

2011-2012



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Annual Public Notification of Nondiscrimination

East Valley Institute of Technology #401 does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs, services, or activities, in access of them, in treatment of individuals, or in any aspect of their operations. East Valley Institute of Technology Career and Technical Education department does not discriminate in enrollment or access to any of the programs available. The East Valley Institute of Technology also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forward to the Human Resources Manager.

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EAST VALLEY INSTITUTE OF TECHNOLOGY

Campus Information for Parents and Students
With Guidelines for Student Behavior

OUR MISSION:

TO PROVIDE A PRODUCTIVE AND TECHNICALLY TRAINED WORKFORCE THAT MEETS THE MARKET-DRIVEN NEEDS OF BUSINESS AND INDUSTRY.

BUSINESS HOURS OF OPERATION:

EVIT is open for business **Monday through Friday from 7:30am-4:00 pm** daily except scheduled holidays and school breaks. Other times are available by appointment as necessary. **EVIT buildings are opened for students at 7:40 am and again at 11:40 am.** Students arriving on campus prior to these times are encouraged to wait in the student lounge located behind Building One, the Administrative building. It is open at 7:00 am.

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.

REGULAR CLASS TIMES

A.M. Session:	8 AM	1st Bell for A.M.	P.M. Session:	12PM	1st bell for P.M.
	8:03	SWEEP music starts		12:03	SWEEP music starts
	8:05	Tardy bell		12:05	Tardy bell
	10:35	A.M. Dismissal		2:35	P.M. Dismissal

Additional Class times:

Some classes at EVIT start and end on a different schedule (i.e., Cosmetology, Massage, Practical Nursing, 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.

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	461-4000	<u>School 'Fax' Numbers</u>
*School Administrators	461-4016 or 4160	Main Fax # 461-4169
Attendance	461-4026	Counseling 461-4020
*Counseling & Registration	461-4108	

- **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.**

ATTENDANCE OFFICE PROCEDURES TO EXCUSE ABSENCE/TARDY/EARLY RELEASE FROM CLASS

**Call EVIT's Attendance Office at 480-461-4026
to report all absences, tardiness, and to release a student early.
The attendance telephone has 24-hour voice mail, so you may leave a message anytime.**

Procedures To Excuse an Absence

A parent/guardian must report ANY ABSENCE by phone (preferably prior to the absence) to attendance. To excuse an absence, a parent/guardian must call within twenty-four (24) hours following the absence. Any absence not excused by a parent/guardian will be documented as "unexcused."

Procedures To Excuse a Tardy

To excuse a Tardy, a parent/guardian must call the attendance office PRIOR to the student arriving on campus. The student is sent to SWEEP if the phone call is not received before the tardy bell rings. (See 'Tardy Procedures' for details) Students may receive only two (2) excused tardies per semester.

Procedures To Excuse a Student Early

A parent/guardian must call the attendance office to grant permission for a student 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. **Please 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

East Valley Institute of Technology's (EVIT) 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. **A grade stating, "Audit" will be issued.**
- Absences due to home high school-related activities (HSA's) are not included in this total. An HSA form can be obtained at the front desk in Building #1. The HSA form must be completed and signed by a staff member or administrator at the home school at which the HSA occurred. EVIT has the right to contact said staff member to verify the reason for the absence. They include field trips, AIMS testing, performing groups, etc. An HSA must be verified by completing the HSA Form, completed within 10 days of the absence.
- 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 the Team Leader, 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 at the fifth (5th) absence. It will state that if the student misses four (4) more days, 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.
 - At the fifth absence, the student will be offered the option of attending Saturday School or Evening School.
 - Students can make up the following by attending Saturday School:
 - One (1) day by attending from 8:00 a.m. to 10:30 a.m.

- Two (2) days by attending from 8:00 a.m to 1:00 p.m.
 - Students can make up one day by attending Evening School from 5 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 and / or Evening Class will be subtracted from the total days missed. If the result is fewer than 10days, the student will receive a grade for the class.
- 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.**
- Teacher's responsibilities for students' absences:
 - Will call student's parents/guardians after every absence.
 - Will determine if and when the student needs to be referred to PASS; this could be after one, two or seven absences, or the point at which student's absences are impacting their academic progress.

