

WALDEN GROVE HIGH SCHOOL



STUDENT HANDBOOK

2024-2025

Walden Grove High School

“Empowering students to achieve in the pack; preparing students to grow outside of it.”

15510 S. Sahuarita Park Road
Sahuarita, AZ 85629
520-625-3502, ext. 1800

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Administration

Mrs. Kristen Miller, Principal
Mrs. Elizabeth De La Ossa, Assistant Principal
Mr. Kreston Elchert, Assistant Principal
Mr. Corey Noble, Athletic Director

School Fight Song

All Hail to the Red and White
Show your Spirit Stand with Pride
All Hail to the Red and White
Fight Let's Fight with All Your Might
We Will Always Strive for Victory
Stand Together and Let's Shout!
Walden Grove, Walden Grove
Hey! Go Red Wolves!
Walden Grove (Go Fight Win!)
All Hail to the Red and White
Show your Spirit Stand with Pride
All Hail to the Red and White
Fight Let's Fight with All Your Might
We Will Always Strive for Victory
Stand Together and Let's Shout!
Walden Grove, Walden Grove
On To Victory
Walden Grove Red Wolves!
W-A-L-D-E-N-G-R-O-V-E, Walden Grove
W-A-L-D-E-N-G-R-O-V-E, Walden Grove
Let's Go Red Wolves, Let's Go Walden Grove!





WGHS

Bell Schedule



Regular M/T/TH/F

Zero	7:30	8:24
1st Hour	8:50	9:44
2nd Hour	9:49	10:47
3rd Hour	10:52	11:46
Lunch	11:46	12:38
4th Hour	12:43	1:37
5th Hour	1:42	2:36
6th Hour	2:41	3:35

Early Release Wednesdays

Zero	7:30	8:24
1st Hour	8:50	9:35
2nd Hour	9:40	10:25
Advisory	10:30	10:50
3rd Hour	10:55	11:40
Lunch	11:40	12:20
4th Hour	12:25	1:10
5th Hour	1:15	2:00
6th Hour	2:05	2:50

Assembly

Zero	7:30	8:24
1st Hour	8:50	9:35
2nd Hour	9:40	10:30
3rd Hour	10:35	11:20
Activity	11:20	12:20
Lunch	12:20	1:05
4th Hour	1:10	1:55
5th Hour	2:00	2:45
6th Hour	2:50	3:35

Half Day

Zero	7:30	8:24
1st Hour	8:50	9:29
2nd Hour	9:34	10:13
3rd Hour	10:18	10:57
Lunch	10:57	11:37
4th Hour	11:42	12:21
5th Hour	12:26	1:05
6th Hour	1:10	1:50

Updated 7/7/2020

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).

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

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.

VALEDICTORIAN/SALUTATORIAN/TOP 10

Walden Grove High School will recognize the Valedictorian, Salutatorian and Top 10 at Senior Tribute. The Valedictorian is the highest ranking student, and the Salutatorian is the second highest ranking student in the graduating class.

The rank in class is determined using all grades and weight adjustments through the fourth quarter of senior year as outlined below:

- Students must maintain full-time academic status their senior year as defined by the Board Policy
- Twelve or more credits must be completed at WGHS

Final ranking will be calculated the Monday before Graduation to identify the Valedictorian, Salutatorian and all other rankings.

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.

Jenny VanNess: Last Names A-K
Rosy Lopez: Last Names L-Z
Balviane Peralta: College and Career

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 \$96.00, and must be paid for during the fall semester.

NATIONAL HONOR SOCIETY

Selection to the National Honor Society (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

<u>Fee</u>	<u>Amount</u>		<u>Fee</u>	<u>Amount</u>
AP Exam Fee	\$96		Jazz Band	\$60
Art I, II, III, IV / Ceramics	\$50		Marching, Concert, Symphonic Band	\$60
Athletics Pay to Play	\$65		Chorus Mixed / Chamber, Treble Choir	\$60
Creative Movement	\$60		Music Theatre	\$40
CTE/JTED Per Course	\$20		NJROTC	\$26
Dance Beg.	\$25		Parking Permit	\$10
Dance Intermediate/Ad/Com pany	\$50		PE Uniform (optional)	\$18
Drama Adv.	\$50		PE, Weights, Sports Conditioning Lock	\$5
Drama Beg.	\$20		Percussion	\$60
Drama Inter.	\$25		Marketing	*\$176.50*
Engineering 102	*\$500*		String Orchestra	\$60
Get Ahead	\$170		Student Council	\$25
Grad Lab / Evening Academy	\$90		Wind Ensemble	\$60
ID Replacement	\$5		Winter Guard	\$60

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 will be required.

