



Student/Parent Handbook

2019/2020

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EAST VALLEY INSTITUTE OF TECHNOLOGY
Campus Information for Parents and Students
With Guidelines for Student Behavior

Mission Statement

To provide students a career and college preparatory education that produces a qualified workforce, meeting the market-driven needs of business and industry.

The East Valley Institute of Technology Philosophy

The East Valley Institute of Technology (“EVIT”) exists to create a better workforce for the future. The EVIT instructors and staff take great pride in educating this workforce.

EVIT is a community of active learners working in concert for the development of individual success and self-esteem. It employs comprehensive curricula, which seek to develop young adults intellectually, physically, socially, aesthetically, and emotionally. Creative and critical thinking, intellectual curiosity, and a love for learning are major objectives. EVIT values and encourages a sense of responsibility, respect for diversity, service to others, moral integrity, environmental awareness, and sensitivity to issues of global significance.

An EVIT education is an active partnership of learning among parents, students, faculty, the community, and businesses. The faculty and staff serve as positive role models with their commitment to continuing growth and development. They are dedicated to encouraging, supporting, and nurturing students in pursuit of excellence.

The school is located in Mesa on over 65 acres and serves more than ten feeder districts in Arizona’s East Valley. The school’s extensive facilities provide each student with an opportunity for a full range of offerings in academics and career development. EVIT’s foundation is a caring and supportive atmosphere that celebrates each individual and their unique potential. The men and women who complete an EVIT program are prepared for college or a successful career.

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STUDENT/PARENT INFORMATION

ADULT STUDENTS IN HIGH SCHOOL CLASSES

Under A.R.S § 15-782.02, career technical education districts may offer vocational education programs to adult students. Under A.R.S. § 15-393(D)(4), students over twenty-two years of age may attend vocational programs (other than massage therapy) during regular school hours on any of EVIT's central campuses, if the vocational program has additional student capacity after the enrollment of persons who are twenty-two years of age or younger. A person over twenty-two years of age cannot be admitted to or attend EVIT during regular school hours unless the person has a valid fingerprint clearance card pursuant to A.R.S. § 41-1758 *et seq.*

As required by A.R.S § 15-782.02, EVIT will notify you if your student will be in the same class with a student over the twenty-two years of age.

ATTENDANCE OFFICE

Procedures:

To excuse an absence, for tardiness, or for early release from class call the Attendance Office:

- Main Campus – 480-461-4026
- East Campus – 480-308-4626
- Fountain Hills Campus – 480-835-3126
- Apache Junction Campus – 480-308-4626

The attendance telephone has a 24-hour voice mail, so you may leave a message anytime.

Absence/Tardy

A parent/guardian must report any absence or tardy by phone to attendance. To excuse an absence/tardy, a parent/guardian must call within twenty-four hours following the absence/tardy. Any absence/tardy not excused by a parent/guardian will be documented as “unexcused.”

Early Release

A parent/guardian must call the attendance office to grant permission for a student under the age of 18 to be released from class early. The student is contacted, reports to the attendance office, and signs out. This becomes a record of the date and time a student signed out for the day.

DO NOT call the student's cell phone or the classroom. Campus policy restricts the use of cell phones during academic instructional time, and teachers do not have the authority to release a student from campus.

Attendance/ Absentee / Credit Procedures

EVIT's mission is to prepare students for competitive employment. Therefore, it is extremely important that EVIT policy reflect the values and needs of our local employers, who overwhelmingly agree that attendance and punctuality are two of the most important qualities that we can teach our students. In an effort to meet this challenge, EVIT uses the following policy:

- According to Arizona law, students are expected to attend at least 90 percent of class time in order to receive credit. Withholding of grades or credit can occur only if the student is absent more than nine (9) excused or unexcused days in a semester. If a student is absent more than 9 days per semester, the student will lose 1½ credits for the semester during which the absences occurred. At the tenth absence, a letter will be sent stating that the student has exceeded the Absence Guidelines, does not qualify for chronic or extended illness, and will receive no credit for the semester.
- A grade stating “Audit” will be issued. Students have options to make up time and work through Saturday School or Evening School. If time and/or assignments are made up, the Attendance Department must notify the Registrar’s Office to change the “Audit” to a letter grade.
- Any day EVIT is in session and a home school/district is not in session or does not provide transportation is considered an HSA. An HSA does not count as an absence for attendance purposes and cannot place a student on audit status. Home schools may also prevent students from attending EVIT for school related business. These events will be recorded as an HSA.

Within 5 school days of the absence, the home-school attendance clerk or administration must email attendance@EVIT.com with the following information: student name, activity description, and date of activity. No exceptions will be made.

Acceptable Home School Activities	Unacceptable Activities
Finals	Tutoring
AZ Merit Testing	Pep Rally
Late Start Modified Schedule	Military Recruitment
Sports Teams (with schedule provided)	Sporting Events (non-participant)

- All unexcused absences will receive an automatic phone call to the home number.
- If students or parents need to seek help with excessive absences, they should contact a campus administrator, who may refer them to counseling. Questions or concerns about excessive absences can be referred to the counseling department.
- To prevent students from unknowingly losing credit, the Registrar’s Office will generate a letter on the third (3rd) absence, further letters on the fifth (5th) and seventh (7th). It will state that if the student misses a total of ten (10) days unexcused, the student will lose credit(s), unless the absences have been due to chronic or extended illnesses. At the tenth (10th) absence, a letter will be sent stating that the student will not receive credit for the semester. This may put the student in jeopardy of graduating at the expected time.

Students can make up absences as follows ng by attending Saturday School:

- One day by attending Saturday School from 8:00 a.m. to 10:30 a.m.
- Two days by attending Saturday School from 8:00 a.m. to 1:00 p.m.
- One day be attending Evening School form 5:00 p.m. to 7:30 p.m.

Dates for these sessions are announced one month prior to their scheduled dates and are offered each 9 weeks. Students are required to obtain class work from their EVIT teachers for these make-up sessions.

Days made up at Saturday school or Evening Class will be subtracted from the total days missed. If the result is fewer than 10 days, the student will receive a grade for the class.

Tardy Procedures

In order to prepare our students with the skills needed for competitive employment, EVIT's tardy policy has been redesigned to maximize student responsibility. The following procedures will be implemented:

- Any tardy student in the hallways or around campus must go directly to the attendance clerk for an admit slip.
- A parent must call to excuse any tardy of a student under the age of 18. If students or parents need to seek help with excessive tardies, they should contact a campus administrator.

BUSES

The students' sending school district provides bus transportation. Refer any concerns or questions on busing to the transportation office of your home school district. Riding the school bus is a privilege extended to students. his privilege can be removed at any time for disruptive and/or unsatisfactory conduct. All riders are under the authority of the bus driver, and sending district rules apply. Students must provide their own transportation for summer sessions.

CAREER and TECHNICAL EDUCATION STUDENT ORGANIZATIONS (CTSO)

Participation in a career and technical student organization is part of the curriculum of each program at EVIT. Vocational clubs are organized to promote leadership, personal development, and career exploration. The clubs on the EVIT campus include:

- CCAP – Careers through Culinary Arts Program
- DECA – Distributive Educations Clubs of America
- ECC – Executive Club Council The ECC is a student government body consisting of leaders of technology clubs. The ECC is responsible for coordinating all student activities.
- ERA – Educators Rising Arizona
- FCCLA – Family Career and Community Leaders of America
- HOSA – Health Occupation Students of America
- Skills USA

CHILD ABUSE REPORTING

According to law, school employees must report non-accidental injury, sexual molestation, abuse, and neglect to Child Protective Services. People who are required to report suspected abuse are protected from civil or criminal liability. If parents or students need assistance in relation to abuse, they should contact EVIT's Counseling Office or an administrator for referral information.

CHRONIC ILLNESS INFORMATION

Students who have chronic or recurring illnesses must have a completed and approved Chronic Illness Form signed by a doctor and on file in the Attendance Office prior to absences taken. An approved Chronic Illness Form prevents the student from being placed in audit status if the absences are a result of the illness and within the parameters verified by the doctor to be chronic. Absences not related to the illness can place the student on audit status the same as any other student.

The Chronic Illness Form is only good for the school year in which it is completed. A new form is required for each school year. An approved Chronic Illness Form prevents the student from being placed in audit status if the absences are a result of the illness verified by the doctor to be chronic.

