
2017-2018

HYSA Academic Policy and Procedures

Gary K. Herberger

**young
scholars
academy**

Mary Lou Fulton Teachers College

Arizona State University

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Mission/Vision

Mission

The mission of the Gary K. Herberger Young Scholars Academy is to provide profoundly gifted young people advanced educational opportunities commensurate with their abilities, strengths, and interests.

The mission of Arizona State University is to establish ASU as the model for a New American University, measured not by who we exclude, but rather who we include; pursuing research and discovery that benefits the public good; assuming major responsibility for the economic, social, and cultural vitality and health and well-being of the community.

Vision

The Gary K. Herberger Young Scholars Academy will forge an innovative, powerful and effective model of education as a global leader in developing programs that serve highly gifted students. Students will learn to be globally minded citizens who will contribute to the community, the university, the state and the world. Academic intelligence will continue to be central and critical in our efforts to keep pace with ever changing global concerns. The Herberger Young Scholars Academy commits itself to the vision for its future and the future of its students.

The Gary K. Herberger Young Scholars Academy students engage with dedicated instructors and professionals in a small and caring community, with the resources available at a Research One University. Upon enrolling at the academy, students first become immersed in integrated middle school level curriculum at an accelerated pace. They then complete high school credits while exploring and pursuing their intellectual interests through coursework and connections made accessible at Arizona State University's facilities.

The Gary K. Herberger Young Scholars Academy serves a small, distinctive student population whose learning needs might not be adequately addressed by other educational systems. Highly gifted students require a challenging and focused scholastic environment. These students thrive in education settings where they can associate with intellectual peers.

Students at the Gary K. Herberger Young Scholars Academy develop their intellectual precocity and explore areas of interests, while receiving an appropriate and balanced education. The academy provides a supportive environment wherein these highly gifted students can develop and flourish together as they begin their college studies early at Arizona State University. The Gary K. Herberger Young Scholars Academy faculty offers students the support, guidance and counseling necessary to prepare them for success at the university level.

School Day

School Hours

The Gary K. Herberger Young Scholars Academy school day is 8:15 am to 3:15 pm.

Students can enter the building as early at 7:30 am.

After school clubs may run from 3:15 pm to 4:30 pm.

Students must be picked up by 4:00 pm unless supervised in an after school club or activity. If the student is a participant in an after school club or activity, the student must be picked up by 4:30 pm. Staff members will not be on site after 4:30 pm and the building will be closed and locked at 4:30 pm.

The school cannot assume responsibility for students before 7:30 am or after 4:30 pm.

The office hours of the Gary K. Herberger Young Scholars Academy are from 8:00 am to 4:00 pm.

Exterior Doors

Exterior doors at the Gary K. Herberger Young Scholars Academy are locked for safety. Students may use their Sun Cards to gain entry into the building from 7:30 am to 3:30 pm on normally scheduled school days using the front entrance.

Only staff members of the Gary K. Herberger Young Scholars Academy may open exterior doors. Students, parents, and community members are not permitted to open the doors for any individual.

Guests

All guests, including parents, must enter through the front entrance and check-in at the front desk with a staff member of the Gary K. Herberger Young Scholars Academy.

Parent Drop-Off and Pick-Up Procedures

Please use the pull-out to the north of the school to drop-off and pick-up students.

The pull-out is located on the south side of University Way North. (see map)

Students may enter and leave only through the front of the Gary K. Herberger Young Scholars Academy. Doors require key card access. Only the front door will work with the student's Arizona State University Sun Card.



Visitor Parking

The Gary K. Herberger Young Scholars Academy is on the Arizona State University - West campus. Arizona State University personnel strictly enforce the parking rules.

The complete Arizona State University Parking and Transit Rules and Regulations can be found at cfo.asu.edu/pts-rules.

Parking definition as stated on the Arizona State University Parking and Transit website: "Parking - A vehicle that has ceased to move, whether attended or unattended."

The most convenient parking lot to the Gary K. Herberger Young Scholars Academy building is the North Zone Lot which is directly across the street. This is a pay-by license lot and you must pay at the kiosk.

Student Parking

For students who will be driving to school this year, you will need to visit the Parking and Transit office on the West Campus to purchase your Parking Permit. The permit costs \$240 per year and students must display their parking placard in their windshield or they will be ticketed. This permit is valid for Lot 20 only. You will need your Drivers License, ASU Sun Card, and vehicle registration information to obtain your permit.

Sun Cards

All students must have their Arizona State University issued Sun Cards in their possession at all times. Sun Cards are used for identification, library access and privileges, and door access to the Gary K. Herberger Young Scholars Academy. The Gary K. Herberger Young Scholars Academy provides the first Sun Card at no cost to the student. If the card is lost, a \$25 replacement fee is required of the student and/or parent(s). If a SunCard is lost or stolen, the student and/or parent must report it to Mrs. Shelley immediately so it can be deactivated and a replacement card can be ordered.

Attendance and Absences

Attendance

All students are expected to be in attendance every day school is in session. Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. We do, however, realize that health and family take priority, but we ask families to plan activities on days and times other than when school is in session.

Absences

When a student needs to be absent, we ask that parents call the school before 8:00 am each day the student is absent. Please call 602-543-8274 to report an absence. This greatly reduces the need to call you at work or home to confirm the absence. When calling, please leave the child's name, date of absence, reason for absence and a telephone number where you can be reached in case we have questions.

If a student is absent from school due to an illness, they should not return to school as long as they are capable of infecting others. No student whose illness resulted in a fever or other symptom of a contagious infection (i.e. stomach flu) should return to school until the fever or other symptoms have subsided for a minimum of 24 hours unless they have a note from a doctor stating that they are no longer contagious.

