

Higley High School
“HOME OF THE KNIGHTS”



**Important Information
for Parents and Students
School Year 2011 - 2012**

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UNITED IN
EXCELLENCE
AND HONOR

HIGLEY HIGH SCHOOL

“An AZ Learns Excelling School”



Dear Higley High School Students and Families,

It is with great pleasure that I welcome you to another year at Higley High School, “Home Of The Knights.”

In this handbook you will find important information about the numerous programs, scholarships and activities that are available to students at HHS. Through classroom experiences and lessons learned in extracurricular and co-curricular activities you will have the opportunity to grow both academically and socially. I strongly encourage each student to look outside of the classroom and get involved in our many student clubs, organizations and/or athletic programs.

In order to provide a positive learning environment for our students, the staff at HHS is committed to maintaining a safe and orderly campus atmosphere. The policies, procedures, rules and disciplinary consequences outlined in this handbook establish clear guidelines for student behavior and responsibilities. The HHS community believes that students should take pride in their school and have a responsibility to respect themselves and others. Please take time as a family to carefully read through this handbook and discuss the information presented.

I wish you all a successful school year.

Go Knights!

Sincerely,

Larry Rother
Principal
Higley High School

LARRY ROTHER - PRINCIPAL
ANN TEMPLETON - ASST. PRINCIPAL
JENNIFER BURKS - ASST. PRINCIPAL
JOHN CORSARO - ASST. PRINCIPAL

Higley High School

480.279.7300
480.279.7305 Fax

4068 East Pecos Road
Gilbert, AZ 85295



“Home of the Knights”

Higley High School

4068 E. Pecos Road

Gilbert, Arizona 85295

Office (480) 279-7300

Business hours of operation: We will be open for business Monday through Friday from 7:00 am - 3:30 pm daily except scheduled holidays and school breaks. Other times are available by appointment as necessary.

Students should go to the main office for official business or when requested to do so. The office will handle all telephone calls, parent requests, bulletins, letters sent home, attendance, tardiness, dismissals, student records, insurance, fees, and accident forms. Messages will not be delivered to students during class time except in emergency situations.

Administration:

Mr. Larry Rother, Principal

Mrs. Jennifer Burks, Assistant Principal/Athletics

Mrs. Ann Templeton, Assistant Principal/Counseling

Mr. John Corsaro, Assistant Principal/Activities

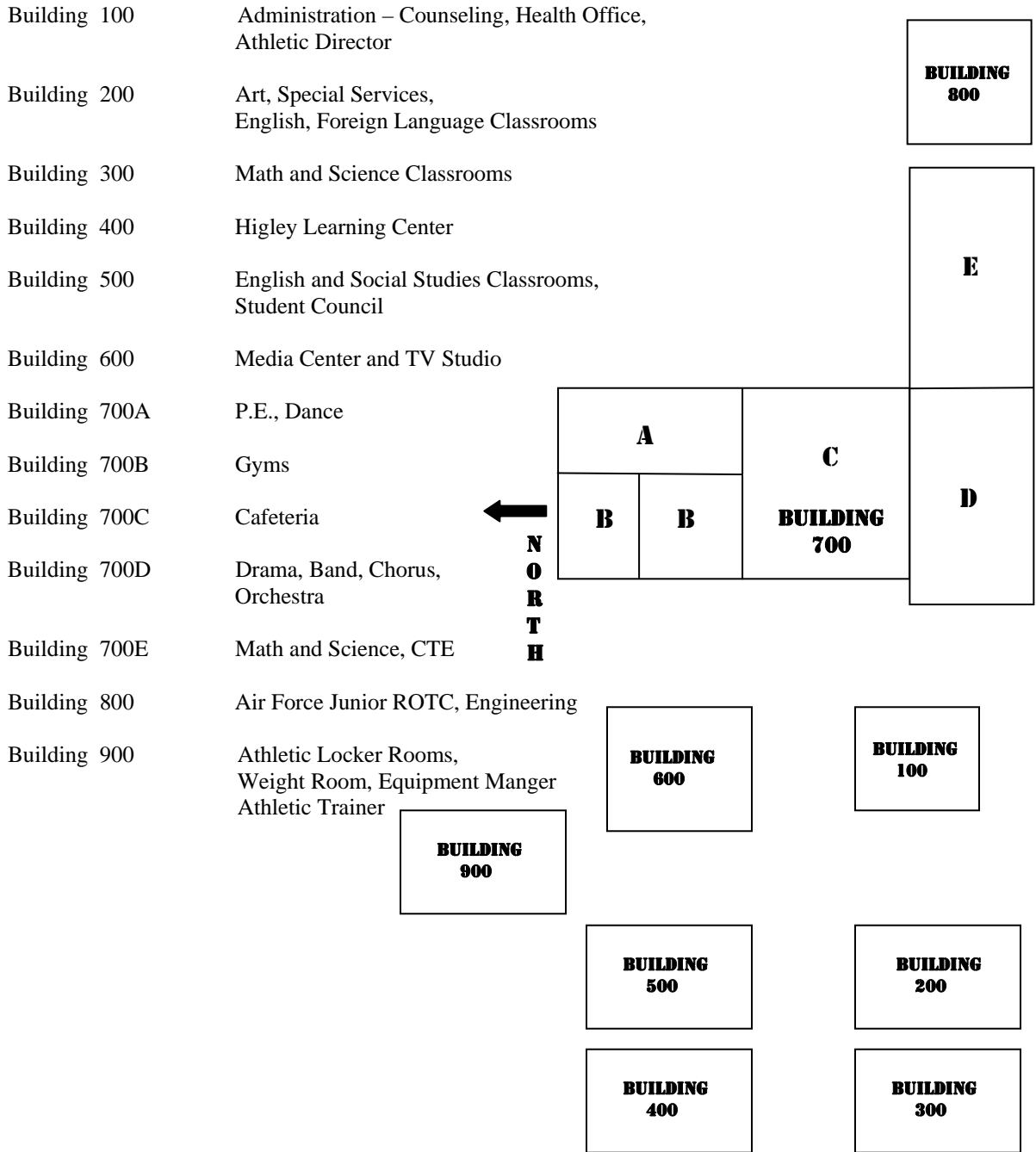
Important Telephone Numbers

Administration.....	(480) 279-7313
Athletics	(480) 279-7317
Attendance Line	(480) 279-7311
Bookstore.....	(480) 279-7445
Cafeteria.....	(480) 279-7320
Counseling.....	(480) 279-7323
Information/Reception	(480) 279-7301
Nurse.....	(480) 279-7315
Registrar.....	(480) 279-7312
District Transportation	(480) 279-7130

Who to Contact:

Information/Reception:	General school information, assistance in speaking to the right office/person
Secretaries:	Arrange conferences, appointments and general information
Registrar:	Enrollment, grades, transcripts and address changes
Counselors:	Regarding schedules, student progress and concerns related to success in school
Athletic Secretary	Sport schedules, eligibility and insurance
Assistant Principals:	Attendance and discipline policies
Principal:	Overall school operations
Teachers:	Teachers have a daily planning period and, in most cases, will return your call during this time or at the end of the school day.
Nurse:	Health concerns, immunizations, and screenings
Bookstore Mgr:	Fees, textbooks, tax credit information and cell phone pick-up
Attendance Clerk:	Reporting absences, questions on absences and attendance appeals

Higley High School Campus



HIGLEY HIGH SCHOOL

BELL SCHEDULES

A.S.P. Schedule (Monday - Thursday)

Period	Time
A -Hour	6:20 - 7:15
1 st	7:20 - 8:15
2 nd	8:20 - 9:15
3 rd	9:20 - 10:20
4A	10:25 - 11:25 L - 11:25 - 11:55
4B	10:55 - 11:55 L - 10:20 - 10:50
5 th	12:00 - 12:55
A.S.P.	12:55 - 1:30
6 th	1:35 - 2:30

Friday Schedule

Period	Time
A -Hour	6:20 - 7:15
1 st	7:20 - 8:21
2 nd	8:26 - 9:27
3 rd	9:32 - 10:42
4A	10:47 - 11:48 L - 11:48 - 12:18
4B	11:17 - 12:18 L - 10:42 - 11:12
5 th	12:23 - 1:24
6 th	1:29 - 2:30

