PARENT / GUARDIAN HANDBOOK

HAPPY VALLEY SCHOOL EAST

2026-2027

www.hvseast.com

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Welcome Parents/Guardians!

We are honored to serve you and your family. We 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 Commitment

Our commitment is to provide a learning environment that will improve student achievement in the basic skills and recognition of each student's strengths. Our commitment is to have a teacher in every classroom who cares that every student, every day, learns and grows and experiences success. We take responsibility and are accountable for the progress of each student.

We believe that it is imperative to follow the advice of this nation's founding fathers and instruct students in the basic principles of its constitution and freedoms to educate them in morals and character and strengths.

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/Guardians first go directly to the staff member involved 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 listening 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.

Rules

All 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/Guardians 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 School East does not discriminate based on 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. Acts of discrimination are not tolerated at Happy Valley School East. Please report any occurrence to the principal immediately. Incidents will be kept confidential and discussed with the principal and the parties involved.

Note: If there is a discrepancy between Board policy and the handbook, Board policy will supersede the handbook.

Special Notices

Asbestos Materials Assurances

None of the materials used in the construction or maintenance of the structures located on the campus of Happy Valley School East contain dangerous, friable asbestos materials. However, the Management Plan for identifying and managing asbestos material, which was written specifically for Happy Valley School 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.

E-mail, Telephone, and Advisory Correspondence

Communications sent to or from the School Office, Governing Board Members, Administrators, or any Happy Valley School East employee are considered official public records and released upon appropriate request pursuant to the Arizona Public Records Law, ARS 39-121. Such records may be used in a court of law. Forms of communication include electronically transmitted messages (such as email, texting, or data), oral messages/statements (voicemail or recorded), or written documents.

Documentation of Residency Required

Parents/Guardians 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 School East has established written emergency plans and trains staff members in implementing specific actions for disaster and emergency situations. As part of that program, HVS requests cell phone, email, and other contact information from parents/guardians 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 bi-annually; training and practices for other emergency situations (lockdown/lockout/evacuation/shelter in place) 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/Guardians 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/guardians through “School Reach” about picking up their children.

Note: The full emergency operations plan is available upon request.

Enrollment

Happy Valley School 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 School East is a publicly funded charter school that does not charge tuition.

Open enrollment is on a first come first served basis and is contingent on available classroom space. Families of returning students and their siblings have priority for class placement until the deadline given in the enrollment packet. Enrollment information for the next school year can be found on the Happy Valley School East website.

Daily Schedule

School begins at 7:55 a.m. with a morning assembly on the basketball court. Students will be given a tardy slip after 8:00am. Parents/Guardians are welcome to observe the morning assembly and are encouraged to participate in the singing of patriotic songs and the pledge of allegiance. For a smooth and orderly morning transition, we also ask parents/guardians to not walk their child(ren) to their class.

When dropping off children:

- Please stop all cell phone conversations while in the school parking lot.
- To use the drive-through, enter the school lot at the far East entrance on Westbrooke Road. Follow the flow of traffic around the school looping through the parking lot before exiting.
- To park and walk your child to the gate, enter the school grounds through the same entrance and park in the large parking area. DO NOT drop your child(ren) off in the parking area. It is extremely dangerous for students to walk through the drive-through line.
- Exit the school through the exit on Westbrooke closest to Ironwood.

Attendance and Timeliness

It is important that Parents/Guardians and students recognize the direct relationship between regular school attendance and academic success. When students are absent, the benefit of class presentations, discussions and class participation is lost forever, and additional stress is placed upon the student who must catch up, as well as teachers who work diligently to ensure that all students are learning the required material. A student who is tardy to school not only places his/her own learning in jeopardy but also interrupts the learning of other students. Habitual tardiness and absenteeism are undesirable habits that children learn early and practice for a lifetime.

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.

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

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

In cases of excessive student absenteeism or tardiness, Parents/Guardians will be contacted by the Truancy Officer and may be issued citations as outlined in ARS § 15-805. Citations require court appearance and may result in fines and court costs.

Excused Absences:

A.R.S. 15-901(A)(1) The Department of Education defines an excused absence as an absence due to illness, doctor appointment, mental or behavioral health, homelessness, bereavement, family emergencies, time necessary to process for the armed forces, and out-of-school suspensions. Excused absences due to out-of-school suspensions must not exceed 10% of the instructional days scheduled for the school year.

A.R.S. 15-803(A)(2) In order for any of the above absences to be excused, a child who is under 16 years of age must be accompanied by a parent, guardian, or a person authorized by a parent.

A.R.S. 15-806(A) Absences for religious beliefs will be considered excused if they meet the following criteria:

- The student's legal guardian must provide written consent to the school prior to the absence.
- Written consent should inform the school that the student will be participating in a religious exercise or instruction and will be away from school grounds.
- Arrangements must be made for make-up work so that it doesn't cause an undue burden on the student, instructor, or school.
- Absences that do not conform to this policy will be considered unexcused

A.R.S. 15-807(B) In order for absences relating to illness, doctor appointment, bereavement, family emergencies, to be counted as excused absences, the school must be notified in advance or within 2 hours of the absence by the parent or other person who has custody of the student. The school will document the date, reason, and person reporting the absence. It is the policy of Burke Basic school to count family vacations as unexcused absences even if the school is notified in advance of the absence.