If the student's home school has a Chronic Illness Form on file, EVIT will request a copy. Otherwise students will need to obtain a Chronic Health Form in the Admissions Office. Please allow two weeks for the approval process.

Homework and class assignments shall be made available to students with chronic health problems to provide the opportunity to complete coursework and avoid the possibility of losing credit due to absence from school. Instructional arrangements shall be determined on an individual basis to ensure that continuous learning is integrated as much as possible with the regular attendance program. Credit awarded shall be based upon completed course requirements.

Having a current Chronic Illness Form on file prevents an "audit" grade" if the absences are due to the chronic illness, but does not excuse class work/assignments. Therefore, a student could receive a failing grade if work is not completed.

COMPLAINTS AND GRIEVANCE PROCESS

The policies and procedures covered by the Complaints and Grievance process shall include complaints of harassment, unlawful discrimination, or violation of school policy. The process is set forth in Board Policies JII and JII-R. Student discipline, suspension, or expulsion, is governed by Board Policy JK and JKD. Board Policy can be found at www.evit.com/about/governing_board.

Informal Grievance

A student and/or parent/guardian who have a complaint of any kind will be expected to notify the teacher or administrator in an effort to informally resolve the grievance. The student and/or parent/guardian shall exhaust the informal grievance process before filing a formal grievance.

Formal Grievance

If the complaint is not resolved to the student's and/or parent/guardian's satisfaction at the informal stage, a formal written complaint may be submitted to a school administrator or staff member within 30 days of the event(s) giving rise to the complaint. The form for submitting a written grievance is Form-7 at the end of this Handbook.

The grievance process is set forth in district regulation JII-EB, which is included at the end of this handbook. This regulation and all district policies and regulations may also be found on the Governing Board page at www.evit.com.

CREDITS

Credit can be earned each session provided attendance requirements are met and a passing grade is achieved. Credits are transferred to home school registrars at the end of each semester. Three-fourths (.75) credit is earned in each nine-week session completed with a passing grade and 90% attendance. Students who enter after the third day of any six-week session (or after the third day of their home school's start date) will be placed on mandatory audit status for that session.

Passing a class and receiving three-fourths (.75) credit does not guarantee the student to be a State Completer or Program Completer; the student must successfully complete a required number of competencies to be a completer.

CUSTODY

In cases where custody/visitation affects the district, the school will follow the most recent court order on file with the district. It is the responsibility of the custodial parent or parents having joint custody to provide the district with the most recent court order.

DANGEROUS INSTRUMENTS/DEADLY WEAPONS

Any student in possession of a firearm or other weapon on school grounds is subject to an immediate one-year expulsion. "Firearm" means any handgun, pistol, revolver, rifle, shotgun or other weapon that will, is designed to, or may readily be converted to expel a projection by the action of expanding gases. *See* A.R.S. § 13-105(19). "Other weapon" includes: a knife, except a non-locking folding knife with a blade less than 2 ½ inches; a bomb; a grenade; an incendiary rocket; nunchaku; a Molotov cocktail; chemicals that generate gas, fire, or explosions; and any explosive or destructive device. *See* A.R.S. § 13-3101 and Board Policy JICI at www.evit.com/about/governing_board.

DRESS CODE

We believe that EVIT students should dress modestly and appropriately for school. Class and industry uniforms, safety shoes, or other professional dress are required for all courses. When on campus and not in uniform students should adhere to the following:

Students may not wear clothing that causes annoyance, disrupts, agitates, interrupts, or interferes with others who are on the school premises for the lawful purpose of pursuing or providing a public school education. *See* Board Policy JICA and regulation JICA-R at www.evit.com/about/governing_board.

Therefore, the following are prohibited:

- shirts and tops exposing a bare midriff (no skin revealed between the bottom of the shirt/blouse and the top of pants/skirts/shorts);
- bare shoulders, spaghetti straps, halter-tops, and tops deeply/narrowly cut in the front, back, or under the arms. Shoulder straps on shirts/tops must be a minimum of 1.5 inches wide;
- clothing not covering buttocks, genital area, or underwear (*e.g.*, baggy or saggy pants, shorts, and short skirts);
- clothing, backpacks, binders, or other accessories, jewelry, or skin markings with symbols or messages regarding tobacco, alcohol, drugs, race, gambling, gang affiliation, obscenities, nudity, profanity, or sexual connotations;

- clothing identified by law enforcement agencies as being popular with gangs/negative student groups such as clothing with gang names, slang street names, eight ball markings (it suggests drug use or feelings of being discriminated against), or satanic markings;
- ribbed white tank top underwear;
- pajamas or slippers;
- bare feet or open toe shoes;
- profane or defamatory messages *See Board Regulation*
- anything that present a hazard to the health or safety of the student or to others in the school;
- items that could cause excessive wear or damage to school property;
- bandanas of any color, size, or shape may NOT be carried or displayed in any classroom or at any school activity;
- students may not wear items (shirts, hats, jackets, etc.) that identify themselves as Staff, Security, Police, SWAT, FBI, or any related law enforcement agencies (poses a safety concern in the event of an actual emergency); and
- items that interfere with schoolwork, create disorder, or disrupt the educational program.

At the discretion of an EVIT staff member, students may be directed to wear school-provided cover shirts if the student's clothing is deemed inappropriate. Refusal to do so could result in disciplinary action. School administrators will make the final decision regarding the appropriateness of student appearance.

DRIVING AND PARKING ON CAMPUS

Students driving on campus:

Students who drive to school must have their vehicle registered and obtain a parking permit. To obtain a **yearly** parking permit, you **must** have a valid driver license, vehicle registration, and proof of insurance.

A \$15 fee will be charged for parking permits. Students who drive vehicles to school must follow all state guidelines as well as the following EVIT guidelines:

- Students are permitted to park on school premises as a matter of privilege, not of right.
- The District remains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property.
- The District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside the automobiles.
- Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- A student who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action.
- If the students fail to follow school policy and procedure related to use of vehicles, the vehicle may be towed away and stored, at the owner's expense.
- Any vehicle parked on campus must display a student parking permit and can only be parked in the **designated student parking areas**.
- Vehicles **must** be driven in a safe and orderly manner entering, exiting, and on district property.
- Any student speeding or driving in a reckless manner will lose parking privileges. This includes excessive acceleration and/or squealing tires.

- Vehicles are to be vacated immediately after parking. Hanging out in the parking lot to include sitting in or on vehicles is prohibited during the school day, which includes lunch hours.
- Passengers **will not** be allowed to ride in the back of a pickup truck on district property.
- Students are responsible for passengers in their vehicle.
- All occupants of vehicles must wear seat belts.
- Cruising around the campus is not allowed.
- All vehicles parked on campus must have a current year parking permit • Students are not allowed to park in designated **Staff** and **Visitor** sections. The speed limit on campus is **15 MPH** and will be enforced.

All Vehicle Violations will result in a conference with security and/or administration. Students may be assessed a nominal fine for repeated violations.

DRUG TESTING

EVIT's primary goals are to prepare students for the workplace and to work and learn in a safe environment. For this reason, EVIT reserves the right to have students randomly drug tested to fulfill these goals.

ELEVATOR

Use of elevators are restricted to individuals who are not physically capable of using the stairs.

EMERGENCY STUDENT CONTACT BY A PARENT/GUARDIAN

Since EVIT employees are responsible and accountable for students, parents are expected to call the school to inform their student of an emergency. **Please do not call their cell phone.** Students are not allowed to use cell phones during instructional time. During an emergency, a school employee will go get your student from class and bring them to the office. At that time, we will follow the instructions given to us by the parent/guardian.

EQUAL OPPORTUNITY

EVIT provides all persons with equal educational opportunities regardless of race, color, sex, national origin, marital status, age, or disability.

EXPULSION

Any student who has been expelled from his or her home school district will not be admitted as a student at EVIT. An EVIT student who is expelled from his/her home school while attending EVIT may not continue to attend EVIT. (A.R.S. 15-841.C)

FIELD TRIPS

EVIT supports class field trips as a means of providing students with curriculum-related experiences in the community. Field trips should "supplement, extend, or enrich the instructional program in a manner not possible to achieve on campus." See Board Policy IJOA at www.evit.com/about/governing_board. Teachers must submit Field Trip Request Forms to administration at least two weeks prior to the date of the planned activity.

