

ADMINISTRATION

Mitch von Gnechten
Principal
mvongnechten@pvschools.net
602-449-3002

Kathleen Alexander
Assistant Principal
Instructional Services
kalexander@pvschools.net
602-449-3032

Jill Price
Assistant Principal
Student Services
jhantman@pvschools.net
602-449-3022

Cain Jagodzinski
Attendance Dean
cjagodzinski@pvschools.net
602-449-3017

INFORMATION NUMBERS

Main Office	602-449-3000
Athletic Office	602-449-3044
Guidance	602-449-3016
Bookstore	602-449-3018
Nurse	602-449-3013
Registrar	602-449-3012
School Resource Officer	602-449-3052
Transportation	602-449-2251

<http://cmwebpvschools.net./smhsweb/>

SMHS Activities

2009 - 2010

Athletics

Coach

Badminton:.....	Mr. Antkropp
Baseball:.....	TBA
Basketball Boys:.....	Mr. Jagodzinski
Basketball Girls:.....	Mr. Carmichael
Cheer:.....	Ms. Anton
Cross Country (Boys):.....	Mr. Pestka
Cross Country (Girls):.....	Ms. Steinruck
Football:.....	Mr. SeKoch
Golf (Boys):.....	Mr. Wojturski
Golf (Girls):.....	Mr. Steinkemper
Pom Line:.....	Mrs. Hatch
Soccer (Boys):.....	Mr. Steinkemper
Soccer (Girls):.....	Ms. Steinruck
Softball:.....	Mr. Melsek
Swim.....	TBA
Tennis (Boys):.....	Mr. Johnson
Tennis (Girls):.....	Ms. Murphy
Track (Boys):.....	Mr. Bodwell
Track (Girls):.....	Ms. Steinruck
Volleyball:.....	Ms. Pittman
Wrestling:.....	Mr. Smith

Class or Class-Related

Sponsor/Teacher

Academic Decathlon:.....	Mr. Kimsey
Art Club:.....	Ms. Ross & Ms. Steinruck
Band:.....	Mr. See
Choirs:.....	Mr. Ross
The Voices of Shadow Advanced Choir	
The Matador Misses Advanced Women's Choir	
The Matador Masterpiece Chorale	
The Singing Shadows Introductory Choir	
Orchestra:.....	Ms. Chilman & Ms. Hayward
ROTC - Color Guard:.....	Col. Anderson & Cm. Sgt. Gatewood
ROTC - Drill Team:.....	Col. Anderson & Cm. Sgt. Gatewood
ROTC - Model:.....	Col. Anderson & Cm. Sgt. Gatewood
ROTC - Rocket:.....	Col. Anderson & Cm. Sgt. Gatewood
Yearbook:.....	Mrs. Cade

Elected or Selected

Sponsor

Peer Mediation:.....Mrs. Burr
Mentors:.....Mrs. Burr

Elected or Selected (cont.)

Sponsor

Principals Advisory:.....Mr. von Gnechten
Student Government (STUGO):.....Ms. Booher
Student Body - Senior Class:.....Ms. Greenfield
Student Body - Junior Class:.....Mrs. Morgan-Szabo
Student Body - Sophomore Class:.....Ms. Hatch
Student Body - Freshman Class:.....Ms. Anton

Honorary

Sponsor

Art Honor Society:.....Ms. Ross & Ms. Steinruck
French Honor Society:.....Ms. Huettl
German Honor Society:.....TBA
International Thespian Society:.....Mr. Flowers
Math Honorary (Mu Alpha Theta):.....Mr. Wojturski
Tri-M Music Honorary.....Mr. Ross
National Honor Society:.....Mr. Balzotti
ROTC – Kitty Hawk Air Society:.....Col. Anderson & Cm. Sgt. Gatewood
Seasoned Angels:.....Ms. Rushing
Society of Women Scholars:.....Ms. Greenfield & Ms. Kovesdy
Spanish Honor Society:.....Mr. Klasky

Open Membership

Sponsor

Club Impact:.....Ms. Piazza
Club X:.....Mr. Burke
Drama Club:.....Mr. Flowers
Environmental Wildlife Action Group (EWAG):.....TBA
International Club:.....TBA
March of Dimes:.....Mr. Peterson & Ms. Ethington
Model U.N.....Mrs. Burr
S.A.D.D.....Ms. Pitts & Ms. Reinke
Speech & Debate Team:.....TBA
Shadows of the Son:.....Ms. Scott

BELL SCHEDULE

DAILY SCHEDULE

7:25	First Bell
7:30 – 8:23	Period 1
8:30 – 9:23	Period 2
9:30 – 10:30	Period 3
10:37 – 11:30	Period 4
11:30 – 12:07	Lunch
12:07 – 1:00	Period 5
1:07 – 2:00	Period 6

(Announcements – Period 3)

SINGLE ASSEMBLY

7:25	First Bell
7:30 – 8:15	Period 1
8:20 – 9:05	Period 2
9:10 – 9:55	Period 3
10:00 – 10:50	Period 4
10:55 – 11:35	Assembly
11:35 – 12:20	Lunch
12:25 – 1:10	Period 5
1:15 – 2:00	Period 6

(Announcements – Period 3)

EARLY DISMISSAL

7:25	First Bell
7:30 – 8:05	Period 1
8:11 – 8:46	Period 2
8:52 – 9:27	Period 3
9:33 – 10:08	Period 4
10:14 – 10:49	Period 5
10:55 – 11:30	Period 6
Professional Development – 12:15 PM – 2:00 PM	

DOUBLE ASSEMBLY

7:25	First Bell
7:30 – 8:11	Period 1
8:16 – 8:26	Period 2
8:31 – 9:21	Assembly 1
9:26 – 10:16	Assembly 2
10:21 – 11:06	Period 3 & Announcements
11:11 – 11:52	Period 4
11:52 – 12:33	Lunch
12:33 – 1:14	Period 5
1:19 – 2:00	Period 6

Matador Athletics

Tryout Schedule 2009-2010

Fall Sports

Badminton
Boys Cross Country
Girls Cross Country
Football
Boys Golf
Girls Golf
Boys Swim
Girls Swim
Volleyball

Tryout Date

August 10, 2009
August 10, 2009
August 10, 2009
August 10, 2009
August 10, 2009
August 10, 2009
August 10, 2009
August 10, 2009
August 10, 2009

Coach

TBA
Gregg Pestka
TBA
Josh SeKoch
Chris Wojturski
Mike Steinkemper
TBA
TBA
TBA

Winter Sports

Boys Basketball
Girls Basketball
Boys Soccer
Girls Soccer
Wrestling

Tryout Date

November 2, 2009
November 2, 2009
November 2, 2009
November 2, 2009
November 2, 2009

Coach

Cain Jagodzinski
Gerrard Carmichael
Michael Steinkemper
Ramie Steinruck
Doug Smith

Spring Sports

Baseball
Softball
Boys Tennis
Girls Tennis
Boys Track
Girls Track

Tryout Date

February 8, 2010
February 8, 2010
February 8, 2010
February 8, 2010
February 8, 2010
February 8, 2010

Coach

TBA
Jeff Melsek
Craig Johnson
Susie Murphy
Larry Bodwell
Ramie Steinruck

All athletes must have a physical exam dated after April 1, 2009 and have completed the clearance papers from the athletic office to be eligible to participate in athletics. Athletes and their parents must also have viewed the Informed Consent Video. All incoming freshmen must view the video before they will be eligible to participate in athletics.