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. Students 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 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.

OTHER PERSONAL ITEMS POLICY

Walden Grove High School assumes no responsibility for any personal items brought to campus. It is the responsibility of the student to keep their personal items secure and accounted for at all times. This includes the use of the lockers when one is assigned to a student for PE or athletics. Walden Grove does have a lost and found in the front office, which is cleared out quarterly.

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.

DELIVERY OF FOOD AND BEVERAGES TO STUDENTS

Delivery of any food or beverages by anyone other than legal guardians will not be permitted. This includes any delivery services. If a parent or guardian would like to deliver food to their student for lunch they must notify their student themselves. The front office will not be

responsible for the delivery of food or beverages to students. Parents and guardians are welcome to stay and eat lunch with their student(s). Any parent that would like to do so will need to sign in at the front desk.

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 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). 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. Students must attend at least four classes on the day of a trip or competition to be eligible to participate in that extra-curricular activity or performance unless prior administrative approval has been given.

Student Eligibility

Walden Grove High School is a member of the Arizona Interscholastic Association (AIA). Students participating in co-curricular activities or AIA-sponsored extracurricular activities/athletics must be academically eligible by maintaining passing grades (60% or higher) in **ALL** classes, including classes taken on edgenuity. All eligibility policy information will be communicated to all student-athletes and parents at a beginning of season meeting and is included below:

- Eligibility will be checked every 4th Monday at 1:00pm, beginning on the 3rd week of each semester.
- Any student who is ineligible due to a failing grade in ANY class at this time will be ineligible for all competitions and activities for at least the next two weeks.
 - The 3rd Monday, all ineligible student athletes will have their grades checked again, and if their grades are now above a 60% in ALL classes they will be granted eligibility for that week. Students who are still failing one or more classes will remain ineligible for that week.
- The following week (4th Monday) the next grade check will commence and the process will repeat itself.

- Student athlete status will not be changed outside of these predetermined dates, unless there has been an error in the grading or eligibility process.
- If eligibility cannot be checked at the regularly scheduled Monday, then it will be run the previous Friday and will take effect immediately.
- Students may not miss class for a field trip, activity, or athletic competition if he/she is ineligible.

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. De La Ossa.

OFF CAMPUS POLICY

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 will not be permitted to go to their vehicles throughout the school day unless accompanied by a staff member. Students who do go to the parking lot will need to sign out each time.

AFTER SCHOOL ACTIVITIES

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

The attendance policy aims to promote regular attendance and punctuality among students, as consistent attendance is essential for academic success and the development of responsible behavior. All students are expected to attend school every day, arrive on time for each class, and remain for the entire duration of the school day unless excused for a valid reason.

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. Furthermore, 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. 1810.

Excused Absences

Absences will be considered excused for the following reasons, with documentation:

- Personal illness or injury
- Medical or dental appointments

- Death or serious illness in the family
- Religious observances
- School-sponsored activities or field trips
- Court appearances or other legal obligations
- Prearranged absences approved by the school administration

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. **A doctor's note 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. Parents may also notify the school of an absence through the school website:

<https://susd30.us/schools/walden-grove-high-school/resources/wghs-report-an-absence/>

Chronic Health Absences

Please contact the attendance office if you have a student with a chronic health condition that may impact their attendance. Further medical documentation will be required.

Tardies

Students are expected to be on time for each class. Tardiness will be recorded and may result in consequences, such as detention, loss of privileges, or academic penalties.

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.

- It is the student's responsibility to schedule any missing work.
- 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 absences.
- Work missed due to suspension must be made up and will be given full credit.

Loss of Credit

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

Appeal Process for Credit

Loss of credit may be appealed by the student and/or parent/guardian. The appeal form will be sent to the students SUSD email and must be filled out prior to the due date on the form. If the form cannot be accessed electronically, a hard copy can be obtained from the front office. All

appeals will be reviewed by a committee appointed by the principal. Students will be notified of the status of their appeal once the committee has reviewed it.

If the student and/or parents/guardians are dissatisfied with the committee's decision, they may appeal to the Principal. If the student and/or parents/guardians are dissatisfied with the Principal's decision, they may appeal to the Superintendent within three (3) school days. If the student and/or parents/guardians are dissatisfied with the Superintendent's decision, they may appeal to the Governing 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 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 staff member, or a teacher-issued 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)

At the beginning of each school year, 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:

- Signing in and out of school
- Checking books out of the library
- Acquiring food in the cafeteria
- Attending athletic events and school dances
- Admittance 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. Students must submit to a breathalyzer in order to gain admission.** School rules will apply to all dances.

