The Gary K. Herberger Young Scholars Academy embodies a highly challenging and hands-on learning environment. Here, in non-traditional fashion, exceptional adolescents integrate technology and advanced methods into their learning culture to achieve substantial growth. HYSA’s access to resources and scholarly professionals from Arizona State University prepares our students for tomorrow by learning how to collaborate today.
Mission/Vision

Mission
Vision

School Day

School Hours
Contact Information
Exterior Doors
Guests
Parent Drop-Off and Pick-Up Procedures
Visitor Parking
Student Parking
Sun Cards
Student Lunch/ASU Dining
Calendar (2019-2020)

Attendance and Absences

Attendance
Absences
Excused Absences
Unexcused Absences
Excessive Absences
Late Arrival and Early Departure
Open Lunch
Falsification of Notes and/or Misrepresentation by Phone
School and Work Attendance
General Information 14
  Cambridge International Examinations 14
  Emergency Drills 14
  Health Services 15
  News and Media Opt Out 16
  Social Activities 16
  Student Government 16
  Student Surveys, Research Studies and Evaluation 16
  ASU Fitness Center 17
  Volunteers 17

Tuition/Scholarships 20
  Tuition 20
  Scholarships 21

ASU Math Classes 21
  Entry into ASU Math Classes 21

Conduct/Discipline 22
  Code of Conduct 22
  Bullying 24
  Staff Conduct with Students 25
  Display of Affection 25
  Dress Code 26
  Inappropriate and Forbidden Items 26
  Academic Integrity 27
  Discipline Policy 27
Disciplinary Action Chart 28
Tobacco, Alcohol and Drugs 32
Vandalism 32
Search and Seizure 33
Personal Property 33
Parent Conduct on Campus 33

Technology 34
Technology/Acetable Use Policy 34
Information Posted to Computers or Web Pages 36
Electronic Mail and Electronic Communications 37

Course Syllabi & Grading 38
Course Syllabi 38
Grading Policy 38
Credit Earned Concurrently 39
Auditing Classes 39
Homework 39
Report Cards 41
ThinkWave 41
Fear of Failure Notices 41
Transcripts 41

Graduation Information 42
Gary K. Herberger Young Scholars Academy Signature Page 44
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 as 7:30 am.
- After school clubs may run from 3:15 pm to 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**.

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 Herberger Young Scholars Academy strives to respond to the questions and concerns of parents and community members as quickly and effectively as possible. The following information is designed to identify whom to contact at HYSA in order to most efficiently access information and support when necessary.

**Please note that your student’s instructor is the primary point of contact for ALL classroom-related inquiries.**

**Sheryl Shelley**  
Administrative Associate  
sheryl.shelley@asu.edu  
602-543-8274  
- Attendance  
- General school information  
- Tuition questions  
- Student tuition organizations

**Mike Twilling**  
Principal  
Michael.Twilling@asu.edu  
602-534-????  
- Student conduct & discipline  
- Student support and services  
- Curriculum and instruction  
- After-school clubs and activities

**Gabriel Klemm**  
Director of Admissions & Advising  
gabriel.klemm@asu.edu  
602-543-2875  
- Admissions  
- Transcripts and graduation requirements  
- College counseling  
- School safety  
- HYSA Athletics

**Marianne Fillhouer**  
Psychologist  
Marianne.Fillhouer@asu.edu  
602-543-6436  
- Student social and emotional well-being  
- Pertinent diagnostic information  
- General mental health information  
- IEP and 504 information

**Eamonn O’Brien**  
Director of Integration and Technology  
eamonn.obrien@asu.edu  
602-543-6421  
- School technology policies and procedures  
- Technology troubleshooting  
- HYSA Design Lab

**Kathy Leech**  
Executive Coordinator  
kathleen.leech@asu.edu  
602-543-2874  
- General Cambridge International information  
- Cambridge testing dates