**If your 4th hour class falls in one of the following departments, you GO TO LUNCH BEFORE 4TH HOUR:
Social Studies, CTE, Fine Arts, Dance, English, and Seminary**

**If your 4th hour class falls in one of the following departments, GO TO 4TH HOUR BEFORE LUNCH:
Science, STUCO, Math, Foreign Language, Rooms 202, 205, 207, 210, 522, 765 and Independent Study**

HIGLEY HIGH SCHOOL

BELL SCHEDULES

Assembly Schedule

A Hour	6:20 – 7:15	
1st	7:20 – 8:13	
2nd	8:18 – 9:11	
3rd	9:16 – 10:09	
4A Assembly	Lunch	Class
10:09 – 11:04	11:04 – 11:39	11:44 – 12:37
4B Assembly	Lunch	Class
11:42 – 12:37	10:09 – 11:44	10:49 – 11:42
5th	12:42 – 1:34	
6th	1:39 – 2:30	

Early Release Schedule

A Hour	6:40 – 7:15
1st	7:20 – 7:57
2nd	8:02 – 8:42
3rd	8:47 – 9:24
4th	9:29 – 10:06
5th	10:11 – 10:48
6th	10:53 – 11:30

Final Exam Schedule

December 21st, May 23rd

A Hour	6:20 – 7:20
1st Hour	7:25 – 8:43
2nd Hour	8:48 – 10:06
3rd Hour	10:11 – 11:30

December 22nd, May 24th

A Hour	6:20 – 7:20
4th Hour	7:25 – 8:43
5th Hour	8:48 – 10:06
6th Hour	10:11 – 11:30

HUSD Terms and Definitions

Definitions

For purposes of this document, the following terms have the meaning set forth below.

Administrative Regulation - A written regulation developed by the district superintendent or designee to put the board's policies into practice.

A.R.S. - Arizona Revised Statutes, which references the laws enacted by the Arizona State Legislature.

District - The Higley Unified School District #60.

District Employee - A person employed by the district.

Governing Board or Board - The governing body of the district comprised of publicly elected members of the community.

Parent - A natural or adoptive parent or legal guardian (court appointed) of a student.

Policy - A written policy that has been formally adopted by the district's governing board.

Principal – The term “principal” generally refers to the principal of the school attended by the student who has been issued this handbook.

Public - All persons other than district students and employees.

Student - Any minor or adult person who is enrolled in an educational program of the district.

Higley High School Policies, Administrative Regulations, and Rules

Attendance (Policy JE, JEA, JH, JHB):

Call Higley High's **Attendance Line at 480-279-7311** to report all absences and to release a student early.

The attendance telephone has **24-hour voice mail**, so you may leave a message anytime. In order to fulfill the state attendance requirement, students cannot miss more than 10% of the required number of attendance days (in any given class period). Based on this state requirement, students are allowed 9 absences per semester. As per HUSD Code of Conduct, students with 10 or more absences of any type may lose credit.

Absences

It is the responsibility of the parents to phone the attendance office on the day of the student's absence. **If a call cannot be made on the day of the absence, notification must be made within 24 hours or the student will be considered truant.** Written documentation and advanced notice is preferred. If the school does not hear from the parent, the school will make every effort to contact the parent by telephone to the listed home number. **Absences shall be excused only for necessary and important reasons. Such reasons include:**

- Illness
- Bereavement
- Family Emergencies
- Observance of major religious holidays of the family's faith
- Court appointment
- Student sent home by the school nurse
- Note from doctor/dentist

Number of Absences (Semester)	Intervention Step
3 rd	Letter sent home
5 th	Letter sent home
7 th	Letter sent home
9 +	Referral to administration / attendance contract/removal from class/ loss of credit

To Excuse a Student Early

A parent or guardian is expected to call the attendance office to grant permission for a student to be released from class early.

1. In order for a student to leave campus during the school day, the student must obtain a release pass from the attendance office prior to leaving. To receive this pass, a parent must send a written excuse or call the attendance office **before** the student's first class that morning.
2. The student will present the pass to the teacher and report to the attendance office to sign out. Passes will only be issued with the written documentation from a doctor, dentist or court.
3. Leaving campus without a pass is an administrative referral.