A.R.S. 15-901(A If an absence occurs relating to any other term or condition that is not specifically designated above, the absence will be counted as unexcused. Students absent for ten consecutive school days, except for excused absences identified above, will be withdrawn from the school effective the last day of attendance or reported excused absence. The School Governing Board may take disciplinary action that may lead to expulsion according to A.R.S. 15-342.

A.R.S. 15-805(B)(1) An attendance officer may issue a citation to the parent/guardian or the child that is in violation of A.R.S. 15-803.

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

In cases of excessive student absenteeism or tardiness, parents/guardians will be contacted by the Truancy Officer and may be issued citations as outlined in ARS 15-805.

The following consequences may be administered by the school:

Number of Absences	Outcome
5	Parent/guardian will be notified of the student's absences and consequences of further absences.
8	Parent/guardian phone call or meeting with the principal or vice-principal.
10	Contact by truancy officer.

15	Possible citation by truancy officer.

Tardy:

School begins at 7:55 a.m. Students that arrive after 8:00 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.

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

Number of Tardies	Consequences of Tardiness
3	• Contact home made by classroom teacher. • Loss of perfect attendance award
5 or more	• Contact to home made by principal • Attendance records will be affected
10 or more	• Meeting with principal, homeroom teacher and/or truancy officer will be conducted during school hours.
13 or more	• Time management will be offered. • Other options will be discussed. • Truancy Officer will make an in-home visit. • Other agencies may be notified.

Early Removal:

- Parents/Guardians 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 and Parents/Guardians should not pick up students before dismissal time.
- Students who are removed from school before 3pm must be signed out by the Parents/Guardians.
- Chronic early removals will result in administrative involvement.

Absence Reporting

Arizona Law Concerning Student Absences: ARS § 15-807

- Parents/Guardians are required by law to notify the school when their children are absent. Parents/Guardians will be asked to specifically identify the absence reason for school record keeping purposes.
- When a student is absent from school, the parent or guardian is required to call the school in advance or by 9:00 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

If students ride personal transportation such as bicycles, skateboards, skates, rolling shoes or scooters to school, Parents/Guardians and students must assume responsibility for all risks involved. 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, always while on school grounds. Immediately after students arrive, bicycles or scooters are to be parked and locked in the bicycle rack at the back of the school. 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 School East is private property.

The school does not furnish locks nor assume responsibility for the security of bicycles, scooters, skateboards, or other personal equipment.

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

Students are recognized by their teachers on their birthdays. Classroom birthday celebrations should follow these guidelines:

- 2:00 PM - Reserve time at the end of the day for birthday celebrations.
- Drinks must be sealable to prevent spills and stains.
- Treats should be store-bought or from a professional bakery.
- Keep it Simple.
- Please make sure treats are eaten before students leave for the bus.
- Birthday treats are not allowed during lunch due to state nutritional requirements and time constraints in the cafeteria.
- Birthday party announcements should not be passed out at school unless the entire class is invited.
- Due to their distracting nature, balloon bouquets are discouraged from being brought to school; however, they are permissible if delivered at the end of the day.

Buses and Bus Rules

It is our privilege to transport your children to and from our wonderful school each morning and afternoon. Our number one transportation concern is the physical and emotional safety of all passengers on our buses. The bus is an extension of the actual school, and all rules and expectations of the school are to be upheld at all times while on the bus. Riding the bus is a privilege and all students who maintain appropriate behavior will be allowed to utilize this service. Students who fail to follow these basic expectations or who fail to respond to the consequences of the school will have their bus privileges suspended or removed.

Please read these expectations with your child(ren) and remind them of their bus and school responsibilities throughout the year.

Student Bus Expectations:

- Children are encouraged to bring something appropriate to read while on the bus or quietly talk with their friends.
- Children should bring *water only* to drink while on the bus and at school. No food, gum, or candy is allowed on the bus.

Bus Behavior:

- In order to maintain positive behavior on the bus, students are assigned a seat and must remain seated until the bus stops at the school or their assigned bus stop.
- For the physical safety of the students, and other drivers, students must keep their head, hands and all other items inside of the bus. It is extremely dangerous to have anything sticking or thrown out of the bus window. *Parents/Guardians will be responsible for any damage resulting from items thrown from the bus by their child(ren).*
- For the emotional safety of the bus passengers, students will use quiet, appropriate language. Loud, foul or inappropriate language will not be tolerated.
- For the physical and emotional safety of the bus passengers, students will keep hands, feet and other objects to themselves. Any negative physical or verbal conduct such as bullying, teasing, name calling, or fighting, will not be tolerated on the bus or at school. Repeated violations could result in suspension from the bus.
- For the safety of all bus passengers, students will keep the bus clean by picking up after themselves. All trash and paper will be deposited in the trash can at the front of the bus.

Parent Bus Expectations:

- For the timely operation of the bus system, be at the bus stop 10 minutes early for pick up and drop off.
- If changes are made to the child's bus need, the parent must call the school prior to 1:00 PM to make changes.
- For the emotional welfare of your child, give him/her words of encouragement and a hug and a kiss before putting them on the bus.

Parent concerns:

- When problems arise, please notify the transportation office at *480-567-8426.*
- For the safety of all and in keeping the bus schedule, never step onto or in front of the bus to address problems with the bus driver. Always use appropriate language to discuss concerns with the driver. Remember that we are role models for all students on the bus.
- For the health of all, no smoking near the bus.