Shadow Mountain High School

Athletic Director
2902 E. Shea Blvd.
Phoenix AZ 85028
602-449-3044

PARENT TEACHER CLUB (PTC)

WELCOMES YOU!!!!

Be a **SUPPORTIVE** parent by joining the SMHS Parent Teacher Club (PTC). The PTC offers parents and guardians the opportunity to participate in and support activities that positively influence students and the school. Participation in all PTC events is optional. Parent involvement is always welcome. Quarterly meetings with informational programs. All the money stays in the school for the students.

YOUR MEMBERSHIP FUNDS MANY GREAT PROJECTS INCLUDING:

- ❑ Offers the Commemorative Brick Program.
- ❑ Gives input on district and school policies and issues.
- ❑ Is a member of the district's United Parent Council.
- ❑ Grants scholarships to graduating seniors.
- ❑ Hosts parent education programs.
- ❑ Promotes the welfare of all students.
- ❑ Sponsors Project Graduation.
- ❑ Funds numerous financial requests by individual students, clubs/programs. Some PTC grants: Band/Choir/Orchestra Travel, Project Graduation, German Honor Society, Spanish Honor Society, Shadow's Newspaper Award Banquet, Student Stock Market Simulation Contest, Perfect Attendance Awards.

Membership In PTC:

Allows you to be a part of a community of supportive parents!

FAMILY MEMBERSHIP (\$30) Entitles you and your spouse to a \$1 discount on gate admissions to all regular season home sporting events.

SINGLE MEMBERSHIP (\$20) entitles one parent to a \$1 discount on gate admissions to all regular season home sporting events.

TEACHERS MEMBERSHIP (\$10)

To join, please visit the school's website at <http://shadowmountain.pvschools.net> and click on the "PTC News" link. Print out the PTC membership form and submit it along with your check (made payable to "SMHS PTC") to the school office or mail to SMHS PTC, Shadow Mountain High School, 2902 E. Shea Blvd., Phoenix, AZ 85028. For more information, please feel free to contact Anita Gerulis – 602-943-9419 or 602-670-4303.

PARENT TEACHER CLUB

Commemorative Brick Program

The Parent Teacher Club (PTC) has implemented a new fund raising program that also beautifies the campus. Engraved travertine bricks will be permanently displayed at the entrance of the school.

By participating in this program, you can create an enduring impression; enhance the campus, and support students, faculty and staff.

To order, contact PTC.

For more information, click and read “Commemorative Brick Program” found at the PTC News link on the Shadow Mountain website. (<http://shadow.mountain.pvusd.k12.az.us/>)

Project Graduation

Sponsored by the Parent Teacher Club, Project Graduation is Shadow Mountain’s all-night party that provides a drug-free, alcohol-free atmosphere for graduating seniors. It is an entertaining night with games, physical activities, entertainers, music, food and terrific prizes. Most importantly, it will be the last time together for this year’s graduating class. PTC wants it to be a fun, memorable and safe celebration for the graduates.

Parents and other volunteers can give your time and/or resources to plan Project Graduation to make this a great event for Shadow’s senior students. Project Graduation volunteer sessions are the first Monday (*denotes Tuesday) of the month at 7:00 p.m. in the Media Center. The meeting schedule is as follows:

September 7, 2009
October 5, 2009
November 2, 2009
January 4, 2010
February 1, 2010
March 1, 2010
April 5, 2010
May 3, 2010
May 17, 2010

If you have any questions or would like to volunteer please contact Donna Stanley at dmtstanley@cox.net.

PARENT TEACHER CLUB

MEETING SCHEDULE

Meetings are held quarterly in the Media Center at 6:30 p.m. on Tuesday followed by a parent education program.

September 15, 2009

November 17, 2009

January 19, 2010

March 2, 2010

April 20, 2010

PTC EXECUTIVE BOARD

President	Pat Kankiewicz	paattanasio@yahoo.com
Vice Pres.	Lindi Caputo	cappy49er@cox.net
Secretary	Danielle Roberts	danie.m.roberts@gmail.com
Treasurer	Ishik Decker	isikkont@yahoo.com

COMMITTEE CHAIRS

Membership	Anita Gerulis	agerulis@cox.net
Project Graduation	Donna Stanley	dmtstanley@cox.net
Scholarship	Michele Linderoth	Michele.linderoth@hotmail.com
Brick Project	Donna Claude	donna.claude@cox.net
Site Based Council	Judy Thompson	judyt7@cox.net
Site Based Council	Michelle Courtright	bandrockson@msn.com
Site Based Council	VACANT	
United Parent Council	Cindy Riordan	cindyriordan@cox.net
United Parent Council	Julia Zandler	jzandler@hotmail.com
Website	Gary Burr	smhsptc@cox.net
Teacher Liaison	Debbie Kovesdy	dkovesdy@pvschools.net

PTC Website: <http://members.cox.net/smhsptc/>

SMHS- 2902 E. Shea Blvd, Phoenix, Az. 85028

Front Office Phone: 602-449-3000

Paradise Valley District Office – 15002 N. 32nd St. Phoenix, Az. 85032 Phone: 602-449-2000

SHADOW MOUNTAIN HIGH SCHOOL

School Council Meeting Schedule

All meetings are held in the Administrative Conference Room at 5:00 p.m.

2009	2010
September 15	January 19
October 20	February 16
November 17	March 16
December 15	April 20
	May 18

Principal's Parent Advisory Council Meeting Schedule

These meetings are open to any parent who would like to provide feedback on current SMHS concerns and issues. All meetings will be held in the Administrative Conference Room from 8:00 a.m. to 10:00 am.

