hours. School and office telephones are very active business lines and should only be used by students for emergencies. Students may not use cell phones during school hours.

## **Physical Education and Excused or Limited Participation**

Students at all levels participate in Physical Education in accordance with Arizona State Standards. Students must come to school dressed appropriately for physical education activities on the days they are scheduled, which include lace up or Velcro tennis shoes and clothing that meets regular dress code. Slip-ons, flip-flops, boots, sandals, hard soled shoes or other types of footwear are dangerous and not permitted for P.E. classes. Lack of participation due to inappropriate P.E. attire affects the student's grade.

Students who need to have their physical education activities excused or limited must submit, for approval, a written note from their parent or physician with a valid reason.

## **Picking Up Children and Afternoon Dismissal**

A detailed plan for picking up students after school is in place, and should be followed very closely in order to avoid congestion on the parking lot and other safety hazards at dismissal. A map and schedule of release times is printed and distributed. Please do not come onto the parking lot early and block the flow of traffic, or come into the office to check your child out a few minutes before their normal release time in order to avoid traffic. The lines move very smoothly and quickly if everyone cooperates. Disruptions delay everyone.

Arriving five minutes after your child's scheduled release time will usually enable you to get through the pick-up line with little delay. If you arrive in the area before your child's release time, please wait off campus until your student's scheduled release time. Please do not try to wait on our parking lot.

If you need to pick your children up before their regular release time, please call the office as early as possible (before lunch, if possible). Students will not be called to the office until you arrive, but they will have their belongings ready and teachers can be alerted. You may be delayed if they are at recess, in P.E. or another special class and we need to locate them.

You or anyone else picking children up early will need to come into the office personally and sign them out. Photo identification will be required if office staff members do not readily recognize you or the person picking them up. If someone else is picking up your children, you should send a written note or call the office using your password in order for your children to be released. Anyone picking students up should be listed in our office files.

Students should not be picked up early except on rare occasions when they have a doctor's appointment or an emergency since early pickups are considered the same as being tardy.

## **Prohibited Items at School, on the Bus and at All School Functions**

Items that might disrupt class or create problems on campus, on the bus or at any school function must be left at home. Happy Valley East cannot be responsible for the

breakage or loss of any of these items which include, but are not limited to, the following:

Cameras/TVs/Radios	Money	Skates/Shoes with
Cell Phones/Tablets	Valuable Jewelry	Real Baseballs/Footballs
Computers/Electronic Games	Trading Cards	Toys/Toy Weapons
CDs/Audio or Video Tapes	Playing Cards	Chewing Gum
CD or MP3 Players/IPods	Anything for sale	Squirt Guns/Toy Guns
Magazines/Catalogs/Comics	Real Animals	Rubber Bands

Items that may cause serious injury, elicit fear in others, represent a threat to the safety and peace of mind of others, or create other serious problems on campus, on the bus or at any school function will result in suspension or expulsion. Such items include, but are not limited to, the following:

Prescription Drugs	Illegal Drugs/Substances	Drug Paraphernalia
Fireworks	Explosives/Ammunition	Flammable Substances
Pornography	"Adult" Oriented Material/Items	Gang Related Items
Alcohol	Tobacco Products of Any Kind	Lighters/Matches
Weapons	Items Related to Violence/Crime	Any Dangerous Object

## **Report Cards**

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Report cards are sent home with students approximately every nine weeks. Parents keep the copy of the report card, but sign the sheet enclosed in the report card envelope and return the signature sheet and the envelope to school the next day.

## **Rules for Student Behavior on Campus**

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Rules are an important part of the educational environment. A school wide discipline plan is in place which provides consistency in establishing and enforcing rules. Rules for students that apply at all times and in all places on campus include:

- Follow directions from adult authorities immediately
- Respect others and their property
- Use "inside voices" inside all buildings and on the bus
- Walk on sidewalks, in hallways and inside all buildings
- Keep hands, feet and objects to yourself. Horseplay at school is never appropriate.
- Bicycles, skateboards and scooters are to be walked, not ridden, at all times on campus
- Place trash in proper receptacles, not on grounds or sidewalks
- Be careful using playground equipment and use it correctly
- Writing or marking on school walls, doors or furniture is never allowed
- (Arizona law holds parents responsible for restoring vandalized/defaced school property.)
- Remain in areas on campus that are supervised by school staff

## **Safety on Campus**

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- Parents/visitors may not enter buildings without permission and a visitor's pass.
- Visitors are welcome at our weekly Assemblies, but they must obtain a visitor's pass and go

directly to and from the cafeteria.