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:

- If a student has a scheduled appointment (doctor's, dentist, court, lawyer, etc) the student must provide the attendance clerk documentation upon arrival at school in order to be admitted to class; if student does not have documentation, the student will go to Sweep. Parents do not need to call beforehand on scheduled appointments.
- A parent must call to excuse the student if the student is in an unforeseen emergency, such as a car wreck, family issues, etc. This is the only time a parent needs to call for tardiness. **The student will be allowed only two excused emergency tardies per semester.** If the parent has not called by the time the student arrives at school, the student will go to Sweep as there will be no way to verify the student's tardiness.
- Any tardy student in the hallways or around campus must go directly to Sweep. Students will be in Sweep for thirty (30) minutes the first time, for one (1) hour the second time, a maximum of 1 hr. for all additional times.
- **Parents should not call if the student has overslept, missed a ride, etc. Even if the parent calls, the student must go to Sweep.**
- Students must show their schedule if they have an "A" hour, and they will be given a permanent late pass.
- If students or parents need to seek help with excessive tardies, they should contact the Team Leader who may refer them to the Counseling Department.
- Teachers' responsibilities:
 - Call the parents after three tardies and/or if tardies continue.
 - Do not let students into the class after bell rings unless they have a late pass--no exceptions.
 - Document all interventions and conversations with parents in the PASS log of PowerSchool.
- Students are responsible for contacting the teachers about any assignment given during the Sweep absence.
- Students leaving campus for any reason must have a pass to leave campus to avoid Sweep or being listed as a ditch. If on campus when the bell rings, students attend Sweep.
- Students with excessive tardies have missed the educational benefits of class-time instruction. The student will be subject to the following consequences per semester:
 - **Three Sweeps = teacher calls parent/guardian**

- **Five Sweeps = mandatory Saturday school; administrator contacts parent/guardian**
- **More than Five Sweeps may result in further disciplinary action.**

BUSES

Except for summer school sessions, 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. **This 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:

- FCCLA – Family Career and Community Leaders of America
- FFA – Future Farmers of America
- FBLA – Future Business Leaders of America
- HOSA – Health Occupation Students of America
- SkillsUSA (formerly VICA)

The Executive Club Council (ECC) is a student government body consisting of club officers of the technology clubs. The ECC is responsible for coordinating all student activities. Elections for these offices take place in the fall semester.

CELL PHONES / PAGERS

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. The teacher will contact the parent and have the option to return the phone/pager or turn it over to an administrator. Once an administrator is given an electronic device belonging to a student, it must 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 discipline accordingly.

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 IFORMATION

Students who have chronic and/or recurring illnesses **must have an approved 'Chronic Illness Form'** (Board Policy JHD-EB) completed, signed by a doctor, and on file in the Health (First Aid) and Counseling Office. The completed and signed form is good for the current school year after District Approval. The prior approval of a chronic illness must occur before absences will be inputted. A new form is required for each school year; **they cannot be carried forward from one year to the next.** 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.

Please allow two weeks for the approval process to occur. Homework/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 absences from school. Instructional arrangements (Board Policy JHD-EC) 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 the 'audit' 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. Forms are available in Administration and Counseling Departments and will be reviewed with physician statements prior to granting status.

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.

In the matter of student discipline, suspension, or expulsion, the student and/or parent/guardian shall follow East Valley Institute of Technology District Policy JK and JKD, which can be found on the Arizona School Board Association Website.

The following grievance process may evoke issues of concern to the student and the School. It must be followed and documented:

1. Informal Grievance

A student and/or parent/guardian who have a complaint of any kind will be expected to notify the teacher or Department Supervisor in an effort to informally resolve the grievance. The student and/or parent/guardian shall exhaust all remedies (through the authority) before filing a formal grievance.

