



East Side Union High School District
Student Handbook

2005-2006

Evergreen Valley High School
Home of the Cougars



*For additional information regarding East Side Union High School District,
check our web site: <http://www.esuhd.org>*

Evergreen Valley High School

Principal: Mr. Tim McDonough
 Associate Principal: Mr. John Najac
 Associate Principal: Ms. Lynne Murray
 3300 Quimby Road
 San Jose, CA 95148
 Telephone: 408.347.7000
<http://ev.esuhd.org>



Mission Statement

- We achieve academic excellence through the development of intellectual curiosity, personal accountability and a passion for life-long learning.
- We uphold the need for interdisciplinary collaboration.
- We provide an educational experience that is lively, engaging, and enriched by support and services that ensure academic success.
- We strive to continually reflect on the intellectual behavior required to raise the academic performance of all students.
- We foster cooperative academic teams that encompass students, families, teachers, administration, and community partners.
- We embrace 21st-century pedagogy, technology and best practices.
- We accept our stewardship to Evergreen Valley high School's values and traditions.

Vision

Our vision is to sustain continuous academic growth through an environment of mutual trust and commitment to excellence.

Bell Schedules

<u>Regular</u>				<u>Minimum Day</u>	
				<u>Professional Development Meetings</u>	
				<u>(Twice Monthly)</u>	
Period 1	7:15	-	8:10	Period 1	7:15 - 8:10
Period 2	8:15	-	9:15	Periods 2 & 3	8:15 - 9:30
Period 3	9:20	-	10:15	Brunch	9:30 - 9:45
Brunch	10:15	-	10:30	Periods 4 & 5	9:50 - 11:05
Period 4	10:35	-	11:30	Lunch	11:05 - 11:35
Period 5	11:35	-	12:30	Periods 6 & 7	11:40 - 12:55
Lunch	12:30	-	1:00	SD	1:05 - 3:15
Period 6	1:05	-	2:00		
Period 7	2:05	-	3:00		

<u>Block</u>				<u>Faculty Meeting</u>	
<u>Wednesday, Thursday</u>					
Period 1	7:15	-	8:10	Period 1	7:15 - 8:10
Periods 2 & 3	8:15	-	9:55	Period 2	8:15 - 9:05
Brunch	9:55	-	10:10	Period 3	9:10 - 9:57
Periods 4 & 5	10:15	-	11:55	Brunch	9:57 - 10:12
Lunch	11:55	-	1:00	Period 4	10:17 - 11:04
Periods 6 & 7	12:30	-	2:10	Period 5	11:09 - 11:56
				Lunch	11:58 - 12:26
				Period 6	12:31 - 1:18
				Period 7	1:23 - 2:10

School Calendar

2005-2006

Dates in the following calendar may be changed if necessary to schedule makeup days, for days lost to emergency school closing, in order to meet the minimum number of student instruction required by state law.

Holidays/Vacation Days

Labor Day

September 5, 2005

Veteran's Day

November 11, 2005

Thanksgiving

November 24 - 25, 2005

Holiday

December 19 - January 2, 2006

Martin Luther King, Jr.'s Birthday

January 16, 2006

Semester Break

January 17, 2006

Winter Break

February 20 - 24, 2006

Spring Break

April 17 - 21, 2006

Memorial Day

May 29, 2006

Last Day of School

June 8, 2006

Grading Period Ends

1st Grading Period

October 7, 2005

2nd Grading Period

November 18, 2005

3rd Grading Period

January 13, 2006 (End of Sem)

4th Grading Period

March 3, 2006

5th Grading Period

April 14, 2006

6th Grading Period

June 8, 2006 (End of Sem)

Evergreen Valley High School

Need Assistance?

School Site

408.347.7000 • FAX 408.347.7005

John Najac, Associate Principal, Attendance & Discipline
najacj@esuhsd.org

Lynne Murray, Associate Principal, Educational Development
murrayl@esuhsd.org

Jo Ann Savage (Counseling) savagej@esuhsd.org
Sue Ann Lee (Counseling) leesue#esuhsd.org

Lynn McHenry (Activities Director) mchenryl@esuhsd.org
Herb Lee (Boys' Athletic Director) leeh@esuhsd.org
Lisa Baker (Girls' Athletic Director) bakerl@esuhsd.org

Student Bank and Student Store

Evergreen Valley High maintains a student bank and student store for purchasing yearbooks, event tickets and making other school financial transactions. In addition to the on-campus student store, most purchases and transactions can be made through the Evergreen Valley High School Electronic Store that can be accessed at <http://ev.esuhsd.org>.

Students or faculty members are not permitted to charge anything to the student body or to a club without proper authorization. Authorization consists of an official purchase order filled out completely before the charge is made.



Major Activities

Dates for Class Elections, Dances, Assemblies, Back-To-School Night, Athletic Events, Club Days and other activities are available at <http://ev.esuhsd.org>.