August 26, 2009
September 30, 2009
October 28, 2009 5 P.M.
November 25, 2009
December 16, 2009
January 27, 2010
February 24, 2010 5 P.M.
March 24, 2010
April 28, 2010
May 19, 2010

SCHOOL CALENDAR 2009 - 2010

1ST QUARTER

3RD QUARTER

August 17	School Opens	January 4	Classes Resume
August 25	Early Release Day		
August 27	Open House	January 8	Pep Assembly
August 27	Picture Day	January 12	Early Release Day
August 28	Back to School Dance	January 13	Registration Assembly
August 31	Freshmen Elections		Financial Aid Night
September 1-4	Freshmen Elections	January 18	MLK Day-No School
September 4	Pep Assembly	January 19-22	Hoopcoming Week
September 4	First home fball game	January 21	8 th Grade Honors Night
September 7	Labor Day Recess	January 25	Shadow Showcase
September 9-11	Club Rush	January 26-27	Talent Show Rehearsals
September 15		January 28	Talent Show
September 16-17	Early Release Day		
September 23	Health Screening	February 6	ACT Testing
September 24	(2 days)	February 9	Early Release
September 28	Sr College Night	February 15	President's Day Recess
September 29	Picture Retakes	February 22	Band Concert
	K-12 Recess	February 23	AIMS – Writing
	Homecoming Week	February 24	AIMS - Reading
October 2			
	2 nd QUARTER	March 2	AIMS – Makeup Writing
	Homecoming Game		SMHS Choral Festival
October 3	Pep Assembly	March 3	AIMS – Makeup Reading
October 5	Parade	March 5	Spring Sports Assembly
October 8	Homecoming Dance	March 8-12	Student Body Elections
	Orchestra Concert	March 8	Orchestra Concert
October 12	Choir Concert	March 10	Choir Concert
October 14-16	Grading ends	March 12	Grading Period Ends
October 14	K-12 Recess	March 15	4 th Quarter Begins
	Club Photos	March 16	Grades Due
October 17	Grades due	March 16-18	Class Elections
October 22	ASVAB Test	March 18	Mr. Shadow Performance
October 23	PSAT Test	March 25	Spring Parent/Teacher
October 27	Parent/Teacher Conf.		Conference
October 28	Blood Drive		Prom Fashion Show
October 29	AIMS Reading	Mar 29-Apr 2	Spring Break
	AIMS Writing	April 7	AIMS – Math
November 10	AIMS Math	April 8	AIMS – Science
			Sr.Panoramic Picture
November 11	Early Release Day		(tentative)
November 19-21	Progress Reports	April 13	AIMS Math Makeup
November 24	Veteran's Day Recess	April 14	Terra Nova Tests
	Fall Drama Production	April 19	Earth Day
November 25		April 20	Progress Reports
	Choral Festival at SMHS	April 22	Earth Week Assembly

November 25	Early Release SMHS	April 22-24	Spring Drama Production
November 26-27	Only	April 24	Prom (tentative)
November 30	Sr. Picture Deadline	April 26	Band Concert
December 1	Thanksgiving Recess	April 27	NHS Induction
December 6		May 1	Prom (tentative)
	Talent Show Auditions	May 4	ROTC Awards Night
December 7	Talent Show Auditions	May 3-14	A.P. Exams
December 9	Orchestra Concert	May 3	Senior Recital
December 11	Off campus	May 4	Early Release
December 16	Band Concert	May 10	Orchestra Concert
	Choir Concert	May 11	Senior Awards
December 17	Fine Arts Assembly	May 12	Yearbook Release
	High School Exams-	May 13	Band Concert
December 18	Early Release	May 14	Choir Concert
	High School Exams –	May 20	Senior Exams 1,3,7
December 21-	Early Release	May 21	Senior Exams 2,4,6
January 1	9-12 Recess No school	May 26	High School Exams
	Grades due	May 27	High School Exams
	Winter Break – NO		Graduation – 7:30 P.M.
	SCHOOL		

ATHLETICS

Students may participate in interscholastic athletics at varsity, junior varsity, and freshman levels. Proof of physical examination and viewing of the informed consent video by the participant and their parent(s) is required prior to participation in practice and tryouts. Additional information is available from the Athletic Director.

Eligibility

A student participating in any extracurricular A.I.A. club or athletic team must have received a passing grade in all courses in which the student was enrolled for the grading quarter prior to participation. For eligibility reinstatement information, contact the athletic department. Additionally, students in grades 9-11 must be enrolled in a minimum of five courses during the grading quarter of participation; seniors may participate with enrollment in a minimum of four courses. Also, students suspended from school for drug or alcohol offenses cannot participate in any extracurricular A.I.A. club, activity or sport for eighteen school weeks from the day of suspension. Ineligibility will extend from one school year to the next if the offense occurs within eighteen weeks of the end of a school year.

ATTENDANCE

The Paradise Valley Unified School District Governing Board believes that the attainment of academic excellence requires attendance on a regular basis. Students may fail classes or fail to graduate if this requirement is not met.

Attendance is the responsibility of both the students and parents. Parents need to be aware of their students' attendance and excuse them for valid absences. A student's record of attendance is available by visiting: <https://smhspogb.pvschools.net>

ARIZONA LAW

The state of Arizona requires that all students attend school 90% of the year (Arizona Revised Statute 15-803). PVUSD students attend school 180 days per year, which means that a SMHS student has nine sick days per semester. When a student reaches nine absences in a semester, a doctor's note (or other official document) may be required to excuse any further absences.

STUDENTS UNDER SIXTEEN YEARS OLD

Arizona State law requires that parents ensure that their children between the ages of six and sixteen attend school. On the fifth unverified absence or the eighteenth total verified/unverified absence, regardless of the reason, a citation can be issued for a violation of an Arizona Revised Statute (A.R.S. 15-803).

As part of the citation process, both the parent(s) and the student will be required to attend a hearing with a probation officer at the Mesa Juvenile Court Center. There is a \$50.00 assessment fee, a mandatory education session for parents, and community service hours for the student.

ABSENCE POLICY

A student absent (excused) from class nine (9) or more times per semester and whose absences materially affect his/her academic progress may fail that course or receive a lower grade. All absences from class, including those caused by suspensions, will be counted in determining total absences. Students under 16 who have excessive trancies may be referred to the juvenile authorities for legal action.

TRUANCY POLICY

Students are subject to disciplinary action for any trancies. When a student accumulates four (4) trancies in any class, the student may be dropped from the class with a failing grade. Students must be scheduled for a minimum of four (4) credit-bearing classes to maintain their enrollment in school. The teacher and Dean of Students will initiate their enrollment in school. The teacher and Dean of Students will initiate timely communication with the student and parent when absences occur.

For a truant absence, the student is not eligible to receive credit for the work that is missed, detentions and/or suspensions may be assigned for trancies.

If you drop below four (4) classes, you will be suspended from Shadow Mountain for the remainder of the semester if you are 16 or above the 10th grade.

If you are in the 9th or 10th grade and are under the age of 16, you will not have your schedule reduced to less than four (4) classes. However, a grade of "F" may be assigned when you receive the fifth truanacy in any class even though you are not transferred to study hall. Excessive trancies may result in suspensions for Defiance of Authority.