**Please note that your student’s instructor is the primary point of contact for ALL classroom-related inquiries.**
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 on next page)
- 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 vary per lot ($280-$360) and the parking lot students will be assigned to is determined by the ASU Parking office based on availability each year. Students must display their parking placard in their windshield or they will be ticketed. The placard is only good for the lot assigned. You will need your Driver’s 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 Sun Card 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.
Student Lunch/ASU Dining

There are several dining options for HYSA students at lunchtime. While all students eat at the West Campus Dining Pavilion, many Herberger students bring their own lunches from home. Students can also purchase meals at the Verde Dining Pavilion buffet, as well as buy food items at the POD market. While students can pay for meals and food items daily, ASU provides several pre-paid options. If you are interested in purchasing a meal plan for your student, please use this [link](#) to access the ASU Sun Devil Dining website.

In addition to the options listed above, A-Level students can also buy lunch at CafeWest/Chik-fil-A.

Calendar (2019-2020)

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

<table>
<thead>
<tr>
<th>August</th>
<th>12th Monday</th>
<th>New Student Pot Luck – 5:30 – 7 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>13th Tuesday</td>
<td>FIRST DAY OF SCHOOL – ALL STUDENTS</td>
</tr>
<tr>
<td></td>
<td>14th Wednesday</td>
<td>Back to School Night 6 – 8 pm</td>
</tr>
<tr>
<td></td>
<td>22nd Thursday</td>
<td>ASU Classes Begin</td>
</tr>
<tr>
<td></td>
<td>21st – 23rd Wednesday</td>
<td>Camp Tontoza</td>
</tr>
<tr>
<td></td>
<td>28th Wednesday</td>
<td>Late Start for Students 10 am</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
<th>2nd Monday</th>
<th>NO SCHOOL – Labor Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>18th Wednesday</td>
<td>Coffee with Kim - General</td>
<td></td>
</tr>
<tr>
<td>25th Wednesday</td>
<td>Late Start for Students 10 am</td>
<td></td>
</tr>
<tr>
<td>30th Monday</td>
<td>NO SCHOOL for Students</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
<th>7th – 11th Parent-Teacher Conference Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th Thursday</td>
<td>School Picture Day</td>
</tr>
<tr>
<td>14th – 18th</td>
<td>NO SCHOOL – Fall Break (ASU 12th – 15th only)</td>
</tr>
<tr>
<td>23rd Wednesday</td>
<td>Coffee with Kim - MY</td>
</tr>
<tr>
<td>25th Friday</td>
<td>Whole School Field Day - Macbeth</td>
</tr>
<tr>
<td>30th Wednesday</td>
<td>Late Start for Students not taking the PSAT 10 am</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th>8th Friday</th>
<th>NO SCHOOL - NAGC</th>
</tr>
</thead>
<tbody>
<tr>
<td>11th Monday</td>
<td>NO SCHOOL – Veteran’s Day</td>
<td></td>
</tr>
<tr>
<td>15th Friday</td>
<td>School Picture Retake Day</td>
<td></td>
</tr>
<tr>
<td>20th Wednesday</td>
<td>Coffee with Kim - IGCSE</td>
<td></td>
</tr>
<tr>
<td>27th Wednesday</td>
<td>Late Start for Students 10 am</td>
<td></td>
</tr>
<tr>
<td>28th &amp; 29th</td>
<td>NO SCHOOL – Thanksgiving Break</td>
<td></td>
</tr>
</tbody>
</table>

| December | 11th Wednesday | Coffee with Kim - A-Level |
Attendance and Absences

**Reminder AS/A Level testing could carry into Mid-June**

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

### 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 symptoms 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.

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 cannot 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.

ASU Fitness Center

Students at the Gary K. Herberger Young Scholars Academy often utilize ASU’s Sun Devil Fitness facilities for P.E., after-school athletics, and extracurricular activities. Students are expected to know and comply with all Arizona State University Sun Devil Fitness policies.

Volunteers

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

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.