- For the mental and emotional health of all, report behavioral concerns of other children to the transportation director *480-567-8426*. Never approach another person's child about your concerns.

Bus Consequences:

For the physical and emotional safety of all, consequences must be administered for failure to follow the expectations outlined above. The bus drivers will use positive methods to encourage good bus behavior. Negative consequences will also be given for students who fail to respond to positive encouragement. School demerit consequences may also apply to negative bus behaviors.

The following consequences will be given for negative behaviors on the bus:

1st Behavior Write-Up	Note sent home to be signed by parent/guardian and returned the following day to the bus driver
2nd Behavior Write-Up	Note sent home to be signed by parent/guardian and returned the following day to the bus driver
3rd Behavior Write-Up	Phone call from Transportation Director and note sent home to set up a mandatory meeting to explain bus rules and 2-day suspension from bus services
4th Behavior Write-Up	Mandatory meeting with principal to explain bus and school expectations. Five-day suspension from bus services
5th Behavior Write-Up	Phone call from Transportation Director and removal from bus services for the rest of the school year

Campus Environment/Public Order

Arizona Law (A.R.S. 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 section 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 School East to govern the conduct of students, staff members, Parents/Guardians, or other members of the public while on the property are as follows:

- The Director, the Principal, and their designated representatives are charged with the responsibility of maintaining order at Happy Valley School 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 School 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 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 School East 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 School 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 School East that relate to student safety; building, classroom, playground, and campus security; the emotional peace and security of students, staff and Parents/Guardians; and the educational environment in the classroom.
- Threatening to cause physical injury to any employee or person attending Happy Valley School East. Examples include 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 School East.
- Knowingly going on or remaining on the property of the school for the purpose of interfering with or disrupting 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 School 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 School 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

Happy Valley School East does not set up carpools or provide transportation to or from school other than busing. Parents/Guardians must give their permission before their names and phone numbers can be placed on a carpooling list with other parents/guardians. This information is used for the sole purpose of carpool coordinating. Happy Valley School East does not update the list, verify information, arrangements, or make 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 school. Due to parental 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/Guardians to contact and evaluate prospective carpool drivers.

Cell Phones and Smartwatches

To ensure a safe, respectful, and distraction-free learning environment, Happy Valley School East has adopted the following policy regarding cellphones, smartwatches, and other personal electronic devices:
On Campus

All devices must be turned off and stored in backpacks upon entering campus. Students are not allowed to check messages, take calls, record audio or video, or access the internet on personal devices at any time during the school day. Cell phones and smartwatches may NOT be used during school hours (including before school, recess, lunch, and transitions).

On the Bus

The policy also applies to school transportation. Cellphones and smartwatches must remain off and inside your child's backpack while riding the bus. Listening to music, taking photos, or making calls is strictly prohibited.

Smartwatches

Smartwatches are considered personal electronic devices and must follow the same rules as cellphones. They should not be used for texting, calling, gaming, or accessing the internet during the school day. Cell phones that are taken out of backpacks during school (to include field trips or other school sponsored activities) will be confiscated, held in the principal's office, and released only to the parent or guardian.

Violations-

1st Offense: Warning and device held in the front office until the end of the day. (Parent pick up.)

2nd Offense: Meeting with Administration.

3rd Offense: Disciplinary action (points) and loss of privilege to bring devices to school.

Parent Communication

If you need to reach your child during school hours, please contact the front office. Students will not be allowed to use personal devices to call or message home during the day.
The above policy and procedures apply with the following exceptions for cell phones and smartwatches:

1. They are used for educational purposes as directed by the student's teacher
2. There is an emergency
3. The student has a medical condition requiring the use of a cell phone or smartwatch

At the beginning of each school year, the school district will provide to parents/guardians, teachers and students a copy of the policies adopted and notify the parents/guardians, teachers and students of any changes to the policy.

The school cannot accept any responsibility or liability for lost or stolen cell phones, smartwatches, or other personal electronic devices.

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

It is vital that Parents/Guardians 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. Parents/Guardians may fill these out or call in the information.

Child Find

In accordance with 34 CFR 300.111, 300.131 and A.R.S 15-761 (26) and A.A.C. R7-2-401.

All children with disabilities in need of special education and related services are identified and evaluated at Happy Valley School 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/Guardians 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/Guardians 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 School 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 and 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

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

Happy Valley School East offers a “Back-to-Basics,” traditional program of direct instruction that is aligned with state and national content standards. 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, strengths recognition and citizenship.

Custody and Other Legal Issues

Parents/Guardians 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.

Discipline and Student Conduct

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

Happy Valley School 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.

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 acting as positive citizens. 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 and enforced with students.

Every effort is made to keep Parents/Guardians informed of discipline issues should intervention be warranted. Teachers contact Parents/Guardians 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. Parent/Guardian signature does not necessarily indicate agreement with discipline measures but is evidence that Parents/Guardians are aware of the problem. A telephone call from the principal may or may not be made. Parents/Guardians 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/Guardians disagree after talking with the administration.

Parents/Guardians 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. The following point system may be used by the administration when students are sent to the office for behavior or discipline problems. Teachers do not assess points.

Happy Valley School East adheres to ARS 15-843 when setting our discipline policy and guidelines.