- Visitors may not wander the campus or drop into classrooms without prior approval.
- Parents/visitors may not engage in play with children on the playground.
- Vehicle drivers should not talk on cell phones while driving through the drop off or pick-up lines on our parking lot.
- The speed limit is 5 miles per hour on the parking lot at all times.
- Vehicles should not stop or park in the path of pedestrian crosswalks and block the way for children and other parents.
- Children may never drive or sit on driver's laps to "guide" vehicles on our parking lot.
- Children may never be left alone in vehicles—with or without the engine running.
- Vehicle engines may not be left running without a driver at the wheel.

## **Staff Information**

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Resumes for all teaching staff members are on file in the office and available for parents to review upon request. All school staff working in any capacity on campus must possess a Fingerprint Clearance Card.

## **Tardy Policy**

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Students should not be tardy unless it is absolutely necessary, since arriving late to class is not only awkward for the student who is late; it is a disruption for the entire class. Late students miss important information at the beginning of the day, and feel pressured and embarrassed (the same uncomfortable feeling parents get when they are late to work).

Being late is sometimes unavoidable, but it should not be a bad habit children learn in their formative years that will likely stay with them throughout life. When students are late, valuable instruction time is taken away from other students while the teacher goes back over directions and others wait for that student to join in or catch up with class activities. Respecting others' time is an important attribute children should learn.

If students are tardy, parents must come into the office, sign them in and provide a reason. A school staff member will write out a late pass and walk or send the student to class. It is not possible for parents to go to the classroom to tell the teacher why the student is late.

We are required to report attendance information, including excused and unexcused tardies, to the State. A formal letter will be sent to parents from the School after the fifth tardy.

## **Testing**

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Happy Valley East uses the Wide Range Achievement Test to assess all students upon entry to the school and at the end of the school year at some levels to help determine class placement.

As a public school, Happy Valley East also administers standardized achievement tests established by the State in the spring of each year. All public schools are mandated to administer these standardized tests and our students' scores are reported to the Arizona Department of Education and published in the newspaper. Our students have always done very well, and for the past five years, Happy Valley School, our sister campus, has been designated an "Excelling School" based on the AIMS scores our students achieved.

## Visitors

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In accordance with Arizona law, all visitors are required to report to the office as soon as they arrive on campus unless they are dropping off or picking up a student on the parking lot in compliance with established procedures.

For each visit, visitors sign in and get a visitor pass from school staff before going into the classroom building, out to the playground or to any area on campus. We encourage parents to come to weekly assemblies or to come and have lunch with their children anytime.

The educational objectives of the school require that students and teachers focus on their work and be free of distractions so that teaching/learning time is maximized. Classroom visitations should be brief, infrequent, and create as little interruption as possible so that student learning continues. Siblings or friends of students are not permitted to visit class-rooms during the regular school day or attend class activities or functions.

For the safety of our students and in consideration of legal liabilities, we ask that all visitors follow the established policies and procedures on our campus at all times.

- Visitors who want to see a classroom or spend time with their children at school should call ahead to arrange the most beneficial time for the visit.
- Classroom observations/visitations should be no longer than 15-20 minutes.
- Visitors should not attempt to engage teachers in conversation during class time or when teachers are on duty. Their full attention must be given to students during school hours and teachers are always happy to schedule a personal or telephone conference later.
- Younger children may not accompany adult visitors or volunteers into classrooms during school hours for observations, parties or other activities.
- Visitors should not accompany students onto the playground, nor may they interact with students or participate/engage in activities with students (other than their own) except on Field Day. Other parents do not want their children interacting with adults they do not know without their permission.
- Visitors who eat lunch with their student should sit at the designated visitors' table with their student. Other students are expected to sit at their assigned tables with their classes, not at the visitors' table with their friend's parent.
- Lunch visits should never be an interruption that prevents staff members from keeping order, attending to the safety of the student body or adhering to rules and schedules that enable lunch periods to run smoothly.
- Visitors may not accompany students to the playground, wander halls to look into classes or drop in on classes in session. Enrolled students only are allowed on the playground. For safety



reasons, parents, babies, younger children and other visitors are asked to remain outside the fence on the sidewalk to observe the playground.