For Excessive Absences:

1. You will be placed on a probational status the first time you reach 18 absences (excused or unexcused) in any class in a year.
2. You will enter into a contract between the Dean of Students and yourself that will limit further class absences for the remainder of the semester.

3. Some of the standard provisions of the contract include but are not limited to:
 - a. The only excused absences from the date of the contract will be for illnesses that are verified by doctor documentation.
 - b. You will be expected to attend all school assemblies and/or school related activities that are scheduled during school hours.

The consequences for failing to follow these provisions may result in truancy being assigned which, subject to due process, may drop you from class, from school, or result in the assignment of a failing grade.

Cuts Program

CUTS is a diversion program, which brings consequences for students and parents whose children do not attend school. CUTS is a program only for student's who are under the age of 16.

Students who are truant for 5 days or more will be cited by school administration. As part of this citation process, both the parent(s) and the student will be required to attend a hearing with a probation officer from the Juvenile Court Center. The hearing will be held on campus. The student and the parent will be assessed one or more of the consequences listed below:

1. Assessment fee of \$50.00
2. Mandatory education session for students.
3. Mandatory education session for parents.
4. Community service hours for the student.

To Excuse An Absence

To excuse an absence, a parent must notify the attendance office during the day of the absence. The parent must notify the school by telephone by 3:00 p.m. when his/her child is absent from school. If a call is not received by 3:00 p.m., parents will be notified of the student's absence by the automatic dialer. After being notified, parents will then be given until 2:00 p.m. the following day to call in and excuse the absence on the answering machine. The attendance office telephone number is **(602) 449-3001** and office personnel are available between 7:00 a.m. and 3:00 p.m. After 3:00 p.m. please leave a message on the voice mail. Notes from parents are not required. Any absence without prior knowledge and consent of parent/guardian, which is in violation of state law and district procedure, will be a truancy. If students are on campus, they are expected to be in class. They cannot be excused from class due to unpreparedness for tests or assignments. If students are excused, they cannot loiter on campus. **Any absence in which a student fails to sign out through the attendance office prior to leaving campus will be a truancy.** Pre-planned absences of three or more days may be arranged in advance with the attendance office. **Students may not be excused for a single period and remain on campus.**

Make up Work from Absences

- A. Students placed on off-campus suspension are permitted to make up work that

can be completed at home. Homework is only requested if a student is on off-campus suspension for 3 or more days. Work must be picked up from the guidance office after school hours and completed during the suspension. This does not include items that cannot be completed during the suspension. This does not include items that cannot be completed at home, such as tests, quizzes, and labs. Homework must be turned in the first day the student returns from suspension.

- B. Students returning from an excused absence will have an amount of time equivalent to the number of days absent to make up work assigned during the absence.
- C. Homework may be requested for students absent 3 or more days by calling the Guidance Department at **602-449-3015**. Homework may be picked up at the end of the following school day. Please contact the Guidance Department to ensure work has been received **prior** to coming to school to pick up work.
- D. Pre-arranged absences of three or more days must be cleared with the attendance office. Teachers are not authorized to sanction absences, but must be informed by the student. Work missed because of pre-arranged absences which occur at the end of a grading period must be submitted before the absence. No make-up days beyond the close of the grading period will be granted for prearranged absences. No incompletes will be issued.

TARDY POLICY

1st Period:

If students arrive on campus after the 7:30 bell they should proceed directly to their 1st period class.

Tardies are to be marked only during the first 10 minutes of class. Any student arriving after the initial 10 minutes of class is to then be marked as an absence.

The only acceptable excuses for a tardy are a **medical, dental or legal excuse**. **Parent excuse does not excuse a tardy**.

1st Tardy: When a student received their first tardy they are verbally warned by their teacher that they are tardy and that future tardies will result in future consequences, assigned lunch detentions.

2nd Tardy: A student tardy for a second time will be notified by their teacher of the day and starting time the student is required to attend **lunch detention**. The teacher will make a phone call home (as will the school dialer) to notify the student's parent of said tardy and consequences and then forward the tardy sheet to the Attendance Office.

3rd Tardy: Infraction number three (is Defiance of Authority) will result in similar actions as infraction two; a verbal warning, assignment of a **double lunch detention**, a phone call (school dialer) home, and the forwarding of the "Tardy Sheet" to the Attendance Office.

4th Tardy: Infraction number four (continued Defiance of Authority) will result in the “Tardy Sheet” being forwarded to the Attendance Office where the Dean of Students will impose a consequence for student being tardy multiple times.

5th Tardy and beyond: Continued infractions will result in further consequences assigned by the Dean of Students.

The Dean of Students will assign consequences for infractions four and beyond.

Consequences will range from, but are not limited to:

- #4 Saturday Detention
- #5 In-School Suspension
- #6+ Out-of-School Suspension/Parent Conference

Periods 2 through 7:

The same procedures will be followed for each of the class periods throughout the day for any tardy infractions (first 10 minutes of class). Continued tardiness will be treated as a class disruption and/or Defiance of Authority and may result in continued use of disciplinary measures.

PLEASE NOTE: Here at Shadow Mountain we value academic achievement, respect for others, individual accountability, civic responsibility and community involvement. We can all share in these values by insuring that students are getting to class on time and receiving the full benefits of their education

Permit to Leave School

Medical, dental or other appointments are discouraged during school hours. If a student must leave for any reason, two things must take place **PRIOR** to the student leaving campus:

1. A parent/guardian must notify the attendance office.
2. The student must report to the attendance office and pick up a Permit to Leave (PTL) pass.

Any student requiring a pass during a scheduled lunch period must have a parent sign him/her out through the attendance office and receive a permit to leave campus. This applies to grades 9-12. If a student becomes ill after arriving at school, he/she must report to the nurse to receive a Permit to Leave. Anyone not receiving permission to leave will be considered truant and disciplinary action may be taken.

BOOKSTORE

The bookstore is located in the Tech. Ed. Building, room #613 and is **open from 7:00 a.m. to 7:25 a.m., during lunch, and after school from 2:00 to 3:00 p.m.** The Bookstore handles all transactions regarding textbooks, fees, lockers and parking permits. Lost and Found is located in the custodial area behind the bookstore. No Bookstore business will be conducted without the student having his/her I.D.

CAFETERIA

Cafeteria services are provided in the Student Activity Center from 7:00 – 7:25 a.m. and during lunch (5th hour). All items are sold on a cash basis. Soft drinks and snack vending machines are available to students. **Food and drinks are not permitted in academic areas.**

When using the cafeteria, you are expected to deposit all litter in wastebaskets and return plates and trays to the dishwashing area. Any student who litters or is disruptive may be assigned cleanup duties or given detention.