Every volunteer/chaperone at the Gary K. Herberger Young Scholars Academy must adhere to the Arizona State University Minors on Campus Policy and provide ALL required documentation prior to working in the school or volunteering at school functions.

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.

**Requirements of Volunteers -**

No volunteer may have contact with minors as part of an ASU program until such time as the following have been completed:

- Completion of a **volunteer form** filed with Risk Management.
- Departmental request of an **Active Volunteer courtesy affiliation**
- Departmental request for a security role on behalf of the volunteer.
- Successful completion of the ASU Minors on Campus online training through **ASU Career Edge ANNUALLY**.

Any volunteer who will be authorized to have **unsupervised 1-on-1 contact** with minors must additionally complete the following:

- Submit to a fingerprint/background check with ASU HR Department.
- Successfully pass a fingerprint/background check

**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.

**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 substitutes 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 Kathy Novak at 602-543-2805 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 upcoming 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.  [https://students.asu.edu/math](https://students.asu.edu/math)

**Conduct/Discipline**

**Code of Conduct**

Please be cognizant when planning outside of school events that involve HYSA students. HYSA parents should speak with their children about the values of inclusion and sensitivity to other’s feelings. Birthday Invitations or other party invitations may not be distributed at school. Parents/students are asked to use other methods to deliver invitations to their non-HYSA events.
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 regulations 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 re-enroll. 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 products 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 technology-based 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](#). Please see the [Gary K. Herberger Young Scholars Academy Technology Policy](#) 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

As a member of the Gary K. Herberger Young Scholars Academy student body a student must be conscious of his/her actions at school, meetings, presentations, performances, workshops, while attending ASU classes and events and other gatherings in which they represent our school as a student.

The school administration determines the actions for any violation. Below is a chart outlining possible disciplinary actions. Please note that there are a variety of actions that may be taken before following the chart. Some examples of action taken may be: education and training, parent/guardian contact/phone call home, community service, loss of privileges, suspension, expulsion. 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**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Range</th>
<th>First Occurrence</th>
<th>Repeat Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggressive Act (Minor)</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Alcohol Violation</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Long-Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Arson of a Structure or Property</td>
<td>Minimum</td>
<td>Conference</td>
<td>Expulsion</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Arson of an Occupied Structure*</td>
<td>Minimum</td>
<td>Long-Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Assault</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Assault - Aggravated*</td>
<td>Minimum</td>
<td>Short-Term Suspension</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Bullying</td>
<td>Minimum</td>
<td>Conference</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Burglary/Breaking &amp; Entering</td>
<td>Minimum</td>
<td>Conference</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Burglary (First Degree)*</td>
<td>Minimum</td>
<td>Long-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Cheating</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>Combustible</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Defiance, Disrespect Towards Authority &amp; Non-compliance</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------</td>
<td>------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Maximum</td>
<td></td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Disruption</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>Maximum</td>
<td></td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>Maximum</td>
<td></td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Drug Possession/Use</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Drug Providing/Sale</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>Maximum</td>
<td>Long-Term Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Drug Paraphernalia</td>
<td>Minimum</td>
<td>Conference</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Drug Substance Represented as Illicit</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Electronic Devices (Improper Use)</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Short-Term Suspension</td>
<td></td>
</tr>
<tr>
<td>Endangerment</td>
<td>Minimum</td>
<td>Conference</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Extortion</td>
<td>Minimum</td>
<td>Conference</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Fighting</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Fire Alarm Misuse*</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Forgery</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Short-Term Suspension</td>
<td></td>
</tr>
<tr>
<td>Gambling</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Short-Term Suspension</td>
<td></td>
</tr>
<tr>
<td>Gang/Negative Group Affiliation</td>
<td>Minimum</td>
<td>Conference</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Maximum</td>
<td>Long-Term Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Graffiti or Tagging</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------</td>
<td>-----------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

**Harassment, Nonsexual**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Short-Term Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