Calendar (2017—2018)

2017-2018 HYSA CALENDAR

AUGUST					AUGUST					JANUARY						
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F		
	1	2	3	4	July 31 - Aug 4 - Teacher Week		1	2	3	4	5					
7	8	9	10	11	7th - First Day of School	8	9	10	11	12	15	16	17	18	19	
14	15	16	17	18	22nd-25th - Camp Tonto Creek Trip	22	23	24	25	26	29	30	31			
21	22	23	24	25	SEPTEMBER					FEBRUARY						
28	29	30	31	M	T	W	TH	F	M	T	W	TH	F			
					4th - NO School - Labor Day											
					18th - NO School Teacher PD Day	5	6	7	8	9	12	13	14	15	16	
					OCTOBER					19	20	21	22	23		
					1st-6th - Parent Teacher Conferences	26	27	28	29							
					10th-12th - NO School HYSA Fall Break											
					NOVEMBER					MARCH						
					10th - NO School - Veterans Day	M	T	W	TH	F						
					22nd-24th - NO School - Thanksgiving Week	2	3	4	5	6						
					DECEMBER					12	13	14	15	16		
					25th-25th - NO School Winter Break	9	10	11	12	13	19	20	21	22	23	
					JANUARY					26	27	28	29	30		
					1st - 5th NO School Winter Recess	16	17	18	19	20						
					8th - School Resumes - Second Semester Begins	23	4	25	26	27						
					15th - NO School - MLK/DML Rights Day	30	31									
					FEBRUARY					APRIL						
					15th - NO School Teacher PD Day	M	T	W	TH	F	2	3	4	5	6	
					27th & 28th - Parent Teacher Conferences	9	10	11	12	13	9	10	11	12	13	
					MARCH					16	17	18	19	20		
					1st & 2nd - Parent Teacher Conferences	23	24	25	26	27	30					
					5th - 8th - NO School - HYSA Spring Week											
					16th - NO School - HYSA Fall Break	MAY										
					M	T	W	TH	F							
					1											
					4	5	6	7	8	7	8	9	10	11		
					11	12	13	14	15	14	15	16	17	18		
					18	19	20	21	22	21	22	23	24	25		
					25	26	27	28	29	28	29	30	31			

*ABU STUDENTS - PLEASE SEE ABU ACADEMIC CALENDAR FOR DATES

	HYSA No School
	HYSA Events
	Parent-Teacher Conferences

Please see our updated Calendar of Events on our website, <https://herbergeracademy.asu.edu/>, for more detailed information and additional events, activities, and testing dates.

Excused Absences

Excused absences (illness, family emergencies, doctor appointments, religious observances, etc..) that are reported to the school ahead of time are not subject to the Gary K. Herberger Young Scholars Academy Discipline Policy. Make up work for the excused absence will receive full credit if completed within the time frame designated by the student's teacher(s) and/or administration.

Unexcused Absences

Absences that are a result of skipping, failure to report a reason for absence ahead of time, or other reason that does not support the educational experience are considered unexcused absences. The student will be subject to the Gary K. Herberger Young Scholars Academy Discipline Policy.

Excessive Absences

Generally speaking, the Gary K. Herberger Young Scholars Academy considers more than 9 absences per semester to be excessive. A student may be placed on a special attendance contract or individual academic plan.

A significant number of absences, even if excused, may jeopardize course credit. If a student is in danger of losing credit, parents will be notified by the attendance officer.

In the case of a doctor-documented illness of a grave and extended nature, the school will make every reasonable effort to assist the students in completing missed course work successfully. The teacher(s), the Principal, and the Executive Director will determine when credit cannot be granted.

Late Arrival and Early Departure

When a student arrives after the official start of school, the student and the parent are required to check-in at the front desk. Parents picking up students early from school are required to report to the front desk and sign their student out. However, unless absolutely necessary, signing students out is discouraged during the school day as being in school is a priority. If at all possible, parents should refrain from scheduling appointments during the school day.

Students, who drive themselves to and from school, must have a written note or email from their parents to the front desk staff member excusing them early from school. Verbal permission (phone call or voicemail) or student-word is not an acceptable form of permission to leave early from school.

Open Lunch

Students who are 16 years of age or older and drive themselves to and from school may have open lunch privileges. They may leave campus during their designated lunch period. Before a student is allowed to leave campus, a signed permission form by the student and parent(s) must be on file with the school administration. Students are NOT allowed to take another student with them.

Falsification of Notes and/or Misrepresentation by Phone

Forging a parent, guardian, or relative signature on a note or other communication, altering a note or communication in any way, making or having someone else make a phone call to the school in which the caller falsely claims to be a parent, guardian, or other relative is illegal and dishonest. Students will be subject to the Gary K. Herberger Young Scholars Academy Discipline Policy and may be liable for expulsion.

School and Work Attendance

It is the responsibility of the student to obtain and complete all assignments missed during his or her absence. Students are expected to take the initiative when it comes to determining what work has been missed and how it will be made-up. Students who miss school for the sake of completing schoolwork will receive a zero on any schoolwork done during that time and their absence will not be excused.

General Information

Cambridge International Examinations

The Gary K. Herberger Young Scholars Academy uses Cambridge International Exams, (Checkpoint, IGCSE, AS/A Level) as the end of year examinations in core classes. Please note that these test dates and times are set by Cambridge and are not negotiable. The tests will happen at the date and time required by Cambridge. Every effort must be made to have your student here for the exams. No make-ups are allowed to be done. Information is sent out as soon as it is received (typically March) with dates and whether it is a morning or afternoon test.

Emergency Drills

Periodic emergency drills will be held randomly throughout the school year. Both fire drills and mock lock-downs are conducted and monitored by the administration of the Gary K. Herberger Young Scholars Academy and/or members of Arizona State University Campus Safety.

Arizona State University fire evacuation plans as well as an Emergency Response Guide are posted in all classrooms, both in our building and in every classroom on the Arizona State University campus. Students should familiarize themselves with the plan in each of their classrooms as well as follow the procedures outlined by their teacher and other staff members of the school.

Health Services

It is the mission of the Herberger Young Scholars Academy to keep students healthy and in school. The Academy is responsible for oversight and tracking of immunizations records in accordance with State of Arizona regulations. Parents will be contacted if there is anything missing from their child's health record. It is very important that the school has up-to-date parent(s)/guardian(s) phone numbers for every child. ***Children are allowed to be picked up only by adults whose names are listed on the emergency card identification.***

Medications and non-prescription medications, including acetaminophen (Tylenol) will not be dispensed to students during the first and last hour of the school day.

Medication needed by students should be given on a schedule that permits as many doses as possible to be given at home with supervision of parent/guardian.

If medication must be taken during school hours, the parent/guardian must have notice in writing to the administration of the Gary K. Herberger Young Scholars Academy. Medications may not be sent to school with students. All medications, whether prescription or over-the-counter, including refills, **MUST** be brought to the front desk or administration by the parent or designated adult.

Prescription medication must be in the original prescription container labeled by the pharmacist. Label must include: name of student, name of the medication, dosage, frequency, and time to be given (if specified). Prescriptions must be in English. Doctor's orders are needed for changes to dosage, frequency or time of medication noted on the pharmacy label.