- Visitors should be appropriately dressed with attire that would be acceptable student wear according to the school dress code.

### **Visitors and volunteers should never:**

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- Pick up a student; place a student on their lap; hold a student close physically; massage, caress, or kiss them; or express affection toward any student physically or verbally (other than their own child).
- Verbally or physically punish their own child in front of other children.
- Yell at, grab, touch, strike, or be physically or verbally antagonistic toward any child, staff member or other adult.
- Correct, discipline, question, or give orders to any student other than their own child, except to prevent immediate injury.
- Physically examine any child in any way (hair, mouth, feet, areas beneath clothing, etc.).
- Pick up or move a student who has fallen, been injured or has become ill. It is imperative that proper first aid procedures be followed when any emergency situation occurs. Visitors or volunteers should summon the nurse or another School staff member to take care of the problem unless they have professional knowledge, experience and training regarding the situation at hand or unless a life-threatening condition exists.
- Allow themselves to come into contact with the blood, saliva or other body secretions of students or anyone else on campus, field trips or school related activities. The use of gloves and taking other precautionary measures to protect themselves is imperative.
- Parents and visitors should not accompany students to classes in the morning, or attempt to visit with students or teachers after 8:00 a.m. when teachers are starting classes and getting students focused on their work.

### **Volunteers (See Appendix B for our Volunteer Agreement)**

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Volunteers are welcome and appreciated at all form levels. Their help and special skills may be used to enhance the classroom environment.

Volunteers must thoroughly read, then sign the Volunteer Agreement before working with students. If volunteers will be working with children out of the immediate sight and supervision of the teacher, they must be fingerprinted. Fingerprint information is available in the office. The fingerprint card will belong to the volunteer and thus the cost of getting fingerprinted is the responsibility of the volunteer.

Volunteers should always arrange their schedule with the teacher ahead of time to allow the teacher an opportunity to plan the best way to use their help. Use of volunteers is at the discretion of the teacher, and volunteers must check in at the office, sign the register and obtain a badge.

## **Water Bottles**

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Students are encouraged to bring water to school in plastic bottles (with lids) with their names on their bottles. Bottles may be refilled at the drinking fountain, but the school does not supply bottled drinking water. Students do not take water bottles out to the P.E. field or the playground or keep them at their desks.

# **Parent Handbook**

# **Happy Valley East**

• 2018 - 2019

## **Appendices**

**Appendix A – Arizona Revised Statute 13-2911**

**Appendix B – Volunteer Agreement & Policy**

## **APPENDIX A - CAMPUS ENVIRONMENT & PUBLIC ORDER**

### **13-2911. Interference with or disruption of an educational institution; violation; classification; definitions**

A. A person commits interference with or disruption of an educational institution by doing any of the following:

1. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either:

(a) Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.

(b) Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution.

2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.

3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.

B. To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are not required to be directed at a specific individual, a specific educational institution or any specific property of an educational institution.

C. The chief administrative officer of an educational institution or an officer or employee designated by the chief administrative officer to maintain order may order a person to leave the property of the educational institution if the officer or employee has reasonable grounds to believe either that:

1. Any person or persons are committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.

2. Any person has entered on the property of an educational institution for the purpose of committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.

D. The appropriate governing board of every educational institution shall adopt rules pursuant to title 41, chapter 6 for the maintenance of public order on all property of any educational institution under its jurisdiction that is used for educational purposes and shall provide a program for the enforcement of its rules. The rules shall govern the conduct of students, faculty and other staff and all members of the public while on the property of the educational institution. Penalties for violations of the rules shall be clearly set forth and enforced. Penalties shall include provisions for the ejection of a violator from the property and, in the case of a student, faculty member or other staff violator, the violator's suspension or expulsion or

any other appropriate disciplinary action. A governing board shall amend its rules as necessary to ensure the maintenance of public order. Any deadly weapon, dangerous instrument or explosive that is used, displayed or possessed by a person in violation of a rule adopted pursuant to this subsection shall be forfeited and sold or otherwise disposed of pursuant to section 13-3105 and chapter 39 of this title. This subsection does not do either of the following:

1. Preclude school districts from conducting approved gun safety programs on school campuses.
2. Apply to private universities, colleges, high schools or common schools or other private educational institutions.