Interruptions to classes should be minimal. We ask for parents to follow the early release procedure so that calls are not made into classrooms during instruction except in the case of an emergency.

Unexcused Absences

As per the HUSD Code of Conduct, an unexcused absence occurs when a student is not in attendance for an entire day and does not have an acceptable excuse. Students who are unexcused absent for at least one period during the school day may be considered truant. Consequences for truancy are outlined in the table below.

Unexcused Class Period Absences (Truancy)

Number of Periods Truant	Consequence
1-3	1 hour of after-school detention per period absent
4 +	Saturday school
*Students who leave campus during the school day (including lunch) without permission	Saturday school

Tardy Policy

Higley High School recognizes the importance of students assuming the responsibility of being on time to class. Students are given **FIVE (5) minutes** between classes. **Getting to class on time is your first responsibility!!** Any student who is not in his or her assigned classroom/area when the tardy bell sounds is considered tardy. Students who are tardy to class will be sent to sweep for the first ten minutes of the class period and their tardy will be documented. Consequences for further tardies are outlined in the table below:

Tardy Consequences

Number of Tardies	Consequence
1	Sweep/ Documentation
2	Sweep/ Documentation
3	Sweep/Documentation
4	Sweep/After school detention
5 +	Sweep/Saturday school

Student Self-Excuse Form (For Those Students 18 Years and Older)

In order to ensure that parents are kept informed about the educational progress of their students, HHS requires students who intend to excuse their own absences, sign their own permission slips, etc. to complete a “Self Excuse Form.” This form is available in the Attendance Office, and must be completed, signed and on file in the Attendance Office before a student can excuse him/herself for an absence, tardy or early dismissal from class.

Announcements:

Announcements will be made as follows:

- Messages through the public address system, video or audio. A printed copy will be posted in several locations on campus.
- Posters around the school.

Bicycles:

Bicycles **will be parked and secured** in the bicycle racks provided near the parking lots. They **will not** be secured on campus fences, buildings, poles, trees, etc. nor stored inside buildings. Violators will be subject to disciplinary action.

Cafeteria: (480) 279-7320

The food service at Higley High School does participate in the Federal Child Free & Reduced Lunch Program. Please call the above phone number for information.

Using the Cafeteria

- Deposit all lunch litter in wastebaskets.
- Leave the table and floor around your eating area in a clean condition for others.
- Outside eating privileges at the picnic tables are permitted unless misused.
- ALL CLASSROOMS AND HALLWAYS ARE OFF LIMITS DURING LUNCH. However, with a pass from the teacher, students may go to classrooms to do work or take tests.

Cell Phones, Pagers, Audio Equipment, and other Electronic Devices:

To keep the learning environment free from distraction, cell phones and pagers, audio equipment and other electronic devices are not allowed during the school day (including passing periods and lunch). All devices must be turned off and not visible. If they are used, or visible, a HUSD Staff member will confiscate them and the following consequences will be incurred:

Consequences		
Offense	Discipline	Phone Pick-Up
1 st	Warning	Phone to book store for <u>student</u> pick-up
2 nd	Detention	Phone to book store for <u>parent/guardian</u> pick-up
3 rd	1 Day ISS/Saturday School	Phone to book store for <u>parent/guardian</u> pick-up
4 th	1 Day OSS	Phone to book store for <u>parent/guardian</u> pick-up
5+	OSS will escalate with continued offenses	Phone to book store for <u>parent/guardian</u> pick-up

Refusal to comply with the confiscation requests can lead to extended disciplinary consequences.

Students who need to contact a parent or guardian during the course of the school day, may do so by using the school's front office phones, or with instructor permission, the phone located in the classroom. Parents can also leave messages for students during the school day by calling the school's front office.

HIGLEY UNIFIED SCHOOL DISTRICT AND HIGLEY HIGH SCHOOL ARE NOT RESPONSIBLE FOR THEFT OR LOSS OF ANY PERSONAL PROPERTY.