**Harassment, Sexual**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Short-Term Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

**Harassment, Sexual with Contact**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Short-Term Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

**Hate/Bias Related Incidents**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Short-Term Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Long-Term Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

**Hazing**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Short-Term Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

**Indecent Exposure/Public Sexual Indecency**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Short-Term Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Long-Term Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

**Language, Inappropriate**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Short-Term Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
<td></td>
</tr>
</tbody>
</table>

**Leaving School Grounds without Permission**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Short-Term Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Short-Term Suspension</td>
<td></td>
</tr>
</tbody>
</table>

**Lying**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Parent Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Detention</td>
<td>Short-Term Suspension</td>
</tr>
</tbody>
</table>

**Plagiarism**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Short-Term Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

**Pornography**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Short-Term Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
<td></td>
</tr>
</tbody>
</table>

**Profanity/Verbal Abuse**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Parent Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
</tbody>
</table>

**Public Displays of Affection**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Short-Term Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Short-Term Suspension</td>
<td></td>
</tr>
</tbody>
</table>

**Recklessness**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Short-Term Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
<td></td>
</tr>
</tbody>
</table>

**Robbery**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Conference</th>
<th>Short-Term Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
<td></td>
</tr>
<tr>
<td>Offense</td>
<td>Minimum</td>
<td>Long-Term Suspension</td>
<td>Maximum</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------</td>
<td>---------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Robbery, Armed*</td>
<td>Minimum</td>
<td>Long-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Rough-Housing/Play-Fighting</td>
<td>Minimum</td>
<td>Conference</td>
<td>Parent Conference</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>Sexual Abuse/Sexual Conduct</td>
<td>Minimum</td>
<td>Conference</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Long-Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Tardy</td>
<td>Minimum</td>
<td>Conference</td>
<td>Parent Conference</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Loss of Credit</td>
</tr>
<tr>
<td>Technology - Improper Use of Computer</td>
<td>Minimum</td>
<td>Conference</td>
<td>Parent Conference</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Technology - Network Infraction</td>
<td>Minimum</td>
<td>Conference</td>
<td>Parent Conference</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Technology - Improper Use of Telecommunication Device</td>
<td>Minimum</td>
<td>Conference</td>
<td>Parent Conference</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Theft</td>
<td>Minimum</td>
<td>Restitution</td>
<td>Restitution</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Threat, Bomb*</td>
<td>Minimum</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Threat, Chemical or Biological*</td>
<td>Minimum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Threat or Intimidation</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Tobacco Violation</td>
<td>Minimum</td>
<td>Conference</td>
<td>Parent Conference</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Trespassing</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Truancy</td>
<td>Minimum</td>
<td>Parent Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Loss of Credit</td>
</tr>
<tr>
<td>Unexcused Absence</td>
<td>Minimum</td>
<td>Parent Conference</td>
<td>Parent Conference</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Parent Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>Vandalism of Personal Property</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------</td>
<td>------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Vandalism of School Property</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Verbal Provocation</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Weapons - Dangerous Items</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Weapons - Firearms*</td>
<td>Minimum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Weapons - Firearms - Simulated</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Weapons - Other</td>
<td>Minimum</td>
<td>Conference</td>
<td>Short-Term Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Short-Term Suspension</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

*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 (laptops 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 is permitted near technology devices.

6. Technology devices are expected to be clean and any damage reported to staff immediately.

7. The recording (in any digital medium) and the digital distribution of any HYSA student, employee or location, outside of an HYSA academic purpose, is prohibited.

   Laptops may leave the Gary K. Herberger Young Scholars Academy if a Herberger Young Scholars Academy Acceptable Use Policy (AUP) form is signed by both a parent/guardian and the student, and returned and filed at HYSA. Signing of the Herberger Young Scholars Academy Acceptable Use Policy serves as an acknowledgement of both the student and the parent/guardian of the acceptable uses of technology at HYSA 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, an iPad is $599, the cost of replacement chargers will be determined based on the specific type. These same costs apply if a device is lost. A laptop may never leave the building if a signed AUP 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.