CELL PHONES/ ELECTRONIC DEVICES

Students are only permitted to use cell phones and electronic devices before and after school and during lunch. Cell phones and electronic devices may not be seen, heard or used at any other time during the school day (7:30 a.m. – 2:00 p.m.). Electronic devices include , but are not limited to, walkman/discman, radios, boom boxes, Ipods, MP3 players and CD players. **The school assumes no responsibility for the security of these items.**

CLOSED CAMPUS

Students are to remain on campus from the time they arrive in the morning until after their last class or until they have officially been given permission to leave. Consequence for leaving campus without a pass ranges from detention to off-campus suspension. Parking lots are considered off campus and students may not go there without permission. Parking passes are a privilege and may be revoked without reimbursement.

Only those persons who are officially enrolled as students are permitted on the campus during the school day. All others may be considered trespassers and are subject to arrest.

DRESS CODE

1. Clothing, jewelry, paraphernalia or any personal items depicting or promoting drugs, alcohol, gang activity, violence or experiences considered offensive by our community's standards will not be allowed, including clothing that may portray "colors" or if involved in a senior prank.
2. Necklines may be no lower than the width of the hand when measured from the bottom of the neck or the collarbone.
3. Shorts and skirts must pass the "thumbnail rule" which means they may be no shorter than where the student's thumbnail touches the leg when the arm is hanging straight down. Slitted skirts and shorts must pass the same tests.
4. Shirts must meet shorts, slacks, and skirts, **with no midriff or bare skin showing at any time.** Strapless tops, tube tops and halter-tops are not acceptable. Spaghetti straps conforming to the dress code are permitted, as are tank tops. All shirts must have a shoulder strap over each shoulder.
5. Clothes that reveal undergarments are not permitted. See-through clothing is not acceptable.
6. "Sagging" is not allowed; pants and shorts must be waist high and may not sag below the hips.

7. Hats and/or hoods are not to be worn on campus during the school day, 7:30 a.m. to 2:00 p.m. unless part of a duly authorized uniform on a prescribed uniform day; i.e. ROTC.
8. Bandanas and sweatbands will not be permitted at any time.
9. Torn or defaced clothing is inappropriate for school. This includes cut-off shorts and shirts. Holes in clothing that reveal undergarments or skin in inappropriate areas are not permitted.
10. State health laws require shoes to be worn at all times.
 11. Wheels on shoes are not permitted.
 12. Pajamas and slippers are not permitted.
 13. Any type of clothing or accessory with spikes or chains is not permitted.
14. Sunglasses are not allowed to be worn during class.

The Shadow Mountain dress code applies to all students, male and female. Students violating the dress code will be asked to change into other clothing, have parents bring proper clothing to school or not be permitted to remain in school. Repeat offenders will be assigned detention.

DRUG POLICY

Enforcement of the district drug and alcohol policy is swift and strict. Students found in possession of, or having used, drugs or alcohol during the school day or a school-sponsored event will be suspended for nine days (may be reduced with counseling) on their first offense and will be recommended for expulsion on their second offense at any district school. A person who in any way provides, gives sells or offers any form of alcoholic beverage, illegal or dangerous substance, drug paraphernalia, or look-alikes or any substance represented as an illegal or dangerous drug, will be deemed a pusher and recommended for expulsion. Shadow Mountain High School has been registered as a drug free zone. Besides school disciplinary action, police will be notified.

FIGHTS/MEDIATION/FACILITATION

An orderly atmosphere is essential to learning. Fighting is an unacceptable behavior and will not be tolerated. Those who are involved in fights will be suspended for a minimum of 5 days (may be reduced with mediation). Any student involved with or promoting or encouraging a fight will also be subject to disciplinary action.

Shadow Mountain High School proudly has a program to help deter fights. The Peer Mediation/Facilitation Program is available to students in conflict who wish to resolve the conflict without violence. Contact the guidance office to arrange for mediations.

FIRE DRILLS/FALSE ALARMS

Fire drills occur monthly. Instructions for these drills are given by the classroom teachers. When the alarm is sounded, move quickly along the designated routes to the assigned areas which are at least 100 feet away from buildings. All students must vacate the center of campus during a drill and remain

outside until the all clear signal is given. **ANY STUDENT INVOLVED WITH A FALSE ALARM WILL BE SUSPENDED IMMEDIATELY PENDING AN INVESTIGATION FOR EXPULSION.**

FOOD FIGHTS

Food fights are a disruption to our campus and will not be tolerated. The consequences for participating in a food fight are:

- 5 day off campus suspension for anything thrown (which means no makeup of tests/quizzes/labs and **no** after-school activities during that time—dances, proms, sports, clubs, etc.)
- Police will be called to campus and will prosecute students for assault and disorderly conduct.
- Vending machines and the Bullpen will not be available at any time during the day.
- Locker bays will be locked during lunch.

GANG POLICY

For the purposes of school discipline, a gang shall be defined as a group of three or more persons who may be identified as follows: 1) have a group name, 2) may claim a territory, 3) have rivals and/or enemies, 4) interact together to the exclusion of others, 5) exhibit anti-social behavior often associated with crime or a threat to the individuals or the community.

Gangs that initiate, advocate or promote activities that threaten the safety or well being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress (sagging) or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attributes indicates or implies membership or affiliation with such a group is prohibited because of the disruption to the educational activities that results from such activities or dress. It is the school's position that such activities and dress present a clear and present danger to the students at Shadow Mountain High School and will not be tolerated.

GRADE REPORTING

PROGRESS REPORTS - Official Progress Reports are issued four times a year to parents of students. The reports reflect either successful or deficient achievement of students' academic and behavioral progress. Parents should expect to receive progress reports during the sixth week of each quarter. Updated grades for each student are available 24 hours a day, 7 days a week via the Internet. Passwords are given to each student at the beginning of the school year and may be obtained from their third hour teacher if misplaced. The web address for this grading program, called pOGB, is <https://smhspogb.pvschools.net>

REPORT CARDS – Official report cards are issued four times a year. Only those grades on the first and second semester report cards go on the official transcript. Parents should expect to receive report cards within two weeks of each quarter.

GUESTS

Visitors pose a hardship on both teachers and pupils. Therefore, students are not allowed to bring visitors during the school day. Parents are always welcome, but are encouraged to make an appointment if they wish to see a teacher, counselor or administrator.

Students must register guests for school dances through the administration offices. Only high school students may be guests at dances with the exception of homecoming and prom when college-age guests may be permitted under age of 21. Middle school students are not permitted at any high school dance.