Chronic Illness Information:

Students who have chronic and/or recurring illnesses must have a 'Chronic Illness Form' completed, signed by a doctor, and on file in the Health Office. The completed and signed form is good for the current school year. 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. 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 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 does not excuse class work/assignments.

Clubs and Organization:

Students may form clubs or organizations. The organizations must be open to all students on the Higley High School campus. Any such organization shall have a faculty advisor who shall be appointed by the administration. In the rare case that no faculty member is willing to accept appointment as advisor, the lack of an advisor shall be cause to deny recognition to an organization. Organizations that meet these conditions shall be given reasonable access to school facilities, provided the principal is given reasonable notice of planned programs and authorizes the use of the facilities. Organizations that meet these conditions shall be given reasonable access to school facilities, provided the administration is given reasonable notice of planned programs and authorizes the use of the facilities. Students may be charged a nominal due in order to participate in a club or organization.

Controlled Campus:

Students are to remain on campus from the time they arrive on campus until after their last class, unless officially given permission to leave. Students must sign out in the office any time they leave campus unless they have official release time on their schedule. Violations will be cause for revocation of parking privileges and/or disciplinary action, including Saturday School.

Controversial Issues:

Students shall have the right to encounter diverse points of view. They shall have opportunities to hear speakers and view presentations representing a wide range of views in classes, clubs and assemblies under guidelines established by the school district.

If it is established that a student and/or parent objects as a matter of principle to participation in an activity assigned by school personnel, an alternative activity will be assigned by school personnel. An alternative activity will be assigned without penalty or embarrassment to the student.

Parents are welcome to view any curriculum and to request a list of specific classroom texts being used at Higley High School as well as a list of videotapes shown, etc. Please give the administration adequate time to gather the information requested.

Dress Code:

Portions of the information in this section are an intentional duplication of the Higley Unified School District Student/Parent Handbook and Student Code of Conduct. The duplication is intended to re-inform and confirm with parents and students the importance of dressing appropriately for the school setting. What may be appropriate around the house and/or in a teenage social setting may not be allowable at school. Certain dress code violations could be considered a health or safety issue and/or a disruption of the educational process. These violations could be subject to disciplinary action. Your understanding and cooperation with this issue is greatly appreciated by the students and employees at Higley High 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.

We believe that Higley High School students should dress modestly and appropriately for school.

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

- Shirts, blouses, and tops exposing a bare midriff (skin should not be revealed between the bottom of the shirt/blouse and the top of pants/skirts/shorts).
- Bare shoulders (no spaghetti straps or halter-tops). Shirt and blouse shoulder straps must be a minimum of 1.5 inches wide.
- Deeply/narrowly cut in the front, back, or under the arms, i.e. basketball jerseys worn without an appropriate under garment).
- Clothing not covering buttocks, genital area or underwear (i.e., baggy or saggy pants, shorts, and short skirts).
- Exposed underwear.
- Clothing made of see-through fabric.
- Shorts and skirts must be at least mid-thigh length.
- Clothing, backpacks, binders, or other accessories, jewelry, or skin markings with symbols or messages regarding tobacco, alcohol, drugs, race, gambling, obscenities, nudity, profanity or sexual connotations.
- Clothing identified by law enforcement agencies as being popular with gangs/negative student groups such as clothing with gang names, slang street names, eight ball markings (it suggests drug use or feelings of being discriminated against), or satanic markings are examples of this type of clothing. Bandannas of any color, size, or shape may NOT be carried or displayed in any classroom or at any school activity.
- Head scarf/skull cap, hairnets, do-rags, bandannas, head/sweat bands and similar items.
- Ribbed white tank top underwear.
- Pajamas, blankets, and house slippers are not appropriate clothing for school and may not be worn.
- No bare feet. Shoes must be worn at all times.
- No open toe shoes that would pose a safety/health issue (examples: Physical Education, Science Labs, etc.)
- Profane or defamatory writing/pictures.
- Items that present a hazard to the health or safety of the student or to others in the school. Examples of these items are jewelry, ornamental accessories, chains, spiked collars, spiked wristbands, etc.