2. 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 the Superintendent with 15 business day of the event(s) giving rise to the complaint. The written grievance shall include the following information:

- a. Name of the student and parent/guardian;
- b. Name of the program that the student is enrolled;
- c. A formal request for a grievance hearing;
- d. A statement of the date, time, location, and the people involved in the event(s) giving rise to the grievance;
- e. A statement of complaint or what occurred;
- f. A statement regarding attempts made to resolve the problem at an informal level;
and
- g. The relief requested.

Additional information concerning the process and procedures for filing a complaint or grievance can be obtained from the Campus Director and/or any of the administrative Team Leaders.

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

Dangerous instruments and deadly weapons **are not allowed on school property**. Possession of a firearm on campus will result in police and parent notification with immediate suspension. Possession or use of any other object that might be considered a dangerous instrument or a weapon is prohibited. **Violation of this policy will result in removal from school.** Definitions of a 'Dangerous Instrument' or 'Deadly Weapon' can be found under "PROBLEM AREAS" of this handbook.

DRESS CODE

We believe that EVIT students should dress modestly and appropriately for school.

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. (Board Policy JICA)

We believe that EVIT students should dress modestly and appropriately for school.

Therefore, the following items **are not allowed**:

- 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 (no spaghetti straps or halter-tops), nor 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 (i.e., 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 (i.e., Big Johnson shirts).
- 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 are examples of this type of clothing.
- Ribbed white tank top underwear.
- Pajamas, house slippers are not appropriate clothing for school.
- Bare feet; open toe shoes that would pose a safety/health issue. Shoes must be worn at all times.
- Clothing or hairstyles, which may be considered a safety violation and/or health issue, are not allowed.
- Profane or defamatory writing/pictures (Board Regulation JICA-R).
- Items that present a hazard to the health or safety of the student or to others in the school (Board Policy JICA).
- Jewelry and ornamental accessories such as chains, spiked collars, spiked wristbands, (these items present a safety hazard to self and/or others (Board Regulation JICA-R).
- Items that could cause excessive wear or damage to school property (Board Policy JICA-R).
- Bandannas of any color, size, or shape may NOT be carried or displayed in any classroom or at any school activity (Board Regulation JICA-R).

- Students may not wear items (shirts, hats, jackets, etc.) that identify themselves as “ Staff, Security, Police, SWAT, FBI, or any related law enforcement agencies (possess a safety concern in the event of an actual emergency).
- Items that interfere with schoolwork, create disorder, or disrupt the educational program (Board Policy JICA).

In addition, coveralls, industry uniforms, safety shoes, or other professional dress are required for many courses.

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 parking permit, you **must** have a valid driver license, vehicle registration, and proof of insurance. A nominal fee may 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 East Parking Lot (see “Student Parking on Campus” below).
- 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.
- Students may not drive or park in the back (south side) of campus.
- 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.

The speed limit on campus is **15 MPH** and will be enforced.

Student Parking on Campus:

All vehicles parked on campus must have a current parking permit. Students may park on the East and West side of the campus facing Main Street. Students are not allowed to park in designated **Staff** and **Visitor** sections. Students may not drive their vehicles around the campus and may not park near their classroom building. Students parked in areas other than the main parking lot will be issued a citation. Repeat violations will result in disciplinary action, possible loss of driving privileges, and have their vehicle towed at owner’s expense. **Students are expected to drive in a safe and courteous manner at all times.** School employees may search motor vehicles parked on school property when there is reasonable cause to believe the health, safety or welfare of students and/or employees might be in jeopardy.

All Vehicle Violations will result in a conference with security and/or administration.

ELEVATOR

Use of elevators in building one is **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 school, 480-461-4000, (see "Telephones") 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.' (EVIT Board Policy/Regulation IJOA) **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 buildings. The only exception is bottled water. Violators may be sent to detention. 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".

HALL PASSES

See "Guidelines for Student Behavior"

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.

The District will not tolerate unlawful bullying and harassment of any type.

Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- A. during any education program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity or on a school bus of the District; or
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network of the District.