Over-the-counter medication must be in the original container with all warnings and directions intact. Directions and warnings must be in English. The Gary K. Herberger Young Scholars Academy will not give medication without a doctor's order, even if requested by the parent. Doctor's orders are needed to give over-the-counter medications on a daily or scheduled basis.

Doctor's orders must be in writing on physical letterhead. Doctor's orders must include: name of student, name of medication, dosage, frequency and the time to be given (if specified).

Medications must be current. By law, the Gary K. Herberger Young Scholars Academy can not give medications past the expiration date on the label.

Medication no longer being given to students at school cannot be stored at school and must be picked up by the parent and returned home.

At the end of the school year, all medications must be removed. Medication will not be stored at school over the summer break. A parent/adult must pick up the medications to be taken home. Medications cannot be sent home with students. All medication not picked up by the end of the last day of school will be destroyed and discarded by the Gary K. Herberger Young Scholars Academy.

News and Media Opt Out

Your student may be interviewed, recorded, videotaped or photographed by the media or school staff for a story in the newspaper, Internet, radio or television. These media requests must be approved by school administration which will assure the best interests of your child and that their safety and rights are upheld. We will be cautious with our practices regarding the issue. Parents who want their child(ren) EXCLUDED from these activities must opt out on the Gary K. Herberger Young Scholars Academy signature form.

Social Activities

The Gary K. Herberger Young Scholars Academy will support developmentally appropriate social activities. Student Government will be involved in planning these activities, with approval by the administration.

Student Government

Students will be an integral part of planning, service events and the decision-making process of the Gary K. Herberger Young Scholars Academy. One of the ways students can become involved in the process is through student government. The process and timing of electing officials will be determined and announced by the school administration.

Student Surveys, Research Studies and Evaluation

Due to Gary K. Herberger Young Scholars Academy being part of the Mary Lou Fulton Teachers College at Arizona State University, there will be times when students will be asked to complete surveys and evaluations and have the data analyzed and evaluated. The privacy and confidentiality of our students is important; therefore every opportunity to provide anonymity for each student will be taken.

Whenever appropriate, all stakeholders will be provided with additional pertinent information regarding the participation in the research.

Volunteers

The Gary K. Herberger Young Scholars Academy believes that volunteers can be a great asset in the education of our student population.

Volunteer forms can be found at the end of the handbook.

Every volunteer/chaperone at the Gary K. Herberger Young Scholars Academy must complete a Volunteer Application Form and be cleared before he/she begins volunteering.

It is imperative that each volunteer understands their responsibilities and limitations. Volunteers must agree to abide by Gary K. Herberger Young Scholars Academy/ASU volunteer policies and regulations.

Some people who have been convicted of a crime should not be working with children. For this reason, we ask volunteers to explain the nature of any crimes for which they were convicted.

Volunteers. A volunteer is an individual who performs hours of service for a public agency for civic, charitable or humanitarian reasons without promise, expectation or receipt of compensation for services rendered.

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by law for decisions that are made regarding the instruction of students and the management of the school. For this reason volunteers always work under the direct supervision of teachers and administrators.

Every Volunteer Must Sign In. Every volunteer must sign in and out at the school office each time he/she comes on campus to volunteer. For security reasons and in case of an emergency, it is important for administrators to know who is on campus and why.

Parent/Stepparent or Legal Guardian and Grandparents. A parent/stepparent or legal guardian or grandparent of a student in the school which they wish to volunteer in must complete the volunteer form, and adhere to the responsibilities below.

1. Review the Volunteer section of the handbook.
2. Complete and sign the Volunteer Application form and submit to school office
3. Sign the Volunteer Agreement annually as long as student continues to attend school.
4. Sign in at each visit.
5. Sign out at the end of each visit.

Community Volunteer. An individual who is not the parent, stepparent, legal guardian or grandparent of a student at the school must adhere to the procedures outlined in this section prior to volunteering at a school. Examples may include a relative such as an aunt or uncle, business partners community members. Background checks and fingerprinting are required.

1. Review the Volunteer section of the handbook.
2. Complete and sign the Volunteer Application and submit to school office

3. Undergo a criminal background check and fingerprinting before beginning duties and, subsequently, before volunteering at a new/different location. Human Resources will complete this process and there is no cost to the volunteer.
4. Sign the Volunteer Agreement annually as long as you wish to volunteer at the same school where the agreement was signed.
5. Sign in at each visit.
6. Sign out at the end of each visit.

Chaperone. Any individual (parent, stepparent, legal guardian, grandparent, relative) who wishes to attend an overnight field trip or attend a daytime field trip out of sight of certified staff must adhere to the procedures outlined in this section prior to participating on the field trip. Background check and fingerprinting are required.

1. Review the Volunteer section of the handbook
2. Complete and sign the Volunteer Application and submit to school office.
3. Undergo a criminal background check and fingerprinting prior to the field trip. Human Resources will complete this process and there is no cost to the volunteer.
4. Sign in at the office at the beginning of the field trip
5. Sign out at the conclusion of the field trip.

Supervision of Volunteers. Volunteers always work under the direct supervision of the professional staff. Gary K. Herberger Young Scholars Academy is responsible for the education, safety and well being of each student.

Confidentiality. As you work with the staff and students, information of a confidential matter may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should never be discussed with anyone who does not have a professional right or need to know. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school.

Please do not discuss a child's school progress or difficulties with his/her parents. This is the teacher's responsibility.

Occasionally, a child might confide in you about family matters or personal problems. Keep this confidential. If you feel that it is vital for the school to have this information to help the student, discuss the child's conversation in private with the teacher or principal.

Child Abuse/CPS Arizona State Law (ARS 13-3620) requires school personnel (any district employee or any other person who has responsibility for the care or treatment of a minor) to report any case of suspected child abuse to Child Protective Services (CPS) at 1-888-767-2445 or to the Phoenix Police Department. Volunteers should contact the principal and/or executive director for reporting procedures.

Police officers or Child Protective Services caseworkers may interview students in the investigation of child abuse. They must present picture identification. The investigator should be provided a room or place that will insure privacy. The administrator need not be present unless the officer requests his/her presence for the comfort of the child. This investigator will be responsible for any notification of parents or victims or witnesses.

Discipline. Students rarely have behavior problems while working with volunteers. However, our school has a detailed discipline plan and the responsibility for discipline rests with the professional staff. Volunteers may not discipline students. Please make the teacher or administration aware of any discipline problem that might arise while you are working with a student.

Restrooms. Staff restrooms are available for volunteers. Please do not use the student restrooms.