- Items that could cause excessive wear or damage to school property (chains, pins, spikes, etc. attached to clothing).
- Shirts, hats, jackets, etc., that identify the wearer as Staff, Security, Police, SWAT, FBI, or any related law enforcement agencies (this poses a safety concern in the event of an actual emergency).
- Items that interfere with schoolwork or disrupt the educational program.

At the discretion of a staff member, students may be directed to wear school-provided 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 on Campus:

Students driving to school must park their vehicle in their assigned parking spot in the student parking lot. Each student who drives a vehicle to school must register it with the school office and display a parking decal. Parking decals will be assigned on a first come, first serve basis. There is a \$50 fee for registering a vehicle. To obtain a parking decal you must present a valid driver license, vehicle registration and proof of insurance. Failure to produce these items will prevent receiving a parking decal. The speed limit on campus is 10 MPH and will be enforced.

Violation of the Arizona Vehicle Code, while on campus, will terminate the student's right to bring a vehicle on campus (there will be no refunds for revoked parking decals). Students who drive vehicles to school must follow all state guidelines as well as the following District and High School guidelines:

- Any vehicle parked on campus must display a student-parking decal and can only park in their assigned parking spot in the Student Parking Lot (which is on the NORTH side of the campus).
- Vehicles driven to school on a temporary/short term basis may be issued a temporary pass (without charge).
- Vehicles must be driven in a safe and orderly manner entering, exiting and on district property.
- Students speeding or driving in a reckless manner will lose parking privileges (parking fee will not be refunded). This includes excessive acceleration and/or squealing tires.
- Students may not drive in the back of campus (near the athletic fields).
- Students may not drive or park on the south side of campus (this is employee and visitor parking).
- Students may not drive or park in the parking lot behind the Higley Center for Performing Arts.
- Vehicles are not to be used as lockers.
- Students will not receive a pass to go to their vehicle during class time.
- Upon arriving to school vehicles are to be vacated immediately after parking. Hanging out in the parking lot to include sitting in or on vehicles is prohibited.
- Passengers will not be allowed to ride in the back of a pickup truck on district property.
- All occupants of vehicles must wear seat belts.
- Students are responsible for passengers in their vehicle.
- Cruising around the campus is not allowed.
- Cell phones will not be used while operating a vehicle on campus.

Emergency Student Contact by a Parent/Guardian:

Since Higley High School employees are responsible and accountable for students, parents are expected to call the front office or an administrator's secretary to inform their student of an emergency. Please do not call their cell phone. Students are not allowed to use cell phones during the school day. Upon receiving your emergency telephone call, a school employee will go get your student from class and bring him/her to the office.

Fines and Fees:

Students are responsible for the reasonable care of school property, such as books and equipment. Damage of school property will result in fines. Students/parents will be expected to pay for school property lost by the student. Students with outstanding fees or fines may not participate in extra-curricular activities.

Fire Drills/Emergency Evacuations:

Fire drills occur monthly. Classroom teachers give instructions for these drills. When the alarm is sounded, move quickly along the designated routes to assigned areas of at least 100 feet away from the buildings. All students must remain outside, with their class, until directed to return to the building. Violators of false alarms or tampering with fire equipment will be referred to the authorities for prosecution. Arizona State law regards tampering with fire alarm systems and/or equipment as a misdemeanor.

Food/Drink

Food and drink will not be allowed in campus buildings. The only exception is bottled water.

Grades:

For grading information, please refer to the HUSD Course Catalog.

Gum:

Gum is not allowed on campus at Higley High School.

Harassment/Bullying:

Harassment/Bullying of students is prohibited. Harassment/Bullying is defined as physical or psychological abuse of another student by means of:

- Verbal or physical threats
- Words that by their very utterance inflict injury or tend to incite an immediate breach of the peace
- Intimidation, insults or other aggressive behavior
- Verbal or physical conduct relating to an individual's race, color, ethnicity, gender, sexual orientation, disability, religion or national origin.

If a student believes he or she has been subject to harassment or bullying under this policy, the student should report the behavior to a teacher, counselor or administrator immediately.