Discipline Point Matrix:

STUDENT BEHAVIOR	POINTS	STUDENT BEHAVIOR	POINTS
Excessive Talking	2	Non-Compliance	5
Not Following Rules	2	Vulgar language/ Gestures	5
Talking at inappropriate time	2	Bullying / Harassment	10
Leaving area without permission	3	Fighting / Violence	10
Restroom Violation	3	Gang activity	10
Teasing/Name Calling	3	Possession of Alcohol, Dangerous Objects, Fireworks/Lighters/Matches, Pornography	10
Throwing Food / Objects	3	Vandalism (minor)	10
Dress Code Violation	3	Putting self/others at serious risk	10
Swearing/Inappropriate Language	3	Smoking	10
Class disruption	4	Stealing	10
Deception / Cheating	4	Threats	10
Disturbing the learning of others	4	Violating the Law	10
Horseplay/Roughhousing	4	Arson/serious vandalism	30
Being Disrespectful	5	Possession/Distribution of drugs	30
Endangerment	5	Possession of Weapons/Explosives	30
Hurting Others	5	Sexual harassment/acts/abuse	30
Ignoring/Disobeying authorities	5	Serious Violence/Serious threats	30

Grades KG – 4th:

As indicated under Board approved policy	If the student is in grades KG-4th and seven years of age or older, suspension for no more than 10 days at a time and no more than 10 days total per school year. Before a long-term suspension or expulsion, the school will provide the student with a disability screening to ensure

	behaviors were not the result of a suspected disability and meet the criteria outlined in ARS 15-843. If the student is in grades KG-4th and less than seven years of age, suspension for no more than 2 days at a time and no more than 10 days total per school year. Alternative routes to address behavior must be implemented and documented before ISS is considered.
30 points	Possible expulsion based on disability screening outcome and parent/guardian discussion with the school Principal.

In-School-Suspension (ISS) – KG – 4th grades – In-school suspension requires the student to remain at school, but remain separated from the classroom environment. ISS may be for recess, lunch, partial, or full day. A full day ISS requires the student to move his/her personal desk to a designated spot in the front office area. The student must remain seated and working quietly to earn his/her way back to the classroom. The student will be taken to the restroom and lunch by a staff member and then returned to the ISS area. While in ISS, the student must remain at a desk in the designated area. The following rules apply to ISS:

1. No talking.
2. No sleeping.
3. Stay in your seat.
4. Work on school assignments.

Out of School Suspension – KG – 4th grades – If out of school suspension is being considered, students must be seven years of age or older and the school will determine if the student engaged in conduct on school grounds that (1) involved the possession of a dangerous weapon (without the permission of the school) (2) involved the sale/possession/use of dangerous or narcotic drugs (3) immediately endangered the health or safety of others or (4)* qualifies as aggravating circumstances as defined by the governing Board. If so and failing to remove the pupil would create a safety threat and the school considered alternate disciplinary interventions with the parents/guardians appropriate to the circumstances, document why alternate interventions were not considered and proceed.

* If the conduct is not related to weapons, drugs or the endangerment of others but constitutes “aggravating circumstances”, all of the following conditions must be satisfied to suspend out of school:

1. student behaviors were persistent,
2. persistent behaviors were documented,
3. behavior prevented other students from learning or prevented the teacher from maintaining control of the classroom,
4. behaviors were unresponsive to targeted intervention,
5. student consulted with social worker, school counselor, school psychologist or other mental health processional,
6. parents/guardians were notified and consulted about the behaviors,
7. student was provided with a disability screening, and results of the disability screening find that the student’s behaviors were not the result of a disability

Expulsion (KG – 4th grade) - Prior to a long-term suspension or an expulsion for a KG-4th grade student, the student must be provided with a disability screening. Following the screening the school principal meets with

the parents/guardians to review the screening results and determine if expulsion is warranted. If warranted the student is referred to the school Board. Once the student is referred for expulsion, the student may not return to the school.

If a student is out of school suspended or expelled for any reason, the parent must pick the child up immediately when contacted and the student is not allowed back on campus for the duration of the disciplinary action. Students on out of school suspension must complete missed schoolwork at home.

Grades 5th – 6th:

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

In-School-Suspension (ISS) – 5th – 6th grades – In-school suspension requires the student to remain at school but remain separated from the classroom environment. ISS may be for recess, lunch, partial, or full day. A full day ISS requires the student to move his/her personal desk to a designated spot in the front office area. The student must remain seated and working quietly to earn his/her way back to the classroom. The student will be taken to the restroom and lunch by a staff member and then returned to the ISS area. While in ISS, the student must remain at a desk in the designated area. The following rules apply to ISS:

1. No talking.
2. No sleeping.
3. Stay in your seat.
4. Work on school assignments.

Out of School Suspension – 5th – 6th grades – This is a last resort consequence when the student has not responded positively to other teaching consequences. This consequence may also be used for violent or vulgar behavior in order to remove an offending student from the rest of the population.

Expulsion (5th – 6th grade) – The school principal recommends a student for expulsion after meeting with the parents/guardians to explain why their student is being referred to the school Board. Once the student is referred for expulsion, the student may not return to the school.

If a student is out of school suspended or expelled for any reason, the parent must pick the child up immediately when contacted and the student is not allowed back on campus for the duration of the disciplinary action. Students on out of school suspension must complete missed schoolwork at home.

Refusal to Re-Enroll – The school reserves the right to refuse re-enrollment to any student who has been expelled or in the process of being expelled at the time of re-enrollment.

Student Dress Code

Please write your child(ren)'s name on clothing and all personal belongings brought to school.