GUIDANCE AND COUNSELING

Each year, the high school Guidance and Counseling Department identifies services that it will provide to students. These services are outlined in materials available from the guidance office. Emphasis is placed on academic advice and planning for a successful four-year preparation for continued post-high school learning and the world of work. Typical services to be provided include:

1. Orientation for all incoming ninth grade students and parents, as well as for all transfer students.
2. Annual individualized conferences, upon request, for each ninth grade student and his/her parents to develop an Individual Graduation Plan.
3. Information on careers, college entrance, financial aid and other related data.
4. Administration and interpretation of state mandated testing. Test results will be mailed to parents.
5. Communications to parents, including academic/citizenship progress reports and phone contacts.
6. Enrichment activities, conducted in the classroom in concert with the teacher, include such topics as decision-making and problem solving to help students develop a positive self-image.
7. Individual counselor assistance to further interpret or clarify topics or services provided by the Guidance Program. As time permits, group or individual counseling may be provided at student, teacher or parent request for academic, personal or social problems.

Counselor Assignments

A-Br	Ms. Bolduc
Bu-Gr	Ms. Birt
Gu-Li	Ms. Peroutka
Lo-Ri	Ms. Prouty
Ro-Z	
College/Career Specialist.....	Ms. Piazza

Standard High School Graduation Requirements

4.0 English
3.5 Social Studies
3.0 Science
3.0 Math
1.0 P.E.
1.0 Voc/Arts
6.5 Electives

22 TOTAL CREDITS

Commencement Participation

A student may not participate in the commencement ceremony until counselors have verified that all graduation requirements have been met and the checkout sheet is completed and approved. There are fees involved with the commencement program and participation is optional.

College Board Test Dates

SAT

October 4,5 2008
November 1,2 2008
December 6,7 2008
January 24,25, 2009
March 14,15 2009
May 2,3 2009
June 6,7 2009

ACT

September 13, 2008
October 25, 2008
December 13, 2008
February 7, 2009
April 4, 2009
June 13, 2009

PSAT

October 15, 2008 or
October 18, 2008 (Saturday)

Note: The code for Shadow Mountain High School is 030-304

HARASSMENT, BULLYING, HAZING, AND THREATS OF HARM

Shadow Mountain High School is committed to providing all students and staff with a safe school environment in which all members of the school community are treated with respect. Accordingly, students have the right to be free from any form of harassment, bullying, hazing, or threat of harm. Students have the right and responsibility to report harassment, bullying, hazing or threat experiences, and to have that report processed by a knowledgeable staff member. Students found to be involved in these activities are subject to disciplinary consequences that may include warning, censure, suspension, or expulsion from school, depending on the severity of the incidences and/or frequency of the offenses. Counseling, mediation, community service and other programs where the student takes responsibility for the action may be used as alternative consequences.

HEALTH AND FIRST AID

Students who are injured or become ill during the school day need to report to the Nurse's Office where the nurse will evaluate their condition and contact a parent/guardian as appropriate. Assisting the student to remain in school is the goal, to the extent that the student does not have a communicable disease or other health condition that interferes with the student's academic performance or places other students at-risk. Unless it is an emergency, a student visits the Nurse's Office, they must sign in, and must receive a signed pass back to class. Students are held accountable for their time out of class. **STUDENTS MAY NOT LEAVE CAMPUS WITHOUT OBTAINING A PASS FROM THE NURSE FOR ILLNESS/INJURY RELATED PROBLEMS.**

MEDICATIONS – Students are not allowed to carry any medication with them on campus, including Aspirin/Tylenol. If a student is required to use medication during the school day (including inhalers) the following procedure must be followed:

1. All medications must be kept in the Nurse's Office. The exception to this policy is for a student who has a life-threatening allergy who must carry injectable epinephrine (Epipen); or for an asthmatic student whose condition is so severe that they must carry an inhaler with them. In that case, a physician's note on letterhead must be on file in the Nurse's Office.
2. All medication must be in the original container. In the case of a prescription medication, the label must match the name of the student who will be taking the prescribed medication.
3. A parent/guardian must complete and sign the Paradise Valley Unified School District, "School Year Medication Record" form.
4. Upon the completion of the "Over-The-Counter Medication" form by a parent/guardian, Tylenol and/or ibuprofen can be administered through the Nurse's Office.

HOW TO CONTACT YOUR CHILD'S TEACHERS

1. Refer to each teacher's class syllabus that you will receive at Open House. Contact information will be given by each teacher.
2. You may call the main telephone number, 602-449-3000, and ask to be connected to a particular teacher's voice mail. Also, please remember that we can not transfer phone calls to the teacher's classrooms during class time.
3. If you would like to e-mail your student's teacher, the address is as follows:
First initial – last name – pvschools.net
For example: mvongnechten@pvschools.net

It is the policy of Shadow Mountain High School to return telephone calls and e-mails within 48 hours of receipt.

IDENTIFICATION CARDS

An I.D. is issued to every student upon registration. **The card must be carried at all times.** It is required for seniors to be able to leave campus (must have an approved insignia), in the Media Center, the Bookstore, for dances, and other activities. Lost I.D.'s can be replaced in the Bookstore. The first replacement is free, additional replacements will cost \$5.00. Failure to present the I. D. to authorized

personnel will lead to disciplinary action. Students in possession of a valid school I.D. card are charged a student price for admission to home athletic events. Those without, pay the regular admission price.

INITIATIONS

There will be no initiations or hazing of students into classes, clubs or teams.

LOCKERS

Students may request a locker for storage of books and personal possessions. Students may not share lockers with friends, nor may they switch or “trade” lockers. If a student wishes to change their locker location subject to availability, they may do so by going to the Bookstore. The locker rental fee is \$6.00, and is nonrefundable. **Locker bays are open from 7:00 a.m. to 3:00 p.m. on school days.** All lockers are the property of the school and may be opened and inspected by authorized school personnel for reasonable cause. Only official school locks are permitted on book lockers. Other locks will be removed. A locker clean out fee of \$10.00 will be charged if lockers are not cleaned out at the end of the school year, or for damaged or graffitied lockers.

THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS MISSING OR STOLEN FROM EITHER BOOK OR P.E. LOCKERS UNDER ANY CIRCUMSTANCES.

MAKE UP WORK FROM ABSENCES

- A. Students placed on off-campus suspension are permitted to make up work that can be completed at home. Homework is only requested if a student is on off-campus suspension for 3 or more days. Work must be picked up from the guidance office after school hours and completed during the suspension. This does not include items that cannot be completed at home, such as tests, quizzes, and labs. Homework must be turned in the first day the student returns from suspension.
- B. Students returning from an excused absence will have an amount of time equivalent to the number of days absent to make up work assigned during the absence.
- C. Homework may be requested for students absent 3 or more days by calling the guidance department at 602-449-3016. Homework may be picked up at the end of the following school day. Please contact the guidance department to ensure work has been received prior to coming to school to pick up work.
- D. Pre-arranged absences of three or more days must be cleared with the attendance office. Teachers are not authorized to sanction absences, but must be informed by the student. Work missed because of pre-arranged absences which occur at the end of a grading period must be submitted before the absence. No make-up days beyond the close of the grading period will be granted for prearranged absences. No incompletes will be issued.