Dismissal of Students. Volunteers may never dismiss a student from school. Children who must leave early for any reason must receive permission from the school office and sign out before leaving. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students to their homes unless the child's parent has notified the school in advance and given permission in writing for the volunteer to do so.

Dress and Behavior. Take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask that attire be neat and conservative. Your appearance should attract no undue attention. Keep in mind that you are in a position to set an example for students. Your speech and behavior should serve as good models for them to follow.

Health. If you are not feeling well, don't try to keep up your volunteer duties in spite of an illness. You'll accomplish more in the long run if you allow yourself time to recuperate. Please call to let the staff know you won't be coming in at your scheduled time.

Volunteers May NOT

Provide the curriculum or teaching plan

Discipline students

Take charge of the classroom for any length of time

Access materials in the student's permanent or electronic record files (psychological records, grade cards, health history, etc.)

Diagnose student needs

Evaluate achievement

Counsel students

Discuss student progress with parents

Be considered as substitute for school staff

Give food to students

Give advertisements or fund solicitations

Tuition/Scholarships

Tuition

The tuition for the 2017-2018 school year at the Gary K. Herberger Young Scholars Academy is \$11,000 per year.

Payments can be made yearly, fall and spring, or over a 10-month period. Please contact Kathi Novak at 602-543-6345 for more information or to make a payment.

Scholarships

The Gary K. Herberger Young Scholars Academy has limited scholarships available. These scholarships are strictly needs based and based on poverty levels and number of persons in the family. They are offered on a first come, first served basis to accepted applicants.

The following criteria must be met before an applicant will be reviewed for a scholarship...

- A complete application must be on file
- The applicant has attended a site visit - at that time scholarship paperwork can be requested
- After acceptance into the program - scholarship paperwork should be submitted

All scholarship paperwork is date and time stamped in order of arrival.

Scholarship application includes...

- The application
- A copy of taxes

The Scholarship Committee will meet to determine scholarship awards and notify the families of the results.

The family of a scholarship student and the parent/guardian understands that the student must maintain satisfactory competencies as set forth by the teaching team and the administration, or the scholarship could be revoked.

The parent/guardian of a scholarship student understands that this scholarship has to be renewed on a yearly basis. Returning families may submit scholarship applications starting April 16th (or day after final tax day if later), during the current school year for the next year's scholarship.

ASU Math Classes

Entry into ASU Math Classes

When a student has completed their high school graduation requirements in Math, the Gary K. Herberger Young Scholars Academy will pay the student's course tuition to take a college-level Math class at Arizona State University for credit as a non-degree seeking student. The student and/or parent(s) are responsible for applicable Arizona State University fees. A student must follow the traditional Math track/sequence at the Herberger Young Scholars Academy and must score a final grade of B or better in Pre-Calculus (the last high school graduation requirement in Math) to be eligible. Students who score less than B in Pre-Calculus can either retake the class or pay for their Arizona State University tuition themselves.

The Gary K. Herberger Young Scholars Academy will only pay for a maximum of 15 credit hours. Beyond the 15-credit limit, the student is responsible for the tuition. Students must earn a grade of C or better in each of their Arizona State University Math classes to continue this privilege. If a student receives a grade lower than a C, the student will be responsible for any future tuition.

Students are expected to meet with their instructors and utilize scheduled office hours. Arizona State University policies and procedures are in effect when a student is enrolled in a college level course, even when concurrently enrolled at the Gary K. Herberger Young Scholars Academy.

These courses are listed on the student's Gary K. Herberger Young Scholars Academy official transcript, but the final grade in each course is not listed. Students will need to request official copies of their Arizona State University transcripts to verify their final grades in each course. Please see ASU Math Placement Process for more detailed information. [Insert Link](#)

Conduct/Discipline

Code of Conduct

Students must remember that they are part of the Gary K. Herberger Young Scholars Academy community as well as the Arizona State University community. Students must be aware of the rules and regulation of both institutions. Students can be subject to discipline under both depending on the violation committed.

The following items are both Arizona State University and Gary K. Herberger Young Scholars Academy violations of the Code of Conduct and may result in the permanent dismissal from both institutions, as well as the University of Arizona and Northern Arizona University, with no option to reapply or to reenroll. Campus Safety and/or local law enforcement may also be called in these situations.

Alcohol - Possession of, use of, consumption of, distribution of, or being under the influence of any alcoholic beverage on campus or at any school function is strictly prohibited. The Gary K. Herberger Young Scholars Academy does not condone student use of any alcoholic beverages at non-school related functions or

gatherings and reserves the right to handle cases involving student conduct and actions, regardless of when or where such actions take place.

Dangerous Weapons/Paraphernalia - Dangerous weapons and other paraphernalia such as knives, guns, brass knuckles, chains, clubs, and other such objects, which can be used as weapons or in a threatening manner, are not to be brought on campus or to school activities (on or off campus). Any student who brings such items on campus or to school activities is liable for dismissal. Any student who uses, or attempts to use, weapons on others, or who threatens others with weapons at any time on or off campus, is liable for immediate dismissal.

Drug and Alcohol Testing - The Gary K. Herberger Young Scholars Academy does not ask students to participate in a random drug-testing program. However, the administration reserves the right to refer a student for testing at any time and at a testing site determined by the school. Refusal to comply with a request to be tested makes a student liable for dismissal.

Illegal Drugs - Possession of, use of, or distribution of, manufacturing of, or being under the influence of illegal drugs at any time is strictly prohibited, and makes the student immediately liable for dismissal from both institutions.

Profanity - Students are expected to express themselves in ways that are not offensive to the sensibilities of others. The use of profanity, written or spoken is prohibited at all school activities, on or off campus. Students whose expressions are especially offensive may be subject to suspension and students who direct profanities toward members of the faculty and staff or another adult may be liable for suspension and/or dismissal.

Tobacco - Possession of, use of, or distribution of any form of tobacco or tobacco product on campus or at any school function is strictly prohibited, and makes the student liable for suspension.

Use of School Equipment - The Gary K. Herberger Young Scholars Academy is a high technology school. Electronics will be used extensively in all aspects of learning. Loss, theft, or abuse of these electronic devices (laptops, tablets, desktops, SmartBoards, etc...) resulting in damage will be billed to the student's family and the student may be subject to the Gary K. Herberger Young Scholars Academy Discipline Policy. ([link](#)) Please see the Gary K. Herberger Young Scholars Academy Technology Policy ([Link](#)) for more information.

Bullying

Every student has the right to an education in a safe environment conducive to learning.

School-wide rules against bullying include...

- We will not bully other students
- We will help students who are bullied
- We will include students who are left out
- We will tell an adult at school and an adult at home when we know someone is being bullied
- We will respect others, all school property and ourselves

Staff Conduct with Students

Employees are expected to exercise general supervision over the conduct of students, not only while in the classroom, but also before and after school and during lunch. Teachers and other staff members will give students the dignity and respect they deserve and avoid embarrassing any student.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students; interfering with those rights will not be tolerated.

All personnel employed by the school are expected to relate to students of the school in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include “dating”, “courtship”, or “romantic involvement” are prohibited. These behaviors deviate from ethical and professional standards and shall be deemed unacceptable and contrary to the expectations of school governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the student and the staff, the education profession and process.

Violations of the above shall be considered serious and may result in severe disciplinary action and criminal prosecution.

Display of Affection

In order to keep the focus on education and to be a good representation of our school, there should be no display of affection on school property or at school events. The administration will be responsible for further defining and for enforcing this guideline.

Dress Code

Dressing for school begins at home. Parents should make every reasonable attempt to ensure that their children are dressed appropriately for school. Clothing may be casual in style, but must be clean and neat. The following specifics must be observed at all times when a student is at school. Sunglasses may not be worn indoors. Bare feet are prohibited. Explicitly prohibited are pajama pants, unsightly holes or tears, clothing deemed by a staff member to be too revealing, and any clothing displaying inappropriate or suggestive slogans or sayings.

The administration will have the last word about the appropriateness of dress and appearance. If a student is unsure of the appropriateness of an article of clothing, he or she should check with the administration.

Students with dress that is deemed inappropriate will be subject to the Gary K. Herberger Young Scholars Academy Discipline Policy.

Inappropriate and Forbidden Items

Students are not allowed to have the following items at school (this includes before, during, or after school or at school-sponsored activities):

Aerosol cans	Air/pop/toy guns	Alcohol
Chains of any kind	Cigarettes	Drones
Drugs	Energy shots	Eggs
Glass containers	Firecrackers/fireworks	Personal alarms
Pornography	Pepper spray/mace	Shaving cream
Silly String	"Slam" books	Petitions
Snap caps	Smoke/stink bombs	Inappropriate stickers
Tie wraps	Toys	Water balloons/guns
Weapons		

Inappropriate use of the following items are not allowed: correction fluid, glue, paint, paper clips, cards, rubber bands, clips, scissors, staples, markers, pens, pencils. Items that interfere with the educational process or present a safety hazard as determined by the Gary K. Herberger Young Scholars Academy administration will be confiscated.

Students will be assigned an appropriate consequence for possession of these items in accordance with the discipline procedures.

Academic Integrity

Academic integrity is an integral part of the Gary K. Herberger Young Scholars Academy. This means that work submitted as one's own work truly is one's own. Submitting work that is not one's own is academic dishonesty. Academic dishonesty includes cheating and plagiarism.

Consequences of Academic Dishonesty

1st Offense

Fail assignment/test in that class (entered as a "0" and not 50%)

Meeting: student, parent, teacher, administrator

2nd Offense

Suspension

Fail assignment/test in that class (entered as a "0" and not 50%)

3rd Offense

Fail semester in the class where academic dishonesty occurred

4th Offense

Expulsion

Discipline Policy

A student is considered at all times and places a member of the Gary K. Herberger Young Scholars Academy student body. As such, he/she must be conscious of his/her actions at school, meetings, presentations, performances, workshops and other gatherings in which they represent our school as a student.

The following chart reflects the minimum and maximum action for first and repeated offenses. Please note that there are a variety of actions that may be taken between the minimum and maximum range that are not reflected in the chart. Some examples of other actions include; loss of privileges, suspension, service, parent/guardian contact/phone call home, etc...

The school administration determines the actions for any violation. The range of actions provides the administration with the flexibility to administer disciplinary actions that are appropriate for the developmental level and/or age of the child and the severity of the violation. It is possible to accrue multiple violations in a given incident. Multiple violations may result in a more severe consequence and disciplinary action.

Suspension can be either in school or out of school based on the violation.

Disciplinary Action Chart

Violation	Range	First Occurrence	Repeat Occurrence
Aggressive Act (Minor)	Minimum	Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Alcohol Violation	Minimum	Conference	Short-Term Suspension
	Maximum	Long-Term Suspension	Expulsion
Arson of a Structure or Property	Minimum	Long-Term Suspension	Expulsion
	Maximum	Expulsion	Expulsion

Violation	Range	First Occurrence	Repeat Occurrence
Arson of an Occupied Structure*	Minimum	Long-Term Suspension	Expulsion
	Maximum	Expulsion	Expulsion
Assault	Minimum	Short-Term Suspension	Short-Term Suspension
	Maximum	Expulsion	Expulsion
Assault - Aggravated*	Minimum	Short-Term Suspension	Short-Term Suspension
	Maximum	Expulsion	Expulsion
Bullying	Minimum	Short-Term Suspension	Long-Term Suspension
	Maximum	Expulsion	Expulsion
Burglary/Breaking & Entering	Minimum	Long-Term Suspension	Long-Term Suspension
	Maximum	Expulsion	Expulsion
Burglary (First Degree)*	Minimum	Long-Term Suspension	Long-Term Suspension
	Maximum	Expulsion	Expulsion
Cheating	Minimum	Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Short-Term Suspension
Combustible	Minimum	Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Defiance, Disrespect Towards Authority & Non-compliance	Minimum	Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Disorderly Conduct	Minimum	Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Disruption	Minimum	Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Dress Code Violation	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Drug Possession/Use	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Expulsion	Expulsion
Drug Providing/Sale	Minimum	Short-Term Suspension	Short-Term Suspension
	Maximum	Long-Term Suspension	Expulsion
Drug Paraphernalia	Minimum	Parent Conference	Long-Term Suspension

Violation	Range	First Occurrence	Repeat Occurrence
	Maximum	Expulsion	Expulsion
Drug Substance Represented as Illicit	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Expulsion
Electronic Devices (Improper Use)	Minimum	Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Short-Term Suspension
Endangerment	Minimum	Parent Conference	Long-Term Suspension
	Maximum	Short-Term Suspension	Expulsion
Extortion	Minimum	Parent Conference	Long-Term Suspension
	Maximum	Expulsion	Expulsion
Fighting	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Expulsion
Fire Alarm Misuse*	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Expulsion
Forgery	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Short-Term Suspension
Gambling	Minimum	Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Short-Term Suspension
Gang/Negative Group Affiliation	Minimum	Short-Term Suspension	Long-Term Suspension
	Maximum	Long-Term Suspension	Expulsion
Graffiti or Tagging	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Harassment, Nonsexual	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Expulsion
Harassment, Sexual	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Expulsion
Harassment, Sexual with Contact	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Expulsion
Hate/Bias Related Incidents	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Long-Term Suspension	Expulsion

Violation	Range	First Occurrence	Repeat Occurrence
Hazing	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Expulsion
Indecent Exposure/ Public Sexual Indecency	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Long-Term Suspension	Expulsion
Language, Inappropriate	Minimum	Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Leaving School Grounds without Permission	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Short-Term Suspension
Lying	Minimum	Conference	Parent Conference
	Maximum	Detention	Short-Term Suspension
Plagiarism	Minimum	Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Expulsion
Pornagraphy	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Profanity/Verbal Abuse	Minimum	Conference	Parent Conference
	Maximum	Short-Term Suspension	Long-Term Suspension
Public Displays of Affection	Minimum	Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Short-Term Suspension
Recklessness	Minimum	Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Robbery	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Long-Term Suspension	Expulsion
Robbery, Armed*	Minimum	Long-Term Suspension	Long-Term Suspension
	Maximum	Expulsion	Expulsion
Rough-Housing/Play- Fighting	Minimum	Conference	Parent Conference
	Maximum	Short-Term Suspension	Short-Term Suspension
Sexual Abuse/Sexual Conduct	Minimum	Short-Term Suspension	Long-Term Suspension
	Maximum	Long-Term Suspension	Expulsion
Tardy	Minimum	Conference	Parent Conference

Violation	Range	First Occurrence	Repeat Occurrence
	Maximum	Short-Term Suspension	Loss of Credit
Technology - Improper Use of Computer	Minimum	Conference	Parent Conference
	Maximum	Short-Term Suspension	Long-Term Suspension
Technology - Network Infraction	Minimum	Conference	Parent Conference
	Maximum	Short-Term Suspension	Long-Term Suspension
Technology - Improper Use of Telecommunication Device	Minimum	Conference	Parent Conference
	Maximum	Short-Term Suspension	Long-Term Suspension
Theft	Minimum	Restitution	Restitution
	Maximum	Short-Term Suspension	Expulsion
Threat, Bomb*	Minimum	Expulsion	Expulsion
	Maximum	Expulsion	Expulsion
Threat, Chemical or Biological*	Minimum	Short-Term Suspension	Long-Term Suspension
	Maximum	Expulsion	Expulsion
Threat or Intimidation	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Expulsion
Tobacco Violation	Minimum	Conference	Parent Conference
	Maximum	Short-Term Suspension	Long-Term Suspension
Trespassing	Minimum	Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Truancy	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Loss of Credit
Unexcused Absence	Minimum	Parent Conference	Parent Conference
	Maximum	Parent Conference	Short-Term Suspension
Vandalism of Personal Property	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Vandalism of School Property	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Expulsion
Verbal Provocation	Minimum	Conference	Short-Term Suspension

Violation	Range	First Occurrence	Repeat Occurrence
	Maximum	Short-Term Suspension	Long-Term Suspension
Weapons - Dangerous Items	Minimum	Short-Term Suspension	Short-Term Suspension
	Maximum	Expulsion	Expulsion
Weapons - Firearms*	Minimum	Short-Term Suspension	Long-Term Suspension
	Maximum	Expulsion	Expulsion
Weapons - Firearms - Simulated	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Weapons - Other	Minimum	Short-Term Suspension	Short-Term Suspension
	Maximum	Short-Term Suspension	Expulsion

**Mandated to report to local law enforcement, ADE*

Tobacco, Alcohol and Drugs

The possession of use of tobacco, alcohol, or nonprescription drugs is not permitted at any time in the school buildings or within the area surrounding the school or ASU campus. None of the above items are to be brought to the building or to be in the possession of the person. This rule applies to all school sponsored activities, regular school days, before and after school. Violation of this rule will result in a suspension for expulsion and/or policy investigation.

Vandalism

Students who deliberately and wrongfully damage or deface school property will be required to pay for the damage and are subject to disciplinary action, which could include police referral. Parent/guardians of these students will bear the ultimate responsibility for these payments.

Search and Seizure

Order, safety and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school officials have a responsibility and the authority to search and obtain.

Personal Property

Student lockers, textbooks, computers (laptop and desktops), and electronic devices are the property of the Gary K. Herberger Young Scholars Academy and Arizona State University and remain, at all times, under the control of the school. However, students are expected to assume full responsibility for the security and safekeeping of their lockers, textbooks, computers (laptops and desktops), and electronic devices. These may be searched and/or seized by school authorities or Campus Safety at any time without a search warrant or student consent.

Personal items that are not considered necessary for the student's educational experience should be left at home. The school cannot assume responsibility for these items. The Gary K. Herberger Young Scholars Academy is not responsible for the safe keeping of your personal items nor does the school assume responsibility for your lost or stolen property. Any personal item (cell phone, iPod, iPad, mp3, camera, electronic toy, etc...) that causes disturbances or interferes with learning, should not be brought to school and may be taken from you and may or may not be returned. Where there is a reasonable suspicion to believe that personal property has been missing or stolen or may be detrimental to the health, safety and welfare of others, a search may be conducted of a student's personal property including backpacks, cell phones and clothing pockets.

Parent Conduct on Campus

The Gary K. Herberger Young Scholars Academy takes securing the educational facility and learning environment seriously. This includes adherence to ARS 13-2911 (interference with or disruption of an education institution). Any parent/guardian who willfully disrupts or interferes with the Gary K. Herberger Young Scholars Academy environment will no longer be permitted on the campus of the Gary K. Herberger Young Scholars Academy.

Technology

Technology/Acceptable Use Policy

The staff and students at the Gary K. Herberger Young Scholars Academy use the internet through Arizona State University. The staff and students at the Gary K. Herberger Young Scholars Academy are required to follow the following guidelines as outlined by Arizona State University. Failure to do so will fall under Arizona State University discipline procedures and will be out of the scope of the Gary K. Herberger Young Scholars Academy. Please refer to the link below for updated and detailed university policy.

<http://www.asu.edu/aad/manuals/acd/acd125.html>

In addition to the policy of Arizona State University, the following items are unique to the students of the Gary K. Herberger Young Scholars Academy and must be followed at all times. Failure to follow these policies

and practices or misuse of technology will result in the students being subject to the Gary K. Herberger Young Scholars Academy Discipline Policy.

1. No outside technology devices (iPads, laptops, etc...) are allowed in the school unless you have permission from a staff member to do so.
2. The technology provided by the school (iPads, laptops, desktops, etc...) is the property of the Gary K. Herberger Young Scholars Academy and Arizona State University.
3. Students are assigned a specific computer. Each device is imaged with a generic student login, an administrator login, and a login from the university. Therefore, no files are to be saved to the device or programs downloaded to the device without permission. It is required that each student has access to Google Drive, iCloud, Dropbox, email, or a thumb-drive to save files.
4. Technology devices provided by the school are for educational purposes only and not for gaming, chatting, parental usage, etc... Students who violate this policy may lose their technology privileges and be subject to the Gary K. Herberger Young Scholars Academy Discipline Policy.
5. No food or drink near technology devices.
6. Technology devices are expected to be clean and any damage reported to staff immediately.

Laptops may leave the Gary K. Herberger Young Scholars Academy if a signed consent form is returned and filed at HYUSA by both the student and parent(s). This form acknowledges the acceptable uses of the technology and the responsibility for damage to school property. The cost of damage is determined by UTO (University Technology Office) upon assessment. Total replacement charge for a laptop is \$1249 and an iPad is \$599. These same costs apply if a device is lost. A laptop may never leave the building if a signed consent form is not on file, the student will lose access to that device for a period of time determined by the administration, including use in the building.

iPads may not leave the school building.

Chargers must remain in carts. No extra chargers will be distributed to students. Students are responsible for their own chargers at home and are expected to have full charge when entering the building the following day.

No loaners will be given to students who leave their laptops at home.

Information Posted to Computers or Web Pages

Gary K. Herberger Young Scholars Academy web pages may be used only for Gary K. Herberger Young Scholars Academy/Arizona State University business and only authorized individuals may modify or post material to these pages. No other pages may suggest that they are academy or university web pages. If confusion is possible, pages should contain a disclaimer and links to the Arizona State University sites. The site may not be used for commercial purposes.

By posting materials and using Gary K. Herberger Young Scholars Academy/Arizona State University computing facilities or devices, the user represents that he/she has created the materials or that he/she has the right to post or use the materials. The storage, posting, or transmission of material must not violate the rights of

any third person in the material, including copyright, trademark, patent, trade secrets, and any rights of publicity or privacy or any person. The materials posted must not be defamatory, libelous, slanderous, or obscene.

Academy and university web pages and use of those sites are at the sole discretion of the Gary K. Herberger Young Scholars Academy and Arizona State University. The Gary K. Herberger Young Scholars Academy and Arizona State University do not guarantee that the user will have continued or uninterrupted access. The site may be removed or discontinued at any time at the discretion of the Gary K. Herberger Young Scholars Academy and/or Arizona State University in accordance with policy or as needed to maintain the continued operation or integrity of the Gary K. Herberger Young Scholars Academy and/or Arizona State University facilities.

The Gary K. Herberger Young Scholars Academy and Arizona State University make reasonable efforts to protect the integrity of the network and related services, but neither party can guarantee backup, disaster recovery, or user access to information posted on personal computers or web pages.

University-owned computers and equipment may be examined to detect illegal software and to evaluate the security of the network.

Gary K. Herberger Young Scholars Academy and Arizona State University students are bound by all applicable laws and Arizona Board of Regent's and academy/university policies.

Electronic Mail and Electronic Communications

Access to Gary K. Herberger Young Scholars Academy and Arizona State University email is a privilege that may be wholly or partially restricted without prior notices and without consent of the user:

- If required by applicable law or policy
- If a reasonable suspicion exists that there has been or may be violations of law, regulation or policy
- If required to protect the integrity or operation of the email system or competing resources or when the resources are required for more critical tasks as determined by appropriate management authority

Access to the email system may require approval of the appropriate Gary K. Herberger Young Scholars Academy and/or Arizona State University supervisory or management authority.

The Gary K. Herberger Young Scholars Academy and/or Arizona State University may permit the inspection, monitoring, or disclosure of email, computer files, and network transmissions when:

- Required or permitted by law including public records law, or by subpoena or court order
- The Gary K. Herberger Young Scholars Academy and/or Arizona State University or its designated agent reasonably believes that a violation of law or policy has occurred
- Necessary to monitor and preserve the functioning and integrity of the email system or related computer systems or facilities

All computer users agree to cooperate and comply with Gary K. Herberger Young Scholars Academy and Arizona State University requests for access to and copies of email messages or data when access or disclosure is authorized by this policy or required or allowed by law or other applicable policies.

The confidentiality of emails and other network transmissions cannot be assured. Therefore all users should exercise caution when sending personal, financial, confidential, or sensitive information by email or over the network.

Course Syllabi & Grading

Course Syllabi

Teachers will submit a copy of the syllabus to the principal to review for assurance of congruence with school grading policies. Each teacher will prepare and distribute to all students in his/her classes an administrator-approved planned course syllabus, which will contain all of the components listed in the sample format. Students will receive a syllabus for each class. In addition to helping the student better understand the scope and sequence of each class, it will help prepare the student for working with syllabi at the university level.

Students and their parent/guardian will be required to sign the syllabus agreement.

Grading Policy

The following scale is used throughout the Gary K. Herberger Young Scholars Academy for all academic classes.

A+	4.3	A	4.0	A-	3.7
B+	3.3	B	3.0	B-	2.7
C+	2.3	C	2.0	C-	1.7
D+	1.3	D	1.0	D-	0.7
E	0.0				

INC Incomplete

W Withdrawal

P Pass

F Fail

IP In-progress

CR Credit

The instructor has the sole and final responsibility for any grade reported. Once the grade has been reported, it may be changed upon the authorization of the faculty member who issued the original grade, under the guidance of the Principal and Executive Director. This is not a common situation and exceptional circumstances are required for this to occur.

If a grade is disputed, a request in writing must be received with 5 days after the official end of the semester.

Credit Earned Concurrently

Students who take a course for credit from another accredited school to satisfy the graduation requirements of the Gary K. Herberger Young Scholars Academy will receive a "CR" on their official transcript. The actual grade earned in that class will not be reported on the official transcript. Those grades earned will not be calculated into the student's cumulative grade point average. It is the student's responsibility to provide the official transcript from outside schools to future schools. Student should make the Principal aware of this prior to registering for that course. The Gary K. Herberger Young Scholars Academy will not pay the tuition or fees for this course.

Auditing Classes

When a student has the opportunity to audit a college course at Arizona State University to satisfy the graduation requirements of the Gary K. Herberger Young Scholars Academy, the student will receive a grade that is reported on their official transcript at the Gary K. Herberger Young Scholars Academy. The student will not receive college credit. This grade will be calculated into the student's cumulative grade point average.

The Executive Director and/or Principal must approve all class audits. Please see the Gary K. Herberger Young Scholars Audit Policy [Link](#)

Report Cards

Report Cards are issued at the end of Semester One (December) and Semester Two (May). Report cards may be issued to the student or mailed home.

ThinkWave

ThinkWave is the system the Gary K. Herberger Young Scholars Academy uses to manage student information. Parents have access to grading information on the website. Parent login information will be provided at the start of each school year.

Fear of Failure Notices

Fear of failure notices are emailed to the student and their parent(s)/guardian(s) to notify them that the student is earning less than 70% in that class. These are sent approximately 9 weeks into each semester

Transcripts

Gary K. Herberger Young Scholars Academy has partnered with *Parchment* to order and send transcripts and other credentials securely. This service will not only raise the professionalism of our transcripts during the college admissions process, but will allow faster processing times. Most colleges and universities participate in the electronic delivery system so the process can take hours instead of several days with the mail and the processing of a paper transcript at the college/university. If your college/university does not participate in the electronic delivery system, *Parchment* will mail and process your transcripts. There is also the opportunity to link your *Parchment* account with your *Common App* account to streamline the application process. As before, a copy of the school profile and the *Cambridge Guide to Percentage Uniform Marks* will still be sent with your official transcript through the service.

Transcript requests are free to current students. Transcript requests for graduated students are \$5 payable to *Parchment*.

Graduation Information

The 2018 HYSA Graduation Ceremony and End of Year Celebration will commence on the evening of Wednesday, May 23, 2018 in the LaSala Ballrooms at Arizona State University, West Campus. A mandatory rehearsal for the graduating class will be conducted on Tuesday, May 22. Graduating students should anticipate attending the full rehearsal. Additional Tuesday rehearsal times will be designated for the valedictorian and salutatorian to rehearse their speeches. Student Scholars and the HYSA community rehearsals will also be held.

In March, parent and/or guardians of graduating students will be emailed schedule reminders, ticket reservation information, and other crucial details regarding the 2018 HYSA Graduation and End of Year Celebration. Additionally, the West Campus ASU Grad Fair is held from 10:00 am to 5:00 pm on two subsequent weekdays in March. In order to walk at the HYSA Graduation Ceremony graduating students are required to wear caps, gowns and tassels. Thus, graduating students will have the opportunity to attend the West Campus ASU Grad Fair to order the required regalia. Parents are welcome to accompany their son or daughter to the event. A HYSA graduation announcement order form will also be available for those families wishing to select this option for their graduating student's announcements. Families will be notified as soon as Arizona State University publishes the dates for 2018 Spring ASU Grad Fairs.

The designation of valedictorian is the highest academic honor a graduating HYSA senior can achieve. In keeping with the current tradition of having co-valedictorians, graduating HYSA students should be aware this honor might be a shared one. At HYSA, the distinction of valedictorian is conferred to the graduating student with the highest cumulative unweighted GPA. The unweighted GPA is defined as the average of all high school

course grades based on a 4.0 scale. To ensure students grades can be duly assessed, graduating students need to be attentive of all final work due dates.

During the week of May 1st, graduating students will vote for the students who they would like to speak for their class at the 2018 Graduation Ceremony. This student will be awarded the title of salutatorian. The valedictorian and salutatorian, are to demonstrate conduct of the highest level in accordance with the prestige of these distinctions. The HYSA administration receives the right to disqualify a designate who does not adhere to the Student Conduct Policy, The Academic Integrity/Plagiarism Policy or the Electronic Communication Technology Policy of the Gary K. Herberger Young Scholars Academy and/or Arizona State University.

Graduating students should be aware congratulatory letters will be presented inside the diploma covers at the 2018 Graduation Ceremony. Official HYSA diplomas will be conferred once all administrative processes and post-graduation A-Level tests are completed. This includes the fulfillment of financial and academic obligations to the school. In additions students must return technology before noon on Wednesday, May 23, 2018. All students graduating from HYSA receive the same official HYSA diploma. For all graduates achieving an AICE Certificate of Completion, AN AICE Diploma will be issued by Cambridge following AICE testing results in August of 2018.

Gary K. Herberger Young Scholars Academy Signature Page

Thank you for taking the time to read the Gary K. Herberger Young Scholars Academy (HYSA) Policy & Procedures Handbook. Please sign and **return this page to the front office by Friday of the first week of classes.**

I, _____ a HYSA student, and my parent /guardian _____, understand and accept the policies, procedures, rights and responsibilities outlined in the HYSA Policy and Procedures Handbook.

_____ As a parent/guardian, I agree to uphold the drop off and pick up expectations as outlined on page 6.

_____ I have read the Code of Conduct on pages 18-28 and are to abide by the Code of Conduct and fully understand the consequences of our behavior. We acknowledge having read and understood the policies and assure that the student(s) named above will abide by the rules and regulations contained herein.

_____ I have read and understand the student attendance and discipline procedures for the Gary K. Herberger Young Scholars Academy as outlined on pages 8-11, and pages 22-28. I understand that there are teacher-level and administration -level discipline actions as described in this handbook.

_____ I have read the Technology/Acceptable Use Policy, Information Posed to Computers or Web Pages, and Electronic Mail and Electronic Communications Policy as outline on pages 28-31 and agree to abide by the terms. I understand that any violations may result in disciplinary action by both HYSA and ASU and the revocation of my use and when applicable, law enforcement involvement.

_____ I have read the Student Surveys, Research Studies and Evaluation on page 13. I give my children permission to participate in student surveys, research studies and other related activities that have been approved by the administration.

_____ I have read the News and Media Outlet information on page 13.

_____ My child may **not** participate in any News or Media opportunities

_____ Picture only, No name

Yes No I have read and fully understand the above Technology and Acceptable Use Policy and Electronic Communications and do hereby agree to the terms and conditions of use.

(Please circle Yes or No)

Parent/Guardian Signature

Address

City State Zip

Date

Student Signature

Telephone Number

Telephone Number

Date