SCHOOL UNIFORMS ARE REQUIRED. School uniforms promote a positive, less distracting learning environment. School uniforms require the student to develop positive social skills rather than dependence on clothing as a statement. The dress code is designed to help encourage a wholesome learning environment, to provide safety,

and to prevent any dress styles that would negatively affect students. Clothing should be clean, neat, and in good repair. It must conform to the style of school uniforms. Solid colors only. School embroidered polo shirt and sweaters are required. You may place your order at www.happyvalleystore.com (Prices may vary depending on the material of shirt and the shirt that you select.) Dress code will be checked each day at morning assembly. Students who are out of dress code will have to call a parent to bring the correct clothing before going to class. Thank you for your cooperation in this matter.

Polo Shirts/ Polo Tops with Happy Valley School East embroidered in red, white, and navy blue is required.

Must have solid colors only.
Must be modest, loose fitting, and appropriately cover midriff and chest area.
Must not have any language, pictures, or images.
Must have sleeves with no gaping armholes.

Pants/Shorts/Skirts are required to be navy blue, khaki and solid color, Dockers' style only.

Must be navy blue or khaki solid colors only.
Must not be baggy, saggy, or severely torn.
If pants are loose; a belt must be worn to hold them up.
Boxers or underclothing must not show.
Shorts are permitted as long as they are approximately 1 inch above the knee or longer.
Cargo pants and shorts are not allowed.
Athletic shorts such as basketball style are not allowed.
No denim shorts or skinny pants will be permitted. Denim of any color is not permitted.

Dresses must be navy blue or khaki solid colors only.

Must be modest, have sleeves, cover the chest area
appropriately.
Must be no shorter than 1 inch above the knee.
Jean shorts and skorts are *not* to be worn.
On physical education days, shorts are to be worn under the dress.
Leggings/tights must be red, white, navy blue or neutral gray (solid colors only)

Jumpers must be navy blue or khaki and must be completely free of any pictures, logos, or images.

Sweatshirts/Sweaters/Coats

Must be red, white, navy blue or neutral gray.
Must not have any language, pictures, images, or striping on them.
In winter only, polo shirts must be worn underneath the sweatshirts. Please do not send students to school wearing only a sweatshirt.
Long-sleeved undershirts may be worn under a polo shirt; however, the undershirt must be red, white or navy blue.

Coats are encouraged in the winter weather. Coats must also be red, white or navy blue with no language, pictures, images, or striping on them. Your child's name must be written inside the liner or on the tag of the coat.
Coats are not to be worn in the classroom.

Shoes and Socks

Tennis shoe, rubber sole, closed toe shoes are required.
Sandals, flip-flops or thong type shoes are not

permitted.
Shoes with wheels in the soles are strictly prohibited from being worn to school. Shoes must have a strap across the back.
Socks should be solid colors only, white, red, black, navy blue or gray.

Hats and Caps

Are not to be worn in the classroom or the building.
If hats or caps are worn to school, they are restricted to outside and must be worn with the bill facing forward over the face.
No inappropriate symbols or language is permitted on hats and caps.

Hair

Should be neatly groomed and clean.
Boys' hair must be kept trimmed out of their eyes and off of their collar.
Distracting or extreme hair styles and colors (i.e. bleached, highlights, colored streaks, mohawks, long spikes, etc.) are not permitted. Rat tails are not permitted. No headbands with animal ears.
No designs or words in haircut.

Make-up

Conservative make-up may be worn by girls only.
Must be applied before coming to school.
Make-up applied during school will be confiscated and given only to the parents/guardians. Strong smelling cologne is not allowed.

Jewelry

Since jewelry is distracting in the classroom, and poses a hazard on the playground, the school discourages the wearing of jewelry. Jewelry often gets stolen or damaged.
Girls may wear 1 pair of small earrings in the earlobes (one in each earlobe).
Boys may not wear any pierced jewelry.
Chains are not permitted.
Medical alert bracelets *are* permitted.
HVE is not responsible for any lost, damaged, or stolen jewelry.

Tattoos

That are visible are not permitted.
Writing on skin is not permitted.

It is the principal's responsibility to make final decisions regarding dress code issues.

Parents/Guardians agree to encourage their children to adhere to the school's dress code. We are not responsible for lost, damaged or stolen property.

Enforcement: Parents/Guardians 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 the changing fads in clothing and attire, the final decision regarding dress code issues rests with the administration.

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 focused and successful in the future.

Thank you for supporting our focus on learning and maintaining a positive, safe environment for everyone.

Drug/Alcohol/Tobacco/Weapon Free Zone

Happy Valley School East is a drug free zone with zero tolerance. The drug free zone includes the area within 300 feet of the school and its accompanying grounds, any public property within 1,000 feet of the school and its accompanying grounds, a school bus stop or on any school bus or bus which transports pupils to our school. For the purposes of Happy Valley School East, alcohol is considered a dangerous drug and will be treated the same as a drug violation. Students accepting, purchasing, selling, distributing, or using illegal drugs or substances will be recommended for expulsion. Students in possession of illegal drugs or found to be abusing prescription drugs or other substances will be recommended for expulsion. 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 and vaping 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

A person who violates this law is guilty of a class 3 misdemeanor.

Tobacco Free Zone

A.R.S. 36-798.03. Tobacco and vape products are prohibited at schools and school-related areas; exception; violation; classification

A. Tobacco and vape 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/Guardians/staff may not smoke or consume alcohol on or around the school property. Students accepting, purchasing, selling, or distributing illegal substances will be expelled. Students in possession of illegal drugs will be expelled.