Hall Passes:

During class sessions, any student out of the classroom will carry (and keep visible) a hall pass signed and dated by a staff member. When returning to class, the student must hand the pass to the teacher/staff member

No hall passes will be issued during the first and last 10 minutes of class.

Health Office: (480) 279-7315

When a student is ill or injured, he/she must first get a pass from his/her teacher and then report to the Health Office. A student will not be sent home or to a doctor without first notifying a parent, guardian or designated emergency person. All medication must be turned in to the nurse with a note from the parent/guardian giving permission for the student to take the medication during school hours (see HUSD Policy JHCD-E). Tylenol, aspirin and all other over the counter drugs are considered medicine and can be administered only by the school nurse.

ARS §15-871 requires that all immunizations be current for your student to attend school. If immunizations are not current, then the student may not attend school.

THE SCHOOL NURSE IS PERMITTED TO GIVE MEDICATION ONLY UNDER THE FOLLOWING SPECIAL CONDITIONS:

- Requests are made in writing with a parent/guardian's signature stating: the student's first and last name, what the medication is for, the dosage the student is to take and what time it is to be taken.
- The medication **MUST** be in the original container with the original label on it.
- Prescriptions must have the student's name, dosage and doctor's name clearly marked.
- Students found carrying any medication, pills or over-the-counter drugs will be subject to disciplinary action.

If a student becomes ill during school time, the teacher should be notified and that teacher will give the student a pass to go to the Health Office. If a student wishes to see the nurse during passing time, the student must go to his/her next hour class and get a pass from that teacher.

Library:

The library is a place for quiet study, reading and research work. Teachers may take entire classes to the library for special projects or students may go individually with a pass during class. It is also open before and after school to read, study or work on school assignments. Computers are available for student use. All library books must be checked out upon leaving the library. Fines will be charged for all late books at the rate of ten (10) cents per day. Books damaged or lost will be charged accordingly. All students are welcomed and encouraged to take advantage of the library's resources. Preserving the atmosphere of our library is crucial to the operation of the school. Students socializing will be asked to leave the library and have their library pass privileges restricted if the problem becomes chronic. The library will not be used as a gathering place before and/or after school for socializing or hanging out.

Littering:

Students caught littering are subject to disciplinary action and may be required to perform community service on campus. Some forms of littering could be interpreted as a form of vandalism. Students will be expected to pick up after themselves; this includes picking up and disposing of lunch trash.

Lock-Down:

In the event of a lock-down, 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 disciplinary action.

Locker Usage: While HHS does not have general lockers, students may have access to a locker in a PE class or athletic sport. Students issued locks by a teacher may be charged a fine for a lost lock. A locker should not be shared. Students should not bring valuable items to school and should not leave valuable items in school lockers. Students may request to leave their items in the coaches' office. Reports of lost or stolen items will be referred to the Gilbert Police Department.

Higley High School and Higley Unified School District are not responsible for any lost or stolen items.

Lost and Found:

The school cannot be responsible for losses; therefore, we urge all students to keep their personal items with them at all times and to leave valuable possessions at home. All personal property is at risk. Reports of lost or stolen items will be referred to the Gilbert Police Department.

The lost and found box is located in the main office. Several times during the year, unclaimed items are donated to local charitable organizations.

Higley High School and Higley Unified School District are not responsible for any lost or stolen items.

Off Limits Areas:

Some areas of the campus are off-limits to students during the school day. Students who are in these areas without authorization will be subject to disciplinary action. These areas include parking lots, physical education playing fields and courts, athletic fields, unsupervised classrooms and the back of buildings. All classrooms and hallways are off limits during lunch. However, with teacher permission, students may go to classrooms to do work or take tests.

Personal Property:

Skateboards, pets, roller blades, scooters, toys and similar items can be distractions at school. If these items disrupt the educational process, they will be confiscated and kept until a parent can pick up the item. We recommend that students not bring these items, expensive jewelry, large sums of money and other personal property to school. Unclaimed confiscated items will be disposed of or donated to a charity at the end of each school year.

Higley High School and Higley Unified School District are not responsible for any lost or stolen items.