E. An educational institution is not eligible to receive any state aid or assistance unless rules are adopted in accordance with this section.

F. This section does not prevent or limit the authority of the governing board of any educational institution to discharge any employee or expel, suspend or otherwise punish any student for any violation of its rules, even though the violation is unlawful under this chapter or is otherwise an offense.

G. This section may be enforced by any peace officer in this state wherever and whenever a violation occurs.

H. Restitution under sections 8-341, 8-345 and 13-603 applies to any financial loss that is suffered by a person or educational institution as a result of a violation of this section.

I. Notwithstanding section 15-341 and subsection D of this section, the governing board of an educational institution may not adopt or enforce any policy or rule that prohibits the lawful possession or carrying of a deadly weapon on a public right-of-way by a person or on or within a person's means of transportation.

J. Interference with or disruption of an educational institution pursuant to subsection A, paragraph 1 of this section is a class 6 felony. Interference with or disruption of an educational institution pursuant to subsection A, paragraph 2 or 3 of this section is a class 1 misdemeanor.

K. For the purposes of this section:

1. "Educational institution" means, except as otherwise provided, any university, college, community college, high school or common school in this state.
2. "Governing board" means the body, whether appointed or elected, that has responsibility for the maintenance and government of an educational institution.
3. "Interference with or disruption of" includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this paragraph, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered an interference or disruption.

4. "Property of an educational institution" means all land, buildings and other facilities that are owned, operated or controlled by the governing board of an educational institution and that are devoted to educational purposes.

5. "Public right-of-way" means any highway, street, road, thoroughfare, path, alley or other right-of-way that is publicly accessible and that is established and maintained by this state or a political subdivision of this state. Public right-of-way does not include property of an educational institution.

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## APPENDIX B - VOLUNTEER AGREEMENT & POLICY INFORMATION

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Dear Volunteer:

Thank you for being willing to give your time, energy and effort to help make the education of our students more enjoyable. We greatly appreciate your service. In order to make our volunteer program work more effectively, and to provide our students the greatest benefit and protection, we have formulated the following policies and agreement.

- ◆ **Dress Code**: Please set an example of appropriate, modest attire for our children by observing the same dress standards that we ask of them.
- ◆ **Teacher Authority**: Please respect the authority of the teacher or staff member in charge of the class. If you have a question, always wait for an opportunity to speak to the teacher privately. If a correction or change needs to be made in instructions or information, the staff member in charge needs to make that change.
- ◆ **Classroom Volunteers and Extra Children**: Please arrange childcare for other children in your family rather than bring them into the classroom or onto the playground. Extra children are a distraction for the class and create an additional problem for the teacher. Only enrolled students may play on the playground.
- ◆ **Field Trips and Extra Children**: We are unable to accommodate children who are not enrolled in our school on field trips because of insurance and the distraction factor. Older or younger students enrolled at Happy Valley East may not be excused from their classrooms to accompany siblings on field trips/other activities.
- ◆ **Having Students in the Right Place at the Right Time**: If you are in charge of students on a field trip or any activity, please ask permission from the teacher in charge before you take students anywhere away from the main group or change any plans that have already been made.
- ◆ **Physical Displays of Affection with Children**: In this very sensitive area, please limit your affection to hugging a child briefly to the side, or to a gentle pat on the shoulder. Although comforting a child who is injured or emotionally distraught, or accepting a brief hug from a child who wants to greet or thank you is acceptable, specific examples of inappropriate physical contact include, but are not limited to:
  - ✓ Continually hugging, rubbing, touching or patting children
  - ✓ Allowing children to hang on to you
  - ✓ Lifting children up
  - ✓ Putting your arm around the waist or buttocks of a child

- ✓ Patting, touching or rubbing children on the arms, legs, shoulders, buttocks, head or anywhere
- ✓ Tossing children into the air
- ✓ Soliciting hugs from children
- ✓ Kissing a child
- ✓ Any physical or verbal contact with a child that could make them feel uncomfortable or be considered inappropriate

- ◆ **Safety First:** Child sexual abuse is a major concern for everyone, and we need to protect our children. We also need to guard ourselves against being suspected or accused of improper conduct. Male volunteers should never allow themselves to be put in the position of being alone with any child of either gender—in a vehicle, a room, a restroom, or any non-public place. Female volunteers should be aware of the potential danger of such situations, also.
- ◆ **Correcting Children:** Please assume the responsibility for helping keep our children safe, on task, and following proper conduct. If there is a problem with student behavior, we ask that you correct them kindly, but firmly, and remind them of rules or previous instructions. If that does not work, contact a teacher or school representative for help as soon as possible.