Weapon Free Zone

A.R.S. 13-3101 – 3122 Weapons and Explosives

Arizona Law A.R.S. 13-3101 states that a deadly weapon is anything that is designed for lethal use, including a firearm. It is against Arizona law to carry a firearm or any deadly weapon on a school campus and can be classified as a felony offense for illegal possession of a deadly weapon. Recommended outcome for carrying a deadly weapon on to school property is immediate expulsion from Happy Valley School East.

Electronics

Electronic Devices are prohibited on campus. Cell phones, radios, CDs and CD players, iPods, MP3 players, Gameboys, Nintendo DS and PSPs except as outlined under the section titled "Cell Phones/Watches". 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/guardians must come to retrieve it.

- Please leave these devices at home.
- We are not responsible for lost, damaged or stolen property.

English Language Learners

If a student's enrollment papers indicate that the student speaks another language predominantly, 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 program with other English Learners to assist with their English Fluency progression. Parents/Guardians 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. 15-757, 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 in the necessary methods these classrooms require. The instruction is designed to best develop students' 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 School East will monitor the students for 2 years after fluency is achieved to be sure they remain above the acceptable level for their grade. If, at any time, they fall below the acceptable range, the student will be reclassified as an English Learner, and a meeting will be scheduled with the Parents/Guardians 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, and the administration believes that an alternate course of educational study would be better suited to the child's overall educational progress.

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, and the child has already been placed for a period of not less than 30 calendar days in an English language classroom.

FERPA Rights

The Family Education Rights and Privacy Act (FERPA) affords Parents/Guardians certain rights with respect to students' education records. They are:

- The right to inspect and review their student's education records within 45 days of the day the school receives a request for access.
- Parents/Guardians must submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will arrangement access and notify the Parents/Guardians of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent believes is inaccurate or misleading.
- Parents/Guardians may ask the school to amend a record that they believe is inaccurate or misleading. They should submit a written request to the principal, clearly identifying the part of the record they want changed and specifying why they believe it is inaccurate or misleading.
- If the school decides not to amend the record as requested by the parent, the school will notify the parent of decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
- 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 that 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, or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the school contracts to perform a special task (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 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.
- The right to file a complaint about complying with the requirements of FERPA. Write to the office that administers FERPA:

  Family Policy Compliance Office
  U.S. Department of Education
  600 Independence Avenue, SW Washington, D.C.20202-4305

Field Trips

Parents/Guardians sign a written permission form 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 a 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's approved vehicle and all other supervising adults.

Parents/Guardians, volunteers and all who supervise students on field trips must read and sign our "Volunteer Agreement" (see Appendix E) prior to the trip. Parents/Guardians and volunteers must speak English or bring a translator to facilitate supervision responsibilities. 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" can be a distraction.

Please inform your child's teacher if they will need a school lunch or if you will be sending a home lunch when you return your permission slip. Students should not bring food onto the bus. If the student has a special dietary requirement, please notify the teacher and the student's food will be marked and kept with the field trip lunches.

Grades

Numeric grades are given for academic subjects to reflect the percentage of correct answers the student achieves on graded work.

94-100	A
87 - 93	B
80 - 86	C
73 - 79	D
0 - 72	F

Students are required to demonstrate mastery of all subjects at the 85% level. If the student does not achieve 85%, the material will be re-taught and re-tested (up to three times) until the student does achieve 85% mastery. 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.

Grades are given in core classes, percentages to reflect actual achievement. At times it may be appropriate to give a student an "Incomplete = I" on their report card. In this instance the child has one month to complete the required work, or the grade becomes a failing grade. Music, computer, & PE give letter grades only.

Harassment, Threats, Bullying

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. 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, or knows of someone else who is, should report it immediately to a staff member. Parents/Guardians 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.

Retaliation against individuals reporting harassment, threats or bullying will not be tolerated and could result in immediate suspension or expulsion.

Homeless Students

Happy Valley School East will enroll homeless children identified by school personnel or agencies within the community. Homeless students and their families will receive educational services for which they are eligible, including referrals to health care services, dental services, mental health, and other appropriate services. Parents/Guardians of homeless children are informed of educational and related opportunities available to their children, including all available transportation services, and 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)(3)(E).

Homework

It is our philosophy that there is adequate time during school for students' academic learning. Happy Valley School East requires parents/guardians to spend a minimum of 20 minutes per day listening to their child read. This is critical in kindergarten through 2nd grade. The school may ask parents/guardians for additional help with students who need extra reinforcement of academic skills. Older grades may require more time to complete their reading. Parents/guardians need to help their children to remember to return readers and homework assignments the next school day. Parents/Guardians are required to meet with the teacher and /or administration when requested. Parents/Guardians are required to review their child's packet of sample work each week and provide encouragement and praise to their child.

The sixth grade will receive homework limited to 60 minutes per day in order to prepare them for the rigors of junior high school

Honor Roll

It is the intent of Happy Valley School East to recognize students who demonstrate honor in their behavior and academic progress at school. Students who do not demonstrate honorable character may not be eligible for honor roll. Honor Roll students will receive certificates in their classrooms every quarter.

