

HIGLEY TRADITIONAL ACADEMY

PARENT / STUDENT HANDBOOK



**3391 E. Vest Rd.
Gilbert, AZ 85295**

School Hours 8:10 AM – 3:05 PM
Office Hours 7:30 AM – 4:00 PM

School Office: 480-279-6800
Fax: 480-279-6805
Attendance: 480-279-6800 opt. 2

Honor the past. Shape the future.

Table of contents

4	Introduction
5	Schedules
5	Tardiness
5	Sign out, visitors, office hours
6	Attendance
7	Curriculum Procedures and Instruction
8	Adopted Curriculum
10	Special Area Classes
11	Homework
12	Teacher, Student, and Parent Responsibilities
13	Absent and Late Work
14	Curricular Activities
14	Extracurricular Activities
15	Grade and Progress Reports
15	Behavior and Discipline School Services
16	Dress Code
16	Phones, Valuables, Lost and Found
17	Student Arrival and Dismissal Procedures
18	Bus Procedures
19	Cafeteria Procedures
19	Lunch Program
19	Health Office
20	School Services
21	School Organizations and Committees

Introduction

Traditional Curriculum

The Academy develops a solid foundation of fundamental and higher level thinking skills through a structured curriculum that is consistent within each grade level and sequential throughout the grades. The kindergarten through sixth grade curriculum is taught using direct teaching techniques, whole class instruction and approved teaching methods, and is not interrupted for non-curricular programs or activities. The phonics-based Spalding program is the basis of HTA's language arts curriculum. The Saxon math program is accelerated one grade level across the school. Special area classes, such as library, music, art, and physical education are included in the curriculum. Technology will be incorporated throughout the curriculum as appropriate in accordance with Arizona State Standards and within district guidelines. With the exception of Special Education classes, pull-out programs are not provided at Higley Traditional; however, many of these programs such as orchestra, yearbook, and student council may be available either before or after the regular school day.

Governance

Higley Traditional Academy parents, administration, and staff work together as partners in the decision making process of the school. The Site Council is organized with representation of parents and staff to establish and uphold the educational foundation of the school. All rules and regulations set forth in this manual shall be consistent with the policies of the Higley Unified School District Governing Board and shall be actively enforced by the administration.

Admission

Admission Eligibility

The Higley Traditional Academy accepts students from the Higley District schools as well as other public and private schools.

Admission Requirements

Parents shall complete a registration form and provide the following at the time of registration:

- immunization records,
- proof of residency,
- official birth certificate.

Schedules

Daily Schedule

Students are not to arrive on campus before **7:45 a.m.** because there is no supervision provided for their safety until that time. At 7:45 the gates will open and students will have access to the main playground and the cafeteria for breakfast.

The first bell rings at **8:05 a.m.**, at which time the students are to line up at their designated area on the playground. The bell to begin class rings at **8:10 a.m.**

School is dismissed daily at **3:05 p.m.**

Early Release Schedule

Early Release is typically the last Wednesday of the month and is for the purpose of teacher training and professional development. Class begins at **8:10 a.m.** and school is dismissed at **12:50 p.m.** Please check calendars and schedules to make necessary pick-up arrangements.

Lunch Schedule:

Kindergarten - 10:30-11:00
1st Grade - 10:50-11:20
3rd Grade - 11:05-11:35
4th Grade - 11:20-11:50
5th Grade - 11:45-12:15
2nd Grade - 12:05-12:35
6th Grade 12:25-12:55

Students have a brief recess time **after** lunch.

Tardiness

Successful students are on time and prepared for class. The campus gates are closed and locked when the first bell rings at **8:05 a.m.** Students must enter through the office if they arrive after the bell rings. Parents should walk their children to the office and sign them in if they are arriving after the first bell.

Sign Out

If a student needs to be released during the day, the student will not be called from class until the parent or guardian has arrived on campus and checked in with the school receptionist.

The parent, or authorized person, must come to the office and present identification when signing the student out of school. For security and safety reasons, students may not leave campus at any time, without following the above procedure. Students will not be allowed to be signed out after 2:45 due to structured dismissal procedures.

If the student returns the same day, they must be accompanied by an adult and signed in at the office. The student will receive an admission slip to return to class.

Visitors

All visitors are required to report to the office to receive a visitor's badge. Visitors who are on campus for a non-performance related visit must be on the student's contact list.

Office Hours

Our front office is open from 7:30 AM to 4:00 PM Monday through Friday.

Attendance

Teachers in K-6 take attendance each morning at 8:15 and again after lunch.