Inappropriate correction by volunteers includes, but is not limited to the following examples:

- Questioning students in matters of discipline
- Yelling at students, "chewing students out", or making sarcastic remarks
- Embarrassing students

Physical discipline of any kind is strictly prohibited by State law as well as school policy. It includes:

- Pushing or pulling student's arms, legs, head, hair or any part of their body.
- Striking, hitting, poking or holding students (unless you are restraining them passively to keep them from hurting themselves or someone else)

- ◆ **Physically Examining Children:** If you suspect that a child has a physical or health problem (scrapes, bruises, abrasions, rashes, itches, lice, ringworm, or anything else), please report it to the teacher **discreetly**. Please do not under any circumstances remove or look underneath clothing, go through a child's hair or examine them yourself. If you suspect that a child has a problem that is contagious, try to separate them from the other children as inconspicuously as possible and find the teacher. Please do not discuss the problem with or in front of other students or parents.



- ◆ **Checking Property**: Property belonging to students, teachers and the school may only be searched or examined by authorized school personnel. If weapons or other dangerous items are suspected, the property should be isolated from students.
- ◆ **Avoiding Preferential Treatment**: To avoid hurt feelings or having children become ill, we ask that chaperones refrain from buying special treats for, or giving special privileges to a select few in one group that others in the class do not get. All treats must be pre-approved by the teacher. Some children have allergies, health problems, or their parents do not want them to have certain items. Please ask permission.
- ◆ **Following the Rules**: Chaperones and volunteers for all on- or off-campus activities are asked to follow the same rules for their child and his/her friends that the entire class must observe. It is important that adults set a good example by obeying the rules and following the instructions of the staff member in charge.
- ◆ **Driving Students Directly to School Sponsored Events**: In order for students to be counted present for school, they must report to school and be checked in before a field trip or off-campus event, even if parents are transporting their own child to the class' destination. Parents may sign students out at the field trip/event destination on the teacher's attendance roster if they are going home instead of returning to school.
- ◆ **Fingerprinting**: In keeping with Arizona law and school policy, volunteers who work with students and are not under the direct observation of the teacher in charge at all times must be fingerprinted and have an FBI background check as outlined in ARS § 15-512.

I, \_\_\_\_\_

(name printed) have read and fully understand the policies of the school regarding volunteer work, the supervision and treatment of students, the accountability of volunteers to teachers, and the importance of following school rules. I further realize that these policies are designed for my benefit as well as to protect and safeguard the children at Happy Valley East. I agree to abide by the terms and conditions outlined in this agreement/policy statement at all times.

Students: \_\_\_\_\_

Teachers \_\_\_\_\_

# IMPORTANT PARENT NOTICE

## The 2018-2019 Parent Handbook

Happy Valley East is distributing copies of our current Parent Handbook. Please read it carefully and keep it in a safe place at home. It is intended as a reference book explaining school policies, procedures, purposes and goals—what we do and why we do it. The Handbook has been approved by our School Board.

We ask that you read the Handbook in its entirety, go over school policies with your children and ask school staff if you have questions. Some of the policies and forms were included in the Enrollment Packet which required both parent and student signature.

We also ask that at least one parent in each family sign and date the “Handbook Receipt” form acknowledging that they have received the Handbook. Please complete and turn in the receipt in exchange for a copy of the Handbook.

By publishing the information in our Parent Handbook, and giving public notification about the distribution of the Handbook, we are establishing a legal document that is binding whether or not parents and students actually read all of the information in it.

We print only enough copies to provide each of our families one Handbook, with few extras. Due to printing costs, we want to be sure that we have enough for everyone without unnecessary duplicates. If you need another, please come into the office to sign for it.

May you and your children have a wonderful school year with us. We appreciate your understanding and support

Sincerely,

The Board and Staff  
Happy Valley East

*Please do not remove this page from Handbook*