Pick-Up/Drop-Off:

Students cannot be picked up or dropped off in front of the Administration Building. Students may be dropped off before school and picked up after school in the student parking lot. The exception to this policy is for parents/guardians who are bringing student to school late or picking up a student prior to the scheduled dismissal time. In this case the student and parent must report to the front office. Parents/guardians may use the front parking lot for this purpose. Fifteen minute parking spaces have been designated in this parking lot. Please do not park next to a red curb, any no parking zone or in front of the Higley Center for Performing Arts.

Reports to Parents:

It is the policy of Higley High School to inform parents if their child is doing unsatisfactory work in any class. Parents will be alerted as soon as possible when a student's performance or attitude becomes unsatisfactory or shows a sudden decline. Parents should review every progress report and monitor their students' progress through Genesis on a regular basis.

- Genesis, Higley's online grade book, can be accessed under the parent tab at www.husd.org.
- Students and parents are encouraged to request conferences with a counselor or teacher as soon as they see indications of possible failure, rather than waiting for a notice of failure or a progress report to arrive.
- Parents are encouraged to discuss with teachers, counselors or administrators any problems they or their children are having with school.

Skates (Roller or In-Line), Skate Boards, Scooters:

Higley High School prohibits the use of roller skates, rollerblades, skateboards, scooters and similar devices on school property. However, students may use these items as transportation to and from school. Students must stop riding or using these items 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. Skates, rollerblades, skate boards, etc. are the responsibility of the student and no storage facility will be provided. HHS is not responsible for loss, theft or damage of these items.

Student Identification:

A student on or near campus must carry their 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 ID's are required for entrance to all school sponsored student activities not open to the general public. Students may be charged a fee to replace a lost ID.

Students on Release:

If a student has release time on their schedule they may not arrive early or remain on campus.

Student Speech:

Students are entitled to certain free speech rights in public schools. However, these rights are not automatically the same rights as the rights of adults in other settings, as this freedom must be applied in light of the special characteristics of the school environment. Prohibited student speech includes, among other things: speech that causes a material and substantial disruption; speech that is vulgar, lewd, obscene or plainly offensive; speech that is slanderous or libelous; speech that advertises or promotes alcohol, tobacco or illegal drugs; "fighting words" and threats of violence.

Telephones:

The telephones in the administrative office are school business phones and are to be used for school related business and for emergencies only. The staff will expedite emergency messages as quickly as possible. Student cell phones are to be turned off and not visible during the school day.

Travel Policy:

Only school transportation, operated by school personnel, will be used to transport teams, students and faculty to school activities. NO STUDENT WILL BE ALLOWED TO TRAVEL IN A PRIVATE VEHICLE TO ATTEND AND PARTICIPATE IN AN ACTIVITY. All students who embark on such a trip will be under the supervision of the designated staff member. Students will be required to return in the same vehicle they were transported in, unless released to the student's parent/guardian. No student may return with any person other than his/her parent/guardian. Any variation must have prior approval from Administration.

For all District Interscholastic contests and/or field trips in which transportation is furnished, the pick up and drop off point will be at Higley High School. Buses are not allowed to wait for students to be picked up by parents at any other pick up/drop off areas.

Team members will wear appropriate clothing when traveling to and from "away" contests. The student's appearance is a credit to the home and school.

Conduct while in transit, in the host's facilities, and in public areas will be such that it reflects positively upon the individual athlete, his home and Higley High School. This means the following offenses will not be tolerated:

- No profanity will be used at any time.
- No yelling or loud talking, many athletes use travel time for studying or resting.
- Students will remain seated, unless given permission by the driver and/or coach.
- No public display of affection
- Any CD player, tape players, radios, etc. taken on a trip must be equipped with headphones.
- Students are not allowed on other HUSD school campuses before, during, after school except for an authorized purpose.

Meal stops after contests are to be limited to one hour maximum. Students are usually required to provide their own money.

Tobacco:

According to A.R.S. §36-798.03: "Tobacco products are prohibited on schools 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. Students may be subject to suspension and referral to tobacco counseling.

Tutoring:

Parents who believe their student needs individual tutoring should contact their student's counselor. The counselor will advise them regarding various options, including special services and programs, remedial classes and parental tutoring at home. The guidance office may also be able to provide a list of private tutors.