Absences

If a student is going to be absent, notify the school by phone or in person and indicate the nature of the absence. Absences should be reported before 9:00 AM if possible.

The attendance line can be reached by calling 480-279-6800, option 2.

Any absence not verified by the attendance office during the school day will be classified as unexcused. Frequent unexcused absences may result in disciplinary action. If a student is absent for ten consecutive days with no excuse, a referral will be made to authorities and the student will be withdrawn from Higley Traditional Academy.

C.U.T.S.

To encourage and improve school attendance, the Higley Traditional Academy has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression).

School attendance is not only a good habit, state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

An unexcused absence will count as a truant day as defined by law. A student is **“habitually truant”** if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have “excessive absences” **whether the absence is excused or unexcused.**

When a student has **five** or more unexcused absences or **19** excessive absences the student can be cited to the CUTS Program through the Juvenile Court. The hearing will be held on the school campus with representatives from the school and the Juvenile Court.

Consequences at the hearing may include the following: required attendance of the parent and the child at an education class, work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. It is the parent’s/ guardian’s responsibility to ensure their child’s attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. This program is another way that the Higley Traditional Academy is working with the community to ensure a quality education for all students.

Curriculum Procedures

The following curriculum procedures are established to ensure that the Higley Traditional Academy will continue to meet the expectations of parents, teachers, administration, and the Higley Unified District Governing Board.

Classroom teachers and administrators shall utilize the following procedures as a guide for classroom organization and planning:

Classroom Organization

1. Students’ desks shall face the teacher’s primary instructional area and will be adjusted to the correct height for optimal student learning.
2. Appropriate discipline techniques, which focus on positive reinforcement of appropriate behavior, shall be used to maintain a structured, calm, and orderly classroom atmosphere.

Curriculum Instruction

1. Each teacher shall utilize whole class instruction, direct teaching, and approved methods with an emphasis on meeting individual needs. Instructional time and students' time on task shall be maximized. Classroom activities not directly related to academic tasks should be kept to a minimum in all grade levels.
2. Teachers shall strive to provide academic challenges for all students. Parents will also be encouraged to provide extended learning activities for their children.
3. Teachers shall help students gain the necessary skills to become productive citizens by modeling and discussing the meaning of respect, accountability, integrity, safety and excellence, and expect students to follow their example.
4. Students shall remain in class until their assigned dismissal in order to maximize instructional time.
5. Whole school announcements, visitors and guest observers, and individual messages to students shall not interfere with instructional time. When possible, messages and announcements will be delivered during the first or last 15 minutes of the school day.
6. High expectations shall be maintained for neatness, spelling, grammar, punctuation, and accuracy on all written assignments. Space will be provided for students to show their work on tests and other assignments when appropriate. If necessary, an assignment may be returned to the student for revision. Writing will be done in cursive for upper grades.
7. Teachers shall provide and establish a predetermined routine for testing. Students will be seated quietly and remain seated during testing. Teachers will monitor students during the administration of a test. All necessary materials will be provided and interruptions kept to a minimum.
8. Grade reports shall be issued every quarter along with midterm progress reports.

Adopted Curriculum

District Objectives

The Higley Traditional Academy shall meet or exceed all curriculum objectives established by the Higley Unified School District. A sequential curriculum will be utilized in the areas of language arts, math, and reading. New material is introduced in each grade level, which builds upon the previous grade level's curriculum. The Arizona State Educational Standards will remain as The Academy's framework. Quality teaching strategies will infuse the relationship of the subject matter to real world situations. Generally, curriculum in the areas stated, will be textbook based. Curriculum selected for each subject area will reflect The Academy's philosophy and the importance of basic skills acquisition.

Integrated Language Arts

The language arts program shall be based on the Spalding Method using The Writing Road to Reading along with the Houghton Mifflin reading series for Kindergarten through fifth grade and Language of Literature for sixth grade. As a total language arts program, a strong emphasis on literature, non-fiction text, and grammar, both oral and written, will be stressed. All teachers at Higley Traditional have completed the Spalding I and II Instructional courses. The language arts program shall integrate the following components:

Spelling

Spelling is a phonics-based program with emphasis on daily written and oral phonics drills. Phonics with Spalding manuscript and/or cursive handwriting shall be directly taught and maintained as standardized penmanship for all grade levels. Students in third through sixth grades are expected to write primarily in cursive.