VISITOR PASSES

- WGHS is a closed campus
- All visitors must sign in to the front office, providing their government issued identification card (this includes all non-regular staff members)
- All visitors will be photographed and issued a visitor badge, which must be displayed 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. All student vehicles are subject to being searched while on campus. 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

- All clothing should be neat, clean, and in good condition
- Clothing should not have offensive language symbols, or images that promote violence, drugs, discrimination or anything deemed inappropriate or unsafe

- Clothing should not be excessively revealing or distracting
- Tattoos with inappropriate symbols must be covered
- Hats, bandanas, and other head coverings should not be worn indoors, except for religious or medical reasons
- Sunglasses should not be worn indoors, unless for medical reasons
- Shoes must be worn at all times
- Students must be in possession of their ID and must present it upon request

Bottoms

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

Tops

- Tops must have a strap on each shoulder or sleeves that sit on the shoulder and no bare-backs or open/exposed sides.
- Tops should not be excessively revealing
- Administrative discretion will determine appropriateness.

MAXIMIZE YOUR POTENTIAL (M.Y.P.)

M.Y.P.: 11:51 – 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. Students will no longer be permitted to enter building one after a 5 minute passing period. M.Y.P. starts at 11:51 and ends at 12:11. Students not attending M.Y.P. will be permitted to enter the building after the day's session has concluded.

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 supervised after school community service. Parent/Guardian may be

notified by phone, email, or by mail depending on the nature of the situation and the relevant circumstances.

Discipline Consequences may consist of:

- Administrative Lunch Detention or Community Service
- Recovery (After-School detention held Mondays from 3:45-5:30pm)
- Saturday School (Detention held on Saturday from 8:00am-12:00pm)
- Out of School Suspension

Tardies

Tardies accumulate per semester, per class.

- 1st offense: Verbal warning from teacher and teacher documentation in attendance
- 2nd - 4th offense: Lunch detention assigned by the teacher.
- 5th + offenses: Administrative Action

Any student with 10 + tardies to any class within a semester will receive a grade of “NG” for that course. It is the responsibility of the student to be aware of their tardy status.

Truancy

Includes leaving campus without checking out or cutting class. 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. All student vehicles are subject to being searched while on campus. 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 charges 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.

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 receive 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.

The lack of English language skills is not a barrier to participation in the District's Career and Technical Education programs

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), or Jessica Banhie, Director of Student Services (jessica.banhie@sahuarita.net), at 350 W. Sahuarita Road, Sahuarita, AZ 85629, (520)-625-3502.

Student Policy Complaint

Students wanting to file a complaint or grievance regarding Violation of a 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: Audiovisuales, Tecnología Automotriz, Negocios, Construcción, Culinaria, Fotografía, Robótica, Medicina Deportiva.

La falta de habilidades en el idioma inglés no es una barrera para la participación en los programas de Educación Profesional y Técnica del Distrito

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), o Sra. Jessica Banhie, Directora de Servicios Estudiantiles (jessica.banhie@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 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 a 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 the 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.

WGHS CONTACT INFORMATION

Name	Position	Email	Extension
Kristen Miller	Principal	kristen.miller@sahuarita.net	1804
Jacqueline Bata	Admin. Assistant - Mrs. Miller	jacqueline.bata@sahuarita.net	1801
Elizabeth De La Ossa	Assistant Principal	elizabeth.delaossa@sahuarita.net	1806
Aislinn Palabate	Admin. Assistant - Mrs. De La Ossa	aislinn.pabalate@sahuarita.net	1854
Kreston Elchert	Assistant Principal	kreston.elchert@sahuarita.net	1802
Lanie Gamboa	Admin. Assistant - Mr. Elchert	lanie.gamboa@sahuarita.net	1800
Corey Noble	Athletic Director	cnoble@sahuarita.net	1862

John Michel	Athletics/Counseling Assistant	john.michel@sahuarita.net	1818
Dawna Berry	Registrar	wg registrar@sahuarita.net	1821
Kamarie Miranda	Attendance Clerk	katherine.miranda@sahuarita.net	1810
Magda De La O	Health Assistant	mfierrodelao@sahuarita.net	1820
Jenny VanNess	Counselor A-K	jenny.vanness@sahuarita.net	1817
Rosy Lopez	Counselor L-Z	rosy.lopez@sahuarita.net	1813
Balviane Peralta	College and Career Counselor	balviane.peralta@sahuarita.net	1830