Definitions

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, 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:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;

- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

"Bullying" also encompass:

- A. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- B. Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - 1. incitement or coercion;
 - 2. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or
 - 3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

"bullying" also means electronically transmitted acts

(i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

"Cyberstalking" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

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 (*see appendix A*). 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. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigator shall collect and evaluate the facts including but not limited to:

1. the nature of the behavior;
2. how often the conduct occurred;
3. whether there were past incidents or past continuing patterns of behavior;
4. the relationship between the parties involved;
5. the characteristics of the parties involved;
6. the identity of the alleged perpetrator, including whether the individual was in a position of power over the individual allegedly subjected to bullying or harassment;
7. the number of alleged bullies/harassers;
8. the age of the alleged bully/harasser;
9. where the bullying and/or harassment occurred;
10. whether there have been other incidents in the school involving the same or other students;
11. whether the conduct adversely affected the student's education or educational environment; and
12. the context in which the alleged incidents occurred.

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. a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior; and
- B. a written report to the principal.

A maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. 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.

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.

Scope

The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of District authority. If the action is within the scope of the District, District procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of the District, and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of the District and believed not a criminal act, 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.

HOME SCHOOL ACTIVITY

See "Absentee/Credit Procedures"

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 EVIT Health 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.

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.

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 Counseling department at 480-461-4108. 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 is 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 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, PDA's, etc.

MEDICATION

School personnel are sometimes asked to administer medication to students during school hours. School personnel may cooperate **if** the following conditions include:

1. All medication must be delivered to school by a parent or legal guardian in its original container. Prescription medication must have an unaltered pharmaceutical label attached. Over-the-counter medication must be labeled with the student's name and directions concerning dosage.
2. The parent or legal guardian must complete and sign a **Student Medication Authorization** form. A new form must be completed at the beginning of each school year and anytime the medication or dosage changes.
3. Medication must be stored and administered in the Health Office.
4. The parent or legal guardian is notified when additional information is needed and when unused or discontinued medication needs to be picked up from school.

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

Cell phones, tape recorders, radios, CD players, headphones, cameras, pagers, and musical instruments or other distracting items **do not belong in class. They may not be visible or used on campus during academic instructional times.** If these items are used during instructional time, they will be confiscated by the teacher. The teacher will contact the parent and 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 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.

NURSE

EVIT **does not** have a nurse on campus; we have a First Aid/Health office. Students with medication requirements refer to "**Medication**" located in this section.

OFF-CAMPUS JURISDICTION

The jurisdiction of the school is primarily limited to the school premises or public property within 300 feet or at school-sponsored functions. 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 (A.R.S. 13-201). **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 ANNUAL NOTIFICATION REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS.

[34 C.F.R. 300.561(a)(2)(4) and 300.572(a)]

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)].

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 proper parking permits, and parked in appropriate area. (Student parking information, see "Driving and Parking On Campus")

PERSONAL PROPERTY

The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises (ECAD). This is included but is not limited to: Skateboards, Ipods, cell phones, PDA's, pagers, roller blades, and hand held game devices.

EVIT is not responsible for lost or stolen items. (Board Policy ECAD)

PICK-UP/DROP-OFF

Students cannot be picked up or dropped off on the main road in the front of campus. This is the road that runs East and West, between the parking lots and buildings 1, 3, and 12. Cars may not use the bus pick-up and drop-off areas (near the flagpole or on the east side of building one). Students may be dropped off and picked up in the parking lots, preferably the first rows of visitor parking.

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 "the point of origin." For example, 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 at a minimum, 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.

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 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 **five 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:

1. Received materials, supplies, uniforms, or tools
2. Participated in club activities **or**
3. Paid fees for community college credits.

Upon receipt of documentation from the Instructor, requests 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. Requests for refunds or transfer of funds will not be executed because of non-attendance.

Canceled Classes

In the event 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 Accounts Receivable Office:

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. **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.

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.

Refunds for Title IV Federal Financial Aid Programs (PELL Grants)

Students are affected by this policy: if they have withdrawn, dropped out, taken a leave of absence, or have been dismissed from any program before completing 60% of the semester or payment period; and if they have received federal financial aid (referred to as Title IV funds-PELL Grants) for that same period. Students will be notified if they must repay federal money as a result of not completing their programs.