- Before any student is taken from the school grounds on a field trip, written permission must be obtained from a parent/guardian for each trip.
- Transportation shall be provided only by District approved conveyance, driven by authorized personnel.
- The District does not support trips designed primarily for recreation, reinforcement, or recruitment purposes.

FIRE DRILLS

The structure of our buildings is such that few fire hazards are present. Preparedness for an emergency, however, is an excellent precaution in the event of a fire drill. Leave your room quickly and in an orderly fashion, closing all doors as you leave. Proceed to the assigned sidewalk area. In the event of a fire drill: **follow the directions of your teacher** who has been trained for such emergencies. Not following the instructions of your teacher and fire drill procedures can endanger your safety and that of your classmates. Failure to comply with instructions and procedures can be cause for suspension. Pulling a fire alarm when an emergency does not exist is ***AGAINST THE LAW***. Students involved will be suspended from school.

FOOD AND DRINK IN EVIT BUILDINGS

Food and drink **WILL NOT** be brought in EVIT classrooms. Student lounges are provided for this purpose. The only exception is bottled water. Violators may be sent to administration office. Programs whose curriculum includes food preparation, such as Culinary Arts, may have food **in designated areas only**.

FUND RAISERS/PRODUCT SALES

Classes/groups that wish to sell products on campus must be officially recognized school organizations and must have the sale approved by the Executive Club Council (ECC), school administration, and must be on the Board's approved list of fund-raising activities. All funds collected must be deposited in the school's student funds account. Employees will not keep funds in their desks or work area.

GANG ACTIVITY/SECRET SOCIETIES

Gang activity of any kind is not tolerated at EVIT. This includes the verbal or visual advertising of gang affiliation, even if such advertising is on one's own property or one's body. Board Policy JICF states, "The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action."

GRADES

See "Report Cards."

HARASSMENT / BULLYING

EVIT is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students. *See* Board Policy JBB at www.evit.com/about/governing_board. Conduct that constitutes bullying or harassment may also violate federal and state anti-discrimination statutes. The District will not tolerate unlawful bullying and harassment of any type. Bullying and harassment, as defined herein, is prohibited during any District program, activity, or provided service including transportation.

Definitions

“Bullying” means systematically and chronically physically, psychologically or emotionally harming, demeaning, dehumanizing, or embarrassing a student or employee and includes any unwanted and repeated written, oral, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve:

- teasing;
- threats;
- intimidation;
- stalking;
- cyberstalking;
- cyberbullying;
- physical violence;
- theft;
- sexual, religious, or racial harassment;
- public humiliation;
- destruction of property.

“Bullying” also includes retaliation against a person who has asserted or alleged an act of bullying or harassment. A report of bullying or harassment that is not made in good faith is considered retaliation.

“Cyberstalking” is the use of the Internet, email, instant messages, phone calls or other electronic means to stalk harass, intimidate or frighten an individual, group, or organization. It may include false accusations, defamation, posting derogatory statements, monitoring someone’s online activity or physical location, identity theft, threats, solicitation, or gathering information that may be used to threaten, embarrass, or harass.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

Procedure for Reporting

Any student or student’s parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school administration. The student may also

report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator.

All school employees are required to report alleged violations of this policy to the principal or as described above. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the principal or as described above. Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Procedure for Investigation

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by an individual, designated by the principal, who is trained in investigative procedures. The investigation shall be completed within ten days of the complaint. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigator shall collect and evaluate the relevant information. The highest level of confidentiality possible shall be provided regarding the submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed.

Whether a particular action or incident constitutes a violation of the policy requires a determination based on all the facts and surrounding circumstances and shall include a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior and a written report to the principal. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

If the alleged acts are outside the scope of the District's authority and believed to be criminal acts, the matter shall be referred to the appropriate law enforcement agency. If acts are outside the scope of the District's authority and not criminal acts, the principal shall inform parents/guardians of all minor parties.

Parent Notification

Administration shall report the occurrence of an incident of bullying as defined by District policy to the parent/guardian of all students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone or by personal conference and in writing by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

HAZING

"Hazing" means forcing a student to risk or suffer physical or mental harm or degradation to join or remain in a school affiliated organization. Hazing is prohibited.

HOME SCHOOL ACTIVITY

See "Absentee/Credit Procedures." These forms can be obtained at the information desk.

HOURS OF OPERATION

EVIT is open for business **Monday through Friday from 7:30 am - 4:00 pm** daily except scheduled holidays and school breaks. The campus opens at 7:30 am. Students are encouraged to wait for class bells in our student lounge prior to each session beginning.

EVIT offers a one-half day program to eligible students attending a public high school, a charter high school, or a high school student attending a home school in the East Valley. Three-fourth (.75) credit is earned for successful completion of each nine-(9) week grading period. It is possible to earn 1.5 credits per semester.

IMMUNIZATIONS

A form, giving the month and year students were immunized against specific diseases, must be completed and in home school files before students can enroll. Students must be immunized against Measles, Mumps, and Rubella (MMR), Poliomyelitis, and Tetanus-Diphtheria. Students who attend only EVIT must have an immunization record on file with the Registration Office. Although the law allows exemptions, the County Health Department may tell us to exclude students who are not immunized if there is an outbreak of these diseases. Health programs may require documentation of additional immunizations.

INSURANCE

Insurance is available to all students who attend EVIT. Purchase of student insurance is through district accounting. Some EVIT activities or programs may require proof of medical insurance coverage. **EVIT is not responsible for personal injury or loss of property while on campus.** See Board Policy at www.evit.com/about/governing_board.

INTERPRETER/TRANSLATION SERVICES

If a parent, teacher, or student needs assistance in interpreting or translating languages relating to EVIT or a student at EVIT, please contact the Admissions department at 480-461-4000. They will make arrangements for an interpreter to assist with enrollment and/or answer questions about EVIT and/or your child.

LITTERING

Littering will not be tolerated. Students caught littering are subject to disciplinary action and may be required to perform community service on campus. Littering is a form of vandalism; see 'Vandalism' under "Problem Areas."

LOCK-DOWN

In the event of a lock-down drill; **follow the directions of your teacher** who has been trained to provide you with the safest environment for your protection. Not following the instructions of your teacher and established lockdown procedures can endanger your safety and that of your classmates. Failure to comply with instructions and procedures can be cause for suspension.

LOCKERS

Many EVIT classes furnish lockers for safe storage of students' personal items. Lockers are district property and remain under district control. The district retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant. This may be accomplished whenever reasonable suspicion exists that a law or school rule has been violated, or that the health, safety, or welfare of students/staff may be in danger.

LOST AND FOUND


Clothing and other articles found at school will be placed in an area at the Front Desk. We encourage you to label all clothing, tools, and other personal items. EVIT employees will return all items labeled. All unclaimed inventory is donated to charity periodically throughout the year. Do not bring expensive personal items such as iPods, Cell Phones, PDAs, etc. as EVIT is not responsible for any personal items you may bring to campus.

MEDICATION

School personnel are sometimes asked to administer medication to students during school hours. If there is a need to take routine medications while at EVIT, the program administrator must be notified so an individualized plan for administration can be put into place.

Students may not carry or self-administer medication (including over-the-counter drugs) unless authorized by a parent/legal guardian, physician and school administrator. Written authorization must be carried with the medication. The amount carried must be limited to one day's dosage. Students may carry metered dose inhalers if authorized in writing on a **Release for Student to Carry Inhaler on Person** form by the parent/legal guardian and school administrator.

NUISANCE ITEMS

Use of cell phones, electronic devices, headphones, cameras, musical instruments, or other distracting items is prohibited during instructional times. They should not be visible during instructional time. **If these items are used during instructional time, the teacher will confiscate them and contact a parent or guardian.** The teacher will have the option of returning the item or giving it to an administrator. If the item is given to an administrator, it may be kept until a parent or guardian can pick up the item. Academic instructional time includes any time between the tardy bell and the dismissal bell, and includes break times for cosmetology students.  Cell Phones may be used during class instructional time as permitted by instructor.

NURSE

EVIT **does not** have a nurse on campus. Students with medication requirements refer to Medication Section above.

NOTICE OF CONFIDENTIALITY OF RECORDS

Dear Parent:

The Governing Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all

students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and
- Arizona Revised Statutes, Title 15, Section 141.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include – but are not necessarily limited to – identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the District under the supervision of the building administrator and are available only to the teachers and staff members working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon its request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent [34 C.F.R. 99.7(a) (3)].

You have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have received copies of the information [34 C.F.R. 99.7(a)(1)]. Parents who wish to review their children's records should contact the principal for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own [34 C.F.R. 99.7(a)(1)]. If at any time an agreement between the principal and parent cannot be reached, you may contact the Superintendent and request a hearing.

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two years after the date your child was last enrolled in this school district.

Copies of the district student education record confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7(a)(5) and 99.7(b)]. Federal law also permits a parent to file a complaint with the Family Education Rights and Privacy Act Office in Washington, D.C., if you feel the school is violating public school records policies and statutes [34 C.F.R. 99.7(a)(4)].

OFF-CAMPUS JURISDICTION

School rules and other reasonable expectations of acceptable student behavior may be extended to include student conduct while off campus during the regular school day. This includes the student's conduct while going to and from school and during the lunch hour.

Once students have arrived on the EVIT Campus, students are expected to remain on school property. This includes and is not limited to school buses, driving, being dropped off, and public transportation. If students leave campus without authority, they are subject to administrative discipline.

PARENTS RIGHT TO KNOW

Pursuant to requirements of the 'No Child Left Behind Act' of 2001, Section 1111 (h) (6), Parents Right to Know, parents of students attending the East Valley Institute of Technology may request information regarding the professional qualifications of their child's program instructor. Upon such request, information will be provided in a timely manner.

PARENT EMERGENCY

See "Emergency Student Contact by Parent/Guardian."

PARKING

All vehicles parked on EVIT property must be registered, display the **current year** parking permit, and parked in appropriate areas. (Student parking information, see "Driving and Parking on Campus.")

PERSONAL DEVICES

Except as permitted by this policy, no student shall use, display, transmit or have in the "on" position on school property any wireless communication device or personal entertainment device, including but not limited to cell phones, two-way radios, CD/MP3 players, and electronic games, or any laser pointers or similar devices until after the conclusion of the instructional day.

If they are used, an EVIT employee will confiscate them or if the student refuses to turn over the phone, student and phone will be sent to the Administration office for further action. Once an administrator is given an electronic device belonging to a student, it will only be returned to a parent/guardian. Cell phones will not be used while operating a vehicle on campus (driving safety is more important than the cell phone.)

If a student uses a laser pointer in a way that reasonably could or does cause physical harm, the laser pointer may be considered a dangerous instrument and the student will be disciplined accordingly.

PERSONAL PROPERTY

The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises. This is included but is not limited to: skateboards, iPods, cell phones, PDAs, pagers, roller blades, and handheld game devices. EVIT is not responsible for lost or stolen items. See Board Policy ECAD at www.evit.com/about/governing_board.

QUESTIONING GRADES, ABSENCES, OR OTHER RECORDS

Students have the right to question grades, attendance records, and other school records. If a student thinks an error has been made, the first level of appeal is to meet with the instructor. If a grade is in question, the student contacts the teacher who recorded the grade. The second level of appeal is to the appropriate administrator. Appeals must be made within ten school days from the time the student discovers a possible error. Appeals after the school year ends should be directed to the appropriate administrator.

REFUNDS

Any person who has enrolled in a program and paid the deposit, tuition, and/or other fees must officially withdraw with the Registrar's Office in writing, by telephone, or in person, ***no later than the day before the first day of class*** to be entitled to a 100% refund of fees paid, less any applicable registration fees. All refunds and deposits that may be due to a student will first be applied to debts that the student owes EVIT.

All students must officially withdraw from class and request refunds of tuition or class fees in writing. Failure to formally withdraw from class will result in full liability for all tuition or fees. Do not bypass the refund process by placing a "stop payment" on a check. Doing so may result in additional fees and a report filed to the Maricopa County Attorney. The postmark on written notification or the date information is delivered in person to the school's registrar's office will determine cancellation dates.

Tuition Refunds Per Nine-Week Session/Clock Hours- For Adult Students

Tuition is collected every nine weeks, or once per month, pursuant to payment schedules established. Unless otherwise indicated, the following policy will apply:

1. Full refund if the class is canceled, or if the student withdraws the day before class begins.
2. No refund if the student withdraws on or after the 10th day of enrollment in class in any session, unless approved by the Adult Education Director.

Dual Enrollment (College Credit) Class Refunds or Transfers

For further assistance with Dual Enrollment class refunds or transfers, please contact your corresponding community college.

Program Class Fees Refunds or Transfers

Class fees will not be refunded on or after the 10th day of enrollment in class of any session. In the event that a student withdraws from one program and transfers to another EVIT program, the balance of class fees will not transfer with the student on or after the 10th day of class enrollment has begun.

Withdrawals made ***prior*** to the beginning of the 10th day of class enrollment may have class fees transferred to the new EVIT program as stated in the **Refunds/Transfer of Funds Time Limits** section of this policy.

Refund/Transfer of Funds Time Limits

Unless otherwise indicated the student must request refunds or fund transfers within **ten calendar days** after official withdrawal from a class. Failure to adhere to the time limit specified will result in forfeitures of any balances.

Upon withdrawal from a class or program, the Instructor must provide signed documentation to the Registrar's Office, if the student meets the following criteria:

1. Received materials, supplies, uniforms, or tools.
2. Participated in club activities (i.e., Skills USA, HOSA, FCCLA, FEA) or
3. Paid fees for community college credits.

Upon receipt of documentation from the Instructor, request for refunds or fund transfers may be processed, less any applicable costs that may have been incurred by the student. Any materials, tools, or equipment owned by EVIT and borrowed by the student, must be returned before any requests for refunds or fund transfers will be processed.

Request for refunds or transfer of funds will not be executed because of nonattendance.

Canceled Classes

In the event that a class is canceled by EVIT, a 100% refund will be made for all tuition and/or fees attributable to the canceled class.

Short-Term/Continuing Education Class

Fees and tuition refunds will be made on the following basis:

1. Full refund if the class is canceled *or* if the student withdraws the day before class begins.
2. 50% refund if the student withdraws *before* the third day of each session.
3. No refund if the student withdraws the day of the third day or thereafter.
4. If a student misses one or more day during a session, the student may make-up the day upon approval of the instructor and Director, provided space is available and that days are made-up before the end of the session.
5. Tuition and fees cannot be transferred to another session because of non-attendance.

Other Refunds

Students withdrawing from EVIT for one of the following reasons must submit a written request for a refund to the appropriate administrator:

1. A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the remainder of the session. The doctor's statement must be on file with EVIT before a refund can be given.
2. Serious illness or death of a family member that prevents the student from attending all classes for the remainder of the session. Appropriate documentation must be provided before a refund can be given.

3. **Refunds for Armed Forces Personnel:** A student in the U.S. Armed Forces or in the Arizona National Guard who is called to active duty and assigned to a new duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition and class fees (less registration fees), provided that the class has not been completed and the student did not receive any supplies.
4. **Death of a student:** The spouse or immediate family member may request a refund. Appropriate documentation must be provided before a refund can be given.

Requests for a total withdrawal from EVIT for one of the above stated reasons may result in a pro-rated refund of tuition or class fees, provided that the student did not receive any supplies or the class has not been completed.

Non-Sufficient Funds (NSF)

EVIT accepts cash, cashier's check, money order, or personal check for the payment of tuition, class fees, books, supplies, or other related costs. A receipt is given for each transaction.

Adult students may also pay by MasterCard or VISA.

If a personal check is returned due to the fact of Non-Sufficient Funds (NSF) or a credit card is declined, then the following procedures shall apply:

1. A certified letter, with return receipt requested, will be sent to the name and address listed on the student registration document or credit care voucher, explaining the reasons for the letter and the terms under which repayment of funds are to be made. The recipient will be allowed five calendar days from the date of receipt of the letter to correct any issues. In addition to repayment of funds, the following fees shall be charged:
 - a. \$25.00 NSF Fee
 - b. Certified Letter Fee, and
 - c. Other Related Fees
2. Repayments to EVIT will be made by **money order, cashier's check or cash**. Checks will not be accepted for any subsequent payment.
3. If the recipient has not corrected the debt within five calendar days, the recipients account will be forward to the Maricopa County Attorney.

REFUSAL TO READMIT

State law A.R.S. § 15-841 allows a teacher to request that a student not be re-admitted to class following a suspension if it can be documented that the student's behavior repeatedly interferes with the teacher's ability to communicate with the class or inhibits the learning of other students in class.

REGULAR BELL TIMES

	AM Session	PM Session
First Bell	8:00 AM	12:00 PM
Tardy Warning Music	8:03 AM	12:03 PM
Tardy Bell	8:05 AM	12:05 PM
Dismissal	10:35 AM	2:35 PM

Additional Class Times:

Some classes at EVIT start and end on a different schedule (i.e. Cosmetology, Massage Therapy, One Year Medical Assisting, etc.) Students enrolled in these classes are responsible for making appropriate arrangements to avoid tardiness.

Late starts:

EVIT does not have late start regardless of home school schedules.

REPORT CARDS

Report cards are published online following each nine-week period. Hard copies are available by request. Subjects are marked in five grades: “A” and “B” grades are above average; a grade of “C” is considered average, while a “D” is passing but below the average. Failure is marked with an “F”. Student grade cards may also reflect “I” an Incomplete, “AUD”, an Audit, or “W”, Withdrawal. An ‘I’ will turn to an ‘F’ if the incomplete work or project is not completed by the end of the next nine-week grading period. Any single assessment cannot count for more than 20% of the student’s final grade. Voluntary audits (taking the class, but not receiving credit) **must be** approved through EVIT Counseling within the first five days of the grading session. Auditing of classes is not recommended and/or encouraged.

SCHEDULE CHANGES

Students who wish to change from one EVIT program to another should first meet with an EVIT counselor to complete and/or review their assessment file. Parent or guardian permission is required for a schedule change. No schedule changes will be made during the first three days of each semester or after the third day of a new nine-week grading period. A schedule change form must be signed by **both** teachers and the parent before the change will take place. Stay in your current class until all paperwork is complete and you are notified by counseling that the change is official.

SEARCH AND SEIZURE

Students possess the right to privacy of person, as well as the freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school’s responsibility to protect the health, safety and welfare of all students and staff. A search of a student’s person, bag, or purse shall be undertaken only if there is reasonable suspicion that the search will reveal evidence that the student is violating the law or Board policy.

General searches of school property (including personal items found on school property) may be conducted at any time when there is reasonable suspicion for school employees to believe that something that violates a law or school rule is on school property.

The search of school property may be made without the student being present. School employees may seize illegal items or other possessions determined to be a threat to the safety and security of others, or might possibly interfere with school purposes. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

School officials may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety, or welfare of students and staff may be in danger.

SKATES (ROLLER OR IN-LINE), SKATEBOARDS, SCOOTERS

EVIT prohibits the use of roller skates, roller blades, skateboards, scooters, and similar devices on school property. However, students may use these items as transportation to and from school. Students must stop riding skateboards/scooters once they reach school property. When using skates of any kind, students must stop at the first available seat/bench on campus and remove the skates.

STUDENT IDENTIFICATION

A student on or near campus must carry a picture identification card (preferably a home school ID). Each student must properly identify himself or herself when asked to do so by any teacher or campus official. Failure to do so will result in disciplinary action.

STUDENT RIGHTS AND RESPONSIBILITIES

Board Regulation JI-R states, "All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers and other school personnel. Students who violate the rights of others or who violate rules and regulations of the District are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community."

STUDENT SERVICES

Counseling & Guidance

Counselors meet with students to assist in their career planning, class selection, testing, and assessment, as well as post-secondary placement. The counselor may arrange to meet with students at key times during the year to discuss class progress, scheduling of classes, attendance, etc.

TARDY

Refer to '[Tardy Procedures](#)' listed under **Attendance**.

TELEPHONES

A student telephone is available for school business at the information desk in the front lobby. Students **will not** be allowed to use teacher telephones or their cell phones during scheduled class/academic time.

General Information

- Main Campus – 480-461-4000
- East Campus – 480-308-4600
- Fountain Hills Campus – 480-835-3100
- Apache Junction Campus – 480-308-4600

Parents/guardians: Use these numbers for emergencies. A school employee will contact your student. Please do not call your student's cell phone for emergencies.

TOBACCO, E-CIGARETTES, AND VAPES AT SCHOOL

The use of any tobacco, e-cigarette, or vape device on any campus is prohibited at all times. *See* Board Policies GBED and JICG at www.evit.com/about/governing_board. The prohibition applies to faculty, staff, students, and visitors.

Under A.R.S. § 13-3622, it is illegal for a minor to be in possession of a tobacco or vapor product. A.R.S. § 36-601.01 prohibits smoking in all places of employment. Under A.R.S. § 36-798.03, "Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school sponsored events."

Violations are referred directly to Administration.

TRANSPORTATION OPTIONS

Students are encouraged to support the Clean Air Campaign by exploring alternate transportation options. If you are enrolled in a high school within EVIT's district, your school district provides bus transportation from and to your home school. Limited parking is available at EVIT; therefore, students who plan to drive are encouraged to carpool. There are bike racks on campus.

TRIP REDUCTION PROGRAM STUDENT PARTICIPATION INCENTIVES

Students that use an Alternate Mode of Transportation (carpool, bicycle, light rail, bus, or walk) to get to school are eligible for several benefits for participating in EVIT's Trip Reduction Program (TRP). There are a few incentives offered by EVIT, which you can earn by participating in TRP.

For more information, please visit the bulletin board in Building One and/or Administration.

VISITORS ON CAMPUS

All visitors **MUST** report to the front desk and sign in.

Visitor passes will be issued for school business only, with a valid ID, which will be scanned into the internal database. Social or "unstructured" visits will not be allowed. High School students who are interested in enrolling at EVIT are encouraged to arrange a technical class visitation through EVIT Counseling. Visitors may be restricted from lab areas for safety reasons.

Clients coming to use EVIT program services such as Auto, Massage, Web Design, etc. must also report to the appropriate office and sign-in.

WITHDRAWAL PROCESS

If it becomes necessary for a student to withdraw from school during the school term, his or her parents should notify counseling or registrar two days in advance to prepare transfer records. Notifying a teacher is not a proper withdrawal from the program. A withdrawal sheet must be taken to the classroom teacher for proper clearance. Parents may come to school and make the withdrawal at any time. In addition, a withdrawing student must meet with a counselor and campus administrator before beginning the procedure. All students under 18 years of age must have parent permission to withdraw unless previously emancipated.

GUIDELINES FOR STUDENT BEHAVIOR

In order to assist you and others in the pursuit of a quality education, we have established some guidelines for student behavior. These guidelines are based on existing policies and procedures of the district and are designed to create a pleasant and safe environment for all students in our school.

Your primary purpose for coming to school should be to grow through classroom and extracurricular activities. You must remember that you are responsible for your own actions. If your actions are in violation of school guidelines, you will have to accept the consequences. You should also understand that Arizona law allows the school district to hold you accountable for your behavior on school property, on the way to and from school, during any school-sponsored activity, and in other locations outside school grounds if the behavior has a negative impact on other students, school employees, or school activities. The following pages describe the guidelines for student behavior. Students may, at any time, be counseled by teachers or administrators regarding their behavior. Please accept this advice as valuable and understand that the intent is to help you. We are proud of our school and the opportunities provided to students. We sincerely hope you will take advantage of our programs and strive to become the best you can be.

CONDUCT AT SCHOOL

In order to most benefit from any of EVIT's vocational programs, the following rules must be followed.

- Use courteous language & manners at all times
- Keep your hands & feet to yourself
- No sleeping in class
- Keep food & drinks out of EVIT buildings
- Do not disturb others or interrupt their learning
- Follow directions given by all EVIT staff members
- Must have a hall pass to leave the classroom
- May not interrupt another class
- Carry & keep the hall pass visible when out of class
- Treat school property with respect
- Bring all necessary tools/supplies/uniforms to class
- Practice safety rules at all times
- Refrain from excessive public displays of affection
- Use teacher materials only with permission
- Be in your seat when the bell rings to begin class
- Remain in class until dismissed by the teacher
- Be properly dressed per program requirements

DISCIPLINARY OFFENSES AND CONSEQUENCES

This is a list not all-inclusive. A student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of a school administrator. All disciplinary actions will be subject to home school notification. Any student who knowingly assists another in committing an act of misconduct may be subject to the same disciplinary action as the student who commits the act of misconduct. These problem areas may also involve criminal violations of state or federal law. School officials must notify law enforcement officials of a suspected crime against persons or property and any incident that could potentially threaten the safety or security of students or staff.

Academic Misconduct/Cheating

Cheating, plagiarism, or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately.

Minimum	Parent involvement/zero grade	Maximum	Removal from class
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Alcohol Violation

Use, possession, sale, purchase, or distribution of alcoholic substances. This violation includes being under the influence of alcohol at school, any school-sponsored event, or school-sponsored transportation. An alcohol violation preceded by a drug violation will be treated as a repeated occurrence for disciplinary action.

Minimum	Short-term suspension	Maximum	Expulsion
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Arson

Damaging or attempting to damage property by fire or incendiary device.

Minimum	Short-term suspension	Maximum	Expulsion
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Assault

A physical attack on a person who does not wish to fight or did not provoke it. This violation includes a student who encourages another to commit an assault.

Minimum	Short-term suspension	Maximum	Expulsion
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Automobile Violation

Misuse of an automobile on school property, including unauthorized parking.

Minimum	Informal talk	Maximum	Expulsion
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Bus Violation

Violation of bus rules.

Minimum	Informal talk	Maximum	Expulsion
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Dangerous Weapon/Instrument

Use, display, or possession of a knife, ice pick, CO₂ - or spring powered pellet or BB gun, laser beam pointer, brass knuckles, nun-chucks, club, fireworks, explosive ammunition, or any other instrument not designed for lethal use but which may be capable of causing death or other serious physical injury. This violation also includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used or threatened to be used, such as a toy gun or a starter gun. This also includes any student who assists another in using any of the above weapons previously listed.

Minimum Short-term suspension **Maximum** Expulsion

Deadly Weapon/Firearm

Use, display, or possession of any operable or inoperable, loaded or unloaded (1) weapon including a starter gun, which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) a firearm muffler or firearm silencer; (4) any destructive device, including (a) any explosive, incendiary, or poison gas device, (b) any weapon that will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant and that has any barrel with a bore or more than one-half inch in diameter, and (c) any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A destructive device is any bomb, grenade, mine, rocket, missile, or pipe bomb or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. This violation includes handguns, pistols, rifles, shotguns, starter guns, and flare guns. Any student who knowingly assists another in using, displaying, or knowingly carrying or possessing a deadly weapon/firearm on district property or at district functions shall be subject to the same disciplinary action as is the student using, displaying, or knowingly carrying or possessing a weapon as defined above.

Minimum Short-term suspension **Maximum** Expulsion

Defiance of Authority

Failure to comply with reasonable requests of school officials. This includes leaving campus/class without permission and ditching. Physical resistance to school officials may result in expulsion regardless if such resistance is a first occurrence.

Minimum Informal talk **Maximum** Expulsion

Discrimination

Mistreatment based on upon race, ethnicity, gender, religion, or disability. This violation includes false accusations of discrimination or harassment.

Minimum Short-term suspension **Maximum** Expulsion

Disorderly Conduct

Conduct that disrupts the orderly operation or educational environment or mission of the school, and poses a threat to the health, safety, and/or welfare of students, staff, and others (A.R.S. 13-2904). This violation may include profanity, obscene gestures, and excessive public displays of affection.

Minimum Informal talk **Maximum** Expulsion

Dress Code

Failure to comply with district & school dress standards.

Minimum Informal talk **Maximum** Short-term suspension

Drug Violation

The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance OR equipment and devices used for preparing or taking drugs or narcotics on district property or traveling between school and home (includes lunch period).

Distribution, manufacture, or sale of marijuana, other illegal drugs and inhalants, and other noxious substances. It also includes distribution, manufacture, or sale of drug paraphernalia and imitations of illegal drugs and other noxious substances. Distribution of a medication or a dietary supplement for recreational use will be treated as a drug violation (distribution).

Use, possession, or purchase of marijuana, other illegal drugs and inhalants, and other noxious substances. This also includes off-campus use and then being on district property or at a district function. It also includes use, possession, or purchase of drug paraphernalia and imitations of illegal drugs and other noxious substances. Possession of medication or a dietary supplement for recreational use will be treated as a drug violation (possession). A drug violation preceded by an alcohol violation will be treated as a repeated occurrence for disciplinary action.

Minimum Short-term suspension **Maximum** Expulsion

Fighting

Mutual participation in a fight involving physical violence against a person or persons.

Minimum Short-term suspension **Maximum** Expulsion

Forgery

Using the signature or initials of another person.

Minimum Informal talk **Maximum** Long-term Suspension

Gambling

Participating in games of chance for money.

Minimum Informal talk **Maximum** Long-term Suspension

Gang Activity/Association

Gang-related behavior that threatens the safety of persons or property, creates an atmosphere of intimidation, or substantially disrupts the educational environment or mission of the school. This includes students who imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person (Board Regulation JICF).

Minimum Informal talk **Maximum** Expulsion

Harassment/Bullying/Hazing

See HARASSMENT / BULLYING at page 9.

Minimum	Parent/Student Conference	Maximum	Expulsion
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Horseplay

Any rough boisterous play that disrupts the classroom or campus.

Minimum	Informal talk	Maximum	Long-term Suspension
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Information Systems/ Electronic Devices Violation

Inappropriate use of electronic devices, such as computers, personal digital assistants (PDAs), cell phones, cameras, and audio/video recorders, and other information system devices, such as the Internet and e-mail. This violation includes the use of any recording or video device in such a way that it violates the privacy of others.

Minimum	Parent/Student Conference	Maximum	Expulsion
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Lying/False Accusation

Knowingly giving false or misleading information, information calculated to mislead, including false accusations against others.

Minimum	Informal talk	Maximum	Long-term Suspension
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Medication or Dietary Supplement (Unauthorized Possession)

Unauthorized possession or distribution of a medication or dietary supplement on school grounds or while traveling between school and home. Possession or distribution of medication or a dietary supplement for recreational use will be treated as a drug violation.

Minimum	Parent/Student Conference	Maximum	Expulsion
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Profane Language/Disrespect

Verbiage, tone, and language deemed inappropriate in the classroom, on school property, or at school functions.

Minimum	Parent/Student Conference	Maximum	Expulsion
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Robbery/Extortion

The taking, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of violence and/or putting the victim in fear; includes "extortion."

Minimum	Short-term Suspension	Maximum	Expulsion
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Safety Issues

Violations of campus, classroom, and/or shop safety rules, policies, and procedures. Violations beyond what would be considered horseplay.

Minimum Parent/Student Conference **Maximum** Long-Term Suspension

Sexual Abuse

Sexual contact without consent.

Minimum Short-term Suspension **Maximum** Expulsion

Sexual Harassment

Unwanted/unwelcome conduct of a sexual nature, regardless of whether the conduct is verbal or physical. Sexual harassment may also constitute sexual abuse.

Minimum Short-term Suspension **Maximum** Expulsion

Sexual Offense

Sexual conduct on school property or during school-related activities that is immoral by community standards. This violation includes indecent exposure, sexual intercourse, lewd phone calls, and possession of pornographic materials.

Minimum Short-term Suspension **Maximum** Expulsion

Student Speech

Prohibited speech or violation of valid school restrictions on the time, place, or manner of speech or other communications. This violation includes speech that causes a material and substantial disruption, lewd, or plainly offensive speech, “fighting words,” and threats of violence.

Minimum Short-term Suspension **Maximum** Expulsion

Tardiness

Late arrival to a scheduled class or appointment.

Minimum Informal talk **Maximum** Short-term Suspension

Theft

Taking or concealing property that belongs to others. This violation includes plagiarism and copyright violations.

Minimum Parent/Student Conference **Maximum** Expulsion

Threats

Threatening the safety of persons or property. This includes violations of A.R.S. 13-2911: (1) bomb threats and other actions that disrupt or interfere with normal operations through either threats of physical injury to a student, employee, or other person on district property; or threats to cause damage to district property or to the property of any student or employee; (2) going on or remaining on district property for the purpose of disrupting or interfering with the use of district property by students or staff; and (3) disobeying a lawful order to leave district property.

Minimum Informal Talk **Maximum** Expulsion

Tobacco Violation

The use, distribution or possession of a tobacco product. This includes vapor pens and E-cigarettes.

Minimum Parent/Student Conference **Maximum** Expulsion

Trespassing

Unauthorized presence on district property

Minimum Informal talk **Maximum** Long-term Suspension

Truancy /Unexcused Absence

Any absence that is not excused by the student's parent or legal guardian and approved by the appropriate school official.

Minimum Informal Talk **Maximum** Expulsion

Vandalism

Destroying or defacing property of the district, staff or students, including graffiti. Students may be liable for destruction of school property.

Minimum Parent/Student Conference **Maximum** Expulsion

DISCIPLINARY ACTION DEFINITIONS

Students involved in inappropriate behavior are subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials.

Informal Talk

A school official (teacher, administrator, or counselor) talks to the student and tries to reach an agreement regarding how the student should behave.

Conference

A conference is held between the student and at least one administrator.

Conference Involvement

Parent(s) or guardian(s) are notified by telephone, personal contact, letter, or certified letter of a conference. A conference may be conducted between the student, parent(s) or legal guardian(s), appropriate school personnel, and other individuals concerned.

In-School Detention

The student is subject to consequences that do not require suspension from school, such as loss of privileges, detention, and temporary removal from class and assignment to an Alternative Learning Classroom (ALC). At any time, an administrator or teacher may request a change of placement due to behavior in current program classroom.

Referral for Additional Services

Some circumstances may warrant, in addition to or in lieu of suspension, that students be referred for additional services such as referral to school counseling programs, case managers, or off-campus agencies.

Intervention Program

This may take the form of a short suspension combined with a counseling program in place of a long suspension.

Short-Term Suspension

The student is informed that he or she is subject to a short suspension (ten days or less). The student is given verbal notice of the behavior deemed inappropriate and an informal hearing, that is, the chance to tell his or her side of the story. If the superintendent then determines that short suspension is the appropriate disciplinary action, such suspension shall become effective immediately. The administrator shall notify the parent(s) or guardian(s) by telephone or letter that a short suspension has been imposed. This action shall be recorded in the student's file. The administrator may immediately suspend a student when the student's presence creates a clear and present danger to any student or school personnel. As soon as the danger subsides, the due process procedure for short suspension shall be initiated. During the suspension, the student is not permitted on district property or at district functions.

Long-Term Suspension

In addition to imposing a short suspension, the administrator may give notice to the student and parent(s) or guardian(s) that a long suspension (eleven days or more) is being recommended to the superintendent. In accordance with the due process procedure for a long suspension, the parent(s) or guardian(s) may request either an informal meeting with the superintendent or a formal hearing. This action shall be recorded in the student's file. Parents will be informed of the appeal process in writing at the time of recommendation. During the suspension, the student is not permitted on district property or at district functions.

Expulsion

The student and parent(s) or guardian(s) shall be given notice that the administrator is recommending expulsion of the student to the Governing Board. In accordance with the due process procedure for expulsion, a formal hearing shall be held by the Governing Board or by a Board-designated hearing officer(s) who shall bring a recommendation to the Board. Only the Governing Board can expel a student. During the suspension, the student is not permitted on district property or at district functions. This action shall be recorded in the student's file. Parents will be informed of the appeal process in writing at the time of recommendation.

Police Involvement

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents will be contacted by telephone or

certified letter. Any action taken by law enforcement officers will be separate from disciplinary action taken by the school district.

2019-2020 Student Calendar

S	M	T	W	T	F	S
AUGUST 2019						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST
5 First Day of School
30 Progress Reports Posted

SEPTEMBER
2 Labor Day (No School)
30 40th Day

S	M	T	W	T	F	S
SEPTEMBER 2019						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER
4 End of 1st Quarter - Grades Posted
7-11 Fall Break (No School)

NOVEMBER
8 Progress Reports Posted
11 Veteran's Day (No School)
27-29 Thanksgiving Break (No School)

S	M	T	W	T	F	S
OCTOBER 2019						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER
20 End of 2nd Quarter - Grades Posted
23-31 Winter Break (No School)

JANUARY
1-3 Winter Break (No School)
17 100th Day
20 Civil Rights Day (No School)
31 Progress Reports Posted

S	M	T	W	T	F	S
NOVEMBER 2019						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY
17 Presidents' Day (No School)

MARCH
6 End of 3rd Quarter - Grades Posted
9-13 Spring Break (No School)

S	M	T	W	T	F	S
DECEMBER 2019						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL
9 Progress Reports Posted
10 Spring Holiday (No School)

MAY
20 Last Day of School for Students
20 End of 4th Quarter - Grades Posted

S	M	T	W	T	F	S
JANUARY 2020						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	T	F	S
FEBRUARY 2020						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

S	M	T	W	T	F	S
MARCH 2020						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	T	F	S
APRIL 2020						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
MAY 2020						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

STUDENT INTERNET POLICY AND GUIDELINES

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION.

INFORMATION FOR PARENTS

Educational Purpose

The Network has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality personal research.

The Network has *not* been established as a public access service or a public forum. The East Valley Institute of Technology District No. 401, hereafter referred to as the District, has the right to place reasonable restrictions on the materials students will access or post through the System. Students are also expected to follow the rules set forth in the District Student Code of Conduct rules and the law in their use of *the Network*.


Students shall *not* use *the Network* for commercial purposes. This means they shall *not* offer, provide, or purchase products or services through *the Network*.

Students shall *not* use *the Network* for political lobbying. But, they may use the System to communicate with elected representatives and to express their opinion on political issues.

Student Internet Access

Secondary students may obtain an individual account with the approval of their parents/guardians and the School.

Students and their parents must sign an Account Agreement to be granted an individual account on *the Network*. This Agreement will be renewed on an annual basis. Parents/Guardians of secondary students may withdraw approval at any time.

Post-secondary students may obtain an individual account and must sign a  Network Use Authorization Form to be granted an individual account on *the Network*. This Agreement will be renewed on an annual basis.

Unacceptable Uses

EVIT Media

- Users will *not* post any personal or class developed (web, video, photos, graphic design, etc.) on the Internet.
- Users will *not* post any media on the Internet that identifies EVIT, the EVIT logo or any other identifiable representations.
- Users will consult with the Program Instructor or campus administrator to receive prior permission to post media.

Personal Safety

- Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, et cetera.
- Users will not use chat rooms or messaging communications, i.e., Instant Messaging, when it is not school related or authorized by the teachers.
- Users will not agree to meet with someone they have met on-line.
- Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

- Users will not attempt to gain unauthorized access to the Network or to any other computer system through the Network, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files, or engaging in "hacking". These actions are illegal, even if only for the purpose of "browsing".
- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not use the Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of others, et cetera.

System Security

- Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- Users will immediately notify the Information Systems Department (Support) if they have identified a possible security problem. However, users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Users will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures established in Policy IJNDB.
- Users will not download software into District computers without expressed permission from the Information Systems Director.

Inappropriate Language

- Restrictions against Inappropriate Language apply to public messages, private messages, and materials posted on Web Pages.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

- Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.
- Users will not post private information about another person.

Respecting Resources Limits

- Users will use the System only for educational and professional or career development activities (no time limit), and limited, high-quality program related personal research.
- Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the System is not being heavily used. The file will be removed from the System at the earliest opportunity.
- Users will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.

Plagiarism and Copyright Infringement

- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use that work, the users shall follow the expressed requirements. If the users are unsure whether or not they can use a work, they shall request permission from the copyright owner. If there are questions, ask a teacher.

Inappropriate Access to Material

- Users will not use the District System to access material that is profane or obscene (pornography) that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).
- If users inadvertently access such information as described in Policy IJNDB, then they shall immediately disclose the inadvertent access following District procedures established in that policy. This will protect users against allegations that the policy has been intentionally violated.
- Parents of students using the Network should instruct users if there are additional materials that they think would be inappropriate for their access. The District fully expects that students will follow their parents’ instructions in this matter.

Student Rights

Free Speech

Users’ rights to free speech, as set forth in the District student conduct regulations, apply also to their communication on the Internet. The Network is considered a limited forum, and therefore, the District may restrict the users’ speech for valid educational reasons. The District will not restrict the users’ speech on the basis of a disagreement with the opinions being expressed.

Search and Seizure

- Users should expect only limited privacy in the contents of their personal files on the District System and records of them on line activity.
- Routine maintenance and monitoring of the Network may lead to discovery that a user may have violated Policy IJNDB, the District student disciplinary code, or the law.
- An individual search will be conducted if there is reasonable suspicion that a user may have violated Policy IJNDB, the District student conduct regulations, or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District System.
- In the event there is an allegation that a student has violated the District's Policy IJNDB and its accompanying regulation, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on
- an electronic network. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accordance with the applicable provision of the code. Additional restrictions may be placed on the use of the student's Internet account.

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District System will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the System. The District will not be responsible for financial obligations arising through the unauthorized use of the System. *Parents can be held financially responsible for any harm to the System as a result of intentional misuse.*

FORMS

STUDENT INTERNET ACCOUNT AGREEMENT

1. Student Section (please print)

Student Name: _____ Student I.D. _____

Program: _____ AM or PM Teacher: _____

Home High School: _____

I have read the District's Student Internet Policy Handbook and Guidelines. I agree to follow the rules I have contained in Policy IJNDB. I understand that violation of the rules may constitute discipline up to and including expulsion from school and/or suspension or revocation of System access and related privileges and/or referral to law enforcement officials.

Student Signature: _____ Date: _____

2. Sponsoring Teacher

I agree to sponsor the above named student and to supervise his/her responsible use of the District's System as defined by the District's policies and administrative regulations while in school.

Teacher's Name (please print): _____ Date: _____

Teacher's Signature: _____

3. Parent's/Guardian's Section

I have read the Districts Student Internet Policy Handbook and Guidelines. I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Districts System, including, but not limited to, claims that may arise from the unauthorized use of the System to purchase products or services. I understand that I can be held liable for damages caused by my child's intentional misuse of the System.

I will monitor my child's use of the System and his/her potential access to the Internet and will accept responsibility for supervision in that regard if and when my student's use is not in a school setting. I will emphasize to my child the importance of following the rules for personal safety and I will supervise my child's use of the System if my child is accessing the System from home.

- I give my permission to issue:
 - An Internet account for my child (allows information searching and file transfer)
 - A student Google-mail account (allows the sending and receiving of electronic mail)
- I do **not** give my permission for my child to participate in the District's Electronic Communication System.

Parent's/Guardian's Name (please print) _____

Parent's/Guardian's Signature _____ Date _____

Student Agreement Must Be Renewed Each School Year

MILITARY OPT OUT FORM

To the Principal at East Valley Institute of Technology (EVIT)

Mark Yockus, Principal Main Campus

John Corsaro, Principal East Campus

Dear Principal,

Section 9528 of the **NO Child Left Behind Act of 2001** requires schools to release our family's private information to military recruiters unless we "Opt Out" in writing.

As a parent and as a student, I am choosing one of the following options, to opt out or withhold the name, address, telephone listing and school records to the Armed Services, Military Recruiters, or Military Schools of the following student.

Do not release information

I give permission to release the above mentioned information

Student Name

Parent Signature Check Box if over 18 &
leave parent signature blank.

Name of School

Date

DIRECTORY INFORMATION OPT OUT FORM

To the Principal at East Valley Institute of Technology (EVIT)

Mark Yockus, Principal Main Campus

John Corsaro, Principal East Campus

Dear Principal,

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA also allows schools to disclose, without consent, “directory” information -- such as a student’s name, address, phone number, date and place of birth, honors and awards, and dates of attendance -- to other school officials with a “legitimate educational interest.” However, schools must tell parents and students about this and allow them to request that the school not disclose directory information about them.

As a parent and as a student, I am choosing one of the following options:

Do not release directory information

I give permission to release directory information as described above.

Student Name

Parent Signature Check Box if over 18 &
leave parent signature blank.

Name of School

Date

RELEASE FORM

I authorize EVIT to create photographs, video and audio recordings of me, as well as written or recorded oral descriptions of myself, my work, and my school projects (if applicable). These materials will be used for educational purposes only.

I understand that EVIT may revise, edit, and otherwise alter the recorded material to emphasize certain aspects of the material gathered. These products may be published on the Internet and be distributed to the public.

I understand that EVIT owns all copyright to these materials. I hereby release EVIT and its employees from any and all claims of any nature whatsoever which now or may hereafter have in connection with these recorded materials, including but not limited to claims based on defamation, copyright infringement, trademark infringement, or infringement on my right of privacy or my right to publicity.

I understand that I have the right to request erasure of any part of a recording at the time of its creation or within three days thereafter. A copy of any recording will be made available to me for viewing if requested.

Check box if you DO NOT give consent.

Student Signature

Parent Signature Check Box if over 18 &
leave parent signature blank.

Printed Student Name

Printed Parent Name

Date

Date

ENROLLMENT CONTRACT

Student Printed Name _____
Last First MI

Program _____ Teacher _____ AM _____ PM _____

As a condition of enrollment at East Valley Institute of Technology (EVIT), the above-named student understands the following contractual conditions:

1. Students will receive grade reports at the end of each 9-week session. Three-fourths (0.75) credit is issued at the end of each 9-week session completed successfully at EVIT.
2. Students who fail to receive credit in two consecutive 9-week sessions may be referred to the counseling department for re-assessment and re-evaluation of program placement.
3. Absences must be excused in the EVIT attendance office and validated by parents or guardians. If a student is absent more than 9 days (either excused or unexcused), the student will lose credit for the quarter. A grade stating, "Audit" will be issued to the student.
4. All students must have on file at the school a current emergency telephone number, an accurate medical card, and a copy of this signed enrollment contract.
5. Long term suspensions and/or expulsion will be recommended for any student who:
 - A. Possess or uses a firearm, deadly weapon, or dangerous instrument on or near campus
 - B. Possess and/or distributes illegal or prescription drugs on or near campus
 - C. Threatens bodily harm to any staff member or student
 - D. Assaults any student or employee
 - E. Continuously violates rules and policies in this handbook

Secondary students must be attending high school to be eligible to enroll at EVIT.

I HAVE READ, UNDERSTAND, AND AGREE TO THE CONDITIONS OUTLINED IN EVIT'S STUDENT HANDBOOK. I RECOGNIZE THAT MY ENROLLMENT AND CONTINUED ATTENDANCE AT EVIT IS BASED ON MY WILLINGNESS TO FOLLOW THE ABOVE STATED POLICIES AS WELL AS THE GUIDELINES & POLICIES AS DESCRIBED IN EVIT'S STUDENT HANDBOOK.

LOCATED ON OUR WEBSITE: WWW.EVIT.COM/LISTED UNDER EXPLORE/HIGH SCHOOL CAREER TRAINING PROGRAMS/CALENDARS, FORMS, RESOURCES/STUDENT PARENT HANDBOOK.

Student Signature

Parent Signature Check Box if over 18 & leave parent signature blank.

Printed Student Name

Date

Printed Parent Name

Date

Student Cell phone number

Parent/Guardian Day phone number

EVIT publicity: Please check one of the following:

_____ I give permission for my student to have their picture taken for publicity purposes.

_____ I **do not** give permission for my student to have their picture taken for publicity purposes.

REMEMBER TO RETURN THIS FORM TO YOUR INSTRUCTOR

STUDENT COMPLAINT FORM

(File this form with a school administrator, staff member, or their immediate supervisor)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Alternate phone _____

Best time to contact you _____

E-mail address _____

I wish to complain against:

Name of person, school (department), program, or activity _____

EVIT Campus Main East Fountain Hills Apache Junction Cave Creek

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Provide as much detail as possible. Be sure to note all relevant dates, times, and places. (You may attach additional pages if more space is needed)

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct to the best of my knowledge.

Signature of Complainant

Date Signed

EVIT Administrator or staff receiving form

Date received

(Recipient shall provide a copy of the form to the complainant and retain the original for the file.)

Timelines

The school administrator or staff member will investigate and respond in writing to the complaining party within five (5) working days.

If the administrator or staff member does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

Except for a decision by the Board, a decision may be appealed within (10) working days to the next higher administrative level.

EXHIBIT

EXHIBIT

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(To be displayed in school buildings
and in student handbooks)

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office and in the Student/Parent Handbook.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next *higher* administrative supervisor or as otherwise required by law.

EXHIBIT**EXHIBIT**

Any question concerning whether the complaint/ or grievance falls within this policy shall be determined by the Superintendent.

A student or the student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Timelines

The school administrator or staff member will investigate and respond in writing to the complaining party within five (5) working days.

If the administrator or staff member does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

The complainant or person against whom the complaint is filed may appeal the findings of the investigation to the next higher administrative level within ten (10) working days of receipt of the written decision. The appeal should identify additional facts, documents, or witnesses the appellant believes should be considered. A final written notice of the decision on appeal will be issued within thirty (30) days of when the appeal is submitted. There is no appeal from a decision made by the Board.