What can disqualify your child from Honor Roll:

- *Math facts not being mastered.*
- *C, D or F on the report card*
- *Pink Slip (Up to the discretion of the Principal)*

Immunizations

Parents/Guardians must provide the school with copies of immunization records signed by a licensed medical practitioner or physician. The State of Arizona has revised the immunization requirements for several age levels. Parents/Guardians should contact their physician, the Arizona Immunization Program Office, or the school nurse if they have questions or need clarification.

Inadequately immunized children must have at least one current dose of each vaccine in order to attend school. Additional doses of the vaccines for which a child is deficient must be received when they are due in order for students to continue attending school.

If Parents/Guardians have a personal or religious belief exemption, they 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 the physician.

In the event of an outbreak of disease that is preventable by vaccine, children who are exempt from immunization will not be allowed to attend school until the risk period ends (usually 2 or more weeks).

Insurance

The school does not carry medical or dental insurance for students. Consequently, if they are injured during school activities, their Parents/Guardians must be responsible for medical or dental costs and for the cost of medical transport if medical services are called.

Kindergarten Acceptance

Children entering Kindergarten must be five years of age prior to September 1st of the current school year. Parents/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, however, the child must reach age 5 by January 1st of the current school year. ARS 15-821 (c).

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

Lost and Found

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 multipurpose room. At the end of the year, or when the lost and found becomes too full, we donate everything to a charitable group.

Lunch

Hot lunch calendars are sent out monthly with a deadline date for ordering. Hot lunches must be ordered and paid in advance. Our 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.

Parents/Guardians 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.

Happy Valley School East participates in the National School Lunch Program and offers lunches free or at a reduced price. Free and reduced-price lunch applications are available at orientation and 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.

Make Up Work

Students who are absent are expected to make up the work they have missed. If the parent knows in advance that the child will be absent, the teacher should be contacted and request missing work. This is best

accomplished through the school's email system. Each teacher has an email that will be given out at Open House prior to the first day of school. If a request is made through the front office staff, make sure to get the request in before 10:00 a.m. of the day it is to be picked up by the parent.

Nurse

- 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.
- We ask that all parents/guardians complete an Emergency Card for each one of their children.
- Students may not keep any medication with them at school, whether it is prescription or over the counter. Students may not carry an inhaler without written consent. These must be left with the nurse.
- The nurse will answer questions concerning laws about medications.
- We ask that you tell your child's teacher about any allergies or serious health issues or concerns. Due to allergies/asthma, Essential Oils are not permitted on campus.
- We want to do what is best for your children. We will attempt to reach you if an emergency arises, however, in case of serious illness or injury we will call for medical services. The cost of this service is the responsibility of Parents/Guardians.
- Children may not return to school until 24 hours have passed after: 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.

The school medication policies are:

- Parents/Guardians 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. The prescription must be no older than 12 months and the medication cannot be expired.
- 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/Guardians 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.
- A physician must sign a consent for prescription medication.
- Students may not carry an inhaler without written consent. These must be left with the nurse.

Parent-Teacher Conferences

Due to the amount of time it takes from teaching and teacher preparation time, we do not have formal parent teacher conferences. Teachers are very involved with students from 8:00 a.m. until 3:15 p.m. If you need to contact them to set up a meeting, call the front desk and leave a message for the teacher to call you or email the teacher at their School email address. They will contact you before or after the times above. Teachers send home samples of school work every week. We have found this to be a more effective way of keeping parents/guardians informed of the progress of their children. Parents/Guardians may arrange a visit with teachers when it is deemed necessary. We suggest that parents/guardians arrange such visits with teachers before and after school.

Parties at School

It is the responsibility of the administration to protect academic time on task. Holiday parties will be held at the end of the day. Halloween parties are not allowed due to their disruptive nature. Valentine parties may include card/candy exchanges if all students are involved, but not gift exchanges.

Phone Calls

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 except as outlined in section "Cell Phones/Watches".

It is better for parents/guardians to call before or after school if they find it necessary to talk to their children's teachers during the day. Parents/Guardians may leave a message at the front office, and teachers will return these calls as soon as possible.

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. The staff office may make a phone call to verify parental permission.

Picking Up Children and Afternoon Dismissal

School ends at 3:00 p.m. with the exception of early release days. Please follow the guidelines when picking your child(ren) up after school:

- Please end all cell phone conversations while in the school parking lot.

- When using the drive-through please enter the parking lot at the far East entrance on Westbrooke Road. You may exit immediately on the left after pickup without following the loop of the parking lot in the afternoon.
- If you want to pick up your child(ren) at the release door from the multi-purpose room, please use the main lot on the west side of campus to park and walk up to retrieve your students.
- If you arrive before your child's class has been released, you may be asked to park or return to the end of the line in order to keep the progress moving steadily.
- To help in the orderly flow of traffic, we ask parents/guardians who are in the drive-through line to remain in their cars until their child(ren) are escorted to them by school personnel.

Parents/Guardians are responsible for their children before and after school hours and are expected to pick up their children
immediately after school.

Students not picked up by 3:15 p.m. will be held in the office for parent pick-up. We ask that parents/guardians be timely in picking up their children after school. Our teachers and paraprofessionals have other work to complete before they leave the campus and are not able to supervise children after 3:15 p.m. Parents/Guardians who are unable to get to the school by 3:15 p.m. must enter the office to retrieve their child.