MEDIA CENTER

Media Center facilities are for research and study-related purposes and not for socializing. Hours are 6:45 a.m. to 3:15 p.m. To use a computer, students must have a signed permission slip on file and must present their I.D. cards before use.

NON-SMOKING POLICY

If students are found in possession of, or using tobacco in any form while on school premises or at any school-sponsored function, they have violated the no-smoking policy and the following disciplinary action will be taken:

1st offense: Police citation and fine

2nd offense: Three (3) days suspension (off-campus), police citation, and fine

Students are not permitted to carry tobacco in any form, or lighters, or matches on campus. School officials will confiscate tobacco products and paraphernalia. (The no-smoking policy is enforced not only during the school day, but in the vicinity of campus before and after school, at school-related events, on or off campus and on school buses and at school bus stops).

PARKING LOT

There will be a \$100.00 per year fee for parking. Only those students who have paid for a parking permit may use our parking facilities during the school day. Students must park vehicles in the student parking lots, which are located on the East and West sides of campus and may only park in **their** assigned lot. Teachers' parking is in the North portion of the West lot and is designated as such. The **front parking lot is for staff use only**. All cars should be locked after arriving in the morning. Each student who drives a vehicle to school must register it through the bookstore and display the parking permit. Any vehicle illegally parked or without a parking permit may be booted or towed at the owner's expense and the student may be subject to further disciplinary action.

Students are advised not to keep valuables in their car, as the school assumes no responsibility for the vehicle or its contents. (Parking lots are OFF LIMITS to students during the school day except for those students who are leaving or returning to campus with permission.) Loitering is never permitted in parking lots.

The speed limit in the parking lot is 5 m.p.h. Reckless driving is not permitted.

This year student parking in the west lot will be based on academic performance and attendance.

Top ranked seniors in G.P.A. and/or attendance are eligible for this privilege.

Bicycles and skateboards should be securely locked in the bike compound. The school assumes no responsibility for damages or theft of bikes or skateboards, or their parts.

PROHIBITED ARTICLES

Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some way with school procedures. Items such as mace, pepper spray, knives, spikes, chains, weapons of any type, squirt guns and other playthings will not be permitted on campus. The above listing is not intended to be all inclusive. These items will be confiscated and students may be subject to disciplinary consequences.

RANDOM DRUG TESTING POLICY

The Governing Board and coaches believe that the use of illegal drugs presents an especially hazardous threat to the health, safety and welfare of students who participate in athletics. Therefore, before a

student is eligible to try out for a team or use the facilities during the off-season in our supervised weight program, he/she must agree to submit to the random based testing program. This policy is a part of our student athlete drug prevention program and is intended to protect all students *participating on teams and using our athletic facilities for conditioning during the school year. For further information, please contact the athletic director.*

RESTRICTED AREAS

Restricted areas for students during the school day include parking lots, academic hallways during class time and lunch, and all athletic facilities including athletic fields. Students in these areas without authorization will be subject to disciplinary action.

SCHOOL AND STUDENT PROPERTY

Student lockers, desks, and school textbooks and library books are the property of the school district and remain, at all times, under the control of the district. However, students are expected to assume full responsibility for the security and safekeeping of their lockers, desks, books, and other property and equipment. The inspection of lockers and desks may be conducted by school authorities at any time without a search warrant or the consent of the student. This may include the use of canine searches of lockers.

SCHOOL BUSES

Bus transportation is provided to any district student who lives one and one-half miles or more from school. Bus drivers are regular staff members and are to be treated with courtesy and respect. Their rules and requests are to be obeyed both on the bus and at the bus stop. Time tables of routes and bus stop locations are posted in the guidance department. If additional information regarding school bus transportation is needed, call the district transportation office at **602-449-2251**.

SECURITY AND CUSTODIANS

Security personnel are on campus to monitor student behavior and safeguard students and property. Custodial staff are employed to ensure the orderly operation of the school. These employees wear photo-identification tags. Discourtesy or disregard to the directives of these personnel is grounds for *disciplinary action*.

SIGNS AND POSTERS

Only signs or posters for school-related activities may be displayed and must be approved, signed and stamped by an administrator or their designee. In addition, signs and posters should be affixed to walls in a manner that does not remove the paint or leave marks on the walls. All signs or posters must be in good taste. Persons or organizations displaying posters are responsible for immediately removing the advertising following the event or activity.

STUDENT CONDUCT

Each student has the right to learn and each teacher has the right to instruct in an atmosphere free from distraction or disruption. Disciplinary action will be imposed on students whose behavior fails to respect these rights. All school rules regarding student behavior apply not only during the school day, but also in the vicinity of campus before and after school and at all school-related events, on or off campus, and on school buses and at school bus stops.

STUDENT CONDUCT

The following is a list of disciplinary consequences:

1. **Detention(s)** - An employment obligation is not sufficient reason to be absent.
2. **In-School Suspension** – Assignment to study hall room for an entire day or days. Homework and tests may be made up for credit.
3. **Community Service Alternatives** – Students may be assigned community service or required to attend behavior modification courses. These assignments will be required for repeat offenders or at the discretion of the Assistant Principal. Parent agreement and support is mandatory.
4. **Off-Campus Suspension** – One to ten days out of school. Student may not be on campus during this time nor take part in an extracurricular activity as either participant or spectator. A parent conference may be required before the student returns to school.
5. **Expulsion** – Students will be referred to the Governing Board for a hearing. Upon expulsion, the student will not be allowed to enroll at any school in the Paradise Valley School District.

STUDENT CONDUCT WITHIN THE SCHOOL COMMUNITY

School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school or attending events on or off campus after the school day ends. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others during lunch hour and released periods. Failure to conduct oneself in a safe manner or to act as a good neighbor within the school community may result in disciplinary action (ARS/12-201).

TECHNOLOGY

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet, telecommunications and networked information resources allow people to interact with hundreds of thousands of libraries, databases and bulletin boards with the potential to exchange messages with people throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration and communication, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Paradise Valley Unified School

District Governing Board supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access requires responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Acceptable uses of the Paradise Valley Unified school District electronic information resources include:

- Being responsible, courteous and polite
- Using appropriate language
- Honoring all rules and laws of copyright and personal property
- Accepting full responsibility for the use of personal accounts
- Researching assigned classroom projects
- Sending and receiving electronic mail (email) for academic purposes
- Exploring other authorized computer systems, libraries, databases and bulletin boards

Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and insure that users are using the system responsibly.

Users should not expect that files stored on district servers will be private.

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Sending or receiving copyrighted materials without permission
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Advertising or promoting events that are illegal or against school policy

Violations may result in a loss of access as well as other disciplinary action.

TEXTBOOKS

Textbooks are issued to all students free-of-charge. All textbooks are individually bar-coded for tracking purposes, and are checked out to students on an individual basis. Students must return the books that were checked out to them in the condition in which they were issued. Damaged or lost books must be paid for at full replacement cost.