1. The amount of federal financial aid assistance that a student earns is determined on a pro-rata basis. Once the student has completed 60% or more of the payment period or period of enrollment, all financial aid assistance is considered earned. Percentage earned is calculated as follows:
 - a. % earned = $\frac{\text{\# of clock hours up to withdrawal date}}{\text{Total clock hours in payment period}}$
 - b. % unearned = 100% - % earned
2. Students who do not complete 60% or more of the payment period will be required to return the portion of unearned PELL grant funding they received to the U.S. Department of Education. EVIT will also be required to return the portion of unearned PELL grant funding received for tuition to the U.S. Department of Education. Students will be billed for the portion the school must return.

Penalty Charges/Late Payments

Failure to make payments when they are due may result in charges assessed against the student's EVIT account. Charges will be calculated at the rate of \$10.00 each month that payment is late. Charges will commence on the 5th calendar day after the due date stated on the invoice, request for payment, or registration form. The total late charges assessed will not exceed \$50.00.

Non-Sufficient Funds (NSF)

Secondary Students: EVIT accepts cash, cashier's checks, money orders, or personal checks for the payment of class fees or other related costs. A receipt is given for each transaction. If the personal check is returned because of Non-Sufficient Funds (NSF), then the following procedures shall apply:

1. A certified letter will be sent to the name and address listed on the student registration document, 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. \$10.00 NSF Fees
 - b. Certified Letter Fees **and**
 - c. Other Related Fees

Repayments to EVIT will be made by money order or cash. Thereafter, checks will not be accepted for any subsequent payments.

2. If, the recipient has not corrected the debt within five calendar days, then the recipient's account will be forwarded to the Maricopa County Attorney.

Post-Secondary (Adult) Students

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

Adult students may also pay by credit card (Master Charge and VISA only). However, if the transaction is returned because the account is "over the limit or NSF," then the following procedures shall apply:

1. A certified letter will be sent to the name and address listed on the credit card 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 or Over the Limit Fees
 - b. Certified Letter Fees **and**
 - c. Other Related Fees

Repayments to EVIT will be made by money order, cashier's check, or cash. Thereafter, credit card payments will not be accepted for any subsequent payments.

2. If, the recipient has not corrected the debt within five calendar days, then the recipient's account will be forwarded 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.

REPORT CARDS

Report cards are issued following each nine-week period. 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 student possesses a dangerous, prohibited or illegal substance, or object or items that may interfere with school purposes and/or present a threat to people or property.

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, 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), SKATE BOARDS, 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.

STAR TESTING

Star testing is a required test to show growth in the areas of reading and mathematics. This test is required for all students even if they have passed the Arizona's Instrument Measure Standards. Students who do not meet certain standards will be required to attend enrichment sessions.

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

EVIT provides a variety of support programs for students. Certified Counselors may meet with EVIT students individually or in a group setting to address areas such as anger management, conflict resolution, substance abuse, or other personal issues. If parents have a concern about their student being involved in this type of support service, they are encouraged to call the Counseling Department at 461-4108.

Counselors also 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.

Career Center

The EVIT Career Center is located in the back of the Counseling Department, just in front of the Assessment Center. Students can schedule a meeting in the Career Center with their program counselor. The EVIT Career Center is an excellent resource for students and staff in the areas of college, technical school, military planning, scholarships, career planning, interest surveys, and aptitude assessments.

TARDY/SWEEP

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	461-4000	<u>School 'Fax' Numbers</u>
*School Administrators	461-4016 or 4160	Main Fax # 461-4169
Attendance	461-4026	Counseling 461-4020
*Counseling & Registration	461-4108	

- **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

According to 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." Anyone possessing or using any form of tobacco on campus or within 300 feet of the school will be subject to disciplinary action.

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, ride your 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, you can earn by participating in TRP.

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

VISITORS ON CAMPUS

Any person who is not a current student or staff member at EVIT must obtain a visitor's pass from the Information Desk in the main lobby of Building 1. Visitor passes will be issued for school business only. 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.

All visitors MUST report to the office and sign in. (A.R. S. 15-841)

This also includes clients coming to use EVIT program services such as Auto, Massage, Web Design, etc. must also report to the 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 two days in advance to prepare transfer records. 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 team leader 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.

- | | |
|--|---|
| <ul style="list-style-type: none"> Use courteous language and manners at all times No sleeping in class Do not disturb others or interrupt their learning Must have a hall pass to leave the classroom Carry and keep the hall pass visible when out of class Bring all necessary tools/supplies/uniforms to class Be in your seat when the bell rings to begin class Use teacher materials only with permission Be properly dressed per program requirements | <ul style="list-style-type: none"> Keep your hands and feet to yourself Keep food and drinks out of EVIT buildings Follow directions given by all EVIT staff members May not interrupt another class Treat school property with respect Refrain from excessive public displays of affection Practice safety rules at all times Remain in class until dismissed by the teacher |
|--|---|

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. 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.

Range	First Occurrence	Repeated Occurrences
Minimum	Parent involvement and loss of credit for assignment	Parent involvement, loss of assignment credit & possible removal from class.
Maximum	Parent involvement and loss of credit for assignment.	Parent involvement, loss of assignment credit & possible removal from class.

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.

Range	First Occurrence	Repeated Occurrences
Minimum	Suspension for two semesters OR Suspension for 9 days and completion of recognized Intervention Program	Suspension for two semesters OR Expulsion
Maximum	Expulsion	Expulsion

ARSON

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

Range	First Occurrence	Repeated Occurrences
Minimum	Short Suspension	Long Suspension
Maximum	Expulsion	Expulsion

ASSAULT

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

Range	First Occurrences	Repeated Occurrences
Minimum	Short Suspension	Long Suspension
Maximum	Expulsion	Expulsion

AUTOMOBILE VIOLATION

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

Range	First Occurrences	Repeated Occurrences
Minimum	Informal Talk	Parent Involvement
Maximum	Long Suspension	Expulsion

BUS VIOLATION

Violation of bus rules.

Range	First Occurrences	Repeated Occurrences
Minimum	Informal Talk	Parent Involvement
Maximum	Long Suspension	Expulsion

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.

Range	First Occurrence	Repeated Occurrences
Minimum	Short Suspension	Long Suspension
Maximum	Expulsion	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 be 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.

Range	First Occurrence	Repeated Occurrences
Minimum	Expulsion	Expulsion
Maximum	Expulsion	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.

Range	First Occurrence	Repeated Occurrences
Minimum	Informal Talk	Parent Involvement
Maximum	Short Suspension	Expulsion

DISCRIMINATION

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

Range	First Occurrence	Repeated Occurrences
Minimum	Short Suspension	Long Suspension
Maximum	Expulsion	Expulsion

DISORDERLY CONDUCT

Conduct that disrupts the orderly operation or educational environment of 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.

Range	First Occurrence	Repeated Occurrences
Minimum	Informal Talk	Parent Involvement
Maximum	Short Suspension	Expulsion

DRESS CODE

Failure to comply with district and school dress standards.

Range	First Occurrence	Repeated Occurrences
Minimum	Informal Talk	Parent Involvement
Maximum	Short Suspension	Short Suspension

DRUG VIOLATION (DISTRIBUTION)

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).

Range	First Occurrence	Repeated Occurrences
Minimum	Suspension for two semesters	Suspension for two semesters
Maximum	Expulsion	Expulsion

DRUG VIOLATION (POSSESSION)

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.

Range	First Occurrence	Repeated Occurrences
Minimum	Suspension for two semesters OR Suspension for 9 days and completion of recognized Intervention Program	Suspension for two semesters
Maximum	Expulsion	Expulsion

FIGHTING

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

Range	First Occurrence	Repeated Occurrences
Minimum	Short Suspension	Short Suspension
Maximum	Long Suspension	Expulsion

FORGERY

Using the signature or initials of another person.

Range	First Occurrence	Repeated Occurrences
Minimum	Informal Talk	Parent Involvement
Maximum	Short Suspension	Long Suspension

GAMBLING

Participating in games of chance for money.

Range	First Occurrence	Repeated Occurrences
Minimum	Informal Talk	Conference
Maximum	Short Suspension	Long 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).

Range	First Occurrence	Repeated Occurrences
Minimum	Informal Talk	Parent Involvement
Maximum	Short Suspension	Expulsion

HARASSMENT/BULLYING/HAZING

(Cyberstalking/Cyberbullying)

Physical or psychological abuse of another student of any kind or verbal or physical threats, intimidation, insults or other aggressive behavior. This violation includes abuse based upon race, ethnicity, gender, religion or disability, and forcing a student to risk or suffer physical or mental harm or degradation to join, participate or remain in a school-affiliated organization.

Range	First Occurrence	Repeated Occurrences
Minimum	Short Suspension	Long Suspension
Maximum	Expulsion	Expulsion

HORSE PLAY

Acts or behavior that would not be considered disorderly conduct on campus/in class causing disruption of the classroom. This would include safety violations.

Range	First Occurrence	Repeated Occurrences
Minimum	Informal Talk	Parent Involvement
Maximum	Sort Suspension	Long Suspension

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.

Range	First Occurrence	Repeated Occurrences
Minimum	Conference	Short Suspension
Maximum	Short Suspension	Expulsion

LANGUAGE/PROFANITY/DISRESPECT (Also see A.R.S. 13-2904 and A.R.S. 15-507)

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

Range	First Occurrence	Repeated Occurrences
Minimum	Parent Involvement	Short Suspension
Maximum	Short Suspension	Expulsion

LYING/FALSE ACCUSATION

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

Range	First Occurrence	Repeated Occurrences
Minimum	Informal Talk	Parent Involvement
Maximum	Short Suspension	Long Suspension

MEDICATION OR DIEATARY SUPPLEMENT (UNAUTHORIZED POSESSION)

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.

Range	First Occurrence	Repeated Occurrences
Minimum	Conference	Parent Involvement
Maximum	Expulsion	Expulsion

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."

Range	First Occurrence	Repeated Occurrences
Minimum	Short Suspension	Long Suspension
Maximum	Long Suspension	Expulsion

SAFETY ISSUES

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

Range	First Occurrence	Repeated Occurrences
Minimum	Parent Involvement	Short Suspension
Maximum	Short Suspension	Long Suspension

SEXUAL ABUSE

Sexual contact without consent.

Range	First Occurrence	Repeated Occurrences
Minimum	Short Suspension	Long Suspension
Maximum	Expulsion	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.

Range	First Occurrence	Repeated Occurrences
Minimum	Short Suspension	Long Suspension
Maximum	Expulsion	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.

Range	First Occurrence	Repeated Occurrences
Minimum	Short Suspension	Long Suspension
Maximum	Expulsion	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.

Range	First Occurrence	Repeated Occurrences
Minimum	Short Suspension	Short Suspension
Maximum	Long Suspension	Expulsion

TARDINESS

Late arrival to a scheduled class or appointment.

Range	First Occurrence	Repeated Occurrences
Minimum	Conference	Parent Involvement
Maximum	Parent Involvement	Short Suspension

THEFT

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

Range	First Occurrence	Repeated Occurrences
Minimum	Parent Involvement	Parent Involvement
Maximum	Long Suspension	Expulsion

THREATS/ A.R.S. 13-2911

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.

Range	First Occurrence	Repeated Occurrences
Minimum	Informal Talk	Conference
Maximum	Long Suspension	Expulsion

TOBACCO VIOLATION

The use, distribution or possession of a tobacco product.

Range	First Occurrence	Repeated Occurrences
Minimum	Parent Involvement	Parent Involvement
Maximum	Long Suspension	Expulsion

TRESPASSING

Unauthorized presence on district property.

Range	First Occurrence	Repeated Occurrences
Minimum	Informal Talk	Class Closure
Maximum	Short Suspension	Long 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.

Range	First Occurrence	Repeated Occurrences
Minimum	Informal Talk	Parent Involvement
Maximum	Long Suspension	Expulsion

VANDALISM

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

Range	First Occurrence	Repeated Occurrences
Minimum	Parent Involvement	Long Suspension
Maximum	Long Suspension	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, 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 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 administrator 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 function.

LONG 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.

2011– 2012 STUDENT CALENDAR

First Semester

DAY	DATE	COMMENT
Monday	August 8, 2011	First day of School
Monday	September 5, 2011	Labor Day – No School
Monday Friday	October 10, 2011 thru October 14, 2011	October Break – No School
Friday	November 11, 2011	Veterans’ Day – No School
Thursday Friday	November 24, 2011 November 25, 2011	Thanksgiving Break –No School Thanksgiving Break –No School
Friday	December 16, 2011	Last day/End of Semester
Monday Friday	December 19, 2011 thru December 30, 2011	Winter Break – No School

Second Semester

DAY	DATE	COMMENT
Monday	January 2, 2012	Second Semester begins
Monday	January 16, 2012	Civil Rights Day – No School
Monday	February 20, 2012	Presidents’ Day - No school
Monday Friday	March 12, 2012 thru March 16, 2012	Spring Break – No School
Friday	April 5, 2012 April 6, 2012	District Break – No School
Wednesday	May 23, 2012	Last Day for Students

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 an Account Agreement 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 and/or Department Chairperson 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., AOL 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 IS 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 IS 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.
- Users will check their e-mail frequently and delete unwanted messages promptly.
- Users will subscribe only to discussion group e-mails that are relevant to their education or career development as determined by the instructor.

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 their 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.
- Users' parents have the right at any time to see the contents of their child's/children's e-mail files.

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.*

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

STUDENT INTERNET ACCOUNT AGREEMENT

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 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: _____

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: _____

Parent's /Guardian's Section

I have read the District's *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 District's 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.

E.V.I.T. SCHOOL DISTRICT NO. 401

- I give my permission to issue:
 - An Internet account for my child (allows information searching and file transfer)
 - A personal e-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 Communications System.

Parent/Guardian's Name (Please Print): _____ Phone: _____

Home Address: _____

Parent/Guardian's Signature: _____ Date: _____

Student Agreement Must be Renewed Each School Year

SYSTEM ADMINISTRATOR USE ONLY	
Network User Name: _____	E-mail User Name: _____
Network Temporary Password: _____	Temporary Password: _____
System Administrator's Initials: _____	Date Completed: _____

Dear Parent/Guardian:

A.R.S 15-782.02 states, "School districts with career and technical education and vocational education programs may offer vocational educational services without regard to students' age or high school graduation status, except that vocational education services provided to persons over twenty-two years of age shall be offered only for the purpose of skill upgrading or skill retraining and shall not be offered for college level credit." Furthermore, "Persons over twenty-two years of age shall not attend vocational programs in high school buildings during regular school hours, except that a person over twenty-two years of age may attend vocational programs (***other than massage therapy***) during regular school hours on a central campus that is owned and operated by a joint technical education district pursuant to section 15-393, subsection D, paragraph 5 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 shall not be admitted to, or attend, EVIT during regular school hours unless the person has a valid fingerprint clearance card pursuant to title 41, chapter 12, article 3.1. Consistent with the Arizona Revised Statutes, (A.R.S 15-782.02), East Valley Institute of Technology (EVIT) is notifying you that your student will/can be in the same class with a student over the age of 22.


If you have any questions or I can be of further assistance, please contact the Campus Director at 480-461-4000.

Sincerely,

Mr. James Fisher
Campus Director

MILITARY OPT OUT FORM

To the Campus Director at East Valley Institute of Technology (EVIT)



Campus Director, James Fisher

Dear Campus Director,
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, I am exercising the right to request that you **do not** turn over the name, address, telephone listing and school records to the Armed Services, Military Recruiters, or Military Schools of the following student.

_____ As a student, I request my own name, address, telephone listings and school records **not** be released to the Armed Services, Military Recruiters, or Military Schools.

Student Name

Parent Signature

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.

(Student signature)

(Parent's signature)

(Printed student name)

(Printed parent name)

(Date)

(Date)