The Morrison McCall Spelling Scale is used as an evaluation tool to determine students' need for additional help with spelling and vocabulary. At the beginning of the school year, grades 3-6 shall enter the Spalding rule pages. Students' proficiency in phonograms and spelling shall be evaluated, and students may need remediation.

Vocabulary

Vocabulary development shall be emphasized during spelling and in all content areas. Dictionary and thesaurus skills shall also be taught.

Composition

In accordance with grade level expectations, each student shall participate in creative writing experiences as well as written book reports and research papers. Written assignments shall include narratives, informatives, and informative-narratives.

Teachers shall encourage students' creativity while maintaining high expectations for grammar, spelling, punctuation, and neatness. Rubrics will be used as a scoring tool to evaluate these composition genres as well as the use of correct grammar, writing mechanics, and neatness.

Reading/Literature

Reading skills shall be developed utilizing quality literature, the Houghton Mifflin reading series for grades K-5 and Language of Literature for grade 6, Writing Road to Reading with the Spalding Method Teacher's Guide, and various expository text along with the phonic skills learned in spelling and through handwriting. A strong emphasis shall be placed on listening and reading comprehension, literary appreciation, passage structure, and mental actions (comprehension strategies).

Each class may be read to daily for auditory comprehension and enjoyment. This activity will not exceed 15 minutes each day.

Students in grades 2 to 6 will participate in the Accelerated Reader (AR) program. Each student shall have a library book available at his desk to read at all times. Personal reading levels will be determined through the STAR testing system provided by the AR program.

Mathematics

The Saxon Math textbook-based program, along with hands on activities, practice with manipulatives, and higher level problem solving and investigations, shall be utilized at all grade levels. The math program shall use resources accelerated one year at all grade levels.

Mathematics shall include the mastery and practical application of basic mathematical principles. Students shall understand that mathematical problems have absolute answers and that precision and accuracy are required. The use of calculators to complete class work or homework will not be allowed.

Social Studies/History/Geography/Government

The Higley Traditional Academy shall utilize social studies materials adopted and approved by the Higley Unified School District. The history and government program consists of the study of ancient history, American history, Arizona history, world history, and grade level appropriate current events. Geography may include the study of place, location, regions, relationships within places, and map skills appropriate to grade levels. Citizenship and patriotism shall be emphasized in the study of history, geography, and government.

Science

Science shall include the application of scientific principles in the areas of physics, chemistry, life science, and earth and space sciences. Students shall use the five steps of inquiry with a “discovery” approach, with themes adopted for each grade level by Higley Unified School District, utilizing the Harcourt Arizona Edition textbook.

Technology

Technology shall be integrated into HTA’s curriculum as an additional resource that offers the student quality practice or for reference or communication as related to a specific subject. Computer skills, such as keyboarding will be taught where developmentally appropriate. Internet access requires a signed electronic user agreement to be on file for each student. Grade 6 will be utilizing iPads® in the classroom.

Special Area Classes

Library

A library program for grades kindergarten through six shall be provided by a qualified teacher. Instruction shall occur in separate facilities specifically designed for library services. The library program shall:

- correlate library skills for each grade level with classroom curriculum. The librarian shall
- be aware of classroom activities that relate to specific library skills and reinforce those skills.
- encourage students in all grades to obtain public library cards.
- provide a specific time during non-class hours to return and check out library books.
- encourage parents to volunteer as library aides.

Music

Music for grades kindergarten through six shall be a required subject. Music shall be taught by a qualified music specialist.

The music program:

- will emphasize music appreciation, music history, note reading, composition, rhythm, instrument identification and choral skills.
- include the opportunity for students to perform during music instruction.
- may include a musical performance by each class during the school year.

Art

Art for grades one through six shall be a required subject. Art shall be taught by a qualified music specialist. The Art program:

- will emphasize the basics of art history.
- will include the basic principles and elements of design.
- may utilize a variety of media including drawing, painting, watercolor, and clay

Band

Band for grades five and six will be available as an alternative to other special area subjects. Band shall be taught by a qualified band specialist.

- will provide basic instruction on the student's selected instrument
- will emphasize note reading, composition, and rhythm,
- include a musical performance by each class during the school year.

Physical Education

Physical education (PE) for grades kindergarten through six shall be a required subject. PE shall be taught by a qualified physical education specialist.

The program shall instruct each student in various physical skills to promote good health and lifelong involvement in physical activities.

Appropriate athletic/PE (Tennis, Running, or Basketball) shoes are required to participate in class. Shoes shall also be tied tightly/correctly to promote safety of the owner and others around them.

Water bottles are encouraged for PE classes but must not be a distraction in the classroom. Only WATER is permitted in a water bottle; flavored water or other drinks are not permitted.

Homework/Assignments

Homework is assigned to aid each student in time management, personal responsibility, practice of concepts taught in class, the strengthening of basic skills, developing study skills, developing initiative, and fostering independent learning. The homework policy will further keep parents involved in their child's academic progress, and HTA's curriculum.

Homework will be assigned Monday through Thursday of each week, except before a holiday. Daily homework will be due at the beginning of the next school day. Friday homework may be given to finish long-term assignments in the upper grades.

Types of homework assigned **may** include:

- completing work started in class
- weekly spelling

- writing themes, short stories, or compositions
- practicing specific skills
- researching for long-term projects
- memorizing material to be recited in class
- listening, observing, and evaluating radio, TV, forums, concerts, and other programs related to courses
- conducting interviews and gathering information from authoritative sources
- working on notebooks, maps, and other projects related to course activities
- 15 to 30 minutes of nightly reading

Higley Traditional Academy **will meet or exceed** Higley Unified School District’s homework requirements:

Kindergarten-2	15-30 minutes per day
Grades 3-4	25-40 minutes per day
Grades 5-6	40-60 minutes per day

In addition to a specific homework assignment, students are expected to spend 15 to 30 minutes in additional reading related to the Accelerated Reader Program as well as other quality literature. The student may be read to, may read silently, or may read to parents or others in the home depending on the student's level. Your child may experience difficulties if they have excessive absenteeism, are new to Higley Traditional Academy, or during new or difficult concepts, requiring more time than is stated above. Please contact your child’s classroom teacher with specific concerns.

Teacher Responsibilities

The teacher shall:

- maintain a homework accountability record for each student.
- provide appropriate feedback.
- assign meaningful and grade level appropriate homework.
- make every attempt to keep homework consistent at each grade level.
- take into account long-term assignments when assigning daily homework.
- ensure that all homework is a review of classroom assignments.
- respond in a timely manner when concerns are brought to their attention.
- update ParentVUE weekly with current scores.

Student Responsibilities

The student shall:

- keep an accurate record of assignments on daily log or planner.
- have necessary materials to complete assignment.
- complete assignments on time.

- do his/her own work.
- apply and practice skills learned in class.
- strive for the highest quality work possible.
- provide parents with accurate homework sheets.
- do his/her homework to the best of his or her abilities.
- communicate to parents **and teachers** when concepts are new or difficult.

Parent Responsibilities

The parent shall:

- check his/her child's homework for accuracy, completeness, and neatness.
- sign daily log or planner as required.
- supervise completion and correction of inaccurate and untidy work.
- encourage systematic study.
- provide the proper conditions suitable to study.
- read all communications.
- ensure proper materials and supplies are available for completing assignments.
- utilize the "comment section" of the daily homework planner to communicate as necessary.
- contact the teacher in a timely manner when concerns arise.

Homework Hints and Suggestions

- Find a private place to work, undistracted by TV, videos, siblings, etc.
- Be comfortable, yet structured.
- Reserve time each evening for long-term projects.
- Pay careful attention in the classroom and use class time well.
- Organizational skills are essential. KEEP HOMEWORK IN A NEAT FOLDER AND CLEAN OUT DAILY.
- Be positive! Remember that the goal of homework is to review and reinforce what your teacher has taught.
- If a concept is difficult, try working in smaller sections. Short concentrated efforts at new concepts will alleviate added stress.
- Lastly, if the frustration level escalates, and both parent and child are frustrated, **Stop!** Take a break from the homework, and if you can, try again later.

Long-term Assignments (assigned more than one week in advance)

Examples of long-term assignments may include, but are not limited to recitations/memorization, science projects, research papers, and current events.

When a student is absent, long-term assignments are due at the beginning of class the first day the student returns.

Absent and Late Work

It is required that all assignments be completed. **All students shall be provided one day for each absent day to make up missed assignments, not including long-term assignments.**

Work not completed by the assigned time shall be considered late; however, teachers shall use their discretion to determine guidelines in acceptance of late assignments due to extenuating circumstances.

Curricular Activities

Curricular activities are activities conducted during regular school hours. Specific activities shall include assemblies, classroom parties, and field trips. Other academic-related activities may include Battle of the Books, spelling bee, and teacher-directed activities. Students are expected to be well-behaved during all curricular activities. A student may be excluded from a curricular activity at the discretion of the teacher or administration. Games and recreational activities shall be related to an academic endeavor.

Assemblies

There shall be no more than four general assemblies during the school year. The assembly may be split into sessions.

Classroom Parties

Classroom parties shall be limited to a maximum of three (3) per school year. The parties shall be held the last 30 minutes of the school day when possible, due to Specials' schedules nearest the event being celebrated. The celebrations shall generally include a winter, a Valentine's, and an end-of-the-year party.

Field Trips

- Field trips shall be related to the curriculum and appropriate to students' grade level.
- One field trip may be scheduled with administration approval each year. Under special circumstances, and with prior approval from the administration, teachers may schedule additional field trips.
- Similar field trips are not repeated at different grade levels.
- Teachers shall provide clear objectives and assignments for field trips. Teachers may require students to take notes and/or collect data for reports.
- Arrangements for the field trip, parent notification, transportation, lunch, and adult chaperones shall be made at least two weeks in advance.
- Ratio of adult chaperones shall be in accordance with Higley Unified District guidelines.

Extracurricular Activities

Extracurricular activities are an integral part of the Higley Traditional Academy. These activities may include orchestra, yearbook, and Student Council. Extracurricular activities shall be conducted before or after regular school hours or during lunch and shall not be graded. Achievement certificates and awards may be given to recognize participation. To be eligible to participate in these and other extracurricular activities, specific academic and behavior standards may be required.

Orchestra

Orchestra is offered before school at Williams Field High School and will be provided with bus transportation to The Academy.

Yearbook

The yearbook is created by a committee of students and a sponsoring teacher. Students in the fifth and sixth grades are eligible for yearbook committee. Students must maintain a C or better and receive no disciplinary referrals to work on the committee.

Student Council

The Higley Traditional Academy Student Council is involved in a number of community service and fund-raising projects throughout the year. Student Council is made up of elected representatives from grades four to six. Student Council meets on a regular basis. The dates and times of meetings will be determined once the council is established.

Grading and Grade Reports

Grading procedures and grade reports shall be in accordance with the Higley Unified School District guidelines for elementary schools.

Progress Reports

Parents shall be contacted at mid-term of each grading period regarding their child's academic and behavioral performance. Progress reports shall be consistent at each grade level.

Parent-Teacher Conferences

- Parent teacher conferences are scheduled each fall and spring. Attendance at that conference is expected.
- Additional conferences may be requested by teachers or parents.

Promotion

Students shall be promoted when they meet minimum grade level standards and pass all objectives for their grade level.

Behavior Expectations and Discipline Process

The Higley Traditional Academy is intended to have a highly structured, calm, and orderly atmosphere. Respect and courtesy shall be exhibited at all times. Teachers and parents are expected to exemplify appropriate models of conduct and abide by school rules. School rules shall be consistent with the Higley Unified District Governing Board policies.

Discipline at The Academy shall utilize positive discipline programs at all grade levels. Good behavior shall be recognized with positive reinforcement and rewards. Consequences for inappropriate behavior are clearly defined and enforced. Students will be taught positive behaviors through the Hawk High Five program. This program teaches five tenants of positive behavior.

- Respect
- Accountability
- Integrity
- Safety
- Excellence

Students will be reminded of the tenants when they **RAISE** their hands in a Hawk High Five.

Disciplinary Process

Violation of classroom or school rules requiring intervention beyond that of the classroom teacher shall be

handled according to the following disciplinary process. Disciplinary action may begin at any level, and levels may be combined depending on the severity of the offense.

Three written documentations will be used to track student behavior.

- The Reminder Slip is a reminder of the Hawk High Five and making better choices. Reminder slips will be sent home for a parent/guardian signature.
- The Reflection Form is filled out by the student as they reflect on the infraction, how it was disrespectful, and a better choice for the future. A parent/guardian signature is required.
- The Office Referral will be issued for a severe infraction or violation of the Code of Conduct for The Higley Traditional Academy. Parents/guardians will be contacted by the administration informing them of the situation. The Higley Unified School District Code of Conduct must be signed by each student and parent to verify understanding of school rules and policies. The Code of Conduct is available online or hard copies are available in the school office.

Dress Code

The required dress code contributes to Higley Traditional Academy's academic environment. Just as dress codes address professional standards in the workplace, HTA's dress code promotes the purpose of academics. It is both the parents' and the child's responsibility to ensure compliance with these standards. HTA's mandatory dress code options are as follows:

Monday- Thursday

- Khaki, navy pants or capris, **knee length** skirts, **knee length** shorts, or **knee length** jumpers_and/or dresses. Shorts **must** be worn under skirts, jumper/dresses but not visible.
- **Knee length** jeans, jean skirts or jean shorts will be required. The jeans must be **medium** to **dark** blue with no frays, holes or fading.
- Solid red, white, black, navy or yellow collared shirts with no brand name logos must be tucked in.
- School logo collared shirts, sweatshirts and hoodies will be allowed.
- Solid red, white, black, navy or yellow sweatshirts, sweaters and hoodies can be worn with no brand-name logo.
- Footwear is limited to closed-toed shoes or sandals with straps on the heels. Days that students have a PE class, tennis, running, or other athletic shoes are required.
- **Solid** red, white, black, navy, or yellow, & khaki colored socks, tights or leggings.
- Hair must be of a "naturally occurring" color & hair accessories must be moderate and school colors. (Solid red, white, black, navy or yellow)
- Jewelry and **all** additional accessories must be respectful of the learning environment.
- On **Fridays**, students can wear a school T-shirt or a solid red, white, black, navy or yellow T-shirt with no brand name logos.

Phones

Students who have cell phones are required to have the off and out of sight during school hours. This includes lunch breaks and transitions between classes. Students are not permitted to send texts, take pictures, or

place calls during school hours. This helps to keep students focused on learning.

After school, students may use the designated “phone zones” at the front or back of school. The phone regulations are strictly enforced. Students who fail to follow these procedures will have their phones taken to the office for parent pick up.

We understand that families need to have contact with their children. Students who need to make a call during the day may request permission to use a school phone. If you need to give a message to your student, please contact the office at 480-279-6800 and we will relay that message.

Valuables

Students are discouraged from bringing toys, games, electronics, and valuable items to school. If a student chooses to bring such items to school, they will assume all responsibility. Teachers have the ultimate authority to determine if such items will be permitted into their classrooms and how they may be used.

Lost and Found

Items found will be displayed on a clothing rack. Parents and students are encouraged to check for lost items on the rack. All items not claimed will be donated to charity. Labeling items greatly increases the chance of accurate and timely claims.

Student Arrival and Dismissal

The front parking lot has only one entrance and one exit. Vehicles are not permitted to enter through the exit. Drivers, please stay in line while entering the parking lot and pull as far forward proceed parallel to the sidewalk.

- Students shall enter or exit passenger side only.
- Parents shall remain in their cars. Parents who need to leave their cars shall do so only after parking in an established parking space. Students must be accompanied at all times by an adult when walking from the curb to the parking lot or parking lot to the curb.
- Please refrain from talking on a cell phone at any time while picking up and/or dropping off your students.
- Parents needing to park their car to come into the school during drop off or pick-up times shall carefully pass the line of cars on the left, and park in an established parking space. Please use the crosswalk on the east or south side of the parking lot when crossing traffic.
- **Do not** leave cars unattended in the drop off or pick-up lines.
- To keep the drop-off/pick-up area flowing smoothly, please pull forward in line as much as possible. This will help us maximize our effectiveness in the drop off/pick up area.
- Parents who would like to park their vehicles are allowed to use the front parking lot. Please keep in mind that **parking on Vest Avenue is not permitted**. The bike lanes are clearly marked, and **Gilbert Police Department will ticket cars parked on the street**. Additional parking is available on the East side of the school.
- Parents must sign in late students at the office.

Please adhere to these procedures when picking up and dropping off students. These procedures are meant to ensure the safety of all students as they enter and leave the campus.

Bicycles, Scooters, and Skateboards

Students shall:

1. secure bicycles and scooters in designated area.
2. carry skateboards while on campus.
3. walk their bike through any crosswalk, while on campus, and to and from the bike rack.

Walking

Students who walk will exit the campus through the double gates by the bell.

Students must follow walking safety rules and obey crossing guards at intersections.

Bikes

Students who ride bikes, scooters, or skateboards must secure them in the bike rack area during school. We encourage bikes to be locked for safety. The school is not responsible for loss or damage.

Bus

Students traveling by bus will enter and exit campus from the bus gate at the South side of the school. Bus passes are issued by the office. Guest riders will be issued a one-day bus pass only with written notes from parents of both the regular bus rider and the guest rider. All school rules apply at the bus stop and on the bus. Be on time for the bus before and after school. Always follow the driver's instructions.

Bus Expectations

Students shall follow the rules set forth by the HUSD governing board.

Students shall arrive at the designated bus stop prior to the scheduled bus arrival time.

Infraction of the bus rules may result in the loss of bus privileges.

Students shall:

- not possess weapons, tobacco, alcohol, or drugs.
- not eat, drink, or chew gum.
- not carry glass containers, live animals, or extremely large objects.
- wait quietly for the bus at the assigned area in a safe and orderly manner.
- obey the bus driver's instructions and directions at all times.
- board the bus in a single file line without pushing.
- be seated immediately in their assigned seat and remain seated for the entire ride until the bus has come to a complete stop.
- conduct themselves in a polite, quiet, and respectful manner.
- participate in district directed bus safety drills.
- keep aisles clear.
- keep their hands to themselves.
- respect the property of others.
- not throw things in the bus, at the bus, or out of the bus.
- keep everything inside the bus.
- ask for permission to open or close the windows.
- not damage bus property.

Cafeteria Expectations

It is recommended that students pay for their lunches before the first bell. It is strongly suggested that parents put money in their students' lunch accounts in advance in the cafeteria or online through our school website. The following rules apply for students eating inside the cafeteria.

- Listen and follow directions
- Allow for personal space
- Use appropriate language and volume
- Put trash in proper containers
- Clean up after yourself
- Use correct doors
- Wait in line correctly
- Use manners
- Walk at all times
- Eat only your own food
- Sit correctly at tables
- Stay seated-Help others to clean up

Lunch Program

Higley provides a balanced and nutritious lunch for its students.

Eligible students may qualify for the free or reduced price lunch program. Students may purchase milk or juice if they bring their own lunch.

Forms for the Free/Reduced Lunch Program will be sent home with every child at the beginning of the year for parents to complete in the event they are eligible for free or reduced priced lunches. Applications are also available after July 9th by calling food Services at 480-279-6820.

Students who will be buying lunches and/or milk will be asked to deposit money into their accounts. **Deposits must be made in the cafeteria or online.** Please place your payment in a sealed envelope clearly marked with your child's name, student ID number, teacher, and room number. **Please do not send payments with your child to his/her classroom.** Payments will not be accepted in the lunch line.

Deposits of \$10 or more each time are suggested. Cost is \$2.55 per day, or \$0.40 reduced price for lunch and \$1.85 per day breakfast with a reduced price of \$0.30. Deposits may be made between the hours of 7:30 a.m. to 8:00 a.m.

The cost of each day's lunch or milk will be deducted from his/her account each day. Students who do not have enough money in their account to purchase a milk or a lunch will not be allowed to charge against their account, but will be provided with a sandwich and milk. You are strongly encouraged to keep balances in your child's account. Contact the cafeteria manager at 279-6820 with any questions.

Breakfast is served available for purchase for \$1.85. Breakfast is served from 7:45 am to 8:00 am in the cafeteria.

School Health Office

The Higley Traditional Academy has a health office aide available to students. The health aide is here every day and is available to see students who are having health problems that may interfere with their education. If a student has an injury or illness that requires more than minimal care, parents/guardians will be notified and asked to seek medical help for their child. Injuries occurring outside of the school day will need to be addressed by a family physician. In the event that a parent cannot be reached, the alternative contact indicated on the student's emergency card will be contacted. It is very important that each family have current phone numbers and an alternative contact, such as grandparents, or a neighbor, for the safety of their children.

Please make sure that we have updated information!

A new yellow emergency card is required every year for every individual student.

When it is necessary for a student to take medication during school hours, the following conditions **apply**:

- Whether a prescription drug or an over-the-counter drug, the medication must be in its original container and **brought to school by the parent or guardian**.
- The pharmaceutical label must be on the container of any prescription drug and must include the student's name.
- The parent must provide written direction to school personnel regarding when the student's medication is to be administered.
- All medication must be kept in the health office. When necessary, provisions may be made to carry asthma inhalers.
- Medications must be **picked up by a parent or guardian**. Medications not picked up at the end of the school year will be destroyed.
- **Fever/Temperature:** Keep your child home if they have a temperature of 100 degrees or higher. They may return to school after being fever-free for at least 24 hours without the use of medication.
- **HUSD Lice Policy:** We have a nit-free policy. If your child contracts lice, **do not** send them to school until they have been treated and all lice and nits are removed from the hair. Report this condition to the health office. Your child will be examined for lice and/or nits **privately** in the health office prior to returning to class.
- **Immunizations:** All students must be up to date on their immunizations to attend school per state laws A.R.S. 15-871-874. If you have questions regarding requirements for your child's age and grade level, contact your school's health office. You can access information regarding FREE immunization clinics at AZ Department of Health Services Website or call the health office and we will send a schedule home with your child. Make sure to take your child's immunizations records with you to the clinic and then bring your updated copy to the health office so we can update our school records.

School Services

Higley Traditional Academy offers services to enhance school unity, parental involvement, and an environment that promotes student success, care, and safety. Services shall include, but are not limited to fundraising, teacher helpers, tutoring, parent volunteers, and Spalding parent courses.

Extended Day Care-Kids Club

Kids Club provides before and after school care for the Higley Traditional Academy campus. Information is available at the Higley Community Education office, at (480) 279-7055.

Tutoring

Tutoring provides assistance to students in academic areas determined by the teacher. It meets after school. Teachers may request that a student attend tutoring. Parents will be notified if a student is invited to attend. The teacher and parent must give permission for a student to attend.

Parent/Student Handbook

Parents are provided access to Higley Traditional Academy's Parent/Student Handbook through our school web site. Copies are also available in the school office and in the front office. Parents and students are expected to read the handbook to become familiar with the workings of the school.

Parent Volunteers

Each family that enrolls their child at the Higley Traditional Academy is encouraged to volunteer a minimum of 5 hours for the school during the school year. It is hoped that parents, who have schedules and time commitments that allow, will volunteer many more hours than this.

We welcome and appreciate the time our parents can devote to their child's education, but also understand that time available is different for each individual parent. Volunteering your time can be accomplished in a variety of ways, either at school or at home. See a PTO board member or the office for information.

Parents who are willing to volunteer their time and services to the school are encouraged to do so. Support is needed in many ways including classrooms, assemblies, and field trips. **All volunteers are required to fill out a volunteer guidelines packet prior to volunteering.** Parents must secure child care for non-school age children while volunteering. Individuals interested in volunteering should contact their child's teacher, PTO, or the school office.

Communications

All campus newsletters will be sent electronically this school year. Our website updates should be available soon with the most current information. Please call our office if you have any questions. You can sign up for campus as well as district email notifications through the district website.

Spalding Parent Course

Higley Traditional Academy shall provide a Spalding parent course or in-service each year for parents. A small fee may be charged in order to cover the cost of the course instructor and materials. The course gives you the opportunity to understand the Spalding program and process to work with your child at home.

Transportation

Higley Unified School District shall provide bus transportation for Academy students residing in the boundaries as defined by the district boundary maps. It is generally expected that parents of out of boundary students are responsible for providing transportation to the Academy.

School Organizations and Committees

The success and operation of the Higley Traditional Academy is due, in part, to the attendance and participation of parents, teachers, and administrators in school organizations and committees; therefore, participation is strongly encouraged.

Parent-Teacher Organization (PTO)

This volunteer parent-teacher organization meets each month to support academic endeavors. PTO activities include fundraising, building school community and spirit, and the governance of the school and its functions.

The PTO officers are elected by the membership, and a board representative shall serve on the Site Council. The PTO's mission is to provide any help they can to the school, its students and staff, in order to ensure a quality education for every child. The PTO sponsors and implements fundraisers and uses the money to buy supplies for the classrooms, books for the library, and large items that benefit the entire school.

Higley Traditional Academy is always open to parent involvement. If you are interested or if you have any ideas for activities the PTO could undertake to make the school year better and more exciting, contact the office for more information.

Site Council

A school site council shall be established at the Higley Traditional Academy to provide a cooperative procedure for determining goals and educational philosophies of the school. The council, like all other governance or administrative units of the Higley Unified School District, operates within the guidelines of District Governing Board policy, budget, ethics, and law. This governing body is organized with representation of parents, staff, and community members to uphold the educational foundation of the school. The Site Council meets regularly and establishes committees on which parents may serve. Children are not to attend Site Council meetings.

Membership

The Site Council membership shall consist of:

- the school principal (ex officio member),
- other Staff representatives,
- a PTO representative,
- other community representatives.
- Membership should be representative of the population in the geographic area of the school, as well as each of the grade levels.
- Ad hoc committees may be appointed by the Site Council. The findings of these committees shall be reported to the council, after which the committee will be discharged.
- The term shall be one year for all community representatives.
- The chairperson and secretary shall be elected by the membership of the council.

Meetings

- The council shall meet quarterly and more often if business dictates.
- Operating procedures of the council shall be determined by the council.
- Minutes of each council meeting shall be taken, and the results of actions shall be distributed to the members and shall be made available to the general public. Minutes of the previous meeting will be available in the school office.