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 School East cannot be responsible for the breakage or loss of any of these items which include, but are not limited to, the following:

Anything for sale	Chewing gum	Rubber bands	Toys
Blankets	Computer/electronic games	Skate shoes with wheels	Trading/playing cards
Cameras/TVs/radios	Magazines/catalogs/comics	Sports balls from home including baseballs/footballs	Valuable jewelry
CDs/audio/video tapes	Money	Squirt/toy guns	
Cell phones/earbuds	Music players/recorders	Stuffed animals	

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:

"Adult" oriented materials/items	Flammable substances	Lighters/matches/weapons
Alcohol	Gang related items	Pornography
Any dangerous object	Illegal drugs/substances	Prescription drugs
Drug paraphernalia	Items related to violence/crime	Tobacco/Vape products of any kind
Fireworks/explosives/ammunition	Weapons of any kind	

Report Cards

Report cards are issued every nine weeks, taken home by the students, signed by the parents/guardians and the envelope returned. The information on the report card includes numeric grades reflecting achievement in all academic subjects. Students are tested at the beginning and at the end of the school year to determine academic progress in reading, spelling and math.

Rules for Student Behavior on Campus

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 quietly and orderly 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 and considered vandalism. (Arizona law holds Parents/Guardians responsible for restoring vandalized/defaced school property.)
- Remain in areas on campus that are supervised by school staff.
- Should not leave campus without an adult dismissal.
- Keep eyes and ears on the teacher or task.
- Use positive words and actions.

Safety on Campus

- Parents/Guardians/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 halls or drop into classrooms without prior approval.
- Parents/Guardians/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 in our parking lot.
- The speed limit is always 5 miles per hour in the parking lot.

- Vehicles should not stop or park in the path of pedestrian crosswalks and block the way for children and other Parents/Guardians.
- 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 / Resumes

Resumes for all teaching staff members are on file in the office and available for Parents/Guardians to review upon request. All classroom teachers at Happy Valley School East meet the federal requirements under Every Student Succeeds Act (ESSA) or the Arizona requirements for charters. (ESSA). All staff working in any capacity possess a Fingerprint Clearance Card which requires an FBI background check.

As a public school, Happy Valley School 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.

School Pictures

The school sponsors fall uniformed pictures. Pictures are mainly for the school yearbook and computer programs. Therefore, students must be in uniform for fall school pictures. We generally offer spring pictures in which students may dress up and uniforms are not required. Thank you for your help and support during school pictures.

Visitors/Observations/Tours

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. Visitors are by appointment only.

For each visit, visitors sign in and get a visitor pass badge from Front Office staff before going into the building. If the visitor is receiving a tour or on campus to observe the person giving the tour the person being observed will be called to pick up the visitor at 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.

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. Siblings or friends of students are not permitted to visit classrooms 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 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/Guardians do not want their children interacting with adults they do not know without their permission.
- Visitors should be appropriately dressed in attire that would be acceptable for students to wear according to the school dress code.
- Visitors may not video, photograph, or record other students without permission.

Visitors and volunteers should never:

- 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.

Volunteers

Volunteers are welcome and appreciated at all grade levels. Their help and special skills may be used to enhance the classroom environment. We love our volunteers to help throughout the school year in the following areas: 1st week of school helpers, Picture Day assistants, School-sponsored events, cafeteria assistance, and health office assistance with vision & hearing screenings.

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. The 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

Students are permitted to bring water bottles with water only. When the weather is warm, we would like parents/guardians to send water bottles with their children's names clearly written on them for use on the bus and in the classroom. Water bottles are placed on a back shelf in the classroom and not permitted at students' desks..

Complaint Procedures:

A Happy Valley School East parent is encouraged to contact the Principal, Jared Palmer, to report any concerns. The principal can be reached at 623-376-2900 or at jpalmer@hveast.com. Should a parent feel they need to

report information to a third-party representative, a parent from Happy Valley School East may submit an anonymous complaint to Mr. Mike Gaddie. Mr. Gaddie can be reached at 480-655-7868 or info@azbasicschools.org, and your request will be reviewed and investigated.

Appendices

Appendix A – Campus Environment & Public Order

ARS 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 person commits 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.

IMPORTANT PARENT/GUARDIAN NOTICE

Re: The 2026-2027 Parent/Guardian Handbook

Happy Valley School East's current Parent/Guardian Handbook is available online at hvseast.com under Parent Resources. Please read it carefully. 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.

Parents/Guardians will be given an acknowledgement form at Orientation to sign that they will read the Handbook online.

By publishing the information in our Parent/Guardian Handbook, giving public notification about the location of the Handbook, and having Parents/Guardians sign the acknowledgement form, we are establishing a legal document that is binding whether or not Parents/Guardians and students actually read all of the information in it.

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

Sincerely,

The Board and Staff at Happy Valley School East

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. I agree to abide by the terms and conditions outlined in this agreement/policy statement at all times.

Students: _____

Teachers: _____

Parent/Guardian Handbook for Happy Valley School East

Campus:

266 E. Westbrooke, San Tan Valley, Arizona 85140

480-888-1342– Office

480-888-8450 – Fax

Corporate Office:

202 E. Southern Ave, Mesa, AZ 85210

(480) 655-7868 -Office

(480) 655-7870 -Fax

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By Happy Valley School East

An Arizona Public Charter School

Owners/Board Members/Administration:

Owner: Jenny Gaddie

Director/Board Member: Mike Gaddie

Board Member: Jody Dial

Board Member: Anne Magruder

Board Member: Matthew Gaddie

Principal: Jared Palmer