   Middle Years students may not remove a laptop from school grounds except by special and specific permission of the Director of Integration and Technology.

   iPads may not leave school grounds except by special and specific permission of the Director of Integration and Technology

   With the exception of Middle Years students, chargers will be distributed with each laptop. Students are responsible for securing and maintaining the charger they are issued. Students must return the same charger at the end of the school year in order to avoid incurring the replacement charge outlined above. Middle Years student laptops will be stored in the Middle Years computer cart at the end of each school day, and any time during the day when the teacher determines that a computer is not necessary for academic work. No loaner-computers 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 notice 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
</tr>
<tr>
<td>INC</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>IP</td>
<td>In-progress</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
</tbody>
</table>

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 within 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 a student’s cumulative grade point average. It is the student’s responsibility to provide the official transcript from outside schools to future schools. Students 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.

Homework

Homework at Herberger Young Scholars Academy

    Many studies on the effects of homework on student achievement indicate that more is not necessarily better, and, in many cases, too much homework may have negative effects on student performance. This is especially true with younger students and with highly gifted students. Herberger Young Scholars Academy strives to foster a balance between a highly challenging academic environment and the social, emotional, and intellectual growth that takes place outside of the regular school day. We encourage our students to pursue
personal interests alongside their academic endeavors in order to help them develop as well-rounded, ‘whole’ individuals. The HYSA Homework Policy is a reflection of these ideals.

Homework quantity and requirements at HYSA vary from cohort to cohort. It is always our goal to provide students with age-appropriate and authentic opportunities to enhance their classroom learning experiences, and this includes any work they are asked to do outside of school.

Always refer to the course syllabus for an individual instructor’s specific policy on homework, but here are some general school guidelines:

**HYSA Homework will:**

- be meaningful and valuable to the learning goals of the curriculum
- be manageable for students to complete with reasonable time and effort
- be developmentally appropriate for students in terms of time, scope and expectations
- have a clear purpose, which is communicated to students
- provide opportunity for constructive and timely feedback

**HYSA Homework will not:**

- be assigned to be completed during legal or religious holidays recognized by the school
- be assigned to be completed during school vacations that occur within the academic year

*Summer reading may be required*

**Daily Homework Expectations and Examples by Cohort:**

**HYSA Middle Years (30 min – 1 hr)**
- Nightly reading (required class reading/personal choice)
- Foreign language review and practice

**HYSA IGCSE (45 min – 1.5 hrs)**
- Nightly reading (required class reading/personal choice)
- Core content extensions/projects/review
- Cambridge coursework and exam prep
- Foreign language review and practice
**HYSA A-Level (1-2 hrs)**

- Nightly reading (required class reading/personal choice)
- Core content extensions/projects/review
- Cambridge coursework and exam prep
- Foreign language review and practice

*Time spent on Math practice and review will vary by class and course level.

**Students enrolled in or auditing Arizona State University classes are responsible for fulfilling all of the syllabus/instructor requirements for the ASU course.

**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 2020 HYSA Graduation Ceremony and End of Year Celebration will commence on the evening of Wednesday, May 20, 2020 in the LaSala Ballrooms at Arizona State University, West Campus. A mandatory rehearsal for the graduating class will be conducted on Tuesday, May 19th. 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, parents and/or guardians of graduating students will be emailed schedule reminders, ticket reservation information, and other crucial details regarding the 2020 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 2020 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 2020 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 2020 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 addition students must return technology before noon on Wednesday, May 20, 2020. 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 2020.
Thank you for taking the time to read the Gary K. Herberger Young Scholars Academy (HYSA) Policy & Procedures Handbook available online August 1, 2019. As a condition of enrollment this form must be agreed to in full. 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.

I have read the Code of Conduct 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. 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 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. 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  Student Signature

Address  Telephone Number

City State Zip  Telephone Number

Date  Date