Student Parking

All students who drive vehicles to school will be required to have an Evergreen Valley High School parking permit. Driver's license, proof of vehicle registration, proof of insurance and parent signature are required for a parking permit.



Daily Bulletin

The Daily Bulletin is published each morning to the EVHS web site at <http://ev.esuhsd.org>.

Library Processes and Procedures

Hours

Monday to Friday 7:45 a.m. - 4:00 p.m.

Library Staff

To Be Announced, Librarian

Pedro Garcia, Library Technician and Repro Clerk (Hours TBD)

Checkout Procedures

In order to checkout books in the Evergreen Valley High School library, students need to have their bar-coded student ID card. Students that don't have an ID card will be asked to provide a signature and ID number.

Limits:

5 books total, 2 at a time

Time Frame:

3 Weeks plus 2 Renewals

Overdue:

10 cents per day with a \$5.00 maximum non-school days are not included in this.

Charges for Lost Items or Damaged Books that can't be repaired:

Magazines: \$5, Paperbacks: \$10, Hardbacks: \$25, Reference/Art Books: \$100

Fines

Students will receive monthly notices of overdue books and/or fines from their English teacher. If a book is lost, the costs of the book will be charged as listed above to include shipping and library processing charges. The librarian will accept a new copy of a lost item instead of the dollar amount listed. The bank clerk will provide a duplicate receipt to the library. Any fines not paid in a timely manner will be entered into SASI.

Individual Student Usage of the Library

Lunch, Break or After School—Students have open access unless extenuating circumstances require the closure of the library. Students will not need to sign in. Students that stay beyond the bell will need teacher permission.

During class time—Students must have a pass from their teacher or PE medical. Students will be asked to sign in and identify a purpose for being in the library. We will collect passes and may issue a return to class pass from the library if they don't stay for the entire period.

Library Website:

<http://ev.ca.campusgrid.net/home/Library+Media+Center>



Work Permits

All students under the age of 18 must have a work permit in order to be employed. The steps for obtaining a work permit are as follows:



1. Applications are available in the Evergreen Valley High School Career Center and may be obtained on the Evergreen Valley High School website.
2. Complete the "Request for Work Permit and Statement of Intent to Employ Minor" form.
3. Students are required to consult the Associate Principal Educational Development in addition to completing the Evergreen Valley High School Work Permit Policy form.
4. Have your prospective employer fill out and sign the bottom half of the form.
5. Have your parent or guardian sign in the proper location.
6. Return both forms, along with (a) your Social Security Card, (b) your Student Identification Card and (c) Proof of Date of Birth (birth certificate/State ID Card), to the Career Center during the regular school year. Forms may be submitted to the main receptionist during the summer break only.

Work permits must be picked up within 3 days of the proper completion and return of permit application. Permits must be picked up within 7 days of issue or a new application will be required. (*Note: Students who fail to maintain acceptable grades may have their work permit revoked.*)

Get Involved!

Clubs

Evergreen Valley High School promotes extra-curricular activities and encourages students to get involved. Clubs are formed and organized through the Activities Director, Lynn McHenry (mchenryl@esuhsd.org).

Athletics

BOYS

Baseball
Basketball
Cross Country
Football
Soccer
Swimming
Tennis
Track & Field
Wrestling
Waterpolo

GIRLS

Basketball
Cross Country
Soccer
Softball
Swimming
Tennis
Track & Field
Volleyball
Waterpolo

CO-ED SPORTS

Badminton

Athletic Eligibility

To participate in athletics, students/athletes must be currently enrolled in at least 20 semester units of work and passed at least 20 semester units of work at the completion of the previous grading period and must have maintained a 2.0 grade point average in all enrolled courses on a 4.0 scale and receive no more than 1 "F" (C.I.F. rule 204).

Probation Period: (only for students who meet the above requirements, but have not maintained a 2.0 G.P.A.) The student will be allowed one probation period in the 9th or 10th grade and one probation period in the 11th or 12th grade; a total of two during his/her high school years. The principal or his/her designee will oversee and approve probation at each school site. These students must meet the required standards by the end of the probationary period in order to remain eligible (C.I.F. rule 204).

ATHLETICS

Must have the following:

- A complete physical exam.
- Proper insurance coverage. Insurance available in student bank if not already insured.
- A signed Parental Consent Card. Such cards can be obtained at the Student Bank as well as from each sport's respective coach.
- An ASB card

Cougar athletics will require all student athletes and a parent or guardian to meet prior to the athletic season to review financial responsibilities for equipment and uniforms, sportsmanship, Athletic Code of Conduct and Athletic Council, and general practices and expectations.

Acceptable Use Policy

OVERVIEW: The Internet is an electronic communications network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and students is to promote educational excellence. However, with access to computers and people all over the world comes the availability of material that may not be considered to be of educational value. Exploration and manipulation of resources from the Internet should be viewed in the same context as materials generally found in libraries. Use of these resources is encouraged. Student access to and use of the Internet will be monitored, although Evergreen Valley cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the East Side Union High School District.



GUIDELINES: In order to be granted use of Evergreen Valley's computer equipment and access to the Internet, you and your parents or guardians must read the Internet Acceptable Use Policy carefully, sign the form, and return it to Evergreen Valley. You will then be issued a Net Sticker which will permit use of the Internet at Evergreen Valley. *The card must be with the student at the time of access. This applies to all computers in any lab or classroom on campus. Ask your teacher for an Internet Acceptable Use Policy.*

Attendance Policy and Procedures

The State of California has instituted Senate Bill 727 (New Attendance Law). Under this law only student that are in school will count for reimbursement from the state. It is very important for the financial stability of the district that all students attend school daily. Every student must be in school unless it is absolutely necessary for him/her to be absent due to illness, doctor appointment, court subpoena, or funeral of an immediate family member. These are the only excusable reasons for a student's absence from school. All absences must be cleared through the attendance office at 408.347.7172.

1. Contact the Attendance Office

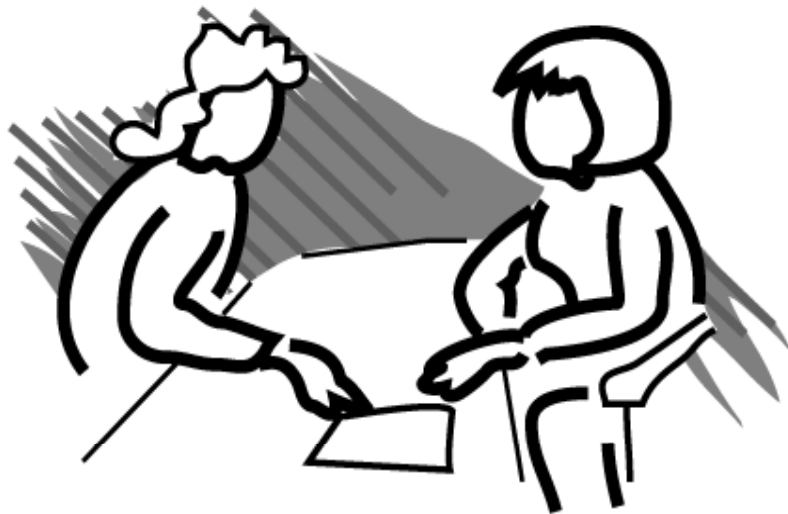
All unverified absences must be verified by a parent or guardian with a phone call or a written note to the office. It is requested that a parent or guardian telephone the school early in the morning every day the student is absent. The purpose of this call is to advise the school of the nature of the absence.

If a student arrives late to school, he/she must report to the small attendance for a tardy pass. All students arriving late must have a written note or a phone call from a parent or guardian.

If a student must leave early during school time, he/she must report to the attendance office for an advance pass. All students leaving campus early must have a written note or a phone call from a parent or guardian. Any parent or guardian picking up their child early from school must show proper I.D. for safety reasons. Students who do not follow attendance procedures may be referred for disciplinary action.

2. Call the school every 3 days and contact the Teacher for homework assignments and class progress.

In cases where students are absent for a period of several days, a parent or guardian should call the school every 3 days and advise the attendance office of the condition of the student. The parent or guardian is also encouraged to contact the student's teachers by a phone call or email for homework assignments that have been missed and/or class progress. Following this procedure will help the student to keep up with his/her work.



Tobacco/Smoking Update for Youth

It is a violation for a minor to be in possession of Tobacco Products according to Section 308 (b) of the California Penal Code. The law allows any law enforcement officer to cite a person under the age of 18 years for being in possession of any tobacco products or paraphernalia. If a student is cited for tobacco use or possession The County of Santa Clara Juvenile Probation Department's Juvenile Diversion Unit will notify them of two choices:

1. **MANDATORY Counseling**

Program for one (1) day at the American Lung Association (ALA) of Santa Clara-San Benito counties located at 1469 Park Avenue, San Jose, CA 95126

(Regardless of your child's participation in a tobacco program through his/her school).

- A fifty dollar (\$50.00) fee is charged.

This includes a twenty-five dollar (\$25.00 non-refundable registration fee that must be paid in advance to enroll in the program and to guarantee seating.

- Parents are REQUIRED to attend the first hour and a half (1 1/2 of the program. Failure to appear will result in loss of the twenty-five dollar (\$25.00) registration fee.

Or

2. A Hearing with a Juvenile Traffic Officer can assign the following to a minor:

- A seventy-five dollar (\$75.00) fine
- A Penalty Assessment of one hundred thirty-six dollars (\$136.00) for a total of two hundred eleven dollars (\$211.00)
- Completion of 30 hours community service.

If you have questions about this anti-smoking program, please call American Lung Association Program Coordinator Dennis Achá at 408.998. LUNG (5864) or dennis@lungsrus.org

Notes