CRISIS PLAN

HOW SHADOW MOUNTAIN HANDLES CRISIS SITUATIONS

Priority Actions

During any emergency situation, the following steps are taken, in order of priority. **(If police are called, in all cases, they determine the procedure.)**

- Provide for the safety and welfare of all concerned.
- Determine the status of the situation by assessing the number and kind of injuries, property damage and resources available.
- Administer first aid to the injured.
- Implement communication procedures.
- Follow the organizational guidelines for the next step in reporting the incident.
- Evaluate the effectiveness of the emergency plan and make changes for the future.

Lockdowns

If there is a campus disorder, student abduction/hostage situation, violent person or intruder on campus, weapons found or a drive-by shooting, it may be necessary for the school to implement a lockdown. If so, Shadow Mountain follows the below described procedures to insure the safety of the students and staff.

- 1) Teachers should lock their doors and then take note of who has already left the room, writing down names and intended destinations. For example: John Smith left the classroom at 1:15 to use the restroom. No one is allowed to leave after lockdown!
- 2) Teachers are not to allow students into the room once the doors have been locked. Those students locked out of the classroom will be gathered by staff sweeping the building and taken to a safe area. In case the sweep does not occur, students left out of lockdown should find a safe place.
- 3) Teachers should keep students in the classrooms until further instructions are given.
- 4) An evaluation survey of the effectiveness of the plan will be administered to all staff following the incident.

Building Evacuations

In case of an explosion, fire, bomb, hazardous material release or flood that occurs on the grounds, Shadow Mountain has developed the following procedures to insure campus safety.

- 1) The fire alarm will be implemented. Students will exit according to the emergency exit route map posted on the wall of the room they are in. They will follow the directions of the teacher and go to the designated area for a building evacuation.
- 2) The teacher will take the roster with the up-to-date class list, take attendance and notify the control center if there is someone missing.
- 3) Students will remain in supervision of the teacher until the call is made for everyone to re-enter the building, or until students are picked up. Teachers will not have emergency cards.
- 4) Teachers will receive communication from their department chair as to who will be in touch with the teacher liaison in the control center.
- 5) The Phone Master message will be sent out relative to this event and a follow-up written message will go out to each family.

6) Afterward, all staff will be asked to evaluate the procedure for future improvements.

Communication Procedures

The person responsible for directing communication will always be the principal or designee. The school has developed the following plan in order to communicate crisis situations to the parents.

School to Parent Communication:

If the phones are not out, we will send a message home via the Phone Master System. We will also follow up in writing immediately if the power is available. If power is not available, we will follow up in writing as soon as we receive power.

If the phones are out, we will request the district to have another school send messages to our parents through their message system. We will follow up in writing as soon as the power is available to do so. If a crisis occurs during NON-school hours and key parents need to be notified, we will have their names listed in the phone tree, and staff will initiate the calls.

The district office will establish and maintain an information center to coordinate interaction and information releases with the news media.

General Information:

In all emergency situations, whenever necessary, teachers are given the authority for the safety of the students without waiting for directions from the principal or designee.

Potential on-site scenarios include acts of violence, an altercation between groups, a hostage/sniper gunfire situation, natural causes, environmental hazards, such as the release of hazardous materials or leak of toxic substances, an accident with multiple severe injuries, perhaps from an explosion, fire, building collapse or crash into the building, a bomb scare or actual bomb in the building, and domestic violence situations.

In all instances, the school's primary considerations are safety, first aid and security. Every crisis situation is taken seriously, and each staff member is aware of the responsibilities involved.

Students should be aware of emergency procedures and follow directions of school personnel, and parents should assume full responsibility for student identification, supervision and protection after the student is dismissed from school as a result of an emergency.

For Your Information:

There is a copy of all hazardous materials on the wall by the Principal Secretary's Desk, one in the Nurse's Office and one in the Science Department.

Incase of a campus sweep, possible locations have been identified as the Matador Arena, Cafeteria, Main Gym or Auditorium.

If an emergency occurs during the lunch hour or in between classes that might put students in danger, students will be instructed to seek safety and listen for announcements.

Outdoor PE Class instructors will take students to one of the gyms or to an area as far away as possible from the emergency. Either Security will be responsible for giving those classes the necessary instructions, or the PE teachers will receive information via radios.

If bus evacuation is necessary, the buses will be instructed to pick up in the usual area, unless that location is in jeopardy, in which case, buses will pick up in the opposite parking lot.

Security will suspend the bells until further notice.

The Crisis Plan will be part of each visiting teacher's packet.

In a severe case, the Training Room in the Main Gym may be designated as a triage area.

In the event that the administrative building is unfit for use, the Crisis Team will convene in the Matador Arena.

Police and fire officials will be given access to the softball field by the portable classrooms to be used as a staging area.

Emergency Phone Numbers

Campus Numbers:

Mitch von Gnechten, Principal	602-449-3002
Kathleen Alexander, Assistant Principal	602-449-3032
Jill Price, Assistant Principal	602-449-3022
Cain Jagodzinski, Dean of Students	602-449-3017
Kathleen Darrow, School Psychologist	602-449-3008
Karen Reuter, School Nurse	602-449-3003
,Athletic Director	602-449-3023
Jodi Peroutka, Guidance Department Chair	602-449-3014
Joe Ballestero, Maintenance	602-449-3054
Security	

District Office Numbers:

Main Operator	(602) 449-2000
Dr. James P. Lee, Superintendent	(602) 449-2298
Dr. Patrick Sweeney, Assistant Superintendent for Instructional Support/Secondary Education	(602) 449-2097

Community Numbers:

To Report School Violence	1-877-900-1086
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Police Department (Crime Stop)	(602) 262-6151
Fire Department (Alarm Room)	(602) 262-6595
Poison Control Center	1-800-222-1222
Child Protective Services (Reporting abuse and neglect)	1-888-767-2445
Child Protective Services (Any CPS related concern EXCEPT reports of abuse and neglect)	(602) 542-3981
EMPACT/Suicide Crisis Hotline	(480) 784-1500
Behavioral Health Crisis	(602) 254-4357
Federal Bureaus of Investigation (FBI)	(602) 279-5511
Silent Witness	(602) 262-6151
Community Information and Referral	(602) 263-8856
APS (to report a power outage, line break or downed lines)	1-800-253-9405
Southwest Gas (to report a gas leak)	(602) 271-4277
City of Phoenix/Water (to report emergency leaks)	(602) 262-6251
Qwest	1-800-954-1211

FOR ALL EMERGENCIES, DIAL 911 FIRST!

(Please see your child's Planner, Graduation & Registration Guide and Parent-Student Handbook for additional information on SMHS.)

Your Notes:

