

Walden Grove High School

# Student Handbook

2021 - 2022

# WGHS

## Bell Schedule

<p style="text-align: center;"><b>Regular</b> <b>M/T/TH/F</b></p> <p>Zero 7:30 - 8:24</p> <p>1st Hour 8:50 - 9:44</p> <p>2nd Hour 9:49 - 10:47</p> <p>3rd Hour 10:52 - 11:46</p> <p>Lunch 11:46 - 12:38</p> <p>4th Hour 12:43 - 1:37</p> <p>5th Hour 1:42 - 2:36</p> <p>6th Hour 2:41 - 3:35</p>	<p style="text-align: center;"><b>Early Release</b> <b>Wednesday</b></p> <p>Zero 7:30 - 8:24</p> <p>1st Hour 8:50 - 9:35</p> <p>2nd Hour 9:40 - 10:25</p> <p>Advisory 10:30 - 10:50</p> <p>3rd Hour 10:55 - 11:40</p> <p>Lunch 11:40 - 12:20</p> <p>4th Hour 12:25 - 1:10</p> <p>5th Hour 1:15 - 2:00</p> <p>6th Hour 2:05 - 2:50</p>
<p style="text-align: center;"><b>Assembly</b></p> <p>Zero 7:30 - 8:24</p> <p>1st Hour 8:50 - 9:35</p> <p>2nd Hour 9:40 - 10:30</p> <p>3rd Hour 10:35 - 11:20</p> <p>Activity 11:20 - 12:20</p> <p>Lunch 12:20 - 1:05</p> <p>4th Hour 1:10 - 1:55</p> <p>5th Hour 2:00 - 2:45</p> <p>6th Hour 2:50 - 3:35</p>	<p style="text-align: center;"><b>Half Day</b></p> <p>Zero 7:30 - 8:24</p> <p>1st Hour 8:50 - 9:29</p> <p>2nd Hour 9:34 - 10:13</p> <p>3rd Hour 10:18 - 10:57</p> <p>Lunch 10:57 - 11:37</p> <p>4th Hour 11:42 - 12:21</p> <p>5th Hour 12:26 - 1:05</p> <p>6th Hour 1:10 - 1:50</p>

### **SCHEDULE CHANGES**

Changes in your class schedule will only be made to satisfy graduation requirements or to correct an error made by Walden Grove High School. Changes may be made within the first 5 days of each semester. Requests for schedule changes for any other reason, whether initiated by the student, parent/guardian, or teacher, will require a conference with all parties, the appropriate counselor, and administrative approval. In order to receive credit, you must be enrolled in a class by the tenth day of a semester. Requests to change teachers or periods will not be granted.

### **REPORT CARD GRADING INFORMATION**

Colleges and scholarship organizations require a Grade Point Average (GPA) and ranking based on the point system. Only Honors and Advanced Placement classes will earn weighted credit (+1.0).

<b>Grade &amp; Percentage</b>	<b>Points toward GPA</b>	<b>What Grade Means</b>	<b>Credit</b>
<b>A= (90-100)</b>	<b>4</b>	<b>EXCELLENT</b>	<b>EARNs CREDIT</b>
<b>B= (80-89)</b>	<b>3</b>	<b>GOOD, ABOVE AVERAGE</b>	
<b>C= (70-79)</b>	<b>2</b>	<b>AVERAGE</b>	
<b>D= (60-69)</b>	<b>1</b>	<b>POOR</b>	
<b>F= (BELOW 60)</b>	<b>0</b>	<b>FAILING</b>	<b>NO CREDIT</b>
<b>P</b>	<b>0</b>	<b>PASS</b>	<b>EARNs CREDIT</b>
<b>NG</b>	<b>0</b>	<b>NO GRADE</b>	<b>NO CREDIT</b>

### **GRADE POINT AVERAGE AND RANK IN-CLASS**

Grade point average and rank-in-class is based on the work you carry for credit during all eight semesters. High school credits earned in middle school are used in computing the grade point average. If you fail a course and subsequently complete the course successfully, the passing grade will be used in computing the grade point average and rank-in-class.

### **COUNSELING & GUIDANCE**

Each student is assigned a counselor to assist in educational and career planning, and in the solution of personal and/or school-related problems. Whenever possible, students should come to the Front Office to make an appointment before/after school, or during lunch. Students are always welcomed to come to the counseling office during lunch without an appointment Monday-Friday. All students reporting to the Counseling Office during class time must have a pass or an appointment. The Counseling Office is open daily from 8:00 a.m. to 4:00 p.m.

### **CORRESPONDENCE LEARNING CREDIT**

Pursuant Arizona State Board of Education Administrative Policy R7-2-302.01, credits earned through correspondence courses to meet graduation requirements shall be taken from an accredited institution as defined in R7-2-601. Credits earned thereby shall be limited to four (4) and only one (1) credit may be earned in each of the following subject areas:

- a. English
- b. Social Studies
- c. Mathematics
- d. Science

A Prior Approval Form must be submitted and approved by a counselor and administrator for online and correspondence learning credit. Online coursework will only be approved after the 100th day of instruction and must be completed prior to July 1st.

### **ADVANCED PLACEMENT, DUAL CREDIT AND HONORS CLASSES**

Enrollment in the more rigorous Honors, Dual Credit and AP classes available at WGHS is a **year-long commitment**. Students will not be allowed to withdraw from such classes. Continuity of classes is critical to the success of individual AP, Dual Credit and Honors classes, and to the program on our campus, therefore we require this commitment. Additionally, all students who enroll in AP classes are **required** to take the exam for each class, given in May. Currently, each exam costs \$95.00, and must be paid for during the fall semester.

### **NATIONAL HONOR SOCIETY**

Selection to NHS is a privilege, not a right. Students do not apply for membership into NHS; instead they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. The Faculty Council selects students who demonstrate outstanding performance in all four criteria: scholarship, leadership, service and character.

### WGHS COURSE FEES

<b><u>Fee</u></b>	<b><u>Amount</u></b>		<b><u>Fee</u></b>	<b><u>Amount</u></b>
AP Exam Fee	\$95		Jazz Band	\$50
Art I, II, III, IV / Ceramics	\$40		Marching, Concert, Symphonic Band	\$50
Athletics Pay to Play	\$50		Chorus Mixed / Chamber, Treble Choir	\$50
Creative Movement	\$50		Biotechnology I / II	**\$500
CTE/JTED Per Course	\$20		Music Theatre	\$40
Dance Beg.	\$25		NJROTC	\$26
Dance Intermediate/Ad/ Company	\$45		Parking Permit	\$10
Drama Adv.	\$40		PE Uniform (optional)	\$18
Drama Beg.	\$20		PE, Weights, Sports Conditioning Lock	\$5
Drama Inter.	\$20		Percussion	\$50
Engineering 102	**\$500		Philosophy 101	**\$176.50
Freshman 101	\$10		String Orchestra	\$50
Get Ahead	\$170		Student Council	\$25
Grad Lab / Weekend Academy	\$90		Wind Ensemble	\$50
ID Replacement	\$5		Winter Guard	\$50

## **HEALTH SERVICES**

You must have a hall pass in order to be in the health office unless it is an emergency for the following health services:

- \*First Aid
- \*Health assessment and treatment of illness & injury
- \*Medical referrals
- \*Medications (both prescription and over-the-counter)
- \*Wellness and health counseling
- \*Monitoring immunization status of students
- \*Communicable disease control and reporting
- \*Health Education, promotion, and resources

### **Immunization Policy for School Attendance**

On January 1, 1992, the new Arizona State law of School Immunizations went into effect (ARS § 15-871). A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. A student shall not be allowed to attend school without submitting documentary proof of compliance to the school administrator unless the student is exempted from immunization. On enrollment, the school administrator shall suspend that student if the administrator does not have documentary proof of compliance and the student is not exempted from immunization. A student who fails to comply with the immunization schedule shall be suspended from school attendance until documentary proof of compliance is provided to the school administrator.

### **Medication at School**

**WGHS is a DRUG FREE ZONE.** All medication **must** be taken in the Health Office. This includes non-prescription medications. A signed medication permit must be on record and the medicine must be left in the Health Office. If your child needs to self-carry an albuterol inhaler, epinephrine auto injector, or other “life saving” medication, please contact the school health assistant.

### **Chronic Illnesses**

Please contact the health office if you have a student with a chronic illness (asthma, seizures, food allergies, diabetes, etc) so we may know how to best meet your child's needs during the school day. Further medical documentation may be requested.

### **Illness at School**

The classroom teacher, aide, or health assistant will tend to minor illness or injury. For more serious illness or injuries, parents will be contacted.

- If you need to speak with the health aide, please call 625-3502 ext. 1820.

### **Lice**

SUSD#30 has a “NIT-FREE” policy. Any student found to have lice and/or nits in their hair will be excluded from school. Parents should treat hair and remove ALL lice and/or nits from the hair, prior to returning the student to school. Student should be accompanied to school by a parent/guardian and the health assistant will verify whether or not the student is able to return to class. As a precaution, students with long hair should wear it up, and all students should avoid sharing combs or hats.

### **LIBRARY/TEXTBOOK POLICY**

Students are responsible for all Library and Textbooks checked out to them.

#### **Library book check out:**

1. Students are permitted to check out 4 books at a time for a period of 3 weeks.
2. Students can renew their book near their due date by simply bringing in your ID to renew.
3. There is a five day grace period given after the due date.
4. After the 5 day grace period a fee of 10 cents per day will be assessed to the student's account.
5. The library can hold a book for you if it is currently checked out.

#### **Textbook Checkout Recommendations are:**

1. Record book barcode numbers for your own records.
2. Be sure you always have your own book! If you turn in another student's book you will still be responsible for the book number checked out to you.
3. Be sure to not leave your textbook in another teacher's classroom.
4. Be sure to fill out the **Book Condition Form** when you check out your book.
5. Extra textbooks are available in the library for use **IN** the library.

#### **Library Returns:**

1. A library book must be returned in the condition in which it was checked out.
2. Any lost or unreturned books will incur a replacement cost fee.
3. A lost or damaged book can be replaced by the student if it is exactly the same book (a hardcover book must be replaced with a hardcover book etc.)
4. A student who transfers/moves or leaves the school for any reason before the end of the year is responsible for returning a borrowed library book.

#### **Textbook Returns:**

1. All Textbooks must be returned on or before the day of their finals in that class.
2. Students are responsible to return their own books to the library and make sure they have been checked in. Place returned books in the book drop. Books placed on the circulation desk may not get properly checked in.
3. Turning in another student's book does not clear your library account, you must return the book **YOU** checked out.
4. Students with textbooks that have been lost or unreturned must pay for a replacement book.

5. Students returning a damaged book will be assessed a damage fee that is determined by the principal.

**Students are expected to:**

- Be responsible for the school property loaned to them.
- Do not write, highlight or draw in school textbooks.
- Keep your books in your possession. Do not leave your book in a classroom, on a table or with a friend.
- Do not loan your book to anyone – not even your best friend!
- Make sure you can see your books and/or backpack at all times.
- Keep a book cover on your book. Free book covers are available in the library, or use a paper grocery bag to make a cover. (Write your name in large letters on the paper book cover.)
- Keep your book away from all liquids (e.g. rain, spilled drinks, and leaky water bottles). Wet books that develop mold cannot be used; students will receive an obligation.
- Keep books in a safe place at home, out of the reach of pets and small children.
- Return textbooks in good condition on or before the last day of class.
- Return books to the school library as soon as possible when you know you will be dropping a class, or moving.

**CELL PHONE POLICY**

Cell phones will not be allowed during instruction time unless designated by the teacher as a classroom tool. Use of cell phones will be limited to before school, lunch, passing periods and after school. If seen out during instructional time, discipline will be imposed. If a student chooses to bring a cell phone on campus, WGHS assumes no liability of the item if damaged, lost or stolen.

**ELECTRONIC DEVICE POLICY**

Use of iPods and other electronic devices will be at the discretion of each teacher. Consequences for violating each teacher's policy will result in further disciplinary infractions given by the teacher (i.e. lunch detention, referral). If a student chooses to bring personal property on campus, WGHS assumes no liability if the item is damaged, lost or stolen.

**PARENT/STUDENT TELEPHONE MESSAGES AND DELIVERIES**

Messages should be limited to emergency reasons only. Please be prepared to state the emergency. Delivery of gifts will be held in the front office until the end of the school day.

**SKATEBOARDS/BICYCLES**

Skateboards and bicycles are not permitted on campus. When a student who rides a bicycle or skateboard to school arrives on campus, they must walk their bicycle to the bike lock area on the south side of the gym or keep the skateboard in the front office during the day. SUSD#30 is NOT responsible for any damage, vandalism, accident, or theft occurring to bicycles parked on our campus.



## **CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

Students are encouraged to participate in co-curricular and extracurricular activities as a way to foster a sense of belonging at school, develop teamwork and leadership skills, and provide a healthy balance to academics. Student involvement on campus is linked to positive attendance, grades, and behavior. A wide variety of co-curricular and extracurricular activities are available, but they shall not supersede the importance of succeeding in regular class work. Co-curricular activities are related to the regular school program and may be required as part of class participation or the class grade. Extra-curricular activities are school related activities that are outside of the regular school program in which students do not receive grades or credit and are voluntary in nature, including athletics and activities sponsored by the Arizona Interscholastic Association (AIA).

### **Student Eligibility**

Walden Grove High School is a member of the Arizona Interscholastic Association (AIA). Students participating in AIA - sponsored extracurricular athletics or activities, as well as students participating in co-curricular activities must be academically eligible by maintaining passing grades in **ALL** classes. Eligibility will be determined weekly. If a student fails 2 consecutive eligibility checks, they will then become ineligible. Ineligible students may regain their eligibility by passing all classes at the next eligibility check. Students may not miss a class if he/she is ineligible. Absences related to co-curricular activities or AIA-sponsored extracurricular athletics and activities will be considered excused absences. Field trips by non-AIA sponsored extracurricular activities and non-school sponsored activities must have prior approval from administration. For a field trip to be considered "extra-curricular," it must be an optional, non-credit educational or recreational activity that supplements the educational program of the school. Students must also attend all (6 out of 6) classes on the prospective day to be eligible to participate in an extra-curricular activity or performance unless prior administrator approval has been given.

### **New Activities**

A list of clubs will be available in the front office or counseling. Opportunity for new clubs will be available at the beginning of the year. If interested in starting a new club, see Mrs. Miller.

## **OFF CAMPUS POLICY AND AFTER SCHOOL ACTIVITIES**

Walden Grove High School is a closed campus. Students are to remain on campus throughout the school day. The parent or guardian of a student needing to leave campus must check out the student through the Attendance Office and must sign out the student at the front desk, even if the student is 18 years of age or older. If the student drives, parents are allowed to sign out their child through an email and proper notification.

Students are not to remain on campus after the buses depart unless they are participating in a supervised, scheduled school-related activity. All students are to be off campus unless under the direct supervision of a faculty member or sponsor at the end of the school day. The activity bus boards at 5:45pm and leaves the student parking lot at 6:00pm promptly. This bus is only for students participating in a school-related activity after school.

## ATTENDANCE POLICY

By state law, parents have the responsibility to send their students to school. Failure to do so may result in a report being filed with appropriate legal authorities. Also, by state law, if a student misses ten consecutive school days, the school may be required to withdraw the student from school. Attendance is important and vital to a student's education. The attendance phone number is 625-3502 ext. 1800.

### Excused Absences

- 1) The student's participation in a school related activity
- 2) The student being suspended for misconduct
- 3) The student being absent due solely to illness, accident or disease when the student's absence is **certified through documentation** by a health care professional or parent written documentation.
- 4) Recognized religious holidays that require the student to not attend school.

### Absence Notification

If a student is absent from school, the parent/guardian **must notify the Attendance Office via email, wgattendance@sahuarita.net, within 48 hours of the absence.** The parent/guardian must indicate the date/times and reason for the absence. **Whenever possible, Doctors' notes or other professional documentation should be provided to the Attendance Office within 48 hours of the student's return to school.** A messaging service has been implemented in which parents will be notified via text message, voicemail, or email of their child's absences and tardies if they have not been previously called in.

### Make-Up Work

All students, including those with special accommodations, shall be permitted the same amount of time as they were absent to finish make-up work. A request for class assignments must be made for any extended non-school activities (i.e. funerals, seminars, family emergencies, etc.).

**\*It is the student's responsibility to initiate make-up scheduling for work missed.**

\*Work missed due to documented absences: An excused absence does not excuse you from doing the work you missed. Full credit will be given for work made up on time as a result of documented absences.

\*Work missed due to unexcused absences: Work must be made up, but full credit may or may not be given at the teacher's discretion.

\*Work missed due to suspension: Work must be made up, and will be given credit.

### Loss of Credit

A student with ten (10) absences from a class during a semester shall not receive credit for that class. A grade of "NG" will remain an "NG" unless an appeal is approved.

### **Appeal Process for Credit**

Loss of credit may be appealed by a parent/guardian and the student. If there are extenuating circumstances beyond the control of the student, an appeal committee composed of one administrator (Assistant Principal or Principal), school counselor, and attendance clerk will hear the appeal. If the committee has verified that extenuating circumstances are involved, they may recommend to the Principal that the policy be waived for a student. The recommendation will also contain an explanation of the unusual circumstances involved. The committee will use the historical documentation provided within the student's attendance file to draw reasonable verdicts for each appeal. The NO GRADE (NG) - loss of credit appeal must be filed within 2 weeks of the grade reports being mailed home. Due to graduation, senior grade appeals second semester must be filed prior to graduation.

If the parents are dissatisfied with the committee's decision, they may appeal to the Superintendent within three (3) school days. If the parents are dissatisfied with the Superintendent's decision, they may appeal to the school board within three (3) days. Their appeal shall be written in a letter, and the letter shall describe in detail all objections to the Superintendent and committee's decision. The Governing Board shall consider this appeal within twenty-five (25) days of receipt of the appeal.

### **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher, or a teacher-issued written hall pass to go to other locations on campus. Students will not be issued passes to go to the vending machines. Students are required to sign out and in on the log in each teacher's classroom when they leave the classroom.

### **STUDENT IDENTIFICATION CARDS (IDs)**

When you enroll at Walden Grove High School, you will receive an ID card. Students must have the ID in their possession and present it upon request by a staff member. There is no grace period prior to the start of the school day for failure to properly possess your ID. Lost, stolen, defaced, or damaged IDs must be reordered at the student's expense of \$5.00. Your ID is not to be loaned to any other person. Students who withdraw from school or are expelled must turn in their ID.

You will need your ID for the following purposes:

- To check books out of the library
- To use in the cafeteria for breakfast and lunch
- To attend school dances
- To receive reduced (student) rates for events
- To be admitted on the school bus.

### **SCHOOL DANCES**

School dances are scheduled at different times during the year. Students are to be picked up from all dances promptly upon their end. **Students must show their Student ID to be admitted to school dances.** School rules will apply to all dances.

## **VISITOR PASSES**

- WGHS is a closed campus.
- All visitors must sign in to the front office.
- All visitors must display a visitor's pass while on campus.
- All visitors must sign out in the front office upon leaving.
- Student visitors (i.e. alumni) are limited to after school hours only.

If you see someone on campus during school hours that you do not recognize please ask to see their visitors pass or direct them to the front office to sign in and get a visitors pass. You may also inform security or administration if needed.

## **STUDENT PARKING**

Parking on campus is a privilege, not a student right. Students driving vehicles to school must register their vehicle prior to driving it on campus and must display a valid, current year parking permit at a fee of \$10.00 when parking on campus. Students are required to update vehicle and driver information, such as proof of insurance, license plate number, vehicle make and model, etc. as it changes throughout the year. Students are not allowed to park near athletic facilities or staff parking lots; they must park in the student parking lot only. Once on campus, students must not leave until school is dismissed for the day or proper checkout has been made through the attendance office. Please see "Parking Violations" and "No Permit" for parking rules and consequences. The speed limit on campus is 15 mph at all times. SUSD#30 is NOT responsible for any damage, vandalism, accident, or theft occurring to vehicles parked on our campus. A student and parent/guardian signature is required on the "Student Automobile Use" form. All students who wish to park on campus must provide proof of the following:

1. Valid driver's license
2. Current registration for each vehicle to be parked at WGHS
3. Current insurance for each vehicle to be parked at WGHS

Students must park in the numbered space that corresponds with their parking pass.

Students only need to buy one parking permit and can use it on any vehicle registered with the school using the documents listed above. Students *may not* use their parking permit on a friend's or other vehicle not registered with the school. Parking without a permit or in a space not assigned to you will result in disciplinary consequences. Unsafe driving will result in disciplinary consequences and may result in losing parking privileges on campus.

## **SCHOOL BUSES**

Our goal in Transportation Services is to provide a safe and comfortable ride to and from school for all students. This requires teamwork and shared understanding of basic operating norms. In order to accomplish these goals, Sahuarita School District has established the following procedures and routines on all District buses and at District designated bus stops as applicable as part of the SUSD Student Transportation Services Compact for Success.

1. Students will remain seated on the school bus.
2. Students will face forward when on the bus.
3. Students will keep their hands, feet, and personal objects to themselves.

4. Students will maintain a quiet conversation voice (level 2) and use appropriate language.
5. Students will obey reasonable direction from the bus driver at all times.
6. For safety and cleanliness reasons, eating/drinking on the bus other than an enclosed water bottle shall be prohibited.
7. Students will have their District issued identification card with them and visible when boarding the bus (Grades 6-12).

**Infractions of bus rules are serious concerns, as student safety is our top priority.** In order to establish a positive and safe environment, the following sequence of consequences will be in place when a student chooses to violate the above-mentioned procedures and routines.

- **1st offense**-Driver will verbally warn the student, giving specific feedback regarding the violation in question.
- **2nd offense**-Driver will formally generate the first bus referral. He/she or his/her supervisor will make a parental contact and may impose bus specific discipline, which may include changing a seat assignment, bus cleanup, and conference with driver, or written apology.
- **3rd offense**-Driver will generate an official referral, which will be expediently sent to the student's building administrator. The student will lose his/her bus privileges for a period of 3 days.
- **4th offense**-Driver will generate a referral to the student's school administrator. The student will lose his/her bus privileges for a period of 2 weeks
- **5th offense**-Driver will generate a referral to the student's school administrator. The student will lose his/her bus privileges for the remainder of the school year.

**PLEASE NOTE:** The District reserves the right to invoke a severe clause and immediately refer the student to administration if appropriate (i.e. belligerent defiance, acts of violence). In the interest of student safety, consistency, and effective operations, our policy at the District is that we will drop off students at the designated stop as identified by the child's parent/guardian.

It is asked that you please designate **one** bus stop where you would like for our professional bus drivers to deliver your child each afternoon after school. Students may ride only one bus. Thanks for your cooperation and support in these matters. Our transportation mission is to provide excellent and safe transportation services to each student we serve.

### **STUDENT DRESS CODE**

At Walden Grove High School, we work to prepare students for life after high school. Part of that preparation is establishing a dress code for students that is appropriate for a high school environment. We rely upon the good judgment of parents and students. The administration of Walden Grove High School will make the final decision about the appropriateness of any attire, and decide if it violates the school dress code.

Students deemed to be violating dress code will be required to change into clothing that meets the dress code standard. Violations of the dress code may lead to disciplinary action. Please remember, school is your workplace, so dress appropriately.

**Clothing/Accessories**

- Must not depict inappropriate or negative pictures, messages, symbols, lettering, or anything deemed inappropriate or unsafe.
- There can be no depiction of sex, alcohol, drugs, or weapons.
- There can be no gang-related clothing, symbols, or lettering on students' personal belongings.
- Tattoos with inappropriate or gang-related symbols must be covered.
- Hats (including wool caps and beanies) may be worn outside of the buildings only.
- Shoes must be worn at all times.
- Students must be in possession of their ID and must present it upon request.
- Student Council sponsored spirit days will be approved in advance.

**Bottoms**

- Excessively short shorts or skirts are not appropriate.
- Pants/shorts/skirts must not expose undergarments or the buttocks.
- Leggings should be athletic leggings. Material should not be see-through.
- Administrative discretion will determine appropriateness.

**Tops**

- Shirts must have a strap on each shoulder or sleeves that sit on the shoulder.
- Tops must be long enough to tuck into pants, shorts, or skirts, and remain tucked in.
- Shirts should not expose areas of the stomach, sides, lower back, or chest.
- Administrative discretion will determine appropriateness.

**MAXIMIZE YOUR POTENTIAL (M.Y.P.)****M.Y.P.: 11:46 – 12:11**

M.Y.P. will be available to all students and assigned to students who need academic support on a bi-weekly basis by their teachers.

Failure to attend M.Y.P. when assigned by a teacher will result in disciplinary action.

M.Y.P. Sessions are to be attended by the following students:

- Students that have been assigned by a teacher
- Students needing extra help
- Student who missed class

**Lunchtime Expectations**

During M.Y.P., classrooms will be open. Teachers can give students a pass to enter their classroom if needed. Building 1's West doors will be closed during lunch. It is expected that you eat after your scheduled time of the M.Y.P. session.

## **STUDENT RIGHTS & RESPONSIBILITIES**

Students are expected to know and observe their rights and responsibilities. Students may appeal a discipline consequence through the principal. Chronic or habitual discipline will result in progressive consequences up to and including a recommendation for long-term suspension. Below are guidelines for the consequences involved in the disciplinary process. Administrators will use their discretion in assigning an appropriate consequence for discipline infractions, which may include lunch time or after school community service with the high school custodians. Parent/Guardian may be notified by phone or by mail depending on the nature of the situation and the relevant circumstances.

### **Discipline Consequences may consist of:**

- Administrative Lunch Detention
- Recovery (After-School detention held Mondays from 3:15-5:15pm)
- Saturday School (Detention held on Saturday from 8:00am-12:00pm)
- Out of School Suspension

### **Tardies**

Tardies accumulate per semester, per class.

- 1<sup>st</sup> offense: Verbal warning from teacher and teacher documentation in attendance
- 2<sup>nd</sup> - 4<sup>th</sup> offense: Lunch detention assigned by the teacher.
- 5<sup>th</sup> + offenses: Referral

**Any student with 10 + tardies to any class within a semester will receive a grade of “F” for that course.**

### **Truancy**

Includes leaving campus without checking out, cutting class, or being 10 or more minutes late. Truancy offenses will result in disciplinary consequences.

### **Violations of Dress Standards**

Students are informed of the Dress Standards in the Student Handbook. Any dress code violation will immediately result in a discipline referral.

### **Possession and/or Use of Electronic Devices not allowed during instruction times.**

Will result in discipline per the teacher/administration.

### **Insubordination**

This occurs when a student fails to comply with a reasonable request of a staff member. It also includes dishonesty, disrespect, or vulgar, profane, or rude remarks to teachers, fellow students, principals, or other school employees. Discipline will ensue and charges may be filed based on offense.

### **Tobacco/vaping Possession and/or Use**

WGHS is a zero tolerance school. Possession or use of tobacco or vaping will result in suspension and charges may be filled.

### **Property Destruction**

Applies to property belonging to a staff member, another student, or school property, including vandalism and graffiti. Restitution and/or community service may be assigned in addition to discipline consequences per administration and charges may be filed.

### **Setting Fires/Pulling a Fire Alarm**

Consequences per administration. Charges may be filed.

### **Weapons or Dangerous Devices**

Any possession, misuse, or concealment of weapons or dangerous devices will be disciplined per administration. Charges will be filed.

### **Public Nuisance–Malicious Mischief**

Consist of water balloons, squirt guns, whistles, artificial noisemakers, beach balls, stink bombs, etc. Consequences will be handed out per administration. Charges may be filed.

### **Physical or Verbal Abuse or Threat of Harm to a School Employee or Student**

Consequences will be handed out per administration. Charges may be filed.

### **Sexual Misconduct/Harassment to a School Employee or Student**

Consequences will be handed out per administration. Charges may be filed.

### **Inappropriate Public Displays of Affection (PDA)**

Students are to refrain from displays of affection deemed inappropriate by public standards on campus and at school-sponsored activities and events. Inappropriate behavior is that which may be interpreted by others as undue familiarity and improper decorum in a school setting, such as caressing, prolonged embracing or kissing, or displaying other publicly inappropriate behavior as determined by the administration. Consequences will be handed out per administration. Charges may be filed.

### **Fighting/Assault**

Will consist of out of school suspension and charges may be filed.

### **Parking Violations**

Please see the “Student Automobile Use” form and permit forms available in the front office. There is a \$10.00 replacement fee for lost or stolen permits. Disciplinary consequences will be imposed for parking violations. Parking violations include:

**No Permit** = no physical permit displayed; expired permit or permit with expired insurance displayed

**Improperly Parked** = vehicle taking up 2 or more spaces; parking in a space not assigned to you; parked against a fence, in drive lanes, in a lot other than student parking lot, in a no parking zone, or in a handicap space without decal.

**Racing/Exhibition of speed**=speeding over 15 mph or literally racing another vehicle, spinning tires, peeling out, or revving engine as if to race.

**Safety Endangerment** = endangering the safety of passengers or others (in truck bed, roof, hood, pulling of anything or anyone behind the vehicle) or reckless driving with no regard to personal safety or safety of others.



Failure to resolve parking violations may result in your vehicle being booted and losing parking privileges for the remainder of the school year. Extreme offenses may result in immediate revocation of the parking permit for the remainder of the school year. Parking on campus is a privilege, not a student right. Students are informed of the parking policies in the Student Handbook.

### **Theft**

This includes theft of school property or the property of a student or staff member. Restitution and/or community service may be required in addition to consequences per administration and charged may be filed.

### **Drug or Alcohol Possession, Sale and Distribution, and/or Use, including being under the influence**

Out of school suspension and charges may be filed.

## **STUDENT RECOGNITION PROGRAMS**

There are several student recognition programs in place at Walden Grove High School to recognize and honor students that uphold the expected standards of behavior, academics, citizenship, or leadership.

These programs include:

**Student of the Month:** Each department chooses one student each month as a Student of the Month. These students receive a certificate, are publicly recognized and will attend a luncheon.

**Kiwanis Student of the Month:** Each subject-area department is assigned one month throughout the year in which to choose one student to be recognized as the Kiwanis Club Student of the Month. These students, his or her parents/guardians, and the nominating teacher are guests at the monthly Kiwanis Club recognition luncheon and their pictures are printed in the local newspaper.

**Leaders in Character:** Each month each school administration selects one student to be recognized by the SUSD Governing Board as a Leader in Character at the Governing Board meeting. These students received a plaque, a bookstore gift certificate, and have their picture printed in the local newspaper.

**Honor Roll:** Students will have the opportunity to make two different Honor Roll Lists. Students who receive all A's on their report card will be awarded the Red Honor Roll. Students who receive all A's or B's on their report card will be awarded the White Honor Roll. Awardees for both lists will be sent a letter of congratulations from the principal.

**Academic Letters:** In an effort to encourage academic excellence, Varsity letters will be awarded to students who maintain Red Honor Roll status for the entire school year.

## **ANNUAL PUBLIC NOTIFICATION OF NONDISCRIMINATION**

Sahuarita Unified School District does not discriminate on the basis of race, color, national origin, sexual orientation, age, or disability in admission or access to, or treatment or employment in, its educational programs or activities.

Sahuarita Unified School District's Career and Technical Education department does not discriminate in enrollment or access to any of the programs available: Audio Visual, Automotive Technology, Business, Construction, Culinary, Photography, Robotics, and Sports Medicine.

Inquiries concerning Title VI, Title II, Title IX, Section 504, and Americans With Disabilities Act may be referred to Mr. Scott Downs, Assistant Superintendent ([sdowns@sahuarita.net](mailto:sdowns@sahuarita.net)), or Dr. Barbara Smith, Director of Student Services ([bsmith@sahuarita.net](mailto:bsmith@sahuarita.net)), at 350 W. Sahuarita Road, Sahuarita, AZ 85629, (520)-625-3502.

**504 Grievance Staff & Students:** This will be in the Employee Handbook, but the students need to be made aware. 504 does apply to employees as well.

### **Student Policy Complaint**

Students wanting to file a complaint or grievance regarding Violation of student's constitutional rights, denial of an equal opportunity, discriminatory treatment or concern for student's personal safety will need to pick up a "Student concerns, complaints & grievances" form in the front office.

### **Notificación Pública Anual De No Discriminación**

El Distrito Unificado de Sahuarita no discrimina por razones de raza, color, origen nacional, orientación sexual, edad, o discapacidad en la admisión o acceso a, o tratamiento o empleo en, sus programas o actividades educativas.

El Distrito Unificado de Sahuarita Departamento de Educación Profesional y Técnica no discrimina en la matrícula o el acceso a cualquiera de los programas disponibles: Audio Visuales, Tecnología Automotriz, Negocios, Construcción, Culinaria, Fotografía, Robótica, Medicina Deportiva.

Las preguntas relacionadas con el Título VI, Título II, Título IX, Sección 504, y el Acta Para Americanos Con Discapacidades, pueden ser dirigidas al Sr. Scott Downs, Asistente del Superintendente ([sdowns@sahuarita.net](mailto:sdowns@sahuarita.net)), o Sra. Sheri Bayomi, Directora de Servicios Estudiantiles ([sbayomi@sahuarita.net](mailto:sbayomi@sahuarita.net)) al 350 W. Sahuarita Road, Sahuarita, AZ 85629, (520) 625-3502.

## **SAHUARITA UNIFIED SCHOOL DISTRICT**

**350 W Sahuarita Rd  
Sahuarita, AZ 85629**

### **Section 504 Grievance Procedure for Staff Members and Students**

It is the policy of the Sahuarita Unified School District not to discriminate on the basis of disability. Section 504 forbids Sahuarita Unified School District from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services. Section 504 protects *qualified individuals with disabilities*. The Sahuarita Unified School District has adopted a grievance procedure that provides prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. **Mrs. Jessica Banhie, Director of Student Services** (520-625-3502 x1020), [jessica.banhie@sahuarita.net](mailto:jessica.banhie@sahuarita.net) has been designated to oversee the compliance with The Law and Regulations.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Sahuarita Unified School District to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

#### **Procedure:**

- Grievances must be submitted to a Section 504 Coordinator (listed above) within reasonable timeframe of the date the person filing the grievance becomes aware of the alleged discriminatory action. Students may submit their grievance to the principal of their school and it will be forwarded to one of the coordinators.
- The complaint must be in writing. **Please use form.**
- A Section 504 Coordinator (or designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of Sahuarita Unified School District relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator's decision. The Superintendent of Sahuarita Unified School District (or designee) shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Health and Human Services, Office for Civil Rights.

Sahuarita Unified School District will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.